



Code of Conduct

and Related Procedures



Code of Conduct

2018-2019

Abu Dhabi Grammar School (Canada)

Introduction

Abu Dhabi Grammar School believes in providing a safe learning environment for students and staff.

During the 2017-2018 school year, a school planning team reviewed the School Code of Conduct and developed a Revised Code of Conduct for Students. Thanks are extended to the following for input and feedback: school staff, students and parents. We look forward to everyone's cooperation in following the updated Code of Conduct to ensure a safe and positive learning environment at Abu Dhabi Grammar School.

To achieve the aims and goals of Abu Dhabi Grammar School we believe that positive student behaviour plays an integral component in achieving an effective learning environment. It is essential that positive behaviour is an integral component in order to provide an effective learning environment.

In delivering quality educational outcomes, Abu Dhabi Grammar School must encourage positive behaviour. This positive behaviour at Abu Dhabi Grammar School is based on sound educational principles.

When such positive behaviours are explained to students and consistently applied, they will be recognized by students as being necessary to ensure a safe learning environment facilitating student achievement. ***This Code of Conduct will apply to all areas of the school and all school-related activities.***

When applying disciplinary proceedings, the school is forbidden to use all forms of physical punishment (policy 52); lowering or threatening to lower school grades; detention during or after school hours; group punishment for individual misconduct; imposing more school or homework; mocking or insulting the student in private or in public; and preventing the student from using washroom facilities or consuming food.

Any disciplinary action used to address student misconduct will be firm, fair, consistent, clear and in compliance with all ADEK, MoE and UAE laws, policies and guidelines. The disciplinary action shall also be in accordance with the nature of the negative behaviour and the

level of offence that is associated with the behaviour. School staff will ensure that students are given appropriate opportunities to act positively before it is escalated in disciplinary action.

The goal of the school is to provide a supportive environment in which students learn to exercise self-discipline.

Code of Conduct

Abu Dhabi Grammar School is a school community where learning takes place in a co-operative environment which fosters the physical, mental and emotional growth of each individual student.

It is, therefore, most important that every parent, student and teacher associated with Abu Dhabi Grammar School appreciates the importance of co-operating in a community with a common concern for the well-being of all, and for the promotion of education standards and behaviour.

To achieve this goal, the Code of Conduct forms an integral part of the Educational Philosophy and program of Abu Dhabi Grammar School.

MEASURES TO ENCOURAGE POSITIVE BEHAVIOURS

Our school provides programs and activities, which will promote a positive and friendly atmosphere throughout the school year. It is also our hope that this positive atmosphere will prevail not only in school but also outside of the school within the community and at home.

Samples of these programs and activities are as follows:

1. Student Leadership Program
2. Buddy System
3. Recognition of achievements and positive student behaviour.
4. Opportunity to participate in sports' activities: soccer, dodgeball, skipping, basketball and co-curricular activities such as swimming, rock climbing, etc.
5. School Spirit Days centred around a theme.
6. Special occasion celebrations (National Days, Eid Al Adha, Eid Al Fitr, Al-Hijra New Year, Flag Day, Commemoration Day, Isra Wal Miraj, Ramadan,etc.)
7. Involvement of students in concerts, talent shows and after-school activities.
8. Student work displayed within the class, halls and foyer.
9. Special Events (Culture Night, Public Speaking Event, Musicals, Science Fair, etc.
10. The singing and assembly of students for the National Anthem each morning.
11. Parent involvement: School Advisory Council, Field Trip chaperones, etc.
12. Explicit teaching of Prosocial Behaviour.

1. CO-OPERATION AND RESPONSIBILITY

The school expects each student to co-operate fully by taking the responsibility for their own progress through diligent preparation for, and participation in, all the classes they attend.

This requires showing concern for the needs of others so they may pursue their studies without interference, behaving appropriately at school, both in and outside the classroom, and respecting the authority of all staff.

2. SCHOOL UNIFORMS

The School requires school uniforms to be worn to all school functions and sporting events unless the students are otherwise directed. The uniform must be clean and in good repair at all times. Students are expected to wear the appropriate uniform to and from school. Students who arrive at school with an inappropriate uniform may receive a code of conduct verbal and written warnings.

