



## UNITED ARAB EMIRATES MINISTRY OF EDUCATION



مدرسة هابيتات الخاصة  
HABITAT SCHOOL

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### HIGHLIGHTS OF BEHAVIOUR MANAGEMENT POLICY MANDATED BY MOE 2018-2019

#### Dear Parents

The establishment and promotion of the principles and practices of positive and exemplary behaviour are key to creating effective and productive learning environments for all the students and at all stages of their education; therefore, this policy aims to achieve the following objectives:

1. Contribute to strengthening the core values of UAE society.
2. Elevate positive behaviours amongst students within the school community.
3. Promote positive and exemplary behaviours through frequent, regular and consistent reward, encouragement and care at all times, and through minimising behavioural offences by the best possible educational means.
4. Identify the characteristics of shared social responsibility by clarifying the roles and responsibilities of all those concerned in order to uphold the principles of justice, transparency and accountability.
5. Achieve balance in the roles and responsibilities within the school community to ensure the implementation of the student behaviour management policy in a clear, flexible and fair way.
6. Promote the principle of holistic education based on the equality and harmony of the cognitive, personal and social attributes that constitute the characteristics of each learner.
7. Create an adequate learning environment that is suitable for all students, including people with determination, and school staff to exercise their roles in order to achieve the objectives of the educational process.
8. Familiarise students and their parents with their rights and duties, policies and instructions on behaviour. and the importance of complying with these in a manner that achieves self-discipline, and enhances their awareness of the UAE society's values and heritage, and of those values of other neighboring communities, and their social responsibility towards the current issues, their environment, surroundings and the sustainability of their future.
9. Provide a reference to the standards and procedures to be invoked and adopted while dealing with the behaviour of students that is in line with school values and policies.
- 10 Provide reintegration services and programs appropriate to the student's behavioural and educational needs in order to reintegrate him/her into the school community.

## STUDENT BEHAVIOUR MANAGEMENT COMMITTEE

<b>CHAIR OF THE COMMITTEE</b>	<b>Ms Mariyam Nizar (Principal)</b>
<b>ASSISTANT CHAIR OF THE COMMITTEE</b>	<b>Dr Huma Ather (Vice Principal)</b>
<b>ADVISORY HEAD</b>	<b>Ms Archana Praveen</b>
<b>REPORTING MEMBERS</b>	<b>Ms. Rahana Nizar. Ms Raseena Ahamed</b>
<b>HEAD OF THE STUDENT AFFAIR UNIT</b>	<b>Ms Remya Shejin, Mr Biju Raju</b>
<b>SAFETY OFFICER</b>	<b>Mr. Anshul Gupta( AAO)</b>
<b>EXICUTIVE COMMITTEE</b>	<b>Ms Ghousia Begum, Ms Sahla T.K, Ms Suneefa Tanseer</b>
<b>TEACHER REPRESENTATIVES</b>	<b>Ms Rameena Shamjith, Ms Krishna Priya, Ms Shainy Kazhaka, Ms Kavitha Radha Krishnan</b>
<b>STUDENT COUNCIL MEMBERS</b>	<b>Ms Fiza Javed Muhammed, Head Girl Ms Bhavika Nair, Assistant Head Girl</b>
<b>PARENT COUNCIL MEMBERS</b>	<b>Mr Anees CT, Mr Fazle Ali, Ms Renuka Nair, Mr Harish Chakkottil</b>

## PROCEDURES FOR DEALING WITH OFFENCES

The following leveled procedures shall be taken, and the deduction of behaviour grades shall be calculated in the event of committing various offences, taking into account the detailed instructions mentioned in Appendix C herein, with the School Behaviour Management Committee convening in order to take the necessary decisions.

