



DEENWAY INTERNATIONAL SCHOOL SCHOOL – BEHAVIOUR MANAGEMENT PLAN

Level 1

Level 1: Behaviour is handled by the attending staff Member in Consultation with the Proctors Team.

Chronic Level 1 behaviour **could** result in referral to the **Mudir of Islamic Studies**

<ul style="list-style-type: none">• Disrespect toward other student(s)• Corridor / Hallway behaviour• Late• Incomplete Homework• Disregard of Studies• Prep room disruption• Throwing food in the cafeteria• Disregards to studies	<ul style="list-style-type: none">• Littering / Failure to clean up mess• Pushing• Inappropriate Language• Unprepared for Class• Wandering during Class time• Sitting on Laps , Canteen Tables• Leaving Class early• Disruption of Class• Loitering in Stairways (and other non-loitering areas)
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Level 2

Level 2: Behaviour is handled by the attending staff member with the Proctors Team.

Chronic Level 2 behaviour **will** result in a referral to the **Mudir of Islamic Studies and the Principal**

<ul style="list-style-type: none">• Abuse of school equipment• Cheating (assignments, tests, essays, paper)• Dress Code Violation• Violation of acceptable computer use policy• Inappropriate representation of school (trips, sports)• Invasion of Staff room or Controlled adult space• Homeroom attendance• School attendance• In possession of Deodorant spray	<ul style="list-style-type: none">• Lying• Misuse of matches / Lighters• Misbehaviour at the Parking lot• Plagiarism• Teasing• Unexcused absence• Sign in / Sign out (Permission slip) Violation• Running in halls / Corridors / stairways• Cell phone Violation (found in possession)
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Level 3

Level 3: Behaviour will result in an immediate referral to the **Mudir of Islamic Studies or the Principal**

<ul style="list-style-type: none">• Inappropriate public displays of affection• Bullying / Intimidation• Bus Behaviour to / from school• Cheating (exam, major project / Foreign exams)• Defiance• Disrespectful behaviour towards a teacher• Smoking policy violation (substance misuse and abuse policy)• Use / Possession of Drugs and / or drug paraphernalia• Disruption of school operation• Non-Emergency fire alarm or bell• Off property Violation	<ul style="list-style-type: none">• Vandalism• Fighting / Physical aggression• Safety Concern (dangerous)• Sexual behaviour / harassment• Swearing at Teacher / adult• Theft• Weapons violation• Use of racial / homophobic comments / slurs• Forgery• Hate literature• Illegal activity• Leaving school compound with no permission
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Consequences for Level 1,2 and 3

1. Level One

- a) Warning Letter / Counsel Student
- b) Phone call home **optional** / with alternative writing assignment
- c) Teacher directed detention
- d) Referral to office for the record: copy of intervention log including phone number to parents and comment

2. Level Two

- a) Phone call home (Mandatory)
- b) Counsel student
- c) Detention (Saturday)
- d) Return home to dress appropriately
- e) Confiscation of illegal item until end-term (**Must be issued confiscation slip**)
- f) In school suspension (Must attend school but secluded in a discipline bay)
- g) Out of school suspension (repeat offence)

3. Level Three

- a) Phone Call home (Mandatory)
- b) Counsel Student
- c) Vandalism Case pay fine and repair charges plus out of school suspension
- d) Out of School suspension (1 to 5 days)
- e) In a case of escape from school or Body injury (Must inform the police)
- f) Recommendation for Expulsion (Full Board meeting with Executive and Parents)

Note: Consequences will be assessed and assigned by the panel of Proctors Team and Dean of Studies through the Mudir of Islamic Studies. (Principal must be informed by the Proctor In-charge)

Expulsions will be recommended by the Proctors Team / Mudir of Islamic Studies Panel through the Principal and the Board of Director. Police intervention will be recommended by the Principal in consultation with the Board of Directors.

Behaviour Management Standard Procedure

All case will be recorded in the **Behaviour Management Occurrence book** by the Proctors Team plus file all copies of **Incident report / warning letters / suspension letter or detention letters**.

1. Level one

- a) Step one – Any Staff member handling the case must fill the **Incident report** (can be found at the reception / Proctors Team / Dean of Studies / Mudir of Islamic Studies) and student involved must fill the **incident Statement form** (also found at the reception / Proctors Team / Dean of Studies / Mudir of Islamic Studies) **In case a parent must be contacted –must be through the Principal**
- b) Step two - any correctional step undertaken by the Teacher i.e. detention, warning letter must counter signed by the Mudir of Islamic Studies (if not present the Principal) and signed by the Parent confirming they have noted the concern.
- c) Step three – Copy of the Correctional log submitted to the Proctors Team for record

2. Level Two

- a) Step one – Any Staff member handling the case must fill the Incident report (can be found at the reception/ key stage coordinators / Deputy Head) and student involved must fill the incident Statement form (can be found at the reception / Proctors Team / Dean of Studies / Mudir of Islamic Studies)
- b) Step two -The Proctors Team will **hear the case** and **Investigate** before reporting their findings with evidence and recommending action as per the above Consequences Levels guide taking into considerations the persistency, Consistency, the severity of the case (safeguarding Clause in the school Child Protection policy)
- c) Step three - Parent must be contacted immediately and Parental conferencing arranged by the Proctors Team chaired either by the Mudir of Islamic Studies or The Principal (Whoever is available)
- d) Step Four - any correctional step undertaken by the Proctors Team i.e. warning letter notifying a suspension or vandalism charges must be signed by the Mudir of Islamic Studies and the Principal and signed by the Parent confirming they have received and noted the concern.

3. Level three

- a) Step one – Any Staff member handling the case must fill the Incident report (can be found at the reception/ key stage coordinators / Deputy Head) and student involved must fill the incident Statement form (can be found at the reception / Proctors Team / Dean of Studies / Mudir of Islamic Studies)
- b) Step two -The Proctors Team will hear the case and Investigate before reporting their finding with evidence and recommending action as per the above Consequences Levels guide taking into considerations the persistency, Consistency, the severity of the case (safeguarding Clause in the School Child Protection Policy)
- c) Step three - Parent must be contacted immediately and Parental conferencing arranged by the Proctors Team chaired either by the Mudir of Islamic Studies or The Principal (Whoever is available)
- d) Step Four - any correctional step undertaken by the Proctors Team i.e. warning letter notifying a suspension or vandalism charges must be signed by the Mudir Islamic Studies and the Principal and signed by the Parent confirming they have received and noted the concern.

N/B: Any repeat offence in level 1 and 2 will automatically transit a case from one level into another with the exception of Level 3. Level 3 is very serious and is treated on its own.

For any late coming, student-parent must be informed, and any action must be approved by the Mudir of the Islamic Studies. In case of recorded persistent late coming in the morning, Student may be sent back home only after the parent has been informed. (Safeguarding Clause)

Student's signature: _____

Parents signature: _____

Date: _____

Date: _____