

## **Appendix II to the school regulations: dealing with misconduct of pupils and enhancing positive conduct at the primary level**

<b>Revision</b>	<b>Date</b>	<b>Comment</b>
Original	11. June 2012	First Edition
Revision 1	23. June 2014	Revision
Revision 2	09. November 2017	New Edition
Revision 3	01. March 2018	Inclusion of the mobile phone regulation
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## **1. Preamble**

Local UAE law always precedes school internal regulations.

## **2. Expectations of pupils PRIMARY LEVEL**

### **Look after yourself**

Wash your hands with soap and water before eating or after going to the toilet

Eat healthy food and drink enough water

Take care of your things

### **Look after others**

Keep your hands, feet and mouth away from others

Always speak politely and respectfully to others

Say please and thank you

Be a good friend

Pay attention when others are obliging

### **Concentrate on learning**

Always try to give your best

Listen carefully

Always do all your homework in good time

Be organised and willing to learn

### **Look after your school**

Treat all school property with due care

Pick up your litter

Walk quietly into school and into the schoolyard

## **3. Positive enhancing system PRIMARY LEVEL**

It is important that excellent achievements and positive conduct by pupils are recognised. The DISD has two ways of doing this:

- a) Enhancing system within the class: e.g. weather system, smiley system or similar
- b) Enhancing system between the classes: e.g. best table at the canteen

### **Weather system example**

Pupils are able to go through various levels of a weather system during the day: they can climb up the rainbow and the star through positive and excellent conduct and drop down to the grey rainclouds and thunderclouds by breaking class and school rules. At the beginning of the day each pupil starts on the sun and in this way is given a new chance every day. Children that rise up to the star will be given a golden playtime. This system can be adapted to the Kindergarten.

### **Best table**

Pupils will be positively rewarded during meals in the cafeteria if they behave quietly while eating, stay at the table and leave the table neat and clean. There will be a monthly nomination of the best table. The pupils will be given a class price.

In the assemblies in the primary school individual pupils will be publically honoured and distinguished for special achievements in the academic, sports, artistic and social field as well as the best classes.

## **4. Support system for pupils with behavioural problems**

The DISD has a four-level procedural system that supports pupils with behavioural problems.

### **4.1. Classification as a pupil with special needs**

If the educational behavioural guidelines further listed below are not effective, the pupil will be classed as a pupil with special needs. Each pupil with special needs will receive a support plan with individual support objectives. This plan describes the strengths and weaknesses of the pupil and defines measures in terms of how the behaviour is to be regulated. The pupil will be given preferential support in the class. In special cases the pupil will be supported in small groups or be given individual lessons.

### **4.2. Involving a learning support assistant trained in behavioural issues**

Should the pupil need individual support to regulate his or her behaviour, the school will be involved in the choice of a behavioural specialist. The costs shall be borne by the parents.

### **4.3. Cooperation with other therapeutical centres**

If necessary, referrals will be made to external counselling centres (educational or clinical psychologists) in order to have a clarifying diagnosis carried out there. These should contain recommendations for action for the parents and the school. On the basis of this diagnosis the DISD will then prepare individual support plans for the pupil. The parents are advised to carry out the recommended therapy measures. The costs shall be borne by the parents. In addition a timeframe will be determined jointly with the parents until which time the school and extracurricular measures should have been carried out.

### **4.4. Support plans**

The pupils overall conduct (academic, work and social conduct) will be recorded daily over a period of three months by the subject teachers and the class teacher. If all the behaviour management measures mentioned so far do not work, the pupil will receive a "warning letter". The third warning letter leads to expulsion from school.

## **5. Consequences PRIMARY LEVEL**

Listed are examples of unacceptable behaviour and the resulting consequences. Each incident, however, is to be viewed individually. However, each incident must be considered individually. Teachers document all incidents in written form (Report of incident history).

### **Pedagogical skill respective scope of the teacher:**

- The teacher has the right to deviate from the "catalogue of measures" if certain conditions (e.g. provocation of a pupil; critical situation that cannot be attributed to the pupil alone) exist.
- The teacher has the right to treat pupils differently if there is a clearly different history. The teacher has the right to insist on the "catalogue of measures" if the conditions are formally (The misconduct is present) fulfilled.

Information to the parents shall be provided by email.

The class teacher must document concrete measures. Detailed documentation on the background for these measures is required since the teacher may be obliged to substantiate the measures to the parents, the school management or the KHDA.

If a target agreement is reached, the class teacher must inform all subject teachers about this either in a class conference or in less serious cases through direct communication. The class conference may give recommendations for the concrete dealings with the misconduct of the pupil. These recommendations may also contain further educational measures irrespective of the "Catalogue of measures".

If a pupil disturbs the lesson, the subject teacher is responsible for reacting to the misconduct of the pupil. He must also inform the class teacher of this.

Misconduct by the pupil will also be punished if this occurs outside of lessons if he or she is on the school premises or as long as he or she is wearing the school uniform or if the misconduct takes place in the context of attending the school (e.g. cyber bullying of a fellow pupil on a home computer). Initially the supervising teacher is responsible. Each other teacher has the obligation to intervene if he or she observes the inappropriate behaviour of the pupil and then to inform the supervisory team or the class teacher of the pupil.

Level 1: disruptive behaviour in the classroom		
Behaviour	Sequence of consequences	Responsible
<ul style="list-style-type: none"> <li>• Incomplete work materials</li> <li>• Arriving late to lessons</li> <li>• Disruptive behaviour in the classroom or on the school premises</li> <li>• Repeatedly breaking agreed class rules</li> <li>• Unauthorised use of electronic devices</li> <li>• Repeatedly not doing homework</li> <li>• Repeatedly not wearing school uniform or sports kit</li> </ul>	<ol style="list-style-type: none"> <li>1. Verbal reminder of misconduct whilst explaining the reason and the consequences.</li> <li>2. Second warning: pupil will be placed on the grey cloud in the weather system, in the smiley system on yellow</li> <li>3. Third warning: pupil will be placed on the rain cloud (in the smiley system on red) and loses minutes of playtime that he or she has to spend with the supervisor (can be revoked if conduct improves).</li> <li>4. Email to parents regarding misconduct</li> <li>5. Changing seats</li> <li>6. Pupil will temporarily be sent to a parallel class in order to finish off his tasks.</li> <li>7. Parents will be invited to attend a meeting with the teacher.</li> <li>8. Target agreement primary level will be agreed</li> </ol>	<p>Subject teacher</p> <p>Class teacher</p>

**Level 2: Persistent disruptive behaviour or serious incidents in the classroom and outside of the classroom**

Behaviour	Sequence of consequences	Responsible
<ul style="list-style-type: none"> <li>• Pupil does not react to the warnings of the teacher after misbehaving according to Level 1 in the lesson and continues being disruptive</li> <li>• Disrespectful behaviour towards others (teachers, fellow pupils, personnel)</li> <li>• Insults, verbal abuse of others (pupils, teachers, personnel or parents)</li> <li>• Inappropriate behaviour in the corridors/toilets/canteen/ bus</li> <li>• Behaviour in the school yard: being rough when playing, ...</li> <li>• Directly distracting fellow pupils against their wishes</li> <li>• Bullying/cyber bullying</li> <li>• Causing slight damage or besmearing school property</li> <li>• Falsifying signatures</li> </ul>	<ol style="list-style-type: none"> <li>1. Talk with the pupil</li> <li>2. Pupil will be temporarily sent to the parallel class in order to finish off his or her task.</li> <li>3. Pupil directly loses playtime in the break and stays with the supervisor or security.</li> <li>4. Parents are invited to attend a meeting with the teacher</li> <li>5. Target agreement primary level will be agreed</li> <li>6. Getting detention in the break or after the lesson (latter must be discussed in advance with the parents).</li> </ol>	<p>Subject teacher</p> <p>Class teacher</p> <p>Head of primary school</p>

Level 3: Serious incidents		
Behaviour	Sequence of consequences	Responsible
<ul style="list-style-type: none"> <li>• Permanent breach of school rules</li> <li>• Aggressive behaviour towards other fellow pupils or school personnel (fighting, beating)</li> <li>• Playing truant from lessons</li> <li>• Leaving the school premises with no authorisation</li> <li>• Destroying school property (classroom, bus, etc.)</li> <li>• Damaging property of pupils or teachers</li> <li>• Serious offence of bullying</li> <li>• Theft</li> <li>• Smoking on the school premises</li> <li>• Racist, religious, sexual harassment</li> <li>• Possession of weapons and drugs (here the following applies: application of the local VAE law)</li> </ul>	<ol style="list-style-type: none"> <li>1. Talk with the pupil</li> <li>2. Parents will be invited to attend a meeting with the teacher</li> <li>3. Pupil to spend 1-3 days in the parallel class</li> <li>4. Getting detention in the break or after the lesson (latter must be discussed with the parents in advance).</li> </ol> <p><u>If these measures are not effective:</u></p> <ol style="list-style-type: none"> <li>5. Classification as pupil with special needs. Pupil will receive a support plan</li> <li>6. Involving a learning support assistant trained in behavioural issues</li> <li>7. Cooperation with external therapeutic facilities</li> </ol> <p><u>Possession of weapons and drugs</u>            Permanent exclusion from school (here the following applies: application of the local VAE law)</p>	<p>Subject teacher</p> <p>Class teacher</p> <p>Head of primary school</p> <p>School counsellor</p> <p>School management</p>

## 6. Target agreements PRIMARY LEVEL

The class teacher invites the parents together with the pupil to a discussion about targets. The disruptive behaviour will be documented in this meeting and from this, depending on the class level one to four, positive behavioural targets will be derived. The pupil formulates the targets with his own words and reflects on ways of achieving this.

As an incentive rewards will be agreed with the pupil that will be given in the classroom if the weekly target is reached and within the family if fulfilled after three weeks. Finally the pupil and parents will record the agreement with their signatures.

Over a period of three weeks, the pupil will work on his or her targets and will be assessed daily by the class teacher and subject teacher. If the pupil achieved his or her targets, the target agreement plan will be automatically extended.



*The German text shall prevail in case of ambiguities or in other cases where there is doubt or where there are problems of interpretation.*