



Sharjah American  
International School

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2023 . 2024

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# SAIS CODE OF CONDUCT

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Abu Dhabi branch

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Effective Date: Sunday, November 27, 2022

Responsible Team: Inclusion Team and SLT



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## VISION

**Our Vision of SAIS-AUH education is to ensure that all students:**

- Develop responsibility and self-direction.
- Engage as compassionate members in a global society.
- Lead by example in academics and community service.
- Model individuality and embrace cultural diversity.
- Actively seek understanding through breadth and depth of knowledge.
- Rely on critical thinking.

## MISSION

The mission of SAIS-AUH school is to ensure each student achieves personal goals, develops individual purpose, and becomes college and career ready, in a culture distinguished by character, critical thinking, communication, collaboration, and creativity that promotes safety and social growth.

## VALUES

**S** ► Social responsibility

**A** ► Acceptance

**I** ► Integrity

**S** ► Self-confidence

## PURPOSE

1. Ensure that SAIS- AUH vision, mission and distributed responsibilities are implemented effectively to promote students' wellbeing.
2. Maintain a safe and Inclusive environment.
3. Outline our support system and stepped approach in behavior management.
4. Support teachers with evidence-based practices.
5. Outline the monitoring and reporting requirements to support student progress.
6. Hold students, teachers and staff responsible for the consequences of their actions.

7. Build positive student behavior in the school community.
8. Promote and encourage positive conduct and limit violations and maladaptive behavior.
9. Provide a conducive, fair educational environment to achieve safe and ethical decisions.
10. Apply the principles and culture of empathy, justice and tolerance.
11. Promote student and parent awareness of their obligations to keep self-control and good behavior.

## DEFINITION

|                         |  |
|-------------------------|--|
| <b>Code of Conduct</b>  | A set of principles, expectations, and/or rules that are given to students and parents to make sure that the expectations that the school has for behavior are clearly communicated to them.                                       |
| <b>Attendance</b>       | Being present regularly and participating in school programs and activities. Attendance is compulsory during all modes of learning (face-to-face or distance learning). A student is marked absent if they fail to attend classes. |
| <b>Absences</b>         | Fail to attend to school regularly and to participate in school activities.  |
| <b>Campaigns</b>        | An organized course of action to achieve a goal.   |
| <b>Behavior</b>         | The function of a person in an environment. The function can be influenced by lack of skills, controlling behavior, or seeking attention.  |
| <b>Child Protection</b> | Measures and structures to prevent and respond to abuse, neglect, exploitation and violence affecting children.  |
| <b>Violation</b>        | Any behavior that disrupts the teaching and learning, ruin the conducive safe environment and hinders social and emotional wellbeing   |

## SCOPE

This policy applies to teachers, students, staff, parents and stakeholders. SAIS-AUH understands well that discipline utilizes a multilayered level of support for students with varying levels of needs. We have created a committee to manage behavior effectively.

## RESPONSIBILITIES

### MANAGERIAL RESPONSIBILITY:

- The school management is responsible for ensuring that our learning environment is completely safe and disciplined that includes rules, ways of encouraging and affirming student efforts, rewards, penalties, and implementation procedures.
- Ensure through regular review of the behavior policy, involve students, parents, teachers, and other staff that the behavior policy is understood and accepted by all members of the school community.
- Establish the school pastoral Committee.
- Develop, implement, and regularly review the School's policies and procedures for promoting good attendance, and follow up on excessive absence including truancy, and ensure full compliance with the Council's requirements.
- Ensure that the School's attendance policies and procedures are implemented and adhered to.
- Ensure effective administration of student attendance and recording daily attendance at all lessons.
- Provide clear information about the consequences of poor attendance to Parents/Guardians, students, and School staff. - Set procedures for dealing with poor attendance and tardiness.
- Recognize students with exemplary attendance records.

### TEACHERS RESPONSIBILITY:

- Staff will take every opportunity to raise students' awareness and understanding of the many issues related to behavior and discipline through effective use of HALP, Student council, Islamic Education and Moral Education.
- School staff should always consider themselves responsible for the behavior of students within sight or sound of them, and should respond promptly and firmly to any instances of unacceptable behavior.

- Exert efforts to establish the motivation behind and the purpose of the student's misconduct, in order to respond to it with a suitable solution, rather than simply taking a punitive approach.

## **PARENTAL RESPONSIBILITY:**

Parents should provide a conducive home environment, as it plays a crucial role in shaping attitudes that produce good behavior in schools. It is therefore important that parents should be aware of the aims, values, and the nature of expected behavior of the school.