Degree	Upon committing it	First repetition	Second repetition	Third repetition
1 - Offences of the first degree (simple) - (4) marks each	Verbal warning	<ul style="list-style-type: none"> <li>- Open file and document the offence.</li> <li>- Inform the parent/guardian in writing.</li> </ul>	<ul style="list-style-type: none"> <li>Deduct half of the grade.</li> <li>- Call the parent/guardian.</li> <li>- Issue a first written warning to the student with parent/guardian signature of acknowledgement.</li> </ul>	<ul style="list-style-type: none"> <li>- Call the parent/guardian.</li> <li>- Issue a final written warning to the student and his/her parent/guardian in case of non-response.</li> <li>- Deduct the full grade.</li> <li>- Case study by the counselor.</li> <li>- Implement a set of strategies to reduce negative behaviour.</li> <li>- Convert the offences to the second degree.</li> </ul>

<p>2 - Offences of the second degree (mild) - (8) marks each</p>	<ul style="list-style-type: none"> <li>- Call the parent/guardian</li> <li>- Get the signatures of the parent/guardian and the student on a pledge not to repeat the offence.</li> <li>- Deduct half of the grade.</li> </ul>	<ul style="list-style-type: none"> <li>- Deduct the full grade.</li> <li>- Get the signatures of the parent/guardian and the student on a warning or in-school suspension of one to three days.</li> </ul>	<ul style="list-style-type: none"> <li>-Suspend the student from one to three days in the school and assign school duties.</li> <li>- Give a final warning.</li> </ul>	<ul style="list-style-type: none"> <li>- Transfer the student to another division.</li> <li>- Case study by the academic counselor and transfer of the case to the School Behaviour Management Committee to carry out a set of actions that would contribute to improving the behaviour.</li> <li>- Convert the offences to the third degree.</li> </ul>
<p>3 - Offences of the third degree (serious) - (12) marks each</p>	<ul style="list-style-type: none"> <li>- Immediate convening of the School Behaviour Management Committee to conclude a decision.</li> <li>- An immediate summons of the parent/guardian and signing the decision.</li> <li>- Deduct the full grade.</li> </ul>	<ul style="list-style-type: none"> <li>- Presentation before the Student Behaviour Management Committee to make a suspension decision.</li> <li>- Suspend the student from school and transfer him/her to the competent authority to receive a specialised program to modify the behaviour for a period of one to two weeks.</li> <li>-Deduct the full grade.</li> </ul>	<ul style="list-style-type: none"> <li>-Issue a decision from the School Behaviour Management Committee to suspend the student.</li> <li>- Warn the parent/guardian to seek transferring the student to another school.</li> <li>- In case of non-compliance of the guardian, the student is to be transferred by decision of the Assistant Undersecretary of School Operations.</li> </ul>	<ul style="list-style-type: none"> <li>- The decision of the Student Behaviour Management Committee to convert the offences to the fourth grade.</li> <li>- Then final suspension out of public schools on the basis of a decision of the Undersecretary of the Ministry of Academic Affairs for General Education.</li> <li>- Referral of the student to specialized centres for behaviour modification programs.</li> <li>-Review the decision to re-register the student after the presentation to the Undersecretary of the Ministry of Academic Affairs.</li> </ul>

<p>4 - Offences of the fourth degree (extremely serious) - (20) marks each</p>	<ul style="list-style-type: none"> <li>- Immediate communication with the parent/guardian.</li> <li>- Take immediate procedure towards the offence with the help of the concerned parties.</li> <li>- Convene the Student Behaviour Management Committee to conclude its decision and inform the Student Guidance Department of the necessary action.</li> <li>- Suspend the student until the completion of the investigation.</li> <li>- The student and his/her guardian shall be held responsible for any damages resulting from the offence.</li> <li>- Transfer the student to the remedial programs approved by a decision of the Undersecretary of the Ministry of Academic Affairs in specialised institutions.</li> <li>- Suspend the student's registration in schools and full denial of access to schools and the transition to continuous home schooling.</li> <li>- Complete suspension in the case of exhausting all means of remedy, and transfer the student to a competent authority for behaviour modification and therapy.</li> <li>- Final dismissal in the event of exhausting all means of remediation.</li> </ul>
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### **STUDENTS WITH SPECIAL NEEDS**

In the event that a student with special educational needs commits a behavioural offence, the School Behaviour Management Committee and the school support team shall coordinate with each other and with the special education support centre to study the behaviour of the student to determine the relationship between the offence and the disability, and then apply the following measures:

1. If the offence is not related to the nature of the disability, the measures of Article (9) above shall be applied.
2. If the offence is related to the nature of the disability:
  - Develop and implement a behaviour assessment plan relating to the offence.
  - In the case of an existing behavioural assessment plan, it shall be reviewed and modified to address the behaviour leading to the offence.
3. If the behaviour modification plan of the student with special needs confirms links of the behavioural offence to the nature of their disability, then the school shall continue to support and integrate the student, unless it is agreed with the parent/guardian and the Department of Special Education that the student should be transferred to another school or should continue his/her studies in an alternative environment.

### **BEHAVIOUR SCORES**

Total Behaviour Score is a set of estimates that monitor the student's overall positive and exemplary behaviour and is expressed in a numerical value of (100) marks at the end of the school year. It encompasses:

1. (20) marks of exemplary behaviour - granted by assessing the personal attributes of the student motivating them to enhance it and achieve the highest possible levels of positive behaviour indicators according to the criteria specified (in Article 6) within the following three axes:
  - A. Personal development
  - B. Appreciation of the values of Islam, respect of the identity, heritage and culture of the UAE and other cultures of the world
  - C. Social responsibility, leadership skills and innovation

2. (80) marks of positive behaviour - expected of all students and negatively affected by deduction according to the behaviour score and offences included in the following four categories:
- A. Minor offences of the first degree, weighing (4) marks each
  - B. Moderate offences of the second degree, weighing (8) marks each
  - C. Serious offences of the third degree, weighing (12) marks each
  - D. Extremely serious offences of the fourth degree, weighing (20) marks each

**Notes:**

1. 60% is the minimum expected level for behaviour grades. Students shall be granted the opportunity to compensate for the deducted semester behaviour grades during the course of the school year by improving their exemplary behaviour grades, avoiding offences and committing to positive behaviour.
2. If the student's behaviour grades fall below 60% by the end of the semester, his/her certificate will be withheld and the case will be submitted to the School Behaviour Management Committee to approve the semester corrective procedures applying to the learner.
3. In case the student fails in the final behaviour grade at the end of the school year (average semesters' grades), the certificate shall be withheld from the student pending a decision by the School Behaviour Management Committee on the main corrective actions, the completion of which is binding upon the student in order to receive their certificate, by the decision of the Behaviour management Committee, except for students in Grade 12.
4. Students with repeated behavioural problems with a behaviour grade of (60) are required to enroll in programs aimed at the development and enhancement of positive behaviour.
5. Students with exemplary behaviour are rewarded by including them in the internal and external programs of the Ministry in order to motivate them to ensure the continuity of their exemplary behaviour.

**EXEMPLARY BEHAVIOURS**

- Positive attitude and behaviour
- High sense of responsibility and self-discipline on a consistent basis.
- Committed to school systems and policies within the classroom and the school
- consistent collaborative attitude with their colleagues, teachers, and school management.
- Respects the feelings of peers, takes care of their needs, and continuously offers to help them.
- Encourages others to cooperate and collaborate, proposes solutions to involve others, and invites them for teamwork on an ongoing basis.
- The student is committed to health and safety standards.
- Takes care of own his/her attire and his/her personal hygiene on an ongoing basis without needing a reminder.
- Demonstrates a clear awareness of the importance of healthy eating in his/her choices, practices sports continuously in the school, seeks to lead food awareness campaigns, and initiates innovative ideas to support healthy lifestyles.
- The student is present and punctual on an ongoing basis.
- Appreciation of the values of Islam and
- demonstrating respect of the identity, heritage, culture of the UAE and other cultures of the world good character
- Demonstrates moderation and tolerance and reflects these in his/her behaviour

- Participates in a range of cultural activities leading to the promotion of values of belonging and national identity.
- Initiates extracurricular activities and projects to learn about other cultures, and compares them to his/her national culture.
- Social responsibility and leadership and innovation skills
- Student has a distinctive work ethic and demonstrates a high level of environmental awareness, ability to innovate, lead projects, find solutions, and make decisions.

