

# Amazon Private School

## BEHAVIOUR MANAGEMENT SYSTEM (BMS)

### 1. Introduction

Amazon Private School employs Point and Star System in its behavior management in order to maintain peace and harmony in the school. Point system deals with behavior and discipline of students whereas star system strives to promote positive learning attitude in students by awarding stars. Both systems aim at excellent performances of students in value and quality education which guarantee students' success in all areas of life.

The School is constantly committed to reducing the negatives while promoting the positives in its BMS knowing that when rules can be effective, it can also be destructive. Rules are for prevention and creation. Our BMS is designed to meet international standard of behavior and performances.

### 2. The Purposes

- To create a positive learning environment;
- To reward good behavior;
- To correct misbehavior;
- To record discipline violations in a systematic way;
- To help students understand their discipline status;
- To inform parents of their children's discipline status in a timely manner; and
- To get parents' cooperation in creating peace and harmony in the School.

## Part I: Point System

Point system is designed to prevent and correct misbehavior and create positive attitude in students. It deals mainly with the negative. However, it is for the positive. Here are how it works:

- Every student is given 100 behavior points at the beginning of a new academic year.
- Points are deducted for misbehaving.
- There are six disciplinary action zones:

- **Green Zone (91-100)** by Homeroom Teacher (HT)
  - 96-97.5 Warning Letter, Name on Board
  - 91-95 ISS/Informing Letter (IL), 10 minutes suspension, Student Counseling
- **Purple Zone (81-90)** by Homeroom Teacher (HT)
  - 86-90 ISS/IL, 10 minutes cleaning, Admission Slip, PT Meeting
  - 81-85 ISS/IL, 15 minutes cleaning,
- **Orange Zone (71-80)** by HT & Principal
  - 76-80 Loss of Privilege (LP), 15 minutes Detention after class
  - 71-75 LP, 20 minutes Detention after class
- **Yellow Zone (61-70)** by HT & Principal, Discipline Action Agreement Form
  - 66-70 3 Days LP + 30 minutes Detention after class on the 1<sup>st</sup> day
  - 61-65 4 Days LP + 30 minutes Detention after class on the 1<sup>st</sup> day
- **Red Zone (51-60)** by Principal & MD
  - 56-60 OSS 2 Days
  - 50-55 OSS 3 Days
- **Black Zone (0-50)** Board of School
  - 0-50 Referral to MD, Possible Expulsion from School

- A student is always in one of the six zones, and not in two zones at a time or not out of zones.
- Zonal progress reflects points decrease.
- A student is automatically shifted to the next zone or a zone indicated by the points when committed an offence of **level 2 or 3**. (Refer to Student Discipline Status Record Sheet)
- At the instant a student shifts to the next zone or a zone indicated by the points, the action required is carried out.
- Points are effective until the end of an academic year.

### 1. Student's Codes of Conduct

For the sake of simplicity, the Student's Codes of Conduct of Amazon are broken down to three levels:

- Level 1 has three warnings; occurrence after the last warning deducts 2.5 points.
- Level 2 has only one warning; occurrence after the warning deducts 10 points.
- Level 3 has no warning – 25 points will be deducted without giving any warning.

### (a) Level 1: Minor Offenses

- 1.1 Not punctual to school.
- 1.2 Forgetting school supplies.
- 1.3 Coming to school without ID cards.
- 1.4 Violating the dress code.
- 1.5 Bringing pets to school.
- 1.6 Bringing electronic devices such as phones, games, toys, radios...etc. in classrooms unless permitted by the teachers.
- 1.7 Failing to attend morning assembly either by remaining in class or hiding.
- 1.8 Inappropriate behavior in class/assembly.
- 1.9 Not doing HW regularly.
- 1.10 Lateness between classes.
- 1.11 Consistently speaking in language other than English.
- 1.12 Teasing/Calling names.
- 1.13 Eating in class.
- 1.14 Littering/tearing papers.
- 1.15 Writing unnecessary things in textbooks or notebook.
- 1.16 Writing in other's book.
- 1.17 Playing any outdoor games inside the building without the supervision of a teacher.
- 1.18 Misbehaving in or outside of the class.
- 1.19 Playing with or wasting drinking water.
- 1.20 Playing with or wasting any food staff.
- 1.21 Running in the corridors, climbing trees, running up or down the stairs.
- 1.22 Shouting or singing songs loudly unless asked or permitted by teachers.
- 1.23 Forgery/aiding or cooperating in it by any means.
- 1.24 Failing to stay in dismissal area.
- 1.25 Failure to deliver any notice sent with students to parents.
- 1.26 Jumping one's queue or breaking line-up chain.
- 1.27 Failing to do/accomplish work or duty assigned to him or her by the teachers.
- 1.28 Distracting other student by talking, gesturing, etc. while the class is going on.
- 1.29 Entering the administration office or the staff rooms without permission.

### (i) Consequences of Level 1 Offenses

- 2 recorded oral warnings
- Deduct (2.5) point per occurrence after 3 warnings
- Warning letter to parent
- By Homeroom Teacher
- Student Counseling



## **(b) Level 2: Intentional Offenses**

- 2.1 Misconduct and inappropriate behavior in or outside of class.
- 2.2 Shouting, playing improper games and showing disruptive behavior in class.
- 2.3 Writing on the walls or the bulletin board or unnecessary things on the blackboards/whiteboard.
- 2.4 Copying another student's work.
- 2.5 Damaging or removing any notices.
- 2.6 Telling on teachers, misinformation about teachers to parents.
- 2.7 Putting up notices without permission.
- 2.8 Degrading names/defaming.
- 2.9 Swearing/using dirty language.
- 2.10 Quarrelling/match-fixing/framing up.
- 2.11 Possession of lighters, matches or laser pointers or any other harmful materials unless necessitated by the school.
- 2.12 Spitting/chewing gums in class, making others' objects dirty.
- 2.13 Throwing stones or other objects likely to cause injury.
- 2.14 Performing unsafe acts or play.
- 2.15 Playing with fireworks or any other objects without teachers' permission.
- 2.16 Playing cards, gambling or any other games of chance (for money or not).
- 2.17 Selling of any items without permission.
- 2.18 Leaving school /classroom /activity without permission.
- 2.19 Unauthorized use of school facilities.
- 2.20 Misuse of internet/computer/clinic or any school facilities or items.
- 2.21 Lying, not cooperating, misinforming.
- 2.22 Rebellion against the teachers in classes or activities.
- 2.23 Rebellion against the teachers in examination as by refusing to answer the questions, making others unable to write the exam...etc.
- 2.24 Misconduct during an exam (like cheating, looking over other's answer...etc.)
- 2.25 Buying/selling or trying to talk others into buying/selling something they own without parent or teachers' permission.

### *(ii) Consequences of Level 2 Offenses:*

- Inform last warning
- Last warning letter to parents
- Deduct (10) point per occurrence after last warning
- By HT/Vice-Principal/Principal
- Student counseling

**One warning only!**

**-10PTS**



### (c) Level 3 Major Offenses

- 3.1 Absence from school except for the cause of sickness (in which the homeroom teacher or the principle should be informed prior to absence)
- 3.2 Possession or distribution of improper articles, images, videos, or items.
- 3.3 Displaying affection through any means, either in words, letters and mails, SMS's or action.
- 3.4 Showing abnormal adoration or dislike to opposite sex.
- 3.5 Consumption, possession or distribution of alcoholic drinks or tobacco products or other drugs.
- 3.6 Assault on a teacher.
- 3.7 Fighting, harming others intentionally, brow-beating...etc.
- 3.8 Causing others to break rules or misconduct either directly or indirectly.
- 3.9 Using inappropriate, profane or obscene language\harassment.
- 3.10 Any discrimination.
- 3.11 Weapon possession (guns, knives, etc.).
- 3.12 Forming or involvement in gang activity in or outside of the school.
- 3.13 Stealing, misplacing others possession so as to fake stealing.
- 3.14 Destroying School's property or property belonged to others or self without permission from the owner and/or teachers.
- 3.15 Disrupting an educational program/class or activities.
- 3.16 Refusing to communicate with particular student so as to make them feel unsafe or ashamed.
- 3.17 Refusing detention.
- 3.18 Refusing Punishment/failing to pay fine.

#### (iii) *Consequences of Level 3 Offenses:*

- No warning
- Send to Principal/Discipline Committee immediately
- Inform parents
- Detention/Suspension/Sanctions
- Deduct (25) point per occurrence
- Behavior Agreement
- Counselling

**No warning!**



**-25 PTS**

## 2. Probation Period of Admission

Parents and Students have to sign the Behavioral Agreement Form (Appendix 1) within 14 days of admission. Therefore, admission is on probation until student and parents understand the School rules and regulations and sign their agreement.

It is the parents and student's responsibility to study and understand the School's BMS within the probation period. To this end, the School shall have orientation days before or within this probation period. After signing the Behavior Agreement Form, it is assumed that parents and student understand all the provisions of the BMS and, therefore, that no excuse arises on the ground of ignorance.

The effective education of our students requires a school environment in which students can feel safe and secure. In order to accomplish this, it is necessary for every student to know and follow the rules and policies regarding discipline and supervision. All students are under the authority of the Principal, Vice-Principals, teachers, assistant teachers, bus drivers and staff.

## 3. Recording and Reporting Student Behavior

AMAZON keeps and maintains a systematic record of disciplinary procedures for the sake of effective behavioral assessment and reporting. Records and reports are undertaken step by step by different levels of management in accordance with the level of offenses.

- Subject Teachers
- Homeroom Teachers
- Vice-Principal
- Principal
- MD/Disciplinary Committee
- PT conference

Both parents and student will be required to sign Discipline Action Agreement Form (Appendix 2) before a disciplinary action is taken upon the student.

Subject and Homeroom Teachers are responsible for keeping Student Daily Performance Rating and Student Discipline Status Record Sheet on a regular basis. The Principal will be responsible for documenting all disciplinary matters.

## 4. Disciplinary Actions and Solutions

We believe that through effective communication students/teachers will be able to resolve most of the problems/conflicts through informal/formal conferences and a deep understanding of each other's needs. However, there are cases where a disciplinary action should be implemented for the well-being of the other students/teachers/staff and a safe environment. For that reason, Amazon Private School Discipline Committee will take any action that will be deemed necessary to prevent further conflicts.

The following are the disciplinary procedures for an effective solution of any problem/conflict between teachers/staff/admin and students. Discipline problems will be intervened at either one of the followings:

#### (a) Subject Teacher

- Eye contact – a 'desist'
- A polite request for compliance
- A verbal reminder of rules or codes of conduct
- An explanation of why conduct is not acceptable
- A warning of consequences to follow
- Signing a formal letter

#### (b) Homeroom Teacher Level

As a first step of resolving conflicts, homeroom teachers will be the first person to try to solve the problems. Students are expected to cooperate, maintain helpful communication and show positive attitude.

#### (c) Conferences between the teacher, the student, and/or the parent/guardian

Parents will have a formal conference with teachers and/or administrators to discuss possible solutions for problems with students. In case the Homeroom Teacher's communication with the student is not effective, the matter will be discussed with the respective Vice Principal. If deemed necessary and thought to be effective, a conference with a parent/guardian will be arranged.

Note: A Parent-Homeroom Teacher-Vice Principal conference will not be conducted for serious offences.

#### (d) Vice Principal/Principal Level

When the punishment reaches the Vice Principal/Principal level, a disciplinary action will be taken. A Parent - Vice Principal conference, if necessary, will be conducted to inform the parent/guardian.

#### (e) Referral to Discipline Committee

Problems/Conflicts that cannot be resolved through the above interventions will be brought to the Discipline Committee members' attention. Any decision taken will be implemented. Discipline Committee will meet for serious offences that have been committed at school. The School Discipline Committee head is the Principal. The Principal or a Vice Principal may call the committee members in any emergency incidents.

#### (f) Loss of privileges

Students who do not follow the School rules may be deprived of some privileges such as using the computer room, sports facilities, or any other school facilities.

#### (g) Detention

Detention is a segregation of a student or a 2-hour session in a designated room after all classes are over for a day.

- All club activities/field trips/matches will be cancelled for that particular day.
- Parents/guardians will be notified during that school day.
- Transportation will be provided by the parents/guardians.

#### (h) In-School-Suspension (ISS)

All ISS will be held in a designated room. Students may be asked to undertake some duties under the supervision of the ISS supervisor. When an ISS student arrives on campus, he/she is to report to the respective Vice Principal immediately. Students on ISS are not allowed to attend any co-curricular activities before, during or after school.

Students who arrive late or leave early are required to make up the time missed from ISS time. Failure to comply with any of the ISS rules will result in extra days of ISS or out-of-school suspension.

Students need to follow the following ISS rules:

- ✓ Bring all textbooks, paper, pencils and other necessary supplies.
- ✓ Remain in their assigned seats at all times unless given permission to do otherwise by the supervisor.
- ✓ Remain busy with assignments at all times.
- ✓ Do not chew gum.
- ✓ Do not eat.
- ✓ Do not sleep.
- ✓ Do not pass notes.
- ✓ Do not talk.

#### (i) Out-of-School Suspension (OSS)

When the student is on OSS, the following rules apply:

- ✓ The student cannot be on campus at any time during the days of his/her suspension.
- ✓ The student cannot attend or participate in any school-sponsored social functions.
- ✓ The student cannot attend or participate in any school field trips.
- ✓ The student cannot attend or participate in any school-sponsored fundraising projects.
- ✓ The student cannot attend or participate in any school-sponsored athletic events.

#### (j) Indefinite suspension

Indefinite suspension is the exclusion of a student from regular school activities for an indefinite period of time. The indefinite suspension will be applied when, in the judgment of the school discipline committee, the student's presence is having, and will continue to have, a substantial detrimental effect on the school's general welfare. The suspension will continue until a decision is made about the student. The parent/guardian will be informed.

#### (k) Expulsion from school

Removal of a student registration from school and denial of his/her admission will be due to major offenses or after getting 50 disciplinary points.

#### (l) Other interventions

After consultation with a parent/guardian such as:

- Making up wasted class time later
- Parent contract
- Repeating a task to an acceptable standard
- Participating in a special program



- Discussion about behavior
- Written apology
- Warning about possible consequences
- Student contract
- Cleaning yard duty
- Withdrawal from class

## 5. Types of Disciplinary Actions and Solutions

- 1) Verbal Correction in class or place of occurrence (VC)
- 2) Name on Board (NB)
- 3) Consultation with Student in Office (CSO)
- 4) Verbal Warning/Verbally Warned (VB)
- 5) Written Warning (WW)
- 6) Suspension-in/In-School Suspension (ISS)
- 7) Suspension-out/Out-of-School Suspension (OSS)
- 8) Detention after school (D)
- 9) Point Deduction/Point Deducted (PD)
- 10) Fine/Compensation for Damages (FCD)
- 11) Behavior Agreement Contract (BA) *for those who come close to expulsion.*
- 12) Guidance Counselor Referral/Referred (GCR)
- 13) Conference & Consultation (CC)
- 14) Expulsion from school (X)

## 6. Levels of Responsibilities

- Subject teachers ... 1-2
- Homeroom teachers ... 3-5
- Vice-Principal/Principal ... 6-10
- Disciplinary Committee ... 11-14

## 7. Right to Search/Seize of Prohibited Items

Administrators, teachers and other staff may question a student regarding the student's own conduct or the conduct of others. Students are expected to provide any information about their misbehavior or that of other students. Administrators are not required to contact parents/guardians prior to interviewing students.

- ✓ School officials may search a student's outer clothing, pockets or belongings by establishing reasonable suspicion or securing the student's voluntary consent.
- ✓ A search is considered reasonable if the student leaves the school grounds without permission and returns during the school day and/or is found in an unauthorized area of the school compound.
- ✓ Students shall be responsible for any prohibited items found in their lockers or possession of such items in the school boundary or at school-sponsored or school-related activities.
- ✓ Lockers and desks are the property of the school and are subject to inspection/search. Inspections of lockers may be conducted by school authorities for any reason at any time, without notice, and without student's consent.

Important!

Let the Student Know that Sanctions/Consequences are not to *Destroy* them, but to *Correct* them.

## Part II: STAR System

As Amazon Private School is committed to promoting positive behavior, a Star System is designed to reward and stimulate good behavior in students.

Deserving students are given instant rewards in the form of a star/card/marble/applauding word with description and reference to the positive behavior. The reward is either given to the student or collected somewhere conspicuous or pasted on the bulletin board for all to see.

### 1. Stars Awarding

As the expected performance level in all areas of the School is set at above 80%, star awards are given to students who score above 80% in assessments or unit test. Sometimes teachers can give stars to students who show improvement. Students who get the maximum number of stars are awarded during the assembly twice a term.

- 1 star for 80-89% score in a test.
- 2 stars for 90-96% score in a test.
- 3 stars for above 97% score in a test.
- Students who score above 70-79% are also eligible to get a star, when the teacher finds that the student has shown improvement. *(This will motivate students to learn)*

*Note: Please don't give stars for spelling tests/projects.*

### 2. Point & Card Awarding

- A good behavior (inside/outside of the class)
- +2.5 point per card/marble

Instant reward cards should be kept ready inside classroom so that teachers can instantly give it to student without having to make and taking time.

The teacher takes note of and make a checklist of all the instant rewards given in class as in

- Paper based checklist
- Card collection
- Marble collection
- Proud wall

Note: This point and card awarding has no bearings on the Point System. It is practiced independently from Point System as an incentive for positive attitude in students.

### 3. Rewarding Good Behaviors

- 1 card = 2.5 points = In-class congratulations
- 5 cards = 12.5 point = In-class reward
- 10 cards = 25 points = Assembly reward
- 15 cards = 37.5 points = 15 minutes of playtime for whole class
- 20 cards = 50 points = class party
- 40 cards = 100 points = trip and treat

#### To gain card/marble students must

1. Complete all the home-work
2. Have all the school supplies
3. Be punctual to class
4. Possess good handwriting
5. Keep good note-taking
6. Keep his/her desk neat and tidy
7. Show respect to teachers/peers and
8. Have good behavior
9. Stay on task
10. Follow direction
11. Have quality work
12. Actively participate in classroom
13. Have good spirit of team work
14. Have good behavior outside classes
15. Have good performance in activities

Words for Bulletin Board with student name:

- Amazing
- Awesome work!
- Awesome!
- Bravo! Keep on!
- Congratulations!
- Delightful!
- Excellent!
- Fantastic!
- Frame this!
- Good for you!
- Good job!
- Great!
- Hang in there.
- Hooray!
- I like that!
- I love it!
- I'm proud of you!
- Incredible!
- Keep on trying!
- Lovely!
- Magnificent!
- Nice!
- OK!
- One of a kind!
- Perfect!
- Super
- Super Duper!
- Terrific!
- Thank you!
- That's good!
- That's superb!
- Three cheers!
- Way to go...
- Well done!
- What a clever act!
- Wonderful!
- WOW!
- Wow, I like this!
- You are a word wizard!
- You are really thinking!
- You are the best!
- Your best yet!
- You deserve it!
- You did it!
- You did just great!
- You top it all here!
- You're a mathemagician!