## **STUDENT RESPONSIBILITY ATTITUDES AND BEHAVIOR:**

SAIS students are expected to demonstrate high standards of behavior at all times. This includes moving around the school, in tutor time and assembly, in the social areas and on the way to and from school. Appropriate action will be taken by the school against any students whose behavior is unacceptable and undermines the good discipline or reputation of the school.

The cornerstones of standards of students' behavior are respect for oneself, respect for others, respect for the school and local community, and respect for the environment.

## **Students Expectation:**

1. I will aim to follow the scheduled timetable.
2. I should be in school at 7:45 a.m. in my homeroom class.
3. I should take the permission if I want to leave a lesson for any reason.
4. I should report my absence to my supervisor.
5. I should only leave school before dismissal with supervisor permission and an early leave slip.
6. I should always come to school wearing the full PE uniform during PE classes.
7. I should always walk through school hallways quietly and respectfully to avoid disturbing classes.
8. I should line up during dismissal time and use the allocated exit and entry doors.

9. I should have all related stationary, books, and resources per the classroom timetable.
10. I should listen attentively during the lesson and actively participate with my peers.
11. I should speak politely to teachers, school staff, and peers.
12. I should always keep my desk/locker area organized.
13. I should eat only during breaks and in the allocated places.
14. I should submit homework, projects, and assignments as per the agreed upon due date. It is my responsibility to communicate with my teachers if I need an extension for a valid reason.
15. Sleeping during lessons is not allowed and will be reported to the Inclusion Lead.
16. I should keep my mobile at home or keep it with my supervisor.
17. I will respectfully treat others.
18. I will check each MS Team subject channel and read the instructions for each lesson.
19. I will use subject channels to communicate with my teachers and ask questions if I do not understand.
20. I will follow SAIS expectations by showing honesty, respect and kindness towards myself and others.
21. I will communicate with peers, teachers and others using technology responsibly and respectfully.
22. I will not record or take photos of my peers or teachers during remote learning.
23. I will use the internet responsibly. If I accidentally encounter any inappropriate material, I will report it immediately to my teacher, parent, or supervisor.
24. My supervisor is available if I have any concerns or worries. I can email them directly or reach out to them.
15. All similar offenses will be reported to the school behavior committee.

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## SAIS MONITORING AND SUPPORT TEAM

SAIS-AUH is a school where learners feel at home. We believe that a safe learning environment contributes to student success and achievement. We lead our students to aim high by boosting their confidence. SAIS-AUH students are encouraged and appreciated for their achievements, whether great or small. Our students take pride in their work and in themselves.

SAIS-AUH Support Team seeks to create a school environment where students feel supported academically and emotionally. We make sure that all staff members are working to support the students with plans, activities, and appropriate follow-up to help them achieve success both inside and outside the classroom. In addition to this, we offer support for our students and staff in terms of child protection, anti-bullying campaigns, health and wellness, etc.

### ABSENCE

#### DEFINITION(S):

For the purposes of this policy, absence refers to the days when students fail to attend school. A student who does not miss a single class throughout the year is said to have a 0% absence record or a 100% attendance record. Absence rates above 10% should be regarded as a cause for concern. Authorized absences are to be distinguished from unauthorized absences or truancy.

#### PURPOSE(S):

- To encourage students to attend all classes in a timely manner, so that they maximize the educational benefit of being in school.
- To ensure that unauthorized absences are dealt with firmly and effectively.
- This policy is linked to attendance policy, which highlights the need for students to attend School and all lessons punctually and regularly. Schools shall seek to achieve low absence rates by:



1. Following up on all unexplained absences immediately.
2. Providing a safe, caring, and engaging learning environment that encourages and stimulates students.
3. Recognizing and rewarding excellent or improved student attendance.  
Implementing strategies and programs to address attendance problems for individual students.
4. Providing clear and specific information about the rules and consequences of poor attendance to Parents/Guardians, students, and School staff.

## **TYPES OF ABSENCES:**

### AUTHORIZED ABSENCES

The following types of absences may be regarded as authorized when confirmed by a signed letter from Parents/Guardians or by way of official documents:

- Illness.
- Death of first or second degree relative.
- Scheduled doctor appointments.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical treatment or the death of a family member.

### UNAUTHORIZED ABSENCES

The following types of absences are to be regarded as unauthorized:

- Shopping trips.
- Unnecessary travel.
- Other types of absences not included in the authorized absences list.

Students are truant if they are absent from School without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization. Truancy is an unauthorized absence, and Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

If an absence is authorized, the student has the right to make up the work and tests that were missed. If an absence is unauthorized, the School will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence. School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g., heavy fog).

Parents/Guardians who plan to have their children miss several days of School are required to notify the School at least ten days before the anticipated absence, to allow teachers time to prepare the list of assignments that will be missed during the absence. The student or Parent/Guardian shall be responsible for contacting the School administration to learn of all assignments and tasks given to the student. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

If students have a poor attendance rate of 10% or more, the school will take, follow-up actions with parents and notify ADEK.

