

<b>Policy 50</b>	<b>STUDENT BEHAVIOR POLICY</b>
<b>Date Published</b>	30 <sup>th</sup> March, 2017
<b>Evaluation &amp; Review:</b>	13 <sup>th</sup> August, 2024
<b>Rationale:</b>	To generate Positive Behaviour for Learning (PBL) ensuring that students can learn in a supportive and encouraging environment and where students are encouraged to be responsible for themselves as well as be respectful of others. Clear expectations of Student behaviour and conduct will be developed through a Code of Conduct, and this will be supported with Positive Affirmation Programs and a Clear Behaviour Management Plan.
<b>Roles and Responsibility</b>	Parents, students, senior leadership team, teachers, school counsellor
<b>Vision of International Indian School (IIS)</b>	<p>International Indian School – Abu Dhabi envisions creating a challenging learning environment that encourages high expectations for success and that allows individual differences, thinking and learning styles.</p> <p>International Indian School aims to create lifelong learners who understand the needs of the society and the world we live in, are tolerant to all and successful individuals, capable of securing opportunities that are beyond imaginations of today.</p>

### **Policy Statement**

International Indian School ensures to create an environment that encourages and reinforces good behaviour. A code of conduct for the student is developed to ensure every student is treated equally.

At the beginning of each school year, we hold an orientation session for parents to familiarize them with the Student Behavior Policy. This helps to ensure that parents are informed of our expectations and can work with us to promote good behavior and academic success among our students.

### **International Indian School aims to:**

- To create an environment which encourages good behavior where relationships are based on respect.
- To define acceptable standards of behavior both positive and negative behavior.
- To promote self-confidence, self-esteem, self-discipline, and positive relationships.
- To ensure that the school expectations and strategies are orderly known and understood.
- To ensure the involvement of both home and school in the implementation of the policy.

### **Students Code of conduct:**

- Comply with all school rules and instructions.
- Behave responsibly and not endanger the safety and welfare of others or self.
- Care for the facilities and property of the school and of others.
- Arrive at school and classes on time and justify tardiness and absences.
- Participate in promoting a positive school community image.
- Demonstrate a positive attitude and apply the very best effort towards learning.
- Behave responsibly so as not to disrupt the classroom or the learning of others.
- Commit to the heritage and culture of the UAE.
- Show respect to all members of the school community, and parents/ guardians and other members of the local community.
- Adhere to the Uniform Policy –
  - All students must come to School in prescribed uniforms that can be bought at the school store.
  - The PE uniform must be worn on specific days only.
  - The school tie, belt and badge, ID are to be worn at all times when not wearing the PE uniform.



- The school requests the parents to ensure that the student is dressed in accordance with the dress code.
- The identity card issued to all students must be worn during attendance at school on regular school days.
- Follow the policy of school transportation, rules and regulations
- Follow the attendance and absence policy
- Follow the School's Operations Support Health Policy
- Follow the homework policy
- Follow the ICT Policy and its guidelines
- Positive behavior in the classroom and on the campus
- Refrain from harassment and bullying (include but not limited to: objectionable comments, conduct or any behavior that demeans, belittles or causes embarrassment. Harassment is a form of discrimination. Protected categories include discrimination by rational or ethnic origin, color, religion, age, sex, status, physical appearance or disability. Case of sexual harassment includes calling obscene names passing 'dirty' notes, pictures, telling 'dirty' stories or jokes and hugging, grabbing, punching or touching someone.
- Follow proper classroom management practices.
- Refrain from creating damages to school properties. Any breakage will have to be compensated by those responsible.
- Conduct themselves in a positive and respectful manner (On campus and while participating in school activities or on school provided transportation, IIS students are in a social and cultural environment that includes certain names of appropriate public behavior. The campus includes children of different ages and maturity as well as representatives of diverse social and cultural groups.
- Students are not allowed to use mobile phones, iPods, mobile music systems, cameras or any such electronic gadgets on the campus. The devices shall be confiscated in case any student is found using them / in possession of them in the campus.
- ICT Usage: Students and parents agree to abide by the ICT Usage Policy in order to use computers. This ICT usage agreement describes how computers are to be used. The student can access the World Wide Web (www) and e-mail facilities, mainly so that students can work on school assignments. The computers are for educational use only. Software owned by students is not allowed to be used on school computers without the permission of the ICT teacher.
- The school's Facebook page is for the school community and we update comments, photos, videos and links that are relevant to the school. Parents and Students should be civil and refrain from posting inappropriate or offensive comments, posts, personal attacks etc. Students who indulge in these activities will be managed as per the Behavior Management Plan.
- Students are expected to take good care of the equipment in the laboratories. Any breakage will have to be paid by those responsible.



