

CROWN AMERICAN PRIVATE SCHOOL
مدرسة كراون الأمريكية الخاصة

BEHAVIOR
MANAGEMENT POLICY
AY 2024/2025



Behavior Management Policy (2024 – 2025)

Policy Details

Policy	Behavior Management Policy
Function	Managing Behavior of All Students
Status	Recommended
Audience	Students
Implementation	School Management
Issued for	Students & Staff
Last Review	Aug,2024
Next Review	Dec,2024
Responsible SLT	Vice Principal

Our Vision

At CAPS, we aim to be an exceptional international school which inspires students to discover their unique talents and prepares them to become responsible, innovative, and creative leaders of the global community.

Our Mission

Our mission at CAPS is to provide a challenging, progressive, and inclusive American and International educational program that empowers all students by promoting intellectual curiosity, independence, and critical thinking.

Core Values

Loyalty | Creativity | Respect | Integrity | Inclusion



Introduction

CAPS believes that responsible behavior in all aspects of school life is necessary to enable teaching and learning to take place. Our behavior policy is not primarily motivated by rule enforcement, but rather a means of promoting good relationships and using positive behavior strategies so that students and staff can work together with the common purpose of helping everyone to learn.

Aim & Objectives

To promote desirable student conduct and behavior, the school has adopted the Student Code of Conduct provided by the UAE Ministry of Education and all the other applicable state and federal laws therein.

CAPS nurtures a climate in which all students, irrespective of their academic abilities, act positively, to create an ethos where positive and considerate behavior becomes the norm.

The Policy's objectives are to:

- Set out the broad principles for the implementation of rewards and sanctions
- Define roles and responsibilities, including the expectations that we have of each member of the school community
- Develop a culture of friendship and kindness between all.

Related Polices That Are Required of Schools

- 🚩 Anti-Bully Policy
- 🚩 Special Education Needs (SEN) and Learning Difficulties Policy
- 🚩 Discipline and Exclusions Policy
- 🚩 Complaints Procedure



Definition

Students' behavior refers to students' responses to a number of daily life situations and activities, such as the appropriateness or inappropriateness of their words, mannerisms, attitudes and actions toward each other or toward the teaching faculty or other members of the wider School community.

At CAPS, we seek to create an inclusive caring, learning environment in the school by:

- Promoting the values of honesty, trust, fairness, tolerance, compassion and politeness
- Reinforcing positive behavior at every opportunity
- Encouraging a positive relationship with all stakeholders to develop a shared approach which involves them in the implementation of school's policy & associated procedures
- Educating students to take responsibility for behaving in an appropriate manner
- Discuss and share what constitutes acceptable behavior through creating class rules
- Enable students to learn from their mistakes
- Providing a safe environment free from disruption, violence, bullying and harassment
- Promoting self-esteem, self-discipline & positive relationships based on mutual respect
- Encouraging consistency of response to both positive and negative behavior
- Promoting early intervention, respect for others and their rights, and encouraging to take responsibility for their own actions

Roles and Responsibilities

Principal

The principal is responsible for ensuring that a fair and effective code of behavior and discipline that includes rules, ways of encouraging and affirming student efforts, rewards, penalties, and



implementation procedures, be developed and implemented with the participation of all the stakeholders of the institution.

Social worker

- Inform, educate and guide students and parents regarding the policy.
- Plan for preventive and remedial programs to minimize negative behavior and encourage positive and exemplary behavior of the students.
- Conduct case studies of the social situation of the student with repeated offences, document them in writing, and present them to the Student Behavior Management Committee after obtaining the student's written approval.
- Strengthen the ties between home and school, and raise parents'/guardians' awareness about the importance of their role in following up with and finding solutions for their children's academic and/or behavioral problems.

Staff Members

CAPS staff is expected to treat all students fairly and apply this behavior policy consistently. Staff should keep in mind that we address the behavior and not the child. We expect all of our staff members at all times to model and promote the positive behavior that is expected from the students. The school expects the staff to ensure that

- students are continuously shown what the correct behavior is in all situations
- students are given lots of positive feedback so that they are encouraged to be responsible and well-behaved

Corporal and demeaning punishment is expressly forbidden in our school. Teachers are wholly accountable for the behavior in their classroom. They ensure that school rules are enforced in



their classes as they hold high expectations of each student's behavior and commitment to learn to the best of their ability. These expectations are no less in other school areas such as the cafeteria, playground, corridors and bathrooms. Teachers are expected to treat students fairly as they apply the classroom code consistently with respect and understanding.

