



ABU DHABI INDIAN SCHOOL, BRANCH 1

STUDENT BEHAVIOUR POLICY

Name of Policy	:	Student Behaviour Policy
Purpose of Policy	:	To inform and ensure that the Student Behaviour Policy is clear and understood by all.
Approval for this Policy given by	:	Principal
Responsibility for its update	:	Principal
Policy applies to	:	To all the students of Abu Dhabi Indian School, Al Wathba
Date of Approval	:	04-Jan-2021
Date of Review	:	05-Jan-2023
Proposed Date of Review	:	07-Jan-2025
Principal's Name	:	Dr. Alpana Sawhney

Principal's Signature






ABUDHABI INDIAN SCHOOL, AL WATHBA BRANCH 1

STUDENT BEHAVIOUR POLICY

RATIONALE

The purpose of this policy is to establish a framework for behavior management systems and proactive strategies that support positive conduct within ADIS – Al Wathba, Branch 1. Our objective is to modify behavioral patterns through a constructive approach, fostering selfdiscipline and cultivating well-rounded, independent learners. This policy is in accordance with the Code of Conduct Levels outlined by ADEK's 'Guidelines for Managing Student Behavior in Abu Dhabi Schools.' These guidelines emphasize the right of every student to receive education in a secure, supportive, and organized school environment, free from disruptions and hindrances to learning

AIMS

- Foster student well-being and contentment.
- Establish a secure and joyful learning environment at school, fostering social, emotional, and academic growth.
- Cultivate a culture of mutual respect among all members of the school community, emphasizing respect for the school environment.
- Instill a sense of self-discipline in students and encourage them to take responsibility for their actions.
- Implement a fair and transparent set of procedures for consistent application of rewards and consequences in addressing unacceptable behaviour.
- At ADIS- Al Wathba, our commitment is to ensure that every member of the school community feels valued and respected, receiving fair and equitable treatment.
- The behaviour policy is designed to guide students, establish clear boundaries, and promote positive behaviour.

Use of Positive Acknowledgment and Incentive Implementation

ADIS – Al Wathba, Branch1, places great emphasis on acknowledging students to cultivate positive attitudes towards school, learning, and exemplary behaviour. Various approaches are employed to identify and reward positive conduct:



Verbal Recognition:

- Commending students verbally by highlighting the positive or commendable aspects of their actions.
- Public acknowledgment, whether in the classroom, during assemblies, or through social media.

Written Recognition:

- Including written comments in exercise books or on students' work.
- Showcasing students' work in classrooms or throughout the school.
- Sending letters or emails from Form Tutors, Class Teachers, Subject Teachers, or members of PLT/SLT to the student's family.

Celebration boards

- Each class has a celebration board on which 'star students' are chosen on a daily basis.
(Applicable to KG students)
- **Stickers** - given out by teachers, TA's and midday supervisors for effort with work and behavior and achievement in work. Taken home to be shared with parents/careers

Involvement in school trips or exclusive events for selected students.

- Opportunities to represent the school
- We put great emphasis on the importance of interacting with others in respectful ways through speech, actions and relationships.
- We **aim** to provide care and support for our student and support them to learn how to manage their behaviour appropriately.
- We give students choices and make it clear as to the consequences of the choices they make.
- We believe that students have **rights and responsibilities**

- Students have the right to be safe, treated politely, to be happy, develop potentials and to learn without disruption. Students have the responsibility to care for themselves, other people and their school.

Learning Behaviour

The following principles and practices are essential prerequisites for successful learning and positive behaviour at ADIS – Al Wathba, Branch 1.

- Thoughtfully designed lessons with appropriate differentiation considering the age, ability, and needs of the students, incorporating plans for the occurrence of 'positive opportunities.'
- Purposeful and relevant lessons that offer challenges at an appropriate level of difficulty.
- Clear communication of learning objectives and/or outcomes to students.
- Establishment of clear and consistent routines in classroom practices.
- Regular and frequent assessment and feedback processes.

All classrooms and learning environments are required to prominently display, which must be universally understood. It is imperative that all staff consistently promote these expectations, utilizing a shared language to reinforce them.

In the words of Dr. Haim Ginott, Teacher, Child Psychologist, and Author: "If you want your children to improve, let them overhear the nice things you say about them to others."

Occasionally, certain students may, for various reasons, fall short of the behavior standards set at ADIS – Al Wathba, Branch 1. Disruption to lessons cannot be tolerated, as it deprives other students of their 'right to learn.'

Low-level disruption in lessons may manifest as:

- Shouting out or talking out of turn
- Lack of respect for students, staff, or property
- Being off-task and causing distractions
- Arriving late for a lesson
- Not having the correct equipment for the lesson

Authorized Absence:

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Illness (supported by a medical certificate)

- Scheduled doctor appointments (supported by a doctor's confirmation)
- Death of a first or second-degree relative
- Essential urgent family travel for reasons such as medical treatment or a family member's death (limited to one month per academic year, supported by medical certificate/official documentation; absences exceeding one month require approval from ADEK and a letter from the UAE embassy of the visiting country)
- Participation in an official community task or event representing the UAE (e.g., 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 recognized and accepted by the school upon the approval of the School Principal

Behavior In and Around the School:

- Students expected to uphold high standards of behavior in line with ADIS – Al Wathba's culture.
- Appropriate action taken against students displaying unacceptable behavior that undermines school discipline or reputation.

Monitoring Student Behavior:

- Behavioral incidents logs maintained by section supervisors.
- Updating the 'diary' with incident category and additional details by the witnessing or reporting teacher

Bullying:

- Zero-tolerance approach to all forms of bullying
- Various forms of bullying addressed with appropriate sanctions depending on the nature of the incident
- Sanctions may include verbal warnings, loss of playtime, detention, isolation, restorative justice, or temporary school ban

Mobile Phones:

- Students are forbidden to bring mobile phones to school.
- In case of any emergency communication from school, the parents or the students can communicate, the student must contact the teachers and supervisors of their section.
- Inappropriate use or unauthorized possession results in confiscation, recording on Engage, a formal letter to parents, and potential escalation to suspension

Serious Breaches of School Discipline:

- Dealt with by the Senior Leadership Team.
- Consequences may include suspension, isolation, or a temporary school ban
- ADEK is notified, and parents are invited to discuss their child's behavior

People of Determination (PoD):

- Collaboration with the Inclusion department for students categorized under PoD
- Development and implementation of an Individual Behavior Plan (IBP) for violations due to specific needs
- Ongoing support and integration for students doing offenses due to specific needs
- Transfer options or seeking alternative educational settings if accommodation is deemed insufficient

Responsibility

- Students are given responsibility in class and around school in a variety of ways ranging from class monitors, school monitors and house captains and sports leaders as well as through the school council.

Curriculum

- At Abu Dhabi Indian School, Branch I, Al Wathba, we strongly believe that the curriculum plays a very important part in the positive approach towards behavior management. A stimulating and enjoyable curriculum, with well planned, interesting and challenging activities promotes independence and good behavior.

INAPPROPRIATE BEHAVIOUR

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- At Abu Dhabi Indian School, Branch I, Al Wathba, we will not tolerate behavior which impacts on other peoples learning and /or safety.

Incidents of inappropriate behavior should be dealt with promptly and fairly. In no way is it the intention of the sanctions to humiliate or embarrass the Students involved.

- In each class the classroom teacher and the Students will agree a clear system outlining the steps that will take place if inappropriate behavior occurs.
- If inappropriate behavior occurs at break times, the staff on duty need to deal with it immediately.

SCHOOL DISCIPLINE:



Uniform:

Girls - Navy blue skirt, Cream colour shirt with school emblem, scarf with lining blue & white, white socks, plain black shoes, navy blue cardigan (in winter).

