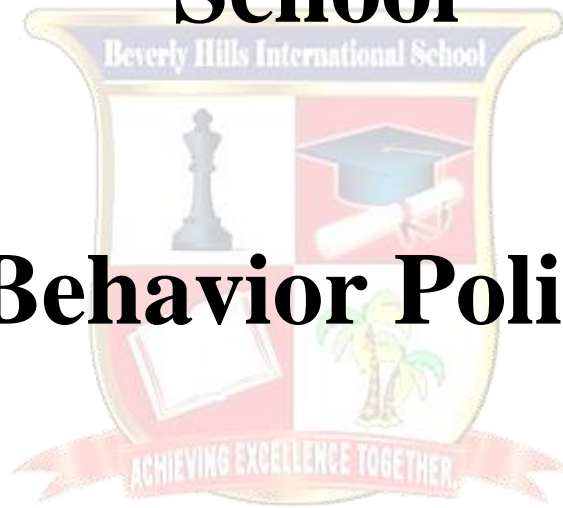




# **Beverly Hills International School**

## **Behavior Policy**





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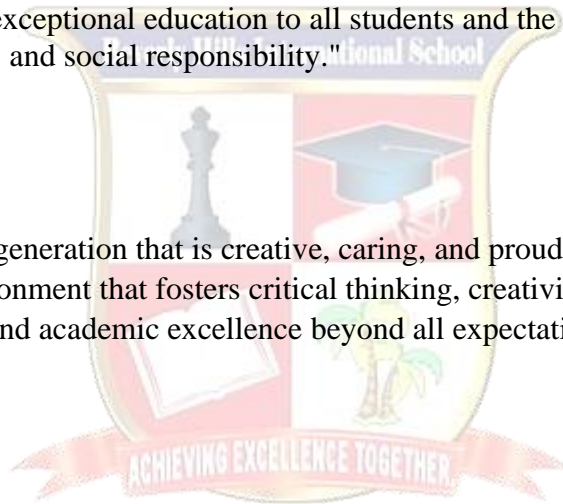
## 1- Beverly Hills International School Mission and Vision:

### **Mission:**

Our mission is to deliver exceptional education to all students and the community, while fostering citizenship, ethical values, and social responsibility."ional School

### **Vision:**

Our vision is to nurture a generation that is creative, caring, and proud of its heritage. We strive to provide an inspiring environment that fosters critical thinking, creativity, empowerment, and the achievement of personal and academic excellence beyond all expectations.





## 2- Aims and Purposes:

Teachers need to get acquainted with the discipline regulations and make certain that students understand and abide by them at all times. With their daily and extended contact with students, teachers are primarily responsible for the clarification and implementation of school regulations. They also play a major role in evaluating these regulations and recommending their adaptation to the proper committee (Principal, Department Heads, Coordinator, Discipline Supervisors).

## 3- Basic Rules and Regulations

**Students are required to comply with the rules of the school and in particular students must:**

- Comply with the rules and the regulations of the school as stated in the Handbook.
- Arrive at school on time.
- Attend all classes on time.
- Work and play in the assigned areas.
- Perform expected schoolwork.
- Respect and cooperate with all teachers, school personnel, and students.
- Be alert and responsive to directions.
- Respect school property.
- Respect the rights and property of others.
- Avoid fighting, shoving, throwing objects, or using abusive language.
- Maintain cleanliness and tidiness.
- Avoid bringing any unauthorized electronics and games to school.
- Avoid bringing snacks, sweets, or chewing gum to school or during school sponsored activities (school trips, sports tournaments, etc.)
- Use only English where English is the medium of instruction and use only Arabic where the medium of instruction is Arabic.

In particular, students should:

- Line-up in the assigned area, in the morning assemblies.
- Work quietly during the class and follow all instructions of the teacher.
- Obtain teacher's permission before asking questions.
- Avoid disturbing other students.
- At the end of the period, wait for the teacher's signal before moving from their places.

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- Before leaving the classroom, put their chair in place, check the cleanliness of the table and surrounding area, and line-up ready to move at the signal of the teacher.
- In corridors, walk slowly and quietly, and avoid running, pushing, shouting, or screaming.
- On playgrounds avoid rough play.
- Be alert and responsive to the directions of the supervisors.
- Remain outside classrooms during breaks, unless by teacher's instructions.
- Avoid vandalism and respect school property and the property of others.

#### **4- Procedures for Disciplinary Action**

**In case of misbehavior of a student, teachers should:**

- Have a private talk with the student.
- Keep a record of the student's attitude and behavior.
- Refrain from sending the student who misbehaved out of the classroom, remind the student of his/her responsibilities, and deal with the student during the break time.
- In case of repeated misbehavior, report the case in writing during team meeting so that the Discipline Supervisor, the social worker and the Department Head can coordinate, follow up, and call the parents.
- Discuss cases of students exhibiting unacceptable behavior with the counselor.
- In case of persistent misbehavior, the administration will call parents for a conference in the presence of the teacher concerned and the Discipline Supervisor to discuss their child's discipline problem and possible solutions.
- At that time, discipline measures may be taken, including formal warning, detention, disciplinary probation, in school suspension, and in extreme cases expulsion.
- In case of vandalism, the student must pay the cost of the repair or replacement of damaged items.
- In serious offences, the student's case will be discussed by the Disciplinary Committee (administration, counselor and the Homeroom teacher of the student concerned).

#### **5- Discipline Procedures**

##### **Category One Offences**

These are easily identifiable behaviors such as:

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- Being late for school (assemblies, class, and field trips)
- Disruptive hallway and classroom behavior
- Unsafe play
- Littering
- Dress code violation

#### **Who Gets Involved:**

The teacher witnessing the event.

#### **Consequences**

1. Teacher speaks to the student away from his/her peers.
2. Contact home by calling or sending an email.
3. If the behavior persists send documentation to the Discipline Supervisor who will follow-up with the student and teacher.

#### **Category Two Offences**

These are more serious offences or offenses from Category One that are repeated such as:

- Persistent tardiness and frequent absences
- Persistent rude, inappropriate or disrespectful behavior
- Using unacceptable/offensive language
- Intimidation (bullying) both physical and verbal

#### **Who Gets Involved:**

The teacher witnessing the event, the Discipline Supervisor, the social worker, Department Heads and, when necessary, the Principal. The Principal may be consulted to advise on disciplinary procedures.

#### **Consequences**

1. The parents will be contacted, and a meeting scheduled between the Discipline Supervisor and the parents. Other consequences may result in:
2. Detention
3. In-house suspension
4. Referral to social worker
5. Documentation placed in permanent folder
6. Plan created by student to avoid inappropriate behaviors in the future
7. Plan monitored by counselor and Homeroom teacher
8. Suspension from school





9. Referral by Principal to the Discipline Committee\* for further action

### Category Three Offences

These are major violations of school rules such as:

- Physical fighting
- Stealing
- Dangerous behavior
- Academic dishonesty
- Repeated intimidation (bullying) both physical and psychological, cyber bullying, racism and verbal

#### Who Gets Involved:

The Discipline Supervisor, the teacher concerned, the Department Heads, Social Worker, and the Principal are immediately involved.

#### Consequences

The Principal, the counselor and/or Homeroom teacher will meet with the student's parents. For very serious offences the student may be expelled from school.

#### Other consequences may include:

1. Principal's detention
2. In-house suspension
3. Suspension from school
4. Contract between the school, the student and parent
5. Counseling may be recommended
6. Banning from school trips
7. Referral to the Discipline Committee\* for further consequences

\* Discipline Committee: Discipline Supervisor, Social Worker, Department Head, Principal

## 6- Discipline Matters

Teachers make certain that students understand and abide by all Discipline Regulations at all times. Proper student behavior is a major condition for the successful implementation of the school's educational program and for ensuring an environment that is safe and conducive to effective learning

## 7- Mobile Phones

Students are not allowed to have mobile phones in their possession in class during regular school days, trips and activities. For emergencies parents and students can communicate through the reception. In the incident

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of a student keeping a mobile phone with them in class, the device will be confiscated, and the parents will be asked to collect it in person. Improper use of Mobile phones will lead to disciplinary action

## 8- Disciplinary Actions

Discipline is important for the school to perform its primary task of developing and promoting responsible citizens. In maintaining discipline, teachers need the support of parents. In case of misbehavior of a student, the teacher will:

- Have a private talk with the student.
- Remind the student of his/her responsibilities during the break time.
- Keep a record of the student's attitude and behavior.
- Refer the student to the Social Worker.
- Report cases of students exhibiting unacceptable behavior in writing to the social worker and discipline supervisor.

In cases of persistent misbehavior, the discipline supervisor will call parents for a conference, in the presence of the teacher concerned and the social worker, to discuss their child's discipline problem and possible solutions. At that time, discipline measures may be taken, including formal warning, detention, disciplinary probation, suspension, and in extreme cases, expulsion from school

In cases of misbehavior during trips, school activities/programs, the school may prohibit the student from participating in future trips or future activities/programs





## 9- Appendix:

### Code of Conduct

Type of Misbehavior	First Time	Second Time	Third Time	Fourth Time	Remarks
1. Showing disrespect to the teachers/administrators/staff/visitors through any saying or referring to any movement that is immoral	Verbal Warning	<ul style="list-style-type: none"> <li>- Call and inform the parents</li> <li>- Apologize to those whom he/she offended</li> <li>- Recess Detention</li> <li>- Social services</li> </ul>	Inhouse suspension for 1 day.	The student is suspended for 1 day	<ul style="list-style-type: none"> <li>- 2 days suspension</li> <li>- Social Service</li> </ul>
2. Creating chaos within the classroom and school (playing with water - loud sound – using or playing with devices)	Verbal Warning	<ul style="list-style-type: none"> <li>- Written Warning 1</li> <li>- Notify the parents and coordinate with them to modify the behavior.</li> <li>- Recess detention</li> </ul>	<ul style="list-style-type: none"> <li>- Written Warning 2</li> <li>- The parents are asked to sign a written pledge on behalf of their child/ren</li> <li>- Recess detention</li> </ul>	<ul style="list-style-type: none"> <li>- Written Warning 3</li> <li>- Inhouse suspension and notice to the parents</li> </ul>	<ul style="list-style-type: none"> <li>- 1 day suspension</li> <li>- Social services</li> </ul>
3. Refusing of the administrative procedures taken against him	Verbal Warning	Written Warning	Notify the parents and coordinate with them to modify the behavior	Temporary suspension and notify the parents	
4. Not wearing the school uniforms and taking care of the general appearance	Verbal Warning	<ul style="list-style-type: none"> <li>- Written Warning 1</li> <li>- Notify the parents and coordinate with them to help their child/ren follow the school rules</li> </ul>	<ul style="list-style-type: none"> <li>- Written Warning 2</li> <li>- Notify the parents and coordinate with them to help their child/ren follow the school rules</li> </ul>	<ul style="list-style-type: none"> <li>- Written Warning 3</li> <li>- Notify the parents and coordinate with them to help their child/ren follow the school rules</li> </ul>	<ul style="list-style-type: none"> <li>- Inhouse suspension on the day of the same violation</li> <li>- Return student home to wear the school uniform</li> </ul>



<p>5. Quarreling with colleagues and using inappropriate words - Bullying</p>	<ul style="list-style-type: none"> <li>- Verbal Warning</li> <li>- Notice for the parents</li> </ul>	<ul style="list-style-type: none"> <li>- Notice to the parents</li> <li>- Written warning</li> <li>- Recess detention</li> </ul>	<ul style="list-style-type: none"> <li>- Notice for the parents</li> <li>- 1day inhouse suspension</li> <li>- Social services</li> </ul>	<ul style="list-style-type: none"> <li>- 2 days inhouse suspension</li> <li>- Social service</li> </ul>	<p>The parents are asked for a meeting at school and notified about the disciplinary action</p>
<p>6. Hand-to-hand fight with/ without damage.</p>	<ul style="list-style-type: none"> <li>- Written Warning 1</li> <li>- Notice to the parents</li> <li>- Recess detention</li> <li>- Social services</li> </ul>	<ul style="list-style-type: none"> <li>- Written Warning 2</li> <li>- Notice to the parents</li> <li>- 1day Inhouse Suspension</li> <li>- Social services</li> </ul>	<ul style="list-style-type: none"> <li>- Written Warning 3</li> <li>- Notice for the parents</li> <li>- 2 days Inhouse Suspension</li> <li>- Social services</li> </ul>	<p>The parents are asked for a meeting at school and notified about the disciplinary action.</p>	
<p>7. Not bringing books or materials.</p>	<p>Notify the parents by eSchool message or by phone.</p>	<ul style="list-style-type: none"> <li>- Verbal Warning</li> <li>- Notify the parents and call them for a meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Written Warning 1</li> <li>- Notify the parents and call them for a meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Inhouse suspension and notify the parents with the action taken.</li> <li>- Written Warning 2</li> <li>- Notify the parents and call them for a meeting</li> </ul>	
<p>8. Smoking in school</p>	<ul style="list-style-type: none"> <li>- 2 days Suspension</li> <li>- Inform the parents and have them sign a written pledge on behalf of their child/ren not to repeat the violation</li> </ul>		<ul style="list-style-type: none"> <li>- Final suspension</li> <li>- One Week Suspension (The student won't be registered in the school for the next academic year. His/her file will be referred to the Ministry.</li> </ul>		
<p>9. Bring mobile phones and electronic devices not delivered to discipline office, <b>kept in bag.</b></p>	<ul style="list-style-type: none"> <li>- Written Warning 1</li> <li>- Inform the parents and have them sign a written pledge.</li> <li>- Keep the phone at discipline's office and return it to the parents at the end of the day.</li> </ul>		<ul style="list-style-type: none"> <li>- Written Warning 2</li> <li>- Inform the parents and have them sign a written pledge.</li> <li>- Keep the phone at school for 1 week and have the parents receive it.</li> </ul>		
<p>10. Damage to any of the classroom or school property or environment</p>	<ul style="list-style-type: none"> <li>- Written Warning</li> <li>- The student has to pay (compensate) the value of the damages</li> <li>- Notify the parents about the violation</li> </ul>	<ul style="list-style-type: none"> <li>- The student must pay (compensate) the value of the damages.</li> <li>- The parents are asked to sign a written pledge.</li> <li>- The student is suspended from school for 1 day.</li> </ul>			