



المدرسة الآسيوية الدولية الخاصة ASIAN INTERNATIONAL PRIVATE SCHOOL

Approved by the Ministry of Education-UAE-Affiliated to the Central Board of Secondary Education, New Delhi
Member: Council of the C.B.S.E Affiliated Schools in the Gulf

BEHAVIOUR POLICY

Asian international private school believes in providing quality of education and focus on holistic development of the child. In order to enable teaching and learning, we believe that responsible behavior in all aspects of school life is necessary. We create an inclusive caring, learning environment and safeguard the children from all negative behaviors and mould their personality to make a better individual.

1. Purpose:-

- To promote positive students behavior in school
- Promoting self-discipline, self-esteem and positive relationships based on mutual respect
- Encouraging consistency of response to both positive and negative behavior
- Promoting early intervention
- Providing a safe environment free from disruption, violence, bullying and any form of harassment
- Encouraging positive relationship with all classmates and staff in the school to enhance healthy relationship
- Promote respect for others and their rights, motivate and encourage them to take up responsibility for their own actions.

2. Aims:-

- To establish good rapport with students, encourage positive behavior and implement rewards and sanctions
- Define roles and responsibilities including the expectations from the students in the school community
- To develop the culture of friendship and caring between all students

3. Students must adhere to following school code of conduct:-

- Oblige to all the instructions and rules of the classroom answer school
- Show positive behavior and influence other children positively
- Refrain from violating rules, endangering self and others
- Arrive school on time to show respect towards UAE flag and national anthem
- Attend to all the class lessons, if absent, provide a note from your parents explaining lateness and / or absences
- Participate in all the activities in the school to promote positive environment in the school community



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- Demonstrate a positive attitude towards studying and learning and appropriately so as not to disrupt the classroom or the learning of others
- Respect and commit to the heritage and culture of the UAE
- Must show respect to all the teachers, school personnel, fellow students, their families and members of the community

School rules and regulations for students, code of conduct are clearly stated in the student's diary.

To provide guidance to schools in determining the appropriate progression of discipline, the council categorizes student's misconduct as follows:-

4. Levels of behavior:-

4.1. Level One- Any behavior that results in disruption of the teaching and learning environment, which may include, for example:

- Tardiness (lateness/unpunctuality).
- Unexplained absences.
- Not bringing the necessary books and equipment to class.
- Incorrect School uniform (including sports uniforms).
- Disruptive behavior in classrooms and in School.
- Breaking School rules including in classrooms, hallways, playgrounds and buses.
- Defying orders from School management and staff.
- Mocking others.
- Disruptive behavior on School buses (e.g. vandalizing bus seats).

4.2. Level Two - Any behavior that results in severe disruption to the teaching and learning environment or that may cause harm to self or others and or property damage, which may include, for example:

- Skipping classes or School.
- Sneaking into School after school hours without the knowledge of supervisors.
- Using abusive or inappropriate language toward peers and/or teachers.
- Fighting with other students and/or bullying them.
- Theft.
- Vandalizing School property or the property of others.
- Using cell phones during School time without the School administration's permission.
- Possessing or viewing pornographic or other inappropriate material.
- Cheating in exams or assignments.



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- Providing false documents (e.g. forging Parents'/Guardians' signatures).
- Misuse or abuse of the School's IT systems.

4.3. 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 material.
- Willful damage to, or destruction of, school and personal property.
- Possessing or selling weapons or explosives.
- Using or promoting illegal drugs or substances in violation of public order and morals.
- Exchanging any inappropriate materials, in the form of letters or photos or via social media.
- Committing major actions contradictory to public morals such as sexual assault.

4.4. Banned Disciplinary Actions - It is forbidden to use any of the following methods as disciplinary actions:

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

5. "Bullying" is systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage.

