



مدارس أدنوك
ADNOC SCHOOLS

ADNOC Schools Behavior Management Policy

Reviewed on Feb 2023

Next Revision date: Feb 2025

MANAGEMENT OF STUDENT BEHAVIOUR POLICY

Creating a positive climate for learning

“Effectiveschoolsaredemandingplaces,whereteachersexpectandensurehighstandardsOfWork and behavior”.

Professor Andy Hargreaves, Academic and Educationalist

Rationale

This policy aims to provide a framework for ADNOC schools in developing their approaches to managing student behavior. Effective behavior management systems identify proactive strategies that reinforce positive behavior, expectations and seek to prevent behavioral issues. It is important that, in managing student behavior, schools do not rely on rules and consequences for addressing negative behavior. The aim is to change patterns of behavior and not just to sanction students who misbehave. However, repeated breaches of school discipline cannot be tolerated, and schools should follow a graduated response when dealing with students.

This policy is aligned with ADEK ‘Guidelines for Managing Student Behavior in Abu Dhabi Schools’ and regulations set by ADEK, Ministry of Education, and UAE laws, which believes that every student has the right to be educated in a safe, supportive and orderly school environment that is free from disruptions and obstacles that impede learning.

Aims

- To promote pupil well-being and happiness.
- To create the conditions for an orderly school community in which effective learning can take place, in which there is mutual respect between all members of that community and respect for the school environment.
- To develop a sense of self-discipline in students and an acceptance of responsibility for their own actions.
- To provide a fair and transparent set of procedures that ensures consistent application of sanctions for dealing with unacceptable behavior that impact on the smooth running of the school within the context of positive behavior management.

It is the aim of all ADNOC schools to ensure that every member of the school’s community feels valued and respected, and that each person is treated fairly and well. The behavior policy is therefore designed to provide our students with guidance and set clear boundaries, whilst promoting positive behavior.

Use of Positive Recognition and Rewards

ADNOC schools recognize that praising students is important for promoting positive attitudes to school, learning and good behavior. Staff can recognize students’ positive contribution to their class or school community, their efforts with schoolwork, progress or attainment. Positive Recognition and Rewards may take the following forms:

► Verbal Recognition

- Verbal praise to the student(s)
- Concerned Public praise
- Arranging for the student and, in some cases parents, to meet the principal

► Written Recognition

- Written comments in exercise books or on students' work
- Positive comments in home-school communication books such as Homework Diaries or Student Planners
- Issuing certificates or letters of appreciation
- Students name/photograph on notice boards, e.g. 'Student of the Month'
- Displays of student(s) work in the classroom or around the school
- Publication of students' work in school newsletters or on the school website Work shown to Principal or Senior Leadership Team
- Merit awards and praise postcards, or similar
- Letter/email from Form Tutor, Subject Teacher or Head of Department to the student and/or their parents
- Principal's letter to the student and/or their parents

► Material/Financial Recognition

- Academic awards and trophies
- Sports medals and trophies for competing or winning competitions
- Prizes, e.g. books for winning entries in a writing competition
- Book token or voucher for winning a competition

► Participation in a Special Event or Activity

- Participation in school trip, award ceremony, camp, or expedition

It should be noted that wherever/whenever a student is involved in a representative role for the school or ADNOC Schools, this should be acknowledged.

Behavior for Learning

Certain principles and practices are pre-requisites of successful learning and good behavior:

- Well planned lessons that are suitably differentiated to take into account the age, ability and needs of the students and that plan for 'positive opportunities' to happen
- Lessons that are purposeful and relevant, and provide challenge at an appropriate level of difficulty
- Learning objectives and/or outcomes made clear to students
- Routines of classroom practice that are familiar, agreed and understood, including a definite start to lessons, time to review and an orderly dismissal
- Regular and frequent assessment and feedback

All classrooms and learning environments should display a 'classroom rules' poster which has been shared and understood by all.

“If you want your children to improve, let them overhear the nice things you say about them to others”.