**Students are encouraged to:**

Act according to the Behaviour Management code established by the school committee.

- Contribute to the provision of a caring and safe environment for fellow students, staff and parents, by practicing the same and being the model for the younger children and fellow students.
- Participate actively in the learning and teaching process.
- Provide their views on school committee decisions, including reviews of student welfare, using agreed upon processes (Student Voice - having an independent body for senior students to voice their opinions and contribute to making decisions regarding various programs and events).
- Practice peaceful resolution of conflict – by approaching the teachers and coordinators to intervene in the conflict if any.

**The code of conduct is aimed at positive climate and good discipline:**

- Students will be safe in the school environment.
- Students will know what is expected of them and of others in the school community.
- Students will be able to learn without disruption from unruly behaviour.
- Students will be provided with appropriate support programs.
- Students will contribute to decision making in the school (Student Voice – having an independent body for senior students to voice their opinions make contribute in making decisions regarding various programs and events)
- Students will value difference – be tolerant towards everyone around them and accept people from various cultures.
- Students will be respected and supported in all aspects and assured that each child is treated equally.

A **POSITIVE BEHAVIOUR FOR LEARNING (PBL)** approach will be the foundation of the Behaviour Management Plan.

The Guiding Principles of PBL (Positive Behavior for Learning) are:

- Student misbehavior can be changed (taught)
- Environments can be created to change behavior (instructional)
- Changing environments requires change in adult behavior (teaching)
- Adult behavior (teaching) must change in a consistent and systematic manner
- Systems of support (effective instructional environments) are necessary for both students and adults

These Principles are the core of what the SLT is promoting in International Indian School becoming an effective educational institution.

#### **School-wide Positive Behavior for Learning Goals**

- Build systems that make it easier to teach
- Create environments that encourage (rather than discourage) pro-social behaviour
- Teach all students what is expected
- Provide a continuum of behavior and learning support to students who need more support to be successful

#### **Managing Students' Misconduct**

International Indian School – Abu Dhabi shall use the appropriate guidance and disciplinary actions to encourage students to understand why their behaviour is unacceptable and how to behave better in future.

In the response to incidents of student misconduct, IIS will take into consideration the students' individual circumstances and personalities, including the social, emotional and psychological factors that may underlie a student's behaviour.

### **Banned Disciplinary Actions:**

International Indian School abides by the banned disciplinary actions and in no circumstances will encourage or accept any staff using the forbidden disciplinary actions.

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

### **Staged Approach for Dealing with Willful or Persistent Misconduct**

International Indian School believes in giving students appropriate guidance and support to identify the motivation and purpose behind their actions and to rectify any negative behaviour before disciplinary action. (e.g.: disciplinary referral form to parents, warnings, written notices) is taken.

### **The steps that will be taken to deal with student misconduct is as follows:**

- Identify the frequency of the misconduct by the student
- Set Goals - Provide counselling for the student with clear explanation, with reasons, of the changes in behavior that are required of students by the schools.
- Strategize: the school will outline a strategy, with appropriate monitoring and support to address and correct the students' unacceptable behavior. (design a Behavior Intervention Plan)
- Communicate – in case there is a need for escalation the school will communicate with the parents/ guardians by letter or disciplinary form and hold a conference or series of meeting with them to agree to a reasonable joint – homeschool strategy – i.e. share the Behavior Intervention Plan of the student with parents with time frame and review dates.
- If the student continues to display the misconduct and the review of the Behavior Intervention Plan is not positive consistently, the school may suspend the student temporarily from school for up to five days and shall issue the student's parent a final warning.
- In the final stage, if the student fails to modify his or her behavior in accordance with requirements of the school, the school may apply 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 the previous stages have been followed.

### **Students with Special Needs**

- International Indian School accepts the same code of conduct from students with special needs and other students of the school. We do not believe in differentiating the code of conduct between the two.
- In International Indian School the students with special needs follow the same rules and conduct as other students. However, any disciplinary action for students with special needs is modified and a separate Behavior Intervention Plan is designed for each child with special needs, based on his/ her needs and characteristics.
- In case of consequences faced by the children with special needs, it may vary in intensity than other children – depending upon the violations accompanied by evidence.

### **ROLES AND RESPONSIBILITIES:**

At International Indian School, The School Principal:

- Reviews and approves the school behavior and discipline policy, and ensures that the Behavior policy is fully compliant with the requirements of the Council's regulations and policies.
- Monitors the school's implementation of its Behavior Policy
- Creates a school disciplinary committee
- Implements the procedures related to the policy
- Ensures through thorough review of the Behavior policy, involve students, parents/ guardians. Teachers and other staff that the importance of the Behavior Policy is understood and accepted by all the members of the school community
- Chairs the school disciplinary committee.