Boys - Navy blue short / pant, cream colour shirt with school emblem, tie with blue & white stripes, white socks and black plain shoes. Navy blue V-neck sweater (in winter).

Games and P.T

Girls- School uniform & House colour T-shirts with all purpose game shoes with white sole. Hair Ribbons or hairnets if used, must be navy blue. Hair should be kept in a neat style. Jewellery is not permitted to be worn with the school uniform.

Boys- House colour T-Shirts with all purpose game shoes with white sole.

The school badge is a must to all students. ID Badges will be worn by all students from the time of arrival to departure of the school campus.

Students will be encouraged to tuck in their shirts. Students will be encouraged to make sure their uniform is clean and presentable. Cardigans to be worn correctly; not off the shoulders or tied around waists.

Jewelry:

No jewelry should be worn in school. Girls can wear small studs. Make up and nail varnish are not allowed during normal school days.

Hair:

Girls: with Short hair - should wear a hairband or a black colored bow (with satin ribbon).

Girls with medium hair - can put two pony tails with a black colored ribbon. Girls with long hair - should wear two plaits with black colored ribbon. No unacceptable hair styles e.g. unusual dyes, braids, excessively long, short or shaved etc. Hair accessories for girls only should be simple and in school colors.

- Boys: Neatly cut short hair. No shaved heads, beards or facial hair.

GENERAL INSTRUCTIONS:

- Students must not engage in conversation with strangers or accept handouts or flyers. □ Students must report any strange or unusual events to the school or parents.
- No article which may cause physical or material harm is to be brought to school. This includes matches and cigarettes and particularly illegal substances and weapons, possession of which will lead to permanent exclusion.
- No electronic equipment of any sort: e.g. radio/personal stereo, mobile phone, pager, camera, mp3 players or other electrical equipment is to be brought to school unless officially authorized. Such equipment will be confiscated and Students will be placed in detention. Electronic equipment will be returned to parents after the detention has been completed.
- Chewing gum must not be brought to school.
- All Students are expected to take pride in maintaining a high standard of tidiness and cleanliness in and around the school premises, and have respect for the school buildings and equipment. Any vandalism will be treated as a serious offence and appropriate action taken.
- Smoking is absolutely prohibited in school, on the way to and from school and in any other circumstances in which the good name of the school would be brought into disrepute. Students in the company of other students smoking will also be punished. It is an offence to smoke anywhere on the school premises.

DUTIES AND RESPONSIBILITIES OF STUDENTS:

- Exert utmost effort to develop his/her potentials in order that s/he may become an asset to his/her family, school and society.

Uphold the academic integrity of the school, endeavour to achieve academic excellence, and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;

- Promote and maintain peace and tranquillity of the school by observing the rules of discipline and by striving to develop a harmonious relationship with fellow students, teachers and academic staff, and other school personnel;
- Exercise his/her rights responsibly in the knowledge that s/he is answerable for any infringement or violation of the public welfare and of the rights of others;
- Strive to lead an upright, virtuous and useful life;
- Love, respect and obey his/her parents, and cooperate with them to maintain the family solidarity;
- Respect the customs and traditions of people, the duly constituted authorities, the laws of the country and the principles of democracy;
- Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace; and
- Respect and cooperate with teachers, fellow students and university authorities in the attainment and preservation of order in the university and the society.

In conclusion, ADIS – Al Wathba, Branch 1’s Student Behaviour Policy serves as a comprehensive guide, not only for addressing behavioural issues but also for fostering a positive, respectful, and conducive learning atmosphere for all students.

Approved by



Dr. Alpana Sawhney

Principal

Violation Levels and Sanctions – Students

The following recommendations are taken from Appendix 1: ADEK Private Schools Policy Guidance Policy 50: Student Behaviour Policy.

