



# AL ADHWA PRIVATE SCHOOL

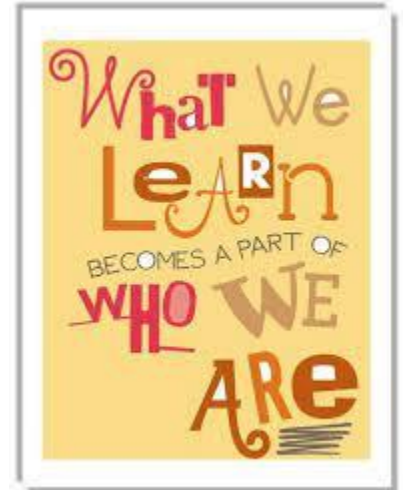
APS Policy # 14  
REVIEWED  
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## BEHAVIOR MANAGEMENT POLICY

Formerly The Discipline Policy

We expect students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

Our discipline policies set out a balanced approach recognizing student achievement and dealing with unacceptable behavior. They are based on developing student responsibilities, encouraging respect and creating good conditions for effective teaching and learning.



Attached is the students' code of conduct.

### What the school Discipline Policy covers

- ✚ Students' Code of Conduct
- ✚ Strategies to promote good discipline and effective learning within the school
- ✚ Practices designed to recognize and reinforce student achievement
- ✚ Strategies for dealing with unacceptable behavior.

### What the school Expects from the students

Every student should endeavor to keep up the high standard and the good name of the school by excelling in refined manners and deportment.

All students are responsible to the school authorities for their behavior, both inside and outside the school. Any reported or observed objectionable conduct inside/outside the school on the part of the students shall render them liable for disciplinary action.

Students are expected to be social, polite and courteous with their peers and the school staff. They should refrain from arrogant and violent behavior under all circumstances.

**Guidelines:**

- ✚ To provide a safe and supportive environment for all students, a set of class rules is to be developed by each classroom teacher and should be discussed together with the Students' Code of Conduct at the beginning of the academic year.
- ✚ Discipline measures are to be carried out consistently by all staff.
- ✚ All aspects of the Behavior Management Policy are to be carried out in accordance with ADEK Rules and Child Protection Policy.
- ✚ Respectful and courteous behavior is expected from all students in the class or when representing the school at events or participating in field trips, visits and camps online or face to face.
- ✚ Where breaches of rules involve students with special needs, discretion will be used in consultation with the staff, social worker and SENco.
- ✚ For bullying behaviors, discipline measures are discussed in detail in the Anti-Bullying Policy or refer to the Child Protection Policy.

The Principal has the power and authority to treat each student individually in determining the appropriate disciplinary action in the most effective manner. The Principal has a responsibility to protect the health and welfare of all students, employees, or visitors. She shall take into consideration all factors present at a particular situation, including, but not limited to the intent, degree or of actual damage, degree of intimidation or fear, and the age of the student.

## Rewarding

The School honors students who excel in character. They are awarded with CERTIFICATES or tokens during the morning assembly.

## What's not allowed in school

School Behavior Policy specifically prohibits the following:

- ✚ Violence or threats of violence/Physically aggressive behavior
  - fighting with the intention to hurt another person, pushing, kicking, hitting, etc
- ✚ Possession of illegal drugs, offensive weapons or cigarettes
- ✚ Continuous disobedience
- ✚ Non-compliance to school regulations
  - littering, not wearing the proper uniform, chewing gums, not doing assigned task, including homework
- ✚ Unacceptable behavior
  - creating unnecessary noise along the corridors and in the classrooms while classes are going on, bullying (of all kinds), insubordination, defamation against staff/students, Using of inappropriate language
- ✚ Academic related offences
  - Cheating during quizzes, assessments & examinations.
  - Copying, including violation of Intellectual Property Rights
- ✚ Damaging or Stealing property of another person.  
Vandalism and mischief

## Consequences of students Misbehavior

This policy aims to be the foundation for a safe, happy and productive school. Therefore, the students should know the consequences and should be made liable of everything they say and do.

Any student whose behavior is unacceptable will be dealt with accordingly. Serious and/or continued breaches of discipline and school rules will result in more formal disciplinary measures.

- |  |  |
|--|--|
| 1 <sup>st</sup> Offense -                  | Verbal warning   |
| 2 <sup>nd</sup> Offense -                  | Brought to the SW or Principal<br>Written warning and parents are notified         |
| 3 <sup>rd</sup> Offense -                  | Suspension   |
| (In extreme cases)<br>or Multiple Offenses | } After deliberation of the case, the student can be<br>} Expelled from the school |

- ❖ In general, first offense will result in verbal warning, if the student continues to breach rules they will then receive further consequences.

- ❖ Incidents that occurred in classrooms are to be attended to by the teacher & the supervisor. If the teacher/supervisor decides that the student must be disciplined then, the student will be brought to the Social Worker/Complaints Committee or to the Principal.
- ❖ Yard duty teachers are to report any incident of discipline related offences that occurred in the playground.

### Details of the Disciplinary Action

**Al Adhwa Private School follows the Abu Dhabi Education and Knowledge Discipline Guidelines.**

#### **Levels of Misconduct**

##### Level one

Behavior that causes the disruption of teaching and learning are: tardiness, unexplained absences, not bringing the necessary books and equipment, not wearing the school uniform.

##### Level Two

Behavior that causes greater disruption of teaching and learning other than level one that may lead to physical and mental harm to another person or property damage example: defying school authority and staff members, mocking others, fighting with other students and bullying...etc)

##### Level Three

Behavior that causes the physical endangerment of fellow students, school staff and other people at times is also violating UAE Laws. Examples are: fighting with teachers or staff members, damage or destruction of school and personal properties...etc.

#### Disciplinary Actions : Level 1 Intervention:

A student exhibits a behavior that is considered Level I Offense. Example: student acts out and is disruptive while the teacher is leading the class activities.

##### First Time

- ✓ Teacher provides verbal reprimand of misbehavior
- ✓ Teacher makes note of violation in student report.
- ✓ Teacher provides verbal reminder of proper conduct.

### **Second Time**

- ✓ Repeat intervention steps from 1<sup>st</sup> violation
- ✓ Teacher isolates student from the group and allows the student to pursue work independently.

### **Third Time**

- ✓ Repeat intervention steps from 2<sup>nd</sup> violation
- ✓ Student is sent to SW office for guidance.
- ✓ Parents are contacted
- ✓ Written warning is sent home and requires parental signatures
- ✓ Students are required to agree on appropriate behaviors before being allowed back to classroom.

### **If no improvement**

- ✓ Student is referred to the social worker
- ✓ Student behavior is noted in his/her record
- ✓ Social Worker contacts parents for an intervention meeting
- ✓ Meeting with parents to discuss plans to address students' chronic behavior.
- ✓ Parent, student and school sign a behavior improvement contract.
- ✓ Student may be referred to Support Team and /or other specialist for behavioral and support.

### **Disciplinary Actions: Level 2 Intervention:**

Student exhibits a behavior that is considered Medium Level Offense.

Example:

Student is caught bullying, harassing another student on the playground.

### **First Time**

- ✓ Teacher provides verbal reprimand of misbehavior
- ✓ Teacher makes note of violation in student report.
- ✓ Teacher provides verbal reminder of proper conduct.

### **Second Time**

- ✓ Repeat intervention steps from 1<sup>st</sup> violation
- ✓ Student is sent to SW office for guidance.
- ✓ Parents are contacted
- ✓ Written warning is sent home and requires parental signatures
- ✓ Students are required to agree on appropriate behaviors before being allowed back to classroom.

### **Third Time**

- ✓ Repeat intervention steps from 2<sup>nd</sup> violation
- ✓ Student is referred to the social worker
- ✓ Social worker contacts parents for an intervention meeting
- ✓ Parent, student and school agree on a behavioral improvement plan and sign a contract.
- ✓ Student may be referred to Support Team and /or other specialist for behavioral and support.

### **If no improvement**

- ✓ Student is referred to the social worker
- ✓ Student behavior is noted in his/her record
- ✓ Student is suspended from attending school until behavior improves or until the end of discipline period.

### **Disciplinary Actions: Level 3 Intervention:**

Student exhibits a behavior that is considered High Level Offense. Example: Student assaults another student in the playground.

### **First Time**

- ✓ Teacher makes note of incident in student report.
- ✓ Student is sent to the SW Office for behavior management.
- ✓ Parents are contacted.
- ✓ Student is sent home for the day
- ✓ Written warning is sent home and requires parent signature.
- ✓ Student is suspended from attending school.

### **Second Time**

- ✓ Repeat intervention steps from 1<sup>st</sup> violation
- ✓ Parents are contacted
- ✓ Social worker and principal meet with parents for an intervention meeting
- ✓ Parents, student and school agree on a behavioral improvement plan and sign a contract.
- ✓ Student is suspended from attending school.

### **Third Time**

- ✓ Repeat intervention steps from 2<sup>nd</sup> violation
- ✓ Social worker/principal contact parents for an intervention meeting
- ✓ Student is suspended from attending school for a longer period of time
- ✓ Local authorities (e.g. Social Police) are contacted

### **If no improvement**

- ✓ Student is excluded from attending the school.

### **Punitive Measures**

### **NO TO CORPORAL PUNISHMENT**

- ✓ Any violation will be dealt with accordingly.

### **An important role for parents/guardians**

We strongly encourage parents and guardians to regularly reinforce respect for others at home, at school and in the community.

### **Concluding Clause**

This Discipline Policy/Behavior Management Policy goes hand-in-hand with the Students Code of Conduct

Discussed and agreed for implementation.

Approved By:

MS. AMIRA GAFER GORAISH  
APS Principal



"Discipline of others isn't punishment. You discipline to help, to improve, to correct, to prevent, not to punish, humiliate, or retaliate." - John Woden



## Student's Code of Conduct Attachment

### APS DISCIPLINE, CODE OF CONDUCT and Rules to be Followed

Dear Parents,

These rules are applicable when you are in the school premises, at school functions (outside the school), school bus, or in public places where you are identified as a student of Al Adhwa Private School. Please read and sign below.

#### 1. Punctuality Matters - Come to school on time.

On normal schedule, you need to be in the school on or before 7:45 am. for the Morning Assembly. Gates will be closed at 8:00am (sharp). In case of repeated tardiness; provisions of related policy will be applied.

#### 2. Personal Appearance

- Students are expected to arrive at and depart from school in full school uniform. Wearing P.E uniform according to the timetable. Students will not be allowed to enter school premises without school uniform even during exam days.
- Wear black or white shoes only.
- Nail polish and long nails are not allowed.
- Untied hair for girls is not allowed.
- For female student, Hijab either to be in black or white.
- Wearing Abaya is not allowed in the school for female students.
- For male students, caps and long hair are not allowed. Students with long hair are not allowed to enter school premises.
- For male students, Wearing Kandoora is not allowed

#### 3. Attending/Leaving the school during school hours.

You are not allowed to leave the school premises while classes are going on. Parents should inform the school in case there is medical appointment and show the message. Parents should provide the medical certificate, in case of absence because due to illness.

4. Use or possession of mobile phones, is not allowed. In case of violation, the mobile phone will be confiscated until the end of the term. If repeated, it will be confiscated until the end of the year. Laptops and other gadgets for instructional purposes are allowed in the school **ONLY** when required.

5. Only Healthy foods are allowed in the school. Chips, fizzy drinks, coffee or unhealthy foods are not allowed.

6. Maintain personal hygiene (hair, clothes and outfit).

7. All Forms of cheating, stealing or dishonesty are **STRICTLY PROHIBITED.**

#### Levels of rules violation:

Level 1: simple

Level 2: Medium

Level3: Dangerous

Level4: very dangerous

I am the parent of-----Grade ----- . I have read the above rules I will instruct my child about these.

Parent's Signature-----