

Al Ittihad National Private School

Students Behavior Policy

Reviewed by	Date	Signature

Students Behavior Policy

The Purpose of the Student's Behavior Policy

1. To promote a positive and a safe educational and learning environment for students guided by the child protection policy
2. To allow the teachers and administration staff to fulfil educational goals.
3. To enhance good positive behavior using encouragement and guidance, and to also prevent and reduce student behavior issues by using all possible educational methods.
4. To provide a guideline or reference where rules, criteria and the actions needed to be taken are set in order to obtain a safe educational environment.
5. To ensure that values and school regulations are adhered to.
6. To provide all educators with clear instructions/procedures on how to deal with student behavior according to appropriate educational methods.
7. To inform students and parents about the rules and regulations regarding behavior and the importance of abiding by them in order to achieve student self-discipline and to enrich their learning, their development and their achievements.
8. To adhere to behavioral values and principles that addresses the UAE culture and traditions.
9. To respect and appreciate other cultures.

Motivation Policy

Motivation: Is to promote positive behavior and attitude and to encourage students to avoid negative behavior and attitude.

Why Motivate

- Instills positive values
- Prevents boredom and lack of enthusiasm.
- Creates a joyful atmosphere in the school.

Types of Incentives

- Material: Gifts –Breakfast – Incentive charts - Trips - Certificates of appreciation
- Moral: Words of thanks and praise, award and praise well behaved students during the morning assembly.

The purpose of Motivation and Incentives

Behavioral excellence

The 'Ideal Student' certificate or the best class award will be awarded to the student who adheres to the following:

- Committed to their afternoon Prayer
- Attends the morning Assembly and National Anthem.
- Keeps their Classroom clean & tidy.
- Abides by School Uniform.
- Avoids inappropriate words and language.
- Follows class and department rules.
- Other regulations will be added if necessary

Academic Excellence

Students that will be qualified to receive 'Academic Excellence' certificates and other rewards are:

- The top 3 students from each class
- Students who scored 90% and above
- Students who improved their academic performance significantly.

Student Code of Conduct

1. Attendance and Absenteeism

a. Morning Attendance

- Students are expected to be in school by 7:30 to attend the morning assembly, UAE national flag and national anthem ceremony. Students arriving after 7:45 will be considered late. They are supposed to enter the school from the main reception area.
- The School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).

b. Daily Attendance

- Students are expected to be committed to coming to school regularly, attending (184) days as required by Abu Dhabi Education Council. Whenever a student is absent, the school shall send a notification message to parents through the (Esis) system.
- If an absence is authorized, the student will be able to make up the work and tests that were missed. If an absence is unauthorized, the school will agree with the parents on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.
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- Students should submit a medical or a valid excuse approved by the administration. In case the documents are not submitted, the school is not responsible for any lessons the student missed due to his /her absence.
- The school does not also allow students to stay afterschool for any group work project.
- Students will receive a warning letter for every three (3) unauthorized absence or without a valid excuse. A letter of notification will be sent to parents for a formal clarification and accordingly a written pledge will be signed by the parent/guardian and guidance sessions will be given to the student.
- The school can expel a student from school in case the student has unexcused absence for 10 days consecutively, or 15 days non-consecutively during the academic year provided that:
 - School has sent three warning letters (i.e. a warning letter is sent every three days).
 - The School Principal issues the expulsion
 - The expulsion is approved by ADEC
 - Parents are informed

c. Early Release

1. Allowing students to leave early due to pressing/urgent reasons

- If students need to leave before the end of the day, the office of the school's principal must be informed. The admin has the right to refuse if not convinced about the reason/excuse.
- An excuse will be given to the student in case of urgent family or medical issues. Parents/guardians in person **must escort/pickup** their child, and in the case of the parent not being able to do so, an identification of the parent/guardian will be required for verification purposes and the parent/guardian must be able to be reached by phone.

2. Departing School at the end of the day

- Private Vehicles: Female students should be picked up from the exit gate allocated in their building (Gate Number 5) and male students should be picked up from the exit gate in their building (Gate Number 9).
- School Buses: Students should go directly to the assembly point allocated for buses. Female students will go from (Gate Number 20) and Male students will exit from (Gate Number 22).
- The school will not be held responsible if the student left the school with his/her relatives or friends without informing the Section's Administration.
- Students are not allowed to leave the school during activities and celebrations without obtaining the Section Principal's permission.
- The school will immediately inform the student's parents of incidents of truancy and will hold discussions with both of them. In addition, the student's attendance will be closely monitored.

3. School Uniform

Students must conform to school uniform, which is to be worn on every school day unless special activity days are announced.

- **Female students uniform expectations:**
 - The uniform with the school logo, the school shirt with long sleeves, "shaylas", white socks and black shoes. P.E. Uniform should be worn during P.E. lesson (white shirt, wide blue pants and white runner /sport shoes)
 - Make up/nail polish is not permitted
 - Hair dyes and unusual haircuts are not permitted
 - Hair accessories must be white, navy or black
 - Students should wear decent clothes when allowed during special activities
- **Male students uniform expectations:**
 - School shirt with the school logo
 - Navy blue trouser
 - Black shoes
 - P.E. Uniform should be worn during P.E. lesson (white shirt, wide blue pants and white runner /sport shoes)
 - Hair is cut (long hair is not permitted)

All students must wear the school uniform during the field trips.

In case of violation to the above rules, the following actions will be taken

- Verbal warning
- Following the verbal warning, parents will be informed of the violation. The student will be given a written warning that will be kept in the student's file. Repeating the violation will result in a referral procedure based on ADEC's guidelines.

