

# Al Ittihad National Private School Khalifa



## Students' Behaviour and Attendance Policy AY 2024-2025

# Table of Contents

<b>I. THE PURPOSE OF THE STUDENT'S BEHAVIOR POLICY .....</b>	<b>3</b>
<b>II. MOTIVATION POLICY .....</b>	<b>3</b>
<b>III.WHY MOTIVATE.....</b>	<b>3</b>
<b>IV. TYPES OF MOTIVATION .....</b>	<b>4</b>
<b>V. PURPOSE OF MOTIVATION AND INCENTIVES POLICY .....</b>	<b>4</b>
5.1. BEHAVIORAL EXCELLENCE:.....	4
5.2. ACADEMIC EXCELLENCE .....	4
<b>VI. STUDENT CODE OF CONDUCT .....</b>	<b>4</b>
6.1. ATTENDANCE AND ABSENTEEISM .....	4
6.2. EARLY RELEASE.....	5
6.3. ALLOWING STUDENTS TO LEAVE EARLY DUE TO PRESSING/URGENT REASONS .....	6
6.4. DEPARTING SCHOOL AT THE END OF THE DAY .....	6
<b>VII. SCHOOL UNIFORM.....</b>	<b>6</b>
<b>VIII. ELECTRONIC DEVICES .....</b>	<b>7</b>
<b>IX. CLASSROOM &amp; SECTION RULES.....</b>	<b>7</b>
<b>X. GENERAL INSTRUCTIONS.....</b>	<b>9</b>
<b>XI. STUDENT MISCONDUCT .....</b>	<b>10</b>
<b>XII. STUDENTS WITH SPECIAL NEEDS .....</b>	<b>11</b>
<b>FIRST DEGREE VIOLATIONS .....</b>	<b>12</b>
<b>SECOND DEGREE VIOLATIONS .....</b>	<b>14</b>
<b>THIRD DEGREE VIOLATIONS.....</b>	<b>16</b>
<b>FOURTH DEGREE VIOLATIONS.....</b>	<b>18</b>
<b>XIII. DISCLAIMER.....</b>	<b>20</b>

## I. The Purpose of the Student's Behavior Policy

- 1.1 To promote a positive and safe educational and learning environment for students guided by the child protection policy
- 1.2 This policy allows the imposition of clear procedures for the administrative and teaching staff to ensure the creation of a stable educational environment.
- 1.3 To enhance good positive behavior using encouragement and guidance, and to also prevent and reduce student behavior issues by using all possible educational methods.
- 1.4 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.
- 1.5 To ensure that values and school regulations are adhered to.
- 1.6 To provide all educators with clear instructions/procedures on how to deal with student behavior according to appropriate educational methods.
- 1.7 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.
- 1.8 To adhere to behavioral values and principles that address the UAE culture and traditions.
- 1.9 To respect and appreciate other cultures.

## II. Motivation Policy

Motivation (Motivation): This pattern of encouragement aims to promote healthy positive behavior among students and urge them to follow it in an appropriate manner to their different age stages.

## III. Why Motivate

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

## IV. Types of Motivation

- Material: Gifts, Trips, Motivation Plans, Breakfasts Groups Parties, Certificates of appreciation...
- Moral: Direct words of thanks and praise toward the students, also thanking the students and praising them in the morning assembly and inside classes, sending Thank you letters to the parents/ Guardians.

## V. Purpose of Motivation and Incentives Policy

### 5.1. Behavioral excellence:

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

- Committed to their afternoon Prayer
- Attends the National Anthem assembly.
- Keeps their Classroom clean & tidy.
- Abides by School Uniform.
- Committed to good speech and positive language with his peers and teachers.
- Follows class and department rules.
- Other regulations will be added if necessary

### 5.2. Academic Excellence

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

- Students who scored 93% and above.
- Students who improved their academic performance significantly.
- Students who have obtained a high score on the MAP test.

## VI. Student Code of Conduct

### 6.1. Attendance and Absenteeism

#### 6.1.1. Morning Attendance

- Gates open at 7:10 and close at 7:40, boys gate number is (9), Girls' gate number is (5), Primary gate number is (6), KG gate number is (10),

- Students are expected to be in school by 7:30 to attend the morning assembly and sing the National Anthem. Students arriving after 7:40 will be considered late. They are supposed to enter the school from the main reception area.
- The school administration will excuse students for being late in the morning during days with adverse weather conditions (e.g., heavy fog).
- The INPS-AD implements the procedures included in the first degree offense if students arrived late.

### 6.1.2. Daily Attendance

- Students are expected to be committed to coming to school regularly, attending (182) days as required by the Department of Education and Knowledge. Whenever a student is absent, the school shall send a notification message to parents through the (eSIS) system or Powerschool system.
- If an absence is authorized, the student will be able to make up the work and tests that were missed.
- Students should submit a medical or a valid excuse approved by the administration. In case the documents are not submitted, the school is not responsible for any lessons the student missed due to his /her absence.
- The school does not also allow students to stay after school for any group work project.
- Students will receive a warning letter for every three (3) unauthorized absence or without a valid excuse. A letter of notification will be sent to parents for a formal clarification and accordingly a written pledge will be signed by the parent/guardian and guidance sessions will be given to the student.
- The school can expel a student from school in case the student has unexcused absence for 10 days consecutively, or 15 days non-consecutively during the academic year provided that:
  - School has sent three warning letters (i.e., a warning letter is sent every three days).
  - The School Principal issues the expulsion
  - The expulsion is approved by ADEK
  - Parents are informed

### 6.2. Early Release

### 6.3. Allowing students to leave early due to pressing/urgent reasons

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

### 6.4. Departing School at the end of the day

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

## VII. School Uniform

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

- Female students' uniform expectations:
  - The uniform with the school logo, the school shirt with long sleeves, "shaylas", white socks and black shoes. P.E. Uniform should be worn during P.E. lesson (white shirt, wide blue pants and white runner /sport shoes)
  - Make up/nail polish is not permitted
  - Hair dyes and unusual haircuts are not permitted

- Hair accessories must be white, navy or black
  - Students should wear decent clothes when allowed during special activities
  - In case of wearing a jacket, it must be one of the following colors: white / black / navy blue, and it is forbidden to wear a blouse or jacket with a hoodie.
  - Students must not wear accessories, close the school shirt, and not raise their sleeves.
- Male students' uniform expectations:
    - School shirt with the school logo, navy blue trouser, white socks, black shoes. P.E. Uniform should be worn during P.E. lesson (white shirt, wide blue pants and white runner /sport shoes)
    - In case of wearing a jacket, it must be one of the following colors: white / black / navy blue, and it is forbidden to wear a blouse or jacket with a hoodie.
    - Students must cut their hair (Long hair is not permitted)

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

**In case of violation to the above rules, Actions of first-degree violation will be taken**

## VIII. Electronic Devices

- For the sake of students' security and safety It is forbidden to bring mobile phones, smart watches, portable music devices and electronic games, iPods for any reason and if found, the device will be confiscated and will be given to parents by the end of the academic year
- If a camera is required to be brought to school, it should be kept in the supervisor's office till it is used and returned back to the supervisor, student can receive the camera at the end of the day
- Students must abide by the policy of using the digital tablet (iPad / MacBook) provided to them by the school.
- It is forbidden to use the camera of the digital tablet (iPad/MacBook).
- It is forbidden to download any programs or applications on the digital tablet (iPad/MacBook)
- Students are restricted from watching un-educational movies or programs

## IX. Classroom & Section Rules

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

- Show respect to teachers, classmates and all workers and deal with them properly and avoid 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, the case will be registered in the students file.
- Students are expected to be punctual, arrive to their classes on time and stay calm throughout the lesson.
- Students are expected to take exams as scheduled and do not postpone any exam without a valid excuse.
- Respect the rights of others by not being disruptive and by not purposely raising your voice during class and especially while the teacher is explaining or instructing.
- Students are not allowed to leave the class without teacher's permission.
- Students are not allowed to go to the cafeteria except during breaks.
- Students are not allowed to eat in class and during classes.
- Students are not allowed to bring unhealthy food, fizzy drinks and energy drinks.
- Students are not allowed to visit the clinic without the supervisor's permission.
- Students are strictly prohibited from entering teachers' lounges and walking around the school facilities.
- Students should not be late for their classes especially after breaks.
- Students are always expected to behave appropriately, and avoid any behavior contrary to religion, values, customs and traditions.
- Students are expected not to bring un-educational stories.
- Cheating in all its forms is prohibited. In the case of cheating or assisting others in cheating, the student is deprived of the course exam and a (0) mark will be assigned to him/her in the subject of the exam, this is according to Ministerial Resolution No. (84).
- Students are not allowed to bring large amount of money, expensive watches, jewelry and the school will not be held responsible for any loss.
- Personal celebrations such as birthday parties are not allowed in the school.



- Students must maintain the cleanliness of the classroom, section, and school yard, and pay attention to personal hygiene.
- Students are not allowed to photograph inside the school except for educational purposes and under the supervision of the department's administration.

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

## X. General Instructions

- 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.
- The school forbids using any physical or punishment such as isolation during the school day or at the end of the school day.
- Decisions are issued on behavior modification in the light of the following criteria:
  - The age of the student
  - Repetition of the violation
  - The degree of the violation
  - The damage resulting from the violation
- The school may choose one or more of the actions/procedures listed under each level/degree of class offenses/violations taking into view appropriateness and rationality and finding the best method to improve the behavior of the student.
- Individual cases of intolerable behavior will be dealt with by the social counselor who will deal with cases according to the degree of the negativity of the behavior and the number of times it's repeated or evolved.

- Action will only be taken after a written investigation of the offenses/violations by the supervisor or social worker and after consulting all concerned parties.
- The school's administration has the right to suspend a student temporary from school up to 5 days and issue a final warning letter for him and his/her parents.

## XI. Student Misconduct

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

- The School Disciplinary Committee will review and discuss student behavior.
- Advise students with a clear explanation, with reasons for the changes in behavior that are required of the student by the school and to follow the instructions of the supervisors to ensure that the violation or abuse is not repeated.
- The school puts in place a strategy with appropriate monitoring and support to address and correct the student's unacceptable behavior.
- If there is a need for further escalation of response, the school will inform parents by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-school strategy. At this stage, parents will be required to sign an undertaking to support the agreed upon strategy.
- In the final stage, and after taking all the above-mentioned procedures, if a student fails to modify his/her behavior in accordance with the requirements of the school, the school may apply to the Department of Education and Knowledge to transfer the student to another school or permanently exclude the student concerned.
- The school's Disciplinary Committee will keep record of the disciplinary offenses of each student and the actions taken in response, on the ESIS, including uploading all supporting reports for all offenses and actions taken.

- All behavioral and academic notes and reports will be kept in the PowerSchool student's electronic data file, and accordingly, the behavior mark will be monitored in the school certificate according to the Ministry of Education's behavioral discipline regulation.

## XII. Students with Special Needs

- The school takes into consideration before taking any disciplinary action against a student with special needs or special educational needs of individual students and plans.
- The school has the right to choose the appropriate directive/corrective action for students with special educational needs in accordance with their individual needs and abilities, taking into account the importance of enforcement and discipline within the behavioral regulations for the benefit of them and other students.
- The school maintains and respects the rights of all students to obtain appropriate education, guidance, and counseling as required by their educational/psychological/social and emotional needs and abilities.

### **Note:**

- When necessary, the school has the right to inspect students' supplies / and their own devices (IPAD / MACBOOK) and in case of any violations, they will be confiscated, and the appropriate procedure will be followed with them in order to maintain the security and safety of students.
- The school has the right to implement any procedure it deems appropriate, regardless of the order of these procedures, and according to what is appropriate to the case of the violation or abuse.

## First Degree Violations

NO.	Violation Deducted Marks	If committed Deducted Marks  0	If it is repeated for the first time Deducted Marks  0	If repeated for the second time  -2	If repeated for the third time  - 4
1	Being repeatedly late to the morning assembly or failing to participate	Verbal Warning	Written Warning	Written Warning	Written Warning
2	Failing to attend classes on time repeatedly without an acceptable	Discuss the expected change	Notify the parent in writing about the student's misconduct.	Notify the parent in writing and hold meeting(s) with them to agree on a reasonable joint home-and-school strategy.	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.
3	Non-compliance with the school uniform (regular or PE) without an	in behavior with the student.			
4	Not following the school's rules as stated in the Student Code of Conduct, both inside and outside the classroom (e.g., not staying calm/disciplined during class time, making inappropriate sounds inside or outside the classroom, not dressing modestly, sporting inappropriate haircuts, if applicable).			The parent is required to sign an undertaking to support the agreed strategy.	
5	Not bringing books and other resources for school without an acceptable excuse.				



6	Sleeping or eating during class time or during the morning assembly without justification or permission (after verifying the student's health status).				
7	Not complying with the completion of homework (if applicable) and				
8	Misuse of digital devices in school (e.g., playing games, viewing social media, messaging, using head/earphones in the classroom without justification or permission).				
9	Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.				

## Second Degree Violations

Violation		If committed	If it is repeated for the first time	If repeated for the second time
Deducted Marks		- 4	8	8
1	Failing to attend school without an acceptable excuse at any time, including before and after breaks/holidays and the weeks leading up to exams (unless during an ADEK-approved study leave).	Written Warning	Onsite Suspension	Onsite Suspension
2	Leaving or entering the classroom during class time without permission.	Instruct the student to sign an undertaking not to repeat the offense.	Temporarily suspend the student up to 2 days and assign the student supervised study assignments inside the school with a notification to the parent.	Temporarily suspend the student up to 3 days and assign the student supervised study assignments inside the school. Issue a final warning in writing to the student and the parent.
3	Not attending mandatory school activities and events without an acceptable excuse.	Summon the parent, who is required to sign an agreement to support their child in reforming their behavior.	Temporarily suspend the student supervised study assignments inside the school with a notification to the parent. Notify both the student and the parent of a second written warning.	Notify the Behavioral Management Committee to agree to a final set of actions for reforming the student's behavior.
4	Inciting quarrels, threatening, or intimidating peers in the school.		Notify the Behavioral Management Committee to agree to a set of strategies for reforming	
5	Acting or appearing in a manner that contradicts the ADEK Cultural Consideration Policy.			
6	Causing minor damage to school or bus furniture (e.g. (e.g., writing or sticking gum on bus seats, tampering with the alarm bell or elevators).			
7	Taking out and/or using mobile phones at school without permission and misusing any means of communication (e.g., sending frightening videos to young children).			
8	Verbally abusing or insulting any member of the school community (including visitors).			The parent is required to sign an undertaking to support the agreed strategy.



9	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 off site.		the student's behavior.	
10	Refusing to respond to inspection instructions or to hand over banned items.		The parent is required to sign an undertaking to support the agreed strategy.	
11	Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.			

Third degree violations				
		Procedure		
	Violation Deducted Marks	If committed -12	If repeated -12	0
1	Bullying, intimidation, harassment, and/or abuse of members of the school community, including defaming them on social media.	Onsite Suspension Immediately suspend the student inside the school.	Offsite Suspension Immediately suspend the student of site until the end of the investigation with a notification to the parent.	Expulsion Immediately suspends the student on site until the end of the investigation with a notification to the parent.
2	Academic dishonesty/plagiarism (including copying and reproducing assignments and falsely taking credit for them).	The Behavioral Management Committee shall evaluate the evidence and determine disciplinary actions.	The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions.	The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient counseling as per their behavior strategy. The Behavioral Management Committee shall
3	Leaving the school premises without permission.			
4	Seizure, destruction, and/or vandalism of school property.			
5	Seizure, destruction, and/or vandalism of the school bus (including all furnishings), including causing harm to the driver, supervisor, and/or other road users.	The school shall summon the parent		
6	Assaulting others in the school, on the bus, or during school activities offsite, without causing injury to the victim.			



7	Driving a vehicle recklessly inside or around the school premises, and not following the security and safety instructions.	immediately to inform of the disciplinary action	Provide the student and the parent with a final written warning.	evaluate the evidence and agree on a set of final disciplinary actions which may include
8	Capturing, possessing, viewing, or distributing media (audio, images, videos, etc.) of staff and students taken without consent.	and the requirement to sign in	Summon the student and the parent to the school to present the Committee's decision.	expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK,
9	Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.	undertaking to support the agreed strategy.		the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient support and counseling as per their behavior strategy.

<b>Fourth degree violations</b>				
<b>Procedure</b>				
	<b>Violation</b>	<b>Deducted Marks</b>		<b>If committed</b>
				<b>Failure in the course of conduct or the student's final dismissal</b>
1	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.			Offsite Suspension Immediately suspends the student of site until the end of the investigation with a notification to the parent.
2	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.			Expulsion Immediately suspend the student of site until the end of the investigation with a notification to the parent.
3	Committing sexual assault (including engaging in sexual harassment) inside the school, on the bus, or during school activities offsite.			The Behavioral Management Committee shall evaluate the evidence and
4	Assaulting others in the school, on the bus, or during school activities off site, and causing injury to the victim.			agree on a set of disciplinary actions
5	Premeditated theft and/or engaging in its cover-up.			and a corrective plan.
6	Capturing, possessing, viewing, or distributing information/media (audio, images, videos, etc.) with unlawful content (e.g. pornography,terrorist/extremist videos).			The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion.
7	Leaking exam questions or engaging in related activities.			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
8	Setting fire to the school premises.			
9	Insulting political, religious, or social figures in the UAE.			



10	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.		evidence that all the prior stages have been followed, including  proof of having provided sufficient counseling as per their  behavior strategy.
11	Disseminating or promoting culturally inappropriate ideas/beliefs that  go against the laws of the UAE with malicious intent, as per the ADEK Cultural Consideration Policy.		
12	Intrusive and/or illegal digital activity on school IT systems (e.g., hacking into school accounts, installing unauthorized software).		
13	Trespassing on school premises after school hours.		
14	Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.		

### XIII. Disclaimer

#### Disclaimer

This policy was developed by Al Ittihad National Private School - Khalifa. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

#### Students' Behaviour and Attendance Policy

Date created:

Date reviewed: