



# المدرسة الهندية العالمية الخاصة INTERNATIONAL INDIAN SCHOOL


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## BEHAVIOUR MANAGEMENT POLICY 2025-2026

**Ratified: April 2024**

**Next Review Date: April 2026**

### Policy Responsibilities and Review

<b>Policy Type</b>	<b>School</b>
<b>Reference</b>	<b>MOE Code of conduct 2018</b>
<b>Related Policies</b>	<b>Anti Bullying policy, Child Protection Policy, Cybersafety and security policy</b>
<b>Review Frequency</b>	<b>Annually</b>
<b>Committee Responsible</b>	<b>SBMC</b>
<b>Chair Signature</b>	 <b>PRINCIPAL</b> <b>Ms. Qurat Ul Ain</b>

### **Policy Purpose**

International Indian School Ajman promotes a safe, secure and happy environment for the students by inculcating and nurturing the values of courtesy, respect and tolerance. We believe that it is important to encourage children, adults and staff to behave in a caring, co-operative and self-disciplined manner. We expect all the members of our school to develop a clear sense of right and wrong and care for themselves, others and their environment. We believe that every adult must help to create pupils who are in the habit of self-restraint and self-regulation. Good behaviour is not merely the absence of poor behaviour but involves pupils flourishing as learners and as human beings.

We believe that praise and positive reinforcement are the most important elements of behaviour management and children who display appropriate behaviour must be encouraged and rewarded. Absolute consistency, clarity, and social norms are keys to any good behaviour policy. Therefore, we never overlook or fail to act when rules or routines are broken, no matter how time-pressured things are.

### **Goals**

The behaviour management policy aims at:

1. Building student positive behaviour in the school community
2. Promoting and encouraging positive conduct and limiting violations and negative behaviour
3. Providing a suitable educational environment to achieve the principle of comprehensive education
4. Applying the principles and culture of encouraging and caring in society to minimise negative behaviour.
5. Promoting student and parent awareness of their obligations to keep self-control and good behaviour
6. Providing a regulatory reference to deal with student behaviour
7. Guaranteeing execution of proper mechanisms to tackle and protect from problem and behaviour violations
8. Requalifying violating students behaviourally and educationally

### **Monitoring and Review**

- The Policy will be reviewed by the School Behaviour Management Committee and will be amended as per the approval by the Chair of the committee.
- The application of the policy will be monitored by the SLTs.
- Term-wise review of incidents will be carried out to update the existing policies.

### **School Behaviour Management Committee**

<b>Committee Position</b>	<b>Name of the Staff</b>	<b>Designation</b>
Chairperson	Ms. Qurat Ul Ain	Principal
Vice Chairman	Mr. Manzar Alam	Vice Principal
Heads of students' Affairs Unit	Mr. Jayakrishnan	Section Heads

	Ms. Jagrita Mazumdar Ms. Diana Ms. Vinu Ms. Aashiya	
Academic Advisor	Mr. Naisam Muhammed	PE HOD
Members & Administrators	Ms. Sudheesha Rahul  Mr. Shamjith K Ms. Ashfina Ms. Aswani	Special Educator, HOD Inclusion & Wellbeing Counsellor School Psychologist Social Worker
Safety Officer	Mr. Fayid Muhammed	Admin Officer
Teacher Representatives	Ms. Preeshy Ms. Sarika Ms. Ranzia Mr. Sajjad	Teacher Teacher Teacher Arabic Teacher
Parent council Representatives	Ms. Soumya Anoop	Parent Council Member
Student Council Representatives	Johan John Aysha Azmin	Discipline Secretary

### Scope of Application

It consists of two levels.

1. The Behaviour Management Policy applies from KG to Grade I2.
2. The MOE code of conduct and related procedures are specifically applicable from Grade 3 to Grade I2.

We believe that praise and positive reinforcement are more effective in nurturing good behaviour. Outstanding behaviour from the students is expected at all times, held in high regard by all, and constantly promoted and rewarded.

All the staff and students of IIS Ajman are expected to adhere to the core values of the school.

- Inclusivism
- Justice
- Dignity
- Transparency
- Accessibility
- Pursuit of Excellence

## **General Guidelines**

- At the start of the day, children should enter the building quietly and make their way to their designated classroom.
- Punch in and Punch out of RFID is mandatory for both bus and other transport students.
- ID cards should be worn daily by all students and no masking of the ID card details is allowed.
- In case an ID card is lost, the student should purchase it on the next day.
- The students and teachers should greet each other at the beginning and end of each class in a respectful manner.
- The students should be ready with the next-period books and start reading the textbook before the teacher arrives. The class representative will monitor the same. (Grade 4 to I2)
- During a class discussion, children can actively be involved by putting their hands up to offer ideas.
- When a given task has been completed, the child should notify the class teacher and await further instruction. Children do not leave their seats without consent from a member of staff.
- Get permission and a pass before leaving the Classroom.
- At the end of the day ensure their space is tidy and all items are in their correct places.
- Sleeping inside the classroom is not permitted. In case of medical issues, the students will be directed to the school clinic.
- If any student wishes to bring sweets on their birthdays, it is allowed to distribute only to his/her classroom.
- Colour dress is allowed from KG to Grade 4 on birthdays.
- Colour dress is allowed to wear on occasions as per school discretion(KG to Grade I2).
- Class parties will be conducted only once at the end of the academic year.
- The students will be allowed to rotate their seating positions as per the teacher's instruction.
- Students should not bring and sell any items inside the school premises and school transport.

Students are expected to follow the behaviours given below throughout.

1. Respect yourself and others.
2. Try hard and do your best.
3. Listen and do as you are asked.
4. Be honest and do the right thing.

## **Movement around School**

- Arrive at school on time each day. Quietly enter the classroom and start your morning tasks.
- Put up your hand and ask politely if you need to use the washroom.
- KG to Grade 4 students will be escorted by supporting staff(during regular periods)/duty teacher/assistant teacher(break time).
- Line up quietly to move around school.
- Walk on the right side at all times.
- Children should line up quietly, facing the correct direction

- A member of staff will lead the children at the front of the line and when possible, another member of staff will position themselves at the end of the line.
- Children will walk slowly and quietly, one behind the other and should maintain the straight line including arrival, break time, language class, PE period, dispersal and wherever required movement.
- Children and staff should remain on the right when moving around the building.
- If a child requires a staff member's attention while lining up or transitioning around the school, they will raise their hand and be spoken to when appropriate.
- If children are transitioning around the school alone (e.g., to go to the bathroom or lockers) they should walk sensibly and silently.
- When transitioning around the school to go to an assembly, children should follow the above protocols and will be directed where to stand and sit by a member of staff. When directed to sit down, the children are expected to remain silent whilst waiting for the rest of the school to arrive.
- During PE, Music, Art, Karate, Yoga, Farming and Dance classes the faculty will escort the children to and from the class.
- No student is allowed to visit any other class without teacher permission.
- No sharp objects, pencils, or pens, or markers should be carried by the students while going to the washroom and moving outside the classroom.

<b>Uniform and Dress Code</b>
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- 1. Students must wear Ironed and complete uniform as prescribed by the school.
- 2. Students are not allowed to wear any dress which is not part of the prescribed uniform.
- 3. Ornaments [rings, bangles, chains, anklets, decorative earrings] are not to be worn in any case.
- 4. Prescribed school scarf to be worn on all days (For students who wear hijab).
- 5. Nails should be trimmed.
- 6. No exchange of gifts among the students.
- 7. Students should refrain from giving valuable gifts to teachers.
- 8. Students should refrain from celebrating teachers' birthdays.
- 9. Students are not supposed to wear any type of caps/hats inside the school premises.
- 10. Inexpensive watches may be worn, it is the responsibility of the students to take care of their belongings.

### **Boys**

- a. Are expected to have a tidy conventional hairstyle.
- b. Hair must be neatly trimmed and combed. The students who already have a professional modelling contract with any organization, the parents need to submit the request document to the school authority for review and decision.
- c. Hair wax or hair gel is not permitted.
- d. Hair must be of a natural color.
- e. No earrings for boys are permitted.

## Girls

- Must tie their hair for reasons of health, safety and hygiene. Hair must be tied in one plait with PE and two plaits with regular uniform, it can be one pony for short hair (KG to Grade 12)
- Plain Black Hair bands are allowed.
- Parents should make sure your ward's hair is free from excessive head lice.
- Studs, small earrings are permitted for girls only.
- No jewelry is allowed in school.
- Make up - Nail extensions, false nails or wearing of coloured polishes are not permitted on fingers. Regular monitoring and weekly round search will be followed. Henna, tattoos and coloring of hair are not permitted.
- No VISIBLE make-up is allowed in school. Students wearing it will be required to remove it.
- No hair color to be used and hair should be braided. No hair extensions or wigs allowed.

