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مدرسة قادة المستقبل الدولية الخاصة فرع ربدان  
Future Leaders International Private School  
Branch 1

## Future Leaders International School – Rabdan

### Students Behavior Policy

سياسة ولائحة القيم والسلوك الطلابي

**2024-2025**



## Students Behavior and Attendance Policy

### Introduction

Our school is committed to creating a positive, safe, and inclusive learning environment that promotes respect, cultural values, and the development of responsible citizens. This policy outlines the school's expectations and procedures to encourage positive behavior and address any misconduct.

### 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.

### Behavioral Expectations:

#### Positive Conduct: Students are expected to:

- Show respect for all members of the school community.
- Attend classes on time and engage actively in learning.
- Follow school rules and participate responsibly in school activities.
- Demonstrate civility, including polite communication and consideration of others' personal space.



### **Motivation Policy**

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

#### **Why Motivate?**

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

#### **Types of Incentives**

- Material: Gifts, Certificates of appreciation...
- Moral: Words of thanks and praise, award and praise well behaved students

### **(FLIS – Rabdan) Values**

- FLIS- Rabdan is founded on the core values of respect, honesty, tolerance, care, and resilience. These values drive our approach to education and managing student behavior.
- FLIS- Rabdan will manage student behavior to support the teaching and learning process and to uphold and reinforce commonly accepted standards of behavior. Managing student behavior assists students to develop personal, school, and community responsibility. To put this plan into practice, the following procedures are provided.

The conduct of FLIS- Rabdan students and parents should reflect standards of citizenship desired by members of the community. Respect for the laws and customs of the people of UAE is fundamental and therefore expected.

- **Honesty**
  - relies on own knowledge and completes work
  - speaks truthfully
  - maintains integrity
- **Respect**
  - We adhere to class and school rules and obey instructions.
  - We demonstrate respect for others both on the field and in the classroom, taking turns and sharing.
  - We show respect when communicating with others



- **Tolerance**

- accepts individual differences
- displays cultural sensitivity.
- We embrace and practice tolerance towards our peers.
- We aim for peaceful solutions when disagreements arise.

- **Care**

- We ensure all supplies are brought in our bags.
- We responsibly handle books and resources both at home and in school.
- We provide support and encouragement to fellow students when necessary.
- We engage in thoughtful reflection and demonstrate eagerness to learn

- **Resilience**

- Recognize that growth stems from learning from mistakes.
- Demonstrate independence and flexibility when addressing challenges.
- Strive to do our best.

### **Behavior Guidelines**

- Students and staff are expected to uphold these values to ensure teaching and learning are the primary focus and to allow students every opportunity to excel.
- This plan is based on the premise that students will be responsible for their actions. Students should understand they will be held accountable and face consequences for inappropriate behaviors.
- Consequences for inappropriate behavior will, as much as is practicable, be immediate, relative, cumulative and consistently enforced.
- While consistency is a key component when managing student behavior, it is understood that each case is unique. Also, the FLIS-Rabdan school community, local community, and wider environment are to be considered when applying this plan and its procedures.
- This plan is applicable during regular school hours or when students are associated in any way with FLIS, such as travelling to or from school or when attending any school associated activity.
- FLIS cannot be held responsible for the actions of its students in the wider community outside of regular school hours school associated activity. However, any student action at any time that harms the reputation of the school may result in a consequence consistent with this plan.
- Relevant staff will be informed about a student that is involved in a significant discipline issue so that staff members are aware to provide support to the student if needed.
- This plan should be read in conjunction with other relevant policies such as information technology, academic honesty



## Behavior Policy and Procedures

We stress the importance of small things at FLIS-Rabdan, like being on time, behaving well, and keeping things clean. These set the standard for maintaining high expectations.

Teachers and staff will be polite and respectful when helping students understand why their behavior doesn't meet FLIS-Rabdan's standards. After students realize their behavior is unacceptable, teachers and staff will explain the consequences.

## Behavior Levels and Possible consequences

We believe every student can be successful. Discipline is not punishment. It is training for making appropriate, positive choices in life. Behavior and redirection management is a shared responsibility involving parents and school personnel.

One crucial lesson in education is self-discipline. While it will not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Students must follow a code of good behavior for their own and others' benefit. While general consequences apply to typical behavioral issues, responses may be personalized based on the frequency, intensity, and individual needs of a student. This individualized approach ensures a fair and effective learning experience, understanding that fairness doesn't always mean the same consequences for all students.