Bullying may involve, but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Physical harm or abuse (to self and others)
6. Theft
7. Sexual, religious, or racial harassment
8. Public humiliation
9. Destruction of school or personal property

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10. Social exclusion, including incitement and/or coercion
11. Rumour or spreading of falsehoods

6. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that might:

1. Place a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being;

6.1. Procedure: If bullying has been suspected or reported, the incident will be dealt with immediately by the Supervisor / Head of Section/ Head Mistress/before disciplinary action (e.g. warnings, written notices) is taken. - A clear account of the incident will be recorded and given to the Principal who will interview all concerned and will record the incident (*online incident report* Student misconduct shall be dealt with as follows:

- Firstly, the School shall provide counseling for the student, with a clear explanation, with reasons, of the changes in behaviour that are required of the student by the School.
- Next, the School will put in place a strategy, with the appropriate monitoring and support, to address and correct the student's unacceptable behaviour.
- if there is a need for further escalation of response, the School shall inform Parents/Guardians by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-School strategy. Parents/Guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.
- Should the student continue to behave unacceptably, the School may suspend the student temporarily from School for up to five days and shall issue to the student and his or her Parent/Guardian a final warning.

In the final stage, if the student fails to modify his or her behavior in accordance with the requirements of the School, the School may apply to the Council to transfer the student to another School or to permanently exclude the student concerned. In making an application to the Council, the School shall include evidence that all these stages have been followed.



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Procedure for managing behavior

	Behavior	Procedure	
Level 1	Tardiness or late coming	Students are stopped in the reception and an explanation is asked. Late coming is marked in student's diary. Repeating the same, parent will be called. Incident recorded in student file	Repetition of a Level one misconduct more than three times will be treated as Level Two misconduct.
	Not bringing books or assignment.	Student given verbal warning and asked to submit the work the next day. Repeating the same, it will be brought to the notice of the parent by the teacher. Incident will be recorded in the Student file	
	Disrupting the class.	Student given verbal warning. Deliberate disruption is brought to the notice of the supervisor for giving advice. Repeating the same parents are informed. Student referred to counselor. Incident recorded in student file	
	Breaking class rules/bus rule etc.	Student given verbal warning first time. Repeating the same, note written in school diary, to be signed by the parent	
Level 2	Using abusive or highly inappropriate language	Class teacher informs supervisor. Student given detention. Parents informed of incident. Supervisor refers student to counselor. Incident recorded in student file.	Repetition of Level two misconduct will be treated as Level Three misconduct. A behavior Card is issued to all students who repeat level Two or commit Level three misconduct
	Truancy-Skipping classes or School.	Supervisor and counselor informed of the incident. Student called to the principal's office. Parents informed of the incident. Detention/community service given. Incident recorded in the student file.	



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	Fighting with others or bullying	Supervisor and counselor informed of the incident. Student called to principal's office. Detention/ community service given. Parents informed of incident. Incident recorded in student file.	
	Vandalizing school property or bus	Supervisor and counselor informed of incident. Student called to principal's office. Parents are called to school. Student fined. Detention/ community service given. Incident recorded in student file.	
	Cheating in exam and in assignments	Supervisor and counselor informed of the incident. Student called to principal's office. Parents called to school. Up to three-day suspension from school. Incident recorded in student file	
	Producing false documents	Supervisor and counselor informed of the incident. Student called to principal's office. Parents called to school. Suspension up to one week. Incident recorded in student file.	
Level 3	Misuse of IT resources	Principal informed. Parents called to school. Students given a behavior card on which each infraction is noted. Student maybe suspended or in severe cases, dismissed	



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Assaulting teaching faculty	Principal informed. Parents called to school. Students given a behavior card on which each infraction is noted. Student maybe suspended or in severe cases, dismissed	
Assaulting fellow students	Principal informed. Parents called to school. Students given a behavior card on which each infraction is noted. Student maybe suspended or in severe cases, dismissed	
Bringing weapons or banned substances to school	Principal informed. Parents called to school. Students given a behavior card on which each infraction is noted. Student maybe suspended or in severe cases, dismissed	
Activities which is in contravention to UAE laws and culture	Principal informed. Parents called to school. Students given a behavior card on which each infraction is noted. Student maybe suspended or in severe cases, dismissed	

7. Managing student's behavior:-

School shall use the appropriate guidance and disciplinary actions to encourage students to understand their inappropriate behavior, impact on self and others, and how to show positive behavior in future. In response to the incident of student misconduct, school shall take into consideration the student's individual circumstances.



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and personality, including the social, emotional and psychological factors that may underlie a student's behavior.

