



MHIS BSU Positive Behavior Code (PBC)

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Policy and Procedure

All students at MHIS are bound by the philosophy of good behavior as is defined by the BSU Positive Behavior Code or PBC. The PBC is an amalgamation of the philosophy of the following selected PYP attitudes:

Appreciation

Appreciating the value of things, life, opportunity and others.

Commitment

Being committed to their learning, persevering and showing self-discipline and responsibility

Confidence

Feeling confident in their ability as learners, having the courage to take risks, apply what they have learned and making appropriate decisions and choices

Cooperation

Cooperating, collaborating and leading or following as the situation demands

Empathy

Imaginatively projecting themselves into another's situation, in order to understand thoughts, reasoning and emotions

Independence

Thinking and acting independently, making their own judgements based on reasonable principles and being able to defend their judgments

Integrity

Having integrity and a firm sense of fairness and honesty

Respect

Respecting themselves, others and the world around them

Tolerance

Feeling sensitivity towards differences and diversity in the world and being respectful to the needs of other

It states that:

Students of MHIS will act in a manner that is respectful toward themselves, others, the school, the staff, and property at all times, showing empathy where applicable, tolerance where needed and cooperating with those around them to keep their commitment to agreed rules of conduct within the classroom, around the school, and outside it. Where behavior is unbecoming of this statement and puts the integrity of the school at risk, students independently accept responsibility for their actions in terms of set consequences as laid out by the PBC. It is comprised of Rights and Responsibilities.

STUDENT RIGHTS AND RESPONSIBILITIES

.....to LEARNING

I have the right to learn and help others learn; therefore, I have the responsibility to respect others in the learning process. Everyone should be free to learn, teach and express him or herself without being interrupted.

This means that I am responsible for:

- coming to school on time and be ready to learn
- following directions and refraining from disruptive talking and disrupting in class
- being engaged in learning and putting forth best effort
- understanding that making mistakes is part of the learning process and be comfortable and prepared to make them. So Mistakes are opportunities to learn
- moving through hallways and inside the classroom in an orderly manner and respectful of other learners

.....to SELF

I have the right to my own individual style as both a person and learner; therefore, I have the responsibility to allow others their personal style. Everyone should be able to play, work, read, study, teach or spend time quietly and peacefully without unwelcome interference.

This means that I am responsible for:

- showing awareness of myself and others as learners and thinkers
- regulating and taking responsibility for my actions
- acting in a principled, responsible manner with all members of the MHIS community
- taking care of my personal hygiene and health (by washing my hands, using appropriate toilet etiquette, and procedures for preventing the spread of common illnesses)

.....to OTHERS

I have the right to be myself and to be happy in school. I therefore, have the responsibility to act with integrity and respect towards others. Everyone should be treated fairly, and have their feelings and cultures respected.

This means that I am responsible for:

- speaking to others in a kind and respectful way
- being considerate of the feelings of others and their personal space
- showing tolerance and appreciation for all personal and cultural difference
- respecting all personnel on campus: teachers, support staff, parents, volunteers, and classmates

RIGHTS & RESPONSIBILITY for PROPERTY

I have the right to feel safe and be safe at MHIS, and for the lawful items I bring to school to be protected; therefore, I have the responsibility to ensure that others also feel safe regarding their property. I have the right to enjoy the facilities and environment at MHIS; therefore, I have the responsibility to do whatever I can to protect and to preserve the property and environment of this school and community.

This means that I am responsible for:

- taking care of my own property
- respecting the property of others
- keeping my hands to myself and sharing in a friendly and respectful manner
- using equipment in the manner that is was designed
- keeping our school free of destruction and reminding or reporting anyone who fails in that responsibility

These rights and responsibilities culminate toward an expected behavior.

Behavior Expectations

Setting	Expectations
<i>Classrooms</i>	<ul style="list-style-type: none"> • adhere to the classroom essential agreements • demonstrate acceptable use of technology • store personal items in assigned cubbies • stand in an orderly fashion when PYP/MYP Head, Principal, or Director enters.
<i>Hallways</i>	<ul style="list-style-type: none"> • walk in an orderly, quiet line in the hallways, staying on the right side • retrieve/return cubby items and change indoor/outdoor shoes in an organized and quiet manner • refrain from being in hallways before school and
<i>Cafeteria</i>	<ul style="list-style-type: none"> • wash hands before eating • walk at all times • sit down while eating at designated areas when noted; use appropriate table manners • clean up area when finished eating; carry tray to tray holder, push in chairs, throw away any rubbish • take responsibility for spilled food or other accidents • talk using indoor voices
<i>Bus</i>	<ul style="list-style-type: none"> • show respect to bus driver, matron, and all passengers at all times • wear seatbelts and stay seated while on the bus • use quiet voices • be prompt for pick-ups and dismissal • use respectful language • store all belongings safely
<i>Playgrounds & Activities</i>	<ul style="list-style-type: none"> • play in designated, supervised areas • stay within boundaries • be respectful of trees and landscaped areas • use playground equipment and toys safely • be inclusive in games • use good sportsmanship and fair play • Respect agreements (Sports dress code, be on time, follow directions, use of appropriate language) • Respect opponents and teammates at all times

PYP 5 – 8 Procedures

Inside the Classroom:

Observation checklist: PYP 1 to 4 and PYP 5 to PYP 8 Observation checklists are used inside the classroom. Form to be used by both the homeroom teacher and the school counsellor to register a student's challenging behavior. Form will show the tried adjustments techniques and counsellor recommendations. Evidence to be attached.

Discipline sheets: discipline sheet are for recording the type of misbehavior and when it happened. The DS should be used every day (if a student has been recorded) and at the end of the day it is the homeroom's responsibility to hand it to the matron and the matron's responsibility to make sure it is given to the corridor supervisor. Each day the corridor supervisor must deliver each class discipline sheet to the Head. The Head is responsible for ensuring that the data is recorded on the school behavior record.

Reflection Sheets: PYP 1 to MYP1 think and reflect sheet is to be filled by the student every time a challenging behavior occurs. A behavior reflection sheet is issued and has to be sign by parents and returned the second day at the beginning of class.

Inside and Outside the Classroom:

Incident Report: The incident report sheet should be used inside and outside the classroom. Only the names of students reported for inappropriate but major behavior are to be entered. The Incident Report should be handed to the BSU at the earliest convenience.

Consequences

Consequences are the result of inappropriate behavior, and are necessary in the learning process to guide students to becoming better behaved and in line with the PYP attitudes as stated above. Consequences are and should always remain **a learning tool and not a punishment tool**. The aim of using consequences is to allow the students to understand the error of their ways. It is because of this that misdemeanors are recorded. Patterns of behavior lead to a clearer understanding for the school, parents, and students, of issues faced by a student. Consequences are more severe if the number of occurrences, or the severity of the inappropriate behavior requires it. Repetition of particular challenging behavior affect the consequences invoked. All consequences and behavior adjustment procedures were aligned with the MOE code # 287/16

Level of Infraction	Infraction	1 st behavioral adjustment	2 nd behavioral adjustment	3 rd behavioral adjustment
	<ul style="list-style-type: none"> - IL= Inappropriate behavior during the morning line 	<ul style="list-style-type: none"> - Verbal warning + reflection 	<ul style="list-style-type: none"> - Written reflection - Breakfast time detention 	<ul style="list-style-type: none"> - Detention (All break)
Minor (First degree Infractions)	<ul style="list-style-type: none"> - LA = late arrival/tardiness (arriving after 1st session) 	<ul style="list-style-type: none"> - Recording of tardiness and absence by Homeroom 1 and PLO (students' affairs) - School counsellor is informed - General reminder during morning lines of the importance of being on time for classes and daily presence - Student is referred to school counsellor to investigate reasons and set and action plan for adjustment - Student reflection is done 	<ul style="list-style-type: none"> - Parents' conference and parents sign and undertaken to adjust absence and tardiness 	<ul style="list-style-type: none"> - Case referred to the school board as per records and counsellor's (BSU) report - A warning is issued to suspend the student for not more than 5 days/parents/legal guardian are notified - Student's suspension for A period that does not exceed five days

	<ul style="list-style-type: none"> - LC= Late for class 	<ul style="list-style-type: none"> - Verbal warning 	<ul style="list-style-type: none"> - Session detention for 15 mins + reflection during the break time 	<ul style="list-style-type: none"> - Half break detention with parent notification - + community service
	<ul style="list-style-type: none"> - RS= Running in the hallways shouting or screaming 	<ul style="list-style-type: none"> - Verbal warning 	<ul style="list-style-type: none"> - Half break detention + reflection 	<ul style="list-style-type: none"> - Detention (All break)
	<ul style="list-style-type: none"> - BT= Bringing toys to school 	<ul style="list-style-type: none"> - Verbal warning + reflection 	<ul style="list-style-type: none"> - Toy is confiscated till the end of the day 	<ul style="list-style-type: none"> - Toy is confiscated till the end of the week - Toy is confiscated till the end of the academic trimester
	<ul style="list-style-type: none"> - UA: Unexcused Absence (more than twice a month) 	<ul style="list-style-type: none"> - Recording Absence - Parents/legal guardian notification 	<ul style="list-style-type: none"> - Referral to school counsellor (BSU) to investigate reasons and suggest solutions 	<ul style="list-style-type: none"> - Case referred to the school board as per counsellor's (BSU) report - 1st warning of suspension with parents'/LG notification

			<ul style="list-style-type: none"> - Parents/Legal guardian conference is booked– undertaken by them to avoid repetition of unexcused absence 	<ul style="list-style-type: none"> - 2nd warning of suspension with parents/legal guardian notification - Student suspension for a period not exceeding one week
	<ul style="list-style-type: none"> - HW = Incomplete Homework, assignments or tasks 	<ul style="list-style-type: none"> - Referral to school counsellor to investigate reasons and suggest solutions - Parents/legal guardian conference is booked – undertaken is signed by them to avoid repetition of infraction - 10 minutes off break time for reflection, student misses the whole break 	<ul style="list-style-type: none"> - Reflection with Homeroom and counsellor (BSU) - A conference is booked with student, homeroom, parent with counsellor - Define reason for behavior - Set a plan for adjustment - Student loses a whole break 	<ul style="list-style-type: none"> - Overall student's reports are affected as per Homeroom's and counsellor's (BSU)feedback and observations - Student is deprived of all activities until behavior is adjusted

	<ul style="list-style-type: none"> - DC= Disrupting class 	<ul style="list-style-type: none"> - Verbal warning - Separation from group to the end of the session + Reflection 	<ul style="list-style-type: none"> - Referral to the school BSU with a written report - Detention (All break) 	<ul style="list-style-type: none"> - After school suspension + Parent notification
	<ul style="list-style-type: none"> - BD= Break of school dress code and attire 	<ul style="list-style-type: none"> - Reflection with the student (reasons for not having the school uniform on are discussed) 	<ul style="list-style-type: none"> - Referral to the school counselor (BSU) to define reason of infraction and set a remedial for it 	<ul style="list-style-type: none"> - Case is referred to the school board for one of the following consequences: <ol style="list-style-type: none"> 1. Warning of suspension with a parent's notification 2. Suspension for a period that does not exceed 3 days
	<ul style="list-style-type: none"> - DE= Purposefully damaging the school environment (throw objects and leftovers, papers, disrespect and careless attitude towards the cleanness of the school) 	<ul style="list-style-type: none"> - Reflection with the students with guidance and directing to avoid this behavior and develop appropriate, required attitudes 	<ul style="list-style-type: none"> - Referral to school counsellor (BSU) for behavioral adjustment - Temporary suspension of all school activities 	<ul style="list-style-type: none"> - Both Parents/legal guardian undertake in writing no repetition of the behavior - Include the student in behavioral adjustment

				practices and activities
Major I (Second degree Infractions)	- TR = Truancy	<ul style="list-style-type: none"> - Deep investigation of reasons and guiding student defining his/her responsibilities towards him/herself, towards learning and future - Enroll the student in multiple extracurricular activities 	<ul style="list-style-type: none"> - Warning is used for the student with a parents'/legal guardian notification while keeping this infraction on school records 	<ul style="list-style-type: none"> - Case is referred to the school board for one of the following consequences; <ol style="list-style-type: none"> 1. 1st warning of suspension + parents/legal guardian notification 2. 2nd warning of suspension + parents/legal guardian notification 3. Attitude and behavior report is stating behavior 4. Student suspension for a period not exceeding 15 days

	<ul style="list-style-type: none"> - GO= Going out of class without permission 	<ul style="list-style-type: none"> - Verbal reminder + Reflection - Half break detention 	<ul style="list-style-type: none"> - Student will not allowed to enter the class till the end of the session + break detention 	<ul style="list-style-type: none"> - Student will not allowed to enter the class till the end of the session + sending classwork home with parent notification - Break detention
	<ul style="list-style-type: none"> - UC= Unprepared for class 	<ul style="list-style-type: none"> - Verbal reminder 	<ul style="list-style-type: none"> - Verbal warning - Separation from group for 15 mins 	<ul style="list-style-type: none"> - Session detention + reflection + parent notification
	<ul style="list-style-type: none"> - ID= Inappropriate behavior during dismissal time 	<ul style="list-style-type: none"> - Verbal warning + referring the issue to the BSU 	<ul style="list-style-type: none"> - Reflection during break time 	<ul style="list-style-type: none"> - Break detention (All break) + parent notification
	<ul style="list-style-type: none"> - IB= Inappropriate behavior during bus time 	<ul style="list-style-type: none"> - Verbal reminder with the bus rules (the matron will refer the issue to the BSU) + reflection 	<ul style="list-style-type: none"> - Verbal warning + parent notification 	<ul style="list-style-type: none"> - Warning of detention from the bus service + parent notification - Detention from the bus service from one to three days
	<ul style="list-style-type: none"> - DD= Deliberate damaging and breaking of school properties: writing on walls, desks, doors, etc... breaking windows, 	<ul style="list-style-type: none"> - Parents/legal guardian are called and are fully in charge for 	<ul style="list-style-type: none"> - Referral to the school counsellor and 	<ul style="list-style-type: none"> - Case is referred to the school board to decide of student's suspension for a