The teachers at IIS exerts efforts to establish the motivation behind and the purpose of the student's misconduct, to respond to it with suitable and sustainable solutions, rather than simply taking a punitive approach.

The school counsellor along with the teacher and coordinator of the concerned students designs a Behavioural Improvement Plan, setting up achievable review dates.

The student's counsellor coordinates and communicates with the parents and highlights their participation in the Behavioural Improvement Plans.



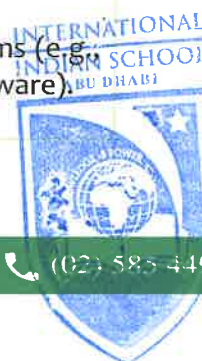
Level One Offenses	<ul style="list-style-type: none"><li>● Being repeatedly late to the morning assembly or failing to participate without an acceptable excuse; Failing to attend classes on time repeatedly without an acceptable excuse.</li><li>● Non-compliance with the school uniform (regular or PE) without an acceptable excuse. Not following the school's rules as stated in the Student Code of Conduct, both inside and outside the Not bringing books and other resources for school without an acceptable excuse.</li><li>● Sleeping or eating during class time or during the morning assembly without justification or permission (after verifying the student's health status).</li><li>● Not complying with the completion of homework (if applicable) and assignments in a timely manner, if applicable.</li><li>● Misuse of digital devices in school (e.g., playing games, viewing social media, messaging, using head/earphones in the classroom without justification or permission).</li><li>● Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.</li></ul>
Level Two Offenses	<ul style="list-style-type: none"><li>● Failing to attend school without an acceptable excuse at any time, including before and after breaks/holidays and the weeks leading up to exams</li><li>● Leaving or entering the classroom during class time without permission.</li><li>● Not attending mandatory school activities and events without an acceptable excuse.</li><li>● Inciting quarrels, threatening, or intimidating peers in the school.,</li><li>● Acting or appearing in a manner that contradicts the ADEK Cultural Consideration Policy.</li><li>● Causing minor damage to school or bus furniture (e.g., writing or sticking gum on bus seats, tampering with the alarm bell or elevators).</li><li>● 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).</li><li>● Verbally abusing or insulting any member of the school community (including visitors).</li><li>● 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 offsite,</li><li>● Refusing to respond to inspection instructions or to hand over banned items.</li><li>● Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.</li></ul>







<p>Level Three Offenses</p>	<ul style="list-style-type: none"><li>● Bullying, intimidation, harassment, and/or abuse of members of the school community, including defaming them on social media.</li><li>● Academic dishonesty/plagiarism (including copying and reproducing assignments and falsely taking credit for them).</li><li>● Leaving the school premises without permission.</li><li>● Seizure, destruction, and/or vandalism of school property.</li><li>● Seizure, destruction, and/or vandalism of the school bus (including all furnishings), including causing harm to the driver, supervisor, and/or other road users.</li><li>● Assaulting others in the school, on the bus, or during school activities offsite, without causing injury to the victim.</li><li>● Driving a vehicle recklessly inside or around the school premises, and not following the security and safety instructions.</li><li>● Capturing, possessing, viewing, or distributing media (audio, images, videos, etc.) of staff and students taken without consent.</li><li>● Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.</li></ul>
<p>Level Four Offenses</p>	<ul style="list-style-type: none"><li>● 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.</li><li>● 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.</li><li>● Committing sexual assault (including engaging in sexual harassment) inside the school, on the bus, or during school activities offsite.</li><li>● Assaulting others in the school, on the bus, or during school activities offsite, and causing injury to the victim.</li><li>● Premeditated theft and/or engaging in its cover-up.</li><li>● Capturing, possessing, viewing, or distributing information/media (audio, images, videos, etc.) with unlawful content (e.g. pornography, terrorist/extremist videos).</li><li>● Leaking exam questions or engaging in related activities.</li><li>● Setting fire to the school premises. Insulting political, religious, or social figures in the UAE.</li><li>● 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.</li><li>● 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.</li><li>● Intrusive and/or illegal digital activity on school IT systems (e.g. hacking into school accounts, installing unauthorized software).</li><li>● Trespassing on school premises after school hours.</li></ul>



- Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.

**Behavior Management Committee:**

International Indian School has a committee composed of the Principal, Vice Principal, school counsellor and coordinators to review and discuss student’s behavioural issues which are fair and equitable to all students without exception.

All disciplinary actions planned are appropriate to the student’s age and severity of the misconduct as per the levels identified in this policy.

A transparent and fair appeal process for sanctions is available to students and parents/guardians.

