



BANGLADESH ENGLISH PRIVATE SCHOOL

المدرسة البنجلاديشية الإنجليزية الخاصة

Behaviour Management Policy



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| DEVELOPED BY | MIDDLE DEVELOPMENT TEAM |
| DEVELOPED ON | JANUARY 2023 |
| APPROVED BY | PRINCIPAL |
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1. INTRODUCTION

At Bangladesh English Private School, we believe in fostering a respectful and supportive environment where students can thrive academically and personally. Our behavior management policy reflects the values of inclusivity, accountability, and collaboration, ensuring alignment with UAE's guidelines and the school's vision of creating responsible global citizens.

Behavior management is central to creating a productive and harmonious school environment. The UAE's national behavior management framework emphasizes inclusivity, mutual respect, and the importance of positive reinforcement to shape student behavior. This policy is designed to reflect those principles while addressing the unique cultural and educational context of Bangladesh English Private School.

2. AIM & OBJECTIVES:

The aim of this policy is to create a supportive, inclusive, and respectful environment that promotes academic success and personal growth. It seeks to encourage positive behavior, prevent and address misconduct constructively, and foster students' ethical decision-making and social responsibility by

- Defining clear behavior expectations for students.
- Promoting positive behavior through recognition and reward systems.
- Addressing inappropriate behavior constructively, encouraging reflection and accountability.
- Providing support mechanisms, such as counseling and mentorship, for students struggling with behavior.
- Ensuring consistency and fairness in managing behavior across the school.
- Fostering collaboration with parents and the wider community to uphold shared behavioral values.

3. SCOPE:

This policy applies to:

1. **Students:** Behavior expectations during all school-related activities, on and off campus.
2. **Staff:** Roles in promoting, monitoring, and addressing student behavior.
3. **Parents/Guardians:** Collaboration in supporting positive behavior and reinforcing school values.

4. DEFINITION:

A **Behavior Management Policy** is a structured framework outlining expectations, guidelines, and procedures to promote positive behavior and address misconduct in a school setting. It encompasses proactive strategies, restorative practices, and collaborative efforts to create a respectful, inclusive, and safe learning environment.

- **Behavior:** It means every word, deed, practice, or activity made by the student within the context of his / her interaction with the surrounding educational environment.

- **Exemplary behavior**: Shall mean the behavior that exceeds the expectations, which should be within the three topics included herein.
- **Positive behavior**: Shall mean the behavior expected from the student, which is consistent with the objectives, value, bylaws, educational regulations, and the norms prevailing in the educational community.
- **Offense**: Shall mean any action made by the student that is inconsistent with the expected positive behavior, and consequently has an adverse impact on the student himself / herself, others and on the educational environment.

5. STUDENT BEHAVIOR COMMITTEE

Members of the Committee

The Student Behavior Committee is composed of the following members:

- Principal
- Vice Principal
- Counselor
- Heads of Departments (HODs)
- Supervisor
- Teacher Representative
- Parent Representative
- Student Representative

6. ROLES AND RESPONSIBILITIES

1. Principal (Chairperson)

- Responsible for leading the committee and ensuring the Behavior Management Policy aligns with UAE guidelines.
- Makes final judgments on severe disciplinary actions.
- Regularly reviews and updates the behavior policy to reflect school needs and compliance.
- Acts as the liaison between the committee and external stakeholders, including regulatory bodies.

2. Vice Principal

- Oversees the implementation of behavior management strategies across the school.
- Ensures uniformity and fairness in addressing behavioral issues.
- Provides guidance and resources to staff handling complex cases.
- Facilitates communication between teachers, students, and parents in behavioral matters.

3. School Counselor

- Offers counseling to students involved in behavioral incidents to identify root causes.
- Leads mediation sessions between involved parties to resolve conflicts.
- Designs individualized support plans for students requiring consistent intervention.
- Conducts workshops for students, staff and parents on emotional intelligence and conflict resolution.

4. Heads of Departments (HODs)

- Tracks behavioral trends and patterns within their department.
- Assists teachers in managing classroom behavior and enforcing rules.
- Provides department-specific insights during committee meetings.
- Guides new teachers in understanding and applying the behavior policy.

5. Supervisor

- Ensures discipline in school premises, including classrooms, corridors, and common areas.
- Handles minor issues on the spot and reports recurring cases to the committee.
- Prepares detailed reports on observed trends and recurring incidents.
- Assists in implementing committee decisions, such as counseling or parent meetings.

6. Teacher Representatives

- Identifies and communicates behavioral challenges faced in classrooms.
- Applies behavior improvement strategies suggested by the committee.
- Shares outcomes of implemented measures with the committee.
- Acts as a mentor to students needing guidance in improving their behavior.