7.1. Procedure to monitor student's behavior:-

- In every classroom teacher maintains anecdotal book to record the behavior of the student both positive and negative
- Concerned areas for both negative and positive behavior in the book will be maintained, each teacher would monitor the behavior and progress will be noted in the anecdotal book
- School counselor maintains behavior management book, all behavior related incidents for the respective student is recorded in the behavior management book
- School counselor post discussion with supervisors, vice principal and principal maintains all warning letters/ incident reports/ observation reports and class anecdotal records in the respective files
- If the student continues to reflect behavioral issues despite sanctions in level 1, he /she automatically would move to level 2
- If the student continues to reflect behavioral issues despite sanctions in level 2, he /she automatically would move to level 3

8. Rewards and reinforcement for positive student behavior:-

School shall adopt strategies and frameworks that recognize, reward and reinforce positive behavior, and shall not rely only on a set of rules and punishments for dealing with student misconduct. School shall consider the following important codependent factors for positive student behavior:-

- A school environment that is welcoming, caring, safe, enriching, professional and respect to students
- Using role models from students families, teachers and all other staff through maintaining an effective and consistent system for shaping and managing student behavior appropriately based in age and gender
- Partnerships with parents/ guardians and the local community to actively involve them and enhance strong community partnerships
- In the first level of negative behavior student will be counselled by the teacher, if there is a improvement verbal appreciation or parent note will be sent to convey the progress in his or her behavior



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- Class room group counseling will be given to students in order to help them to understand, introspection their behavior and strategies will be educated to enhance their positive behavior
- Students will be encourage to take up new initiative as part of reward to enhance the positive behavior and influence or mould the behaviors of his or her classmates

8.1. Other positive reinforcement strategies to enhance positive behavior:

Verbal recognition:

- Verbal praise, to the students in classroom
- Public praise in the classroom and assembly
- Appreciation note to parents over the telephone

Written recognition:

- Written appreciation note in school diary, note books
- Issuing letter of appreciation
- Student of the month certificate, students name , photograph in the class board
- Display of student work in the classroom, school notice board
- Note to principal about child's positive improvement
- Letter or email note from teacher, counselor, supervisor to the students and their parents
- Principal letter to student/ or their parents
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Participation in special event or activity:

- Participation in extracurricular activities
- Participation in school field trip, competitions, attending external workshop and conferences, youth related activities

8.2. Guidance to enhance positive behavior:-

- Teacher must build report with the student to modify his or her behavior
- Initiate buddy system in class to influence positive behavior among the classmates
- Refer to the school counselor for individual counseling sessions to focus 9n behavior management
- Group counseling for students on life skills and strategies to enhance positive behavior in school community



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- Parent management training to improve positive behavior and psycho educate the positive strategies to deal with problematic behavior
- In case of major behavioral issues to begin individual therapy sessions or referral to external agencies for better management of behavior
- Encouraging student to participate in extracurricular activities to cope up with behavioral issues and adapt positive coping mechanisms to modify the behavior

9. Behavior in classroom learning:

9.1: Prerequisites for successful behavior learning:

- Well planned lessons, it must be suitably differentiated as per the ability of the children must be given opportunity for positive involvement in the classroom.
- Daily classroom rules and regulations, objectives and outcomes must be explained to the students.
- All classrooms must be equipped with all resources beneficial for learning. Classrooms and learning environment should display a "classroom rules for students to oblige always.
- Every child should be given equal opportunity In the classroom learning and positively must be encouraged in the process of learning.
- Regular assessments and feedback must be given to the children about their performances and their behavior.

10. Attendance and punctuality:

Punctuality plays vital role in enhancing time management and punctuality among the children. It is mainly to ensure students acquisition of core skills and key areas of learning. School must use range of age appropriate rewards and reinforcements to enhance good attendance and punctuality.

- Students are instructed to abide by the school attendance policy.
- We expect students to arrive at schools and lessons on time. Punctuality in attending morning assembly and lessons is prominent. If it is not followed, considered it as a level 1 violation of behavior rules.
- Tardiness will not be accepted in the school without proper reason and evidence.
- Students who are late to school will be dealt in line with the tardiness rules.
- If there is any adverse weather conditions, flexibility must be shown in responding to each student's circumstances.



