Policy: Student Behavior Policy

**Rational:**
The purpose of this policy is to establish the philosophy in place at Elite APS regarding student behavior. All Individuals involved in the life of the school adhere to its tenets.

**Policy Statement:**

1. All members of the Elite APS learning community are committed to the development of a positive and supporting school environment where students can grow and develop into successful learners and cooperative individuals. Through the development of effective learning programs, being positive role models, creating insightful teaching strategies, and the advancement of opportunities to develop socialization skills, school staff seek to instill confident and constructive behavior in the students that attend Elite APS.

2. As stated in the Elite APS Students & Parents Policy Manual, the following beliefs about the behavior of students are held by the members of the school community who interact with students at the school on a daily basis:

- Behavior reflects the academic and social progress of a student.

- Students should be good citizens who demonstrate responsible behavior, engage in civil dialogue, model integrity, and exhibit tolerance and respect for differences.

-Students must behave in a manner that reflects the culture, traditions, and beliefs of the society of the United Arab Emirates.

- Students must respect the school administration, teachers, and all other staff members.

-Students must respect and care for the school property.

-Students must cooperate with others in a respectful manner.

-Students must not reply to an aggression with the same. The Administration is the only school authority in the school who can lay down justice.

-Students must exhibit academic integrity. They should submit work that is the fruit of their own efforts.

- Students should be self-reliant and not cheat.

-Student behavior is to be guided by the Code of Student Conduct at all times.

**ROLES AND RESPONSIBILITIES:**

In order to ensure the effective implementation of this policy, all members of staff at

Elite APS will work collaboratively to enact this policy.

The purpose of this policy is to establish the rules and regulations that students at Elite APS must follow during educational activities that occur at school.

1. All students are entitled to feel safe and secure at school. They have the right to learn in a positive classroom environment. Students who disrupt learning activities or engage in behavior that could result in harm being committed to another individual on the school premises or during activities that take place off the school campus will be subject to established disciplinary procedures.

2. All students will demonstrate an attitude of care, respect and responsibility towards themselves, staff members, other students, and the school’s property. They must also learn to accept the consequences of their actions.

3. School staff will ensure that a student understands that his or her behavior is unacceptable, not the student as an individual within the school community. School staff will exhibit respectful behavior and supportive attitudes during the disciplinary process.

4. The school believes that school life will provide students with learning experiences where they can acquire self-discipline.

5. Those who constantly need to be reminded of their responsibilities and who breach the school regulations will be subject to more severe disciplinary measures as per policy of the school.

6. The Code of Student Conduct is a guide for students and the larger school community.

Teachers, supervisors, and members of the Administration must implement the Code of Student Conduct consistently and uniformly. Parent conferences must take place to discuss all disciplinary matters.

7. The canteen is open prior to start of classes and during break time.

8. Students must use the canteen in their assigned area of the school.

9. Students must follow all Ministry Of Education policies concerning behavior and respect to school property while in the canteen and while on break.

10. Students must be respectful of workers, students, and other staff members while waiting to purchase items from the canteen and while on break.

11. Students are responsible to place waste in the correct bins in the canteen.

12. Students cannot bully others while waiting in the lineup in the canteen and during break time.

**School Rules and Regulations**

**Discipline in the Classroom, Gymnasium, Assemblies, or Trips**

1. 1. While in class, students must exhibit a high level of discipline.

2. 2. Students must wear the designated school uniform every day.

3. All students must be punctual, respectful, and display acceptable behavior.

4. Students of (KG-6) will form an orderly line outside the classroom after assembly and break times.

5. Students of (G7- 9) must return quietly and respectfully directly to their classes after assembly, break times, and any special program that takes place during school hours.

6. Trips: Students are required to follow the established rules of U.A.Q Schools including bus safety rules, and responsible use of electronic devices (in coordination with the ICT Policy)

7. There will be no eating in class. The only exception is to drink water from a plastic bottle.

Students cannot bring glass bottles to school.

8. Students cannot chew gum at school.

9. Students cannot bring corrector fluid to school.

10. Students cannot deface any item of school property. The application of penalties will occur.

11. Students must not leave their desks or talk without the teacher’s permission.

12. Blackboards, whiteboards and interactive boards are for the teacher’s use. Students may only use them when directed by their teachers.

13. Visitors cannot enter student areas. Visitors must meet teachers, supervisors, Heads of

Section or other members of the school administration in the Parent Rooms only. These meetings must be by scheduled appointment.

14. Students cannot leave the classroom during lessons, except in an emergency.

15. Late students cannot enter the classroom without a tardy note from the Administration.

16. Students should go through the following steps to deal with problems. Matters should be dealt with by the following individuals, through the following sequence:

The subject teacher involved

The child’s grade advisor

The child’s supervisor

The HOS responsible for the child’s grade level

A member of the higher administration of the school

17. Students must respect other students, teachers, members of the administration, workers, and themselves.

18. Class Advisors are responsible for the seating plan of the students in each classroom.

19. Lists of students taking each subject should be available in the attendance books.

Teachers must check these lists at the beginning of each lesson.

20. Students are responsible for catching up on missed schoolwork due to excused absences. Students who are absent for an unexcused reason cannot make up missed work.

21. Each student must tidy his or her area of the classroom prior to the end of each period.

22. Students cannot leave the classroom before the end of the school day. The only exceptions are scheduled specialized doctor visits, with prior school notification.

23. All school staff including teachers, coordinators, and supervisors are responsible for implementing the above policy.

**DISCIPLINE IN THE LIBRARY**

1. Teachers, librarians and students should aim to promote a quiet working environment in the libraries.

2. Students must not bring food or drinks into the library.

3. There should be no talking in the library.

4. Students of senior classes can visit the library during free classes. However, their Supervisor must make prior arrangements with the librarians.

5. Students must show respect and care when handling library books.

6. Borrowing of books should not exceed more than two weeks.

7. There is a penalty for lost or damaged library books.

8. Students must not be in the Library unless a Librarian is present.

9. Students who consistently misbehave while in the library will be prohibited from using the library in the future. Parents will be contacted. Conferences will take place to inform a parent of the infraction.

10. iPad and computer use must comply with the Computer ICT Policies.

11. The Librarian, Assistant Librarian, and class teachers are responsible for the implementation of the above policy.

**RULES FOR THE ADMINISTRATION AREA, STAFFROOMS AND HEADS OF SECTIONS’ OFFICES**

**While in the Administration, students must exhibit a high level of discipline.**

1. Students cannot enter the administration areas alone.

2. Students cannot wait in the reception area before or after school hours, unless requested by a member of the Administration.

3. Students cannot enter the HOS’s office unless required by a HOS’s or another member of

the Administration.

4. Staff should not allow students in the staffrooms.

5. Students must have a note of referral from the Head of Section to enter the Main Administration area or visit the Director or Deputy Director.

**DISCIPLINE IN THE LABS**

**Science Labs**

Students must abide by the following rules and regulations when using the science laboratories in the school. These rules and regulations ensure the safety and securing of students when they are participating in lab activities.

1. A teacher is the only individual who can open a science laboratory. A teacher or lab technician must be present in the science laboratory at all times.

2. Students cannot run or play in the labs.

3. Students must wear sensible shoes and safety glasses.

4. Students must follow instructions carefully and ask their teacher to explain unclear details regarding the science experiments that they are completing.

5. Students must report all spillages of materials and breakages of equipment. They must never look directly into a test tube or point a test tube at anyone.

6. Students must not play with electrical switches or chemicals found in the lab.

7. Students must tidy their work areas before they leave the lab.