



# **ARZANA PRIVATE SCHOOL**

## **Student Behavior Management**

### **Policy**

## Student Behavior Management Policy

In alignment with ADEK's Student Behavior Management Policy, Arzana Private School is committed to fostering a positive, safe, and respectful environment that promotes students' academic, social, and emotional development. The following policy outlines the expectations for student behavior and the framework for managing behavior consistently and effectively.

### Objectives

The objectives of the Behavior Management Policy include:

1. Encourage students to demonstrate respect, responsibility, and self-discipline in all school-related activities, both inside and outside the classroom.
2. Ensure a safe, inclusive, and respectful environment where all students feel valued, supported, and free from bullying, harassment, or discrimination.
3. Support students in maintaining focus and engagement in their studies by minimizing disruptions and fostering positive behavior conducive to learning.
4. Equip students with the necessary skills to manage their emotions, resolve conflicts, and build positive relationships with peers and staff.
5. Instill a sense of responsibility and accountability in students, encouraging them to take ownership of their actions and decisions.
6. Implement fair, transparent, and consistent disciplinary procedures in line with ADEK guidelines, ensuring that all students are treated equitably.
7. Strengthen the partnership between the school and parents by involving them in addressing behavior concerns and fostering a collaborative approach to student development.
8. Provide intervention and support for students displaying behavioral challenges, ensuring they receive guidance, counseling, and the opportunity for behavioral improvement.
9. Align all behavior management practices with ADEK's Student Behavior Policy to ensure compliance with regulatory standards and promote a high-quality educational experience.
10. Cultivate a school culture that celebrates positive behavior, rewards academic and personal achievements, and supports students in reaching their full potential.

### Procedure:

#### 1. Behavior Expectations

- Students are expected to demonstrate respect, responsibility, and accountability in all aspects of school life.
- Positive behavior is defined by cooperation, respect for teachers and peers, adherence to school rules, and a commitment to creating a harmonious learning environment.

#### 2. School Rules and Conduct

- Students must follow school rules, which include respect for school property, attendance, and punctuality.
- Disruptive behavior that interferes with the learning process, such as bullying, disrespect, or violence, is strictly prohibited.
- Students must adhere to the school's dress code and conduct themselves in a manner that reflects positively on themselves and the school community.

### 3. Promoting Positive Behavior

- The school will encourage and recognize positive behavior through rewards, praise, and leadership opportunities.
- Teachers and staff will model and reinforce positive behavior, creating a climate of mutual respect and trust.

### 4. Reporting Misbehavior

- Identify Misbehavior: Staff observes and addresses the behavior.
- Document Incident: Record details of the behavior and actions taken in the form.
- Report to Administration: Submit the incident to Social worker and school leadership for review.
- Investigation and Response: Social worker and School leadership investigate and determine consequences.
- Notify Parents: Inform parents through meeting or communication.
- Follow-Up: Implement support or interventions to prevent recurrence.

### 5. Consequences for Misbehavior

- **Minor infractions:** These will be addressed with verbal warnings, restorative discussions, and, if necessary, a note home to parents.
- **Serious or repeated misbehavior:** Consequences may include detention, suspension, or other disciplinary actions as outlined by ADEK's guidelines. Parents will be informed and involved in resolving behavior issues.
- **Severe misconduct:** For behaviors such as physical violence, bullying, or vandalism, more severe consequences, such as suspension or expulsion, will be applied in accordance with ADEK policies.

### 6. Intervention and Support

- The school will provide counseling and behavioral support for students who require additional assistance in managing their behavior.
- Teachers, counselors, and parents will collaborate to create individual behavior improvement plans for students in need of support.

## **7. Anti-Bullying and Inclusion**

- Arzana Private School maintains a zero-tolerance policy towards bullying, discrimination, or any form of harassment.
- The school will promote an inclusive environment where diversity is respected and celebrated.