Dr. Haim Ginott, Teacher, Child Psychologist and Author

Despite good lessons, appropriate encouragement and support, some student's will, for a variety of reasons, sometimes fail to meet acceptable standards of behavior. Disruption cannot be tolerated since it denies other students their 'right to learn'.

Low-level disruption in lessons may be the result of:

- Calling out – talking out of turn
- Lack of respect for students/staff/property
- Being off task and distracting others
- Arriving late for a lesson / Tardiness

The class teacher will deal with disruptive behavior in the first instance and colleagues in phases/departments need to discuss how they will support each other. **Consistency** in the way disruption is dealt with is absolutely vital so that students know the boundaries within which they can work and learn.

Practical subjects will have additional codes of conduct that focus on health and safety – Physical Education, Science and Design Technology. At the start of each term, the teacher will make these codes clear to students and display them as appropriate.

It is an expectation that class teachers for all classes, as appropriate, will produce seating plans. This gives responsibility to the teacher to decide who sits where in order to maximize learning and encourage positive behavior.

Strategies to promote and support good behavior in lessons

If a student disrupts learning, one of the following sanctions may be appropriate:

- Using positive language to achieve the behavior you want “Turn around please Kabir . . . thanks” “Looking this way and listening Aziza. . . thanks”
- Choice “You can choose to finish your work, or you can choose to lose 5 mins of your break time. What do you want to do?” - The teacher should praise the correct choice
- Move to a different place in the classroom to help the child focus
- Loss of play time/detention – break time, lunch time, after-school
- Contact with parents by email or telephone

Please note that parents should receive notice of a proposed after school detention

- Referral to the Middle Leader (Head of Year, Phase Leader, Head of Dept.) for further action
- Report card/Star Chart
- Meeting with parents to agree support from both sides

All serious incidents should be referred to the Senior Leadership Team.

It is important that strategies reflect a graduated response.

Attendance / Authorized / Unauthorized Absences

Good attendance and punctuality is essential to help ensure students' acquisition of core skills and key areas of learning. Schools will use a range of age appropriate rewards and sanctions to ensure high levels of attendance and good punctuality.

Students are expected to attend school on every school day as specified in the school calendar. Aligned to the UAE Federal Inspection Framework, good attendance is judged to be 94% or better of the school year. If attendance falls below 94% due to excessive unauthorized absence, the implementation of Level 2 violation sanctions will be triggered.

We expect students to arrive at school and to lessons on time. **Punctuality** to morning registration, assembly and lessons is vital and is considered a Level 1 violation. Students who are continually late for registration will be managed in line with the agreed policy. Where there are adverse weather conditions, there should be some flexibility in responding to each students' circumstances and their punctuality.

Unauthorized Absence/Tuancy

The following absences are regarded as **unauthorized**:

- Shopping trips
- Unnecessary travel
- Family events (birthdays, visitors, etc.)
- Other non-essential reasons

Students are considered to be truant if they are absent from school without their Parents'/ Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization.

If a student is absent for one class or period during the day without authorization, the student is considered as truant. The school must immediately inform the students' parents of incidents of truancy and shall at an appropriate time and date meet with the parents and student to address such behavior. Following such incidents staff will closely monitor the students' attendance and implement the behavior sanctions as stated in the policy below.

Unauthorized absence/truancy is strictly prohibited and considered a Level 2 violation Any unauthorized absences of 10 consecutive days or more may ultimately result in the removal of a child's place from the school permanently.

- For repeated unauthorized absences of 15 days or more during the academic year, we may either permanently exclude a student or withdraw their place for the following academic year. Schools will issue parents with a written warning following the third day of unauthorized absence. Note: If a student is absent for one class or period during the day without authorization, the student is considered as truant and will be counted as one day's unauthorized absence.
- ADNOC Schools will issue warning letters prior to any implementation of an exclusion. The notice of expulsion will be issued by the Principal, following approval by ADEC and after three prior warning letters to the parent of the student concerned.

Authorized Absence

The following absences are regarded as **authorized**:

- Illness (supported by a medical certificate)
- Scheduled doctor appointments (supported by a doctor's confirmation)

- Death of a first or second degree relative (up to 3 days)
- Essential urgent family travel for matters such as medical treatment or the death of a family member (must not exceed one month during the academic year. Must be supported by medical certificate/other official documentation). *Note: any absence of more than one month duration must be approved by ADEC and, in addition to providing medical certificates or documents, ADEC also require a letter from the UAE embassy of the country they are visiting confirming the child is in their country)*
- Participating in an official community task or event representing the UAE (i.e. sporting event) (supported by official documentation)
- Mandatory appearance before an official government body (supported by evidence of the appearance)
- Up to a maximum of 5 days for any reason that the school recognizes and accepts upon the approval of the School Principal

For authorized absences, Parents/Guardians who plan to have their children miss several days of school are required to notify the school at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.

Management of attendance and communication with parents

This policy will be shared with parents through the school website and will advise parents of the Academies arrangements to manage absence and promote good attendance and punctuality. The home-school agreement, issued to all families at the beginning of each academic year will clarify the expectations relating to attendance. It is part of this agreement that parents will make every effort to ensure that their children attend the Academy every school day and arrive on time for the beginning of the school day.

Schools will maintain accurate and comprehensive daily attendance records for every student and these records will include reference to punctuality and the reasons given for absence.

Parents should inform the school in advance of any required absence, and this should be assigned a reason code by school staff to ensure accuracy in the collation of data. Notification of a planned absence requires ten-day notice to the school, and this will allow staff to prepare assignments that the student may need to complete during the absence period. Parents are responsible for contacting the school to understand the assignments that need to be completed during any extended planned absence and the work given must be completed either before the beginning of the absence period or shortly after returning from the absence.

Following an absence, parents are requested to send a signed note to the school indicating the reason for the student's absence. Ideally, parents should arrange for family vacations to take place during scheduled school holidays. When students are absent from school for some period of time, required course work or scheduled assignments set by the teachers should still be completed by the students and submitted within the given timeline.

Behavior In and Around the School

ADNOC Schools' students are expected to demonstrate high standards of behavior at all times. This includes moving around the school, in tutor time and assembly, in the social areas and on the way to and from school. Appropriate action will be taken by the school against any student whose behavior is unacceptable and undermines the good discipline or reputation of the school.

Monitoring Student Behavior

Behavior management is monitored/analyzed by the school's information management system: **PowerSchool**. It is important that there is regular communication between staff, where individual students are discussed and monitored. Students giving cause for concern should be discussed at pastoral meetings. The meeting is used also to identify students for intervention and support as well as those who may need to be referred to the SENCO/Counselor for behavior or learning support.

Bullying

Bullying is defined as "the willful, conscious desire to hurt, threaten, upset or frighten someone". It is rarely a 'one-off incident' but a course of action that is sustained over a period of time - 2-3 days or 2- 3 months. Schools take a zero-tolerance approach to all forms of bullying. Any student(s) who bully another student will be dealt with and be made to apologize for their actions.

Bullying could be:

- verbal (e.g., comments intended to upset the receiver or the receiver's family)
- physical (e.g., pushing or hitting another student)
- emotional (e.g., excluding a student from a friendship group or not inviting someone to an outing/event)
- racist (e.g., comments about ethnicity)
- cyber bullying (e.g., inappropriate comments sent by text messaging, email or social networking sites such as Facebook).

The following sanctions could apply depending on the nature of the bullying incident:

- Verbal warning and contact with parents
- Loss of play time/detention – break time, after-school

Please note that parents should receive notice of a proposed after school detention

- Isolation or reflection time
- Restorative justice
- Temporary ban from attending school

Also refer to the School's Anti-Bullying Policy.

Mobile Phones

Mobile phones are strictly prohibited on school property during school time. Any student found in possession of a mobile phone whilst on school property during school hours will be in breach of school discipline (classified as a Level 2 violation). As a result, the following actions will be taken:

- Mobile phone will be confiscated and only returned directly to a parent
- School detention (Please note that parents should receive notice of a proposed after school detention)
- Incident will be recorded on the student file
- Formal letter will be sent to the parent from the school
- Repeat violations will be escalated to a Level 3 violation and ultimately may result in a child being suspended or excluded from school

In the case of an emergency, students will be able to use school telephone facilities to contact home. Where parents need to contact their child, they should follow standard procedures and contact the School Reception.

Serious Breaches of School Discipline

Serious breaches of school discipline will not be tolerated, and serious incidents will be dealt with by the Senior Leadership Team in accordance with ADNOC Schools' discipline procedures. Examples of serious breaches of school discipline could include:

- Fighting/assault
- Serious and persistent cases of bullying
- Serious and persistent disruption to learning
- Deliberately setting off the fire alarm causing mass evacuation of the building, disruption to teaching and learning and potential harm to students with physical disabilities
- Any incidents in line with Level 3 violations as per the ADEK Private Schools Policy Guidelines
- Incidents of repeated Level 2 violations within an academic year
- Any incidents deemed to be serious by the principal

In such cases, the student may be suspended from lessons and placed in isolation for reflection time or to work under staff supervision.

Alternatively, depending on the severity of the incident, he/she may be temporarily banned from attending school for a fixed time but not more than 5 days. ADEK must be notified of any serious incident and/or decision to suspend a student from school.

In all cases, parents will be invited into school to discuss their son/daughter's behavior.

Following isolation, the student may be placed on Report Card and/or their return to normal schooling managed on a 'phased return' basis. In the case of fixed term exclusions, a managed return may include a Behavior Home/School Agreement (*Appendix 1.3*) signed by the school, the student, and his/her parents.

In severe cases where, despite support from the school, a student's behavior does not change, the case will be dealt with by ADNOC Schools' Behavior Committee and parents may be asked to remove their child from the school permanently. Alternatively, the school will seek ADEK approval and support to permanently expel the child.

School Behavior Committee Membership

- **Chair:** School Principal
- **Vice Chair:** Vice Principal / Ass't Vice Principal
- **Secretary:** Counselor
- **Members:** 4 x Teachers (*different subjects*)
- **Parent member:** Chair of SGC / Parent Council
- **Student Member:** Chair of Student's Council (*High School*)

ALL letters (*Appendix 1.2*) sent out to parents **MUST** be in line with those set out in the associated document '*Ministerial Decree 619/2017*) (*Appendix 1.1*)

Repeated Poor Behavior

Repeated poor behavior will not be tolerated and will see students progressing through the violation levels and appropriate sanctions will be enforced. For example:

- As a consequence of two or more Level 1 violations, the school will meet with parents to inform them that their child has incurred a Level 2 violation. The student may receive a Report Card and may be placed in isolation and/or receive detention and ECA privileges may be withdrawn.
- As a consequence of two or more Level 2 violations, the student may incur a Level 3 violation. This may incur a temporary suspension from school or, in extreme cases could ultimately lead to permanent exclusion from the school.

Fixed Term and Permanent Exclusions

For Level 3 / 4 violations, it may be necessary to reprimand a student with a temporary suspension or, for severe breaches in school discipline, there may be no other option but to permanently exclude the student from school.

Fixed Term Exclusions

Only the School Principal has the power to temporarily exclude a student. Fixed term exclusions can be for a period of up to 5 days.

Before any decision is made to temporarily exclude a student, a full investigation is undertaken by the School Behavior Committee. The committee may include the School Principal, the Deputy Principal and/or other senior leaders of the school. This investigation may involve students and witnesses and will include consultation with the parents.

Permanent Exclusions

Only the School Principal, in consultation with the CEO Aldar Academies, ADNOC Director of Education and ADEK, has the power to exclude a student.

Before any decision is made to suspend or exclude a student, a full investigation is undertaken by the ADNOC Schools' Behavior Committee. The committee will include the Director of Education and may also involve a School Principal from another ADNOC school. This investigation may involve students and witnesses and will include consultation with the parents.

Guidance Regarding Transition

Most students transferring from one ADNOC School to another at a time of transition will be offered a place in the receiving school. However, where there are significant concerns regarding the behavior of the student and comprehensive records indicating support and interventions over time, the principals of each school should consult to review the allocation of a place in the receiving school.

In exceptional circumstances, concerns regarding a students' behavior may result in a place being withdrawn from ADNOC Schools. Communication with parents will be central to such a process with regular reviews in the year of transition. A decision to withdraw a place may be made by the receiving Principal following consultation with the Director of Education.

The Role of Parents

Parents are encouraged to work collaboratively with the school to ensure that students have a full understanding of ADNOC Schools' expectations regarding student behavior both in and outside of school. Parents should support disciplinary actions deemed appropriate by school leadership. To facilitate this, parents

and primary and secondary students are required to sign a Home School Agreement on an annual basis which clearly outlines key requirements in relation to student behavior, the use of mobile phones, our school uniform requirements, attendance, and punctuality.

If they wish, parents have the right to appeal against school-based disciplinary action. To register an appeal, parents are requested to complete the Parents' Appeal – Letter of Consideration template (Appendix 3). Depending on the nature of the disciplinary action, parents may be invited to meet with either the School Principal, or with the ADNOC Director of Education who may conduct an investigation. If concerns remain, they may be invited to meet with a member of Aldar Academies Executive Management Team.

This policy has been written in line with the following legislation:

- Federal Code of Conduct Ministerial Decree (619/2017)
- Federal Law of Sheik Khalifa (29/2006)
- Adek Regulations (26/2013)
- Federal Admission & Registration Ministerial Decree (820/2014)

ANNUAL REVIEW

ADNOC Schools will regularly review their Promotion and Retention of Students Policy annually.

Approved by:

Sahar Cooper

Chief Executive Officer, Aldar Academies Date:

Policy written: 21 March 2017

Reviewed on: 10 February 2023.

Authorized by Aldar CEO: 28 January 2019

APPENDIX 1.1

Code of Conduct levels- Ministerial decree 619/2017

The main objective of this Code of Conduct is to provide approaches to positively manage students' behavior to enable teachers to instil and foster the values of the UAE society. Repetition of positive behavior and recognition of it will minimize disruption in the classroom, help learning to take place and makes it a habit and eventually, it becomes the school culture. Through this code of conduct, all stakeholders will get to know their rights, roles, and responsibilities. Using the levels and associated actions will establish fair implementation processes and minimize conflicts.

The code of conduct adopts a progressive penalties approach and schools are requested to document the violation/s as per their occurrence using the associated templates. All decisions relevant to Levels 2 through four are to be issued by the behavior management committee. This committee shall undertake the responsibility to officially investigate the offence, collect all the evidence and issue a verified decision. The committee is always chaired by the school principal, vice-chaired by the Vice Principal or the Assistant VP for Academic or pastoral care affairs. The Counsellor sits on that committee in the capacity of a member and a secretary, 4 teachers of different subjects and the chair of the Parents' Council or similar role (SIG) and the Chair of the Students' Council in high school, where applicable.

Scope of Implementation of the Code of Conduct

It applies to all schools in the UAE either government or private for students in grade 4 through 12.

People of Determination (POD)

- The school behavior management committee shall liaise with the SEN department at the school if any of the students categorized under the POD violates the code of conduct. The SEN team shall advise the committee in case the violation is caused because of the students' specific need and then decision is made in light of the following"
 1. If the violation is not because of the student's specific need, the below levels shall apply, similar to mainstream students.
 2. If the violation is because of the specific need of the student, the following shall apply:
 - Develop and implement a behavior modification plan (BMP) as per the level and type of the violation.
 - In case a BMP is existing, the school shall revise and modify that plan in accordance to managing the new behavior that led to the violation.
 3. If the behavior continues, for those students who do the offences because of their specific needs, regardless of the SBP, the school shall continue to support and integrate the child. If it has been agreed between the school and family that the former has no capacity to accommodate the needs of the child, the family will have to transfer the child to another school, or liaise with the educational regulatory authority to provide a different educational setting that will be more suitable to the specific need/s.

Level 1 Violations- Simple Risk

1. Being late for the morning assembly, or not attending it or being late for a class for no more than 10 minutes. Tardiness needs to be with acceptable excuse.
2. Entering class or going out of class without permission or not attending class or school activities without acceptable excuse.
3. Not wearing the school uniform or school PE uniform or not keeping both in good shape
4. Not bringing textbooks and required school stationary to school
5. Not following positive behavior rules as set by the school such as being punctual and quite during classes or making unacceptable noises inside or outside the classroom.
6. Sleeping during the class or school activities (medical case cleared)
7. Eating during the classes or the morning assembly (Medical case cleared)
8. Failure to submit homework and assignment on time
9. Bringing communication devices such as mobile telephones
10. Misuse of electronic digital devices during the class including playing electronic games and wearing the mobile headsets.
11. All incidents that can be categorised under any of the above as decided by the Academic Committee

Corrective Actions

First Occurrence	First Repetition	2 nd Repetition	3 rd Repetition Remarks
Verbal Warning	- Official documentation - Official notification to parent/s	- Meet with the parent/s - Issue written warning to the student - Ask parent/s to sign acknowledgement letter of the offence	- Meet with the parent/s - Issue final warning to the student and the parent/s - Transfer case to the counsellor for further analysis - Implement some behavior management strategies - Escalate the offence to a level 2 offence

Level 2 Violations- Medium Risk

1. Third repetition of any Level 1 violation/ offence
2. Absenteeism before and after official holidays, weekends and before term exams
3. Unexcused dispersal or escaping school day, which will be calculated as an unexcused absence.
4. Provoking/ Instigation of fights, or threatening or frightening school mates
5. Any action that violates the general rules or directives of the school or the UAE Society such as acting in a gender conflicting manner in terms of haircuts, or attire or using make-ups, etc.
6. Graffiti, vandalism to school furniture and equipment or to the buses.
7. Photographing, keeping, or publishing photographs of school staff or students without authorization
8. Verbal abuse
9. Smoking inside the school campus or facility or keeping smoking tools
10. All incidents that can be categorised under any of the above as decided by the Behavior Management Committee.

Corrective Actions

First Occurrence	First Repetition	2 nd Repetition	3 rd Repetition Remarks
- Meet with the parent/s - Undertaking signed by parent/s and the student that the child will not repeat the offence	- Parent/s and child sign on a written warning or an in school temporary suspension not of one to a max of three days	- In school suspension for one to a max of three days with study portion to cover and assignments to do - Issue final warning	- Move the child to another class - Further study of the case by the academic counsellor, raise the case to the Behavior Management Committee to implement strategies to manage the behavior - Escalate the offence to a level three

Level 3 Violations- High Risk

1. Third repetition of any level 2 offence
2. Bringing, possessing, displaying and promoting in any type; physical, electronic or on the media that are for unauthorized or are not culturally sensitive, conflict with the values and general rules of the society.
3. Defaming of staff or school mates on any of the social media tools.
4. Bringing and/ or possessing of white weapons (non- firearm weapons) or any of the alike (Daggers, swords, knives, batons, etc.)
5. Sexual harassment inside the school.
6. Physically assaulting schoolmates or staff (Bullying)
7. Stealing or covering up thefts.
8. Vandalism of/ to or unauthorized acquisition of the school equipment or facilities.
9. Insult of/ to religions or instigating sectarianism at school
10. Tampering or vandalism of school buses or causing harm to road users.
11. All incidents that can be categorised under any of the above as decided by the Behavior Management Committee.

Corrective Actions

First Occurrence	First Repetition	2 nd Repetition	3 rd Repetition Remarks
- Immediate call for a meeting of the Academic Committee for an immediate decision; - Immediate call for the parent to attend to school and to sign on the Academic Committee Decision	- Present the case to the School Behavior Management Committee for a suspension decision - Suspension of the student and transfer to the relevant entity for a specialized behavior modification program that may range between a week to a max of two weeks	- The behavior Management Committee issues a suspension decision. - Parent receives and official written warning to move the student to another school.	- The behavior Management Committee issue a decision to escalate the offence to a level 4 - Permanent suspension from the school - Recommendation to transfer the student to a behavior modification centre

Level 4 Violations- Very High Risk	
	1. Third repetition of any level 3 offence 2. Bringing or possessing any firearm or non-firearm or any of the alike to and in school. 3. Sexual assaults inside the school premises or facilities 4. Physical assaults that may lead to physical injuries of schoolmates or staff. 5. Leaking exams/ tests or participating in it at any level. 6. Causing fires at school or setting school building or facilities on fire 7. Unauthorized impersonating of others for any school transactions or forging any school specific documents. 8. Disrespect to any of the UAE political, religious, or social icons / idols 9. Possession, supply, promotion and use of substance (drugs), narcotic drugs and psychotropic substances, or appearing under the influence of drugs or narcotic drugs and psychotropic substances. 10. Broadcasting or promotion of ideologies or beliefs that support extremism or atheism that are anti- political or anti-social to the UAE. 11. All incidents that can be categorised under any of the above as decided by the Behavior Management Committee.
Corrective Actions	
On Occurrence	- Call the parent/s for an immediate meeting. - Take all immediate actions including calling for help of relevant entities. - Call the behavior management committee to meet to issue a decision with a notification to relevant divisions at the education regulatory authority - The student and parent/s shall bear all the responsibility, including financial cost, for any damages caused by the offence. - Communicate with ADEK for further actions including suspension from schools and enrollment in rehabilitation centres, etc.

APPENDIX 1.2

Form 1

School- Parent Undertaking

The school shall use the Student Code of Conduct as the base for any decision made with a focus on fostering positive behavior management. The aim is to enable students to develop on the cognitive, social and personal fronts and become well-rounded characters in a safe supportive environment. Hence, the school undertakes that all teaching and administration staffs shall inform students about the school's behavior management code of conduct/ policy and shall ensure that students are aware of the expectations of the policy. Students are expected to show respect and empathy to both their teachers and schoolmates, at all times. They also have to honour their learning and keep their school and its facilities clean and safe.

The school policy defines the roles and responsibilities of all relevant stakeholders, and it is expected that each party will adhere to them. Teaching and Administration staff are expected to adhere to the professional and ethical code of conduct and to well lead and plan the teaching and learning process ad extracurricular activities.

For the aforementioned statements, the student and the parent/s (guardian/s) shall sign that they have received a copy of the school's code of conduct and shall adhere to its contents in terms of their roles and responsibilities.

Name of the Parent (Guardian):

Name of the Student:

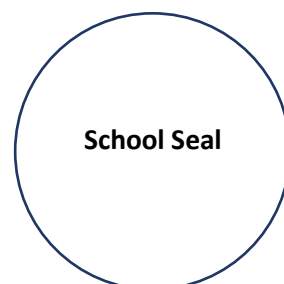
eSIS #:

Grade& Class:

Date:

Parent's Signature: **Student's Signature:**

Principal name and Signature:



School Seal

Form 2: Violation/ Offence Report

- ☐ Verbal Warning
- ☐ Written Warning

Student's Name:

Grade:

Name of the reporting teacher:

Date of incident:

Place of incident:

Time of incident:

Incident:

Description of the incident:

.....

.....

.....

.....

Level of the Violation

- ☐ Level 1
- ☐ Level 2
- ☐ Level 3
- ☐ Level 4

Frequency

- ☐ First time
- ☐ Repetition 1
- ☐ Repetition 2
- ☐ Repetition 3

Violation

Designation:

Reporter:

Oracle #:

Signature

Principal:

Date:

Form 3: Student's undertaking

I, the undersigned,, eSIS #,
student in grade, class, undertake that I shall adhere to the school's code of
conduct inside the school, I will keep the school and its facilities safe and shall follow all school rules.
In case of violation of any of the school rules, I shall be accountable for any consequences as per the
school code of conduct. I confirm that I have been verbally notified against my unacceptable
behavior/s which I summarize as follows:

1.
2.
3.
4.

Student's name: Signature:

Vice Principal's Approval and Signature: Date: / / 20

The parent shall be sent a copy of this undertaking. The original copy shall be filed to student's eSIS file and school records. The counsellor/ social worker shall receive a copy of the same.

This to confirm that the parent/s (Guardian/s) Mr/ Mrs.....
Relation to the studentwas contacted on cell phone
number..... by Ms/ Mr: about the signed
undertaking at (am/ pm) on / / 20

Form 4: Parent's undertaking

I, the undersigned, (father/Mother/guardian) of student
eSIS # in grade class undertake that the mentioned student
shall adhere to the school's code of conduct and all school rules inside the building and facilities. The
student shall keep them clean and safe. In case of violation to any of these rules, I shall accept all the
consequences the student shall be held accountable for as detailed in the school code of conduct. I
confirm that I have received a report of all these violations, which I summarize as below:

1.
2.
3.
4.

Parent's name:

Signature:

Vice Principal's Approval and Signature:

Date: / / 20

Form 5: Notification Slip for parent/s (Guardian/s)

Dear Mr/ Mrs , parent/ Guardian of
student eSIS # in grade class
..... please be informed that on *please insert day and date*, the
mentioned student has violated the school code of conduct by
please insert the name of the violation and description.

Please note that this is a straight violation of our school code of conduct, hence we seek your support to ensure that the student honours the code and will not repeat the offence. The school will take progressive penalties if the student fails to adhere to the code of conduct or repeat any of the offences as detailed in the school's behavior management policy.

Staff name and Signature:

Vice Principal approval and Signature:

Acknowledgement of the student: *(Name and Signature)*

Acknowledgment of the parent: *(Name and Signature)*

Date: / / 20

Form 6: Temporary Suspension Decision

Dear Mr/ Mrs , parent/ Guardian of student
....., eSIS # in grade class
....., please be informed that due to the repeated offences of the student and his negative
response with all behavior modification support through the previous decisions taken as shown
below:

1.
2.
3.

The Behavior Management Committee has decided in its meeting #

dated / /202 to temporary suspend the student who will undergo a behavior modification
program from

Date: / /202 To **Date:** / /202

This decision was made because of the following reasons:

1.
2.
3.

Parent name and Signature:

Acknowledgement of the student: *(Name and Signature)*

Principal:

Date: / /202

Form 7: Notification for Change of School Decision

Dear Mr/ Mrs parent/ Guardian of student
..... eSIS # in grade class
..... please be informed that due to the repeated offences of the student and his negative
response with all behavior modification support through the previous actions taken as shown below:

1.
2.

The Behavior Management Committee has decided in its meeting #

dated / /202 to issue a Transfer Request to Abu Dhabi Department of Education and
Knowledge (ADEK) and has obtained their approval.

You are kindly requested to provide us with the name of the replacement school within one week (7
calendar days) from date of receipt of this notification.

Parent name and Signature:

Acknowledgement of the student: *(Name and Signature)*

Principal:

Date: / / 202

*CC. Abu Dhabi Department of Education and Knowledge- Licensing and Accreditation and Customer
Service sections.*

Form 8: Notification - Suspension Decision until the end of the Academic Year

Dear Mr/ Mrs parent/ Guardian of student
..... eSIS # in grade class
..... please be informed that due to the repeated offences of the student and his negative
response with all behavior modification support through the previous actions taken as shown below:

1.
2.
3.