## Grade 1-4

Behavior Matrix	Behavior Responses
1: Level 1	
<p>Category 1 behaviors are actions that are not in line with the FLIS- Rabdan values and indicate a need for reflection and correction.</p> <p>Examples of Category 1 behaviors may include:</p> <ul style="list-style-type: none"> <li>• Classroom disruptions</li> <li>• Running in hallways</li> <li>• School uniform violations</li> <li>• Inappropriate behavior</li> <li>• Repeated instances of unexcused tardiness</li> <li>• Annoyances that disrupt learning</li> <li>• Failure to bring books and school supplies and neglecting assignments.</li> </ul>	<p>Responses to these actions may include any of the following:</p> <ul style="list-style-type: none"> <li>• Student will receive a verbal warning</li> <li>• Student will be reminded of the behavior expectations and encouraged to modify his/her behavior accordingly</li> <li>• Conference with teacher, parent, and/or child</li> <li>• Reflection sheet</li> </ul> <p>Administrators may adjust consequences based on the individual circumstances and the student's age. Whenever feasible, consequences will be directly related to the inappropriate behavior to enhance learning. Persistent or recurring Category 1 behavior will be treated as Category 2 responses.</p>



Behavior Matrix	Behavior Responses
<b>2. Serious Chronic</b>	
<p>Category 2 behaviors are actions that violate FILS-Rabdan values, or which infringe substantially on others' rights or opportunities to learn comfortably and productively at FLIS- Rabdan.</p> <p>Examples of Category 2 behaviors may include:</p> <ul style="list-style-type: none"> <li>• Academic Dishonesty/ Dishonesty</li> <li>• Inappropriate response to peers and staff</li> <li>• Violations of technology usage rules</li> <li>• Disruptive actions on school bus</li> <li>• Use of offensive language</li> <li>• Inappropriate gestures</li> <li>• Verbal assault</li> <li>• Behaviors conflicting with societal values and customs</li> <li>• Deliberate disruption of the learning process</li> </ul>	<p>In addition to Category 1 responses, administrative responses to these actions may include the following:</p> <ul style="list-style-type: none"> <li>• Individual counseling</li> <li>• Conference with both the parent and the student to sign a pledge. Additionally, the following progressive actions will be enforced each time the child repeats the behavior: <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> time: Initial alert</li> <li>○ 2<sup>nd</sup> time: warning</li> <li>○ 3<sup>rd</sup> time: last warning</li> </ul> </li> </ul> <p>Category 2 behaviors may be recorded and tracked in Orison for potential pattern tracking and cause identification. This Orison record follows a student through their education at FLIS-Rabdan.</p> <p>Chronic or repeated Category 2 behavior will result in treatment as Category 3 responses.</p>

Behavior Matrix	Behavior Responses
<b>3. Severe / Dangerous</b>	
<p>Category 3 behaviors are actions that are significant infringements on FLIS-Rabdan values or the rights of others.</p> <p>Examples of Category 3 behaviors include:</p> <ul style="list-style-type: none"> <li>• verbal abuse</li> <li>• bullying</li> <li>• cyber-bullying</li> <li>• fighting</li> <li>• intimidation</li> <li>• theft</li> <li>• Plagiarism</li> <li>• destruction of property</li> <li>• unsafe behavior towards self or others</li> <li>• acts of extreme defiance</li> </ul>	<p>In addition to the Category 1 or 2 responses, administrative response to these actions may include:</p> <ul style="list-style-type: none"> <li>• Individual counseling</li> <li>• conference with student and parent</li> <li>• Individual behavior plan/chart</li> <li>• Behavior Contract</li> <li>• School-based community service</li> <li>• Replacement/ repair of damaged Property.</li> <li>• Restriction of privileges and activities</li> <li>• Internal or external suspension</li> <li>• Referral to the Principal, placement on a Conditional Enrollment Contract (CEC)</li> </ul> <p>Category 3 behaviors will be recorded and tracked in Orison for potential pattern and cause identification. This Orison record follows a student through their education at FLIS-Rabdan.</p>



### Grade 5 and Above

Level of Misconduct	Occurrence
1. Level One Offenses	Level 1
<ol style="list-style-type: none"> <li>Being repeatedly late to the morning assembly or failing to participate without an acceptable excuse.</li> <li>Failing to attend classes on time repeatedly without an acceptable excuse.</li> <li>Non-compliance with the school uniform (regular or PE) without an acceptable excuse.</li> <li>Not bringing books and other resources for school without an acceptable excuse.</li> <li>Not following the school's rules as stated in the Student Code of Conduct, both inside and outside the classroom (e.g., eating during class or assembly without permission, not staying calm/disciplined during class time, making inappropriate sounds inside or outside the classroom, not dressing modestly, sporting inappropriate haircuts, if applicable).</li> <li>Sleeping or eating during class time or during the morning assembly without justification or permission (after verifying the student's health status).</li> <li>Not complying with the completion of homework (if applicable) and assignments in a timely manner, if applicable.</li> <li>Misuse of digital devices in school (e.g., playing games, viewing social media, messaging, using head/earphones in the classroom without justification or permission).</li> <li>Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.</li> </ol>	<p><b>First Time: Verbal Warning</b> Discuss the expected change in behavior with the student.</p> <p><b>Second Time: Written Warning</b> Notify the parent in writing about the student's misconduct.</p> <p><b>Third Time: Written Warning</b> 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><b>More than Three Times: Written Warning</b> 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>



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Level of Misconduct	Occurrence
2. Level Two Offenses	Level 2
<ol style="list-style-type: none"> <li>1. Leaving or entering the classroom during class time without permission.</li> <li>2. Not attending mandatory school activities and events without an acceptable excuse.</li> <li>3. Physical fighting, inciting quarrels, threatening, or intimidating peers in the school.</li> <li>4. Acting or appearing in a manner that contradicts the <a href="#">ADEK School Cultural Consideration Policy</a>.</li> <li>5. 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).</li> <li>6. Taking out and/or using mobile phones at school without permission or in the case of emergency.</li> <li>7. Verbally abusing or insulting any member of the school community (including visitors).</li> <li>8. 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.</li> <li>9. Refusing to follow any reasonable safety instructions in line with the <a href="#">ADEK School Health and Safety Policy</a>.</li> <li>10. Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.</li> </ol>	<p><b>First Time: Written Warning</b> 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><b>Second Time: Onsite Suspension</b> 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 second 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><b>Third Time: Onsite Suspension</b> 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><b>More than Three Times: Expulsion</b> Immediately suspend the student offsite until the end of the investigation for a maximum of 5 days, 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 offenses, 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>





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Level of Misconduct	Occurrence
3. Level Three Offenses	Level 3
<ol style="list-style-type: none"> <li>1. Bullying, intimidation, harassment, and/or abuse of members of the school community, including defaming them on social media.</li> <li>2. Fabrication, falsification of documents, and Impersonation.</li> <li>3. Academic dishonesty/plagiarism (including cheating in exams or falsely taking credit for individual work).</li> <li>4. Leaving the school premises without permission.</li> <li>5. Seizure, destruction, and/or vandalism of school property.</li> <li>6. Setting off or activating the school's fire alarm or fire extinguishers.</li> <li>7. Seizure, destruction, and/or vandalism of the school bus (including all furnishings), including causing harm to the driver, supervisor, and/or other road users.</li> <li>8. Assaulting others in the school, on the bus, or during school activities offsite, without causing injury to the victim.</li> <li>9. Driving a vehicle recklessly inside or around the school premises, and not following the security and safety instructions.</li> <li>10. Capturing, possessing, viewing, or distributing media (audio, images, videos, etc.) of staff and students taken without consent.</li> <li>11. Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.</li> </ol>	<p><b>First Time: Onsite Suspension</b> Immediately suspend the student inside the school.</p> <p>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final 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><b>Second Time: Offsite Suspension</b> Immediately suspend the student offsite until the end of the investigation for a maximum of 5 days 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><b>Third Time / More than Three Times: Expulsion</b> Immediately suspend the student offsite until the end of the investigation for a maximum of 5 days 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>



