

## Student Behaviour Policy

### Student Behaviour

AJIS assumes the following:

- The school exists for all students
- There are individual and group rights and responsibilities in a community
- Certain behaviour is unacceptable while at school and during school related activities

Incidents of serious AJIS behaviour or disrespect are reported to the appropriate Secondary Principal. If a student breaks a rule or develops a pattern of poor behaviour, the parents will be contacted. Repeated or serious AJIS behaviour violations can result in suspension or expulsion.

### Play Area Rules

1. All games and activities in the general play areas are available to all students; students are asked to cooperatively play with other AJIS students.
2. Play areas created specifically for certain grades are restricted to use by those age groups only. No students waiting for the bus should be using these areas.
3. Fighting is a major offense, especially on the school playground. Fighting may result in suspension. Play fighting is not allowed at AJIS.

### School Rules

1. Students will use their own designated entrances to enter and exit from AJIS.
2. Following Ministry of Education and ADEK guidelines, **mobile phones** are not to be used at school. Any mobile phone confiscated will be returned only to a parent from the Secondary Principal or Director.
3. Students must adhere to the dress code and uniform of AJIS. Students are expected to be in correct AJIS uniform each school day and while attending school activities held outside school hours. If students are not in school uniform they will be sent home.
4. Students are expected to be on time for school in the morning and for all classes during the school day.
5. A written excuse must be provided by the parent to the head office or the section supervisor for any student absence.
6. English is to be spoken in all AJIS classes except Arabic, AFL, or any non-English related subject. Speaking English is also expected between classes and at breaks.
7. Students are expected to take care of all school books and property. They will be fined for damaged, lost texts and library books if it is the result of their negligence.
8. Secondary students may not have food or drinks, except for water in bottles, in the school buildings. Eating is allowed only in designated areas at designated times.
9. No gum chewing is allowed on school premises or school related events/trips.

## Student Behaviour Policy

10. Smoking, drugs and/or any conscience-affecting substances are strictly forbidden. This includes possession or use, in or around AJIS or AJIS-sponsored events. Offenders will be suspended and possibly expelled.
11. Students must have teacher approval in the form of a hall pass when out of class.
12. Fighting of any kind is not allowed in or around AJIS or at any AJIS sponsored events. Infractions may result in suspension. AJIS also does not allow play fighting.
13. Mutual courtesy and respect between students as well as absolute respect for AJIS teachers and staff is expected at all times. Offensive or disrespectful language will not be tolerated.
14. Students may not leave the school during the day for any reason without the express written permission of an administrator (Principal, Director). Students must present a note from the parents when asking to leave school at their parents' request.
15. Upon dismissal, students are to go home immediately by bus or car unless involved in a school-sponsored extra-curricular activity, studying in the library with permission from parents, or working with a teacher.
16. Students who are dropped off at school, other than by school bus, should be let off directly at their respective entrance so that they do not have to cross the street.

**Please note that the school assumes responsibility for the student(s) only when they are on school property or school sponsored trips/events.**

### School-wide Rules and Procedures for General Behaviours

<b>Actions</b>	<b>Consequences</b>
<b>Caps (inside the building)</b>	School caps with AJIS logo on them may be worn in the outside areas and may not be worn inside the building. An adult will ask the student to remove the cap. For persistent offenders, confiscation may be appropriate. Caps will remain in the principal's possession until parents pick up the cap.
<b>Chewing Gum</b>	Gum is banned from campus. An adult will ask the student to dispose of the gum in a sanitary way and will confiscate any gum in his/her possession. Persistent offenders may incur a written or practical assignment.
<b>Skipping class</b>	Extended after school community work. No makeup work will be permitted when students choose to skip class. After school community work will be based on number of incidences.
<b>Disregarding the safety of others</b>	Ranges from after school community work to in school suspension, to out-of-school suspension depending on the seriousness of the incident and the extent of the related safety issues.
<b>Disrespect in a Public Assembly</b>	The student will be removed from the assembly. They will have an after-school community work and their parents will be called regarding the incident.