Violation Level	Examples of mis-behaviour	Consequences in ADIS – Al Wathba, Branch 1
Level 1 (simple risk) Behaviour that causes disruption of teaching and learning	Behaviours may include, but are not limited to: <ul style="list-style-type: none"> ▪ Tardiness/lateness ▪ Unexplained absences ▪ Incorrect school uniform ▪ Not bringing the necessary books, equipment, etc. ▪ Disruptive classroom and/or school behaviour ▪ Breaking classroom rules ▪ Defying school authority and staff members ▪ Entering class or going out of class without permission or not attending class or school activities without acceptable excuse. ▪ Sleeping during the class or school activities (medical case cleared) ▪ Eating during the classes or the morning assembly (Medical case cleared) ▪ Failure to submit homework and assignment on time ▪ Consistently having incomplete work ▪ Bringing communication devices such as mobiles ▪ Bringing other gadgets to school ▪ Misuse of electronic digital devices during the class including playing electronic games and wearing the mobile headsets. ▪ All incidents that can be categorized under any of the above as decided by the Academic Committee 	First Occurrence <ul style="list-style-type: none"> ▪ Teacher speaks to child about his/her behaviour ▪ Incident recorded ▪ Note in diary ▪ Supervisors speaks to student Repeated mis-behaviour <ul style="list-style-type: none"> ▪ Verbal warning ▪ Loss of extra-curricular activity – PE, ART, LIBRARY etc. ▪ Parents contacted signed acknowledged letter of offence Continued Level 1 mis-behaviour <ul style="list-style-type: none"> ▪ Meeting with parents ▪ Report the case ▪ SENCO involvement to identify any underlying issues ▪ Meeting with School Counsellor ▪ Assessment by Educational Psychologist ▪ Move to Level 2 as behaviour causes significant disruption to teaching and learning

<p>Level 2 (Medium Risk)</p> <p>Behaviour that causes greater disruption of teaching and learning than what is described in Level 1 behaviour. This level covers student behaviour that may lead to physical and mental harm to another person or may lead to property damage.</p>	<p>Any behaviour that results in increased or serious disruption of the teaching and learning environment or that may cause physical and/or mental injury to self or others. For Level 2 offences that involve vandalism, parents may be held responsible for paying part/all of the costs of the damage.</p> <p>Behaviour may include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Fighting with and/or bullying other students ▪ Theft ▪ Trespassing ▪ Vandalism ▪ Smoking on campus ▪ Possessing or using cell phones during school time ▪ Leaving school without permission ▪ Unauthorized absence/truancy ▪ Cheating in exams or assignments ▪ Providing false documents (e.g. signing letters without the permission or knowledge of parents) ▪ All forms of discrimination ▪ Abusive or inappropriate language toward peers and teachers ▪ Provoking/ Instigation of fights, or threatening or frightening school mates ▪ 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 ▪ Photographing, keeping or publishing photographs of teachers or students on social media platforms. 	<p>First Occurrence</p> <ul style="list-style-type: none"> ▪ A first offence may carry a verbal warning ▪ Child works in isolation, away from the group ▪ Parents informed by letter from the Class Teacher – or supervisor’s signed letter is issued – along with an undertaking ▪ In the case of vandalism or damage, parents are invoiced for the cost of the repair/ replacement <p>Repeated mis-behaviour</p> <ul style="list-style-type: none"> ▪ Parents called into a meeting ▪ Signed undertaking ▪ One-day suspension ▪ SENCO involvement to identify any underlying issues ▪ Modified timetable ▪ Referred to the counsellor for intervention and behavioral counselling <p>Continued Level 2 mis-behaviour</p> <ul style="list-style-type: none"> ▪ Meeting with parents ▪ Two days suspension ▪ Meeting with SENCO ▪ Further recommendations for formal assessments if required. ▪ Meeting School Counsellor ▪ Assessment by Educational Psychologist
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<p>Level 3 (High Risk) Behaviour that endangers or otherwise threatens the safety of fellow students, school staff and/or other people. Behaviours in Level 3 are, at times, also violations of UAE Laws.</p>	<p>Any behaviour that results in physical endangerment of fellow students, school staff, and/or other people.</p> <p>Behaviours in Level 3 may, at times, be violating UAE laws.</p> <p>For Level 3 offences that involve vandalism, parents may be held responsible for paying part/ all of the costs of the damage.</p> <p>Behaviours may include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Fighting with other students which causes injury requiring medical treatment ▪ Assault which causes injury requiring medical treatment ▪ Possessing, selling, or consuming illegal substances ▪ Possessing and/or selling unacceptable products (cigarettes, e-cigarettes, vape, drugs in any form etc.) ▪ Committing major actions contradictory to Islamic values and morality ▪ Deliberately setting off the fire alarm and so putting staff and students at risk ▪ Committing acts of public indecency in school ▪ Bringing, possessing, displaying and promoting in any type; physical, electronic or socially that are for unauthorized or are not culturally sensitive, conflict with the values and general rules of the society; 	<p>First Occurrence</p> <ul style="list-style-type: none"> ▪ Child is sent to the Principal/Committee ▪ Parents contacted and asked to come into school ▪ Written warning signed by all parties / two days suspension –professional judgement ▪ In the case of serious damage to property, parents are invoiced for the cost of the repair or replacement and students may carry out community service <p>Repeated mis-behaviour</p> <ul style="list-style-type: none"> ▪ Review meeting with parents ▪ Temporary ban from attending school (up to 5 days) – ADEK informed <p>Continued Level 3 misbehavior</p> <ul style="list-style-type: none"> ▪ Notice of Disciplinary Transfer’ issued to parents
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	<ul style="list-style-type: none"> ▪ Defaming of staff or school mates on any of the social media tools; ▪ Sexual harassment inside the school; ▪ Physically assaulting schoolmates or staff (Bullying) ▪ Stealing or covering up thefts; ▪ Vandalism of/ to or unauthorized acquisition of the school equipment or facilities; ▪ Insult of/ to religions or instigating sectarianism at school ▪ Tampering or vandalism of school buses or causing harm to road users; ▪ Constant repetition of Level 2 incidents over an academic year. Such behaviours may be escalated to Level 3, at the discretion of the Principal and Committee 	
Level 4 (V High Risk)	<ul style="list-style-type: none"> • Constant repetition of any level 3 offence • Bringing or possessing any firearm or non-firearm or any of the alike to and in school; • Making sexually explicit advances towards anybody in school premises • Sexual assaults/ activities inside the school premises or facilities • Physical assaults that may lead to physical injuries of schoolmates or staff; • Leaking exams/ tests or participating in it at any level; • Causing fires at school or setting school building or facilities on fire 	On Occurrence <ul style="list-style-type: none"> • Call the parent/s for an immediate meeting; • Take all immediate actions including calling for help of relevant entities; (police, ADEK officials) • Call the behaviour 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;

	<ul style="list-style-type: none"> • Unauthorized impersonating of others for any school transactions or forging any school specific documents; • Disrespect to any of the UAE political, religious or social icons / idols • 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; • Broadcasting or promotion of ideologies or beliefs that support extremism or atheism that are anti-political, anti-social or anti- cultural to the UAE; ▪ All incidents that can be categorized under any of the above as decided by the Behaviour Management Committee. 	<ul style="list-style-type: none"> • Communicate with ADEK for further actions including suspension / terminations from schools and enrolment in rehabilitation centers, etc.
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Behaviour monitoring Log maintained by all the sections

Name of the Supervisor:

	Date	Gr. No.	Name of the student	Grade & Section	Reported Issue	Name of the teacher present at the time of the incident	Action Plan/Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Name & signature of the teacher present at the time of the incident: