

STUDENT BEHAVIOR POLICY

(Revised in August 2024)



Islamiya English School Abu Dhabi LLC



Student Behavior Policy

Introduction

School has a responsibility to ensure that they are positive and safe places to learn. By setting clear expectations for student behavior and actively addressing behaviors of concern, school can foster secure, respectful, welcoming, and enriching environments. In setting standards for individual and collective behavior and promoting the cultural values of the UAE, school position their students to become positive citizens within the wider community.

This policy sets out the basic requirements for schools in defining and implementing a Student Code of Conduct, and in establishing systems to promote positive behavior

All students are expected to conduct themselves in a disciplined manner at all times and in all places. The whole-hearted co-operation of parents/guardians is expected in the formation of the character of their children/wards. As the student progresses from the lower to the higher classes, he/she will be given increasing opportunity to shift from conforming to extremely imposed order to self-imposed discipline.

Punctuality should be strictly observed. Those who come late without valid reasons may not be permitted to enter the classroom. A record of late-comers will be maintained in the diary and appropriate action will be taken, depending upon the frequency of default. Depending upon the frequency of default a student after reprimand & information to the parent can be suspended/rusticated from the school with the approval of the ministry. Parents are requested to co-operate in this regard.

The school adopts strategies and frameworks that recognize, reward and reinforce positive behavior and shall not rely only on set of rules and punishments with dealing with student misconduct.

School takes into consideration the students' individual circumstances and personalities, including social, emotional, and psychological factors that may underlie a student's behavior.

When applying disciplinary measures, the school follows four levels as contained in applying the Student Behavior Regulations as mentioned in ADEK's Guidelines and Policies.

When applying disciplinary proceedings, the school does not apply any form of physical punishment lowering or threatening to lower grades, isolation during the school day or at the end of the school day, detention during or after school hours: 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.

Students are given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviors before disciplinary action is taken.

Purpose and objectives:

- Set out measures to proactively encourage positive student behaviors and to prevent and address behaviors of concern.
- Clarify expectations for student behavior through a Code of Conduct with a unified set of minimum requirements.
- Instigate bullying prevention through a targeted school-level policy.
- Support students who are finding it challenging to meet behavioral expectations through appropriate intervention.
- Outline requirements for dealing with student misconduct through a staged approach

Policy

1. Student Behavior Policy

1.1 Policy Requirement:

School shall develop and implement a Student Behavior Policy, inline with the *ADEK Wellbeing Policies*, *ADEK Inclusion Policy*, and the *National Policy for the Prevention of Bullying in Educational Institutions* (MoE, n.d.).

1. The school's Student Behavior Policy shall include the following:

- a. An overarching positive behavior model (see Section 2. Positive Behavior Model).
- b. The school's Student Code of Conduct (see Section 3. Student Code of Conduct).
- c. Misconduct Policy and Procedures (see Section 4. Misconduct Policy and Procedures).
- d. A policy on the prevention of bullying (see Section 5. Bullying Prevention).
- e. How schools provide support and interventions for students (see Section
- f. 6. Support and Interventions).

1.2 Annual Review:

School shall review their Student Behavior Policy and the effectiveness of its implementation on an annual basis. School shall also annually review their record of incidents of misconduct and disciplinary procedures taken to inform the review of the policy and its implementation.

1.3 Communication:

1. School shall take active measures to ensure that the policy is clear and understood throughout the school community, including ensuring that parents acknowledge the policy when signing the parent-school agreement.

2. Positive Behavior Model

2.1 Positive Behavior Model: School shall implement a Positive Behavior Model to promote, recognize, reward, and reinforce positive behavior that consists of the following:

1. The school's underlying approach and principles in creating a culture of promoting high standards of behavior in alignment with the values of the school, including:
 - a. **UAE National Identity and Culture:** Respect for local values, traditions, religion, and culture, in line with the *ADEK Values and Ethics Policy* and the *ADEK Cultural Consideration Policy*.
 - b. **Positive School Environment:** A school environment that is welcoming, caring, safe, enriching, professional, and respectful to all, regardless of background, nationality, religion, ability/ disability, race, gender, etc.
2. School-wide strategies and frameworks that educate all students on positive behavior such as social-emotional development, self-management, emotional regulation, respect for diversity, and bullying prevention and intervention
3. Training for educators on the school's Student Behavior Policy and the positive management of student behavior.
4. Clear and comprehensive communications on the role and obligations of parents in embodying and promoting positive behavior, in line with the *ADEK Parent Engagement Policy*.
5. Mechanisms and procedures to identify students who are at risk of engaging in or appear to be engaging in misconduct or behaviors of concern.
6. Support, interventions, and procedures in cases of misconduct and behaviors of concern, in line with the requirements set out in Section 6. Support and Interventions

3. Promoting Positive Behavior through a Student Code of Conduct

3.1 Student Code of Conduct:

School shall encourage positive behavior amongst their student body by establishing a Student Code of Conduct that comprises the following, at a minimum:

1. A clear statement of actions defining positive student behavior, which includes:
 - a. Showing due care and respect for the school, its staff, students, and the wider community by:
 - Complying with all school rules.
 - Behaving safely and responsibly, and with regard to the safety and welfare of oneself and others.
 - Caring for the school's property and facilities as well as the property of others.
 - b. Representing the school on public occasions and promoting a positive school image by advocating and acting as an ambassador.
 - c. Demonstrating a positive mindset and engagement with learning by:
 - Attending school and classes on time and providing an explanation for lateness and absences.
 - Fulfilling all responsibilities as a student (e.g., completing classwork) with a good work ethic, personal effort, honesty, and a willingness to learn.
 - Behaving responsibly and respectfully so as not to disrupt the learning of others within and outside the classroom.
 - Engaging in extracurricular learning opportunities.
 - d. Demonstrating consideration, respect, and civility to others, including staff, students, parents, and the wider community, by taking actions such as:
 - Speaking politely and behaving courteously with others (e.g., using "please", and "thank you" in speech, holding doors open for others, etc.).
 - Queuing in an orderly way and respecting others' positions in queues.
 - Respecting personal space and boundaries, including requesting consent to touch or use the belongings of others.
 - Taking personal initiative to act as a "responsible citizen" of the school by not engaging in misconduct and protecting other students from bullying by intervening (when appropriate) and/or reporting incidents of misconduct witnessed.
 - Showing sportsmanship in winning and losing.
 - Considering the impact of words and actions on all students, staff, and parents.
 - Following good hygiene practices (e.g., washing hands, covering nose and mouth when sneezing/coughing, refraining from spitting, being mindful of unpleasant odors).
 - Being vigilant of, caring for, supporting, and/or mentoring younger students, where appropriate.
 - Taking personal initiative to encourage and promote environmental awareness, conservation, and sustainable practice, in line with the **ADEK Sustainability Policy**.
 - Encouraging collaboration and open dialogues by engaging in teamwork

- and possessing an open and welcoming attitude toward fellow students, particularly those who may feel marginalized (new students, students frequently bullied, etc.).
- Dressing modestly and appropriately and following the school's dress code and grooming rules.
 - Respecting UAE national identity and cultural values in line with the ***ADEK Cultural Consideration Policy***.
 - Recognizing the diversity of the school and wider community, and not discriminating against others based on characteristics such as ethnic origin, nationality, culture, language, religion, gender, or ability/ disability, in line with the ***ADEK Values and Ethics Policy***.
2. The expectation for students to exhibit positive behavior when under the school's supervision.
 - a. This includes periods when students are traveling to and from the school using school transportation and moving between, waiting for, and taking part in all activities organized by the school inside or outside its premises.
 - b. Schools are authorized to extend the applicability of the Student Code of Conduct to situations where students are representing the school indirectly when not under the school's supervision, such as when wearing a school uniform in public settings.
 3. A clear statement of actions considered to be misconduct and the associated disciplinary actions, as defined in Section 4. Misconduct Policy and Procedures.