## **8. Parental Engagement**

- Parents are encouraged to partner with the school to support their child's behavioral development and success.
- Communication with parents will be maintained regarding any behavior concerns, and collaborative strategies will be developed to address behavioral challenges.

## **9. Commitment to ADEK Standards**

- The school will align its behavior management strategies with ADEK's Student Behavior Policy to ensure consistency, fairness, and the well-being of all students.

## **Levels of Misconduct**

The Levels of Misconduct / offenses are as follows:

a. Level One Offenses:

- 1) Being repeatedly late to the morning assembly or failing to participate without an acceptable excuse.
- 2) Non-compliance with the school uniform (regular or PE) without an acceptable excuse.
- 3) Not following the school's rules as stated in the Student Code of Conduct, both inside and outside the classroom (e.g., not staying calm/disciplined during class time, making inappropriate sounds inside or outside the classroom, not dressing modestly, sporting inappropriate haircuts, if applicable).
- 4) Not bringing books and other resources for school without an acceptable excuse.
- 5) Sleeping or eating during class time or during the morning assembly without justification or permission (after verifying the student's health status).
- 6) Not complying with the completion of homework (if applicable) and assignments in a timely manner, if applicable.
- 7) Misuse of digital devices in school (e.g., playing games, viewing social media, messaging, using head/earphones in the classroom without justification or permission).
- 8) Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.

b. Level Two Offenses:

- 1) Failing to attend school without an acceptable excuse at any time, including before and after breaks/holidays and the weeks leading up to exams (unless during an ADEK-approved study leave).
- 2) Leaving or entering the classroom during class time without permission.
- 3) Not attending mandatory school activities and events without an acceptable excuse.
- 4) Inciting quarrels, threatening, or intimidating peers in the school.
- 5) Acting or appearing in a manner that contradicts the *ADEK Cultural Consideration Policy*.
- 6) Causing minor damage to school or bus furniture (e.g., writing or sticking gum on bus seats, tampering with the alarm bell or elevators).

- 7) 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).
- 8) Verbally abusing or insulting any member of the school community(including visitors).
- 9) 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, onthe bus, or during school activities offsite.
- 10) Refusing to respond to inspection instructions or to hand over banned items.
- 11) Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.

c. Level Three Offenses:

- 1) Bullying, intimidation, harassment, and/or abuse of members of the school community, including defaming them on social media.
- 2) Academic dishonesty/plagiarism (including copying and reproducing assignments and falsely taking credit for them).
- 3) Leaving the school premises without permission.
- 4) Seizure, destruction, and/or vandalism of school property.
- 5) Seizure, destruction, and/or vandalism of the school bus (including all furnishings), including causing harm to the driver, supervisor, and/or other road users.
- 6) Assaulting others in the school, on the bus, or during school activities offsite, without causing injury to the victim.
- 7) Driving a vehicle recklessly inside or around the school premises, and not following the security and safety instructions.
- 8) Capturing, possessing, viewing, or distributing media (audio, images, videos, etc.) of staff and students taken without consent.
- 9) Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.

d. Level Four Offenses:

- 1) 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.
- 2) 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.
- 3) Committing sexual assault (including engaging in sexual harassment) inside the school, on the bus, or during school activities offsite.
- 4) Assaulting others in the school, on the bus, or during school activities offsite, and causing injury to the victim.
- 5) Premeditated theft and/or engaging in its cover-up.
- 6) Capturing, possessing, viewing, or distributing information/media (audio, images, videos, etc.) with unlawful content (e.g. pornography, terrorist/extremist

videos).

- 7) Leaking exam questions or engaging in related activities.
- 8) Setting fire to the school premises.
- 9) Insulting political, religious, or social figures in the UAE.
- 10) 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.
- 11) 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*.
- 12) Intrusive and/or illegal digital activity on school IT systems (e.g., hacking into school accounts, installing unauthorized software).
- 13) Trespassing on school premises after school hours.
- 14) Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.