The School Behavior Management Committee

The school board committee will discuss students' educational and behavioral matters, and consider the actions taken against offences in accordance with the provisions of the policy.

Students

At CAPS, we want our students to be honest, respectful, considerate and responsible, so that everyone can enjoy a happy, safe environment in which each individual feels respected and valued. Students are expected to conduct themselves with dignity and respect the culture traditions and the laws of the country. Students are at all times, including on their way to and from school, expected to:

- be courteous, responsible and honest and follow the rules and regulations of the country
- show respect for other people, their learning and the environment
- participate in promoting a positive school community
- promote a positive attitude towards learning
- wear the correct school uniform and show pride in their appearance
- complete school work punctually and to the best of their ability
- move around the school in a safe and sensible manner
- obey school rules and instructions by the school staff



We encourage our students to avoid resorting to violence in any situation. If in trouble, our students are expected to seek help from a member of staff. Any form of bullying, aggression or intimidation is not tolerated in our school. To ensure the safety and wellbeing of all our students, we advise our students not to:

- Lend or borrow money or sell or purchase goods among each other
- Carry any objectionable device which may harm self, others or school property
- The school will not be responsible for the loss of valuable articles if someone brings them

All of these principles are reinforced on a daily basis, so that students get to know them and learn to behave in the way that is expected from them.

Parents

- Parents should provide a conducive home environment as it plays a crucial role in shaping attitudes that produce good behavior in schools. It is therefore important that parents should be aware of the aims, values and the nature of expected behavior of the school.
- Submit written acknowledgement to the school, stating he/she has read and approved of the conditions of the Compulsory Education Law and the decisions issued related to it. The parent also commits to sending the student to school regularly throughout the stages of compulsory education and to creating a safe and secure family environment for his/her child in order to achieve the policy's purposes. In case of his/her offence, the parent shall bear the criminal consequences according to the relevant policies.

Reinforcement of Positive Behavior

Moral Appreciation and Reinforcement

- Encouraging student initiative and model behavior at all times



- Verbal and written praise and encouragement in recognition of the student's behavior, as well as the parent for their key role in the development of the positive behavior
- Messages of thanks and appreciation, certificates addressed to the student and the parents and/or recognition during school-wide events
- Praise of student through school broadcasts, bulletin boards, journals or magazines, or by publication of the student's name on the Ministry's social media websites or by sending electronic messages through the SIS system
- Assigning leadership roles to the students through the student councils and school clubs

Material Appreciation and Reinforcement

- All forms of awards and prizes
- Improved behavior marks for students demonstrating progress on previous offences

Educational Reinforcement

- Granting behavior grades for the student who shows positive improvement after committing negative behavior
- Encouraging student self-assessment and use of smart learning tools
- Using School Information System (SIS) to document their volunteer activity with the support of teachers and parents
- Increased opportunities to participate in educational and national programs
- Creation and dissemination of positive behavior programs in all classrooms; for example, nominating students as role models and honoring them
- Granting distinction titles like Role Model Ambassador and Ambassador of Positive Behavior