4. Misconduct Policy and Procedures

- 4.1 School shall strive to create a culture of applying positive behavior approaches when dealing with student misconduct. This includes reviewing the incident with the student and giving them a chance to explain, understand, and take ownership and accountability for their misconduct. School shall equally analyze possible root causes for the student's behavior, engage the student in coming up with their own behavior management strategies, and provide students with the necessary social, emotional, and educational support to encourage positive behavior as much as possible prior to resorting to any disciplinary measures (see Section 4. **Misconduct Policy and Procedures**).
- 4.2 **Policy Requirement:**

School shall develop and implement their Misconduct Policy and Procedures, in line with the requirements set out in the ***ADEK Student Behavior Policy***. In instances where school has further requirements for managing student conduct.

School have the option to adopt the student behavior management system outlined in the Ministerial Resolution No. (851) of 2018 Concerning the Code of Behavior Management for Students in General Education Institutions, as long as it does not contradict this policy. The school policy shall outline, at minimum, the following elements.

1. This misconduct policy shall be applicable to students starting in Grade 5/Year 6. Disciplinary measures for students below Grade 5/Year 6 shall be subject to Resolution No. (206) of 2020 on the Policy of Managing Positive Behavior for Children in Early Childhood in Educational Institutions.

2. Levels of Misconduct:

School shall ensure that their Misconduct Policy and Procedures distinguish between the different levels of misconduct outlined in Article 7 of Ministerial Resolution No. (851) of 2018 Concerning the Code of Behavior Management for Students in General Education Institutions:

a. Level One Offenses:

- 1) Being repeatedly late to the morning assembly or failing to participate without an acceptable excuse. Tardiness (late /unpunctuality)
- 2) Failing to attend classes on time repeatedly without an acceptable excuse / unexplained absence.
- 3) Non-compliance with the school uniform (regular or PE) without an acceptable excuse. Incorrect School uniform (including school uniform)
- 4) Not following the school's rules as stated in the Student Code of Conduct, both inside and outside the classroom (e.g., not staying calm/disciplined during class time, making inappropriate sounds inside or outside the classroom, not dressing modestly, sporting inappropriate haircuts, if applicable). Disruptive behaviour in classrooms and in school. Breaking school rules including in the classrooms, hallways, playgrounds and buses.
- 5) Not bringing books and other resources for school without an acceptable excuse.
- 6) Sleeping or eating during class time or during the morning assembly without justification or permission (after verifying the student's health status).
- 7) Not complying with the completion of homework (if applicable) and assignments in a timely manner, if applicable.
- 8) Misuse of digital devices in school (e.g., playing games, viewing social media, messaging, using head/earphones in the classroom without justification or permission).
- 9) Mocking others.
- 10) Defying orders from school management and staff.
- 11) Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.

b. Level Two Offenses:

- 1) Failing to attend school without an acceptable excuse at any time, including before and after breaks/holidays and the weeks leading up to exams (unless during an ADEK-approved study leave). Skipping classes or School.
- 2) Leaving or entering the classroom during class time without permission.
- 3) Not attending mandatory school activities and events without an acceptable excuse.

- 4) Inciting quarrels, threatening, or intimidating peers in the school. Fighting with other students.
- 5) Acting or appearing in a manner that contradicts the *ADEK Cultural Consideration Policy*.
- 6) Causing minor damage to school or bus furniture (e.g., writing or sticking gum on bus seats, tampering with the alarm bell or elevators)
- 7) Taking out and/or using mobile phones at school without permission and misusing any means of communication (e.g., sending frightening videos to young children). Misuse of School's IT systems.
- 8) Verbally abusing or insulting any member of the school community (including visitors). Using abusive or inappropriate language towards peers and/or teachers
- 9) Using, promoting, possessing, and/or distributing tobacco and other tobacco-derived products and paraphernalia such as shisha, e- cigarettes/vaping, etc., lighters, and pipes on the school premises, on the bus, or during school activities offsite.
- 10) Refusing to respond to inspection instructions or to hand over banned items.
- 11) Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.

c. Level Three Offenses:

- 1) Bullying, intimidation, harassment, and/or abuse of members of the school community, including defaming them on social media.
- 2) Academic dishonesty/plagiarism (including copying and reproducing assignments and falsely taking credit for them). Cheating in exams/assignments.
- 3) Leaving the school premises without permission.
- 4) Seizure, destruction, and/or vandalism of school property.
- 5) Seizure, destruction, and/or vandalism of the school bus (including all furnishings), including causing harm to the driver, supervisor, and/or other road users.
- 6) Assaulting others in the school, on the bus, or during school activities offsite, without causing injury to the victim.
- 7) Driving a vehicle recklessly inside or around the school premises, and not following the security and safety instructions.
- 8) Capturing, possessing, viewing, or distributing media (audio, images, videos, etc.) of staff and students taken without consent.
- 9) Providing false documents (e.g. forging Parents'/ Guardians' signature)
- 10) Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.

d. Level Four Offenses:

- 1) Using forms of communication (e.g. social media, digital devices) for unlawful or immoral purposes, or in a manner discrediting the school and members of the school community.
- 2) Possessing, using or distributing weapons or objects used as weapons (e.g. arms, blades), or their equivalent, on the school premises, on the bus, or during school activities offsite.

- 3) Committing sexual assault (including engaging in sexual harassment) inside the school, on the bus, or during school activities offsite.
- 4) Assaulting others in the school, on the bus, or during school activities offsite, and causing injury to the victim.
- 5) Premeditated theft and/or engaging in its cover-up.
- 6) Capturing, possessing, viewing, or distributing information/media (audio, images, videos, etc.) with unlawful content (e.g. pornography, terrorist/extremist videos).
- 7) Leaking exam questions or engaging in related activities.
- 8) Setting fire to the school premises.
- 9) Insulting political, religious, or social figures in the UAE.
- 10) Using, promoting, possessing, and/or distributing alcohol, narcotics, medical drugs, or psychotropic substances, on the school premises, on the bus, or during school activities offsite
- 11) Disseminating or promoting culturally inappropriate ideas/beliefs that go against the laws of the UAE with malicious intent, as per the *ADEK Cultural Consideration Policy*.
- 12) Intrusive and/or illegal digital activity on school IT systems (e.g., hacking into school accounts, installing unauthorized software).
- 13) Trespassing on school premises after school hours. Sneaking into the school after school hours without the permission of Admin
- 14) Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.

4.3 Behavioral Management Committee:

School shall form a Behavioral Management Committee.

1. The committee shall consist of a minimum of 4 members, including at least the following:
 - a. The Principal (and/or their delegate).
 - b. A member of the teaching team.
 - c. A member of the social care team (e.g. social worker, counselor, wellbeing lead) or any other member at the school's discretion.
 - d. The Child Protection Coordinator. If this role is filled by a member of the social care team, the committee can consist of just 3 members, if the school chooses.
2. The committee shall review and discuss student behavioral concerns, provided that disciplinary actions by the committee must be fair and equitable to all students without exception. All disciplinary actions shall be appropriate to the student's age and ability and the severity of the misconduct as per the levels identified.
3. The committee members shall be available to convene at any given time to issue decisions and resolutions, in accordance with the urgency of the situation.

4.4 Preventive Mechanisms

Schools shall ensure that their student behavior policy outlines the mechanisms by

which students are offered appropriate opportunities and guidance to identify the motivation behind their actions and rectify any negative behaviors before disciplinary action is taken (see Section 6. Support and Interventions).

4.5 Disciplinary Actions:

Schools shall ensure that their student behavior policy outlines acceptable disciplinary actions, with descriptions of how each action is to be carried out, the stakeholders involved, and the internal escalation process.

1. Schools are permitted to use any of the following disciplinary actions, provided they are proportionate, age-appropriate, and in line with Figure 1. **Staging of Disciplinary Procedures:**
 - a. Discussion with the student and/or parents
 - b. Formal and recorded meetings with the student and/or parents
 - c. Verbal warning
 - d. Written warning to parents
 - e. Temporary or permanent removal from a class/group, under appropriate supervision (onsite suspension).
 - f. Loss of school privileges
 - g. Temporary or permanent confiscation of illicit goods or items belonging to the student if inappropriate (e.g., a mobile phone or music player) with a resolution by the Behavioral Management Committee.
 - h. Supervised detention during break, lunch, and/or after school (with parental consent)
 - i. Supervised restorative community work
 - j. Temporary exclusion of the student from school premises (offsite suspension)
 - k. Permanent exclusion of the student from school via the withdrawal/cancellation of their enrolment (expulsion)

2. School is forbidden to use any of the following methods as disciplinary actions:
 - a. Corporal punishment (e.g., the use of physical force as a means of discipline or punishment with the intention of causing bodily pain or discomfort, however slight; in line with the ***ADEK Student Protection Policy***).
 - b. Disclosing personal information about a student without their consent (e.g., medical status, financial status, family affairs)
 - c. Psychological punishment (e.g., verbal abuse, issuing threats)
 - d. Locking a student inside the school premises
 - e. Seizing the student's personal belongings without having a resolution by the Behavioral Management Committee.
 - f. Lowering or threatening to lower the student's academic grade/score
 - g. Punishing a group for an individual's misconduct
 - h. Imposing additional schoolwork
 - i. Mocking, insulting, or demeaning the student in private or in public
 - j. Preventing the student from using washroom facilities or consuming water

and food

- k. Detention outside of official school hours without parental consent

4.6 Disciplinary Procedures:

Schools shall ensure that their policies outline clear and staged disciplinary procedures to address student misconduct, in line with Figure 1. Staging of Disciplinary Procedures. Schools are permitted to practice leniency in issuing disciplinary measures but have a right to implement procedures as per Figure

1. Staging of Disciplinary Procedures.

School 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, school shall take into consideration the student's 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:

1. In all cases of misconduct, the first approach shall always be focused on understanding possible factors contributing to the student's behavior providing related support where possible and reinforcing positive behavior to encourage students to take ownership of their actions (see Section 2. **Positive Behavior Model**).

Figure 1. Staging of Disciplinary Procedures

Level of Misconduct	Occurrence			
	First Time	Second Time	Third Time	More than Three Times
Level 1	<p>Verbal Warning</p> <p>Discuss the expected change in behavior with the student.</p>	<p>Written Warning</p> <p>Notify the parent in writing about the student's misconduct.</p>	<p>Written Warning</p> <p>Notify the parent in writing and hold meeting(s) with them to agree on a reasonable joint home-and-school strategy.</p> <p>The parent is required to sign an undertaking to support the agreed strategy.</p>	<p>Written Warning</p> <p>Notify the parent in writing and summon the parent together with the Behavioral Management Committee to agree on how to implement a set of strategies aiming at reducing the negative behavior.</p>
Level 2	<p>Written Warning</p> <p>Instruct the student to sign an undertaking not to repeat the offense.</p> <p>Summon the parent, who is required to sign an agreement to support their child in reforming their behavior.</p>	<p>Onsite Suspension</p> <p>Temporarily suspend the student up to 2 days and assign the student supervised study assignments inside the school with a notification to the parent.</p> <p>Notify both the student and the parent of a second written warning.</p> <p>Notify the Behavioral Management Committee to agree to a set of strategies for reforming the student's behavior.</p> <p>The parent is required to sign an undertaking to support the agreed strategy.</p>	<p>Onsite Suspension</p> <p>Temporarily suspend the student up to 3 days and assign the student supervised study assignments inside the school.</p> <p>Issue a final warning in writing to the student and the parent.</p> <p>Notify the Behavioral Management Committee to agree to a final set of actions for reforming the student's behavior.</p> <p>The parent is required to sign an undertaking to support the agreed strategy.</p>	<p>Expulsion</p> <p>Immediately suspend the student offsite until the end of the investigation, with a notification to the parent.</p> <p>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion.</p> <p>After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient support and counselling as per their behavior strategy.</p>

<p>Level 3</p>	<p>Onsite Suspension</p> <p>Immediately suspend the student inside the school.</p> <p>The Behavioral Management Committee shall evaluate the evidence and determine disciplinary actions.</p> <p>The school shall summon the parent immediately to inform of the disciplinary action and the requirement to sign an undertaking to support the agreed strategy.</p>	<p>Offsite Suspension</p> <p>Immediately suspend the student offsite until the end of the investigation with a notification to the parent.</p> <p>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions.</p> <p>Provide the student and the parent with a final written warning.</p> <p>Summon the student and the parent to the school to present the Committee's decision.</p>	<p>Expulsion</p> <p>Immediately suspend the student offsite until the end of the investigation with a notification to the parent.</p> <p>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion.</p> <p>After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient counselling as per their behavior strategy.</p> <p>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion.</p> <p>After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient support and counselling as per their behavior strategy.</p>
<p>Level 4</p>	<p>Offsite Suspension</p> <p>Immediately suspend the student offsite until the end of the investigation with a notification to the parent.</p> <p>The Behavioral Management Committee shall evaluate the evidence and agree on a set of disciplinary actions and a corrective plan.</p>	<p>Expulsion</p> <p>Immediately suspend the student offsite until the end of the investigation with a notification to the parent.</p> <p>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion.</p> <p>After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient counselling as per their behavior strategy.</p>	

1. Throughout the disciplinary process, schools shall monitor, document, and provide students with ongoing support to focus (whether through the school counselor or the in-school specialist) and other forms of support (e.g., social worker), as required,

throughout the disciplinary process.

2. School shall deal with misconduct that can be categorized as maltreatment (e.g., physical abuse, bullying, sexual abuse) in line with the maltreatment reporting procedure in the Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024).
3. School shall involve law enforcement authorities as appropriate where misconduct is illegal as per the latest applicable laws in the UAE.
4. School shall ensure that, where disciplinary procedures are being exercised in relation to students with additional learning needs, the Head of Inclusion shall be consulted to determine appropriate disciplinary action.
 - a. School shall ensure that any underlying special educational needs affecting behavioral regulation are considered in determining appropriate disciplinary action.
 - b. School shall develop a Documented Learning Plan (DLP) and/or Risk Assessment to manage instances where students with additional learning needs cannot regulate their behavior in a similar manner to their peers due to an underlying need.
 - c. School shall provide sufficient guidance to students to ensure continued learning during supervised detention and/or suspension periods.
5. Where a school fails to re-enroll a student who has faced disciplinary action in the previous year, this is classified as expulsion. Schools shall therefore seek approval from ADEK (see **Section 4.9 Approval for Expulsion**).
 - a. Receiving school shall not deny admission on the grounds of a student's behavioral history.
 - b. School shall support students in exercising their right to seek advice and support during suspension or supervised detention.
 - c. School is not permitted to use misconduct by parents as grounds for disciplinary action against a student.

4.7 Appeals Procedure:

School shall establish an appeals procedure, based on the Behavioral Management Committee's decisions, which must include the following:

1. Timelines for the appeal:

- a. To appeal a school's decision to suspend their child, parents have 1 working day
- b. To appeal a school's decision to expel their child, parents have 10 working days.

2. Modes of appeal (e.g., via email, telephone, or face-to-face meeting).

3. **Decision of the appeal:** Where an appeal has been made and following a review by the persons concerned (e.g., teacher, social worker, and/or counselor), the school shall issue a final decision (accept or reject) within 2 working days for suspension cases and within 7 working days for expulsion cases and share the

decision with the parent.

4. If the school does not respond to the appeal within 3 working days or the parent rejects the school's final decision, the parent shall be entitled to log a complaint to ADEK within 5 working days.
5. ADEK reserves the right to investigate any complaint in conjunction with suspension and expulsion following the final decision, but not prior to it unless the school has not issued its final decision within the time frame stipulated.

4.8 Positive Handling:

School is authorized in certain circumstances, in order to maintain good order, to physically intervene to prevent students from harming themselves or others, and allow staff to use reasonable force.

1. When choosing to restrain a student, all other options shall initially be considered and positive handling shall be the last resort in managing situations. School is authorized to use positive handling to protect students, in circumstances such as to prevent students from:
 - a. Leaving the classroom or school premises where allowing the student to leave would risk their safety and/or that of others.
 - b. Injuring themselves and/or others.
 - c. Damaging property.
2. Any response to extreme behavior should be reasonable and proportionate, and conducted with minimal usage of physical force and staff shall consider the risks and carefully consider any vulnerabilities of the student (e.g., vision and hearing impairment, mobility restrictions, mental health needs, and medical conditions). Such conduct shall only be in accordance with the following:
 - a. The student should be in immediate danger of harming themselves and/or others.
 - b. The member of staff should have good grounds for believing this.
 - c. Only the minimum force necessary to prevent injury or damage should be applied.
 - d. Every effort should be made to secure the presence of other staff before positively handling a student, for the purpose of securing assistance or witnesses.
 - e. Once the situation is deemed to be no longer dangerous, the student should be allowed to regain self-control.
3. School is prohibited from using force as a form of punishment, which constitutes maltreatment, in line with the *ADEK Student Protection Policy*. This is considered unlawful.

4.9 Records:

School shall keep a record of any student misconduct and actions taken by the school including root cause analyses, meetings with concerned stakeholders, intervention measures, observations of student behavioral progress, disciplinary procedures, communications (e.g., written warnings, appeals), etc.

1. **Level 1** misconduct shall be recorded only at the class level by the teacher. The misconduct may be added to the student's file or report card where it is repeated, or where escalation is required.
2. **Level 2, 3, and 4** misconduct shall be recorded at the school level by the administration. All level 2 (on/offsite suspensions and expulsions), 3, and 4 misconduct shall be reported to ADEK.
3. School, ADEK, and any social care support providers (e.g., social workers, and counselors) shall treat all information about students' behavior as strictly confidential.

4.10 Approval for Expulsion:

School shall seek ADEK's approval to expel a student. In making an application to ADEK, school must provide evidence that their internal procedures have been adhered to, and these procedures are no stricter than those set out in this policy.

At the end of each academic year, school shall share a list of students at risk of expulsion with ADEK, along with the history of misconduct and all intervention strategies used to deal with the misconduct.

5. Bullying Prevention

5.1 Policy Requirements:

School shall develop a Bullying Prevention Policy in line with the National Policy for the Prevention of Bullying in Educational Institutions (MoE, n.d.), and in line with the *ADEK Student Protection Policy*. This policy shall:

1. Set out the provisions for educating students and staff on how to identify bullying.
2. Establish bullying prevention strategies by developing a school-wide anti-bullying program including recognizing vulnerabilities for students with additional learning needs.
3. Clarify steps students should take when confronted with bullying behavior when they are in the position of someone who is being bullied, who is bullying, and who is witnessing the bullying.

4. Set out procedures for staff to deal with bullying behavior.
5. Describe the support and interventions provided by the school for any student identified as a victim or perpetrator of bullying (see Section 6. Support and Interventions) and in line with the *ADEK Student Administrative Affairs Policy*.
6. Set out the disciplinary procedures that may be taken to address instances of bullying (see Section 4. Misconduct Policy and Procedure).

5.2 Monitoring:

School shall establish systems to track and monitor instances of bullying (including frequency and severity).

6. Support and Interventions

- 6.1 Support and Interventions: School shall provide appropriate, focused, and supportive student-centric interventions to students who have been identified as either engaging in behaviors of concern, misconduct or deemed to be at risk of engaging in behaviors of concern. This includes:
 1. Needs analysis for causality as well as the extent of need, wherein a tiered model of support response is provided to the student, in line with the *ADEK Inclusion Policy* and *ADEK Educational Risk Policy*.
 2. The provision of professional support to address the specific needs of the student, including counseling, in line with the *ADEK Student Mental Health Policy*. This support shall involve engagement with parents and other relevant stakeholders (e.g., teachers) where appropriate, as well as ongoing monitoring of student progress.
 3. Referral to external specialists to provide intensive, individualized, and long-term support. Where such support is provided, parents shall monitor the student's progress and periodically update a staff member nominated by the school. The staff member is authorized to share this information with relevant stakeholders on a need basis.
- 6.2 In cases where student misconduct has been identified, school shall take disciplinary action as appropriate and in line with the school's Misconduct Policy and Procedures (see **Section 4. Misconduct Policy and Procedures**), alongside any interventions.
- 6.3 School shall ensure that any support and intervention to address a student's behavior shall not reduce or replace the support available to students with additional learning needs, as outlined in their DLP.

