



مدرسة الرشيد الأمريكية الخاصة
Al Rashed American Private School

لعلوم نافعة وأخلاق راقية

مدرسة الرشيد الأمريكية الخاصة

Students' Behavior Management Policy

Al Rashed American Private School



Introduction

The school is an educational institution, which provides its students with the means and tools that prepare them for the educational atmosphere by recognized systems, and must be respected and appreciated by all. It works to accustom its students to respect and adhere to the established systems, while at the same time addressing situations through educational procedures that are set out in the regulation.

The student behavior management regulation is of great importance, as it helps the school administration to evaluate the behavior of learners by distributing it at the beginning of the academic year to all parents, teachers, and students to view its provisions and deal with children according to its educational rules and guidelines. The rules included in this regulation aim to provide an educational atmosphere for schools and prepare them to perform their educational mission by addressing behavioral situations that affect the educational process through the procedures included in this regulation.



Important Definitions

Behavior

Each word, action, practice, or activity is generated by the student through his interaction with the surrounding educational environment.

Exemplary Behavior

Behavior that exceeds expectations, reflects the outstanding practices displayed by the student.

Positive Behavior

The behavior expected of the student, which is consistent with the goals, values, regulations, educational systems, and norms prevailing in the educational community.

Offences

Any behavior performed by the student that is not consistent with the expected positive behavior leaves a negative impact on himself, others and the educational environment.

Behavior Enhancement

The process of reinforcing positive behavior or increasing the likelihood of its recurrence in the future by adding positive effects or removing negative effects after it occurs.

Behavior Correction

A set of educational, and therapeutic methods and programs that aim to promote, guide, evaluate and make a positive change in student behavior, reduce the likelihood of committing violations, and raise the positive and distinguished behavior.



The Student

Any learner enrolled in Al Rashed American private school.

Objectives of the Code (Regulation)

This Code seeks to achieve the following objectives:

1. Building positive behavior among the students inside the school community.
2. Enhancing the positive and exemplary behaviors and having them repeated on a regular and persistent basis, through the application of promotion, encouragement and care principles at all times, and reducing the behavioral offences by using the best possible educational means.
3. Creation of an educational environment that is proper to enhance the principle of integrated upbringing, which is based on the parity and harmony between the cognitive, personal and social aspects forming the features of each student.
4. Application of the principles and culture of the promotion, encouragement and permanent care within the educational community, to decrease the behavioral offences inside and outside the school, by using the best possible educational methods.
5. Orienting the students and their guardians on their obligations and earning their trust in respect of the fairness of the adopted procedures and methods, to achieve the self-discipline and the development of the positive and exemplary behavioral attitudes of the students inside the school community permanently.



and exemplary behavioral attitudes of the students inside the school community permanently.

6. Provision of a reference for identifying the rules, standards and procedures that should be referred to in dealing with the students' behaviors, to ensure compliance with the school values and systems.

7. Ensuring that the preventive and handling mechanisms of behavioral problems and offences are effectively planned and implemented.

Scope of Application

The articles here of shall apply to all of the General Education Institutions, from the 3rd elementary Grade to the 12th Grade.

Offenses

Behavior offenses are classified into four levels according to their degree, severity, and impact on the students, and on the educational environment and community in general. The procedures of such levels shall be carried out by the provisions, provided that each of them shall be documented by the approved regulations and forms and shall be dealt with by the educational values and systems.



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First degree offences (simple offences) 4 marks shall be deducted for each offence

| Offence No. | Description |
|-------------|--|
| 1 | Being repeatedly late to the morning assembly or failing to participate therein without an acceptable excuse. |
| 2 | Failing to attend the classes on time repeatedly without an acceptable excuse. |
| 3 | Non-compliance with the school uniform or the school sports uniform without an acceptable excuse. |
| 4 | Overgrown hair for boys or bizarre haircuts for boys and girls. |
| 5 | Not bringing the books and school kits without an acceptable excuse. |
| 6 | Non-compliance with the positive behavior rules inside and outside the classroom, such as: keeping calm and disciplined during class time and making inappropriate sounds inside or outside the classroom. |
| 7 | Sleeping during class time or formal school activities with no justification (after making sure of the student's health status). |
| 8 | Eating during the class times or during the morning parade without a justification or permission (after making sure of the student's health status). |
| 9 | Non-compliance with presenting homework and assignments given to him/her promptly. |
| 10 | Misuse of the electronic devices such as the tablets etc., during the class, including playing games and using headphones inside the classroom. |
| 11 | The lateness of (10) minutes from attending the distance learning class during the live broadcast without an acceptable excuse minimum of (2) class. |
| 12 | Wearing clothes that offend the taste and public decency during live broadcasts of distance learning classes. |
| 13 | Side conversations or non-study-related and obstructive talk to the course during the live broadcast of the distance learning class. |



