

## Behavior Policy

The aim is to create an atmosphere where the student can experience continuous positive learning environment. However, the emphasis is put on creating the inner motivation mechanism contrary to outer reward mechanism. The positive reinforcement should come through **a realistic picture of one's actions**. This picture is build based on reflection coming from the child himself, the teachers and peer group. **The ultimate responsibility of behavior is on the students themselves.** Actions used for positive reinforcement might be:

- Student appraisal – noticing and appreciating good behavior continuously
- Student rewarding methods – individual recognition of good behavior at group, class, module and school level
- Group rewarding methods – recognition of good behavior at societal level promoting the sense of shared responsibility in the group. This is extremely important when guiding children towards effective group skills.
- Engaging students in collaborative programs (Peer Mediation, Student Council, Breakies etc.).

Based on these principles the school applies the following Behavior Policy in an age-appropriate manner:

### Policy 1: Bullying (includes social media)

- **Continuous behavior** which targets a specific individual or group
  - Can be active or passive (isolating, spreading rumors, calling names)
1. Verbal or physical bullying is noticed or reported. The **concerned staff member** will report the incident (**Incident Report**).  
The **class teacher** meets with the perpetrator, victim and observer/reporter (documenting the incident). **Parents are informed** about the incident and reminded about the school's behavior policy over the phone or by e-mail.
  2. If it occurs again, the **counsellor** meets with the perpetrator, victim and observer/reporter (documenting the incident). Parents are informed about the incident and again reminded about the school's behavior policy over the phone or by e-mail.

3. In reoccurring cases, there will be **meetings with the parents** of both sides, students, class teacher and school counselor to review the cases. A **verbal warning** is given to the student and family for the reoccurring behavior.
4. If the student's behavior does not change, a written **Action Plan** is created for further steps to prevent the bullying. This Action Plan will be signed by the student, parent, class teacher and counselor.
5. If the student continues to violate this policy, the parents will be asked to meet with the **Vice Principal**, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced. A follow-up meeting will be organized within one month to review the progress.
6. In case of continuous bullying, a meeting will be organized with class teacher, Counselor and Vice Principal for the **suspension** of 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home.
7. If the behavior continues, and the student has been suspended for the 3rd time, the **Principal** will convey the decision of expulsion to the family.

## Policy 2: Disturbing Behavior – Minor

- Name-calling, pushing, arguing, etc.
  - Moving around the classroom, running away from the teacher, failing to follow classroom rules and procedures, etc.
1. Minor disturbing behavior is noticed. The observer will immediately give a **verbal reminder** to the student.
  2. If the disturbing behavior reoccurs, **class teacher, homeroom teacher or learning assistant** will have a **pedagogical discussion** with the student.
  3. In case the behavior continues, the **teacher** decides on further actions (i.e. break suspension, lesson suspension, break volunteer work, temporary class switch). Documentation of the incidents and the decision is prepared (**Incident Report**).
  4. If it continues, the **counselor** will have a discussion with the student and work on skills and strategies. All incidents will be documented (**Incident Report**) and informed to the parents.

5. If the student continues to violate this policy, the counselor and teacher will **meet with the parents** together with the student to review the whole disciplinary process. A **verbal warning** is given to the student and family for the reoccurring behavior.
6. If the student's behavior does not change, a written **Action Plan** is created for further steps to prevent the disturbing behavior. This Action Plan will be signed by the student, parent, class teacher and counselor.
7. If the student continues to violate this policy, the parents will be asked to meet with the **Vice Principal**, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced. A follow-up meeting will be organized within one month to review the progress.
8. In case of continuous disturbing behavior, a meeting will be organized with class teacher, Counselor and Vice Principal for the **suspension** of 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home.

### Policy 3: Undone Homework, Missing Books, Materials and Equipment

1. When the above-mentioned behavior is first noticed. The teacher or learning assistant will immediately give a **verbal reminder** to the student.
2. The second time this happens, the **teacher** will have a **pedagogical discussion** with the student and **decides on the action** taken (e.g., homework to be re-assigned for the next day, homework to be done over the break).
3. If it is repeated, the teacher will **communicate with the parents**. The student will stay in the class during the break to complete missing work.
4. If the student repeats the behavior, the **SEN teacher and counselor** are informed about the situation. They will in turn meet with the student and try to investigate the reason behind the behavior. The teacher will also communicate with the parents. A **meeting with the parent** will be scheduled at this point. A written **Action Plan** is created for further steps to prevent the behavior in question.
5. The constant violation of this policy will result in the student attaining a **lower grade on the report card** in that particular subject.
6. In the event of the student losing school materials and/or books, the teacher will have a pedagogical discussion with the student, inform home, and asks them to **replace the materials** at their own cost.

## Policy 4: Dishonesty (Cheating, Stealing, Plagiarism etc.)

1. Above mentioned behavior is noticed or reported. The **concerned staff member** will document the incident and inform the class teacher/homeroom teacher (**Incident Report**). The **teacher** will have a **pedagogical discussion** with the student immediately and decide on the action taken (e.g., repeating/failing the exam, detention, replacing the stolen item). **Parents are informed**. The counselor will work with the student on life skills and other coping strategies if needed.
2. If the student continues to violate this policy, the parents will be asked to a **meeting with the Counselor and Class Teacher/Homeroom teacher**. A written **Action Plan** is created for further steps to prevent the behavior in question.
3. If it occurs again, parents are called in for a meeting with the teacher, Counselor and **Vice Principal**. The student will be **suspended** for 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home.
4. If the student continues to violate this policy, the parents will be asked to meet with the Vice Principal, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
5. If it continues, the **Principal** will meet the parents and inform them about the **expulsion**.

## Policy 5: Violent Aggressive Behavior

- Severe: Violent fights, Physical injuries, obscene use of language
1. Verbal or physical violent behavior is noticed or reported. The **staff member** will react immediately. The **Counselor** will meet with the perpetrator, victim and observer/reporter. The observer/reporter will document the incident (**Incident Report**).
  2. Parents will meet with the **teacher, Counselor and Vice Principal** on the same day. The student(s) will be **suspended** for 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home. A written Action Plan is created for further steps to prevent the behavior in question.
  3. If the student continues to violate this policy, the parents will be asked to meet with the Vice Principal, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
  4. If it continues, the **Principal** will meet the parents and inform them about the **expulsion**.

## Policy 6: Breaking and/or Destroying School Property

1. The concerned staff member will document the incident (**Incident Report**) and then inform the class teacher. The staff member will have a **pedagogical discussion** with the student immediately. Depending on the severity of the case (if it has been continuous/value of the property/child's age), the teacher will communicate with the Vice Principal to decide on the action taken. **Parents are informed** and may be requested to pay the necessary amount to replace the destroyed property.
2. If the student continues to violate this policy, the parents will be asked to a **meeting with the Counselor and Class Teacher/Homeroom teacher**. A written **Action Plan** is created for further steps to prevent the behavior in question.
3. If it occurs again, parents are called in for a meeting with the teacher, Counselor and **Vice Principal**. The student will be **suspended** for 1-5 days.
4. If the student continues to violate this policy, the parents will be asked to meet with the Vice Principal, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
5. If it occurs again, the **Principal** will meet the parents and inform them about the **expulsion**.

*\*Note: Suspension is an escalating process. The first suspension is shorter and the number of days increases in reoccurring cases.*

I have read and understood the **Qatar-Finland International School Behavior Policy** and agree to comply with it.

Name of parent/guardian:

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Date:

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Signature:

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