



## INTRODUCTION

School is committed to adopt strategies and frameworks that recognize, reward and reinforce positive behavior, and shall not rely only on a set of rules and punishments for dealing with student misconduct. Schools shall consider the following important co-dependent factors for positive student behavior:

- **Heritage and culture:** a sense of the behavioral values and principles that address the UAE's culture and traditions.
- **Positive School environment:** a School environment that is welcoming, caring, safe, enriching, professional and respectful to students.
- **Management of student behavior:** by using role models from students' families, teachers and all other staff and through maintaining an effective and consistent system for shaping and managing student behavior appropriately based on age and gender.
- **Partnerships with Parents/Guardians and the local community:** active involvement of Parents/Guardians and strong community partnerships.

## STUDENT CODE OF CONDUCT

All students must respect the main code of conduct. Additionally, a School should add its own particular aspects to the code, which would apply while students are at School, or while participating and attending any School field trips and extra- curricular activities.

All students will comply with the following main rules:

- Comply with all School rules and instructions.
- Behave responsibly and not endanger the safety and welfare of others or self.
- Care for the facilities and property of the School and of others.
- Arrive at School and lessons on time and justify any tardiness and absences.
- Participate in promoting a positive School community image.
- Demonstrate a positive attitude and apply the very best effort toward learning.
- Behave responsibly so as not to disrupt the classroom or the learning of others.
- Commit to the heritage and culture of the UAE.
- Show respect to all members of the School community, and Parents/Guardians and other members of the local community.





## Managing Students' Misconduct

Schools shall use the appropriate guidance and disciplinary actions to encourage students to understand why their behavior is unacceptable and how to behave better in the future. In their response to incidents of student misconduct, Schools shall take into consideration the students' individual circumstances and personalities, including the social, emotional, and psychological factors that may underlie a student's behavior. Managing students' misconduct must be consistent with the following:

### DISCIPLINARY ACTIONS

To provide guidance to Schools in determining the appropriate progression of discipline, the students' misconduct into three levels, as follows:

**Level One** - Any behavior that results in disruption of the teaching and learning environment, which may include, for example: - Tardiness (lateness/unpunctuality).

- Unexplained absences. - Not bringing the necessary books and equipment to class.
- Incorrect School uniform (including sports uniforms).
- Disruptive behavior in classrooms and in School. - Breaking School rules including in classrooms, hallways, playgrounds and buses. –
- Defying orders from School management and staff. - Mocking others. - Disruptive behavior on School buses (e.g. vandalizing bus seats).

**Level Two** - Any behavior that results in severe disruption to the teaching and learning environment or that may cause harm to self or others and or property damage, which may include, for example: - Skipping classes or School.

- Sneaking into School after school hours without the presence of supervisors.
- Using abusive or inappropriate language toward peers and/or teachers.
- Fighting with other students and/or bullying them.
- Theft. - Vandalizing School property or the property of others.
- Using cell phones during School time without the School administration's permission. - Possessing or viewing pornographic or other inappropriate material.
- Cheating in exams or assignments.
- Providing false documents (e.g. forging Parents'/Guardians' signatures)
- Misuse or abuse of the School's IT systems.





**Level Three** - Any behavior that results in physical danger to others, or which violates applicable laws in the UAE, which may include, for example:

- Assaulting Teaching Faculty members, staff or members of the local community.
- Distributing (or participating in the distribution of) pornographic material.
- Willful damage to, or destruction of, School and personal property.
- Possessing or selling weapons or explosives.
- Using or promoting illegal drugs or substances in violation of public order and morals. - Exchanging any inappropriate materials, such as letters or photos.
- Committing major actions contradictory to public morals such as sexual assault.

**Banned Disciplinary Actions** - It is forbidden to use any of the following methods as disciplinary actions:

- All forms of physical punishment (see Policy (52)).
- Lowering or threatening to lower grades.
- Group punishment for an individual's misconduct.
- Imposing more School work.
- Mocking or insulting the student in private or in public.
- Preventing the student of using washroom facilities or consuming food.
- Staged Approach for Dealing with Willful or Persistent Misconduct
- Students should be given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviors

**Before Disciplinary Action** (e.g. warnings, written notices) is taken. Student misconduct shall be dealt with as follows:

- Firstly, the School shall provide counselling for the student, with a clear explanation, with reasons, of the changes in behavior that are required of the student by the School.
- Next, the School will put in place a strategy, with the appropriate monitoring and support, to address and correct the student's unacceptable behavior.
- If there is a need for further escalation of response, the School shall inform Parents/Guardians by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-School strategy. Parents/Guardians shall be required, at this stage, to sign an





undertaking to support the agreed strategy.

- Should the student continue to behave unacceptably, the School may suspend the student temporarily from School for up to five days and shall issue to the student and his or her Parent/Guardian a final warning.

**Final stage**, if the student fails to modify his or her behavior in accordance with the requirements of the School, the School may apply to the Council to transfer the student to another School or to permanently exclude the student concerned. In making an application to the Council, the School shall include evidence that all these stages have been followed.

## SCHOOL DISCIPLINARY COMMITTEE

Schools have a Disciplinary Committee to review and discuss student behavioral issues, provided that disciplinary actions by the committee must be fair and equitable to all students without exception.

All disciplinary actions will be appropriate to the student's age and the severity of the misconduct as per the levels identified in this policy. A transparent and fair appeals process for sanctions will be available to students and Parents/Guardians.

The School Disciplinary Committee shall keep a record of the disciplinary offences of each student and the actions taken in response. Schools, the Council and any supervisory authorities shall treat all information about students' behavior as strictly confidential.

When applying disciplinary proceedings, the school is forbidden to use all forms of physical punishment (policy 52); lowering or threatening to lower grades; detention during school day or after school day, group punishment for individual misconduct; imposing more school or homework; mocking or insulting the student in private or in public; and preventing the student of using washroom facilities or consuming food.

In making an application for transfer or removal, the school shall ensure that all the stages have been followed.

The school must form a School Disciplinary Committee to review and discuss student behavior issues, provided that disciplinary actions by the committee must be fair and equitable to all students without exception.

## STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

- Students with special education needs are required to follow the same rules and conduct as other students. However, any disciplinary action for a student with special education needs





must take into account the nature of the student's special education need and the Individual Education Plan for that student.

- Students with special education needs must not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.
- The implementation of a School code of conduct must not generally differentiate between students with special education needs and other students.
- The school must take into consideration before taking any disciplinary action against a student with special needs of special educational needs of individual students and plan.
- Students with special education needs must not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.
- The school must conduct policy without discrimination between students with disabilities and other students.
- The document "Abu Dhabi Education Council Guidelines for Managing Student Behavior in Abu Dhabi Schools" provides additional details and guidance on all guiding principles mentioned in this policy.

## EFFECTIVENESS AND REVISION DATES

This policy was in effect from 1<sup>st</sup> May 2018 as Student Behavior Management Policy and revised on 1<sup>st</sup> May 2020 as Student Behavior Management Policy. It will be renewed in March 2024.