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10.1. Unauthorized absence/truancy:

- Students must seek prior permission to take leave, if there are any medical conditions or emergency, eventful situations proper intimation must be sent to the concerned authority.
- Unnecessary travels, family functions, other non essential reasons leave will not be permitted.
- Students are considered to be truant if they are absent from school without their parents/ guardians consent, or if parents have colluded with the student so that they are absent without authorization.
- If the student is absent for one period during the regular school time, the school must immediately inform the student's parents, call them for conference and address the concern.
- If, such incidents occur repeatedly, staff must closely monitor the student's attendance and implement the behavior sanctions as stated in the policy.
- Unauthorized absence/truancy is strictly prohibited and considered as level 2 violations.

10.2. Management of attendance and punctuality:

- The school attendance policy will be shared in the school website and parents will be intimated about the policy and procedures.
- School will maintain accurate and comprehensive daily attendance record, morning arrival timing will be monitored by the staff and tardiness register will be maintained.
- Time of arrival, reasons for lateness and action will be documented.
- Repeated tardiness will be intimated to parents and strict disciplinary actions will be taken as per the policy.

10.3. Mobile phones:

- Mobile phones are strictly prohibited in school premise.
- Any student found in possession of a mobile whilst on school property during school hours will be in breach of school discipline.
- If student found using mobile phone will be confiscated and directly returned to a parent
- The incident will be recorded in the student file
- A formal letter will be sent to the parent from the school
- Repeated violation will automatically lead to level 3 violation and ultimately may result in suspension



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- In the case of emergency student must use school reception phone by taking consent from respective teacher or supervisor
- Parents must follow standard procedures and contact the school reception incases to communicate to the student.

10.4. Serious violation of school discipline:

- Repeated and serious violations of school rules will not be tolerated.
- Serious incidents will be dealt by the disciplinary committee in consent with the senior leadership team in accordance with school discipline procedures. This may include:
 - Physical assault
 - Serious and persistent cases of bullying
 - Serious and persistent disruption to learning
 - Disruption to teaching, learning and potential harm to student of determination
 - Any incidents in line with level 3 violations as per the ADEK private schools policy guidelines
 - Any incidents deemed to be serious by the principal. In this cases, the student may be suspended from lessons and given time out for reflection time or to work under staff under supervision
 - Depending on the severity of the cases parents will be invited to discuss about their wards behavior.
 - As part of disciplinary step student can be given behavior agreement to be signed by the supervisor, principal and the parents.
 - In severe cases where, despite support from the school, a student's behavior does not change, the case will be dealt by disciplinary committee and parents may be asked to transfer their child from the school permanently. Alternatively, the school would seek ADEK approval and support to permanently expel the child.

10.5. Repeated poor behavior:

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

- If the child fails to change the behavior and repeatedly violates the rules then school will meet parents to inform about the child's violation of rules. Student will issue verbal warning letter from the principal and privileges may be withdrawn.
- As a consequence of two or more level violations, the student may incur a level 3 violation. This may incur a temporary suspension from school, in severe cases



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could ultimately lead to a level 4 and ultimately a permanent exclusion from the school.

11. Roles and responsibilities

11.1. School owners and board of trustees:-

- Review and approve the school behavior and discipline policy, ensure that the behavior policy is fully compliant with the requirements of the council's regulations and policies.
- Monitor school's implementation of its behavior policy
- Set up a school disciplinary committee, regularly monitor the roles and responsibilities if the committee
- Monitor and suggest guidelines to the committee in handling behavior issues and making decision towards problematic students

11.2. Principal will:-

- Implement the school behavior policy and related procedures
- Ensure through regular review of the behavior policy and the purpose of student's misconduct, in order to respond to it with a suitable solution, rather taking a punitive approach
- Chair the disciplinary committee meeting regularly and instruct and guide the committee members in dealing with behavioral issues of students
- Take necessary disciplinary steps were necessary, if there is a repeated violation of school rules by the student, to maintain good discipline and positive environment in the school community

11.3. Vice principal:-

- As per the direction of the principal invoke regular meetings with disciplinary committee in order to maintain discipline in the school community and enhance safe and positive environment in the school
- Maintains the minutes of the meeting of the disciplinary committee meetings
- Chair the meeting in the absence of principal
- Maintain disciplinary committee file and maintains all documents related to the incident and committee's disciplinary actions and keep as an confidential document.
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11.4. School counselor:-

