



Code of Conduct

Abu Dhabi Grammar School (Canada)

Introduction

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

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

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

When such positive behaviors 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 ADEC and UAE laws, policies and guidelines. The disciplinary action shall also be in accordance with the nature of the negative behavior and the level of offense that is associated with the behavior. 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 behavior.

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, dodge ball, skipping, basketball and co-curricular activities such as swimming, rock climbing, etc.
5. School Spirit Days centered around a theme.
6. Special occasion celebrations (National Days, Eid Al Adha, Eid Al Fitr, Al-Hirjra New Year, Flag Day, Commemorative 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, 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 Pro-Social 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 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 will need to call home to have the proper uniform portions (shoes, shirts, trousers) delivered to the school.

School uniforms consist of a white collared AGS polo shirt, black trousers and black shoes. In physical education classes students are to wear a white collarless AGS T-shirt, black gym pants or black AGS shorts. If students do not wear black running shoes to physical education class they are to change back into them following physical education class. On Thursdays or designated house assembly days, students may wear their AGS house T-shirt- blue, green, red or black.

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 behavior 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. PARTICIPATION

Abu Dhabi Grammar School will be offering a range of extra curricula 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.

6. COMMITMENT

When a student joins a school team, they must accept all the expectations involved in that membership.

7. 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 any 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.

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.

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 School Principal and approved by ADEC, and the guardian is informed.

8.SCHOOL BUS Behavior

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 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 will be at the bus supervisor's discretion

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

Levels of Misconduct

Level One

Behavior that causes the disruption of teaching and learning

Behaviors 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 behavior
- 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

Behavior that causes greater disruption of teaching and learning that may include but not limited to the level one behavior

It also covers property damage or student behaviors that may lead to physical or emotional harm to themselves or another person.

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

- Habitual Level One offenses
- Defying school authority and staff members
- Smoking
- Trespassing
- Use of excessive force when playing
- Mocking others

- Abusive or inappropriate language
- Fighting
- 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 behavior on school buses- refer to school bus behavior
- Significant disruptive behavior

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

Behavior that may cause the physical endangerment of fellow students, school staff and others

Behaviors in Level 3 are at times also violating UAE Laws.

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

- Habitual Level Two offenses
- 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

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:

- Teacher provides verbal recognition of misbehavior

- Teacher makes note of incident in a student report (PowerSchool or teacher's file).

(Teachers may utilize **Appendix G**- Student Behavior Tracking- Verbal Warnings)

- Teacher provides 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:

- 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:

- Student is referred to Administration
- Teacher makes note of incident in a student report (PowerSchool or teacher's file)
- Parents are contacted
- Written warning is sent home and requires 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 misbehavior. 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 behavior is a manifestation of the student's special needs. The PST, with the support of the Regional Special Education Supervisor will:

- May conduct a Functional Behavior Assessment (FBA) to determine whether to develop and implement a behavioral intervention plan
- **If developed, review** the behavioral intervention plan, if one has been developed, and modify it as deemed necessary to address the behavior 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 different school or alternative educational setting is necessary

Reference - ADEC Transition Procedures Handbook

Procedures for Suspension, and Expulsion

Suspension:

Before a suspension is considered the behavior must be considered a level three or the school must have a documented history of incidents of misconduct and details of behavioral 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 behavior 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 behavior 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 remains at school on the day the decision to suspend was made. The student does not return to class and is given work to do under supervision from the guidance counsellor or nominated teacher.
8. According to ADEC 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 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 disciplinary action to the appeal's committee. 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 why the discipline is unjustified, or why the student cannot fulfill the discipline. The letter should also include a summary of reasons why the decision was unsatisfactory, and 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 ADEC Regional Office.

The Director of ADEC Regional Office or his 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 ADEC Central.

A Central Disciplinary Committee will be convened by the ADEC Director General (or nominee) to hear the appeal and investigate claims and charges. Any decision regarding the disciplinary action issued by ADEC will be final.

Appendixes

Appendix A - STUDENT BEHAVIOUR LEVEL 1 — WRITTEN WARNING

Appendix B- PARENT ACKNOWLEDGEMENT LEVEL 1 — WRITTEN WARNING

Appendix C - STUDENT BEHAVIOUR LEVEL 2 — WRITTEN WARNING

Appendix D - PARENT ACKNOWLEDGEMENT LEVEL 2 — WRITTEN WARNING

Appendix E - STUDENT BEHAVIOUR – NOTICE OF SUSPENSION

Appendix F- PARENT ACKNOWLEDGEMENT- NOTICE OF SUSPENSION

Appendix G- STUDENT BEHAVIOR TRACKING-VERBAL WARNINGS



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 _____ for misconduct that has resulted in the disruption of the teaching and learning in the school or for inappropriate misconduct during free or break times within the school.

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 behavior:

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 behavior. Continuation of such behavior will 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 behavior 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 _____ for misconduct that has resulted in the disruption of the teaching and learning in the school or for inappropriate misconduct during free or break times within the school.

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 will escalate to a **Level 3 Suspension and/or Exclusion**.

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 behavior will escalate to a **Level 3 Suspension and/or Exclusion.**

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 _____ for misconduct that has resulted in the continual disruption of the teaching and learning in the school or for inappropriate misconduct during free or break times within the school.

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 ADEC and School Code of Conduct for displaying and/or engaging in the following **Level 3** unacceptable behavior:

(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 behavior. Continuation of such behavior will escalate to further **Level 3 Suspensions and/or Exclusion.**

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 behavior will escalate to further ***and longer Suspensions and/or Exclusion.***

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:

Abu Dhabi Grammar School (Canada)

Code of Conduct

During the 2016-2017 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 new Code of Conduct to ensure a safe and positive learning environment at Abu Dhabi Grammar School.**

Following a review of the Code of Conduct, please complete and sign the form below. Please detach and return to the homeroom teacher.

Thank you for taking time to review the School Code of Conduct. We look forward to your cooperation for a successful school year!

PARENT ACKNOWLEDGMENT OF RESPONSIBILITIES FOR SUPPORTING POSITIVE STUDENT BEHAVIOR

Date: _____

Parent: (Print) _____

Student: (Print) _____ **Grade:** _____

As the Parent and /or Guardian of the abovementioned student, I acknowledge that:

1. I have read and fully understand the AGS School Code of Conduct.
2. I will support the school in managing student behavior and will attend any meetings required concerning my son/daughter's behavior at school.
3. I am aware that I will be liable to pay part or full costs of rectifying or replacing any school property damaged or destroyed through acts of vandalism and acts of willful damage or destruction of school property by my son/daughter.

Signature: _____

Contact number: _____

Additional Comments: _____