

**Ajyal International School**

**Student Code of Conduct**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year/Section\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose:**

The School aims to create a safe and secure learning environment where high-powered learning, progress and achievement is coupled with a commitment to wider personal progression, including the development of character and an intelligent spiritual, moral and ethical compass. The Code of Conduct is designed to support this key aim.

**Conduct in and around school**

In and around school, students are expected to observe the following rules. Students must:

* Wear the school uniform at all times
* Participate in assembly and any other activity in school that develops character
* Always use language to other students and Administration/teaching staff that is respectful, without swearing, backbiting or behaving dishonestly.
* Use appropriate terminology when communicating with others, such as when greeting or expressing appreciation for each other.
* Respect the school building as a place of learning and development.
* Ensure to maintain all school facilities in a clean and safe condition.
* Ensure that they use the internet safely and sensibly so that it does not bring harm to themselves or others. (corresponding with Ajyals’ e-safety policy)

Students should not:

* Wear make-up or jewellery in school
* Bring mobile phones, media technology, DVDs or offensive images/literature on school grounds
* Bring stationery to school that displays inappropriate or offensive images/messages
* Access any material via internet or email that is inappropriate or offensive in nature
* Engage in conversations with each other that are inappropriate or offensive in nature.

Students are expected to respect and uphold the faith, values and ethos of the School and the UAE. In their conduct in and around school, students must demonstrate mutual respect and tolerance for all, uphold fundamental School values and reject all forms of discrimination in line with the Federal Decree Law No. 2 of 2015 On Combating Discrimination and Hatred.

**Conduct inside the classrooms during lessons**

In class, students are also expected to:

* Ensure that their behaviour allows all students to make good progress in their learning
* Respect and consider the feelings of other students at all times, regardless of culture, religion or social level.
* Ensure that they do not waste school resources.

**Parental Responsibility**

Parents are expected to support the schools Code of Conduct and All school policies:

* Support school efforts aim at creating an optimal school environment.
* Promote positive behaviour and ensure that students are aware of the appropriate behavioral practices.
* Respond positively to school instructions and remarks on student behavior and discipline.
* Read all school regulations and policies and discuss it with the students.
* Show appreciation and respect for all school staff.
* Attend school meetings and workshops related to student behaviour and discipline.
* Communicate with the school community to discuss and find solutions to modify students' behavior and implement appropriate corrective actions.
* Ensure their children conform to, and abide by ADEK and school guidelines, instructions and corrective/disciplinary procedures applied by the school.
* Comply with the school’s educational and administrative regulations to ensure the welfare and safeguarding of the students.
* Keep the school informed with any emergent or unexpected problems that their children may be facing.
* Pay for the expenses needed to fix any intentional damage caused by their children to the school
* Promote punctuality and attendance by bringing in students on time every day.
* Parents are responsible to bring students in wearing their complete Uniform.

**ADEK BEHAVIOUR LEVELS AND ACTIONS**

**Levels for Disciplinary Actions**

ADEK categorizes student misconduct into three levels. Each level of behaviour requires a different disciplinary approach for modifying and correcting the student behaviour.

**Levels of Misconduct**

 **Level One:** Behaviour that causes the disruption of teaching and learning

Behaviours in Level One may include but are not limited:

* Tardiness
* Not bringing the necessary books, stationary and resources for studying.
* Not wearing the appropriate school uniform (including sports uniform)
* Unexplained absences
* Disruptive classroom and school behaviour
* Breaking school rules including classrooms, hallways, playgrounds and buses
* Defying Administration and teaching staff authority by not obeying to the school rules and regulations.
* Abusive or inappropriate language toward peers
* Disruptive behaviour on school buses

**Level Two** Behaviour that causes greater disruption of teaching and learning than level one behaviour. It also covers student behaviours that may lead to physical and mental harm of another person or property damage.Behaviours in Level Two may include but are not limited to:

* Trespassing
* Mocking others
* Fighting with other students and bullying
* Theft
* Vandalism
* Using cell phones during school time
* 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)

**Please note for Level Two offences that involve vandalism, parents may be held responsible for paying all or part of the costs of rectifying any defaced, damaged or destruction of school property caused by their child or children’s acts of vandalism. (Refer to procedures for reporting the wilful damage and/or destruction of school property).**

**Level Three** Behaviour that causes the physical or mental endangerment of fellow students, school staff and other people. Behaviours in Level 3 are at times also violating UAE Laws.

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

* Fighting with teachers, staff members and/or community members
* Sharing or distributing pornographic material
* Wilful damage to, or destruction of, school and personal property.
* Possessing, selling, weapons and/ or explosive
* Using/possession of any illegal and inappropriate substances
* Exchanging any inappropriate materials, photos, etc
* Committing major actions contradictory to the morals

Any disciplinary action used to address student misconduct will be firm, consistent, clear and in compliance with all ADEK and UAE laws and school policies.

**Actions:**

* Letters/Notices for Student Misbehaviour including verbal warning
* Warning letter 1&2, Parent undertaking, notice for Suspension.
* For Level Three offences that involve wilful damage or destruction to school committing major actions contradictory to the morals, will lead to Disciplinary Transfer and expulsion.

**Please note for Level Three offences that involve wilful 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 the student’s acts of vandalism.**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Parent of**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Year/ Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**have read, understood and I agree on the above.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**