

School Behaviour Policy

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Introduction:

The UAE Vision 2021 National Agenda aims to make the UAE the safest place in the world.

Therefore, it seeks to reinforce its citizen's sense of security and achieve leading positions in the areas of security, emergency preparedness, reliability of police services.

Furthermore, the National Agenda reinforces the importance of a fair and active legal system that guarantees the rights of individuals and businesses, and makes the UAE's judicial system among the most efficient in the world.

Policy:

The School Disciplinary Committee reviews and discusses student behavior issues, provided that disciplinary actions by the committee is fair and equitable to all students without exception and they are driven from the UAE vision 2021 National Agenda. All disciplinary actions are appropriate to the student's age and the severity of the misconducts per the levels identified in the policy.

The school's Disciplinary Committee shall keep record of the disciplinary offences of each student and the actions taken in response, on the E-sis system, including uploading all supporting reports for all offenses and actions taken. The School, ADEK and any supervisory authorities shall treat all information about students' behavior as strictly confidential. The school must adopt strategies and frameworks that recognize, reward and reinforce positive behavior and shall not rely only on a set of rules and punishments with dealing with student misconduct.

Levels of Misconduct


Level 1:

Behavior that causes disruption of teaching and learning

- 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 the school
- Breaking the school rules including in classrooms, hallways, playgrounds and buses
- Defying orders from the school management and staff.
- Mocking others
- Disruptive behavior on the school buses (e.g. vandalizing bus seats)

Level 2:

Behavior that causes greater disruption of teaching and learning than what is described in level one behavior.



This level covers student behaviors that may lead to physical and mental harm to another person or may lead to property damage.

- 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. (e.g: tables, computers, books)
- 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 3:

Behavior that endangers or otherwise threatens the safety of fellow students, school staff and/or other people. Behaviors in Level 3 are, at times, also violations of UAE Laws

- 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

Disciplinary Action for Misconduct

Student misconduct shall be dealt with as follows:

For Level 1 misconduct, the teacher provides a verbal recognition of the misbehavior, then he/she takes note of the incident in a student report which is available at floor supervisors' desks; after that, he/she provides a verbal reminder of proper conduct. Teachers are not allowed to remove students from the classroom.

For level 1 misconduct:

Students can be removed from the class if they continue the misbehavior after two verbal warnings, and social workers conference.

- Students get two verbal warnings
- In case of continuation of misconduct , teacher should report the student to social worker
- Social worker holds correction conference with student
- Call for parents' conference. The School should 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.
- The student continues to behave unacceptably gets 1 hour detention on Thursday after school. The students will be held in the classroom under the supervision of a teacher. It should not contain more school work as it is banned in ADEk policy. During detention the student will not use any school facilities such as bus and pool. Parents are responsible for transportation.
- The student continues to behave unacceptably gets one day suspension.
- Suspension (up to 5 days). It shall issue to the student and his or her Parent/Guardian a final warning. School Disciplinary Committee decides the duration of suspension.
- Final stage is disciplinary transfer/expulsion; If the student fails to modify his or her behavior in accordance with the requirements of the school policy, the school may apply to ADEk to transfer the student to another School or to permanently exclude the student concerned. In making an application to ADEk, the School shall include evidence that all these stages have been followed.

For Level 2 misconduct

- The teacher may isolate the student from the group by sending him to section supervisor
- Communicate with student about the possible consequence of his/her behavior.
- The teacher completes the disciplinary report. The social worker sends a letter to parents to explain the consequence of repeating the same/similar action.
- The student continues to behave unacceptably gets 1 hour detention on Thursday after school. The students will be held in the classroom under the supervision of a teacher. It should not contain more school work as it is banned in ADEC policy. During detention the student will not use any school facilities such as bus. Parents are responsible for transportation.
- Third time the student gets one day suspension.
- Forth time up to five days suspension. It shall issue to the student and his or her Parent/Guardian a final warning. School Disciplinary Committee decides the duration of suspension
- Final stage is disciplinary transfer/expulsion; If the student fails to modify his or her behavior in accordance with the requirements of the school policy, the school may apply to ADEk to transfer the

- student to another school or to permanently exclude the student concerned. In making an application to ADEK, the school shall include evidence that all these stages have been followed.

For Level 3 misconduct

- The teacher provides a verbal recognition of the misbehavior and records the incident in a student report; in addition, the student is sent to the Social Worker's Office for behavior management and parents are contacted.
 - Next, the student is sent home for the day and a written warning is sent home and has to be signed by the Parents/Guardians.
 - Third the student gets up to five days suspension. It shall issue to the student and his or her Parent/Guardian a final warning. (School Disciplinary Committee decides the duration of suspension)
 - Final stage is disciplinary transfer/expulsion; if the student fails to modify his or her behavior in accordance with the requirements of the school policy, the school may apply to ADEK to transfer the student to another school or to permanently exclude the student concerned. In making an application to ADEK, the school shall include evidence that all these stages have been followed.


Banned Disciplinary action

- All form of physical punishment
- Lowering grades or threatening to do
- Removing students outside of school without following school based procedures for sending students outside
- Punishing group of students for individual misconduct
- Imposing more school work
- Mocking and insulting students in private and public
- Deprive the students from using toilet facilities or meals

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.

(Retrieved from ADEC, Private Schools Policy and Guidance Manual, 2014-2015)