



School of Modern Skills Behavior Policy

Last reviewed: February 2022





Policy:	Behavior Policy
Policy owner:	Wellbeing Department
Date introduced:	August 2021
Next review date:	August 2023
Date(s) modified/ reviewed:	September 2021 September 2021 October 2021 February 2022



Table of Contents

Introduction	4
1.0 Roles and Responsibilities	4
1.1 Students	4
1.2 Parents	4
1.3 Teachers	5
1.4 Pastoral Care Officers	5
1.5 Administration	6
2.0 School Expectations	6
2.1 Pertaining to Attendance	6
2.2 Tardiness and punctuality	7
2.3 Preparedness	7
2.4 Pertaining to uniform	8
2.5 Pertaining to electronic devices	8
2.6 Pertaining to Class Conduct	8
2.7 Pertaining to Hallway Conduct	9
2.8 Pertaining to Food	9
2.9 Assemblies	9
2.10 Break and Prayer Time	10
2.11 Trips, Activities and Events	10
3.0 Infractions and Consequences	10
Appendix	11



Introduction

The School of Modern Skills strives to cultivate a happy, safe and healthy environment in which all students can thrive. We believe this is achievable when students are all held to high standards and expectations. Students are expected to follow the code of conduct laid out by the school and are recognized for their positive behavior and commitment to the school community. The Behavior Policy of the School of Modern Skills lays out the code of conduct students at SMS are expected to follow. The Behavior Policy also identifies the procedures and actions taken against students who choose not to follow the School's standards for behavior.

1.0 Roles and Responsibilities

The responsibility for ensuring that students abide by the school behavior policy and conduct themselves in a manner that is appropriate and in line with our school's values is shared by students, parents, staff members and administration.

1.1 Students

- Knowing, understanding and abiding by the school's Behavior Policy
- Understanding what is expected and the consequences of his/her actions.
- Maintaining respect for self, peers, staff and school.
- Making good decisions and conducting themselves ethically, responsibly, and compassionately.
- Acting in a manner that reflects positively on the School of Modern Skills while at school, school sponsored events, school trips or in the wider community.

1.2 Parents

- Ensuring that the child is aware of the behavioral expectations at school.
- Communicating with their child the importance of positive behavior.

- Communicating with Pastoral Care any concerns with the child that may impact their behavior.
- Holding their child accountable when the child breaks the school's behavior policy.

1.3 Teachers

- Knowing and understanding the school's Behavior Policy
- Ensure all students are aware of school code of conduct and behavior policy
- Establishing classroom expectations for behavior.
- Monitoring and documenting trends in student behavior.
- Take proactive measures to prevent behavior infractions
- Following the pre-referral process with interventions.
- Documenting behavior infractions and interventions.
- Referring students to Pastoral Care as necessary
- Respecting the confidential nature of information concerning students.
- Avoiding physical contact, including the physical restraint of any student, except in cases of ensuring student or personal safety.

1.4 Pastoral Care Officers

- Knowing and understanding the school's Behavior Policy
- Ensure all students are aware of school code of conduct and behavior policy
- Take proactive measures to prevent behavior infractions
- Collect and review teacher referrals from Google Forms
- Follow up with infraction referrals as necessary
- Inform parents immediately or as soon as possible about student discipline matters.
- To provide parents with information regarding the process of any discipline procedure.
- Meet with students to create a behavior management plan
- Meet with parents regarding student behavior as needed.

1.5 Administration

The school administration has a responsibility to the students, staff, parents and community.

- To inform staff, students, and parents on a regular basis about school and district discipline standards
- To be consistent in applying the discipline policy
- To work with teachers and pastoral care in implementing the behavior policy
- To thoroughly investigate before determining if a violation has been committed
- To support staff in the enforcement of the behavior policy
- Form a Behavior Review Committee (will be made up of members from the Senior Leadership Team, Middle Leadership Team and Teachers.)

The Behavior Review Committee will convene bi-weekly from ---- to ----- to discuss student issues.

Students who have repeated offense violations must come before the committee who will....
 Each student is responsible for their own actions and is held accountable for those actions.

2.0 School Expectations

2.1 Pertaining to Attendance

- In order to achieve academic growth, it is essential that students are in school each day.
- A student is considered absent from school if they have missed 3 or more hours of the school day.
- A student should not be absent from school without a valid reason.
- When a student is absent, the parent or guardian must contact the appropriate Pastoral Care Officer to inform the school that the student will be absent.

- In order for a student to be excused from an absence, he/she must have a valid excuse from parent, guardian or medical doctor. Documentations must be submitted by email to the Head of Pastoral Care
- All documentation relating to absences must be submitted via email to the relevant Pastoral Care Officer.
- If a student has repeated absences, actions stated in the Attendance Policy will be taken.

2.2 Tardiness and punctuality

- Students are expected to be in class on time in the morning and for each class period
- Students who are not in school by 8:00 are considered tardy to school
- Students who are not in class and in their seats by the start of each class period, as indicated by the bell, are considered tardy to that class.
- Students are expected to be in class and on time every day. Students should not be late to any class period.
- School timings are as follow:
 - Students enter the school at at 7:40
 - First bell rings at 8:00am at the start of Homeroom time.
 - Students entering after 8:00am will be considered late.
- Students must report directly to the Assembly Hall on scheduled assembly days.
- Students must report directly to homeroom on non-assembly days.

2.3 Preparedness

- Students must attend each class ready to learn with all required materials including a charged electronic device and any other supplies.
- Students must come to school prepared with completed assignments.

2.4 Pertaining to uniform

- Students must come to school in complete uniform including school pants or skirts, school shirts, solid black or white proper shoes and school jackets.
- Students may wear solid white, navy or black jackets. School shirts must be worn under jackets.
- Hoodies and are not permitted
- Open toe shoes or sandals are not permitted
- Shorts are not permitted
- Boys:
 - No cultural attire (kandora)
 - No hats
- Girls:
 - Girls who wear abayas must wear a school uniform underneath the abaya.

2.5 Pertaining to electronic devices

- Students must bring a laptop or tablet to school for academic purposes.
- Cell phones may not be visible or in use during class time nor in the hallways (as per teachers' discretion).
- Cell phones are only allowed during break times.
- Students are not permitted to make voice calls at any time during the school day.
- Students may not take pictures or videos on their phones.

2.6 Pertaining to Class Conduct

- Students are expected and required to conduct themselves in a mature and considerate manner.
- Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class, respecting the teacher's class rules and all other school rules.

- Students may not interfere or disrupt the learning environment.

2.7 Pertaining to Hallway Conduct

- Students are expected to practice respect, safety, responsibility and proactivity in the hallways.
 - Respect- students should listen and follow directions of teachers and staff members.
 - Safety- students should walk, never run, in the hallways while maintaining social distancing.
 - Responsibility -
 - Proactivity - students should report any incidents such as accidents, fights,

2.8 Pertaining to Food

In order to instill the habit of healthy eating and maintain a safe and clean school environment for all

- Students are allowed to bring pre-packed healthy foods and snacks.
- Students are not allowed to have outside deliveries.
- Fizzy drinks (Coke, 7 Up, Pepsi etc. and energy drinks) are not allowed.
- Seeds are not allowed.
- food and drinks, except water, are not allowed during class time.
- No shared food

2.9 Assemblies

- Students are expected to attend all scheduled assemblies on time.
- Students are expected to maintain social distancing during assemblies.
- Students should conduct themselves in a respectable manner during assemblies and behave as they would during class time.



- Students are expected to follow the procedures of the assemblies and the directions of staff.

2.10 Break and Prayer Time

- Students should conduct themselves in a respectable manner during break and prayer times and behave as they would during class time.
- Students are expected to maintain social distancing during break and prayer times.
- Students should follow the procedures of these breaks and the directions of staff.
- Students should, at all times, be respectful to the canteen and other service staff members.
- Students are expected to keep their school eco-friendly and litter free by disposing of litter appropriately.

2.11 Trips, Activities and Events

- Students should conduct themselves in a respectable manner during school trips, activities and events.
- Students should follow the procedures of trips and events and the directions of staff members.

3.0 Infractions and Consequences

3.1 Level I

3.2 Level II

3.3 Level III

3.4 Level IV

Appendix

1.0 Behavior Referrals

1.1 Pre-Referral Procedure

- <https://docs.google.com/document/d/19VKWaFCssEmhJWn2cNITIT-TF-8OrBBH-WYGFBMI0/edit?usp=sharing>

1.2 Behavior Infraction Staff Referral Forms

- Middle and High School Girls - <https://forms.gle/XQnv7FxFuPnyKM7c9>
- Middle and High School Boys - <https://forms.gle/DWjyo4ESuRQSTUL4A>
- Elementary -

1.3 Incident Report Form

- Middle and High School Girls - <https://forms.gle/pzo7miHeRSkmjyvU6>
- Middle and High School Boys - <https://forms.gle/8F1Z16Z5yXV9DwPc8>
- Elementary

1.4 Pastoral Procedure for Suspensions

- https://docs.google.com/document/d/13upPyty_Yy816ezEUPNk6ouu30-h49B4-KLJSJF4Vgg/edit?usp=sharing

2.0 - Parent Communications

2.1 Letter to Parents for repeated Level I offense

2.2 Letter to Parents for Level II offense

2.3 Letter to Parents for Level III offense

2.4 Letter to Parents for Level IV offense

Student warning letter