The new boys school uniforms consist of a white collared polo shirt (KG-12), tartan Bermuda shorts (KG-2), black trousers (Gr.3-12). Boys physical education uniforms consist of round neck navy blue T-shirt (KG-12), navy blue short (KG-4), navy blue track pants (Gr. 3-12).

Girls school uniforms consist of white polo shirt (KG-12), tartan skirt (KG-2), black trousers (Gr. 3-12). Girls physical education uniforms consist of a round neck T-shirt (KG-12), navy blue shorts (KG-4), navy blue track pants (Gr 3-12).

New House T-shirts consist of Black Bison, Green Moose, Red Grizzly, Blue Wolverine. On Thursdays or designated house assembly days, students may wear their AGS house T-shirts.

All students are to wear black shoes. If students do not wear black running shoes to physical education class they are to change back into the black shoes following physical education class.

3. PERSONAL CONDUCT

It is essential that students develop respect for themselves as individuals and as students of the school. The School, therefore, requires students to conduct themselves at all times in a manner which will enhance their reputation and that of others at Abu Dhabi Grammar School. Offensive behaviour including bullying, the use of bad language, theft or causing injury to another, will not be tolerated.

4. RESPECT FOR PROPERTY

Out of respect for others, students are expected to gain permission to use another person's property. This applies regardless of whether the property belongs to an individual, the School or the community.

Students should not bring valuable items to school, other than those required for academic and co-curricular activities.

5. TECHNOLOGY

Abu Dhabi Grammar School Canada (AGS) provides online systems and resources for use by students and staff. This includes individual Google accounts with access to Google Apps for Education including unlimited cloud storage within the AGS network, as well as laptops, Chromebooks and iPads.

All policies, procedures, codes of behaviour, and rules of AGS apply to those using online systems and resources provided by or on behalf of AGS. The “Technology Code of Conduct” pertains to the use of online systems and resources and has been prepared to protect the rights and safety of all.

AGS takes appropriate measures to ensure the security of the facilities and information that may be contained in them. AGS reserves the right to monitor the use of online resources by all that access the systems.

Refer to Appendix I for detailed “Technology Code of Conduct” information.

6. PARTICIPATION

Abu Dhabi Grammar School will be offering a range of extracurricular and after-school activities as the year progresses. Students are encouraged to be involved in school activities and they should encourage the involvement of their peers.

7. COMMITMENT

When a student joins a school team, they must accept all the expectations involved in that membership. If a student does not respect the commitment they may be removed from the team or activity.

8. ATTENDANCE

The School expects students to recognize that there are certain responsibilities involved in their attendance at the school. In particular, a student may not leave the grounds for any purpose during the school day without obtaining special leave from the office.

Except in the case of illness, a student must be in attendance on all days on which the School is open unless leave of absence has **been requested in writing and permission granted in advance**. When a student is absent, the School administration will be notified by 8:15 am on the morning of the absence. After an absence from the School, *a student must produce a note signed by a parent or guardian*, for his or her homeroom teacher which will be appropriately filed. In the case of excused or unexcused absences it is a student's responsibility to keep up with day to day school work. This can be done using Google Classroom or by obtaining notes from a classmate.

Students, who are late for school in the morning, *must report to the reception to obtain a “late slip” which is to be presented to their teacher*. Under no circumstances is a student to be admitted to class without their late slip.

Grade 9-12 please refer to the attendance policy listed in Appendix H.

The school can expel a student in the case there is an unexcused absence for ten days continuously, or fifteen days non-continuously during the academic year. This is on the condition that the school has already sent three warning letters, such that a warning is sent every

three days. Additionally, the expulsion order must be issued by the School Principal and approved by ADEK, and the guardian is informed.

9. SCHOOL BUS BEHAVIOUR

The driver and bus supervisor are in charge of the school bus.

1. Respect the bus supervisor and bus driver instructions.
2. Be on time.
3. Talk to the bus driver only if absolutely necessary.
4. Keep the seat assigned to you by the bus supervisor.
5. Use appropriate language while on the bus without yelling or making loud noises.
6. Stay seated with the seat belt fastened properly when the bus is in motion.
7. Keep windows closed unless the bus driver permits otherwise.
8. Keep your entire body within the bus(arms, head, etc.).
9. Nothing is to be thrown inside the bus or out of the windows.
10. When the bus is in motion, keep the aisle of the bus clear at all times.
11. If there is no sidewalk, walk well over on the left side of the road when walking to and from the bus stop. Never stand or play on the road while waiting for the bus.
12. The aisle of the school bus should be neither wholly nor partially obstructed by any person sitting in such a manner that the person's body, or any part thereof, extends beyond a seat into the aisle.
13. Eating and drinking refreshments on the bus are prohibited.
14. Girls are to be seated in the front portion of the bus and boys in the back unless students are informed to sit in a designated seat by the bus supervisor.