7. Parent Representative

- Brings insights into the challenges parents face at home regarding behavior.
- Works with the school to align disciplinary strategies at home and school.
- Enhances communication between the school and the parent community.
- Educates parents about the behavior management policy and its goals.

8. Student Representative

- Represents student perspectives and concerns in committee discussions.
- Acts as a role model and encourages peers to follow school rules and guidelines.
- Supports mediation and resolution of conflicts among peers.

- Provides feedback on the effectiveness of behavior strategies from a student viewpoint.
- Helps communicate the importance and details of the behavior policy to the student body.

7. THE COMMITTEE'S FUNCTIONS

- Examine students' behavioral offenses and decide on appropriate actions as per policy.
- Implement procedures to encourage positive behavior and reduce offenses.
- Foster collaboration among stakeholders to provide comprehensive care to students.
- Prepare reports and recommendations for the relevant authorities when needed.
- Oversee the allocation of behavior marks and approve behavior reform procedures for students.
- Address each student's behavior reform needs individually and ensure timely processing of certificates and marks.
- Address guardians' complaints and grievances according to the policy provisions.
- Coordinate with academic advisors, social workers, and psychologists to implement preventive, remedial, and behavior reform programs.
- Collaborate with the school support team to assess and address behavior issues for students of determination.
- Maintain confidentiality and keep accurate records of Committee actions and communications.
- Exclude members with direct relations to the offending student or those outside the school community from relevant decisions.
- Documenting and keeping the records and correspondences of the Committee (the administrator).
- Analyze behavioral patterns in the school, identify their causes and impacts, and develop methods to address and resolve them.

8. MECHANISM OF BEHAVIOUR MARK CALCULATION

1. Behavior subject shall be considered as one of the basic subjects that reflect the learning outputs and the student's attainment in the moral terms and shall be dealt with same as other subjects in terms of passing and failure.
2. One hundred marks shall be allocated to student's behavior subject. This Regulation shows the basis and mechanism of granting and deduction of behavior marks, where it is divided into two basic components:

A. Positive behavior:

- It is the behavior expected from all students without committing any offenses, for which 80% of the total behavior marks are allocated.
- Each student shall be considered as automatically eligible to the positive behavior marks (80 marks), at the beginning of each semester.
- If any offense is committed by the student in accordance herewith; then the proper action, taken as per the degree of offense according to the table to be included hereunder.

B. Exemplary behavior:

- It reflects the exemplary practices undertaken by the student, through his / her good behavior and morals, and his / her initiatives in the school community.
- 20% of the total behavior marks are allocated to exemplary behavior.
- During the semester, the educational staff shall assess the topics, indicators, and criteria of the exemplary behavior, and at the end of the semester; shall grant the student the marks he/she is eligible as per such topics, indicators and criteria, which are classified within three main topics:
 - i. Personal development.
 - ii. Appreciating the religious values and respecting the identity, heritage, and culture of the UAE and the global cultures.
 - iii. Social responsibility as well as leadership and innovation skills.

| Full mark of Behavior subject | Positive behavior | Exemplary behavior |
|-------------------------------|-------------------|--------------------|
| 100 | 80 | 20 |

9. OFFENCES / UNACCEPTABLE BEHAVIOURS

Behavior offenses are categorized into four levels based on their severity and impact on students and the school environment. Each level is handled according to established procedures with documentation required following approved regulations and forms. All actions are addressed in line with educational values and system.

| | |
|---|--|
| First degree offenses (simple offenses) Deduction of 4 marks per offense. | <ul style="list-style-type: none">• Repeated tardiness• Failure to participate in the morning assembly or attend classes on time• Not wearing the school uniform and PE uniform• Inappropriate hairstyles, long hair for boys• Not bringing necessary school materials• Disruptive behavior in class• Sleeping or eating during class or assembly (after checking allergies or other medical conditions) |
|---|--|

| | |
|---|--|
| | <ul style="list-style-type: none"> • Missing homework deadlines • Misuse of electronic devices during class |
| <p>Second degree offenses (medium severity offenses)</p> <p>Deduction of 8 marks per offense.</p> | <ul style="list-style-type: none"> • Unexcused absences from school • Leaving the classroom without permission • Skipping school activities • Provocative quarrels or threatening peers • Behaving inappropriately, such as imitating the opposite gender, vandalizing school property, bringing or misusing mobile phones, misusing social media platform, smoking or • Possessing smoking-related items, and refusing to comply with inspections • Usage of makeup in school • Misusing or playing with bell or fire-alarm systems • Verbally abusing classmates, students, staff or other visitors |
| <p>Third degree offenses (grievous offenses)</p> <p>Deduction of 12 marks for each offense.</p> | <ul style="list-style-type: none"> • various forms of bullying • leaving school without permission • insulting peers or staff on social media • impersonation or forging documents • vandalizing school property • damaging with school buses, harming the driver, students or bus attendant |

| | |
|--|---|
| | <ul style="list-style-type: none"> • assault without causing injury • reckless driving inside or around the school • sharing photos of staff or students without consent |
| Fourth degree offenses (highly grievous offenses) Failure of the subject | <ul style="list-style-type: none"> • using social media for unlawful / unethical purposes for defaming the school dignity • possessing weapons in or around the campus • committing sexual assault/abuse in or around the campus, in bus or during school activities/events • causing physical injury • planned theft & being an accomplice in theft • unauthorized promotion of harmful materials or unauthorized electronic devices • leaking exam questions • setting fire to the school • defaming important figures • possessing or using narcotics/drugs in or around campus or bus, or showing symptoms of drug abuse • disrespecting religious or cultural beliefs |

10. MECHANISM OF DEALING WITH OFFENSES/CONSEQUENCES:

| Degree of Offense | Action |
|--|--|
| First-Degree (Simple) | <ul style="list-style-type: none"> First offense: Verbal warning issued. First repetition: Written warning given. Second repetition: 2 marks deducted. Third repetition: 4 marks deducted, guardian summoned, and formal written warning issued. More than three repetitions: Behavior Management Committee meets to correct behavior; actions like expulsion or further mark deductions are considered. <p>10 marks deducted: A file is opened to study and follow up on the student's behavior with recommendations from the Committee.</p> |
| Second-Degree (Medium Severity) | <ul style="list-style-type: none"> Upon committing: Written warning issued, meeting with parents, student & parent undertaking; 4 marks deducted. First reoccurrence: 2-day suspension, assigned homework, second written warning issued for student & parent, counseling session for the student; 8 marks deducted. Second reoccurrence: 8 marks deducted, 3-day suspension, final warning letter issued, disciplinary warning about possible transfer to another school. <p>Cumulative 20 marks deducted: A case study file is opened.</p> |
| Third-Degree (Grievous) | <ul style="list-style-type: none"> First offense: 12 marks deducted, immediate suspension, referral to behavior reform/counseling agencies (up to 3 weeks), guardian summoned, Behavior Management Committee meets for decisions, and behavior follow-up initiated. Repetition: 12 marks deducted, suspension pending investigation, referral to behavior reform agencies, potential transfer, suspension till the end of term, guardian summoned for final warning. |
| Fourth-Degree (Highly Grievous) | <ul style="list-style-type: none"> Upon committing: Immediate notification to legal affairs and relevant agencies. Suspension: Up to 2 working days (extended if investigations are delayed). Behavior Management Committee meets to determine further actions. Tools/evidence seized and handed to authorities, if needed. Outcome: Failing behavior subject or expulsion till the end of the academic year. |

11. INCLUSION:

Students with Special Needs or Determination

- A comprehensive assessment and report must be conducted, approved by special education support centers, and categorized under recognized disability classifications.
- If a behavioral offense occurs:
 - **Unrelated to Disability:** Standard behavior procedures are applied after approval from special education support centers.
 - **Related to Disability:** A behavior reform plan is created, implemented, and reviewed periodically with continuous support.
- Existing behavior reform plans are reviewed and updated to address specific issues.
- If the reform plan is ineffective, the student may be transferred to a suitable alternative environment with committee and department approval.

Individual Behavior Plan:

These are steps for IBP:

- Identify Behavioral Issues: Teachers document specific behaviors affecting the student's progress.
- Collaborative Meeting: A team including teachers, parents, and counselors discusses the concerns and gathers input from the student.
- Create the Plan: The team develops the IBP with clear goals, positive reinforcement strategies, consequences for misbehavior, and additional support needed.
- Monitor and Track Progress: Staff regularly track behavior and communicate progress to parents.
- Review and Adjust: The team periodically reviews the student's progress and modifies the plan as necessary to ensure continued improvement.

12. SUPPORT & INTERVENTION

Students who require support in managing their behavior will receive intervention from the Behavior Committee, including:

- Counseling or mentoring sessions to address underlying issues.
- Development of a personalized behavior improvement plan.
- Referral to school-based or external support services, such as counseling or social work.
- Implementation of positive behavior reinforcement strategies and recognition.

13. MONITORING & EVALUATION:

The Behavior Committee will review and evaluate this policy regularly to ensure its effectiveness in promoting positive behavior and maintaining a safe school environment. Feedback from stakeholders will be solicited and considered in the review process.

14. ACKNOWLEDGEMENT:

All students and parents/guardians are required to acknowledge receipt of this Behavior Policy annually.

Approved by,



Principal



ANNEXURE:

- Offence Report
- Written Warning
- Temporary Suspension
- Confiscation of electronic devices
- Returning of the Electronic devices
- Undertaking of the guardian on the commitment of their ward to school attendance



BANGLADESH ENGLISH PRIVATE SCHOOL, RAK

The Offense Report

| | |
|-------------------------------|--|
| Name of the student: | |
| Grade: | |
| Name of the teacher: | |
| Date of incident: | |
| Incident: | |
| Place of incident occurrence: | |
| Time: | |

Description of the action / incident /situation:

The action taken:

Classification of the Offense: (according to the Students ' Code of Behavior)

Name of the discipline coordinator: Job title:

Signature:

Date:

School Principal

Date:



BANGLADESH ENGLISH PRIVATE SCHOOL, RAK

Written warning following verbal warning

I, the student: Grade do hereby undertakes to comply with the rules and regulations of behavior inside the school, maintain its facilities, and to follow- up the instructions and rules of the school. In case of any breach to the same, I shall be subject to all the measures taken by the school management against me according to the rules stipulated under the Code of Behavior of Students in General Education Institutions, keeping in mind that I had been already warned verbally more than once regarding my adverse behaviors summarized as follows:

1.
2.
3.

Name of student:

Signature:

Approved by the School Vice Principal:

Issued on: - / - /

(The guardian shall be provided with a copy of this written undertaking; a copy will be kept in the student's file and a copy will be sent to the academic advisor / social worker).

The guardian has been notified,

Name:

Relationship to the Student:

Tel. Number:

Contact Date:

Time:



BANGLADESH ENGLISH PRIVATE SCHOOL, RAK

Temporary suspension Decision

To guardian of the student: Grade

Dear Guardian,

Kindly be informed that due to the repetition of the offenses committed by the above-mentioned student, and his / her not responding to the preventive, developmental, and remedial programs provided to him / her to modify his / her behavior during the previous period, despite of the fact that the following actions have been already taken against him / her:

1.
2.

Therefore, the Behavior Management Committee in the school decided in its meeting No. () held on.....dated - / - to expel the student temporarily from school, and enroll him / her in a Behavior Modifying Program during the period:

Fromdated - / - to dated - / - For the following reasons:

- 1.....
- 2.....
- 3.....

School Principal:

Signature of the student's guardian:

Signature of the student:

Tel.:

Issued on :



BANGLADESH ENGLISH PRIVATE SCHOOL, RAK

Confiscation of electronic devices

To guardian of student:

Grade & division:

Dear Guardian,

Kindly be informed that that we have confiscated a device from your son / daughter. This is an offense to the school rules, regulations and provisions of the Code of Behavior for Students in General Education Institutions.

Therefore, the device will be retained with us for period of (.....) days. However, if it is proved that the device contains photos of any administrative and teaching staff, any student or if it contained some pictures that are contrary to religion and customs and traditions in the UAE, the device shall be handed over to the concerned authorities for their action.

Signature of the concerned employee:

Signature of the student's guardian:

Tel:

Date:

School Principal:



BANGLADESH ENGLISH PRIVATE SCHOOL, RAK

Returning of Electronic Devices

To guardian of student:

Grade & division:

Dear Guardian,

Kindly be informed that that we have returned thedevice which was confiscated under offense No..... dated

Therefore, you are hereby requested to sign hereunder on receiving the notice and undertake not to repeat the offense.

Signature of the concerned employee:

Signature of the student's guardian:

Tel:

Date:

School Principal:



BANGLADESH ENGLISH PRIVATE SCHOOL, RAK

Undertaking of the guardian on the commitment of their son/ daughter to school attendance

I, the guardian of the student,.....do hereby undertake that my son / daughter shall comply with the school attendance, and not to be absent unless for an acceptable excuse. I am aware that the acceptable excuses are (illness, travel abroad for treatment, and death of a relative). I shall provide a written excuse for the illness of my son / daughter according to the policy of the Ministry of Education.

In case there is a personal excuse, I shall communicate with the school management within two days from the absence incidence to explain the reason for the absence.

| Verbal warning (SMS) | First notice | Second notice | third notice | Student Expulsion |
|---------------------------------|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| After the absence for 3 days | After the absence for 5 days | After the absence for 10 days | After the absence for 14 days | After the absence for 15 days |

Name of the guardian:

Relationship:

Signature: