

7. STUDENT BEHAVIOR POLICY

This policy sets out at THE MODEL SCHOOL for the Governing body, Staff members and students to act and behave in a way to persuade and strengthen good behavior to craft a positive attitude in school environment in compliance with Code of Conduct of ADEK and Ministry of Education (UAE).

The Code of Conduct applies while students and staff members are in school, in the school bus, participating in school related activities, participating in school-led field trips, and attending any extra-curricular activities inside and outside the school.

Principles of policy

- Execution of the Code of Conduct at all the way.
- Inculcation of respect and support for colleagues / peers and seniors equally.
- Teaching students to educate and help them develop multi-dimensionally.
- Recognition of all achievements.
- Everyone shall take care of school environment and the properties.
- Believe in safety for everyone.
- Assessment of both good and poor behavior.

7.1 Policy highlights:

The school expects all the students to abide by the following rules;

1. To comply with all school rules, instructions and policies.
2. To behave responsibly and not endanger the safety and welfare of others and self
3. To care for the facilities and property of the school and of others.
4. To come to the school on time and in proper, pressed and tidy uniforms.
5. Not to remain absent from school without genuine reason and proper intimation. Late comers and absentees must obtain permission from the concerned authority before proceeding to attend the classes.

6. To return after holidays on the appointed day. In case of sickness, the authorized and attested medical certificate must be produced along with the leave application.
7. Students who have been absent for more than 2 weeks without permission will be removed from the rolls and may not be readmitted.
8. Students are not allowed to leave or enter the school premises before or after the scheduled school timing, except those with special permission from Principal/Vice- Principals.
9. Not to possess money or valuable items. In case of loss, the school will not be responsible.
10. Not to bring electronic gadgets other than e-learning devices unless it is permitted for school activity.
11. Not to give gifts to the teachers.
12. To behave positively and responsibly in and outside the school and to maintain discipline in and outside the school.
13. To commit to and uphold the heritage, culture and the values of the UAE.
14. To show respect to all members of the School community, Parents/Guardians and other members of the local community.
15. Disrespect, disobedience, abusive, obscene words and any kind of unacceptable behavior from the students are liable for initiation of disciplinary proceedings.
16. Students should not damage the school building, equipment or properties of the school and/or other people. Parents are bound to compensate for the damages caused by the acts of their wards directly or indirectly.
17. Any materials which are not permitted, if found brought, shall be confiscated.
18. School will treat the students with special needs in the matter of the student's behavior policy. However, the nature of the student's special education need is considered before taking any disciplinary actions.

19. The School shall form a disciplinary committee which will keep record of the disciplinary offenses of each student and the actions taken in response, on the eSIS system, including uploading all supporting reports for all offenses and actions taken. At the same time, the school shall make sure the information about the student's behavior is kept confidential.

20. Prohibition of Corporal punishment in school

School will not support the use of any form of the following methods as the disciplinary actions.

- All forms of physical punishment
- Lowering or threatening to lower grades
- Group punishment for an individual's misconduct
- Imposing more schoolwork
- Mocking or insulting the student in private or in public
- Preventing the student of using the washroom or consuming food

21. School Principal will report the incident of corporal punishment if occurs

- To the relevant official entities,
- ADEK, PSQA sector within 24 hours of happening
- To the parents/guardians
- Immediately suspend the member of staff who is involved in the action
- Carry out formal investigation obtaining written statement from those who are involved

6.2. Levels of misconduct:

The School shall use the appropriate guidance and disciplinary actions to encourage students to understand why their behavior is unacceptable and how to behave better in the future. The school shall stick to the execution of disciplinary actions mentioned in the policy. The school categorizes the misbehavior of the students in 3 levels.

Level one: Any behavior that may result in the disruption of teaching and learning environment that may include;

- Tardiness
 - Unexplained absences
 - Not bringing the necessary books or equipments to the school
 - Incorrect school uniform (including sports uniform)
 - Disruptive behavior in classroom and school
 - Breaking school rules in the school, school bus and playgrounds
 - Defying orders from School management and staff
 - Mocking others
 - Disruptive behavior in the school buses (e.g. vandalize bus seats)

Level two: Any behavior that may severely disrupt the teaching and learning environment or that may cause harm to the self or other or property damage which may include;

- Skipping classes or school
- Sneaking into school after school hours without the presence of supervisors
- Fighting with other students and/or bullying them
- Attempt for theft,
- Vandalizing the school property or the property of others
- Using cell phones during the school time without the school's administration permission

- Possessing or viewing pornographic or other inappropriate material, simulated ammunition or Toy gun etc.
- Cheating in exam or assignments
- Providing false documents (e.g. Forging Parents/Guardian's signature)
- Misuse or abuse of the school's IT system

Level three: Any behavior that results in physical danger to others or which violates applicable laws in the UAE, which may include, for example;

- Assaulting teaching faculty members, staff or members of the local community.
- Distributing or participating in the distribution of pornographic materials.
- Willful damage to or destruction of School and personal property.
- Possessing and selling of explosives or weapons.
- Using or promoting illegal drugs or substances in violation of public order or morals.
- Involving in theft, snatching of personal belongings, concealing of theft items.
- Exchanging any inappropriate materials, gadgets, literature, photos, videos etc...
- Committing major actions contradictory to public morals such as sexual assaults.

6.3. Managing students' misconduct:

The School shall take into consideration the students' individual circumstances and personalities, including social, emotional, and psychological factors that may underline a student's behavior.

The School shall give appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviors before disciplinary action is taken.

6.4. School disciplinary action:

a. For level 1 & 2:

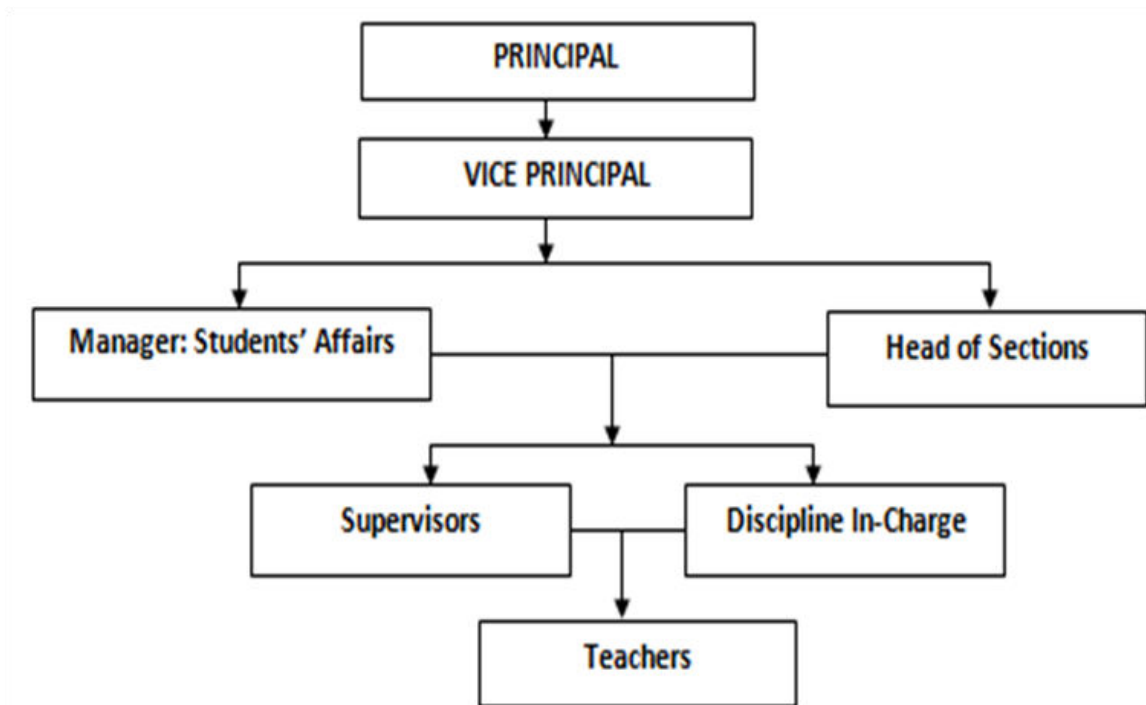
1. Firstly, the school shall provide counseling for the student, with a clear explanation, with reasons, of the changes in behavior that are required of the student by the school.
2. Next, the school will make appropriate monitoring and support to address and correct the students' unacceptable behavior.
3. If there is a need for further escalation of response, at first the student is expected to submit an apology letter with the parent's signature. For the second time of offense, the parents will be called for discussion and to sign an undertaking to agree to a reasonable home school strategy.
4. For the third time, temporary suspension of up to 3 days is considered.
5. If the behavior persists even after, the school may apply to the Council to transfer the student to another school.

b. For level 3:

Any kind of such indiscipline act shall be reported immediately to the School discipline committee. The committee shall look into the gravity of the case and make inquiries before proceeding to any disciplinary actions.

All types of disciplinary actions shall be in conformity with the guidance issued by the council.

C. Discipline committee hierarchy



MEMBERS:

Dr. Abdul Kader VV - Principal ,Mr. Shareef AM - Vice Principal, Mr. Nasari - Manager-Students' Affairs, Mr. Abdul Rasheed- HOS, Ms. Smitha - HOS, Dr. Haseena - HOS, Ms. Varalakshmi-HOS , Mr. Rafeek-Supervisors, Mr. Hameed Sultan - Supervisor, Ms. Sheeja - Supervisor, Ms. Nahla - Supervisor, Ms. Harissa- Supervisor, Ms. Renu Pradeep-Supervisor, Ms. Noor Ayesha - Supervisor, Ms. Sheena Jyothi- Supervisor, Ms. Shanifa - Supervisor, **Discipline Incharge: Ms. Renu & Mr. Chandran**, **Teachers:** Ms. Fathima Shibi, Ms. Lincy, Ms. Sreedevi, Ms. Ani, Ms. Teena, Ms. Mubeena, Mr. Vakeel, Ms. Divya, Ms. Najiya, Mr. Sakir Hussain, Ms. Saranya.

6.5. Use of social media

- A. "Student online social media" are defined to include, but not be limited to: Websites, Blogs, Wikis, Social Networks, Online Forums, Virtual worlds, any other interactive social media generally available to the public on the internet (e.g. Tumblr, Facebook, Twitter, LinkedIn, Flickr, YouTube, blog sites, etc.)
- B. "School approved, password protected online social media" is interactive media within the School's electronic technologies

network for which the Principal, or Principal's designee, has approved for educational use.

- C. Teachers, coaches and School-approved student activities must use School-approved password protected online social media for educational or activity purposes, as these sources are within the School's ability to filter content and access, and allow the School to exercise greater authority to protect students from inappropriate content and to limit public access within these forums.

6.6. Students' personal electronic devices usage:

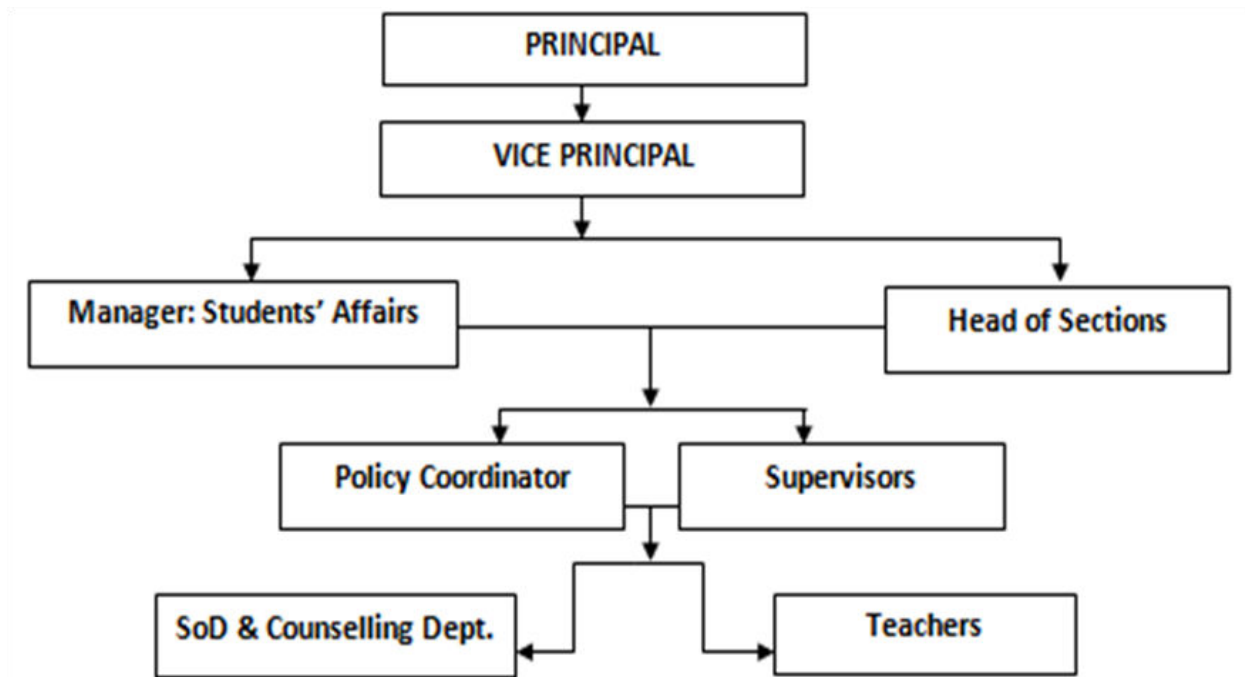
1. Students may possess personal electronic devices but are not allowed to bring or use such devices in the School unless permitted by the Principal or the assignee.
2. Students' use of personal electronic devices is limited to:
 - a. During the school day by permission from the school Principal or Principal's designee for academic purposes.
 - b. During class time when the classroom teacher permits the use for educational purposes only.
 - c. Students who are permitted to use personal electronic devices during instructional time shall exhibit respect for the educational environment by:
 - ☐ Following classroom teacher instructions for use.
 - ☐ Using devices only as they do not distract from the educational process or disturb other students.
 - ☐ Respecting copyright rights of others.
 - ☐ Refraining from using devices to cheat or assisting others to cheat.
 - d. Use of personal electronic devices on school buses is not allowed.
 - e. All students are expected to refrain from visiting / downloading unacceptable websites, videos, photographs, literature etc.

6.7. Responsibilities:

a. Electronic device usage:

- ☐ Principal can grant the permission based on necessity on bringing the device.
- ☐ Unauthorized devices brought to school are liable for confiscation of the device.
- ☐ The Principal is authorized to draft regulations to support the implementation of this policy.
- ☐ This policy shall be given to students, parents, employees, teachers, administrators, volunteers, contractors and other personnel related to the school and shall be alert to possible situations, circumstances or events which might include or encourage bullying or hazing.

b. Committee hierarchy



MEMBERS:

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6.8. Rewards and sanctions policy:

This Policy is intended to cover Discipline (including the promotion of good behavior) as well as Rewards and Sanctions (from informal sanctions to exclusions). Specific desired outcomes for the school in developing and sustaining self-discipline within the community include:

- a. An orderly, co-operative, peaceful atmosphere
- b. High standards and expectations
- c. Promotion of good behavior
- d. Good relationships based on respect for other people and on courteous and considerate behavior
- e. Care for the school environment

6.8.A. Formal & informal rewards:

- **Awards:** Academic awards are given for both effort and achievement, as well as for a wide range of other accomplishments like obtaining high awards or ranking like Hamdan Award.
- **Certificates:** Parents of the students are informed by The Head of Section who has received outstanding end-of-term reports or in extra-curricular activities.
- **Credits:** These are awarded by the teacher and usually recorded in a student's exercise book.
- **Commended Work:** Staff is invited to commend a student's good work to the Head of Sections who then congratulates the student in the Assembly.

- **Informal Reward:** These are frequently used by teachers; words of encouragement, smiles of approval. A particularly effective way of recognizing a student's good performance or conduct is not only for the teacher concerned but other members of staff (Form Tutor, Head of Department, etc.) who can then also congratulate the student. This creates a positive climate in which students feel their efforts are known and appreciated. Verbal praise and written praise are given for good work. Examples of students' work are displayed in classrooms and around the School.

6.8.B. Sanctions:

- The member of staff should try to deal with any minor disciplinary violations in the first instance. If appropriate, write a note to parents in the student's diary. The diary being a key point of contact between school, home and student.
- More serious or recurring disciplinary violations should be referred to the Head of Section/Senior Member of Staff, and suitable action will be considered, again in accordance with established procedure, including whether or not parents should be contacted at a given stage.
- Teachers may give a complaint for any appropriate disciplinary violations, including:
 - ☐ Inappropriate or unacceptable behavior
 - ☐ Poor class work
 - ☐ Poor homework or homework not done
 - ☐ Inappropriate uniform or appearance
 - ☐ Eating or drinking or chewing during the class time.
 - ☐ Misbehavior to schoolmates / teachers

6.9. Responsibilities:

Rewards and sanctions:

- Teachers must identify the student eligible for rewards.
- HODs, Head of Section, Principal and Vice-Principal must reward them in various ways.
- Teachers can make complaints against the disciplinary violations.

- Principal, Vice-Principal, Head of Sections are authorized to take actions based on the complaint.