## Staging of Disciplinary Procedures

Level of Misconduct	Occurrence			
	First Time	Second Time	Third Time	More than Three Times
Level 1	<p><b>Verbal Warning</b></p> <p>Discuss the expected change in behavior with the student.</p>	<p><b>Written Warning</b></p> <p>Notify the parent in writing about the student's misconduct.</p>	<p><b>Written Warning</b></p> <p>Notify the parent in writing and hold meeting(s) with them to agree on a reasonable joint home-and-school strategy.</p> <p>The parent is required to sign an undertaking to support the agreed strategy.</p>	<p><b>Written Warning</b></p> <p>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.</p>
Level 2	<p><b>Written Warning</b></p> <p>Instruct the student to sign an undertaking not to repeat the offense.</p> <p>Summon the parent, who is required to sign an agreement to support their child in reforming their behavior.</p>	<p><b>Onsite Suspension</b></p> <p>Temporarily suspend the student up to 2 days and assign the student supervised study assignments inside the school with a 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><b>Onsite Suspension</b></p> <p>Temporarily suspend the student up to 3 days and assign the student supervised 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><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 having provided sufficient support and counselling as per their behavior strategy.</p>



<p><b>Level 3</b></p>	<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 disciplinary action and the requirement to sign an undertaking to support the agreed strategy.</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>Summon the student and the parent to the school to present the Committee's decision.</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 having provided sufficient counselling as per their behavior strategy.</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 counselling as per their behavior strategy.</p>
<p><b>Level 4</b></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 disciplinary actions and a corrective plan.</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 having provided sufficient counselling as per their behavior strategy.</p>	

This policy is designed to ensure that Arzana Private School provides a supportive, structured, and disciplined environment where all students can thrive academically and personally while adhering to the principles outlined by ADEK.

## STEPS INVOLVED IN DEALING WITH A BEHAVIOR ISSUES AT SCHOOL

Teachers have been informed about the below-mentioned steps to deal with and report Student misbehavior.

Please note that behavioral issues are common among the students and most of it can be handled within the authority of the teacher concerned. If the incident is highly urgent requiring immediate action, you can approach the Social Worker directly. Every medical case should be reported to the clinic immediately. In recurring behaviors, the following steps may be followed:

**STEP 1-** FILL UP THE INCIDENT REPORT FORM **OR** SEND AN EMAIL TO THE STUDENT SOCIAL WORKER ATTACHING THE FILLED SOFT COPY OF THE FORM.

Hard copies of the form are available in the Social Worker's Office for immediate access. Soft copies are sent to all the teachers' email.

**STEP 2 -** TAKE THE STUDENT / STUDENTS TO THE SOCIAL WORKER'S OFFICE

By the teacher in-charge, if not available, the class teacher can take up the responsibility.

**STEP 3 –** GUIDANCE WILL BE PROVIDED AND DISCIPLINARY ACTION WILL BE TAKEN WHEN REQUIRED

Actions may include writing apology letter, communication with parents and if the case is highly serious, action will be taken in consultation with the Principal.

**STEP 4 –** SOCIAL WORKER WILL SEND REPLY EMAIL TO THE TEACHER ABOUT THE ACTION TO BE TAKEN (CC - PRINCIPAL)

**STEP 5 –** INFORMING THE PARENT REGARDING THE INCIDENT

For incidents that were managed by the teacher, the parents should be informed by the teacher for their awareness and action. However, Incidents that were reported to the Social Worker will be communicated by the Social Worker to the parents, with copy to the Teacher concerned.

**STEP 6 –** DISCUSSION AND DECISIONS ON MAJOR BEHAVIORAL ISSUES BY THE BEHAVIOUR MANAGEMENT COMMITTEE (BMC).

As per the school Behavior Management Policy, discussions related to suspension, termination, withholding of re-registration will be tabled in the BMC meeting. Decisions will be communicated to the parents by the school administration.

**Revision Date**            **August 2025**

**Next Review**            **August 2026**