### **REWARDING POSITIVE AND EXEMPLARY BEHAVIOUR**

1. The positive and exemplary behaviour of learners is rewarded in accordance with their age, school grade, mental and physical abilities, and in a variety of other ways, as described in Appendix B herein, given that the following policies should be taken into consideration when applying the procedures for promoting positive and exemplary behaviour:

- Each learner shall be deemed to have positive and exemplary behaviour under this policy.
- Reward should be done by direct praise for positive and exemplary behaviour.
- Equal opportunities are provided to all students to reward their positive and exemplary behaviours.
- Reward should correlate in its type and degree with the behaviour to be rewarded.
- Reward should be focused on the behaviour of the student and not on his/her personality.
- The methods of reward should vary between moral, material and educational rewards.

### **GRIEVANCE**

1. The student or his/her parent has the right to submit a grievance or complaint to the Ministry's Undersecretary of Academic Affairs if any of the precautions mentioned in Article (14) are committed, and the School Operations sector shall directly investigate and immediately submit such grievance or complaint to the Undersecretary for consideration, and appropriate action will be taken as deemed necessary.
- 2- The student or his/her parent/guardian may file a complaint against the decision of the School Behaviour Management Committee and address it to the Undersecretary of Academic Affairs within one week from the date of notification. The procedure of the grieved may be reduced, canceled or may remain the same as the Student Behaviour Management Committee deems appropriate.
- 3- The student or his/her parent/guardian shall comply with the following procedures and controls in submitting his/her complaint:
  - A. Fill out the complaint form, and complete all the information with the accuracy and clarity required, and in short, without prejudice to content.
  - B. Submit the complaint to the office of the Assistant Undersecretary for the School Operations Sector.
  - C. The complaint shall be submitted within five working days from the date of the incident, whatever it is; for instance, receiving a written warning of negative behaviour or behaviour offence.
  - D. The student may not submit his/her complaint after the period specified from the date of the incident subject matter of the complaint, and may not submit more than one complaint about the same incident.
  - E. The relevant authority to the grievance shall take the necessary action, decide on it, and inform the student or his/her parent/guardian of its outcome within a period of not more than one week from the date of filing the grievance. The student or his/her parent/guardian shall be entitled to submit another grievance on the outcome of the first grievance and only one time to the higher authority.

## **ROLES AND RESPONSIBILITIES OF PARENTS**

### **The Parent shall**

- Submit written acknowledgement to the school, stating he/she has read and approved of the conditions of the Compulsory Education Law and the decisions issued related to it. The parent also commits to sending the student to school regularly throughout the stages of compulsory education and to creating a safe and secure family environment for his/her child in order to achieve the policy's purposes. In case of his/her offence, the parent shall bear the criminal consequences according to the relevant law and policies.
- Promote positive behaviour, and commits to providing care and to help minimizing the risk of behavioural problems facing his/her child.
- Educate his/her child about self-discipline and always reinforce the values of their religion and society and how they are responsible for the future of their country.
- Commit to attending cultural and educational events and meetings when it is required by school management.
- Notify the school about the needs of his/her child and cooperate with the school to solve behaviour-related problems.
- Commit to bearing the cost for repairing or replacing goods or property damaged or destroyed by his/her child. The value shall be defined according to the supporting evidence and is subject to the decision of the Student Behaviour Management Committee.
- When asserting the direct responsibility of the parent regarding his/her child's behaviour, he/she shall be transferred to the competent authorities under recommendation of the Behaviour Management Committee.
- Commit full responsibility for the student according to Wadima Law and other laws in the country.
- Respond to school decisions. In the event a parent/guardian fails to do so, and in case to the responsibility regarding his/her child's offensive behaviour is asserted, the matter shall be referred competent authorities by the Department of Legal Affairs in the Ministry.

**PRINCIPAL**