- Counselor would work as a enabler and educator in order to modify the maladaptive behavior of the student
- Student will be called for individual sessions and address the behavioral concerns and psycho educate the positive coping mechanism to adapt positive behavior
- Conduct parental sessions and encourage parents to work as a co -therapist to modify student's behavior
- Regular classroom observation to monitor student's behavior and perceive the positive or negative changes post sessions
- Sessions with teachers to guide and encourage student to work towards positive behavior and reinforce consistently
- Home visit if needed to assess the psycho social factors, contributing to student's current behavior
- Functional behavioral assessment to look for associated factors, precipitating factors, defense mechanisms used by student when repeated inappropriate behavior was noticed by staff for his or her maladaptive behavior
- Maintain records of incident reports, disciplinary case referrals, behavior management records and session records
- Reinforce the positive behavior projected by the student and appreciate the effort to modify the negative behavior
- Motivate other students and initiate buddy system in classroom to help problematic student by accepting the individual and guide them positively to bring positive change in them
- If there is no improvement in the behavior child will be referred to the vice, principal or principal for further disciplinary actions

11.5. Teachers:-

- Exert efforts to establish the motivation behind, purpose of the student's misconduct, in order it respond to it with a suitable solution, rather than simply taking a punitive approach
- Counsel the child and ensure that you will help and guide the student to overcome his or her behavioral concerns
- In the first step inform the parents about student's behavior in class
- Keep a record of student's s behavior in the classroom. Maintain anecdotal record



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- Refer the case to the counselor to seek professional help to modify student's behavior
- In case of major concern refer the student to disciplinary committee for further management and disciplinary actions
- Maintain confidentially and do not discuss the case with other school personnel other than disciplinary committee

11.6. Disciplinary committee:-

- School shall form a school disciplinary committee to review and discuss student behavioral issues, provided that disciplinary actions by the committee must be fair and equitable to all students without exception.
- All disciplinary actions shall be appropriate to the student's age and the severity of the misconduct as per the levels identified in this policy.
- A transparent and fair appeals process for sanctions will be available to students and parents / guardians
- The school disciplinary committee shall keep a record if the disciplinary offences if each student and the actions taken in response, schools, the council and any supervisory authorities shall treat all information about student's behavior as strictly confidential

11.7. The role of parents:

- Parents are the partners in moulding the behavior of students and enhancing the positive behavior. They are encouraged to cooperate and collaborate with the school to ensure that students have good understanding about schools expectations regarding students behavior both in an outside of school. Parents should support disciplinary actions of deemed appropriate by school leadership. Parents always have the right to appeal against school based disciplinary action. Depending on the nature of the disciplinary action, parents may be invited to meet the school principal, if concern remains, they may be invited to meet with a member of school executive management.

12. Students with people of determination:-

The school behavior management committee shall liaise with the SEN department at the school if any of the students categorized under the student of determination violates the code of conduct. The SEN team shall advise the committee in case the violation is caused because of the student's specific need and then decision is made as per the following steps:

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ح.ب. : ٩٠٢٥١ ، تليفون : ٠٢-٦٦٤٧٤٧٠ ، فاكس : ٠٢-٦٦٤٦٩٨٠
ح.ب. : ١٢٠٠٠ ، تليفون : ٠٢-٦٧٧٨٧٨٩ ، فاكس : ٠٢-٦٧٧٨٧٨٥
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- Students with special education needs are required to follow the same rules and conduct as other students. However, any disciplinary action for a student with special education needs must take into account the nature of the student's special education need and the individual education plan for that student
- Students with special education needs must not be subject to more severe consequences than those imposed on the rest if the student's, for comparable violations
- The implementation of a school code of conduct must not generally differentiate between students with special education needs and other students

The document "Abu Dhabi Education and knowledge guidelines for managing student behavior in Abu Dhabi schools" provides additional details and guidance on all guiding principles mentioned in this policy.

Policy approved by: Principal: Mr. Anzar Abdul Salam

Date: 12-11-2019

Next review: Every new academic year

Supporting documents:

Appendix 1: ADEK Private Schools Policy Guidance Policy 50: Student Behaviour Policy

Appendix 2: ADEK Private Schools Policy Guidance Policy 51:Expelling Students

