FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

# Behavior Management Policy

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| **Approved By** | Board of Trustees |
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AIAASC
AMERICAN INTERNATIONAL ACCREDITATION ASSOCIATION OF SCHOOLS AND COLLEGES

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# Purpose and Aim

At Future Leaders International Private School – Branch 2, we support students' behavioral, educational, and emotional engagement. We are committed to ensuring the safety and well- being of all students and staff, fostering pride in the behavior and conduct of all students.

We strive to create a safe and affirming environment where children can develop a strong sense of belonging, feel valued, and trust that they can speak openly with adults about any issues they face. The behavior policy is designed to guide staff in teaching self- discipline rather than enforcing blind compliance. It reflects our core values, with a strong emphasis on respectful behavior, a collaborative approach to addressing poor conduct, and dynamic interventions that support both staff and students.

**Aim**

- To promote an environment in which everyone feels happy, safe, and secure.
- To foster a sense of self-discipline in students and encourage them to accept responsibility for their actions.
- To ensure that every member of the school community feels valued and respected, with fair and considerate treatment for all.
- To support and reintegrate students successfully back into the school, aiming to reset behavior and attendance expectations.

While the school has certain rules, this behavior policy is not primarily focused on enforcing rules. In line with ADEK policy, its purpose is to promote positive relationships, enabling everyone to work together towards the shared goal of helping all to learn. This policy supports the school community in striving for a collaborative, effective, and considerate learning environment.

# Guidelines

**Key Personnel:**

- School Principal
- Vice Principal
- Social Worker
- Middle and High School Head of Section
- PreKG, KG and Elementary Head of Section

**Rewards and Sanctions**

We recognise and reward children and young people for positive behavior in various ways:

**Positive Behavior Rewards:**

- Displaying student names and photos on achievement boards.
- Sending emails or making phone calls to parents.
- Assigning special responsibilities.
- Holding an End-of-Term Awards Assembly.
- Recognizing students as “Star of the Week” in class or subject areas.
- Sharing student achievements on school social media accounts.
- Inviting students to participate in school activities, events, and ceremonies.

**Positive Behavior Approaches**

We strive to cultivate a culture that emphasizes positive behavior strategies in addressing student misconduct. This includes:

- Incident Review: Engaging with the student involved to review the incident comprehensively.
- Student Explanation: Giving students the opportunity to explain their actions, helping them understand the implications of their behavior.
- Ownership and Accountability: Encouraging students to take ownership of their actions, fostering accountability.
- Root Cause Analysis: Analyzing potential underlying causes of behavior to inform future strategies.
- Student Engagement: Involving students in creating their own behavior management plans encourages personal investment in positive change.
- Support Provision: Providing necessary social, emotional, and educational support to promote positive behavior before considering disciplinary actions.

**Misconduct Policy and Procedures**
Our approach is aligned with ADEK policy requirements, with the following key components:

- Definitions of Misconduct: Clear definitions outlining what constitutes misconduct.
- Behavior Expectations: A set of behavior expectations for students.
- Intervention Strategies: A variety of positive intervention strategies to address misconduct.
- Consequences: Clear and fair consequences for different types of misconduct.
- Support Services: Information on available support services for students requiring assistance.
- Review Process: A process for reviewing incidents of misconduct and the effectiveness of interventions
- Communication: Procedures for communicating the policy to students, parents, and staff.

**Student Code of Conduct**
All students will sign a Student Code of Conduct, which will also be emailed to parents. Students are expected to observe the following rules in and around school:

Students must:

- Always wear the school uniform.
- Participate in assemblies and any other activities that support character development.
- Use respectful language with students and staff, avoiding swearing, backbiting, or dishonest behavior.
- Use appropriate language to greet and appreciate each other.
- Respect the school as a place of learning and development.
- Leave all school areas clean and safe.

Use the internet responsibly and in line with e-safety policy, avoiding any actions that could bring harm to themselves or others.

Students should not:

- Wear make-up or jewelry (girls to wear stud earrings only) in school.
- Bring mobile phones, media devices, or offensive images/literature onto school grounds.
- Bring stationery displaying inappropriate or offensive images/messages.
- Access any internet or email content that is inappropriate or offensive.
- Engage in conversations that are inappropriate or offensive.

In accordance with ADEK guidelines, students are expected to respect and uphold the faith, values, and ethos of both the School and the UAE. In their conduct in and around school, students must demonstrate mutual respect and tolerance for all, uphold the school's core values, and reject all forms of discrimination.

**Conduct in Lessons**

In the classroom, students are expected to:

- Ensure that their behavior allows all students to make good progress in their learning.
- Show respect for a teacher's instructions at all times.
- Be respectful of the feelings of other students and demonstrate a caring attitude towards all members of the class, regardless of culture, religion, or background.
- Ensure they do not waste school resources.
- Remain in class unless they have permission to leave.

**Conduct in Play Area**

- All games and activities in the general play areas are available to all students, and students are encouraged to play cooperatively with others.
- Play areas created for specific year groups are restricted to those age groups. Students waiting for the bus should not use these areas.
- Fighting is a serious offence, especially on the playground, and may result in suspension. Play fighting is also not permitted.

**Conduct in School**

- Students must use their designated entrances to enter and exit .
- In line with Ministry of Education and ADEK guidelines, mobile phones are not allowed at school, however the school is allowing students to submit phones at arrival time and then to collect them at dismissal time. Confiscated phones will only be returned to a parent by the Principal or Vice Principal's direction.
- Students must adhere to the dress code and uniform policy. Students are expected to wear the correct uniform each school day and when attending school activities outside school hours. Students not in uniform may be sent home.
- Punctuality is expected both in the morning and for all classes throughout the school day.
- Any student absence requires a written excuse from the parent, submitted to the receptionist or section supervisor.
- English is to be spoken in all classes except in Arabic, foreign language, or non- English subjects. English or classic arabic are also expected during transitions and breaks.
- Eating is permitted only in designated areas at designated times.
- Chewing gum is not allowed on school premises or at any school-related events or trips.
- Smoking, drugs, and other conscience-affecting substances are strictly prohibited, both on campus and at events. Offenders may face suspension or expulsion.
- Students must have a teacher's approval when outside the classroom.
- Fighting of any kind is not permitted on campus or at any event. Infractions may result in suspension.

Mutual courtesy and respect among students, and respect for teachers and staff, is expected at all times. Offensive or disrespectful language will not be tolerated.

- Students may not leave school during the day without written permission from an administrator (Principal, Vice Principal, Head of Section) and must present a note from parents when requesting to leave at their parents' request. The school nurse is authorized to assess the health of students and, when necessary, dismiss those who are too unwell to remain at school.
- Upon dismissal, students must go home immediately by bus or car unless they are involved in a school-sponsored extracurricular activity, reinforcment classes with parental permission, or working with a teacher. It is essential to note that as per ADEK instructions, 15 year old students or above can go home on their own; however the school management should have a written statement signed by the parents.
- Students being dropped off, except by school bus, should be let off directly at their respective entrance to avoid crossing the street.

Note: The school assumes responsibility for students only when they are on school property or participating in school-sponsored trips or events.

**Bullying**

We maintain a zero-tolerance policy on bullying. Bullying is defined as the repetitive, intentional harm inflicted by an individual or group on another, involving an imbalance of power. We regard bullying seriously, whether occurring within the academy or outside the school, and expects all members of the school community (parents, staff, students) to report any incidents to a member of the teaching staff. Types of bullying include:

- Physical: Hitting, kicking, pushing, taking another's belongings, or any use of violence.
- Emotional: Continual emotional mistreatment, such as deliberate attempts to scare, humiliate, isolate, or ignore a student.
- Racial: Derogatory name-calling, verbal threats, insults, racist jokes, or encouraging others to engage in these actions.
- Direct or Indirect Verbal Abuse: Name-calling, sarcasm, spreading rumours, teasing.
- Cyber Bullying: Bullying online through social networks, messaging apps, or gaming sites.
- Sexual: Explicit remarks, gestures, unwanted attention, comments about sexual performance, or inappropriate touching.

The Social Worker, Heads of Sections and Vice Principal are available to support and advise staff. The school promotes anti-bullying efforts through initiatives such as Anti- Bullying Week and national bullying prevention campaigns.

**Levels of Disciplinary Actions**
The school follows ADEK's categorization of student misconduct, with misconduct divided into three levels. Each level has corresponding disciplinary actions:

**Level One Offences:**

- Repeated lateness to morning assembly or failure to participate without a valid excuse.
- Repeated failure to attend classes on time without an acceptable excuse.
- Non-compliance with the school uniform policy (including PE uniform) without a valid excuse.
- Failing to bring necessary school books or materials without an acceptable excuse.
- Minor infractions such as eating in class or assembly, being noisy, dressing inappropriately, or wearing unsuitable hairstyles.
- Sleeping or eating in class or during assembly without permission.
- Not completing homework or assignments on time, if applicable.
- Misuse of digital devices for non-educational purposes in school, such as playing games, accessing social media, or using headphones without permission.
- Other similar forms of minor misconduct, as deemed by the Disciplinary Committee.

All misconduct cases will be addressed with appropriate and consistent disciplinary action to support a respectful, safe, and productive learning environment. Following the Abu Dhabi Department of Education and Knowledge (ADEK) guidelines. The severity and response escalate according to the level of offence.

| Level of Misconduct | Occurrence | | | |
|---|---|---|---|---|
| | First Time | Second Time | Third Time | More thanThree Times |
| Level 1 | **Verbal Warning**<br>Discuss the expected change in behavior with the student. | **Written Warning**<br>Notify the parent in writing about the student's miscond uct. | **Written Warning**<br>Notify the parent in writing and hold meeting(s) with them to agree on a reasonable joint home-and-school strategy.<br>The parent is required to sign an undertaking to support the agreed strategy. | **Written Warning**<br>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 Two Offences**

- Leaving or entering the classroom during class time without permission.
- Not attending mandatory school activities and events without an acceptable excuse.
- Physical fighting, inciting quarrels, threatening, or intimidating peers in the school.
- Acting or appearing in a manner that contradicts the ADEK School Cultural Consideration Policy.
- Causing minor damage to school property (e.g., writing or sticking gum under tables or on bus seats minor tampering with the alarm bell or elevators).
- Taking out and/or using mobile phones at school without permission or in the case of emergency.
- Verbally abusing or insulting any member of the school community (including visitors).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.
- Refusing to follow any reasonable safety instructions in line with the ADEK School Health and Safety Policy.
- Any other forms of misconduct similar to the above as per the discretion of the Disciplinary Committee.

| Level of Misconduct | Occurrence | | | |
|---|---|---|---|---|
| | First Time | Second Time | Third Time | More thanThree Times |
| Level 2 | **Written Warning**<br>Instruct the student to sign an undertaking not to repeat the offense.<br>Summon the parent, who is required to sign an agreement to support their child in reforming their behavior. | **Onsite Suspension**<br>Temporarily suspend the student up to 2 days and assign the student supervised study assignments inside the school with a notification to the parent.<br>Notify both the student and the parent of a second written warning.<br>Notify the Behavioral Management Committee to agree to a set of strategies for reforming the student's behavior. The parent is required to sign an undertaking to support the agreed strategy. | **Onsite Suspension**<br>Temporarily suspend the student up to 3 days and assign the student supervised study assignments inside the school.<br>Issue a final warning in writing to the student and the parent.<br>Notify the Behavioral Management Committee to agree to a final set of actions for reforming the student's behavior.<br>The parent is required to sign anundertaking to support the agreed strategy. | **Expulsion**<br>Immediately suspend the student offsite until the end of the investigation for a maximum of 5 days, with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set offinal disciplinary actions which may include expulsion.<br>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 Three Offences**

- Bullying, intimidation, harassment, and/or abuse of members of the school community, including defaming them on social media.
- Fabrication, falsification of documents, and Impersonation.
- Academic dishonesty/plagiarism (including cheating in exams or falsely taking credit for individual work).
- Leaving the school premises without permission.
- Destruction, and/or vandalism of school property.
- Setting off or activating the school's fire alarm or fire extinguishers.
- Destruction, and/or vandalism of the school bus (including all furnishings), including causing harm to the driver, supervisor, and/or other road users.
- Assaulting others in the school, on the bus, or during school activities offsite, without causing injury to the victim.
- Driving a vehicle recklessly inside or around the school premises, and not following the security and safety instructions.
- Capturing, possessing, viewing, or distributing media (audio, images, videos, etc.) of staff and students taken without consent.
- Any other forms of misconduct similar to the above as per the discretion of the Disciplinary Committee.

| **Level of Misconduct** | **Occurrence** | | |
|---|---|---|---|
| | **First Time** | **Second Time** | **Third Time** |
| **Level 3** | **Onsite Suspension**<br><br>Immediately suspend the student inside the school.<br><br>The Behavioral Management Committee shall evaluate the evidence and determine disciplinary actions.<br><br>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**<br><br>Immediately suspend the student offsite until the end of the investigation for a maximum of 5 days<br><br>with a notification to the parent.<br><br>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions.<br><br>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**<br><br>Immediately suspend the student offsite until the end of the investigation for a maximum of 5 days with a notification to the parent.<br><br>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion.<br><br>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.<br><br>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. |

**Level Four Offences**

- 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.
- 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.
- Committing sexual assault (including engaging in sexual harassment) inside the school, on the bus, or during school activities offsite.
- Assaulting others in the school, on the bus, or during school activities offsite, and causing injury to the victim.
- Theft and/or engaging in its cover-up.
- Capturing, possessing, viewing, or distributing information/media (audio, images, videos, etc.) with unlawful content (e.g. pornography, terrorist/extremist videos).
- Leaking exam questions or engaging in related activities.
- Setting fire to the school premises.
- Insulting political, religious, or social figures in the UAE.
- 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.
- Disseminating or promoting culturally inappropriate ideas/beliefs that go against the laws of the UAE with malicious intent, as per the ADEK School Cultural Consideration Policy.
- Intrusive and/or illegal digital activity on school IT systems (e.g., hacking into school accounts, installing unauthorized software).
- Trespassing on school premises after school hours.
- Persistent bullying, intimidation, harassment, and/or abuse of members of the school community, including defaming them on social media.
- Any other forms of misconduct similar to the above as per the discretion of the Disciplinary Committee.

| **Level of Misconduct** | **Occurrence** | |
|---|---|---|
| | **First Time** | **Second Time** |
| **Level 4** | **Offsite Suspension**<br><br>Immediately suspend the student offsite until the end of the investigation with a notification to the parent.<br><br>The Behavioral Management Committee shall evaluate the evidence and agree on a set of disciplinary actions and a corrective plan. | **Expulsion**<br><br>Immediately suspend the student offsite until the end of the<br><br>investigation for a maximum of 5 days with a notification to the parent.<br><br>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. |

**The Role of the Principal:**
The principal holds primary responsibility for the overall management and success of the school, ensuring a safe, inclusive, and high-quality learning environment. Key responsibilities include:

- Implementing Policies: The principal ensures the consistent implementation of the Behavior Policy and other school policies throughout the institution, setting expectations and standards that align with school and regulatory guidelines, such as those outlined in the School Standards and Framework.
- Reporting and Accountability: Regularly reports to the Governors and Board of Trustees on the effectiveness of school policies, particularly regarding student behavior, academic performance, and overall school progress.
- Leadership and Vision: Establishes and communicates a clear vision for the school, fostering a culture of high expectations, continuous improvement, and respect for diversity. The principal leads strategic planning to enhance the school's educational quality and standing within the community.
- Health, Safety, and Welfare: Ensures the health, safety, and wellbeing of all students and staff, implementing safeguarding protocols and maintaining a secure learning environment
- Student Support: Monitors student progress and behavior across all stages of the school, collaborating with social workers, pastoral teams, and teachers to support students' academic and personal development.
- Staff Development: Supports professional growth opportunities for teachers and staff, promoting best practices in teaching, behavior management, and inclusion. This includes providing or facilitating relevant training and performance evaluations.
- Community Engagement: Engages with parents, guardians, and the broader community to build strong partnerships, address concerns, and promote student success. The principal fosters a positive school culture by encouraging parental involvement and transparent communication.
- Resource Management: Oversees the allocation of resources, including staffing, budget, and facilities, to ensure they are effectively utilised for the benefit of student learning and school operations.

The principal plays a central role in setting the tone and direction of the school, ensuring that both students and staff thrive in an environment that values excellence, equity, and collaboration.

**The Role of the Social Worker:**
The school social worker is a vital link between students, parents, school staff, and the wider school community. The role encompasses various responsibilities, including:

- Acting as a truancy officer, case manager, student and parent advocate, student mediator, counsellor, and resource distributor.
- Supporting students with mental health, behavioral, or emotional difficulties.
- Addressing issues in a child's home life that impact their adjustment to school.
- Assisting in the development of positive behavioral intervention strategies.
- Facilitating conflict resolution and anger management, and assessing mental health concerns.
- Developing staff training programmes and helping teachers manage classroom behavior.
- Participating in special education assessment and individual educational planning meetings.
- Reducing family stress and promoting a positive school environment.
- Maximising access to both school-based and community-based resources.

**Disciplinary Committee:**

- The Disciplinary Committee, a sub-committee of the Governing Body, reviews evidence regarding specific behavioral issues at the final stage, advising on whether to refer the matter to ADEK or pursue alternative actions to reform the student's behavior.
- The Committee will set a review timeline to assess the impact of any disciplinary measures, considering further action if needed, including transfer or permanent exclusion.
- Disciplinary actions prescribed by the Committee will be fair, equitable, and appropriate to the student's age and the severity of the misconduct.
- A fair and transparent appeals process is available for students and parents/guardians.
- All information regarding student behavior is treated as strictly confidential.

**The Role of Parents:**
Parents are expected to support the school's Code of Conduct and all related policies. Their responsibilities include:

- Supporting the school's efforts to create an optimal learning environment.
- Promoting positive behavior and informing their children of appropriate conduct.
- Responding positively to school communications regarding student behavior.
- Reviewing and discussing school regulations and policies with their children.
- Showing appreciation and respect for all school staff.
- Attending school meetings and sessions related to behavior and discipline.
- Working collaboratively with the school community to address behavioral concerns and implementing corrective actions as needed.
- Ensuring that their children adhere to ADEK and school guidelines, as well as any disciplinary measures imposed by the school.
- Complying with school regulations for the welfare and safety of their children.
- Informing the school of any emergent issues affecting their children.
- Covering the cost of any intentional damage caused by their children to school property.
- Promoting punctuality and ensuring that students arrive on time in full uniform.

**Expectations for Students:**
The school expects students to:

- Put forth their best effort regularly.
- Dress, speak, and act appropriately.
- Use good manners and respectful language.
- Respect the efforts and contributions of others.
- Make healthy food choices.
- Explore available opportunities appropriately.
- Encourage peers to excel.
- Be attentive listeners.
- Be patient and accepting of others.
- Show respect for parents and teachers.
- Demonstrate academic excellence.
- Be a role model for younger students in both academic progress and behavior.