## Discipline

- Any kind of damage to school property will have to be compensated.
- Students should be well behaved in the bus and follow instructions, they should not litter in the bus.
- Misbehaviour with other students, bus conductors and drivers are not allowed and will be dealt strictly as per SBMP.
- Any objectionable behavior observed or reported inside the school premises will make the student liable for disciplinary procedures in accordance with school regulations.

## Eating etiquette

- We encourage all the students to use steel tiffin boxes and appropriate water bottles. The school encourages parents to send healthy food for their children's lunch.
- "Stay hydrated" programme will be held two times a day to encourage water drinking habits from KG to Grade 4.
- It discourages parents from sending processed snacks and drinks.
- Children will be allowed to eat only during the break time.
- Keep hands and feet to self and maintain personal space.
- Practice good table manners.
- Use a normal talking voice.
- Keep your area clean.
- Listen and follow the instructions of the teacher.

## Playground

### The students are expected to

- Use equipment properly.
- Follow all equipment rules.
- Freeze when the whistle is blown.
- Walk to the classroom in line.
- Wait in line calmly.
- Walk on the right.
- Be a good sports person.
- Share equipment.
- Wait for your turn.
- Follow the school rules while playing.
- Play approved games.
- Return equipment properly.
- Listen and follow the directions of PE teachers.
- Help others.
- Get along with others.
- Take responsibility for your actions
- All students should attend PE period without fail.
- The students with medical reasons need to be sent to the clinic.
- Those students with physical conditions which hinder participation can sit and monitor the sports.
- Students should not remove their shoes while attending PE.
- Students without PE uniform and PE shoes will not be part of the PE lessons.
- Students should be escorted by the PE teachers to and from the Playground.

## Break time

1. Students should not run and should move safely and right.
2. Students should be seated in the designated area/classrooms while eating.
3. Students should stand in a queue while buying snacks at stalls/counters.

4. When students need to hand over the food to their siblings in other sections, they should enter with permission of the section head.

#### **Furniture**

- No writing, scribbling, or drawing should be allowed on the furniture, bathroom doors, and other school equipment.
- No student is allowed to sit on the table, window pane, etc.
- Any damage to school property will result in penalties.
- If found violating any of the above rules, we will take strict action.

#### **Use of Mobile Phones and other electronic devices.**

Students are not permitted to use mobile phones, all sorts of cameras, including instant and digital, tablets, and laptops on school premises, school transport, and school-related external events. Any student using a mobile phone and other devices mentioned above will have it confiscated immediately and released only to the parents/carers. In case any incidence of unacceptable photography by the student is reported, the school has the right to check and delete the contents in the presence of the student/parent.

#### **Online Media Presence**

Students are not permitted to make reference to the school, staff, or students in social media, for example, TikTok, YouTube, Facebook, Instagram, Snapchat, etc. This includes comments, photographs, and naming members of International Indian School Ajman. Any student found to have posted material online that refers in any way to International Indian School Ajman will be at risk of permanent exclusion and legal action as per UAE rules.

#### **Confiscating Items**

Banned items brought into the school by students may be confiscated by a member of staff and returned later to the parent/carer.

Prohibited items are knives and weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, e-cigarettes and vaping devices, fireworks, pornographic images, and any article that has been or is likely to be used to commit an offence, cause personal injury, or cause damage to property.



Banned items include excessive items of unhealthy food and drink, chewing gum, lighters, matches, and items that are not school uniforms, such as hoodies, mobile phones, and other electronic devices. From time to time, certain items not listed here may be deemed to be banned by the principal if they reasonably pose a threat to the safety and wellbeing of students or the good order of the school.

School staff can confiscate any prohibited item found as a result of the search. School staff can also confiscate any item they consider harmful or detrimental to school discipline. School will not be liable for any items that are lost following confiscation; all items are brought into school at the parent's risk.

#### **OT dispersal**

- The students should move to the designated OT room as per the instructions by the teacher.
- The students should not roam anywhere.
- The students should be seated inside the OT room with proper discipline.
- The students are not allowed to stand near the door and sit on the table.
- The students are not allowed to damage any items in the designated OT room, and if found, they will be dealt with strictly.
- The guardians need to come to the designated OT rooms to pick their wards. Parents are required to pick up their ward personally; in case the parent is not able to pick up their ward, relatives can be considered (with a valid ID).
- The parents should send an official email or message to the section head for sending OT students in a taxi or with another parent. (Emergency situation)
- Early dispersal students will be notified by the section head and should reach the reception only if accompanied by a supporting staff.
- On regular school days, no student is entertained to be on school premises after 3'o'clock.
- Walking tags will be issued only for the students who are walking with parental request and undertaking.

#### **Library, Karate,Labs,Music,Yoga,Farming**

- All students will be escorted by the respective teachers to and from the classroom.
- The students must keep silent inside the library.
- The students must be careful while using the materials and equipment inside the activity rooms.

#### **Internal /External Events**

- The students must keep the decorum throughout the period.
- The students must follow school uniform rules and electronic device non-usage guidelines. In case gadgets are required for external events, the proper approval from the principal/Vice Principal must be taken on prior notice.
- The students must follow the instructions given by the allocated staff in charge.
- Any disciplinary issues found will be dealt with as per SBMP.

### **Bus dispersal**

- The students should disperse from the class at a given time.
- The students should follow the assigned line to the school playground.
- The students should directly board the bus and are not permitted to roam around.

### **School Clinic Guidelines**

- The students will be accompanied by supporting staff to and from the clinic.
- The high school students (for minor ailments) should carry clinic slips for clinic access.
- The school nurses will notify the parents in case of emergency and other medical advice required. The students are not allowed to converse with parents over the phone from the school clinic.
- The section heads will notify the parents in case the injury is due to disciplinary issues.

### **Clubs**

- The students are encouraged to participate in various activities under the assigned clubs.
- The students must follow the instructions given by the club mentor during the club activities.

### **REWARD AND SANCTION POLICY**

- Regular praise by teachers
- Appreciation note for the students KG-Grade 12 in the diary by Academic Staff
- Star of the Week for overall performers of the week (KG to Grade 4)
- Recognition of high percentage of attendance students, class and section.
- Subject HOD's appreciation certificate for exemplary/out of box performance in subject.
- Section Head's/Vice Principal's/Principal's Appreciation Certificate for exemplary behaviours.
- Certificate for best handwriting.
- Certificate for Recognition of students who are actively involved in community volunteering programs outside school.
- Certificate for Recognition of Students with Prosocial Behavior and Pro Environmental Behavior
- Certificate of Cleanest Award
- Exemplary behaviour score in behaviour subjects

### **Monitoring Squad**

- The school has a monitoring squad to carry out searches randomly for ensuring the proper discipline of the students.
- It consists of PE Faculty, Student Council members and designated section teachers.

### Student Wellbeing Team

- The school has a student wellbeing team to ensure the safety, security, protection, wellbeing and welfare of all students.
- It consists of the Child Protection Officer, School Counsellor, School Psychologist, Social Worker, Special Educator, HOD CSE, School Doctor, School Nurses and Student Wellness Coordinators.

## KG TO GRADE 2

### The general Procedure to deal behavioural issues in KG to Grade 2

#### Minor & Major Cases

Upon committing	<ul style="list-style-type: none"><li>● Guidance session by class teacher / Subject teacher.</li></ul>
First Repetition	<ul style="list-style-type: none"><li>● Diary Documentation by class teacher</li><li>● Verbal warning by section head.</li></ul>
Further Repetition	<ul style="list-style-type: none"><li>● Parental Communication (Phone call, Email , Face to face).</li><li>● Referral to CSE department.</li><li>● Case study by social worker/Counsellor</li><li>● Referral to external agencies if required.</li></ul>

**In case of very serious issues, the case will be briefed to the parent upon committing and will forward to the Principal.**

## GRADE 3 TO I2

### Conduct as a school subject from Grade 3 to I2

Under the MOE code of conduct, a student's conduct at school is a subject, which reflects his scores in terms of morals and behaviour. It is like other subjects, subject to pass/fail evaluation. Conduct total grading points are 100, and granted based on the following two principles:

- **Positive conduct:** it is expected from all students to have positive behaviour without violations. A score of 80 percent for positive conduct will be allocated automatically to each student at the beginning of every term. In case of committing a violation, the proper procedure will be taken and penalty points will be deducted from that score according to the type of violation.
- **Excellent conduct:** it reflects great practices made by the student. A score of 20 percent is allocated for excellent conduct.

The minimum expected score in conduct is 60 percent. Students will be granted the chance to restore deducted points during the year by obtaining an excellent conduct score or complying with positive conduct requirements.

Outside school

Any student who is involved in any act that is defaming the school will be dealt with strictly.

Deduction from the conduct scores will be based on the type of violation as follows:

1. First-degree (simple) violation: 4 points will be deducted.
2. Second-degree (fairly dangerous) violation: 8 points will be deducted.
3. Third-degree (definitely dangerous) violation: 12 points will be deducted.
4. Fourth-degree (severely dangerous) violation: student will fail.

#### **FIRST DEGREE OFFENCES (SIMPLE OFFENSES)**

##### **4 MARKS SHALL BE DEDUCTED FOR EACH OFFENSE**

<b>Offense No.</b>	<b>Description</b>
I.1	Being repeatedly late to the morning parade or failing to participate therein without an acceptable excuse
I.2	Failing to attend classes on time repeatedly without an acceptable excuse.
I.3	Non-compliance with the school uniform or the school sports uniform without an acceptable excuse.
I.4	Overgrown hair for boys or bizarre haircuts for boys and girls.
I.5	Not bringing the books and school kits without an acceptable excuse.
I.6	Non-compliance with the positive behaviour rules inside and outside the classroom, such as: keeping calm and disciplined during the class time and making inappropriate sounds inside or outside the classroom
I.7	Sleeping during the class time or formal school activities with no justification (after making sure of the student health status).

I.8	Eating during the class times or during the morning parade without justification or permission (after making sure of the student health status).
I.9	Non-compliance with presenting homework and assignments given to him/her in a timely manner.
I.10	Misuse of the electronic devices such as tablets etc., during the class, including playing games and using headphones inside the classroom.
I.11	All of what is similar to these offenses as per the discretion of the Behaviour Management Committee.

#### ONLINE LEARNING- MINOR BEHAVIOURAL OFFENSES

Description
➤ A delay of 10 minutes or more from the beginning of a distance learning class when broadcasting live without an acceptable excuse.
➤ Wearing clothes that violate public decency and morals while attending the period when broadcasting the distance learning period live.
➤ Private conversation or discourse that are not related to study and hinder the course of the lesson during the live broadcasting of the distance learning period.
➤ Ridiculing the teacher or a colleague during the distance learning period.
➤ Eating while attending a distance learning period.
➤ Adding any unauthorised program, including programs that are shared and free programs.
➤ Using the microphone feature, camera or chat without prior permission from the teacher.
➤ Playing games(except with the express permission of the teacher because it is an educational necessity linked to the lesson).

➤ Misusing rights and tools available through Microsoft Teams.

#### **Mechanism of dealing with First Degree Offenses**

<b>Repetitiveness</b>	<b>Deducted Mark</b>	<b>Action</b>
Upon Committing	None	<ul style="list-style-type: none"> <li>● Teacher shall give verbal warning and directions.</li> <li>● Documenting the offense and the action taken in coordination with the administrator in charge (academic advisor, counsellor, social worker, head of students' affairs unit, Vice principal or School Principal).</li> </ul>
First Repetition	None	<ul style="list-style-type: none"> <li>● The head of the students' affair unit shall issue a written warning and document the offense.</li> <li>● Counselor/Socialworker shall inform the parent/guardian in writing.</li> </ul>
Second Repetition	2 marks	<ul style="list-style-type: none"> <li>● Referring the student to the social worker/counselor.</li> <li>● The social worker shall summon the student's guardian.</li> <li>● Signing an undertaking not to repeat the offense again by the student's guardian and informing them of the marks deducted.</li> </ul>
Third Repetition	4 marks	<ul style="list-style-type: none"> <li>● Social workers shall summon the guardian on the day next to the offense date.</li> <li>● The head of students' affairs unit shall issue a written warning for the student and his/her guardian in case no response is made.</li> </ul>

**SECOND DEGREE OFFENSES (MEDIUM SEVERITY OFFENSES) 8**

**MARKS SHALL BE DEDUCTED FOR EACH OFFENSE**

<b>Offen se No.</b>	<b>Description</b>
2.I	Not attending the school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams.
2.2	Getting in or out of the classroom during the class time without permission.
2.3	Not attending the school activities and events without an acceptable excuse.
2.4	Inciting, quarrel, threatening or intimidating peers in the school.
2.5	Acting in a manner contradicting the public morals or the public order at the school and with the values and traditions of the society, such as intimidating the opposite sex in terms of clothes, appearance, haircuts and use of makeup.
2.6	Writing on the school furniture or school bus seats. Tampering with the alarm bell or the lift.
2.7	Bringing mobile phones or misuse any means of communication.
2.8	Verbally abusing or insulting students, staff, or visitors of the school.
2.9	Smoking or possessing the relevant kits inside the school campus.
2.I0	Refusing to respond to the instruction of inspection or to hand over the banned materials.
2.II	All of what is similar to these offenses as per the discretion of the Behaviour Management Committee.

**ONLINE LEARNING- MEDIUM SEVERITY BEHAVIOURAL OFFENSES**

<b>Description</b>
➤ Absence from a single school day (via distance learning ) without an acceptable excuse.

➤ Inciting students not to attend periods, threatening or intimidating them, and not attending periods in distance learning platforms.
➤ Creating quarrels between students, whether visual or written, by broadcasting via synchronous and asynchronous distance learning platforms.
➤ Not responding to the rules governing the lessons.
➤ Misusing school computers during or after the completion of distance education periods.
➤ Engaging in audio and video communication with the rest of the students for non-educational purposes after the end of the official period time, be it on or off school premises.
➤ Using e-mail or social media to reveal information of a personal nature.
➤ Removing the teacher or students from the group that leads to blocking the course of the lesson, teacher's work and other students' rights.
➤ Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user.
➤ Abusing or insulting official visitors during periods during the live broadcast
➤ Smoking while attending the distance learning period or possessing any smoking paraphernalia while attending the period.

#### **Mechanism of dealing with second degree offences**

<b>Repetitiveness</b>	<b>Deducted Marks</b>	<b>Actions</b>
Upon committing	4 marks	<ul style="list-style-type: none"> <li>● Issuing the first written warning and instructing the student to sign an undertaking not to repeat the offence, as per the FormNo.9 by the head of students' affair unit.</li> <li>● The social worker shall study the case file of the student.</li> <li>● The head of students' affair shall summon the student's guardian on the day next to the offense date and ask them to sign an agreement for reforming his son's/daughter's behaviour.</li> <li>● Monitor the student's behavior and provide guidance</li> </ul>



First repetition	8 marks	<p>sessions for him/her.</p> <ul style="list-style-type: none"> <li>● SBMC shall meet upon the instructions of the committee administrator and decisions shall be implemented on the day next to the offence date.</li> <li>● The committee shall have the student temporarily suspended for maximum of two days and assign him/her with study assignments inside the school.</li> <li>● Issuing the second warning to the student and his/her guardian.</li> <li>● Implementing a set of strategies for reforming the student's behaviour.</li> </ul>
Second repetition	8marks	<ul style="list-style-type: none"> <li>● SBMC shall meet immediately and take the proper decision.</li> <li>● Suspending the student for 1-3 days and assigning him/her with a study assignment inside the school. ● Requesting the support of an agency concerned with behaviour for studying the case file.</li> <li>● Issuing the final warning for the student and his/her guardian.</li> <li>● Transferring the student to another school as a disciplinary action; if he/she does not reform his/her behaviour and putting him/her under continuous observation.</li> </ul>

### **THIRD DEGREE OFFENCES (GRIEVOUS OFFENCES)**

#### **12 MARKS SHALL BE DEDUCTED FOR EACH OFFENCE**

<b>Offense No.</b>	<b>Description</b>
3.1	Various types and forms of bullying.
3.2	Copying or reproducing the assignments, reports, researches or projects and taking credit for them.
3.3	Getting out of the school without permission or absconding during the school day.

3.4	Attempting to defame peers and the school staff via social media or abusing them.
3.5	Impersonating others' personalities in the school, transactions, or forging the school documents.
3.6	Destroying or seizing the school furniture, tools and vandalism.
3.7	Tampering with or destroying the school buses, causing harm to the driver, supervisor or the other road users.
3.8	Assaulting others in the school, without causing any injuries to the victim.(corporal abuse).
3.9	Driving a private car recklessly inside or around the school campus and not following the security and safety instructions.
3.I0	Capturing, possessing, publishing or disseminating photos of the school staff / or students without their permission.
3.II	All of what is similar to these offences as per the discretion of the Behaviour Management Committee.

### **ONLINE LEARNING- SERIOUS BEHAVIOURAL OFFENCES**

<b>Description</b>
➤ Using the initiative's communication and information technology to insult, curse, threaten with violence, slander, or blackmail in a deliberate and repeated manner via any digital platform.
➤ Participating in unofficial mailing lists bulletins within the distance education initiative and posting information about teachers and students without permission.
➤ Posting about the initiative through social media.
➤ Divulging other students' personal information, including home addresses and phone numbers.
➤ Searching for information, obtaining specific copies, or modifying files and other data or passwords belonging to other users on the network.

➤ Entering and using the account of another teacher or student with or without his/her knowledge or consent.
➤ Destroying, modifying or misusing devices or software in any way.
➤ Tampering, removing, requesting the removal of, or intentionally causing damage to any devices, software and hardware.
➤ Installing or downloading softwares or products that might harm the device or the network.
➤ Using any camera (available as part of or as an add-on to certain devices) for personal use, or sharing photos or any information about any of the students, parents, employees or any other person without their explicit consent.
➤ Using educational content to photograph and recording conversation between students and posting them without their permission.

#### **Mechanism of dealing with Third Degree Offences**

<b>Repetitiveness</b>	<b>Deducted Marks</b>	<b>Action</b>
Once Committed	12 marks	<ul style="list-style-type: none"> <li>● Suspending the student immediately (inside the school campus).</li> <li>● SBMC shall meet on an immediate basis to take the proper decisions.</li> <li>● Decision to refer the student to the concerned agencies (such as behaviour reform agencies), for the first time, for a period not more than 3 weeks.</li> <li>● The social worker shall summon the student's guardian immediately and ask them to sign on the warning and the decision.</li> <li>● The social worker shall follow up and receive the report of the student's case development by the concerned agencies( such as behaviour reform agencies).</li> <li>● Suspending the student immediately until the investigations end (outside the school campus).</li> <li>● SBMC shall meet on an immediate basis to make the</li> </ul>

When repeated		<p>proper decisions, in respect of the student suspension until the end of the term and transferring him/her to behaviour agencies.</p> <ul style="list-style-type: none"> <li>• The social worker shall summon the student's guardian immediately and present the committee's decision to them.</li> <li>• The Social worker shall refer the student to the concerned agencies(such as behaviour reform agencies for the second and last time.)</li> <li>• If the student fails to reform his/her behaviour; then he/she shall be transferred to another school as a disciplinary action under a decision by the assistant under secretary of school operations for the public schools or by the assistant under secretary for Control for the private schools.</li> </ul>
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**FOURTH DEGREE OFFENSES (HIGHLY GRIEVOUS OFFENSES) FAILURE**

**IN THE SUBJECT/20 MARKS SHALL BE DEDUCTED FOR EACH OFFENSE**

Offense No.	Description
4.1	Using the communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others.
4.2	Possessing or using arms blade weapons, or their equivalent inside the school.
4.3	Committing sexual assault inside the school, on the bus, or during activities.
4.4	Assaulting others in the school and causing injuries to the victim (corporal abuse).
4.5	Systematic theft or (Pre-planned) covering up theft.

4.6	Bringing, possessing, presenting or promoting information or electronic materials that are unauthorized and inconsistent with the values, morals, public order and public decency.
4.7	Sexual harassment inside the school, on the bus or during activities is prohibited.
4.8	Leaking exam questions or engaging in any way with such activities is prohibited.
4.9	Setting fire to the school campus.
4.10	Abusing political, religious, or social figures in the UAE is prohibited.
4.11	Possessing, bringing, promoting or using narcotics, medical drugs, or psychotropic substances inside the school or the school bus, or being under the influence of narcotics, non-prescribed medical drugs.
4.12	Disseminating or promoting ideas or beliefs on extremism, blasphemy or atheism, or the ones harming the political and social regulations of the society.
4.13	Disdaining divinely revealed religions or stirring sectarian strife in the school.
4.14	All of what is similar to these offenses, which are considered as legally punishable offenses, as per the discretion of the Behaviour Management Committee.

#### **ONLINE LEARNING- VERY SERIOUS BEHAVIOURAL OFFENSES**

<b>Description</b>
➤ Creating or opening hyperlinks or any associated files unless they are sent from a trusted source.
➤ Using montage software that can produce unreal and fake content and circulating it on social media.

➤ Using the network to develop programs that harass users or to penetrate or destroy other people's accounts and devices.
➤ Establishing networks or network connections to make live communications including audio or video (relay chat) without prior formal permission.
➤ Publishing, creating, exchanging or promoting malicious or suspicious software.
➤ Inundating email accounts or applications used for distance education with high electronic data flow, stopping them working, disabling them or destroying their contents.
➤ Intentionally capturing or intercepting any communication without authorization through the information network used for distance education.

### Mechanism of dealing with Fourth-degree offense

Fourth degree (highly grievous offenses)	Upon committing	<p>The school Principal, his / her deputy, or the behaviour officer shall notify the Legal Affairs Department of the Ministry and the concerned agencies, once the offense is committed.</p> <p>2. Notifying the student's guardian of the matter and suspending the student on an immediate basis until the investigations end for a period not later than 2 business days.</p>	<p>The school Principal, his / her deputy or the behaviour officer shall report any offense once committed, without prejudice to the fact that everybody shall be held accountable; if such offense is not reported.</p> <p>- The Behaviour Management Committee's functions shall include the following:</p> <p>I. Deciding to deem the student as failed in respect of the behaviour subject or expelling him / her according to the severity of the offense</p>
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		<p>Suspension period may be extended until the end of the legal investigation under a decision by the undersecretary of</p> <p>Failing in academic affairs for the behaviour public (general) subject or education.</p> <p>final or</p> <p>3. The Behaviour expelling Management the student Committee shall meet on an immediate basis to refer the matter, through the submission of an explanatory memorandum together with the evidence on the offence committed, to the undersecretary of academic affairs for the general education or the person he nominates, who shall make a decision to refer that case to the concerned agency in coordination with the Legal Affairs Department.</p> <p>4. Seizing the tools used in committing the offence once it occurred, in order to</p>	<p>he / she committed.</p> <p>2. Preparing a memorandum, with which the relevant evidences are attached, and submitting it to the undersecretary of academic affairs for the general education.</p> <p>3. Instructing the academic advisor/social worker to follow up the other procedures in accordance with his / her role and duties stated herein.</p>
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		hand them over to the security authorities.	
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**Notes:** Any breach of these rules (third and fourth-degree online offences) may lead to procedures ranging from withdrawing the user's right to log-in or monitoring the use of the service or terminating his/her use of the service or both with retroactive effect. In some cases, it may lead to facing criminal charges, and there will be disciplinary procedures in case of breaching these conditions and rules.

### EXEMPLARY BEHAVIOUR

Exemplary behaviour of learners falls under three main domains with their standards. These are measured through several indicators according to which the student is evaluated and given the appropriate grades as shown in the following table:

Sl.no.	Indicators
1	Committed to school systems and policies within the classroom and the school, and during the external activities of the school on a permanent and continuous basis.
2	Respects the feelings of peers, takes care of their news, and continuously offers to help them.
3	Encourages others to cooperate and collaborate, proposes solutions to involve others and invites them for teamwork on an ongoing basis.
4	Takes care of his/her own attire and his/her personal hygiene on an ongoing basis without needing a reminder.
5	Demonstrates a clear awareness of the importance of healthy eating in his/her choices, practices sports continuously in the school, seeks to lead food awareness campaigns, and initiates innovative ideas to support healthy lifestyles.
6	Attendance is at least 98% and the student is always punctual to school and lessons.



7	Is honest and has good character which can be testified by his/her colleagues, teachers and staff.
8	Demonstrates moderation and tolerance and reflects these in his/her behaviour through attitudes and activities that demonstrates his/her ability to understand others, listens to them and to understand their positions
9	Participates in a range of cultural activities leading to the promotion of values of belonging and national identity.
IO	Initiates extracurricular activities and projects to learn about other cultures and compares them to his/her national culture.
II	Represents the school in social events throughout the school year.
I2	Participates in the student council activities, teams, volunteer work or other school initiatives which have a positive impact on the school community as a whole.
I3	Participates in meaningful community activities during vacations.
I4	Is independent and can lead initiatives and projects of important social benefits.
I5	Proposes innovative/ creative solutions for the public good in his/her school community or solves problems
I6	Implements ideas and activities individually or collectively to conserve energy and natural resources and to maintain their sustainability inside and outside his/her school environment.

### **BEHAVIOUR CONTRACT**

I acknowledge that I have read and comprehended the guidelines of the school's behaviour management policy, and I promise to work with the school to successfully implement it.

**Signature of the Parent:**

**Signature of the Student :**