The school disciplinary committee keeps a record of the disciplinary offenses of each student and actions taken in response.

International Indian School and the ADEK and other supervisory authorities treat all information about students’ behaviour as strictly confidential.

Level of Misconduct	Occurrence			
	First Time	Second Time	Third Time	More than Three Times
Level 1	<b>Verbal Warning</b> Discuss the expected change in behavior with the student.	<b>Written Warning</b> Notify the parent in writing about the student's misconduct.	<b>Written Warning</b> Notify the parent in writing and hold meeting(s) with them to agree on a reasonable joint home-and-school strategy.  The parent is required to sign an undertaking to support the agreed strategy.	<b>Written Warning</b> 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.
Level 2	<b>Written Warning</b> Instruct the student to sign an undertaking not to repeat the offense.	<b>Onsite Suspension</b> Temporarily suspend the student up to 2 days and assign the student supervised study assignments inside the school with no	<b>Onsite Suspension</b> Temporarily suspend the student up to 3 days and assign the student supervised	<b>Expulsion</b> Immediately suspend the student offsite until the end of the investigation, with





	<p>Summon the parent, who is required to sign an agreement to support their child in reforming their behavior.</p>	<p>notification to the parent.</p> <p>Notify both the student and the parent of a second written warning.</p> <p>Notify the Behavioral Management Committee to agree to a set of strategies for reforming the student's behavior.</p> <p>The parent is required to sign an undertaking to support the agreed strategy.</p>	<p>study assignments inside the school.</p> <p>Issue a final warning in writing to the student and the parent.</p> <p>Notify the Behavioral Management Committee to agree to a final set of actions for reforming the student's behavior.</p> <p>The parent is required to sign an undertaking to support the agreed strategy.</p>	<p>a notification to the parent.</p> <p>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion.</p> <p>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 support and counseling as per their behavior strategy.</p>
Level 3	<p><b>Onsite Suspension</b></p> <p>Immediately suspend the student inside the school.</p> <p>The Behavioral Management Committee shall evaluate the evidence and determine disciplinary actions.</p> <p>The school shall summon the parent immediately to inform of the</p>	<p><b>Offsite Suspension</b></p> <p>Immediately suspend the student offsite until the end of the investigation with a notification to the parent.</p> <p>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions.</p> <p>Provide the student and the parent with a final written warning.</p>	<p><b>Expulsion</b></p> <p>Immediately suspend the student offsite until the end of the investigation with a notification to the parent.</p> <p>The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion.</p> <p>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</p>	





	disciplinary action and the requirement to sign an undertaking to support the agreed strategy.	Summon the student and the parent to the school to present the Committee's decision.	having provided sufficient counselling as per their behavior strategy.  The Behavioral Management Committee shall evaluate the evidence and agree on 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 support and counselling as per their behavior strategy.
Level 4	<b>Offsite Suspension</b>  Immediately suspend the student offsite until the end of the investigation with a notification to the parent.  The Behavioral Management Committee shall evaluate the evidence and agree on a set of disciplinary actions and a corrective plan.	<b>Expulsion</b>  Immediately suspend the student offsite until the end of the investigation with a notification to the parent.  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 counselling as per their behavior strategy.	



IIS ensures that their policies outline clear and staged disciplinary procedures to address student 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. In their response to incidents of student misconduct, schools shall take into consideration the student's individual circumstances and personalities, including the social, emotional, and psychological factors that may underlie a student's behavior.

Managing students' misconduct must be consistent with the following:

1. In all cases of misconduct, the first approach shall always be focused on understanding possible factors contributing to the student's behavior, providing related support where possible and reinforcing positive behavior to encourage students to take ownership of their actions.
2. Throughout the disciplinary process, schools shall monitor, document, and provide students with ongoing support to focus (whether through the school counselor or the in-school specialist) and other forms of support (e. o. social worker), as required, throughout the disciplinary process.
3. Schools shall deal with misconduct that can be categorized as maltreatment (e.g., physical abuse, bullying, sexual abuse) in line with the maltreatment reporting procedure in the Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024).
4. Schools shall involve law enforcement authorities as appropriate where misconduct is illegal as per the latest applicable laws in the UAE.
5. Schools shall ensure that, where disciplinary procedures are being exercised in relation to students with additional learning needs, the Head of Inclusion shall be consulted to determine appropriate disciplinary action.
6. Where a school fails to re-enroll a student who has faced disciplinary action in the previous year, this is classified as expulsion. Schools shall therefore seek approval from ADEK.

Policy Review: Ms. Germinda Santiago  
School Counselor

Approved by: Dr. Beno Kurien  
School Principal

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