



Ras Al Khaimah American Academy				
<b>Subject: Student Behavior Policy</b>			<b>SOP No: RAKAA- SSD-02</b>	<b>Controlled Copy No:</b>
			<b>Revision No:</b>	3
<b>Written by:</b>	<b>Head of Student Support</b>	<b>Date:</b>	<b>Policy based on:</b> Current Practice	
	Dr. Maria Rosario Monce	Oct 2016		
<b>Checked/ by:</b>	<b>Head of Sections</b>	<b>Date:</b>	<b>Supersedes:</b> Old	<b>Issued on:</b> October 2016
	Ms. Mayada, Ms. Karlinke and Mr. Iyad	April 2022		
<b>Approved by:</b>	<b>Principal</b>	<b>Date:</b>	<b>Distributed to:</b> Principal (Original) Refer Distribution Index	<b>Pages :</b> 7
	Dr. Sandra Zaher	April 2022		
<b>Authorized by:</b>	<b>Principal</b>	<b>Date:</b>	<b>Policy effective as of:</b> October 2016	
	Dr. Sandra Zaher  	April 2022	<b>Policy review dates:</b> June 2018, Sept. 2020, April 2022 <b>July 2023</b>	

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## Student Behavior Policy

### Policy Statement

Ras Al Khaimah American Academy (RAKAA) school gives utmost importance in creating a safe, secure, caring and well-organized educational environment to ensure effective teaching and learning. This policy is created to serve as guidance to all staff and students so that they are fully committed in displaying consistent appropriate behavior and abiding the expectations stipulated in this document. All stakeholders are expected to maintain a friendly atmosphere where mutual respect, fairness and courtesy are being always encouraged. This policy as well as the School Discipline Policy are in accordance with the MOE Discipline Policy 2016-17.

### Aims of the Policy

- ✚ To maintain a friendly, safe, caring, and happy atmosphere in the school.
- ✚ To encourage positive values among students and learn to celebrate and acknowledge the achievements of others.
- ✚ To develop increasing independence and self-discipline among students so that they know how to accept responsibility and accountability of his/her behavior.
- ✚ To provide a clear and consistent approach to behavior throughout the school where parental cooperation and involvement is encouraged.
- ✚ To clearly communicate the distinction of acceptable and inappropriate behavior. ✚
- To educate and enhance awareness about good and positive behavior.
- ✚ To assist t all stakeholders in developing a sense of direction and feeling of purpose.

### Stakeholders' Responsibility

**Role of the Student Behavior Committee** (consists of Principal, Vice-Principal, Head of Sections, Head of Student Support, Social Worker, Head of French, and Admission Officer)

- ✚ To ensure the successful and consistent implementation of the school behavior policy.
  - ✚ To report to the School Board the effectiveness of the policy.
  - ✚ To ensure the health, safety, and welfare of all students in the school.
  - ✚ To support the staff by setting an appropriate standard of behavior needed for the successful implementation of the policy.
  - ✚ To keep detailed and accurate records of any incidents of bullying and/or cyber bullying
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- ✚ To arrange meeting, act and decide on the sanctions that will be provided to the students' misbehavior.
  - ✚ To ensure that all staff are aware of the PBL Process and they practice and followed the procedure. [\(See attachment\).](#)

### Role of the Homeroom/Subject Teachers

- ✚ To ensure that the school rules are clearly explained to all students in the class, and they are aware of the consequences of inappropriate behavior.
- ✚ To practice fairness and encourage mutual respect and courtesy among students.
- ✚ To raise students' self-esteem and develop their full potential.
- ✚ To provide a challenging and interesting and relevant curriculum.

- ✚ To maintain a safe, caring, secure and friendly environment.
- ✚ To use rules and sanctions clearly and consistently.
- ✚ To be a good role model.
- ✚ To establish a harmonious relationship with parents so that students are aware that their parents and teacher share a common goal.
- ✚ To create an open communication with parents so that all positive and negative, persistent disruptive behavior can be conveyed to them instantaneously.
- ✚ To maintain students' records of positive and inappropriate behavior and follows the **PBL process** for persistent inappropriate behavior.
- ✚ To recognize the individuality of each student.

### **Role of the Support Staff**

- ✚ To maintain a safe, secure, and friendly environment for an effective learning of students.
- ✚ To help students with fairness, respect and understanding.
- ✚ To model good behavior.
- ✚ To ensure that the rules in classroom and in the bus are clearly conveyed to the bus riders as well as the expected consistent behavior is emphasized.
- ✚ To report immediately any misbehaviour or disruptive behavior of students to the Homeroom or Subject Teachers.

### **Role of Parents/Guardians**

- ✚ To adhere to the school's student behavior policy.
  - ✚ To collaborate with the school in imposing the practice of positive behavior.
- To develop student's awareness in the importance of displaying appropriate behavior in all situations.
- ✚ To encourage independence, self-discipline, and accountability of students' actions.
  - ✚ To support their children and show an interest in what they do in school.
  - ✚ To foster good relationships with the school.
  - ✚ To assist the school in the successful implementation of this policy.
  - ✚ To be aware of the school rules and expectations.

### **Role of the Students**

- ✚ To give their best in doing their schoolwork.
- ✚ To treat peers and adults with respect and care.
- ✚ To strictly adhere to all the school rules and regulations of the school.
- ✚ To take care of property and the environment in and out of school.
- ✚ To cooperate with other students and adults.

### **Implementation**

#### **Strategies for Creating a Safe and Healthy Climate**

- ✚ The teachers on duty should greet warmly all the students every morning and ensure that they are assisted carefully while entering the school premises.
- ✚ All teachers on duty ensure that there is an orderly movement of students from the playground, assembly area and cafeteria to classroom and vice versa. This should be conducted consistently every day.
- ✚ Always encourage walking to avoid accidents.
- ✚ Lessons should always start on time and a positive mood is set for the students to

encourage them to learn enthusiastically.

- ✚ Teachers on duty should be vigilant during playtime and break time and queuing for lunch, thus, together with teaching assistants, they should position themselves in the most suitable strategic point.
- ✚ Students should be encouraged to play, and the teacher should be keen in ensuring that students do not fight and bully others during playtime.
- ✚ At the end of the school day, all students must be escorted safely, calmly, and orderly for collection by their parents/guardians.
- ✚ Senior leaders are expected to be highly visible in the school premises to ensure the smooth during dismissal time to ensure the smooth flow of the process.

### Strategies for Encouraging Positive Behavior

- ✚ Students are encouraged to be involved in setting expectations and rules to be displayed in the classroom.
- ✚ Expectations of good and positive behavior should be conveyed clearly to all students.
- ✚ Thwart unsociable behavior by promoting mutual respect.
- ✚ Set examples of good behavior.
- ✚ Praise and reward good behavior both privately and publicly.
- ✚ Rules and good behavior should be established consistently inside and outside the classroom.
- ✚ Give attention to students with disruptive behavior to make them feel better.
- ✚ Try to listen and understand the misbehaving child to find out the real cause of his misbehavior.
- ✚ When the student misbehaves, it is best to correct the misbehavior in a calm and discreet way.

**Follow the PBL Process** – Student who is misbehaving will be given two verbal warning and the class teacher should explain to the child what he/she is doing that is not acceptable. The teacher will keep records.

- ✚ If the student is disruptive in class, he is reprimanded immediately. However, if the misbehavior is persistent, the student can be isolated from the rest of the class and ask him/her to reflect on his/her behavior.
- ✚ Avoid giving punishment that humiliates students.
- ✚ The teacher should stop the activity and prevent the misbehaving student to join the activity session, if deemed necessary, especially if the student's behavior endangers the safety of others. The teacher may at this point seek further support from the Head of Section.
- ✚ The **PBL Process** will be followed by the teacher if the student continuously displayed disruptive or inappropriate behavior. Should the student fail to show for the detention then complete Form 1 PBL and refer to HOS. All details must be completed fully on PBL Form 1. In consultation with the HOS, you will then need to assess and agree a strategy.
- ✚ After 3 Referrals the HOS will refer to the School Administration who will contact the students' parents or guardians and seeks an appointment to discuss the situation, with a view to improving the behavior of the child. The principal will oversee this meeting.

HOS and staff member who made the referral will be required to attend the meeting. HOS and or HOSS will record minutes and what is being agreed. All parties present at the meeting will be required to sign this record of what was agreed.

- The school does not tolerate all types of bullying. The school acts immediately to any report of bullying, aggression, intimidation, and any other types of inappropriate behavior and will be dealt with accordingly. The proper procedure will be followed, and sanctions will be given based on the Discipline and MOE Discipline Policy. The school ensures that all students come to school free from worries and fear.

### **Rewarding Good Behavior**

- Students' good behavior are rewarded by giving them stickers and /or certificates during assembly.
- House Reward Points are also given by the Homeroom teachers which are reflected in the students' report card.

### **Reporting and Behavior Monitoring-refer to PBL Process**

Staff members have the following responsibilities:

- All staff are responsible for managing the classroom learning environment.
- All staff are required to familiarize themselves and follow the Positive Behavior for Learning (PBL) process.
- All policies related to student behavior and child protection are displayed on the notice board in each classroom and in the hallways.

Teachers must report any behavior incident and should record on the behavior incident logs:

- Information about the students involved in the incident with detailed information and action taken.
- The Homeroom/Subject Teachers can keep a copy of the incident report. If they want to discuss a student's behavior with the parents, they can write the incident in the student's planner. If a letter is sent home, this needs to be recorded and the HOS must be informed if a letter is sent home. Any phone calls must also be logged.
- If a teacher sends a letter home and receives no response from the parent/guardian within two school days, the HOS and HOSS should be informed. A second letter will then be sent to the parent/guardian from office of the HoS or HoSS or a follow-up phone call will be made.
- Serious incidents are recorded and filed in the office of the Principal, HOS and HOSS.
- The following behavior triggers a child being sent immediately to the Principal or Head of Section
  - physical violence or threatening behavior
  - repeated disobedience
  - continued inappropriate behavior
  - bullying/cyberbullying

**The Student Behavior Committee** is responsible for convening a meeting to discuss the incidents of serious misbehaviours referred, take actions and decide on appropriate sanctions.



### Age-Appropriate Sanction

- All teachers are provided with a daily Red Tracking Report Card to record and monitor students' misbehavior.
- Teachers need to ensure all staff, particularly HOS know that a child is under sanction or has behavior targets.

### Early Years Kindergarten- Grade 2

#### PBL Process applies with some variations

- Students are assisted in understanding the kind of behavior that is appropriate and expected at school by the Homeroom Teachers, TAs and other adults which is done using age- appropriate language.
- Teachers clearly explained to the students about the expected appropriate behavior during circle time and homeroom time. They are given verbal reminder if they do not follow.
- If the misbehavior continues, the teacher will ask the TA to place the student in a quiet area of the classroom for time out. The teacher will convey to the parents the misbehavior in the student planner.
- If there are persistent behavior issues or incidents with a child, the class teacher will revert to HOS and the HOSS. The Head Student Support will observe the behavior and will refer for further external assessment if necessary.
- Students who continuously exhibit aggressive or violent behavior are sent immediately to the Principal and OSL for intervention.
- Student Behavior Committee will conduct a meeting to discuss strategy, action, and intervention to be taken to address serious misbehavior issues.
- All such serious concerns and observations must be communicated in writing following the PBL Process-Forms 1-3.
- These will then be discussed with the parents.
- HOS and HOSS will attend such meetings and the staff member who has written the concerns will be invited to attend the meetings.

#### Elementary, Middle & High School-PBL Process

- Teachers warn students verbally if their behavior is inappropriate.
- If the misbehavior is continuous and persistent, the student will get second warning

and he/she can be placed on the time out table away from classmates to work silently and reflect on his/her action.

- ✚ The teacher might also decide to give students a detention such as spending time in the library as punishment to be communicated to the Student Behavior Committee. Furthermore, if the disruptive behavior is persistent, the Student Behavior Committee in consultation with the parents will recommend that the student will attend lessons online.
- ✚ Students who are identified as displaying regular negative behavior, may be referred to the Head of Student Support to assess deeper the underlying cause of the problem and support them with a program of strategies to manage their behavior.

### **Detention**

- ✚ The student must be told, and explanation given by class teacher or by the Committee.
- ✚ Detention will be served by the student after informing the parents.
- ✚ The student can serve his/her detention away from the class and will do a self-study for the entire day or more depending on the kind of inappropriate behavior and the decided day/s of detention. A student who has not finished work / homework or low-level behavior issues will stay in with the class teacher at morning or lunchtime break.

### **ADDENDUM: Student Behavior Management in Distance Learning\_2020**

Behavior of students during distance learning will be strictly monitored to ensure that they abide by the school's Anti-bullying, Online safety and Discipline Policies and Guidelines. Encouraging positive behavior and prevention of cyber bullying are enhanced through Digital Citizenship Skills lessons and Online Safety education. Homeroom teachers' role as an adult advocate will be the first contact person by the students for any incidents of misdemeanour during distance/blended learning lesson.

RAKAA PBL process will be followed when offenses are done by the students in accordance with the MOE Guidelines for Offenses and Expected Behaviors in the Virtual Education\_2020. [https://www.moe.gov.ae/Ar/Legislation/Documents/Student%20Behaviour%20Management\\_Distance%20Learning%202020\\_English.pdf](https://www.moe.gov.ae/Ar/Legislation/Documents/Student%20Behaviour%20Management_Distance%20Learning%202020_English.pdf)

### **Related Links:**

#### **Student Behavior Management in Distance Learning\_2020**

[https://www.moe.gov.ae/Ar/Legislation/Documents/Student%20Behaviour%20Management\\_Distance%20Learning%202020\\_English.pdf](https://www.moe.gov.ae/Ar/Legislation/Documents/Student%20Behaviour%20Management_Distance%20Learning%202020_English.pdf)

[MOE-discipline-policy-1.pdf \(rakaa.sch.ae\)](#)

[DISCIPLINE-POLICY.pdf \(rakaa.sch.ae\)](#)

[RAK-AA Anti-Bullying-Policy.pdf \(rakaa.sch.ae\)](#)

[RAKAA Online Safety -Policy 2021-22.pdf](#)

Updated June 24<sup>th</sup> 2018

Reviewed and Updated: 14<sup>th</sup> September 2020

Reviewed and Updated: 26 April 2022