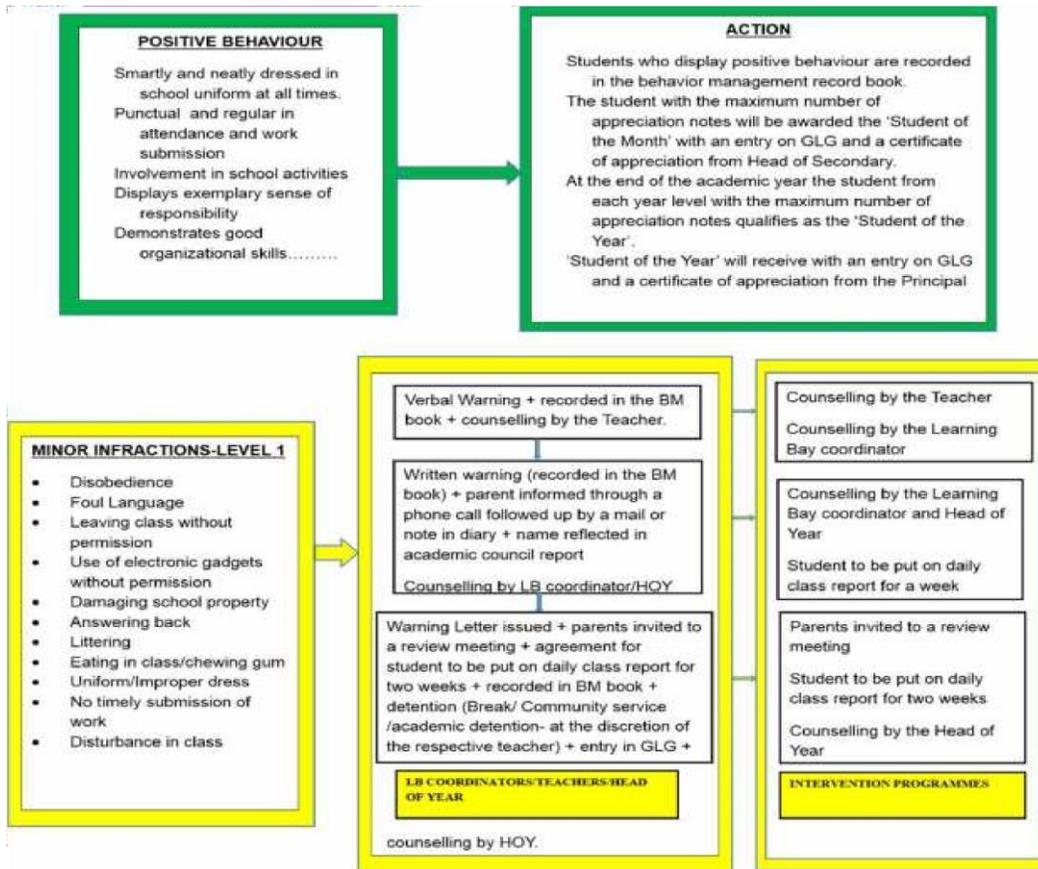
Rating and Classification of Positive Behavior

- **Responsive:** student demonstrates an expected level of response to positive behavior expectation; school continues to encourage them and maintains communication with their parent/guardian
- **Diligent:** student meets and exceeds behavior expectations; their achievement shall be consolidated by various recognition methods like: encouragement certificates, thanks to the parents, and assignment of greater responsibilities for the student to further develop his/her character and ultimately achieve excellence
- **Leading:** student demonstrates leadership through exemplary behavior; he/she shall be encouraged and appreciated by certificates of honor and prizes, and his/her parent shall be recognized as well.

Procedure

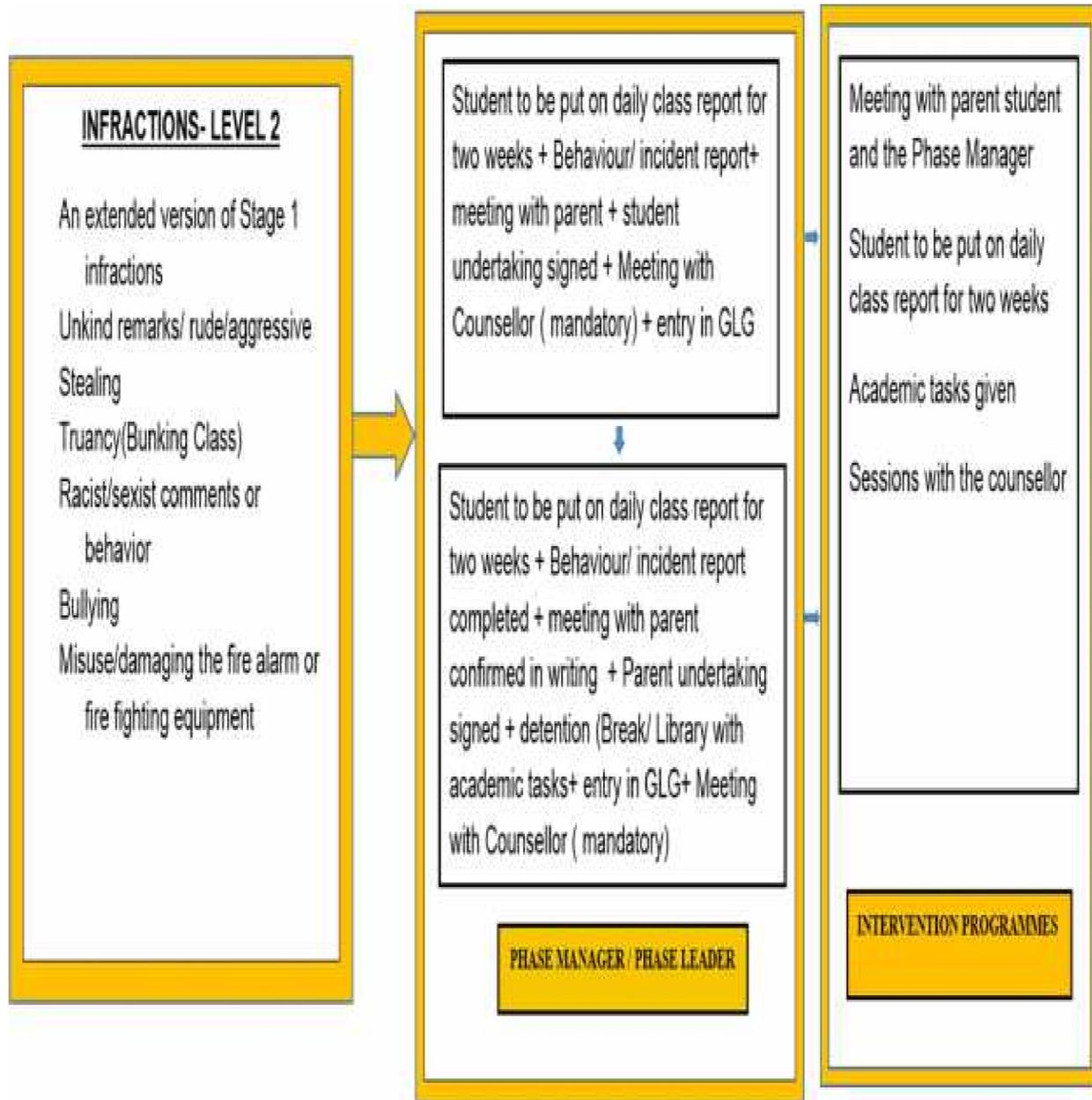
Level - 1

All behavioral problems and issues will be recorded in a student referral register. In case of Level 1, student will have a verbal warning issued to him/her.



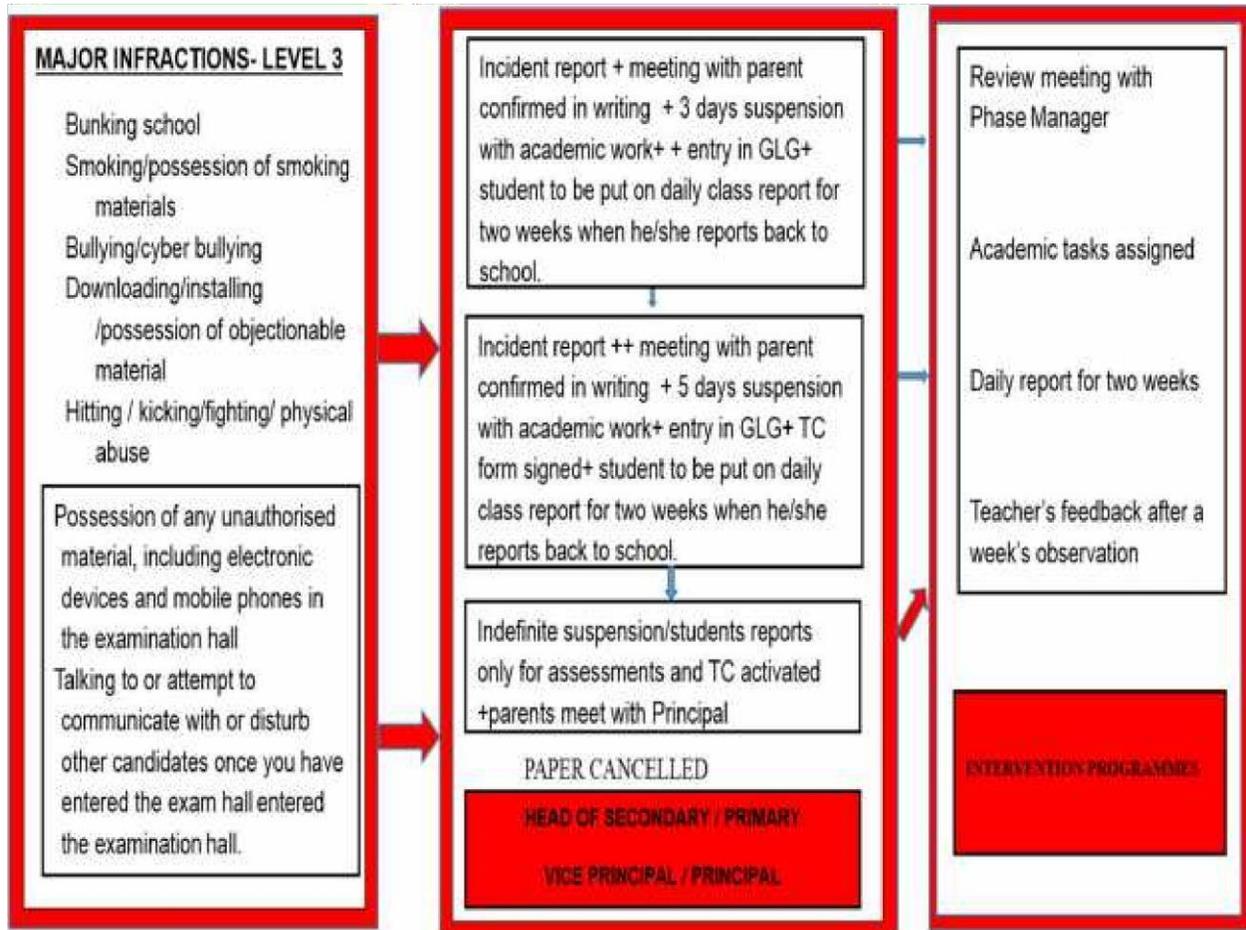
Level – 2

If the student continues to reflect behavioral issues despite sanctions in LEVEL 1, he/she automatically would move to LEVEL 2



Level – 3

If the student continues to reflect behavioral issues despite sanctions in LEVEL 2, he/she automatically would move to LEVEL 3.



Drug and Alcohol-Related Incidents

All contraband material, alcohol, tobacco products, glue, solvents, aerosols, drug (legal or illegal) or material that may lead to substance abuse is strictly forbidden in our school. The school may conduct random bag checks during the day and parents are notified if any forbidden item is found in a student's possession. Any student who deliberately brings substances into school for the purpose of misuse will receive fixed-term exclusion. If the offence is repeated, the student will be permanently excluded.



Exclusion

We do not wish to exclude any student but sometimes this may be necessary. If there is still no improvement in the student's behavior after repeated actions and counselling, the school may be constrained to consult the local education authority prior to expelling the child from school. Only the principal may exclude a student and may do so for one or more fixed periods up to 3-5 working days at any one time.

An individual behavior plan will be set for any student who has two separate fixed term exclusions over an academic year. This plan will include:

- 👤 how the student's education can be continued
- 👤 how problems may be addressed
- 👤 what arrangements will best help with reintegration
- 👤 SMART targets

In extreme and exceptional circumstances, the principal may exclude a student permanently. It is also possible for the principal to convert a fixed-term exclusion into a permanent exclusion should circumstance warrant. Parents are informed immediately if the principal excludes a student. The school governing board (SGB) will be informed about any exclusions.

Professional Development

Staff will receive training that focuses on knowing the students well in order to develop positive engagement in an atmosphere of warmth, support and clear expectations. Each academic year, there will also be professional development activities to ensure every member of staff knows how to use the positive behavior approach in their interactions with students. Positive behavior approach will also be reinforced by leaders during classroom observations.



Record Keeping

Teachers will document any issues initially in the student's school diary. If necessary, an individual behavior plan and/or Individual Education Plan (IEP) will be created and managed. The school will also document behavior issues in the student report.

Communication with Parents

CAPS is committed to working in partnership with parents. If a student's behavior is of concern, the school will contact the parents and may ask for their support in dealing with any issues that arise. The school appreciates the support of parents in reminding students of the expectations of the school and in supporting them to make good choices in school as we assist them to develop the ability to make good choices in later life.

The school expects parents to maintain a constructive and supportive dialogue with the school, and to attend meetings that address their child's behavior and attitudes. If reasonable sanctions are implemented to show to a student that the behavior shown is not acceptable, the school expects parents to support the school's action.

The behavior of students will be reported to parents, defined as follows:

- **Level 1** - The student self-manages his/her behavior.
- **Level 2** - The student occasionally requires teacher intervention to assist good behavior.
- **Level 3** - The student's behavior often requires involvement from teachers or parents.
- **Level 4** - The student's behavior is being monitored by the section head.
- **Level 5** - The student's behavior needs professional involvement from a counsellor, educational psychologist or another professional.