



ISCS Student Behavior Management Policy

Distance Learning 2020

Distance Learning Initiative was launched to address changing and emerging conditions in order to fulfil the requirements of the Emirati School, as distance learning is a method of self-learning, that leads to strengthening the system of open and continuing education.

To achieve commitment and disciplinary behaviour for students and for the stability of the program, guidelines and instructions have been extracted and developed from the Student Behaviour Management Policy in line with this initiative.

The behavioural offences are mentioned according to their degree, as mentioned in the Student Behaviour Management Policy of 2018, and are coupled with behavioural offences specific to distance learning, in order to achieve the ease and flexibility of access to the detailed procedures mentioned in the Student Behaviour Management Policy of 2018.

The following behavioural guidelines are prepared in order to promote good behaviour, create an appropriate learning environment and take self and public responsibility among students within the school community.

Behaviour Marks for Distance Learning:

Full mark of behaviour subject	Positive behaviour marks	Exemplary behaviour marks
100	80	20

Positive behaviour marks

Reward points are earned when students are following the rules and behaving in a responsible manner. Every time that they are seen to be following the classroom rules, they will be awarded a behaviour mark.

Distance Learning Classroom Rules

- ✓ School uniform is required for live lessons.
- ✓ Look presentable with faces washed and hair combed.
- ✓ Join the class on time with microphone muted.
- ✓ Eat and drink before or after class only.
- ✓ Keep all interactions professional and respectful.
- ✓ Ensure that all actions taken contribute positively to classroom discussion.
- ✓ The use of electronic platforms to engage in bullying or racial abuse will not be tolerated and there will be consequences for such behaviour.
- ✓ Capturing images of students or teachers without their permission, even via screenshot) is against school rules and the law in the UAE.
- ✓ Modifying images of students or staff so as to defame, offend, or ridicule is against school rules and the law in the UAE.
- ✓ Follow online safety rules and do not share usernames and passwords.
- ✓ Do not share links to non-educational sites.



Exemplary behaviour marks

Exemplary behaviour points as per the MOE behaviour policy that will be awarded during distance learning:

Appreciation of Values	Marks	Personal Development	Marks
Demonstrates moderation and tolerance	5	Respects feelings of peers and always offers to help	5
Honest and has good character	5	Encourages others to cooperate or involved in conflict resolution	5
Comments and messages of appreciation by teachers through lessons, and after lessons via Teams or Class Dojo	5	Committed to school systems and policies with no behaviour mark deductions.	10
		Attendance is at least 98%	10

Offences and Behaviours in the Virtual School (Distance Education):

Minor Behavioural Offences (Distance Learning)	
Using the microphone feature, camera or chat without prior permission from the teacher	Wearing clothes that violate public decency and morals
Private conversations or disclosure that are not related to study and hinder the lesson during live session.	Ridiculing a teacher or a colleague
Eating while during live session.	Adding any unauthorised program
Misusing rights and tools available through ClassDojo, Google Classroom or Microsoft Teams	Playing educational games (without permission from teachers).

Medium Severity Behavioural Offences (Distance Learning)	
Students intentionally joining classes which they do not belong to (without prior permission)	Discouraging students from attending lessons, threatening or intimidating them, and not attending classes
Creating quarrels between students, whether visual or written, by posting on online learning platforms	Using e-mail or social media to reveal information of a personal nature
Removing anyone from the group that leads to blocking the course of the lesson, teacher's work and other students' rights	Abusing or insulting official visitors during live broadcasts
Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user	Using nicknames on online learning platforms (must be formal names)



Serious Behavioural Offences (Distance Learning)

Cyberbullying – written, verbal, blackmail, slander on online learning platforms	Participating in unofficial mailing lists and posting information about teachers and students without permission
Posting about the initiative through social media	Sharing other students' personal information
Searching for information, obtaining specific copies, or modifying files, or passwords belonging to other users on the network	Entering and using the account of another teacher or student
Destroying, modifying, or misusing devices or software in any way	Installing or downloading software that may harm teachers or students' devices and school software
Misusing educational content and/or recording conversations between students or teachers and students and posting them without prior permission	Using any camera for personal use, and/or sharing photos or any information about any of the students' parents, school employees, or any other person without their explicit consent.

Procedure for dealing with offences:

Consequences of all the offences mentioned, are dealt with in accordance with the MOE Behaviour policy regulations. All procedures will be carried out via online communication. The SMART learning team will consist of the Principal, the Academic Team, the Head of Section, Social Worker, and Teacher.

Degree Upon committing	Upon committing i	First repetition	Second repetition	Third or more repetition
1 - Offences of the first degree (simple) Total number of behaviour marks that can be deducted = 4	-Verbal warning - Document offence.	- Document offence - Inform the parent/guardian in writing - Written warning.	- Deduct 2 points from the behaviour marks (parent/guardian informed) - Refer student to social worker - Call the parent/guardian - Undertaking to not repeat offence signed by parent/guardian - Written warning for student and parent/guardian if no response.	- SMART learning team meeting - Deduct 4 points from the behaviour marks - Case study by the social worker - Implement a set of strategies to reduce misconduct. -Convert the offences to the second degree if repeated again.



<p>2 - Offences of the second degree (medium severity)</p> <p>Total number of behaviour marks that can be deducted = 8</p>	<ul style="list-style-type: none"> - Call the parent/guardian and agreement for reforming child's behaviour to be signed - Written warning - Case study by social worker - Deduct 4 points from the behaviour marks - Monitor behaviour 	<ul style="list-style-type: none"> - Deduct 8 points from the behaviour mark - Get the signatures of the parent/guardian and the student on a warning letter. 	<ul style="list-style-type: none"> - Suspend the student for a max. of 2 days from the online learning platform and assign duties - Written warning - SMART learning team meeting - Implement a set of strategies to reduce negative behaviour - Deduct 8 points from the behaviour marks 	<ul style="list-style-type: none"> - Suspend the student from 1 to 3 days in the online learning platform and assign duties - Case study by the social worker - SMART learning team meeting - Issue final written warning - if the student does not reform his/her behaviour put him/her under continuous observation - Deduct 8 points from the behaviour marks - Convert the offences to the third degree if repeated again
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<p>3 - Offences of the third degree (Serious)</p> <p>Total number of behaviour marks that can be deducted = 12</p> <p style="text-align: center;">12 =</p>	<p>Upon committing:</p> <ul style="list-style-type: none"> - Immediate convening of the Smart Learning Team to reach a decision - An immediate summons of the parent/guardian and signing of the decision and warning - Deduct 12 points from the behaviour marks - Suspension from online learning platform immediately 	<p>First repetition:</p> <ul style="list-style-type: none"> - Suspension from online learning platform immediately - Immediate convening of the Smart Learning Team to conclude a decision - An immediate summon of the parent/guardian and signing the decision - Deduct 12 points from the behaviour marks
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Kindly note: Written warnings and any decisions issued will be sent via MS teams. Parents will be required to sign such documents using an E-signature.



Distance Learning Expectations:

Students:

- Follow the guidelines established by teachers for distance learning.
- Log into the learning platform at the scheduled time to be identified as present for each session.
- Engage in, and complete assignments posted by teachers.
- Submit work through the teacher specified learning platform by the expected due dates.
- Contact the teacher with any learning issues or needs.
- Use the technical support email to report any technical issues.
- Email the school Psychologist or Social Worker if social emotional support is needed

Parents:

Full responsibility for the user agreement concerning the usage policy and rules in terms of:

- Running officially accredited programs for distance learning
- Refraining from filming or disclosing the live broadcast
- Being present for guidance during the broadcasting period
- Secure environment readiness for students in their homes through the following:
 - ✓ Providing an adequate place and providing the Internet
 - ✓ Maintaining the student's overall good appearance during lessons.
 - ✓ Support and encourage students to practise distance education by ensuring that they attend and complete all educational activities.
- Comply with the school's decision regarding any offences committed by their child.
- In the event that the parent/guardian refuses to comply with the school's decisions or take responsibility for their child's offence, the matter will be taken seriously by the school management.

Teachers:

- Ensure to support educational and research objectives in line with the initiative's mission and objectives.
- Adhere to the rules of proper discipline and conduct in electronic communication and maintain students' personal information confidential.
- Make an incident report in case of a behavioural incident.

Supervisors:

- Motivate students in displaying positive behaviour online.
- Issue all verbal and written warnings
- open a file when an offence is committed
- Inform parents when a warning is given
- Deduct the behaviour marks and record it.
- Coordinate with social workers on all behaviour cases.
- In absence of the supervisor, the social worker will take over the above responsibilities.



Social Worker:

- Inform, educate, and guide students and their parents regarding the initiative's regulations.
- Educate students about the distance learning methodology and monitor students' impressions about it.
- Inform parents about their role and responsibilities in the distance learning of their children.
- Follow up on cases of offences and document them in writing and present them periodically and continuously to the behaviour management committee.
- Follow up on the implementation of all recommendations received from the SMART Learning Team and follow up with the school management.
- In absence of the social worker, the head of section will take over the above responsibilities.