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| 14 | Mocking a teacher or a colleague during a distance learning class. |
| 15 | Using computers and attending distance classes in an inappropriate place. |
| 16 | Placing indecent images of digital citizenship that touch modesty on the display screen or within the submitted content. |
| 17 | Eating while attending a distance learning class. |
| 18 | Add any unauthorized software, including those that are shared, and free software for use. |
| 19 | Misuse of microphone, camera, and chat without prior permission from the teacher. |
| 20 | Playing games (except with the explicit permission of the teacher, such as if the games are an educational necessity associated with the lesson). |
| 21 | Misuse of privileges available through approved educational programs. |
| 22 | Neglect of the use of electronic devices such as computers, tablets, etc., including breaking the screen by negligence and causing technical failure. |
| 23 | All of these are similar to these offenses as per the discretion of the Behavior Management Committee. |



Mechanism of Dealing with the First-Degree Offenses

| Degree of offence | Repetitiveness | Deducted Mark | Action |
|---|-------------------------------------|---|--|
| First degree (simple offense) | Upon committing | None | 1. Verbal warning and directions. 2. Documenting the offense and the action taken. |
| | When repeated for the first time | | 1. Written warning and documenting the offense. 2. Informing the guardian in a written document. |
| | When repeated for the second time | 2 marks | 1. Summoning the guardian on the day next to the offense date. 2. Refer the student to the academic advisor/social worker. 3. Signing an undertaking not to repeat the offense by the student and his / her guardian and informing them of the marks deducted. |
| | When repeated for the third time | 4 marks | 1. Summoning the guardian on the day next to the offense date. 2. Issuing a written warning for the student and his / her guardian in case no response is made |
| | When repeated for more than 3 times | To be calculated at the Committee's discretion. | 1. Behavior Management Committee shall meet on the day next to the offense date. 2. The academic advisor/social worker shall open a file for studying an individual case. Implement a set of strategies aiming at reducing this negative behavior. |
| If the total of 10 marks is deducted against the first-degree offenses; then a file shall be opened to study and follow up on the student's case by the recommendations of the Behavior Management Committee. | | | |



Second-degree offences (medium severity offences) 8 marks shall be deducted for each offence

| Offence No. | Description |
|-------------|---|
| 1 | Not attending the school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams. |
| 2 | Getting in or out of the classroom during class time without permission. |
| 3 | Not attending the school activities and events without an acceptable excuse. |
| 4 | Inciting quarrels, threatening or intimidating peers in the school. |
| 5 | Acting in a manner contradicting the public morals or the public order at the school and with the values and traditions of the society, such as imitating the opposite sex in terms of clothes, appearance, haircuts and use of makeup. |
| 6 | Writing on the school furniture or school bus seats. Tampering with the alarm bell or the lift. |
| 7 | Bringing mobile phones or misusing any means of communication. |
| 8 | Verbally abusing or insulting students, staff, or visitors of the school. |
| 9 | Smoking or possessing the relevant kits inside the school campus. |
| 10 | Refusing to respond to the instruction of inspection or to hand over the banned materials. |
| 11 | Being absent a full school day (during Distance Learning) without an acceptable excuse. |
| 12 | Not attending two or more classes during the school day counts as being absent from a full school day. |
| 13 | Threatening, intimidating and inciting students to not attend distance learning classes and platforms. |
| 14 | Fabricating fights between students whether they are visible or written during the broadcast via distance learning platforms (synchronous and asynchronous). |



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| 15 | Failure to comply with rules governing the conduct of lessons. |
| 16 | Voice and video communication after the end of the official class time with the rest of the students, whether from inside or outside the school for non-educational purposes. |
| 17 | Use of e-mail or social media to disclose information of personal identity. |
| 18 | Removing the teacher or students from the group leads to obstruction of the course of the lesson, the teacher's work, and the rights of other students. |
| 19 | Use of profanity, racist statements, or other words (text, voice or hint) that may be offensive to any other user (from the student or his / her guardian) |
| 20 | Being abusive to the teacher or official visitors during the live broadcast of the Distance Learning session or after the end of the session through inappropriate comments. |
| 21 | Smoking or possession of any smoking device while attending class. |
| 22 | All of what is similar to these offences as per the discretion of the Behavior Management Committee. |

Mechanism of Dealing with the Second-Degree Offenses

| Degree of offence | Repetitiveness | Deducted Mark | Action |
|---|----------------------------------|---------------|---|
| Second degree (medium severity offences) | Upon committing | 4 marks | <ol style="list-style-type: none">1. Issuing the first written warning and instructing the student to sign an undertaking not to repeat the offence.2. Completing the file of the individual case study by the academic advisor/social worker.3. Summoning the student's guardian on the day next to the offence date and asking them to sign an agreement for reforming his son's / daughter's behavior.4. Monitoring the student's behavior and providing guidance sessions for him/her. |
| | When repeated for the first time | 8 marks | <ol style="list-style-type: none">1. Having the student temporarily suspended for a maximum of two days and assigning him/her study |



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| | | | <p>assignments inside the school.</p> <p>2. Bringing the matter before the Behavior Management Committee of the school.</p> <p>3. Issuing the second written warning to the student and his / her guardian.</p> <p>4. Implementing a set of strategies for reforming the student's behavior.</p> |
| | When repeated for the second time | 8 marks | <p>1. Behavior Management Committee shall meet immediately and shall take the proper decision.</p> <p>2. Suspending the student for 1 to 3 days and assigning him/her a study assignment inside the school.</p> <p>3. Transferring the student to another section as a disciplinary action.</p> <p>4. Issuing the final warning for the student and his / her guardian.</p> <p>5. Transferring the student to another school as a disciplinary action; if he/she does not reform his / her behavior and putting him / her under continuous observation.</p> <p>6. Refusing to enrol the student for the new academic year.</p> |
| If the total of 20 marks is deducted against the second-degree offences; then a file shall be opened to study and follow up on the student's case by the recommendations of the Behavior Management Committee. | | | |

Third-degree offences (grievous offences) 12 marks shall be deducted for each offence

| Offence No. | Description |
|-------------|---|
| 1 | Various types and forms of bullying. |
| 2 | Copying or reproducing the assignments, reports, research or projects and taking credit for them. |
| 3 | Getting out of the school without permission or absconding during the school day. |
| 4 | Attempting to defame peers and the school staff via social media or abusing them. |



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| 5 | Impersonating other personalities in the school, during transactions, or forging the school documents. |
| 6 | Destroying or seizing the school furniture, tools, and vandalism. |
| 7 | Tampering with or destroying the school buses. Causing harm to the driver, supervisor, or other road users. |
| 8 | Assaulting others in the school, without causing any injuries to the victim (corporal abuse). |
| 9 | Driving a private car recklessly inside or around the school campus, and not following the security and safety instructions. |
| 10 | Capturing, possessing, publishing, or disseminating photos of the school staff and/or students without their permission. |
| 11 | Using the means of communication and information technologies to initiate insult, spread profanity, threats of violence, defamation, or blackmail intentionally or unintentionally and repeatedly through any digital platform. |
| 12 | Subscribing to lists and informal newsletters within distance learning and publishing information about teachers and students without permission. |
| 13 | Posting on the social media anything related to the distance learning initiative, giving personal information whether related to the same student, another student, or a teacher, including home address, phone number, account data or email. |
| 14 | Searching for information, obtaining certain copies or modifying files and other data or .passwords belonging to other users on the network |
| 15 | Accessing and using an account of another teacher or a student with or without his knowledge. |
| 16 | Damaging, modifying or misusing hardware or software in any form. |
| 17 | Tamper with, disassemble, request removal or intentionally disable any of the device's software and equipment. |
| 18 | Installing or downloading software or products that are likely to damage your device or network. |



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| 19 | Use any camera (available as part of or in addition to certain devices) for any personal use, and share photos or any information about any students, parents, staff or any other person without their express consent. |
| 20 | Use educational content to photograph, record and publish conversations between students without prior permission. |

Mechanism of Dealing with the Third-Degree Offenses

| Degree of offence | Repetitiveness | Deducted Mark | Action |
|--|-----------------|---------------|--|
| Third-degree offences (grievous offences) | Once committing | 12 marks | <ol style="list-style-type: none"> 1. Suspending the student immediately (inside the school campus). 2. Behavior Management Committee shall meet on an immediate basis to take the proper decisions. 3. Deciding to refer the student to the concerned agencies (such as behavior reform agencies), for the first time, for a period, of not more than 3 weeks. 4. Summoning the student's guardian immediately and asking them to sign the warning and the decision. 5. Following up and receiving the reports of the student's case development by the concerned agency (such as behavior reform agencies). |
| | When repeated | 12 marks | <ol style="list-style-type: none"> 1. Suspending the student immediately until the end of the investigation (out of the school campus). 2. Behavior Management Committee shall meet on an immediate basis to make the proper decisions, in respect of the student's suspension until the end of the semester and transferring him/her to behavior reform agencies. 3. Summoning the student's guardian immediately and presenting the Committee's decision to them. 4. Referring the student to the concerned agencies <p>(such as the behavior reform agencies) for the second and last time.</p> |

If the total of 20 marks is deducted against the third-degree offences; then a file shall be opened to study and follow up on the student's case by the recommendations of the Behavior Management Committee.



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Fourth-degree offences (highly grievous offences) failure in the subject

| Offence No. | Description |
|-------------|---|
| 1 | Using the communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others. |
| 2 | Possessing or using arms or blade weapons, or their equivalent inside the school. |
| 3 | Committing sexual assault inside the school, on the bus or during activities. |
| 4 | Assaulting others in the school causing injuries to the victim (corporal abuse). |
| 5 | Systematic (pre-planned) or covering up theft. |
| 6 | Bringing, possessing, presenting, or promoting information or electronic materials that are unauthorized and inconsistent with the values, morals, public order, and public decency. |
| 7 | Sexual harassment inside the school, on the bus, or during activities. |
| 8 | Leaking questions of the exams or engaging therein, in any way. |
| 9 | Setting the school campus on fire. |
| 10 | Abusing political, religious, or social figures in UAE. |
| 11 | Possessing, bringing, promoting, or using narcotics, medical drugs, or psychotropic substances inside the school or the school bus, or being under the influence of narcotics, non-prescribed medical drugs or psychotropic substances. |
| 12 | Disseminating or promoting ideas or beliefs on extremism, blasphemy or atheism, or the ones harming the political and social regulations of the society. |
| 13 | Disdaining the divinely revealed religions or stirring sectarian strife in the school. |
| 14 | Creating or opening hyperlinks or any intentionally attached files that cause damage unless they are sent from an official and trusted source. |
| 15 | The use of montage software that can produce content that is not real and false and is circulating on social media. |



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| 16 | Using the network to develop programs that annoy users, or to hack or damage other people's accounts and devices. |
| 17 | Establishing networks or network connections for live communication including voice or video communication (relay chat) without prior official permission. |
| 18 | Publishing, creating, sharing, or promoting malicious or suspicious software. |
| 19 | Misusing of electronic information included by the ministry, teachers or students |
| 20 | Adding pornography. |
| 21 | Flooding the e-mail with messages or the application used for distance learning with high electronic data flow and stop working or disrupt or destroy its contents. |
| 22 | Capturing or intercepting – intentionally and without permission - any communication via the information network used for distance learning. |
| 23 | Using the student's personal account by others or any other person who is not authorized to him, and entering his account number illegally. |
| 24 | Uploading, copying, duplicating and/or distributing copyrighted material without the specific written permission of the copyright owner. |
| 25 | Using the network to access prohibited, infringing and pornographic materials, and text files with inappropriate content. |
| 26 | Uploading, publishing and sharing material that is offensive, contrary to values, ethics and public order or with inappropriate content on the network. |
| 27 | Cheating in online exams (for the initiative) of all kinds and in any normal or technical way. |
| 28 | Diversion or transmission of answers to examinations or assignments of all methods and means |
| 29 | Creating, transmitting, displaying, publishing or sharing any material that may harm the reputation of the United Arab Emirates. |
| 30 | Dissemination of any hate speech, consecutive messages, harassment, racist statements, and other racist and hostile behaviors. |
| 31 | All of what is similar to these offences as per the discretion of the Behavior Management Committee. |



Mechanism of Dealing with the Fourth-Degree Offenses

| Degree of offence | Repetitiveness | Deducted Mark | Action |
|---|-----------------|---|--|
| Fourth degree (highly grievous offences) | Once committing | Failing in the behavior subject or final or expelling the student | <ol style="list-style-type: none">1. The school Principal, his / her deputy, or the behavior officer shall notify the Legal Affairs Department of SPEA, once the offence is committed.2. Notifying the student's guardian of the matter and suspending the student on an immediate basis until the investigations end for a period not later than 2 business days. The suspension period may be extended until the end of the legal investigation under a decision by the undersecretary of academic affairs for the public (general) education.3. The Behavior Management Committee shall meet on an immediate basis to refer the matter, through the submission of an explanatory memorandum together with the evidence on the offence committed, to the Legal Affairs Department of SPEA.4. Seizing the tools used in committing the offence once it occurred, hand them over to the security authorities. |



Mechanism of Behavior Mark Calculation

The total behavior score is a collection of estimates that monitor the student's overall positive and distinctive behavior and is expressed in a numerical value of (100) grades at the end of the year like the following:

1. Exemplary behavior (20 marks):

It is awarded by assessing the personal qualities of the student and motivating him to develop them and achieve the highest possible levels of indicators of positive and outstanding behavior which are classified into three main topics:

- 1) Personal development.
- 2) Appreciating the religious values and respecting the identity, heritage, and culture of the UAE and the global cultures.
- 3) Social responsibility as well as leadership and innovation skills.

2. Positive behavior (80 marks):

All students are expected to be negatively affected by the resolution according to the degree of behavior and violations included in the following four categories:

- * For First-degree offenses (simple offenses) 4 marks shall be deducted for each offence.
- * Second-degree offences (medium severity offences) 8 marks shall be deducted for each offence.
- * Third-degree offences (grievous offences) 12 marks shall be deducted for each offence.
- * Fourth-degree offences (highly grievous offences) 20 marks shall be deducted for each offence.



3. The score (60 %) shall be the minimum expected mark of behavior. The student shall be granted opportunities to make up for the marks deducted during the school year from his / her semester behavior mark balance, through the improvement of the exemplary behavior marks or by not repeating the offence and his / her adherence to the positive behavior.

4. If the student's behavior score falls below 60% by the end of the semester, his certificate is withheld and the case is presented to the behavior management committee, to approve the quarterly corrective measures binding on the student.

5. If the student fails at the end of the academic year in the final grade of behavior (average grades of classes), the certificate is withheld from the student until a decision of the behavior management committee on the main corrective measures, the completion of which is obliged to hand over the student's testimony, by a decision of the behavior management committee except for twelfth-grade students.

6. Students with recurrent behavioral problems with a behavior score (of 60) are required to enroll in programs aimed to develop positive behavior and improve it.

7. Reward students with outstanding behavior to motivate them to ensure the continuation of their outstanding behavior.

An illustrative example of calculating the termly and final score of the behavior subject

| Exemplary behavior | Positive behavior | Total mark of the behavior subject |
|--------------------|-------------------|------------------------------------|
| 20 | 80 | 100 |



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| The credit of conduct scores throughout the academic year | Monitoring Exemplary behavior scores | | | Monitoring positive behaviour scores | | | Final Mark |
|---|--------------------------------------|---------------|---------------|--------------------------------------|---------------|---------------|------------|
| | Expected credit for all students | Deducted mark | Accrued grade | Expected credit for all students | Deducted mark | Accrued grade | |
| First Term | 20 | 0 | 20 | 80 | 0 | 80 | 100 |
| Second Term | 20 | 4 | 16 | 80 | 12 | 68 | 84 |
| Third Term | 20 | 3 | 17 | 80 | 8 | 72 | 89 |
| End of Year Mark | 18 | | | 73 | | | 91 |

Exemplary behavior

Distinguished behavior of students is classified by three main topics: personal development of the student, appreciation of religious values, respect for the identity, heritage and culture of the UAE and the cultures of the world, social responsibility, leadership skills and innovation. distinguished behavior is measured by observing the student and evaluating his behavior through several criteria, namely:

- The student shows in his attitudes the ability to self-discipline and takes responsibility permanently.
- The student shows patterns of cooperative work behaviors with his colleagues, teachers and the school administration around him.
- The student adheres to health and safety standards.
- The student is keen to attend classes punctually permanently.
- The student demonstrates a high understanding and appreciation of his or her religious values in the UAE and represents them in his or her daily behavior.
- The student respects the identity and heritage of the culture of the United Arab Emirates and other cultures of the world.
- The student initiates active participation in meaningful social activities.
- The student has a distinguished work ethic and demonstrates a high level of environmental awareness, ability to innovate, leads projects, finds solutions, and makes decisions.



Promoting the Exemplary Behavior

The positive and distinctive behavior of students is promoted by their age and study stages and their mental and physical abilities in a variety of ways provided that the following controls are taken into account when applying the procedures for promoting positive and distinctive behavior.

- Reinforcement focuses on student behavior.
- Reinforcement is immediate by praising outstanding behavior and developing positive behavior.
- Equal opportunities are provided to all students to promote their positive and distinctive behaviors.
- Reinforcement in type and degree is proportional to the behavior to be promoted.
- The methods of reinforcement vary between moral, material and educational.
- Students who achieve the standards of exemplary behavior are rewarded by participating in programs in which they represent their school, both outside and inside the school, such as the star of the week program for kindergarten students, and the program of ambassadors of the Prophet's creation for all students of the school.
- Parents of committed students are honored.

Policy Review

Created: Nov. 2019

Reviewed: Dec. 2022

Reviewed: Sep. 2024