



## Student Discipline and Behaviour Policy

| Document Control                       |             |
|--|-------------|
| Date created                           | August 2017 |
| Department responsible                 | SLT         |
| Date of approval by Board of Directors | August 2023 |
| Date of implementation                 | August 2023 |
| Review cycle                           | Yearly      |
| Date of next review                    | August 2025 |

## **Introduction**

This policy reflects our ongoing work as a caring, secure and orderly community in which the boundaries of acceptable behaviour are clear, shared and consistent and reflect Ministry of Education Guidance dated 9<sup>th</sup> February 2017. Our intention at Multinational School Bahrain is to enable all students to fulfil their potential. We aim to develop an ethos in which individual students take full advantage of opportunities available to them in the school. We also wish to provide all members of staff with a safe environment in which they can pursue fulfilling and enjoyable careers.

We aspire to the highest standards in all aspects of the life of the school and recognise that we have responsibilities as well as rights. We expect students to behave in a way which recognises the rights of others, such as the right to enjoy a peaceful and successful education and the right to be safe and free from fear. Similarly, staff at the school, have the right to conduct their professional duties without undue hindrance or stress caused by students' challenging behaviour.

We also recognise that young people make mistakes, and the staff's response should guide them towards acceptable behaviour. We insist on standards of proper behaviour for the benefit of all students, so that they learn well and are an asset to the school and society.

Students will be encouraged to accept responsibility for their behaviour and support the development of the school's behaviour code. Good behaviour is encouraged and rewarded. Unsatisfactory behaviour will be addressed in a firm and fair manner and in line with the expectations of the culture, region and the Ministry of Education.

The behaviour policy and practice of the school must be accepted; it applies to all students. All rewards and sanctions also apply to all students.

Our rules are based on the principles of:

- respect for ourselves
- respect for other people
- respect for our environment.

They apply, where relevant, on the way to the school, at the school and on the way home from the school.

Evidence shows that students are more likely to succeed when their parents support the school's strategies and when students know that this is the case. Parents have a vital role to play in this regard.

## **General**

All students are expected to:

- Treat other students and staff with respect.
- Attend the school regularly and on time.
- Behave safely and sensibly.
- Wear the appropriate uniform for each school activity.
- Respect our school environment.
- Treat books, equipment, furnishings and buildings with respect.
- Leave any valuable items at home that are not required for school.

## **In the Classroom**

- Arrive on time for class, with the equipment needed; queue quietly outside; leave only when dismissed.
- Follow your teachers' instructions. Listen and let others listen and learn.
- Do your best in class: work well by yourself, in pairs, in groups and as part of the whole class.
- Note homework carefully, and do it well and on time.

## **Important notes**

The following are examples of unacceptable behaviour and will not be tolerated:

- Behaviour which disrupts a lesson; it harms the education of the student and of other students.
- Insolent or insulting behaviour towards staff. This disrupts lessons and imposes undue pressure on staff.
- Bringing any non-prescription drugs, alcohol or tobacco products or any item which might be dangerous or cause damage to the school.
- Bullying or abuse; it may cause physical harm and it destroys an individual's sense of security. All members of the school community have a right to be respected regardless of their cultural background or beliefs.
- Failure to wear uniform. If incorrect uniform/shoes are worn students will be sent home to change. This could result in unauthorised absence. Excessive jewellery and other clothing items which are prohibited will be confiscated and returned at a later date.
- Students' behaviour while out of the school, on school trips, is subject to the school's behaviour policy.
- The inappropriate use of mobile phones or technologies that will cause any sort of harm to the school or any individual.
- All children and their parents will sign a home/school agreement at the start of the year. An example of the Secondary School version is found in Appendix 1.
- The school's behaviour policy also applies to behaviour in the immediate vicinity of the school, on a journey to or from the school, or in some other way identifiable as a student at the school.
- Behaviour that could adversely affect the reputation of the school.
- There are occasions when the schools' behaviour policy will apply outside of the school premises i.e. when such behaviour may bring the school into disrepute.

## **Rewards**

It is important to recognise and celebrate the achievements and efforts of those students who behave well and who work hard. We believe that those who behave well develop their own self-esteem and gain increased respect from others.

We reward good work and behaviour as follows:

- Praise for good work or behaviour.
- Commendations written in the student's exercise book.
- Display of particularly good work.
- Reward House points and certificates.
- Letters to parents from the Principal or Co-ordinator celebrating outstanding work.
- Prizes and Awards at prize giving assemblies.
- Telephone call home to parents/carers.

## **Sanctions**

The School applies the MNS Behaviour Chart to determine the appropriate sanction in response to various offences by students. A copy of this Chart is attached at the end of this policy and is also placed in each classroom.

## **Important notes on procedures**

We continue to monitor for, and take into account, the guidance of the MOE particularly regarding Social Inclusion taking account of any subsequent guidance published by the MOE.

For students with Special Educational Needs we may make referrals to external agencies when appropriate and plan accordingly for the education of these students.

The school's legal duties in respect of safeguarding, students with Special Educational Needs and all other vulnerable students will be considered when making decisions linked to discipline and behaviour.

Criminal behaviour will normally be referred to the police.

Truancy, including leaving the school site without permission, may be referred to the MOE. MOE colleagues support the school and parents in securing improved attendance. In some cases, a student who has not attended for a considerable period of time will be deemed by the MOE to have left the school and will be removed from the school roll. In such cases, parents will be written to beforehand at their last known address. Please note this can only be done in restricted circumstances.

The sanctions referred to herein shall apply to all students save for those whom have been identified as having Special Educational Needs. Special Educational Needs students shall be attended in an individualised manner taking into account their particular circumstances. It should be noted that the decision to impose detention lies with the school. More serious sanctions will be recommended by the school's Student Behavioural Conduct Committee. A consistent approach to behaviour management will be followed at all times.

The Behaviour Charts will be displayed in every classroom in the school. It includes expected behaviour from students and includes the various levels of behavioural incidents and related consequences that are in place within the school.

## **Restraining a student**

Staff and other persons authorised by the Principal may use reasonable force to prevent a student from injuring themselves or others and/or causing significant damage to property. All incidents of this nature must be recorded on the behaviour feedback form, available to all on the shared drive or from the HR Department.

## **Suspension from school**

Exclusion applies to very serious misconduct. This can also only be undertaken after a referral via the Student Behavioural Conduct Committee to the Ministry of Education. Students can be suspended immediately with the authority of the MOE for three days whilst an investigation is undertaken.

When the school is aware that parents of a suspended or sanctioned student are not conversant in English, correspondence relating to the suspension or sanction will be translated into their mother tongue, if reasonably possible.

Work will be set for students who are suspended for more than one day. Parents should contact the Head of School to check that the work is ready for collection. When returned to the school it will be marked by teachers.

It is essential that parents attend the meeting which takes place on the morning of the return to the school of an excluded student and no student will be allowed to return to lessons until a satisfactory meeting with parents has been held. A counselling programme will begin (unless already in place) and parental involvement/support is vital if we are to achieve the necessary improvement and avoid further behavioural issues which could lead to a permanent exclusion. The school will make every effort to ensure that students who have been temporarily excluded are fully reintegrated into the school.

The decision to exclude is taken only by the Behaviour Committee after receiving approval from the Ministry of Education.

## **Secondary School Rules and Expectations**

### **The following are the expectations and rules to be followed by all Secondary School students at all times:**

1. Students are expected to attend school in full school uniform on any day that they don't have Physical Education. This will include black school shoes and only the minimal permitted jewellery of religious or spiritual significance.
2. Students are expected to maintain an attendance of at least 90% each year.
3. Students are expected to attend school on time at 7.40am and not leave the premises until 2.40pm. Students are expected to attend all lessons on their timetable between those times.
4. Students are expected to attend all lesson punctually and move quickly and quietly to lessons.
5. Students are expected to listen and follow instructions from all members of staff at all times. Students should show respect towards other students and teachers at all times.
6. Students should have the correct equipment, books and resources for all lessons.
7. Students are expected to work hard in all lessons and complete the required amount of work at home via homework tasks that are set.
8. Students will follow the mobile phone guidance. Mobile phones shall not be switched on from 7:40am to 2:40pm.
9. Students are prohibited from bringing to school any toys or gaming devices.
10. Students are expected to not bully other students verbally, physically or engage in cyberbullying.
11. Students should not bring any items, substances and materials that could endanger or threaten the safety or well-being of other students.
12. Students are strictly prohibited from smoking, vaping or consuming alcohol.
13. Students consent to the school conducting bag and personal searches for prohibited substances at any time.
14. Students are expected to use school facilities and IT and other subject-related equipment with respect. Any cost for any damage or misuse may be charged to the student.
15. Theft or damage of school, teachers or other students' property is strictly forbidden and students and/or their parents shall be held liable for any and all damages sustained as a result.
16. Students are expected to conduct themselves with complete respect for the cultural norms of Bahrain and of the Islamic faith. This includes respectful use of places of worship within the school.
17. Students are expected to represent themselves and the school with the utmost dignity and pride.
18. Parents are expected to support the school in all matters and to attend meetings when required.

# Multinational School Behaviour Chart

## TYPES OF OFFENCES

|   | LEVEL 1  | LEVEL 2   | LEVEL 3  | LEVEL 4   |
|---|--|---|--|---|
| <b>Disruptive Actions (DA)</b>          | <ul style="list-style-type: none"> <li>Talking in class and disrupting the lesson.</li> <li>Not following instructions.</li> <li>Being late for lessons.</li> <li>Disruptive sounds.</li> <li>Arriving late to assemblies.</li> <li>Not attending assemblies.</li> </ul> | <ul style="list-style-type: none"> <li>Continuous disruption in lessons and late arrival to lessons.</li> <li>Deliberately wasting time.</li> <li>Leave or enter the classroom without permission.</li> <li>Rude behaviour (back chatting, eye rolling, antagonizing the teacher etc).</li> </ul> | <ul style="list-style-type: none"> <li>Deliberate acts of disruptive and rude behaviour and continued tardiness.</li> <li>Indecent behaviour.</li> <li>Leaving the school without permission.</li> <li>Causing chaos and clutter inside the school or school bus.</li> <li>Misuse of school facilities.</li> </ul> | <ul style="list-style-type: none"> <li>Persistent, deliberate acts of disruptive and rude behaviour.</li> <li>Continued tardiness.</li> <li>Continued indecent behaviour.</li> <li>Disrupting the school day or educational process.</li> </ul>   |
| <b>Swearing or Verbal Incidents (S)</b> | <ul style="list-style-type: none"> <li>Inappropriate language overheard by a member of staff, not directed at another student. This may be verbal or in any written format.</li> </ul>   | <ul style="list-style-type: none"> <li>Swearing/inappropriate hand gestures used by a student directed at another person. This may be verbal or in any written format.</li> </ul>   | <ul style="list-style-type: none"> <li>Verbal insult against any students, teachers or school staff members.</li> <li>Verbal assault against any students, teachers or school staff members.</li> </ul>  | <ul style="list-style-type: none"> <li>Severe Verbal insult against any students, teachers or school staff members.</li> <li>Severe Verbal Assault against any students, teachers or school staff members.</li> <li>Verbal sexual harassment.</li> <li>Offending Religions.</li> <li>Starting or encouraging sectarian conflict or tension.</li> <li>Insulting a Bahraini national symbol.</li> </ul>   |
| <b>Uniform Violations (UV)</b>          | <ul style="list-style-type: none"> <li>Wearing the incorrect uniform (including hair, jewellery, painted nails, nail extensions, conspicuous/unnatural hair colour, make up).</li> <li>Not wearing PE uniform when required.</li> </ul>                                  | <ul style="list-style-type: none"> <li>Incorrect uniform continues to be worn after being reminded.</li> <li>Not wearing PE uniform after being reminded.</li> </ul>  | <ul style="list-style-type: none"> <li>Incorrect uniform continues to be worn after being reminded on multiple occasions.</li> <li>Wearing indecent clothes to school.</li> </ul>  | <ul style="list-style-type: none"> <li>Wearing severely indecent clothes to school.</li> <li>Wearing clothes that shows offensive phrases or symbols.</li> </ul>  |
| <b>Device Violations (DV)</b>           | <ul style="list-style-type: none"> <li>Having a prohibited electronic device on person. (Mobile phone, smart watch or any internet enabled device).</li> </ul>   | <ul style="list-style-type: none"> <li>Having a prohibited electronic device out. (Mobile phone, smart watch or any internet enabled device).</li> </ul>  | <ul style="list-style-type: none"> <li>Inappropriate use of a prohibited device. (Mobile phone, smart watch or any internet enabled device).</li> <li>Spreading rumours that damages the school community.</li> </ul>  | <ul style="list-style-type: none"> <li>Using a mobile phone/device to photograph other students or staff or school property without permission from school management.</li> <li>Possessing pornographic material in any form on any kind of electronic device.</li> <li>Copying or release of school data without permissions from school management.</li> <li>Hacking or damaging school network or devices.</li> </ul>  |
| <b>Damaging Property (DP)</b>           | <ul style="list-style-type: none"> <li>Making intentional marks (vandalism) on school properties.</li> <li>Littering around the school.</li> </ul>   | <ul style="list-style-type: none"> <li>Repeatedly making intentional marks (vandalism) on school property or buildings.</li> <li>Repeatedly littering.</li> </ul>   | <ul style="list-style-type: none"> <li>Unintentional dangerous behaviour that results in damaging school property, facilities or buildings.</li> <li>Unintentional dangerous behaviour that results in damaging other students, teachers or school staff personal properties.</li> </ul>                           | <ul style="list-style-type: none"> <li>Deliberately vandalising school buildings and facilities.</li> <li>Deliberately damaging properties of other students, teachers or school staff members.</li> </ul>  |
| <b>Bullying (B)</b>                     | <ul style="list-style-type: none"> <li>Lying and spreading a rumour.</li> <li>Making offensive facial or physical gestures.</li> <li>Menacing or contemptuous looks.</li> </ul>  | <ul style="list-style-type: none"> <li>Name calling, teasing, intimidation.</li> <li>Encouraging others to join in.</li> <li>Playing a joke to embarrass/ humiliate.</li> </ul>   | <ul style="list-style-type: none"> <li>Repeated social or verbal bullying, cyber bullying (comments).</li> <li>Making sexist/racist remarks.</li> </ul>  | <ul style="list-style-type: none"> <li>Physical bullying includes hitting, kicking, tripping, pinching and pushing.</li> <li>Online bullying (photos, videos of students).</li> </ul>   |
| <b>Academic Malpractice (AM)</b>        | <ul style="list-style-type: none"> <li>Copying classwork or homework from other students.</li> </ul>   | <ul style="list-style-type: none"> <li>Repeatedly copying classwork or homework from other students.</li> </ul>   | <ul style="list-style-type: none"> <li>Conducting disruptive behaviour during exams or assessments.</li> </ul>   | <ul style="list-style-type: none"> <li>Possessing/using prohibited items during exams, including and not exclusive to: papers, notes, mobile phones, watches, electronic devices, books.</li> <li>Not following the rules during exams, for example: communicating with, ask for help from or give help to other students.</li> <li>Conducting or participating in any behaviour that causes an unfair advantage/disadvantage in any school exam/assessment.</li> <li>Submitting plagiarised work/ coursework, for example: work generated by copying other students work, AI applications, internet sources or unauthorised software.</li> </ul> |
| <b>Dangerous Conduct (DC)</b>           | <ul style="list-style-type: none"> <li>Rough play, including at break time (football, basketball).</li> <li>Running in corridors around the school, including canteen.</li> <li>Pushing students on the stairs.</li> </ul>   | <ul style="list-style-type: none"> <li>Repeated minor behaviours (rough play, running in corridors, repeatedly pushing).</li> <li>Deliberate action that may lead to a situation becoming unsafe, including ignoring adult instructions.</li> </ul>   | <ul style="list-style-type: none"> <li>Fighting with other students.</li> <li>Possessing or smoking any kind of smoking materials or promoting it.</li> </ul>  | <ul style="list-style-type: none"> <li>Physically assaulting other students, teachers or school staff members.</li> <li>Sexually harassing/assaulting other students, teachers or school staff members.</li> <li>Possessing weapons, dangerous tools or dangerous materials or substances.</li> <li>Possessing any kind drugs or alcohol.</li> </ul>  |

## CONSEQUENCES

|   |  |   |  |
|---|--|---|--|
| <ul style="list-style-type: none"> <li>Referral to class teacher and reminder of expectations.</li> <li>Verbal reminder of consequences.</li> <li>Behaviour recorded on tracker.</li> </ul> | <ul style="list-style-type: none"> <li>Parents, Counsellor and Head of School Informed via email.</li> <li>Student to fill in a reflection sheet.</li> <li>Parents and students are required to sign a warning letter.</li> <li>Suspension from school activities including and not exclusive to: break time, use of sports court, PE lessons, school trips, competitions and events.</li> <li>Student to partake in community service tasks.</li> <li>Behaviour recorded on tracker.</li> </ul> | <ul style="list-style-type: none"> <li>Parents, Counsellor, Head of School, Vice Principal and Principal Informed.</li> <li>School Behaviour Committee meet to decide upon punishment.</li> <li>Meeting with Parents to discuss consequences.</li> <li>Parents and students are required to sign a warning letter.</li> <li>Suspension from School activities including and not exclusive to: break time, use of sports court, PE lessons, School trips, competitions and events.</li> <li>Inform the Ministry of Education about the case.</li> <li>Suspension from School for one to ten days.</li> <li>Possible disqualification from exams or assessments.</li> <li>Behaviour recorded on tracker.</li> </ul> | <ul style="list-style-type: none"> <li>Parents, Counsellor, Head of School, Vice Principal and Principal Informed.</li> <li>School Behaviour Committee meet to decide upon punishment.</li> <li>Meeting with parents to discuss consequences.</li> <li>Inform the Ministry of Education about the case.</li> <li>Suspension from school for ten days to one academic year.</li> <li>Possible disqualification from exams or assessments.</li> <li>Possible termination of student registration.</li> <li>Behaviour recorded on tracker.</li> </ul> |
|---|--|---|--|

\*The list of offences contained in this chart is not exhaustive and the School management reserves the right to determine if any act constitutes an offence, the nature of such offence, into which category such an offence may fall and the appropriate consequence of such an offence should it not be listed in herein.