



School Behavior Guidelines and Code of Conduct

I. Pertaining to Attendance

per the student attendance policy

- Students are expected to be in class on time in the morning and for each class period
- Students who are not in class and in their seats by the start of each class period, as indicated by the bell, are considered tardy to that class.
- Students are expected to be in class and on time every day. Students should not be late to any class period.
- Students must report directly to the Assembly Hall on scheduled assembly days.
- Students must report directly to homeroom or 1st period on non-assembly days

II. Pertaining to Preparedness

- Students are expected to attend each class ready to learn with all required materials including a charged electronic device and any other supplies.
- Students are expected to come to school prepared with completed assignments and ready for class assessments.

III. Pertaining to Dress Code

Per the school's Uniform Policy

- Students must come to school in complete uniform including school pants or skirts, school shirts and school jackets.
- Students may wear solid navy or black jackets or sweatshirts. School shirts must be worn underneath
- Hoodies and are not permitted
- Open toe shoes or sandals are not permitted
- Shorts are not permitted
- Boys:
 - No cultural attire (kandora)
 - No hats
- Girls:
 - Girls who wear abayas must wear a school uniform underneath the abaya.

IV. Pertaining to Electronic Devices

Per the school's mobile phone policy and electronic device policy

- Students must bring a laptop or tablet to school for academic purposes.
- Students may not use their device in class to go on social media sites, including Instagram, TikTok, YouTube, Whatsapp
- Cell phones may not be visible or in use during class time nor in the hallways.
- Cell phones are only allowed during break times.
- Students are not permitted to make voice calls at any time during the school day.
- Students may not take pictures or videos on their phones or other devices.

V. Pertaining to Class Conduct

- Students are expected and required to conduct themselves in a mature and considerate manner.
- Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class, respecting the teacher's class rules and all other school rules.
- Students should not interfere or disrupt the learning environment.

VI. Pertaining to Hallway Conduct

per the Student Transition Policy

- Students are expected to practice respect, safety and responsibility in the hallways.
 - Respect- students should listen and follow directions of teachers and staff members.
 - Safety- students should walk, never run, in the hallways while maintaining social distancing.
 - Responsibility - students should report any incidents such as accidents, fights, injuries
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VII. Pertaining to Assemblies

- Students are expected to attend all scheduled assemblies on time.
- Students are expected to maintain social distancing during assemblies.
- Students should conduct themselves in a respectable manner during assemblies and behave as they would during class time.
- Students are expected to follow the procedures of the assemblies and the directions of staff.

VIII. Pertaining to Break and Prayer Time

- Students should conduct themselves in a respectable manner during break and prayer times and behave as they would during class time.
- Students are expected to maintain social distancing during break and prayer times.
- Students should follow the procedures of these breaks and the directions of staff.
- Students should, at all times, be respectful to the canteen and other service staff members.
- Students are expected to keep their school eco-friendly and litter free by disposing of litter appropriately.

IX. Pertaining to Trips, Activities and Events

- Students should conduct themselves in a respectable manner during school trips, activities and events.
- Students should follow the procedures of trips and events and the directions of staff members.

X. Pertaining to Class Assessments and Exams

Per the Assessment Policy

- Students are expected to comply with the assessment policy and all assessment rules and procedures.

XI. Pertaining to Food

In order to instill the habit of healthy eating and maintain a safe and clean school environment for all

- Students are allowed to bring pre-packed healthy foods and snacks.
- Students are not allowed to have outside deliveries.
- Fizzy drinks (Coke, 7 Up, Pepsi etc.) and energy drinks are not allowed.
- Seeds are not allowed.
- food and drinks, except water, are not allowed during class time.

XII. Respecting the School Environment

Students are expected to show respect to their school in the following ways:

- Putting garbage in the garbage bin – in and out of the classroom;
- Looking after the classrooms
- Sticking to the rules regarding specialist rooms and equipment - such as science labs, sports and ICT equipment
- Reporting any damage to a member of staff.
- Making sure you are in the right place at the right time, including lunchtimes;
- Keeping the school safe.

XIII. Respecting Teachers and Other Staff Members

Students are expected to show respect to their school in the following ways:

- Accept that members of staff have authority over students because they have responsibility for their welfare.
- Treat staff as professionals.
- Think before they speak and do so quietly and politely
- Follow directions of staff members.

XIV. Respecting Other Students

- Students are expected to speak to and treat students of the school community as they would like to be treated.
- Students are expected to cooperate with and support other students' ideas, values, work and contributions
- Students are expected to help to create a positive learning environment.
- Students are expected to show consideration and speak politely to other students.
- Students are expected to respect other students' space
- Students must tell a member of staff if there is a problem with another student.

Level I Offense

- Disrupting the class
- Failing to attend class on time without excuse
- Non-compliance with school uniform
- Misuse of electronic devices including playing games and using headphones inside the classroom.
- Using offensive or profane language inside the school.
- Eating during class time
- Reluctance to fulfill class duties including non-compliance with presenting homework and assignments given to him / her in a timely manner. (***followed up by academic leadership**)

All of what is similar to these offenses, as per the discretion of Pastoral Care Officers and the Behavior Review Committee.

Level II Offense

- Skipping or leaving the classroom during class time.
- Inciting conflict, threatening or intimidating peers in the school.
- Aggressive play.
- Insubordination or refusal to adhere to staff instructions.
- Disrespectful tone or behavior towards all staff, administration and service staff including canteen assistants, classroom assistants and custodial staff.
- Misconduct during break or prayer time.
- Misconduct during assemblies, clubs or events.

Level III Offense

- Vandalism or damaging school property.
- Bullying (physical or verbal harassment, relational aggression and cyberbullying) against students or faculty.
- Verbally abusing or insulting (using offensive language against) students or staff.
- Possession of smoking paraphernalia
- Skipping or leaving the school premises upon arrival or during the school day.
- Pulling or tampering with the fire alarm or extinguisher.
- Misconduct during school field trips
- Plagiarism (***followed up by academic leadership**)

Level IV Offense

- Possessing or using weapons, including blade weapons, or their equivalent inside the school.
- Partaking in physical aggression including fighting causing injuries or harm to the others.
- Destruction of school property.
- Theft.
- Verbal, physical or sexual harassment.
- Digital Hacking
- Smoking on school premises.
- Forging school documents.
- Capturing, possessing, publishing or distributing photos of the student or staff without their permission. (**Non-compliance with UAE law. ** cannot protect against actions taken outside of school**)
- Cheating- Leaking questions of the exams or engaging in any way. (***followed up by academic leadership**)

All of what is similar to these offenses, as per the discretion of the Behavior Review Committee.