Level of Misconduct	Occurrence
4. Level Four Offenses	Level 4
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Committing sexual assault (including engaging in sexual harassment) inside the school, on the bus, or during school activities offsite.</li> <li>Assaulting others in the school, on the bus, or during school activities offsite, and causing injury to the victim.</li> <li>Theft and/or engaging in its cover-up.</li> <li>Capturing, possessing, viewing, or distributing information/media (audio, images, videos, etc.) with unlawful content (e.g. pornography, terrorist/extremist videos).</li> <li>Leaking exam questions or engaging in related activities.</li> <li>Setting fire to the school premises.</li> <li>Insulting political, religious, or social figures in the UAE.</li> <li>Using, promoting, possessing, and/or distributing alcohol, narcotics, medical drugs, or psychotropics substances, on the school premises, on the bus, or during school activities offsite.</li> <li>Disseminating or promoting culturally inappropriate ideas/beliefs that go against the laws of the UAE with malicious intent, as per the <a href="#">ADEK School Cultural Consideration Policy</a>.</li> <li>Intrusive and/or illegal digital activity on school IT systems (e.g., hacking into school accounts, installing unauthorized software).</li> <li>Trespassing on school premises after school hours.</li> <li>Persistent bullying, intimidation, harassment, and/or abuse of members of the school community, including defaming them on social media.</li> <li>Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.</li> </ol>	<p><b>First Time: Onsite Suspension</b> 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><b>Third Time / More than Three Times: Expulsion</b> Immediately suspend the student offsite until the end of the investigation for a maximum of 5 days 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 offence, 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>



## **Student Code of Conduct**

### **1. Attendance and Absenteeism**

- Students are expected to be committed to coming to school regularly, attending (182) days as required by Department of Education and Knowledge (ADEK).
- Students are required to arrive at the school by 7:30 am to participate in the morning assembly and flag salute. Those arriving after 7:50 am will be considered late and must enter through the main gate.
- The school will follow the attendance policy procedures. For cases of tardiness, first-degree violation procedures will be enforced.

### **2. School Uniform**

Students are expected to strictly follow the school uniform policy and wear it daily, except on days of announced celebrations and activities.

- The uniform with the school logo, For Physical Education, P.E. Uniform should be worn during P.E. lessons.
- During celebrations and official events, students are expected to wear modest attire in accordance with the customs and traditions of the United Arab Emirates.
- If students choose to wear a jacket, it must be in one of the following colors: white, black, or navy blue.

All Students are expected to wear the school uniform during school trips, visits, competitions, or any student activities conducted outside the school premises. Failure to adhere to the above-mentioned uniform regulations may result in the implementation of procedures for first-degree violations.

### **3. Electronic Devices**

- To ensure safety and privacy of students, the school strictly prohibits bringing smart phones, smart watches, music download devices, Bluetooth headphones and electronic games onto the school premises. If found, the device will be confiscated and will be given to parents by the end of the term.
- Students are required to comply with the school's policy on the use of digital devices (iPad) provided to them.
- Students are restricted from watching non-educational films or programs on school premises.
- Downloading any software on the digital device (iPad) is also forbidden.



#### 4. Section and Classroom 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 bad 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 follow rules throughout the lesson
- Students are required to follow the designated diagnostic and evaluation exam dates. Absence is only excusable with a medical excuse issued by the hospital.
- Respect the rights of others by not being disruptive or creating chaos that may disrupt the learning environment or others around them.
- • Students must seek the teacher's permission and carry their badge before leaving the classroom.
- Eating during class time are is not allowed
- Students are prohibited from brining unhealthy food items, soft drinks, or energy drinks in school.
- Access to the teachers' lounges and other restricted area such as (storage rooms. etc.) is strictly forbidden for students.
- Punctuality is essential; students adhere to the specified class times, especially after breaks
- Students are always expected to behave appropriately, refraining from violence racism or any conduct contradicting the values of true Islamic religion, social customs and traditions of the United Arab Emirates.
- Bringing non-educational books or inappropriate novels to school is not allowed
- Copying and using the ideas, words and information of another person without documenting the source is regarded as plagiarism and / or intellectual theft and will be considered as a type of cheating
- Carrying large amount of money, or wearing expensive watches, jewelry is not permitted, and the school will not be held responsible for any loss.
- Celebrating special occasions such as birthdays is not allowed by the school.
- Students are responsible for maintaining cleanliness in the classroom, section, and schoolyard, and they should prioritize personal hygiene.



## 5. Bus Rules and Guidelines

1. All buses will be equipped with seat belts. There will be a supervisor on each bus to ensure that all students wear their seat belts and assist them in boarding and exiting the bus. Contact numbers for bus supervisors will be provided at the beginning of the school year.
2. Parents will be informed of the exact pick up and drop off timings by the bus driver before the start of the school year.
3. Please contact the bus supervisor if a student is going to be absent on any given day.
4. Students are expected to be present near their homes, or at the assembly point before the assigned time. Understand that bus drivers cannot hold traffic or delay routes while waiting for students.
5. If a parent was not present at the designated drop -off point (children under 11 years old) at the said timing, then the students will be brought back to school. Parents will then be required to collect the students from school.
6. For safety reasons, no student will be dropped anywhere other than their agreed drop off point. Students cannot switch buses because they are going to their friend's house.
7. If for some reason the student will not be taking the bus home on any given day, please communicate with the School's Transportation Officer or Section Administrator before noon.
8. Parents are expected to read and understand the bus guidelines as well as all transportation rules. Discuss all transportation rules with their child(ren).
9. Students should remain seated while bus is moving. Seat belts must be always worn.
10. Remain quiet. Noise on the bus shall be kept to a minimum with students speaking in reasonable conversation voices.
11. Students should always keep all objects out of the aisle
12. No offensive, profane or insulting language should be used.
13. Physical abuse and bullying are unacceptable.
14. Food is not allowed on the bus however, water is allowed.
15. All garbage must be removed from the bus. The bus must be kept clean.
16. Damage or vandalism to the buses will result in repair costs being invoiced to parents and consequences to students.
17. Students are responsible for getting to the bus on time after school; buses will not wait or be called back for students. Kindergarten & Primary students will be escorted by the bus supervisors
18. Students are not allowed to switch buses without prior approval of the school transportation officer
19. Non-bus students will not be allowed on the buses at any time.
20. The bus supervisor oversees students on the bus. The bus driver and the supervisor are to be treated respectfully, and their instructions must be followed.
21. While on the bus, students must represent the school with pride.
22. The FLIS- Rabdan behavior code and its consequences will apply according to the following:
  1. Verbal warning to the student, the Parents is notified
  2. First written warning to the student and the Parents is notified.
  3. Second written warning
  4. Third written warning, which requires the parents to sign an undertaking that the student will commit to the policy of the Department of Integrated Transport.
  5. If the student does not comply with the third and final warning, the student will be partially suspended from riding the bus for 3 to 5 days.



23. In the event of continued non-compliance with the policies, the school has the right to permanently dismiss the student from riding the bus and cancel the school bus transportation for students.
24. Students who violate bus rules may lose the privilege of the bus service.
25. Parents must fill the bus form, pay the bus service fees, as well as sign and acknowledge the bus guidelines.
26. Parents of children already registered in the bus must re-register them for the following academic year. Bus re-registration forms are usually sent with the school re-registration forms.

### General Instructions

1. The school's behavior policy is based on ADEK's guidelines and policies and will apply the Student Behavior Regulations issued by the Ministry of Education in cases that are not mentioned in ADEK'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 to implement one or more corrective or directive measure outlined in this policy, depending on the seriousness of the case, the frequency of recurrence, and the most appropriate approach to modifying the students' behavior
5. Students facing behavioral issues will receive individual attention from the social worker, who will address each case according to its severity and development level
6. No actions will be taken against student without thorough examination of the administrative supervisor and social worker's report, investigation of the offences and consultation of the school disciplinary committee
7. The school is authorized to temporarily suspend a student for a maximum of 5 days and issue a final warning letter to be conveyed to the student's parent/guardian.



## **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. The committee provides explicit directives and instructions to the student, emphasizing the significance of altering negative behavior and adhering for the guidance of supervisors, aiming to prevent the recurrence of the violation or misconduct.
3. The school puts in place a strategy with appropriate monitoring and support to address and correct the student's unacceptable behavior.
4. the school may request to held a meeting or a series of meetings with parents to create an individual correction/improvement plan that combines the efforts of both the school and the family to offer necessary support. Parents may be requested to sign an undertaking to support the agreed upon strategies and their implementation methods.
5. Following the implementation of the aforementioned procedures, if the student fails to amend their behavior, adhere to the behavior modification strategies and plans by the school, and comply with the established policies and rules, the school reserves the right to request the Abu Dhabi Department of Education and Knowledge to transfer the student to another school.
6. Comprehensive records or both behavioral and academic records will be maintained on eSIS and Orison. Behavior marks will be recorded in the report cards in accordance with the behavioral discipline regulations of the Ministry of Education.

## **Students with Special Needs**

- The school places emphasis on students with special educational needs “people of determination”, considering their health and psychological conditions before making any disciplinary decisions. The decisions taken for SEN student are aligned with their IEP.
- The school has the authority to select the most suitable corrective or directive measures for SEN students, consider their individual capabilities and needs. This approach ensures a balance between enforcement and discipline within the behavioral regulations, benefiting both the SEN students and other students.
- The school upholds the rights of all students to receive appropriate education, guidance and counseling, tailored to their unique educational, psychological, social, and emotional needs and abilities.