## Student Behaviour Policy

<b>Fighting</b>	<p>Being directly involved in a fight or inciting or aggravating a fight will result in out of school suspension for minimum of one day, and more days if this is a repeated offense.</p>
<b>Food in the Buildings</b>	<p>No food is allowed in the building during class time. During breaks, students will be asked to take food to designated eating areas. If after breaks, students will be asked to store the food away and go to class.</p>
<b>iPods/ MP3 Players</b>	<p>Without the express permission of the supervising teacher within a classroom, iPods/MP3 players are not allowed inside school buildings. They are allowed in the courtyard and in the cafeteria during appropriate breaks.</p> <p><b>1<sup>st</sup> offence:</b> The iPod/MP3/iPad player will be confiscated until the end of the day and the incident is recorded by the supervisor. A note is made in the student handbook. The teacher/supervisor should take charge of the iPod during the day and give it to the Vice Principal, who students will arrange to meet at the end of the day to return it. The school is not responsible for any loss of the iPod/MP3 player.</p> <p><b>2<sup>nd</sup> offence:</b> The iPod/MP3 player will be confiscated until the end of the day and the incident is recorded by the supervisor. A note is made in the student handbook. The teacher/supervisor should take charge of the iPod during the day and give it to the Vice Principal, who students will arrange to meet at the end of the day to return it. The school is not responsible for any loss of the iPod/MP3 player.</p> <p><b>3<sup>rd</sup> offence:</b> The iPod/MP3 player will be confiscated until the end of the day and the incident is recorded by the supervisor. A note is made in the student handbook. The teacher/supervisor should take charge of the iPod during the day and give it to the Vice Principal. The parents will be contacted by the supervisor to arrange a meeting with the Vice Principal for pick it at the school's convenience. The school is not responsible for any loss of the iPod/MP3 player.</p>
<b>Mobile Phones</b>	<p>Mobile phones are not allowed to be used inside the school campus. In accordance with the Ministry of Education's and ADEK's guidelines, the use, of any type – to make phone calls, to take photographs, to listen to music, to check the time, etc. – is strictly prohibited.</p> <p><b>1<sup>st</sup> offence:</b> The mobile will be confiscated until the end of the day and the incident is recorded by the supervisor. The phone is given to the Vice Principal. A note is made in the student handbook. The student will receive the mobile phone back ONLY after transcribing, outside of school hours, the Ministry of Education's mobile phone policy to the satisfaction of the Vice Principal. The school is not responsible for any loss of the mobile phone.</p> <p><b>2<sup>nd</sup> offence:</b> The mobile will be confiscated until the end of three (3) days and the incident is recorded by the supervisor. A note is made in the student handbook. The phone is given to the Vice Principal. The parents will receive the mobile phone back ONLY after a family/administration conference with the Vice Principal. The school is not responsible for any loss of the mobile phone.</p> <p><b>3<sup>rd</sup> offence:</b> The mobile will be confiscated until the end of the school year and the incident is recorded by the supervisor. A note is made in the student</p>

## Student Behaviour Policy

	<p>handbook. The phone is given to the Vice Principal. The parents will receive the mobile phone back ONLY after a family/administration conference with the Vice Principal. The school is not responsible for any loss of the mobile phone.</p>
<p><b>Jackets/coats (inside the building)</b></p>	<p>Only school uniform jackets are permitted on campus (inside the building and outside the building). Non-uniform Jackets may be worn outside the building but not inside. An adult will ask the student to remove the jacket. For persistent offenders, confiscation or written assignments may be appropriate.</p>
<p><b>Obscene Language and Gestures</b></p>	<p>Students will receive a verbal censure and detention. Parents will be notified of the incident by the supervisor. Repeat offenders will be subject to future detentions, in-school suspensions, up to and including suspension to home or expulsion.</p>
<p><b>Out of School Uniform</b></p>	<p>School Uniform = Approved school shirt and pants or skirts. Flat covered shoes (black). PE uniform is to be worn for PE lessons only.</p> <p>First period teachers will alert supervisors of minor infractions. For persistent offenders – two or more minor infractions per semester – or flagrant abuses, first period teachers will send the students to an Administrator who will send the student home to change or have their parents bring their proper uniform.</p>
<p><b>Repeated Class Disruptions</b></p>	<p>No student has the right to disrupt the learning of other students. Immediate discipline may range from verbal warnings, to break time detentions, through to teacher-supervised after-school detentions.</p> <p>Students may be asked to stand outside the classroom briefly, to compose themselves, prior to returning to the classroom. This should be seen as a very clear warning that their behaviour has been inappropriate and that more serious protocols will be implemented immediately.</p> <p>Removal of a student from class will only be done as a last resort and in order to secure the safety or preserve the learning environment within the classroom.</p>
<p><b>Students Sent from Class for Disruptive Behaviour</b></p>	<p>A note will be made by the supervisors. Parents will be contacted to be made aware of the incidence. In the second instance, a family/teacher/administrator conference will be organized and the incident will be formally recorded for later Ministry advice. Any further incidents will result in suspension – either in-school or out of school – and further action via the Ministry.</p>
<p><b>Smoking on or Near School Property</b></p>	<p>Will result in an out of school suspension. Possession of smoking materials will also result in a school suspension. Students will be asked to participate in an antismoking campaign/antismoking classes and require proof of attendance to return to school.</p>

## Student Behaviour Policy

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### Students in Hallways and Passages

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No students are allowed in the hallway without a hallway pass from their teacher. Students will be accompanied back to their classroom if they don't have a pass by supervisors, other teachers, or administration.

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### When Sanctions Become Necessary

A professional and balanced judgment will be shown when it is decided that a formal sanction must be applied to a student. Minor matters may be dealt with by the supervising teacher or supervisor. More serious matters will be dealt with by the Vice Principal, in consultation with the Principal, and could include the teachers and supervisors involved. The range of measures which may be used individually or in combination includes:

- Verbal censure for obscene language
- An entry in the student's Handbook for the incident initialized by parents
- Students being required to sit apart from peers for a period of time.
- Confiscation of property being used inappropriately – to be secured in the classroom or Principal's office, and returned to the student, or their parents, at the next opportunity.
- Extra duties – playground duty, clean up, community service etc.
- Loss of any academic merit for the piece of work concerned (for instances of cheating, plagiarism, abuse of academic conventions, etc.)
- A request for a written commitment from the student concerned that they will improve their behaviour and the relationship with the staff member concerned.
- Prevention from attending a field trip.
- A formal detention to be done at a time and a place stated by the staff member and under the supervision of that staff member.
- A request for parents to make contact with the teacher, supervisor or administration by phone.
- A request for a formal family/teacher conference.
- A school detention to be completed from 2:45 pm to 3.45 pm which has priority over all other school commitments including rehearsals, tutorials and sports practices.
- A request for a formal family/teacher/administrator conference.
- Completion of a Student in Good Standing Contract.
- Suspension from the classroom for a prescribed period (in consultation with the Secondary School vice Principal / Principal).
- Suspension from the course(s) within school (in consultation with the Secondary School Vice Principal)
- Suspension from the school (in consultation with the Secondary School Vice Principal)

### Community work/service

Community work/service may be assigned for excessive tardiness or disruptive behaviour at the discretion of the faculty, supervisors and administration. Teachers should be wary

## Student Behaviour Policy

of *overusing* detention as a means of discipline for less serious offenses. Generally, students are assigned community work/service periods prior to receiving more serious punishments such as off-campus suspension. Students and parents will be given one day's notice for the serving of each detention. The student will serve the detention from 15:00 to 15:45 at a maximum on the assigned day in which community work/service is held.

## Disciplinary Guidelines

<p><b>LEVEL 1 OFFENCES</b></p> <ul style="list-style-type: none"> <li>• Repeated tardies, not participating in morning assembly</li> <li>• Repeated tardies to class without acceptable justification</li> <li>• Being absent without acceptable justification</li> <li>• Not wearing the correct school uniform</li> <li>• Repeated failure to bring books, materials for class</li> <li>• Disruptive behaviour in class or assembly</li> <li>• Repeatedly not completing homework or class assignments</li> <li>• Any similar actions to these violations</li> </ul>	<p><b>LEVEL 1 ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Written notice to parents</li> <li>• Written notice in student handbook</li> <li>• Warning letter</li> <li>• Parent/guardian notification</li> </ul>
<p><b>LEVEL 2 OFFENCES</b></p> <ul style="list-style-type: none"> <li>• Destroying school furniture, fixtures, including graffiti and writing</li> <li>• Running from class, not attending lessons, skipping class</li> <li>• Going to other grade sections without permission</li> <li>• Abusive or offensive language to other students or any staff</li> <li>• Profanity, obscene language or gestures to anyone</li> <li>• Bullying and threatening of other students verbally, physically, and/or electronically</li> <li>• Counterfeiting parent signatures on school correspondences</li> <li>• Aggressive language towards any staff members</li> <li>• Insubordination or defiance of any staff members</li> <li>• Misuse of computers, electronic devices, or science lab equipment</li> <li>• Spreading false rumors</li> <li>• Any similar actions to these violations, repeat of lower offences</li> </ul>	<p><b>LEVEL 2 ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Warning letter</li> <li>• Written notice to parents</li> <li>• Written notice in student handbook</li> <li>• Student required to publically apologize</li> <li>• Break time detention(s)</li> </ul>
<p><b>LEVEL 3 OFFENCES</b></p> <ul style="list-style-type: none"> <li>• Cheating, plagiarism, misrepresentation</li> <li>• Destruction of school or private property, including school bus</li> <li>• Truancy (not attending school without parent permission)</li> <li>• Flagrant violation of the community traditions and values</li> <li>• Theft</li> <li>• Smoking on or near school campus</li> <li>• Bringing dangerous items to the school (e.g., sharp items, fire crackers, cigarettes, lighters, weapons)</li> <li>• Any similar actions to these violations, repeat of lower offences</li> </ul>	<p><b>LEVEL 3 ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Warning letter</li> <li>• Urgent parent conference</li> <li>• Student required to publically apologize</li> <li>• After-school detention</li> <li>• Counseling sessions (in/out of school)</li> <li>• Withdrawal of school privileges</li> <li>• Community service in the school</li> </ul>
<p><b>LEVEL 4 OFFENCES</b></p> <ul style="list-style-type: none"> <li>• False accusations of, or threats to, school staff members</li> <li>• Immoral behaviour, including harassment</li> <li>• Any similar actions to these violations, repeat of lower offences</li> </ul>	<p><b>LEVEL 4 ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Warning letter</li> <li>• Urgent parent conference</li> <li>• Student required to publically apologize</li> <li>• Written undertaking</li> <li>• Suspension from school</li> <li>• Community service in the Emirate</li> <li>• Punitive transfer to another school</li> </ul>



## Student Behaviour Policy

### LEVEL 5 OFFENCES

- Promoting anything against ethical values, morals, manners and general systems
- Fighting/physical violence towards anyone
- Running away from the school campus during school hours
- Recruiting younger students to carry out violence, unethical tasks
- Inciting a group to disruptive behaviour or violence
- Using dangerous items (firearms and non-firearms) in the school
- Possessing or using any drugs, alcohol, or narcotics in the school
- Any similar actions to these violations, repeat of lower offences

### LEVEL 5 ACTIONS

- Warning letter
- Urgent parent conference
- Student required to publically apologize
- Written undertaking
- Suspension from school
- Expulsion from school