

GIIS-AD-Policy-26-27-019

Behaviour Management Policy

Last Review	April 2026
Revised on	14 April 2026
Reviewed by	Principal, Vice Principal, SLT, Inclusion Head and Student Safeguarding Team
Next Review	April 2027

Classroom management is a term used by teachers to describe the process of ensuring that **classroom** lessons run smoothly despite disruptive behaviour by students. The term also implies the prevention of disruptive behaviour. Classroom management is closely linked to issues of motivation, discipline and respect.

Respect

- ❖ Greeting the teachers and other members of the school, in and outside the classroom.
- ❖ Response of the teacher

Teacher- a role model

- Posture during the assembly.
- Prayer, National Anthem

Classroom behavior reflects in the public forum.

- ✓ Seating arrangement
- ✓ Uniform
- ✓ Neatness of the classroom
- ✓ Awareness about the number of students present in the class.
- ✓ While moving on the corridors, maintaining discipline and walking in a line.
- ✓ Students name list to be pinned on the bulletin board if they are being called by any teacher for any particular training or any other purpose.

Teacher responsible for complete discipline of the particular classroom.

Class teacher's responsibility

- Details on the white board (Present, Absent)
- Record book to be placed on the teacher's table.
- Uniform checking (hairs, nails, shoes, ID Card)
- School Diary to be brought regularly to school
- General Instructions

Student Teacher Relationship

- ✓ Be friendly, but remember you are a teacher.
- ✓ Over strictness leads to repulsion

Remedial Measures

- Record book
- Class pass
- Surprise checking

Student Attire

All the Staff members shall ensure that –

- *Students of grades 5 to 12 should wear their blazers **every day**.*
- *Students of grades 5 to 12 are allowed to wear pull-over which is provided by the school during winter only.*
- *School uniform should not be altered fashionably.*
- *PE dress is permitted only on the day of PE period and during the Sports Competition.*

- *Fancy watches/ hair-clips/ Jewellery/ bindi/ mehandi/ nail-polish/ anklets/ hair colors and other accessories to the school is **not** permitted.*
- *Wearing No other form of foot-wear other than that mentioned in the school uniform is allowed.*
- *White shoes to be worn only during P.E classes.*
- *Hair style for grade 5 to 12 should be black hair bands/clips, plaits with black rubber band or black ribbons.*
- *Boys hair-cut must be done in a proper manner.*
- *All children are expected to wear the school ID everyday.*

Any kind of Deviations with respect to the above must be brought to the notice of Discipline Committee.

Students discipline record manual

- Under the custody of class teacher
- Accessible for all the teachers
- Each child will have separate page for the record
- Mandatory for teachers to Maintain /update the manual
- For each and every disciplinary issue of every child
- Every month (last week) discipline committee will compile the record for every classes and it will go to Vice Principal and Principal.

Duties and Responsibilities of student council

- Floor discipline
- Break discipline
- Assembly discipline
- Co-curricular activities discipline
- Dispersal discipline

DISCIPLINARY ACTIONS

Any disciplinary actions used to address student misconduct should be firm, consistent, clear and in compliance with ADEC and UAE laws, policies and guideline. School staff will ensure that students are given appropriate opportunities to act positively before it is escalated in disciplinary action.

LEVELS OF MISCONDUCT

Each level of behaviour requires a different disciplinary approach for modifying and correcting student behaviour.

LEVEL 1

Behaviour that causes disruption of teaching and learning

- Being late to school
- Unexplained absences
- Not bringing the necessary books and equipment
- Incorrect school uniform (including sports uniform when appropriate)
- Disruptive classroom and school behaviour
- Breaking school rules including classrooms, corridors, playgrounds and buses
- Not obeying school authority, staff and teacher's orders
- Abusive or inappropriate language towards peers

- Disruptive behaviour on school buses

INTERVENTION FOR LEVEL 1

FIRST TIME

- Teacher provides verbal recognition of misbehaviour
- Teacher makes note of violation in student record
- Teacher provides verbal reminder of proper conduct

SECOND TIME

Repeat the above-mentioned steps PLUS

- Teacher isolates student from group and allows student to pursue work independently

THIRD TIME

- Repeat steps from second time violation PLUS
- Student is sent to counsellor for guidance and behaviour management
- Parents are contacted
- Written warning issued

IF NO IMPROVEMENT

- Student is referred to principal or vice principal
- Parents contacted for intervention meeting

LEVEL 2- Behaviours that causes **greater** disruption of teaching and learning than LEVEL 1

It also covers behaviours that may lead to **physical and mental harm** of another person or **property damage**

- Defying school authority and staff members
- Trespassing
- Mocking others
- Fighting with other students and bullying
- Theft
- Damage to school property
- Using cell phones during school time
- Leaving school without permission
- In possession of or viewing pornographic material
- Cheating on exams
- Providing false documents (signing letters without the knowledge of parents)

INTERVENTION FOR LEVEL 2

FIRST TIME

- Teacher provides verbal recognition of misbehaviour
- Teacher takes note of violation in student record

- Teacher provides verbal reminder of proper conduct
- Teacher isolates the student from group

SECOND TIME

Repeat interventions steps from first time PLUS

- Student is sent to counsellor
- Parents are informed
- Written warning is issued

THIRD TIME

- Repeat intervention steps from second violation
- Student is referred to principal or vice principal

IF NO IMPROVEMENT

- Student is referred to principal or vice principal
- Student suspended from attending school

LEVEL 3 – Behaviours that cause physical endangerment of fellow students, school staff and other people. These behaviours are also at times violating UAE laws.

- Fighting with teachers
- Assault and sharing or distributing pornographic material
- Wilful damage/destruction of school or personal property
- Possessing weapons
- Using/possession of illegal or inappropriate substances
- Exchanging inappropriate materials, photos etc.
- Committing major actions contradictory to the morals such as sexual assault

INTERVENTION FOR LEVEL 3

FIRST TIME

- Teacher provides verbal recognition of misbehaviour
- Teacher makes note of incident in student record
- Student is sent to counsellor for behaviour management
- Parents are contacted
- Student is sent home for the day and warning letter issued

SECOND TIME

- | Repeat interventions from first time violation PLUS
- | Student is referred to principal or vice principal for intervention meeting with parents
- | Student suspended from school

THIRD TIME

- Repeat intervention steps from second violation
- Student referred to Principal or Vice Principal
- Student suspended for a longer period

IF NO IMPROVEMENT

- Student is excluded from school

BANNED DISCIPLINARY ACTIONS

- All forms of physical punishments
- Lowering and/or threatening to lower grades
- Punishing a group of students for an individual's misconduct
- Imposing more schoolwork
- Mocking or insulting the student in private or public
- Depriving the student of using toilet facilities or meals

POSITIVE BEHAVIOR SUPPORT

- The school follows positive behaviour model. With the view to appreciate and reward positive behaviour, the school has a reward system in place.
- Student of the Week will be awarded to students per class based on criteria of positive behaviour, attendance, academic.
- Students with 100% attendance should be felicitated with certificates.
- Star Class should be awarded from all grades based on criteria of attendance, discipline, uniform and sustainability.
- Verbal recognition and acknowledgement by the class teachers and subject teachers for students showing positive behaviour or improvement in behaviour

STUDENTS WITH SPECIAL EDUCATION NEEDS (SEN)

- To follow the same school rules as their peers.
- They may need greater assistance in learning and following the school rules.
- They should not have greater consequences imposed for misbehaviour.



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