NOTE: As per school code of conduct policy, students may lose busing privileges for a short-term or long-term basis, depending on inappropriate behaviour.

LEVELS FOR DISCIPLINARY ACTIONS

Abu Dhabi Grammar School categorizes student misconduct into three levels:

Each level of behaviour requires a different disciplinary approach for modifying and correcting the student behaviour. The strategy or consequences applied for the level of behaviour will be appropriate for the grade, student age and gender.

Levels of Misconduct

Level One - Behaviour that causes the disruption of teaching and learning

Behaviours in Level One may include but are not limited to:

- Tardiness
- Unexplained absences
- Unprepared for class
- Inappropriate school, including physical education, uniforms
- Rough Play
- Disruptive classroom and school behaviour
- Using cell phones during school time
- Not following the school code of conduct within classrooms, hallways, playgrounds and buses
- Defying school authority and staff members.
- Abusive or inappropriate language
- Communicating in a language other than the language of instruction during class time

Level Two - Behaviour that causes greater disruption of teaching and learning that may include but not limited to the level one behaviour. It also covers property damage or student behaviours that may lead to physical or emotional harm to themselves or another person.

Behaviours in Level Two may include but are not limited to:

- Habitual Level One offences
- Defying school authority and staff members
- Smoking
- Trespassing
- Skipping or ditching class
- Abusive or inappropriate language directed towards students or staff
- Use of excessive force when playing
- Mocking others
- Fighting
- Bullying, physical or cyber bullying
- Theft
- Vandalism of school property or the property of others
- Leaving school without permission
- In possession of or viewing pornographic material
- Cheating on exams or assignments
- Providing false documents (e.g. signing letters without the knowledge of parents)
- Disruptive on school buses- refer to school bus behaviour
- Significant disruptive behaviour

For Level Two offences that involve vandalism, parents may be held responsible for paying all or part of the costs of rectifying any defacing, damage or destruction of school property caused by their child or children's acts of vandalism. (Refer to procedures for reporting the willful damage and/or destruction of school property, as below)

Level Three - Behaviour that may cause the physical endangerment of fellow students, school staff and others. Behaviours in Level 3 are at times also violating UAE Laws.

Behaviours in Level Three may include but are not limited to:

- Habitual Level Two offences
- Assault (physical and/or verbal)
- Sharing or distributing pornographic material
- Attending school under the influence of illegal substances
- Possessing, selling, weapons and/ or explosives
- Willful damage to, or destruction of, school and personal property
- Using/possession of any illegal and inappropriate substances
- Exchanging any inappropriate materials, photos, etc.
- Committing major actions contradictory to the laws of the UAE ie inappropriate touching, vulgar verbal abuse using technology ect.

For Level Three offences that involve willful damage or destruction to school property, parents may be held responsible for paying all or part of the costs of rectifying any defacing, damage or destruction of school property caused by their son/daughter or son/daughter's acts of vandalism.

Discipline Interventions may include but are not limited to:

Level 1 Intervention:

- The teacher provides verbal recognition of misbehaviour
 - Teacher makes note of incident in a student report (PowerSchool or teacher's file).
(Teachers may utilize **Appendix G-** Student Behavior Tracking- Verbal Warnings)
 - The teacher provides a verbal reminder of proper conduct
- *Three verbal warnings are issued before a written warning is sent home.**

Level 2 Interventions may include but are not limited to:

- The student is referred to Administrator
- Teacher makes note of incident in a student report (PowerSchool or teacher's file)

Level 3 Intervention may include but are not limited to:

- The student is referred to Administration
- Teacher makes note of incident in a student report (PowerSchool or teacher's file)
- Parents are contacted
- A written warning is sent home and requires a parent signature
- Teacher makes note of incident in a student report (PowerSchool or teacher's file)

Students with Special Educational Needs

Students with special education needs are required to follow the same school rules as their peers. Students with special educational needs may need greater assistance in learning and following the school rules. Students with special education needs must not have greater consequences imposed for misbehaviour. If disciplinary action is necessary, it will be carried out in accordance with the Abu Dhabi Grammar School *Disciplinary Actions*.