4. Electronic Devices

- It is strictly forbidden to bring mobile phones, smart watches, portable music devices and electronic games, i-Pads, iPods for any reason and if found, the device will be confiscated and will be given to parents by the end of the academic year
- If a laptop or camera is required to be brought to school, it should be kept in the supervisor's office till it is used
- Students will adhere to the i-Pad policy signed by them
- Students are restricted from watching un-educational movies or programs

5. Classroom & Section Rules

Students are expected to follow and implement the following classroom rules, which will be posted in classrooms:

- Show respect to teachers, classmates and all workers and deal with them properly and avoid words and misbehavior
- Protect the school and the class properties from any damage and in case of violation this will result in invoicing repair costs to parents and consequences to students
- Students are expected to be punctual, arrive to their classes on time and stay calm throughout the lesson
- Students are expected to take exams as scheduled and do not postpone any exam without a valid excuse
- Respect the rights of others by not being disruptive and by not purposely raising your voice during class and especially while the teacher is explaining or instructing
- Students are not allowed to leave the class without teacher's permission
- Students are not allowed to go to the cafeteria except during breaks
- Students are not allowed to bring unhealthy food, fizzy drinks and energy drinks
- Students are not allowed to eat in class and during classes
- Avoid going to the clinic without the supervisor's permission
- Students are strictly prohibited from entering teachers' lounges and walking around the school facilities
- Students should not be late for their classes especially after breaks.
- Students are always expected to behave appropriately, and avoid any behavior contrary to religion, values, customs and traditions.
- Students are expected not to bring un-educational stories
- Avoid cheating in all its forms
- Students are not allowed to bring large amount of money, expensive watches, jewelry and the school will not be held responsible for any loss
- Personal celebrations such as birthday parties are not allowed in the school.

***In case of any violation of the above list, the student will get infraction points on his/her behavior report.**

General Instructions

1. The School's behavior policy is based on ADEC's guidelines and policies and will apply the Student Behavior Regulations issued by the Ministry of Education in cases that are not mentioned in ADEC's Guidelines and policies.
2. The school forbids using any physical or punishments such as isolation during the school day or at the end of the school day.
3. Decisions are issued on behavior modification in the light of the following criteria:
 - -The age of the student
 - Repetition of the offenses
 - -The degree of the violation
 - -The damage resulting from the violation
4. The school may choose one or more of the actions/procedures listed under each level/degree of class offences/violations taking into view appropriateness and rationality.

5. Individual cases of intolerable behavior will be dealt with by Social Counselor that will deal with cases according to the degree of the negativity of the behavior and the number of times it's repeated.
6. Action will only be taken after a written investigation of the offences/violations.
7. The school's administration has the right to suspend a student temporary from school up to 5 days and issue a final warning letter for him and his/her parents

Student Misconduct

The school will take the following procedures when dealing with student misconduct to ensure fair and equitable actions to all students:

1. The School Disciplinary Committee will review and discuss student behavior.
2. Advise student with a clear explanation, with reasons of the changes in behavior that are required of the student by the school.
3. The school puts in place a strategy with appropriate monitoring and support to address and correct the student's unacceptable behavior.
4. If there is a need for further escalation of response, the school will inform parents 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 will be required to sign an undertaking to support the agreed upon strategy.
5. In the final stage, and after taking all the above mentioned procedures, if a student fails to modify his/her behavior in accordance with the requirements of the school, the school may apply to the Abu Dhabi Education Council to transfer the student to another school or permanently exclude the student concerned.
6. The school's Disciplinary Committee will 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.

Students with Special 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 will not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.
- The school does not discriminate between students with disabilities and other students.

Behavioral Violations and Followed Procedures

First-Degree Offenses	Actions to be taken gradually
<ul style="list-style-type: none"> • 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 School. • Breaking School rules including in classrooms, hallways, playgrounds and buses • Defying orders from School management and staff • Mocking others • Disruptive behavior on school buses (e.g. vandalizing bus seats) 	<ul style="list-style-type: none"> • Counseling • Creating a Student Behavior Modification Plan • Guardian contact (phone, meeting, and written commitment in accordance with the related procedures. • Temporary suspension • Disciplinary transfer/Expulsion
Second-Degree Offenses	Actions to be taken gradually
<ul style="list-style-type: none"> • 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 • Using cell phones during School time without the school administration's permission • Possessing or viewing inappropriate material • Cheating in exams or assignments • Providing false documents (e.g. forging Parents;/Guardians' signature) • Misuse of the School's IT systems 	<ul style="list-style-type: none"> • Counseling • Creating a Student Behavior Modification Plan • Guardian contact (phone, meeting, and written commitment in accordance with the related procedures. • Temporary suspension • Disciplinary transfer/Expulsion

Third-degree offenses	Actions to be taken gradually
<ul style="list-style-type: none"> • Assaulting Teaching Faculty members, staff or members of the local community • Distributing or participating the distribution 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 • Exchange any inappropriate materials, such as letters or photos • Commenting major actions contradictory to public morals such as sexual assault 	<ul style="list-style-type: none"> • Counseling • Creating a Student Behavior Modification Plan • Guardian contact (phone, meeting, written commitment in accordance with the related procedures. • Temporary suspension • Disciplinary transfer/Expulsion

- ***The school's administration has the right to apply any procedure they see fit regardless of the order of that procedure and will make an appropriate decision according to the situation.***
- ***In the case of the student not complying with decision and the related penalty, the penalty will be doubled.***