



Student Wellbeing and Behavior Policy

“A whole-school approach to wellbeing, student support, and positive conduct.”

At Hartford American School, we believe that wellbeing and positive behavior are the foundation of a happy and successful school life. This policy is designed to support students in developing resilience, confidence, and respect for others, while also providing guidance on how we celebrate positive choices and respond to challenges. Together with staff and parents, we are committed to creating a school community where every student feels valued, safe, and encouraged to achieve their best. Student voice is highly valued at Hartford American School. We offer various platforms for students to express their views, share their concerns, and take part in shaping their school experience. For those facing challenges or needing extra support, we provide increased check-ins and personalized attention to help them stay engaged and connected with school life.

Engaging Our Parents

We believe that strong collaboration with parents enhances the emotional and mental wellbeing of our students. Hartford American School works to foster this partnership through our wellbeing events, regular school wellness newsletter, and parent workshops and meetings that aim to educate and empower families. Our Parent-Teacher-Staff collaboration continues to play a vital role in bringing our community together by organizing events and maintaining open communication between parents and the school.

Expectations for Students and Adult Conduct:

We have expectations for the various areas within the school as well as for behavior during specific “Whole School” activities such as assemblies, and school trips, or any other functions where students represent the school.

HAS Wellbeing Team:

Our wellbeing team deal with students on an individual basis or in groups according to needs. They assess students' situation and determine whether there is a need to refer parents to specialized organizations and outside services. These include referrals to evaluate special education and counselling services. They maintain the confidentiality and the privacy of students' data when studying students' behavior. The wellbeing team provide plan for individual behavior based on reports received from specialists.

Reward System

At HAS, we use a wide range of strategies to promote good behavior and reduce the occurrence of any unwanted one. The positive reward varies between words of praise, friendly gestures and certificates of appreciation to students.



Reward System functions as follows:

- Certificate from administration praising their proper behavioral performance/ Star of the week.
- As a way to recognize achievements, the wellbeing team/ supervisor will reach out to parents to congratulate students on overcoming behavioral challenges.
- Weekly bonus represented in a free meal from the cafeteria.
- Voucher from the Principal.



HAS Discipline Rules:

We aim to provide a positive learning environment for all our students. Students should be aware of all school rules and expectations; thus, we will be monitoring students' behavior and we will not tolerate any misbehavior incident.

All students should abide by the following rules:

1. **Students should not bring mobile phones** to school. If a mobile phone is found, it will be confiscated and kept at the school for one week. In the event of a repeated violation, the phone will be kept in school for the remainder of the semester.
2. **Students should respect school timing** and be inside their classrooms by 7:15 a.m. Any student arriving late will not be allowed to interrupt the class or attend the first lesson.
3. **Students should take responsibility** for their behavior, learning, and choices.
4. **Students should use appropriate language** and speak politely to others. Racist remarks are strictly prohibited.
5. **Students should respect the right of others to learn** in a safe and disruption-free environment.
6. **Students should respect classmates, teachers, and all staff** regardless of nationality, religion, gender, or color.
7. **Students should not engage in bullying.** Bullying of any form will not be tolerated.
8. **Students should not discuss inappropriate subjects** such as politics or sexual topics.
9. **Students should not bring prohibited substances** (smoking materials, energy drinks, sharp tools, etc.) to school.
10. **Students should not disrupt lessons or the learning environment.**
11. **Students should not buy or sell items** on the school campus.
12. **Students should remain in designated areas** (playground or cafeteria) during breaks and after school. External buildings are out of bounds.
13. **Students should not linger in or pass-through restricted areas** such as administration or reception unless authorized.
14. **Students should handle belongings responsibly.** Any damage caused will be charged to parents/guardians.
15. **Students should not enter areas restricted to the opposite gender.**
16. **Middle and high school students should not pass-through KG and grades 1–4 areas.**
17. **Students should wear the correct school uniform at all times.**
18. **Students should not have tattoos, excessive accessories, or makeup.**
19. **Students should maintain appropriate hairstyles** (no extreme colors or styles).
20. **Students should not wear long, colored, or decorated nails.**
21. **Students should not bring fast food, cola, sugary drinks, or strong-smelling foods** (e.g., fish, chips, etc.).
22. **Students should bring water bottles** made of stainless steel or BPA-free plastic. Glass bottles are not allowed.
23. **Students should wear only plain, closed-toe shoes.** Colorful shoes, crocs, sandals, or slippers are not permitted.



Bullying

Bullying is the use of power to make the life of another person miserable. Examples of bullying include persistent name-calling or taunting, spreading rumors, making racist remarks, or verbal/physical abuse. The school does not tolerate bullying or cyberbullying at any time. All instances of bullying must be reported to the social worker.

At HAS, we follow a strict Anti-Bullying Policy, where we expect the following from students:

1. **Students should treat others with integrity and mutual respect.**
2. **Students should abide by the school's policies and values.**
3. **Students should display sportsmanship during activities, games, and competitions.**
4. **Students should follow all school security and safety procedures.**



Different Levels of Unaccepted Behavior

The school has a clear code of conduct that describes expectations, violations and all related sanctions and violations are divided into levels ranging from minor to very serious.

Based on the Ministry of Education and Higher Education behavior policy, any behavior listed below is unacceptable on school campus.

Procedures for Dealing with Unacceptable Behavior

It is the teacher's responsibility to monitor the student's behavior and to intervene if this specific behavior may cause concern during the classroom and record this violation.

Level one	Level two	Level three	Level four
<ul style="list-style-type: none"> • Morning delay/ Late attendance • Causing chaos in the classroom and school (tampering with water - loud sound - tampering with devices - side talk with colleagues) • Eating food or drinks during class without permission • Continuous interruption of the teacher during explanation • Sleeping in class 	<ul style="list-style-type: none"> • Skipping classes • Non-compliance with school uniforms • Non-compliance with bus rules and regulations • Use of mobile phones or watches that perform the same mobile phone services during classes which must be handed over to the supervisor before class • Bullying or racial discrimination • Quarreling with colleagues and uttering inappropriate words • Damage to the classroom and school environment • Leaving the class or entering without permission • Failure to do homework. • Not bringing books or school supplies 	<ul style="list-style-type: none"> • Escaping from school during the school day • Destroying learning resources • Using foul or improper language with/Students/ teachers or staff • Possessing dangerous materials or toys inside the school (fireworks, colored gas sprays, etc.) • Physical violence with damage • Rejecting the administrative procedures issued against him/her • Faking signature of guardian 	<ul style="list-style-type: none"> • Possession, use or promotion of drugs • Possession or abuse of contraband (cigarettes -Sweika) • Abuse of manners with teachers, administrators and workers by beating • Gathering to harm others • Possession or use of weapons or any sharp objects (knives, etc.) • Bringing and publishing indecent material • Improper use of mobile phones • Filming and posting photos inside and outside the school • Imitating the opposite sex • Sexual harassment - Bullying



How does Hartford School Address Behavioral Issues?

1. **Students will receive a verbal warning** from the teacher if they commit a breach for the first time.
2. **Students will receive a written behavioral report** if the breach is repeated, and it will be forwarded to the guardian.
3. **Students who receive two behavioral reports will have their parents requested** to attend a meeting with the administrative coordinator to pledge to prevent the recurrence of such violations. A formal warning will also be issued.
4. If behavioral concerns persist after meeting with parents, the student will be referred to the wellbeing team to develop a targeted intervention plan.
5. **Students who continue to violate behavioral expectations will face suspension** ranging from one to several days, depending on the severity of the infraction.
6. **Students who incur two or more suspensions will receive a final warning** indicating possible non-renewal of registration for the following year.
7. **Students who accumulate five behavioral reports in one academic year may have their registration declined** for the subsequent year.

Disciplinary Sanctions Determined by the Disciplinary Committee

1. **Students will receive a verbal warning** with a record of the violation through the behavioral report.
 2. **Students will sign a written pledge** to correct their behavior.
 3. **Students may be pulled out of class** and required to complete extra worksheets.
 4. **Students may be assigned Break/PE detention.**
 5. **Students may be assigned after-school detention.**
 6. **Students may be deprived of a trip or participation in a public activity.**
 7. **Students' guardians may be required to sign a written pledge** to prevent further violations.
 8. **Students may receive first and second formal warnings.**
 9. **Students may receive an internal temporary suspension.**
 10. **Students may receive an external temporary suspension.**
 11. **Students may be suspended for 1 to 5 days**, depending on the violation.
 12. **Students who violate the code of conduct will not be allowed to participate in recreational trips.**
- **According to the school's disciplinary policy, students who use offensive language towards their peers will receive up to two- days suspension, and a three- days suspension if the language is directed at teachers.**
 - In case the student exhibits behaviors that disrupt the classes, the school reserves the right to temporarily prevent the student from attending school until a parent or guardian comes to the school.

Sanctions will be determined by the school administration according to the incident.



Student Behavioral Discipline Committee:

The members of the committee monitor's the behavior of the students enrolled with it, and these members meet periodically to discuss each case and make decisions based on determining the optimal method of interventions.

1. School Principal
2. Heads of Departments
3. Wellbeing Team
4. Head of Supervisor
5. Two members from the board of trustees.

No	Reviewed By	Position	Signature	Date
1	Mrs. Fatine Al-Najjar	School principal		Reviewed in August 2025
2	Mrs. Wadad Jihad Hamadeh	English Coordinator		
3	Mrs. Shaymaa Ali	Administrative Coordinator		
4	Mrs. Wigdan Khalil	Head of supervisors		
5	Mrs. Farah Rizk	Wellbeing Coordinator		

At H.A.S, the school administration reviews the behavior policy annually. This behavior policy is reviewed by the following members of the committee.

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Mission: Hartford American School works to provide a distinguished educational service to students and society, focused on preparing the educational climate to develop creative aspects of students to build a generation that maintains its values, absorbs the sciences of its time and is ready to take on responsibility in all majors and at all levels and care to conserve nature for next generation.



مدرسة هارتفورد الأمريكية

HARTFORD AMERICAN SCHOOL



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