The Program Support Team (PST) will determine whether the behaviour is a manifestation of the student's special needs. The PST, with the support of the Regional Special Education Supervisor (ADEK), will:

- Perhaps conduct a Functional Behavior Assessment (FBA) to determine whether to develop and implement an intervention plan
- **If developed, review** the intervention plan, if one has been developed, and modify it as deemed necessary to address the behaviour in question.
- Support the student's return to school, unless the parent and the Head of Special Education in the region agree that a transfer to a different school or alternative educational setting is necessary

Reference - ADEK Transition Procedures Handbook

Procedures for Suspension, and Expulsion

Suspension:

Before a suspension is considered, the behaviour must be considered a level three or the school must have a documented history of incidents of misconduct and details of behavioural interventions that have been implemented. This documented record shall be transferred with the student to any new school, and the school shall keep a copy of the record.

Before a suspension can be considered the school must have conducted a fair and documented investigation into the behaviour incident.

Steps for Suspension:

1. A student may only be suspended from school by the Principal or designate.
2. The school shall have documented evidence of the student's behaviour to support a suspension.
3. The Principal or designate shall notify the parents or guardian directly (by phone or in person) of the student's conduct prior to a suspension.
4. The Principal or designate shall complete the *Notice to Suspend* letter and forward directly to the parent or have the parent collect it from the school.
5. A copy of the *Notice to Suspend* is forwarded to the school guidance counsellor.
6. A copy of the *Notice to Suspend* is kept in the student's file.
7. The suspension commences on the following school day on which the decision to suspend was made. The student may remain at school on the day the decision to suspend was made.
8. According to ADEK regulations, the period for suspension must not exceed 5 days.
9. It is the responsibility of the student to continue their day to day classroom work and the student must communicate through email and/or google classroom with their teachers to enable a continuation of the work program during the suspension period.
10. A Return to School meeting may be conducted at the earliest convenience to the school (No later than 3 days after the suspension).
11. If required by the administration, the student, parent and/or guardian must attend the Return to School meeting before the suspension can be concluded.
12. In the event that the Return to School meeting is unsuccessful the Principal or Designate may extend the suspension by no more than 5 days.
13. In the event that the second Return to School meeting is also unsuccessful, the Principal may choose to apply other disciplinary actions consistent with the re-entry procedures
14. When a student has been suspended on more than one occasion for serious misconduct, then the school may consider other options including expulsion on a case by case basis.
15. In making an application for transfer or removal, the school shall ensure that all the stages have been followed.

Appeal Process

All students have the right to an appeal process for disciplinary action applied to alleged misconduct.

Students are required to fulfill the disciplinary action imposed while the appeal process is underway.

A student can appeal the disciplinary action to the Principal of the school.

A written letter of appeal from parents is required *within 2 school days* of the disciplinary action being handed down to initiate the appeal process. The appeal letter should state clearly the disciplinary action applied to the student, reasons and explanations for why the discipline is unjustified, or why the student cannot fulfill the discipline. The letter should also include a

summary of outcomes from the previous appeals, reasons why the decisions were unsatisfactory and the reasons for the current appeal.

First Level

The First Level of Appeal is at the school and the Principal is responsible for overseeing the process. The Principal is required to hold a meeting with parents and students within two days of receiving the appeal letter to discuss the appeal. If necessary, additional meetings will be arranged as soon as possible. Principals may invite other parties such as teachers, guidance counsellor, school advisors, and/or members of the school Program Support Team to be present at the meeting. Parents and students may also invite other advocates to be present in the meeting to provide support.

Second Level

If the appeal is not resolved at the First Level within a period of one week from the date of appeal, then the appeal may be extended for an additional one week by the school principal. If the school fails to receive a written decision concerning the appeal within two weeks from the parent, the appeal is considered implicitly rejected and the decision issued in this regard shall be final. Students and parents have the option to escalate the appeal to the Regional Office.

The Director of the Regional Office or his/her delegate will oversee the appeal process. The Director or his delegate will convene appropriate committees to investigate and advise on process only.