School shall develop and implement referral structures, in line with the *ADEK Student Mental Health Policy*.

1. School shall encourage students and teachers to identify signs of behaviors of concern in students and report them to the school administration via these structures. Where such signs are identified and reported, school shall inform the student's parents, except in cases where not reporting to parents is in the best interest of the student (such as suspected maltreatment in home settings).

Disciplinary Actions:

To provide guidance to Schools in determining progression of discipline/ any behaviour that results in the disruption of the teaching and learning environments, the Council categorizes students' misconduct into four levels, as discussed in levels of misconduct:

Students' misconduct is dealt with as follows:

Advise student with a clear explanation, with reasons of the changes in behavior that are required of the student by the school.

The school puts in place strategy with appropriate monitoring and support to address and correct the students' unacceptable behavior. If there is a need for further escalation of response, the school informs parents/guardians by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-school strategy. At this stage, parents shall be required to sign an undertaking to support the agreed upon strategy.

Should unacceptable behavior continues, the school imposes a suspension of up to five days and shall issue to the student and his or her parents/guardian a final warning.

In the final stage, if a student fails to modify his or her behavior in accordance with the requirements of the school, the school applies to the ADEK to transfer the student to another school or permanently exclude the student concerned.

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

The school forms 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.

The Disciplinary Committee consists of the following members:

(1) Vice-Principal (2) The respective Section Heads (3) Social Counsellor

All disciplinary actions are appropriate to the student's age and the severity of the misconduct as per the levels identified in the policy.

The school's Disciplinary Committee keeps, record of the disciplinary offenses of each student and the actions taken in response, on the eSIS system including uploading all supporting reports for all offenses and actions taken. The School, the ADEK and any supervisory authorities treat all information about student's behavior as strictly confidential.

Students with Specific Needs:

The school takes 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 are not subject to more severe consequences than those imposed on the rest of the students, for comparable violations.

The school conducts policy without discrimination between students with disabilities and other students.

Disciplinary action may be taken against children for:

- a) Not wearing the proper uniform.
- b) Not coming to school on time.
- c) Not doing the given home work/class work
- d) Repeatedly forgetting to bring the necessary text books, note books etc, to the class.
- e) Damaging school property.
- f) Constantly indulging in misconduct.
- g) Fighting with class/school-mates.
- h) Misbehavior with the teachers.
- i) Cheating
- j) Stealing
- k) Bunking the class/school.
- l) Using bad language.
- m) Any Immoral Act.
- n) Use of Whiteners

The School expects the co-operation of parents to ensure that their children

- a) Come to school regularly on time and are dressed neatly and properly.
- b) Bring to school their books and notebooks properly maintained and as per time-table.
- c) Pick & drop their wards on time.
- d) Offer no gifts to teachers and other staff members.**

Parents are advised not to let their children bring expensive articles to school. They should not give them excessive pocket money because the School will not take any responsibility for the belongings of the students.

Students are not allowed to bring any electronic gadget. Confiscated items will not be returned at all.

While the Management is extremely careful in taking all safety measures and precautions to avoid and prevent any possible accidents but some mishaps may take place. It must be understood that parents/ guardians entrust their children/wards to the school staff at their own risk and the Management shall at no time be held responsible for any such incidents inside or outside the school premises and during camps, picnics and excursions.

Parents are requested to notify the school of any change in their address or telephone number. They are also requested to attend all PTM (s).

Policy Review

The School Leadership team is responsible for ensuring the annual review of this policy.

Draft Date:	03/07/2024
Approved By Board of Governors:	Approved
Principal Approval:	
Review Date:	26/08/2024

The End.