



AL ADHWA PRIVATE SCHOOL

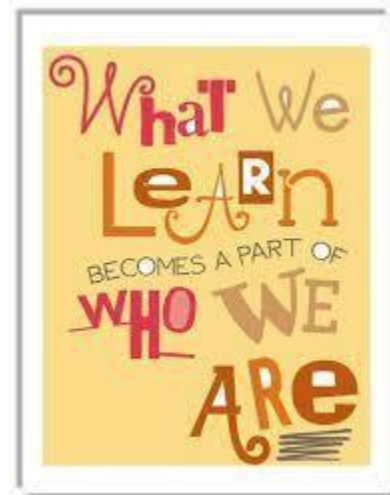
APS Policy
Updated: September, 2024

STUDENT BEHAVIOR 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

Positive Behavior Model

The school is committed to fostering a positive school culture that promotes high standards of behavior and respect for all. Our Positive Behavior Model is built on the following principles:

- Students are encouraged to uphold and respect local values, traditions, and religion, in line with ADEK's Values and Ethics and Cultural Consideration Policies.
- APS ensures a welcoming, caring, and respectful environment for all students, regardless of background, nationality, religion, ability, race, or gender.
- Students receive guidance on social-emotional development, self-management, emotional regulation, respect for diversity, and bullying prevention.
- Educators are trained on the Student Behavior Policy and strategies for positively managing student behavior.
- Parents are actively involved in promoting positive behavior, in alignment with ADEK's Parent Engagement Policy.
- The school has clear procedures to identify and support students at risk of misconduct, ensuring timely interventions in accordance with ADEK guidelines.

Student Code of Conduct

1. Expected Positive Behavior

Students at APS are expected to:

- Respect the school and community by following all school rules, behaving safely, and taking care of school and personal property.
- Represent the school positively by acting as ambassadors in public and upholding the school's values.
- Engage in learning responsibly by attending school on time, completing assignments with honesty and effort, and respecting the learning environment.
- Show kindness and respect to others by using polite language, respecting personal space, and treating everyone with fairness and inclusivity.
- Demonstrate good hygiene and self-care by maintaining cleanliness and following health and safety practices.
- Promote environmental awareness by taking initiative in sustainability efforts.
- Uphold UAE cultural values by respecting traditions and diversity, following the school dress code, and fostering a welcoming school atmosphere.

2. Behavior Under School Supervision

The Student Code of Conduct applies:

- Within the school premises during classes, activities, and events.
- During school transportation and while commuting.
- At all school-related activities, inside or outside the campus.
- When wearing the school uniform in public, as representatives of APS.

3. Misconduct and Disciplinary Actions

Misconduct, including any actions that disrupt learning or harm others, will be addressed following the school's Misconduct Policy and Procedures. Disciplinary actions will be taken in alignment with ADEK guidelines to ensure accountability and learning from mistakes.

Misconduct Policy and Procedures

1. Philosophy and Approach

The school is committed to fostering a culture of positive behavior management that encourages students to take responsibility for their actions while ensuring a supportive and structured approach to addressing misconduct. Our approach is centered on understanding the root causes of student behavior, engaging students in developing self-management strategies, and providing the necessary social, emotional, and educational support. Disciplinary measures are applied only after exhausting all preventive and corrective strategies.

2. Scope of Application

- This Misconduct Policy applies to students from Grade 5 and above.
- Misconduct involving students below Grade 5 shall be addressed as per Resolution No. (206) of 2020 on the Policy of Managing Positive Behavior for Children in Early Childhood in Educational Institutions.

3. Levels of Misconduct

In accordance with Ministerial Resolution No. (851) of 2018, misconduct is categorized into four levels based on severity:

Level One Offenses (Minor Misconduct)

Includes but is not limited to:

- Repeated tardiness to school or class without a valid excuse.
- Not bringing the necessary books and equipment
- Failure to comply with school uniform regulations.
- Disruptive behavior in class or common areas.
- Improper use of digital devices during class.
- Non-completion of assignments without valid reasons.

Intervention & Consequences:

- Verbal warning and discussion with the student.
- Written notification to parents.
- Supervised detention during break/lunch with behavior reflection activities.

Level Two Offenses (Moderate Misconduct)

Includes but is not limited to:

- Unexcused absences, including before and after holidays/exams.

- Leaving the classroom without permission.
- Inciting arguments, threats, or intimidation toward peers.
- Vandalism of school property or bus interiors.
- Use of mobile phones without authorization.

Intervention & Consequences:

- Behavioral contract with the student and parental involvement.
- Temporary confiscation of electronic devices (if applicable).
- Restorative community service within the school premises.

Level Three Offenses (Serious Misconduct)

Includes but is not limited to:

- Bullying, harassment, or defamation (including on social media).
- Academic dishonesty (cheating, plagiarism).
- Leaving the school premises without permission.
- Destruction of school property or unauthorized use of school IT systems.
- Physical altercations without injury.

Intervention & Consequences:

- Meeting with the Behavioral Management Committee (BMC).
- In-school suspension with behavior correction sessions.
- Temporary exclusion from school premises with parental involvement.

Level Four Offenses (Severe Misconduct)

Includes but is not limited to:

- Use of digital devices for unlawful or immoral purposes.
- Possession or use of weapons or harmful substances.
- Assault resulting in physical harm.
- Leaking exam materials or academic fraud.
- Arson, trespassing, or hacking into school systems.

Intervention & Consequences:

- Immediate referral to the Behavioral Management Committee.
- Expulsion or cancellation of enrollment as per ADEK guidelines.
- Reporting to relevant authorities where necessary.

Staging of Disciplinary Procedures:

Level of Misconduct	Occurrence			
	First Time	Second Time	Third Time	More than Three Times
Level 1	Verbal Warning Discuss the expected change in behavior with the student.	Written Warning Notify the parent in writing about the student's misconduct.	Written Warning Notify the parent in writing and hold meeting(s) with them to agree on a reasonable joint home-and-school strategy. The parent is required to sign an undertaking to support the agreed strategy.	Written Warning 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.
Level 2	Written Warning Instruct the student to sign an undertaking not to repeat the offense. Summon the parent, who is required to sign an agreement to support their child in reforming their behavior.	Onsite Suspension Temporarily suspend the student up to 2 days and assign the student supervised study assignments inside the school with a notification to the parent. Notify both the student and the parent of a second written warning. Notify the Behavioral Management Committee to agree to a set of	Onsite Suspension Temporarily suspend the student up to 3 days and assign the student supervised study assignments inside the school. Issue a final warning in writing to the student and the parent. Notify the Behavioral Management Committee to agree to a final set of actions for reforming the student's behavior. The parent is required to sign an undertaking to	Expulsion Immediately suspend the student offsite until the end of the investigation, with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. 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.

		strategies for reforming the student's behavior. The parent is required to sign an undertaking to support the agreed strategy	support the agreed strategy.	
Level 3	Onsite Suspension Immediately suspend the student inside the school. The Behavioral Management Committee shall evaluate the evidence and determine disciplinary actions. 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.	Offsite Suspension Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions. Provide the student and the parent with a final written warning. Summon the student and the parent to the school to present the Committee's decision.	Expulsion Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. 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. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. 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.	
Level 4	Offsite Suspension Immediately suspend the	Expulsion Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions		

	<p>student offsite until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of disciplinary actions and a corrective plan.</p>	<p>which may include expulsion. 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>
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4. Behavioral Management Committee (BMC)

A Behavioral Management Committee (BMC) is responsible for reviewing severe misconduct cases and ensuring fair and appropriate disciplinary measures. It consists of:

- The Principal
- A teaching staff member.
- A social care staff member (counselor or wellbeing lead).
- The Child Protection Coordinator (if applicable).

Roles and Responsibilities:

- Evaluate serious misconduct incidents.
- Ensure fair and consistent disciplinary decisions.
- Maintain records of interventions and resolutions.

5. Appeals Procedure

An appeals procedure based on the Behavioral Management Committee's decisions, which includes the following:

Timelines for the appeal:

- Parents have 1 working day to appeal a school's decision to suspend their child.
- Parents have 10 working days to appeal a school's decision to expel their child.

- **Modes of appeal:** Appeals may be submitted via email, telephone, or face-to-face meetings.

Decision of the appeal:

Once an appeal is made, a review will be conducted by the concerned parties (e.g., teacher, social worker, 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. The decision shall be shared with the parent.

Further escalation:

If the school does not respond within 3 working days or the parent rejects the school's final decision, the parent shall be entitled to log a complaint with ADEK within 5 working days.

ADEK's role:

ADEK reserves the right to investigate any complaint regarding suspension and expulsion following the final decision, but not prior to it—unless the school fails to issue a decision within the stipulated timeframe.

6. Positive Handling Policy

The school is authorized, in certain circumstances, to physically intervene to maintain order and prevent students from harming themselves or others. Staff may use reasonable force under the following conditions:

Positive handling as a last resort:

- All other options shall be exhausted before resorting to physical intervention.
- Schools may use positive handling to prevent students from:
 - Leaving the classroom or school premises when their departure poses a safety risk.
 - Injuring themselves or others.
 - Causing significant damage to property.

Guidelines for intervention:

- Responses to extreme behavior should be reasonable, proportionate, and minimal.
- Staff must consider any vulnerabilities of the student (e.g., disabilities, medical conditions, mental health concerns).
- Physical intervention shall be applied only when:
 - The student is in immediate danger of harm.
 - The staff member has good grounds for believing this.
 - Only minimum force necessary is applied.
 - Assistance from other staff members is secured where possible.
 - The student is allowed to regain self-control once the situation is no longer dangerous.

Prohibition of force as punishment:

Any use of force as a punishment is strictly prohibited and considered maltreatment under the ADEK Student Protection Policy.

7. Record-Keeping

The school maintains record of student misconduct and actions taken, including:

- Root cause analyses and intervention strategies.
- Meetings with concerned stakeholders.
- Observations of student behavioral progress.
- Communications (e.g., written warnings, appeals).

Record classifications:

Level 1 misconduct: Recorded only at the class level by the teacher. It may be added to the student's file if repeated.

Levels 2, 3, and 4 misconduct: Recorded at the school level by administration.

All Level 2 (suspensions and expulsions), Level 3, and Level 4 cases shall be reported to ADEK.

Confidentiality: Schools, ADEK, and social care providers shall treat all behavioral records as strictly confidential.

8. Approval for Expulsion

Schools seek ADEK's approval before expelling a student and provides documented evidence that:

- Internal disciplinary procedures have been fully followed.
- The procedures are no stricter than those set out in this policy.

At the end of each academic year, the school submits:

- A list of students at risk of expulsion to ADEK.
- A history of misconduct and all intervention strategies used.

Bullying Prevention

Policy Requirements

The school is committed to fostering a safe and respectful learning environment by preventing and addressing bullying in line with the National Policy for the Prevention of Bullying in Educational Institutions and the ADEK Student Protection Policy. Our policy includes the following provisions:

1. Students and staff will receive regular training on how to identify different forms of bullying, including physical, verbal, social, and cyberbullying.
2. A school-wide anti-bullying program will be implemented, with special attention given to students with additional learning needs who may be more vulnerable.
3. Clear guidance will be provided for students on what to do if they experience, witness, or engage in bullying behavior.
4. Teachers and staff will follow structured procedures to address bullying incidents promptly and effectively.
5. Victims and perpetrators of bullying will receive appropriate support and guidance in line with ADEK's Student Administrative Affairs Policy.
6. Instances of bullying will be addressed in accordance with the Misconduct Policy and Procedure.

Monitoring

Our school will monitor student absences and identify those with high absence rates as a "cause for concern" following ADEK guidelines. If a student is at educational risk or shows signs of neglect, appropriate intervention plans will be developed and escalated as needed, in line with the ADEK School Educational Risk Policy and the ADEK School Student Protection Policy.

The school will track and monitor bullying incidents, including their frequency and severity, to ensure effective intervention and continuous improvement of preventive measures.

Support and Interventions

Student Support and Interventions

Al Adhwa Private School is committed to providing student-centered interventions for those at risk of or engaging in concerning behavior. Support measures include:

1. Needs Analysis & Tiered Support - Assessing the cause and extent of need, applying a tiered support model in line with the ADEK Inclusion Policy and Educational Risk Policy.
2. Professional Support & Counseling - Providing counseling and engaging parents, teachers, and stakeholders as needed, in line with the ADEK Student Mental Health Policy.
3. External Referrals - Referring students for specialized support when required, with parents monitoring progress and updating a designated school staff member.

Misconduct and Disciplinary Actions

Behavior-related interventions will be complemented by disciplinary actions, where necessary, as per the Misconduct Policy and Procedures.

Safeguarding Support for All Students

Support for behavioral concerns will not replace or reduce the provision for students with additional learning needs as per their DLP. Referral structures will follow the ADEK Student Mental Health Policy, ensuring:

- Students and teachers are encouraged to report concerns to the administration.
- Parents will be informed, unless doing so is not in the student's best interest (e.g., suspected home maltreatment).

Searching, Screening, and Confiscation

To ensure the safety of students and staff, the principal or authorized staff may search, screen, or confiscate a student's possessions if there are reasonable grounds to suspect possession of illicit items.

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

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-----