



مدرسة نور الديار الخاصة
NOOR AL DIYAR
PRIVATE SCHOOL

STUDENT BEHAVIOUR POLICY



1.0 POLICY PURPOSE

The purpose of this policy is to provide clear procedures for encouraging good behaviour in our students. Our aim is not short-term classroom and school rules enforcement but a lifelong character development (building positive, responsible & independent members of the community).

2.0 GENERAL STATEMENT OF THE POLICY

2.1 The school aims at providing excellent educational services, and at the same time developing students' personality and enhancing their lifelong learning by promoting good attitudes and behaviours through implementing an effective behaviour policy.

2.2 Main objectives of the school behaviour policy are as follow:

- Provide a safe learning environment.
- Develop students' character/personalities.
- Encourage good behaviour and prevent occurrence of misbehaviours.
- Promote self-disciplinary among students.
- Correct improper behaviours in an educational manner.

3.0 POLICY PROCEDURES

This policy consists of the followings:

- 3.1 Discipline/Sanction Policy.
- 3.2 Rewarding/Encouraging of Good Behaviour Policy.
- 3.3 Monitoring of Classroom Behaviour Guidelines.
- 3.4 Rights and Responsibilities of the Students.
- 3.5 Rights and Responsibilities of the Parents.

3.1 Discipline/Sanction Policy.

The Discipline/Sanction Policy is prepared based on the ministerial decision (number 99 - 2017) issued by the Ministry of Education. It consists of three violation categories which classifies misbehaviour based on its severity and the suitable actions/treatments for each category.

The school considers the following criteria in deciding suitable action for any behavioural violation:

- The student's age, educational level, growth and level of perception.
- The nature of the behavioural violation and the extent of the damage it causes as well as the circumstance of violations occurrence.
- Student's academic and behavioural record.
- Student's learning classification/category– (i.e. special educational need).

3.1.1 Categories of incidents and actions:

○ Category (1): Low Severity Level:

#	Incident description/violation
1	Morning Tardiness (late arrival).
2	Being late from morning assembly.
3	Refuse to participate in the morning assembly.
4	Being late in attending lessons.
5	Entering and exiting the classroom during the lesson without permission.
6	Missing lessons while being in school.
7	Being absent without an acceptable excuse.
8	Failure to accomplish homework.
9	Failure to bring books and required stationary.
10	Not wearing school/PE uniform.
11	Neglect rules regarding school cleanliness.
12	Bring cell phones or other restricted electronic devices or any type of equipment to school without previous permission.

○ Treatments/actions:

Treatment Action (1)	Provide guidance and counselling by the specialized personnel at school.
Treatment Action (2)	Verbal warning.
Treatment Action (3)	Written warning.
Treatment Action (4)	Inform the guardian about the misbehaviour and issue an undertaking to avoid incident reoccurring.
Treatment Action (5)	Assign extra educational tasks/activities to the student.
Treatment Action (6)	Temporary suspension from participation in some of school activities, such as: events, celebration, field trips for a certain period of time.

○ Category (2): Medium Severity Level:

#	Incident description/Violation
1	Not complying with school laws, regulations, decisions, instructions or guidance.
2	Insulting others whether colleagues, administrators, educational staff or other school workers.
3	Creating disorder or riot inside the school or school buses, or while conducting school or Ministry activities/events.
4	Spreading rumours and false information which effects the school community in a negative way.
5	Leaving the school without permission during school hours (Escaping).
6	Conducting any behaviour that might damage/harm the school environment.
7	Misusing of school's facilities and equipment.
8	Acting in a way that offends modesty or public decency.
9	Smoking, possession of smoking tools as in school, or promote/encourage smoking while in school.

○ Treatments/actions:

Treatment Action (1)	Inform student's guardian regarding the misbehaviour occurrence, and issue an undertaking for both the student and his/her guardian to avoid violation reoccurrence.
Treatment Action (2)	Assign additional educational tasks/activities to the student, in order to modify his/her poor behaviour.
Treatment Action (3)	Temporary suspension from participation in some of school activities, such as: events, celebration, field trips for a certain period of time decided by the Students Discipline Committee.
Treatment Action (4)	Suspend the student from the school, while allow him/her to take the examinations. Suspension periods are as follow: <ul style="list-style-type: none"> • One school day to one school week. • From 10 school days to one academic semester/term. • From one academic semester/term to one academic year.
Treatment Action (5)	Refer the student case to the Ministry of Education, to study the case and recommend what deems suitable for the situation.

○ Category (3): High Severity Level:

#	Incident description/Violation
1	Verbal, or physical abuse toward other students or school administrators, academic staff, school workers or Ministry staff members.
2	Partial or total destruction or sabotage of school's buildings, facilities or properties, such as: laboratories equipment, or steel school facilities or properties, or encourage others to do so.
3	Partial or total destruction or sabotage of other colleague's, administrator, academic staff or other school worker's personal belongings, or steel their belongings, or encourage others to do so.
4	Partial or total destruction or sabotage of school bus or misuse of the service, or insult others while on board or outside the bus by any kind, or encourage others to do so.
5	Conducting any type of behaviour that may cause obstacle in the educational process, such as: refrain others from entering lessons or encourage others to do so.
6	Taking photos, or recording audios of other colleagues or other school academic or administrative staff or other school workers, or publish the photos or the recorded audios via any method, without a previous permission from the school administration.
7	Publish, display, promote, distribute or keep in custody any inappropriate materials in any kind or form.
8	Sexual harassment or performing any sexual activity or encourage others to do so.
9	Possession of weapons of all kinds or sharp objects, or any dangerous materials that might threaten school's safe environment, or bring, distribute, promote or use of such tools or weapons or materials, or even train others on using it.
10	Bring or use any banded illegal drugs & items while in school, specially drugs, alcohol, or any type of psychotropic.
11	Impersonating another student, or let others impersonating him/her, or his/her guardian, for the purpose of accomplishing unauthorized acts and violating school laws and regulations.
12	Cheat, or attempt to cheat, or encourage others to cheat in the exams by any means.
13	Insulting, or provoking religions or sectarian or encourage others to do so.
14	Refuse to participate in athletic, scientific, or artistic competitions which he/she was previously nominated to participate in by the ministry, or encourage others to do so.
15	Insult the country leadership/authorities, or regular bodies in any way and by any means.
16	Offend a national symbol, or the flag, or the national anthem, or the national logo, or insult the Kingdom of Bahrain by any means.
17	Falsifying ministry or school's official documents.
18	Gathering in front of the school or the ministry or in front of any of its buildings, for the purpose of sabotage or causing disorder, or aiming at preventing students or staff from reaching to their educational establishment or work locations, or encourage others to do so.
19	Obstruction of studying or the public order, or encourage others to do so.
20	Committing any of the following violations that are related to the use of school's computers and its information technology: <ul style="list-style-type: none"> ○ Refuse to follow the instructions related to use of school's computers, information technology and network. ○ Using computer system or the information network in unpermitted way. ○ Copy school information or programs or distribute it. ○ Enter the computer system by using the password of another person. ○ Reveal/expose the computer system password. ○ Download games, programs in school devices without permission.

#	Incident description/Violation
20	<ul style="list-style-type: none"> ○ Using, selling, distributing of software, tools, or equipment, in order to hack the information network or information technology resources, or even facilitate providing it to others. For instance, decoding programs or stealing programs passwords. ○ Using, selling, distributing of software, tools, equipment in order to stop or disable information network or information technology equipment from working. ○ Change, modify, damage or destroy computer software, data, stored electronic information whether in use or stored. ○ Publish any information in the school's network that affect others or the public order or moral. ○ Damage, stop, deactivate antivirus programs or any other protective programs. ○ Publish personal data or information about others, or sharing the information with other parties. ○ Damage or steel school's information technology equipment.

○ Treatments/actions:

Treatment Action (1)	Inform the guardian regarding the misbehaviour occurrence, and issue an undertaking for the student and the guardian in order to avoid violation reoccurrence.
Treatment Action (2)	Assign extra educational tasks/works for the purpose of modifying the improper behaviour.
Treatment Action (3)	Banned the student from using the school transportation for a period specifies by the Students Discipline Committee based on the severity of the violation (Not to exceed one academic year).
Treatment Action (4)	Suspend the student from the school for a period fluctuates between 10 days to one academic year, based on the severity of the violation and its recurrence, while allow him/her to take the examinations.
Treatment Action (5)	Expel from the school for those students who passes the compulsory education stage.

3.2 Rewarding/Encouraging of Good Behaviour Policy:

Our policy implies and motivates good behaviour in our students in order to create a safe environment that is suitable for learning. We believe that recognizing and rewarding good behaviour will lead to gradually eliminating and reducing the occurrence of misbehaviours.

Below are some of classroom rewarding methods:

- Use praise and rewards strategically to enhance good behaviour away from controlling manner technique.
- Issue good conduct certificates for students.
- Organize student of the month competition.
- Assign leading responsibility such as (classroom leader/shadow teacher) to students with good behaviour.
- Send letter of appreciation to parents.

3.3 Monitoring of Classroom Behaviour Guidelines:

The teacher is responsible to ensure behaviour policy enforcement in the classroom. Therefore, a classroom management guideline has been developed previously and put into practice for dealing with classroom behavioural issues.

3.4 Rights and Responsibilities of the Student:

3.4.1 Student rights:

- Learn in an environment that is conducive to teaching.
- Be respected by others (student and staff).
- Receive equal opportunity of learning.
- Guided and supported by school mentors.
- Feel free to express his/her own ideas & thinking whenever required.
- Has awareness of school behavioural policy.
- Has the right to appeal/complain if he/she feels unfair/unjust.

3.4.2- Student responsibilities:

- Reflect good manners and show respect to others (students/staff).
- Participate in providing a safe and conducive teaching and learning environment.
- Attend all school days and attend all lessons while in school.
- Follow their teachers' directives and accomplish their assignments/homework as required.
- Respect and keep safe from damage, all school properties.
- Respect and keep safe from damage other students'/staff members' properties.
- Follow school rule and regulations.
- Take responsibility and comply to school decision in case of committing a behavioural violation.

3.5 Rights and Responsibilities of the Parent:

3.5.1 Parents rights:

- Be informed on regular basis about their children's attendance, behavioural issues and progress.
- Be aware of the Behaviour Policy adopted by the school.
- Has the right to appeal/complain if he/she feels unfair/unjust in relation to his child misbehaviour correction actions.
- Be welcomed to discuss their children's progress in school.

3.5.2- Parents responsibilities:

- Communicate with the school to follow his/her child performance academically and socially based on provided channels of communication.
- Comply to school decisions in case of any behavioural violation and pay fines whenever it is required based on the behavioural policy.
- Collaborate with the school in order to correct his/her child behaviour based on management's and specialist's recommendation.