	doors, chairs or equipment, tearing boards...etc.	<p>reimbursement of the value of all damaged items or fully in charge of fixing damages. While they undertake in writing both parents and student of no-repetition of this infraction</p> <ul style="list-style-type: none"> - In case parents/legal guardian they do not fulfill this obligation, legal measures are to be processed for collection of the damaged items value 	<p>psychologist (BSU)</p> <ul style="list-style-type: none"> - Adopt behavioral adjustment practices and activities with the student 	<p>period not exceeding one week</p>
	<ul style="list-style-type: none"> - NM= No face mask or mask off 	<ul style="list-style-type: none"> - Verbal reminder 	<ul style="list-style-type: none"> - Verbal warning + reflection 	<ul style="list-style-type: none"> - Break detention + parent notification
	<ul style="list-style-type: none"> - SD= Not following social distance or inappropriate touch 	<ul style="list-style-type: none"> - Verbal reminder 	<ul style="list-style-type: none"> - Verbal warning + reflection 	<ul style="list-style-type: none"> - Break detention + parent notification
	<ul style="list-style-type: none"> - BE= Bringing in and misuse of electronics that disrupt the 	<ul style="list-style-type: none"> - Student undertake in writing to avoid similar behavior; 	<ul style="list-style-type: none"> - Device is confiscated till the end of the 	<ul style="list-style-type: none"> - Case is referred to the school board to decide of student's

	functioning of the classroom (Mobile phones- laptops, etc.)	<p>Parents/legal guardian are notified. Device is confiscated till the end of the school day.</p> <ul style="list-style-type: none"> - Parents/legal guardian is called in ad undertake in writing to avoid repetition of similar behavior from his child's part 	<p>academic trimester</p> <ul style="list-style-type: none"> - Behavior report is stating student's misbehavior and behavior infraction committed. Report is 10% affected with committed infraction 	<p>suspension for a period not exceeding three days</p>
Major II	<ul style="list-style-type: none"> - DH= Deliberate harming and aggressive behavior towards other students - DB= Dangerous behavior - F= Fighting 	<ul style="list-style-type: none"> - Reflection done with the student by homeroom teacher, school counsellor and psychologist (BSU) - Students to be merged and enrolled in school community and service activities - Student misses I break 	<ul style="list-style-type: none"> - Case referral to the school counsellor and psychologist (BSU) for study of the case and definition of reasons for misbehavior and provision of practices and adjustment solutions - Parents/legal guardian are called in, they will undertake in writing 	<ul style="list-style-type: none"> - Case is referred to the school board to decide of student's suspension for a period not exceeding 15 days - Case is referred to the protection committee at the school educational MOE district for appropriate action

			<p>avoidance of similar behavior</p> <ul style="list-style-type: none"> - Student misses activities 	
	<ul style="list-style-type: none"> - ST= Stealing and taking others belongings 	<ul style="list-style-type: none"> - Case referred to the school counsellor and psychologist (BSU) for appropriate behavioral adjustment - Student should return stolen items 	<ul style="list-style-type: none"> - Parents/legal guardian are in and a conference is booked. They undertake in writing avoidance of repetition if behavior - Appropriate action is taken 	<ul style="list-style-type: none"> - Case is referred to the school students life coordinator
	<ul style="list-style-type: none"> - IA= Impolite and disrespectful attitude towards school staff members 	<ul style="list-style-type: none"> - Case referred to the school counsellor and psychologist for behavioral adjustment and guidance through reflection with the student. - Formal apology to be presented to staff member - Both student and parents/legal guardian undertake in writing avoidance 	<ul style="list-style-type: none"> - Student's behavioral report will impact student overall evaluation. Student's suspension for 15 days 	<ul style="list-style-type: none"> - Case is referred to the school board to decide of student's suspension for a period not exceeding 15 days - Case is referred to the protection committee at the school educational MOE district office for appropriate action

		<p>of repetition of similar behavior – a formal apology presented</p> <ul style="list-style-type: none"> - Student's suspension for 1 to 3 days 		
	<ul style="list-style-type: none"> - OA= Offense or aggression of the student or the student's parent/legal guardian towards a school staff member 	<ul style="list-style-type: none"> - Student's suspension for 1 to 2 weeks – Both student and parents/legal guardian undertake in writing avoidance of repetition of infraction. Legal action and measure are to be taken against offender - Student's case is referred to the subcommittee at the school educational MOE district to take procedure for student's transfer from the school - If aggression is committed by parent/legal guardian, necessary 	<ul style="list-style-type: none"> - In case infraction is repeated in the other school to which the student is transferred, the student is suspended for a whole academic year, that is for high school students. - For elementary and middle school students suspension is limited to one month – legal procedures are to be taken against the offender 	<ul style="list-style-type: none"> - Legal procedures and action to be taken against the offender

		legal measures to be taken		
	<ul style="list-style-type: none"> - SH= Self-harming behavior : (smoking, alcohol abuse, tattoo, drug consumption, etc.) 	<ul style="list-style-type: none"> - Case referred to school counsellor and psychologist for adjustment and developing and action plan for treatment - Parents/legal guardian are called in and a conference is booked – official notification about the case is issued. Parents/legal guardian undertake in writing avoidance of repetition of infraction 	<ul style="list-style-type: none"> - Case is referred to the school board for one of the following actions: <ol style="list-style-type: none"> 1. Case is referred to the Student life coordinator appropriate behavioral adjustment plan 2. Student is suspended for 2 days 3. Student is suspended for more than 2 days – max a week 4. Student is suspended for 1 to 2 weeks 	<ul style="list-style-type: none"> - Case is referred to the school district subcommittee for appropriate action

	<ul style="list-style-type: none"> - SN= Inappropriate use of school name or uniform on social media 	<ul style="list-style-type: none"> - Referral to school counsellor to investigate reasons and suggest solutions + reflection 	<ul style="list-style-type: none"> - Parents/legal guardian conference is booked – undertaken is signed by them to avoid repetition of infraction - Warning of suspension 	<ul style="list-style-type: none"> - Suspension from one to three days
	<ul style="list-style-type: none"> - IN= Inappropriate use of internet 	<ul style="list-style-type: none"> - Verbal warning + reflection 	<ul style="list-style-type: none"> - Break detention + parent notification 	<ul style="list-style-type: none"> - Warning of suspension - One day suspension
	<ul style="list-style-type: none"> - IP= Inappropriate use of iPad (taking photos, filming and recording others without permission, web chat, watching inappropriate media) 	<ul style="list-style-type: none"> - Verbal warning + reflection + confiscation the iPad for one week. 	<ul style="list-style-type: none"> - Written reflection + confiscation the iPad for two weeks. 	<ul style="list-style-type: none"> - Confiscation the iPad for four weeks.
	<ul style="list-style-type: none"> - DTC= Disrespectful behavior towards the country 	<ul style="list-style-type: none"> - Reflection with School counsellor and psychologist (BSU) - Enhance the sense of belonging and patriotic identity through morning broadcast 	<ul style="list-style-type: none"> - Enroll the students in age appropriate planned activity promoting national identity - Notify parents/legal guardian 	<ul style="list-style-type: none"> - In case of repeated infraction, case is referred to the school board

	<ul style="list-style-type: none"> - B=Bullying or (purposeful humiliation_insulting comments about intelligence, size, ability, race, color, religion, ethnicity, gender –profanity - Intimidation, threats, or abusive behavior - Verbal harassment 	<ul style="list-style-type: none"> - Reflection with the student - Case referred to the school counsellor and psychologist to study the case and put appropriate plan of behavior adjustment 	<ul style="list-style-type: none"> - Parents/legal guardian are called in, a conference is booked. Parents/legal guardian undertake in writing avoidance of repetition of infraction - Temporary suspension of school activities 	<ul style="list-style-type: none"> - Case is referred to the district MOE subcommittee for appropriate action
	<ul style="list-style-type: none"> - Destructive behavior 	<ul style="list-style-type: none"> - Restitution (making up for the damage and harm + reflection 	<ul style="list-style-type: none"> - Restitution + losing privilege of using property for reasonable period 	<ul style="list-style-type: none"> - Restitution + community service