Third Level

If the appeal at the Second Level is not resolved or is not satisfactory, students and parents have a third option to escalate the appeal to ADEK Central. A Central Disciplinary Committee will be convened by the Director-General(or nominee) to hear the appeal and investigate claims and charges. Any decision regarding the disciplinary action issued by ADEK will be final.



Appendix A

**STUDENT BEHAVIOR
LEVEL 1 — WRITTEN WARNING**

Date: _____

Consistent with the Abu Dhabi Grammar School Policies and Procedures for Managing Student Behavior, this **Level 1 Written Warning** has been issued to: _____ of Grade _____

The student is in breach of the Abu Dhabi Grammar School Code of Conduct for displaying and/or engaging in the following **Level 1** unacceptable behaviour:

Tardiness	Unexplained Absences	Unprepared For class	Incorrect Uniform	Disruptive Behaviour	Defiance	Inappropriate Language

Other: _____

(This Level 1 Written Warning may be placed on the schools’ electronic Student Information System {eSIS} – Behavior)

The student agrees that there will be no further display or engagement of the above-mentioned behaviour. Continuation of such behaviour may escalate to a **Level 2 Written Warning** with more severe consequences.

As the Parent and/or Guardian you are invited to contact the school principal/vice-principal to discuss the **Level 1 Written Warning**.

Classroom Teacher: _____
(Signature)

Please complete and return the Parent Acknowledgment Receipt attached to this letter.



Appendix B

PARENT ACKNOWLEDGMENT
of
STUDENT BEHAVIOR
LEVEL 1 — WRITTEN WARNING

Date: _____

Parent: _____

Student: _____ **Grade:** _____

As the Parent and /or Guardian, I acknowledge receipt of the ***Level 1 Written Warning*** from:
Abu Dhabi Grammar School concerning (student's name)
_____ behavior.

I acknowledge that any continuation of such behaviour will escalate to a ***Level 2 Written Warning***.

As the Parent and/or Guardian you are invited to contact, if necessary, the school principal/vice-principal to discuss the **Level 1 Written Warning**.

Name: _____ **Relationship to student:** _____

Signature: _____

Contact number: _____

Additional Comments:



Appendix C

STUDENT BEHAVIOR

LEVEL 2 — WRITTEN WARNING

Date: _____

Consistent with the Abu Dhabi Grammar School Policies and Procedures for Managing Student Behavior, this *Level 2 Written Warning* has been issued to:

_____ of Grade _____

The student is in breach of the Abu Dhabi Grammar School Code of Conduct for displaying and/or engaging in the following *Level 2* unacceptable behavior:

(This *Level 2* Written Warning will be placed on the schools' electronic Student Information System {eSIS} – Behavior)

The student agrees that there will be no further display or engagement of the above mentioned behavior. Continuation of such behavior may escalate to a *Level 3 Suspension and/or Expulsion*.

As the Parent and/or Guardian you are invited to contact the school principal to discuss the **Level 2 Written Warning**.

Principal/Vice-Principal: _____
(Signature)

Guidance Counsellor: _____
(Signature)

Please complete and return the Parent Acknowledgment Receipt attached to this letter.



Appendix D

PARENT ACKNOWLEDGMENT
of
STUDENT BEHAVIOR
LEVEL 2 –WRITTEN WARNING

Date: _____

Parent: _____

Student: _____

As the Parent and /or Guardian, I acknowledge receipt of the **Level 2 Written Warning** from:
Abu Dhabi Grammar School concerning (student's name)
_____ behavior.

I acknowledge that any continuation of such behaviour may escalate to a **Level 3 Suspension and/or Expulsion**.

As the Parent and/or Guardian **I accept / I do not accept** (*please circle your option*) the invitation to contact the school principal or designate to discuss the **Level 2 Written Warning**.

Name: _____ **Relationship to student:** _____

Signature: _____

Contact number: _____

Additional Comments



Appendix E

**STUDENT BEHAVIOR
NOTICE OF SUSPENSION**

Date: _____

Consistent with the Abu Dhabi Grammar School Policies and Procedures for Managing Student Behavior, this *Notice of Suspension* has been issued to:

_____ of Grade _____

The Notice of Suspension is effective from _____ to _____.

The suspension period will not exceed 5 school days (extendable based on meeting results).

The student is in breach of the ADEK and School Code of Conduct for displaying and/or engaging in the following *Level 3* unacceptable behaviour:

(This Level 3 Notice of Suspension may be placed on the schools' electronic Student Information System {eSIS} – Behavior)

The student agrees that there will be no further display or engagement of the above-mentioned behaviour. Continuation of such behaviour may escalate to further *Level 3 Suspensions and/or Expulsion*.

As the Parent and/or Guardian you may contact the school principal or designate to discuss the school reentry plan following the suspension period.

Principal/Vice-Principal: _____
(Signature)

Guidance Counselor: _____
(Signature)



Appendix F

PARENT ACKNOWLEDGMENT

of

Notice of Suspension

Date: _____

Student: _____

As the Parent and /or Guardian I acknowledge receipt of the *Notice of Suspension* from:

Abu Dhabi Grammar School concerning (student) _____
_____ behavior.

I acknowledge that any continuation of such behaviour will escalate to further *and longer Suspensions and/or Expulsion*.

Re-entry back into the school may require a parent meeting before the student attends school.

Parent: _____

Relationship to student: _____

Signature: _____

Contact number: _____

Additional Comments



Appendix G

Student Behavior Tracking

Verbal Warnings

Student's Name: _____

Grade: _____

Reason for Warning

___ Defiance/ Non-Compliance

___ Communicating in a language other than the language of instruction during class time

___ Tardiness

___ Incomplete Uniform

___ Disruptive during class instruction

___ Defiant

___ Incomplete Homework

___ Inappropriate Language

___ Other: _____

Verbal Warning:

#1 ___ Date: _____

#2 ___ Date: _____

#3 ___ Date: _____

Details:

Appendix H

Grade 9-12 Attendance Policy

Policy Statement

AGS is committed to the implementation of the requirements for attendance according to ADEK Policy. AGS believes school attendance is a shared responsibility between students, parents and the school. There is a direct relationship between attendance and student success, thus AGS recognizes that students enhance their learning and achieve higher degrees of success when they attend school regularly. AGS supports the principle that regular and punctual attendance contributes to the general welfare of the entire student body.

Duties and responsibilities according to ADEK

By the authority of ADEK:

- Students are expected to attend school on a regular basis
- Students shall arrive at school punctually every day, attend morning assembly, and attend classes on time
- Schools will maintain accurate daily attendance data for each student, including timely or late arrival at school
- Parents/Guardians will make every effort to ensure that their children attend school every day and arrive on time
- If a student is absent from school the parents/guardians must inform the school that morning or send a note the following day
- A doctor's note must be provided if an assessment is missed in order to have the opportunity to participate in upon their return
- Students are responsible for completing all assignments missed during their absence
- Parents/Guardians should ensure that family vacations take place during scheduled holidays

Guidelines for Managing Attendance

1. Students are to be present and on time for all classes during the school day.
2. Parents/guardians must contact the school on the day of the student's absence. If unforeseen circumstances prevent this from happening, the reason for the absence should be communicated to the administration in a timely manner.
3. Teachers are to submit attendance records to the office on a daily basis through PowerSchool. All absences are recorded in eSIS.
4. (a) School administrators are responsible for determining the validity of explanations presented to account for a student's absence.

(b) Excused Absences

Absences which may be excused for necessary and important reasons and may include but not be limited to:

- | | |
|---|--|
| <ul style="list-style-type: none"> i. Personal illness
(medical note may be required) ii. Bereavement iii. Quarantine iv. Family emergencies v. Observance of religious holidays | <ul style="list-style-type: none"> vi. Appointments for medical and or health vii. Court appearances viii. Others as approved by the administration |
|---|--|

AGS Attendance Procedure

- All students are to attend the assembly at 7:55 am. Students not inside the gate of the school for the National Anthem at 8:00 am will be regarded as late and the gate will be closed.
- After the National Anthem students will report to their first class where attendance will be taken.
- Before the first class begins teachers will take attendance and submit it to the office.
- The secretary will attempt to contact the parents of any student who is absent and record the reason. The attempt or call will be recorded.
- Students who arrive after the first period must have a note from home or send a text to the secretary at 056 450 1931

Late Arrivals

Students who arrive at school after 8:00 am are considered late. In order to attend school for the day they must meet with and be approved by the administration and receive a late slip before attending any classes. If a student is late on three or more occasions the office may contact the parent/guardian to have them explain the tardiness. Should frequent lateness be an issue, without valid excuses, it may result in a level two written student behaviour warning being issued. It may also result in a meeting with the student, parent/guardian and administration. If a student reaches five or more late arrivals in a semester they may face a two-day suspension.

Early Departures

When a student must leave school during the school day he/she must have a written request from home or a phone call should be made by the parent to the principal or vice-principal for legitimate requests. These requests must be received in the morning of the day of early departure. Parents must report to the office to sign out and pick up their child. Students are not permitted to leave school without permission from parents and administration and must have an exit slip in order to leave.

Tardiness during the day

In cases of persistent tardiness, the school may notify the family of the student's unsatisfactory attendance and ask for cooperation in ensuring that the student attends class on time. The school will keep track of all cases of tardiness and after three occasions' administration may issue the

student a level two written student behaviour letter. This will stay on the student's record until graduation. If the behaviour does not change and the student accumulates five cases in a reporting period the student may be suspended.

Appendix I

Abu Dhabi Grammar School (Canada)

Code of Conduct: Technology

All policies, procedures, codes of behaviour, and rules of AGS apply to those using online systems and resources provided by or on behalf of AGS. The “Technology Code of Conduct” pertains to the use of online systems and resources and has been prepared to protect the rights and safety of all.

A) Personal Safety Rules

- Never reveal information about your personal identity (such as your name, address, phone number, age, physical description or school) to strangers whom you may encounter online. Likewise, do not reveal such information in a public online forum where you may not know everyone who might see the information.
- Never reveal personal information online about someone else unless you have their prior permission and you know the information will not be used for harmful purposes.
- Never reveal your access password or that of anyone else.
- Never send a picture of yourself, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.
- Report immediately to a teacher or administrator any message or request that you receive that bothers you or that suggests personal contact with you.
- Never publish the specific dates, times and locations of field trips to people who are not directly entitled to such information or to public forums where unknown persons might access the information.

B) Unacceptable Sites and Materials

- On a global network such as the Internet, it is impossible to effectively control the content of the information. On occasion, users of online systems may encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material. If such material is accessed by accident, the incident must be reported immediately to a teacher or appropriate authority.
- AGS is committed to meeting obligations under the Canadian Charter of Rights and Freedoms and any further obligations under UAE law or ADEK policy by providing safe schools and workplaces that respect the rights of every individual. Discrimination and harassment will not be tolerated. It is not acceptable to use online systems to knowingly access sites, which contain material of a discriminatory or harassing nature. Users of the AGS On-Line systems will not knowingly access, upload, download, store, display, distribute or publish any information that:
 - is illegal or that advocates illegal acts or facilitates unlawful activity;

- threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;
- uses inappropriate and/or abusive language or conduct;
- contains inappropriate religious or political messages;
- violates or infringes the rights of any other person according to the AGS policies, ADEK policies, or the Canadian Charter of Rights and Freedoms;
- is racial, culturally or religiously offensive;
- encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;
- is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;
- contains personal information, images, or signatures of individuals without their prior informed consent;
- constitutes messages of sexual harassment or which contains inappropriate romantic overtones;
- solicits any users on behalf of any business or commercial organization without appropriate authorization;
- supports bulk mail, junk mail or “spamming”;
- propagates chain letters, or other email debris;
- attempts to hide, disguise or misrepresent the identity of the sender.

C) Use Guidelines

- All users of AGS on-line systems will do the following:
- Keep use of online services within reasonable limits in terms of time and volume of information transferred through the system. Excessive use of the system may disrupt services for all users (e.g. sending mass mailings of large documents or transferring large files at times of peak system usage).
- Report to an appropriate authority any harm to the system or to information on the system whether that harm has been caused accidentally or intentionally.

D) Prohibited Uses and Activities

All users of AGS online systems will not do the following:

- Copy, download, install or run viruses or other inappropriate or unauthorized materials such as games, files, scripts, fonts, or dynamic link libraries (DLL’s) from any source.
- Cause damage to any computer(s) and/or equipment including, but not limited to computer hardware, furniture, projectors, connectors, keyboards, storage devices (e.g. disk drives), and pointing devices (e.g. mice).
- Damage or erase files or information belonging to any person without authorization.
- Use any other person’s account on the system.
- Cause any user to lose access to the system – for example, by disabling accounts or changing passwords without authorization.

- Open a computer case, move a computer, tamper with computer cables or connections without proper authorization.
- Attach unauthorized devices to a computer or network. Such devices include but are not limited to portable computers, disk drives, protocol analyzers, and other electronic or mechanical devices. Move, copy, or modify any of the system files or settings on any computer, server or another device without proper authorization.
- Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others are regarded as theft.
- Copy, transfer or use files, programs or any other information belonging to AGS for any reason whatever unless the licensing specifically permits such actions.
- Attempt to subvert the AGS networks by breaching security measures, hacking accessing records without authorization or any other type of disruption.
- Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore permission is required for its use. The use of copyrighted materials without permission can result in legal action.

E) Consequences

- Inappropriate use of access by students and staff could result in disciplinary action that may include legal action and/or involvement of police.

F) Online Publishing

- Information published on the Internet or Intranet can reach millions of people who are mostly unknown to the original publishers. For this reason, it is important to regulate information that is published through the facilities of AGS.
- The electronic publication of information using the facilities of AGS is subject to all AGS policies and guidelines.
- Links from an AGS site to outside sites must be carefully selected and are subject to the same standards of content quality as AGS sites.
- A means of contacting the publisher of any collection of information (such as a Web site) must be clearly identified on the opening screen of the collection.
- The information published online must be kept current and accurate with no conscious attempt to mislead the reader.
- Personal information such as personal addresses, phone numbers, individual or group pictures, or signatures cannot be published without express informed permission.
- The appropriate school or department administrator is responsible for ensuring that all work published is original or has been cleared for copyright with the originator and ownership of the copyright is clearly indicated.
- Advertising on any AGS related electronic publication is subject to the approval of the appropriate supervisory officer.

- All Web pages posted to the Internet must be linked to the official central site of AGS. All Web pages hosted on the AGS site or paid for by AGS are considered the property of AGS.

G) Liability

- AGS makes no warranties of any nature or kind, expressed or implied, regarding its online services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any program or file posted on AGS systems for any intended purpose.
- Personal devices (ie. student laptops, tablets) are acceptable to bring to school. However, the student is responsible for the safety of the device throughout the day.

H) Damage, theft or loss to student personal devices

- If a student's personal device is lost, stolen or damaged while it is in an educator's care, the educator will not be held responsible unless the educator purposefully, not negligently, caused the loss or damage. The educator will not be personally financially responsible unless there is proof of purposeful wrongdoing by the school employee. If the employee did steal or harm the device purposefully, the student may be able to pursue a personal claim for restitution by the employee. In most situations, however, the claim will be that the educator negligently failed to protect the device from harm by another person. If a theft or loss occurs while an educator is exercising the discretion to withhold or confiscate a student's device, the educator will have immunity from claims that the educator failed to adequately protect the student's property.

I) Damage, theft or loss to school-owned devices

- If a student acts in a negligent manner they will be held liable for any damages or loss of school property. If the student is acting in good faith and the device is damaged in the course of the normal lesson by no fault of their own they will not be held liable (e.g. earthquake shakes laptop off of desk)
- In the case of the 1-1 Chromebook program, deposits for the value of the device will be kept by the school for the duration of time the device is borrowed. Deductions will be made if necessary from the deposit based on any cost of repairs. Students/Parents will not be charged if the device is faulty or the issue is covered under warranty.
- A school employee will not be held responsible for the theft, loss, or damage of a school-issued technology device if the employee was acting in good faith when the device was harmed. The school may not require an employee who acts in good faith to pay for instructional materials or technological equipment that is damaged, stolen, misplaced, or not returned.
- The school may enter into a written agreement with an employee whereby the employee assumes financial responsibility for electronic instructional material or technological equipment usage off school property or outside of a school-sponsored event in consideration for the ability of the employee to use the instructional material or

equipment for personal business. The written agreement must be separate from the employee's employment contract. In addition, the agreement must clearly inform the employee of the amount of financial responsibility and advise the employee to consider obtaining appropriate insurance. An employee may not be required to enter into such an agreement as a condition of employment.