## MOTIVATION

Here at SAIS AUH, we believe that motivation has several effects on students' learning and behavior and that this affects their learning and achievements.

We use a variety of motivational tools to encourage students' academic and personal development. Examples include the use of Seesaw, merit points and the implementation of houses from KG to G12 to encourage healthy competition. Students are rewarded with gift cards and certificates, pizza parties, trips, and school with recognition for their achievements.

## SAIS CODE OF CONDUCT

It is the right of every individual and group at SAIS to feel safe and to have a peaceful, dignified existence.

Without being hindered by the behavior, attitude, or noise level of others. In order that this may happen, it is essential that every member of the school community is:

Considerate - respecting other individuals' right to a peaceful, dignified existence; making sure that words and actions do not cause inconvenience or offense to others.

- Courteous: always being polite and helpful.
- Co-operative: being willing to work with others.
- Friendly: being on good terms with others.
- Hardworking: doing our best.
- Honesty: being truthful; respecting the property of other people.
- Respectful: of the culture, values, and traditions of others.
- Responsible: being accountable, reliable, and responsible for our actions.

#### **WHAT THIS MEANS IN PRACTICE IS THAT I SHOULD:**

- Be Punctual: always arrive to school & class on time.
- Speak Considerately: avoid shouting, swearing and offensive language.
- Be Ready for lessons: have the necessary materials.
- Clear Up: after lessons and break, use the rubbish bins.
- Be Safe and Sensible: move in an orderly way – avoid running and use paths; hold doors open for other people; be aware of our own & others' safety.
- Negotiate: if I know there might be a problem, go and talk about it to someone.
- Respect: for authority, property, and the rights of others.

#### **SAIS STAFF ARE COMMITTED TO**

- Maintaining a caring school environment, which fosters self-esteem, where young people are accepted, respected and listened to.
- Being alert and responding to signs of distress or suspected incidents of harassment and bullying in class and at play areas.

- Providing appropriate counseling & support to both those being bullied & bullies.
- Modeling appropriate behavior.
- Ensuring that supervision duties are carried out proactively & responsibly to ensure student safety.
- Following-up all reported cases of bullying or harassment.

## SAIS STEPPED APPROACH TO BEHAVIOR MANAGEMENT

As per UAE law & SAIS policy, corporal (physical) punishment & humiliation are strictly prohibited.

Any teacher using physical punishment (including putting in the sun as a punishment, hitting, slapping, pinching, pushing, dragging, denying water or toilet trips (when it is necessary and urgent), name-calling, swearing, insulting etc.) will be disciplined.

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## CONDUCT VIOLATIONS .1

- 1.1** Being late for morning HALP time, 7:40am – 8:00am, being late to class at the Specified time without an acceptable excuse.
- 1.2** Leaving the class during the lesson or not attending school activities without permission or an acceptable excuse
- 1.3** Not committed to school or sports uniform or not taking care of it.
- 1.4** Not bringing schoolbooks or tools.
- 1.5** Not following the positive behavior rules inside and outside the classroom such as: listening during the lesson
- 1.6** Sleeping during the lesson without permission or an acceptable excuse. (After checking the student's health condition)
- 1.7** Eating during the lesson or the morning assembly without permission or an acceptable excuse. (After checking the student's health condition)
- 1.8** Does not submit the homework on time.
- 1.9** Bringing communications devices, such as mobile phones.
- 1.10** Misusing electronic devices, such as iPads, during the lesson, like playing games or putting on headsets.
- 1.11** All similar offenses according to the report of the Educational Committee.

## PROCEDURES TO DEAL WITH THE VIOLATION .1

### CONDUCT 1:

- 1.1 Being late.
- 1.2 Leaving the class.
- 1.3 Not wearing school uniform.
- 1.4 Not bringing schoolbooks.
- 1.5 Not following classroom rules.
- 1.6 Sleeping during lesson without health condition.
- 1.7 Eating during lesson.
- 1.8 Doesn't submit homework on time.

1.9 Bringing mobile phones.

1.10 Missing electronic devices.

## **CONDUCT 2:**

2.1 Repetition of the first level violation.

2.2 Absence before and after holidays, vacations and weekend or before the final exams.

2.3 Leaving without permission or escaping during school day and that will be considered as absence.

2.4 Incitement of conflict or intimidation against school colleagues.

2.5 Acting against public morals, school rules and society values and habits, such as: Imitating the other gender through clothing, appearance and hairstyles and using cosmetics.

2.6 Writing on school walls, desks, furniture and school bus.

2.7 Photographing, possessing, publishing, or circulating photos of school staff and students without permission.

2.8 Verbal abuse.

2.9 Smoking inside the school or the possession of smoking tools.

2.10 Vandalizing and damaging school buses and harming road users.

2.11 All similar offenses according to the report of the Educational Committee.

## **CONDUCT 3:**

3.1 Repetition of the second level violations.

3.2 Bringing, possessing, showing, or promoting any unlicensed material or media against community values, morals and public regulations.

3.3 Defamation of colleagues and school staff and abusing them.

3.4 Possessing white weapons inside the school.

3.5 Sexual harassment inside the school.

3.6 Physical abuse against school staff and students (bullying).

3.7 Stealing or covering it up.

3.8 Destruction and damaging of school equipment, devices, tools and facilities.

3.9 Offending religions or inciting sedition in the school.

3.10 All similar offenses according to the report of the educational committee.

## CONDUCT 4:

- 4.1 Repetition of the third level violations.
- 4.2 Bringing or possessing weapons inside the school, such as Firearms, white weapons or any dangerous tools.
- 4.3 Sexual assault inside the school.
- 4.4 Physical assault which causes injuries to school staff or to the students.
- 4.5 Leaking the exams or helping in that.
- 4.6 Causing fire inside the school campus.
- 4.7 Impersonating others in school processes or forging school formal documents.
- 4.8 Offending political, religious, and social personalities.
- 4.9 Possessing, using, or being under the effect of drugs or any similar substances.
- 4.10 Promoting or spreading for extremist (to accuse others of being out of Islam), or atheist beliefs that contradict the political, religious, or social community regulations
- 4.11 All similar offenses according to the report of the Educational Committee.

## CONSEQUENCES

### VIOLATION 1

|                       |   |
|-----------------------|---|
| <b>1ST TIME</b>       | <ul style="list-style-type: none"> <li>Verbal Warning.</li> </ul>   |
| <b>1ST REPETITION</b> | <ul style="list-style-type: none"> <li>Demerits.</li> <li>Opening file and documenting the violation in the school portal.</li> <li>Informing the guardian in writing through portal and tag the Behavior committee.</li> </ul>     |
| <b>2ND REPETITION</b> | <ul style="list-style-type: none"> <li>Written Warning to be signed by the guardian and students.</li> </ul>  |
| <b>3RD REPETITION</b> | <ul style="list-style-type: none"> <li>Call the guardian for a meeting.</li> <li>Final written warning to the guardian if he doesn't attend the scheduled meeting.</li> <li>Transfer the case to second level violation.</li> </ul> |

## VIOLATION 2

|                       |  |
|-----------------------|--|
| <b>1ST TIME</b>       | <ul style="list-style-type: none"> <li>• Calling the guardian for a meeting.</li> <li>• Undertaking by the guardian not to repeat the violation mark.</li> </ul> |
| <b>1ST REPETITION</b> | <ul style="list-style-type: none"> <li>• Prepare HALP time or Assembly program.</li> </ul>   |
| <b>2ND REPETITION</b> | <ul style="list-style-type: none"> <li>• Detention from 1 to 3 days with volunteering.</li> </ul>  |
| <b>3RD REPETITION</b> | <ul style="list-style-type: none"> <li>• Final warning.</li> <li>• Transferring the student to another section.</li> </ul>                                       |

## VIOLATION 3

|                       |   |
|-----------------------|---|
| <b>1ST TIME</b>       | <ul style="list-style-type: none"> <li>• Meeting with the principal to take decision.</li> <li>• Calling the guardian to sign the final agreement.</li> </ul>                                       |
| <b>1ST REPETITION</b> | <ul style="list-style-type: none"> <li>• Referring the student to the behavior Committee Lead.</li> <li>• Dismissing the students for one to two weeks by doing external community work.</li> </ul> |
| <b>2ND REPETITION</b> | <ul style="list-style-type: none"> <li>• Refer the student to external specialized center.</li> </ul>   |
| <b>3RD REPETITION</b> | <ul style="list-style-type: none"> <li>• Consider student's re-registration after referring the case to ADEK.</li> </ul>  |

## VIOLATION 4

|                   |  |
|-------------------|--|
| <b>Repetition</b> | <ul style="list-style-type: none"> <li>• Calling the guardian for a meeting.</li> <li>• Referring the case to ADEK and Police authorities to take legal action.</li> </ul> |
|-------------------|--|

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## CONDUCT VIOLATIONS .2

- 2.1** Repetition of the first level violations
- 2.2** Absence before and after holidays, vacations, and weekend or before the final exams.
- 2.3** Leaving without permission or escaping during the school day and that will be considered as absence.
- 2.4** Incitement of conflict or intimidation against school colleagues.
- 2.5** Acting against public morals, school rules and society values and habits, such as: Imitating the other gender through clothing, appearance and hairstyles and using cosmetics.
- 2.6** Writing on school walls, desks, furniture, and school bus.
- 2.7** Photographing, possessing, publishing, or circulating photos of school staff and students without permission.
- 2.8** Verbal abuse.
- 2.9** Smoking inside the school or the possession of smoking tools.
- 2.10** Vandalizing and damaging school buses and harming road users.
- 2.11** All similar offenses according to the report of the Educational Committee.

## PROCEDURES TO DEAL WITH THE VIOLATION .2

| 1st Time   | 1st Repetition  | 2nd Repetition  | 3rd Repetition   |
|--|---|---|--|
| <ul style="list-style-type: none"> <li>• Calling the guardian for a meeting.</li> <li>• Undertaking by the guardian and the student not to repeat the violation.</li> <li>• Deducting half of the violation mark.</li> </ul> | <ul style="list-style-type: none"> <li>• Deducting the whole violation mark.</li> <li>• Warning letter to be signed by the guardian and the student, or putting students in detention room from one to three days.</li> </ul> | <ul style="list-style-type: none"> <li>• Putting students in detention room from one to three days with assignments of homework and classwork.</li> <li>• Final warning.</li> </ul> | <ul style="list-style-type: none"> <li>• Transferring the student to another section.</li> <li>• Case Study by the Social worker and transfer the case to Educational Committee to implement procedures to reduce negative behavior.</li> <li>• Transfer the case to third level violations</li> </ul> |

## CONDUCT VIOLATIONS .3

- 3.1** Repetition of the second level violations.
- 3.2** Bringing, possessing, showing, or promoting any unlicensed material or media against community values, morals, and public regulations.
- 3.3** Defamation of colleagues and school staff and abusing them.
- 3.4** Possessing white weapons inside the school.
- 3.5** Sexual harassment inside the school.
- 3.6** Physical abuse against school staff and students (bullying).
- 3.7** Stealing or covering it up.
- 3.8** Destruction and damaging of school equipment, devices, tools, and facilities.
- 3.9** Offending religions or inciting sedition in the school.
- 3.10** All similar offenses according to the report of the educational committee.

## PROCEDURES TO DEAL WITH THE VIOLATION .3

| 1st Time  | 1st Repetition   | 2nd Repetition  | 3rd Repetition   |
|---|--|---|--|
| <ul style="list-style-type: none"> <li>Meeting of the educational Committee to make a decision.</li> <li>Calling the guardian for meeting to sign the final decision.</li> <li>Deducting whole violation mark.</li> </ul> | <ul style="list-style-type: none"> <li>Consideration of the case by the educational committee to decide the dismissal.</li> <li>Dismissing the student for one to two weeks.</li> <li>Deducting whole violation mark.</li> </ul> | <ul style="list-style-type: none"> <li>Issuing a decision by the Educational committee to expel the students.</li> <li>Notify the guardian to transfer the student to another school.</li> <li>In case of no response, the student will be transferred by order of the vice principal.</li> </ul> | <ul style="list-style-type: none"> <li>Transfer the case 4 level violation.</li> <li>Final dismissal from school based on the decision of the deputy minister of academic affairs of public education.</li> <li>Refer the student to specialized centers for behavior modification.</li> <li>Consider students re-registration after referring the case to MOE.</li> </ul> |

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## CONDUCT VIOLATIONS .4

- 4.1** Repetition of the third level violations.
- 4.2** Bringing or possessing weapons inside the school, such as Firearms, weapons or any dangerous tools.
- 4.3** Sexual assault inside the school
- 4.4** Physical assault which cause injuries to school staff or to the students.
- 4.5** Leaking the exams or helping with that.
- 4.6** Causing fire inside the school campus.
- 4.7** Impersonating others in school processes or forging school formal Documents
- 4.8** Offending political, religious, and social personalities.
- 4.9** Possessing, using, or being under the effect of drugs or any similar substances.
- 4.10** Promoting or spreading for extremist (to accuse others of being out of Islam), or atheist beliefs that contradict the political, religious, or social community regulations.
- 4.11** All similar offenses according to the report of the Educational Committee.

## PROCEDURES TO DEAL WITH THE VIOLATION .4

1. Calling the guardian for a meeting.
2. Referring the case to the authorities to take legal action.
3. Convening of the educational committee to decide and to inform the Legal Affairs department to make necessary action.
4. Dismiss the student until the investigation is finished.
5. The student and his guardian will be held accountable for consequences.
6. Refer the student to specialized centers for behavior modification by the order of deputy minister for academic affairs.
8. Blocking student's registration in any public schools and transferring him/her to continuous education.

**Final dismissal for the student in case all methods are exhausted.**

## BEHAVIORAL MANAGEMENT

Students' behavior is managed carefully through modification, role modeling, positive and negative reinforcing.

### SCHOOL WIDE INTERVENTIONS

#### A. BEHAVIOR COMMITTEE:

SAIS-AUH understands well that discipline utilizes a multilayered level of support for students with varying levels of need. We have created a committee to manage behavior effectively.



#### Committee Roles and Responsibilities:

##### Wellbeing Team

- Track and analyze attendance.
- Receive referrals from parents and teachers.
- Document Incident reports and behavior Incident (Bullying, Cyberbullying, Stigma, violence and fighting) using the centralized form Open files and issue letters to parents.
- Sign guardian letters and document in one drive folder.
- Report to Head of Behavior Committee in the following:
  - Second and third repetition of conduct violation 1.
  - First repetition in conduct violation 2.
  - First time violation in conduct violation 3.

## SEL Team

- Active and engaging lesson plans.
- Student Centered Discipline.
- Positive Reinforcement Rewarding System.
- Set a SMART goal for Behavior Plan.
- Prepare a Newsletter addressing behavior violations.
- Educate students about their conduct behavior.
- Balanced Curriculum and Instruction.
- Proactive Measures.
- Cooperative Learning.
- Competence Building.
- Curriculum.

## Inclusion Team

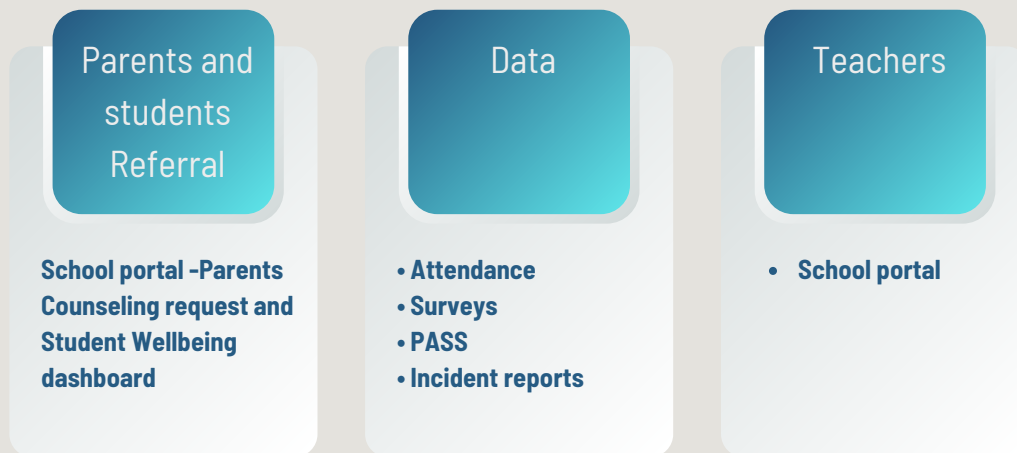
- Observe students in different settings using tracker applications.
- Collect informal data (Surveys, self-reports, parent's reports, parent's minutes of meetings).
- Analyze formal data and informal data.
- Prepare Behavior Interventions Plans with parents and teacher's collaboration and provide social and emotional skill trainings.
- Refer students for special external help.
- Report to Principal and Vice Principal.
- Establish Awareness Program.

## B. ASSEMBLY:

The school provides a whole school assembly program to communicate information related to social and emotional learning. We provide an opportunity for students to presents social, emotional and moral topics, to develop community spirit and reinforce positive attitudes. The assembly will be every week, prepared by one teacher in every cycle.

### C. AWARENESS CAMPAIGNS:

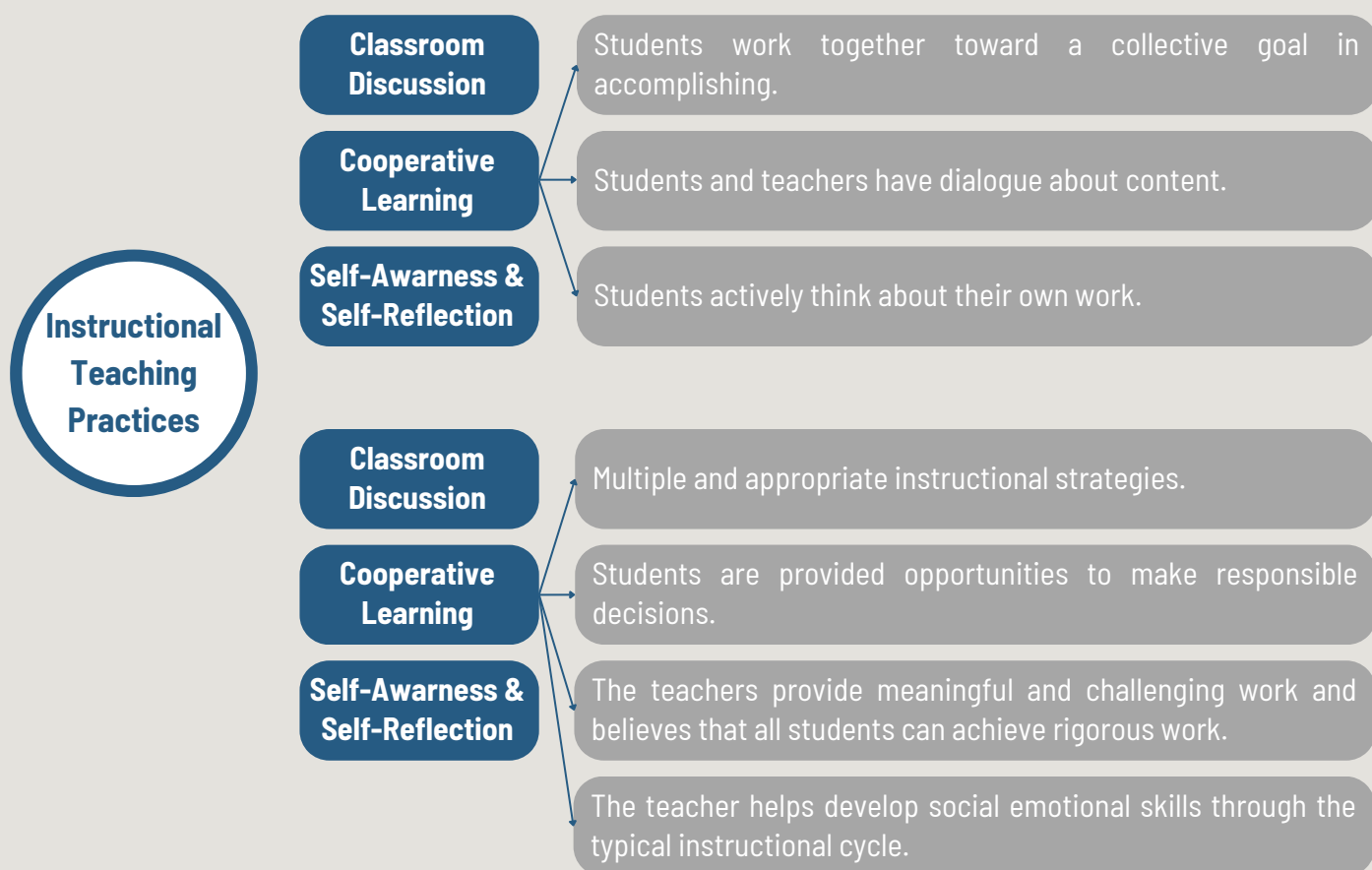
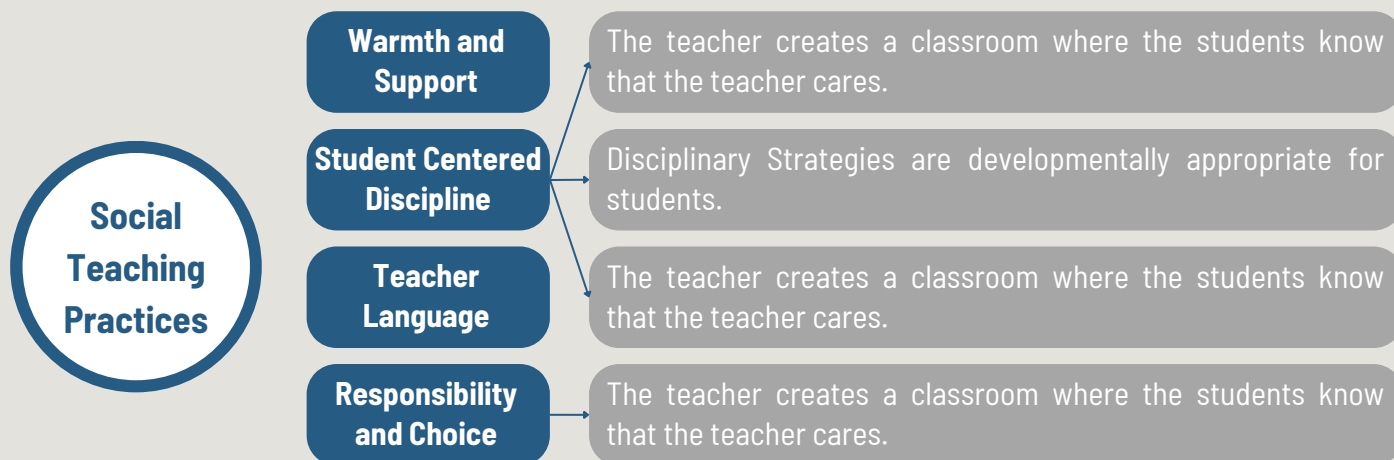
The school provides campaigns to highlight a concern, create a positive image and to inform students about school reporting system and initiatives to stop the occurrences of maladaptive behavior. The school will launch every term a campaign to educate students about bullying, cyberbullying, obesity and mental health, cancer etc.



### D. SOCIAL AND EMOTIONAL LEARNING:

The school implements the CASEL framework by integrating its competencies into our curriculum, teaching, and learning. We integrate CASEL themes and activities in every subject, school calendar, assemblies and project-based learning, and creative writing. The school lesson plan includes a section for SEL for the teachers to relate their subject topic and concept to the SEL competencies and practices.





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## BULLYING

Bullying is totally unacceptable and is not tolerated at SAIS. All SAIS family members are treated with respect, regardless of their gender, religion, appearance, race, and ability, ethnic or social background.

### WHAT IS BULLYING?

Bullying occurs when a person or a group of people deliberately and repeatedly hurt, upset or frighten somebody less powerful than themselves.

#### BULLYING INCLUDES:

- Name-calling, teasing, ridiculing, sarcasm.
- Putting down others and their achievements.
- Touching people in ways they don't want to be touched.
- Damaging, stealing, removing, or hiding others' belongings.
- Making comments/gestures to another of a sexual nature.
- Making negative comments about family, country of birth, nationality, ability or religion.
- Inappropriate comments about another's physical appearance or clothes.
- Physical violence or threats.
- Forcing others to act against their will.
- Spreading rumors /gossip.
- Demands for money or possessions.
- Purposely leaving someone out of activities.
- Glaring and menacing gestures.
- Telephone/Cyberbullying.
- Writing offensive notes or graffiti, email about others.

#### SOME EFFECTS OF BULLYING:

- Poor physical and mental health.



- Missed classes due to stress.
- Feeling threatened in the school year.
- Lack of sleep.
- Poor school performance.
- Inability to concentrate.
- Withdrawal from class participation.
- Low self-esteem.
- Low opinion of the school.
- Hating school.

### **BULLYING MAY OCCUR BETWEEN:**

- Fellow students.
- Members of staff.
- Staff and students.
- Parents & Staff/students.

### **THERE ARE NO ACCEPTABLE EXCUSES FOR BULLYING!**

*"I WAS JUST MUCKING AROUND; CAN'T THEY TAKE A JOKE?"*

This is the most common response to bullying. It is not a joke to make someone feel miserable. This is bullying.

*"I'LL IGNORE IT AND IT WILL GO AWAY"*

If anything, ignoring it makes it worse. It gives the bully the impression that their bullying is OK and that you agree with what the bully is doing.

*"ONLY WEAK PEOPLE TELL TALES"*

It takes courage and strength of character to stand up for your rights and those of others. Bullying continues when people do nothing.

*"I DON'T WANT TO CAUSE TROUBLE"*

All members of the SAIS family have the right to feel safe at school. You are not causing trouble by telling someone about bullying; you are standing up for yourself and others' rights.

## "NO ONE CAN DO ANYTHING ABOUT IT"

Most cases of bullying are sorted out very simply, especially if it is reported straight away. We are committed to solving these problems.

## "THEY ASKED FOR IT"

Nobody asks for it or deserves it.

Child Protection Procedures. Teachers and staff are trained once every year to identify warning signs of abuse and neglect, report the case, seek team support, and know when the school can breach confidentiality. All our staff sign the child protection consent. The victors should seek approval before entering the school and log the details of their visit in the visitor's log-in book at the security desk station. All our teachers and visitors are not allowed to enter the school without the appropriate badge.

## CHILD PROTECTION TEAM



**PRINCIPAL**  
Develop Policy  
Report to Authority



**VICE PRINCIPAL**



**LEAD OF INCLUSION**



**SOCIAL WORKER**  
Accept Referrals  
And receive concerns.



**SECTION SUPERVISORS**  
Report to Social worker



**TEACHERS AND  
ASSISTANT TEACHERS**  
Report to Supervisor than complete  
Inclusion lead Referral form



**HR**  
Maintain staff  
Criminal Records and  
background checks



**SCHOOL NURSE**

## CLASSROOM INTERVENTIONS

### A. TEACHER PERFORMANCE FEEDBACK:

Providing teachers with clear guidelines and strategies for effective teaching during lesson observation. Written feedback on student behavior and teacher accuracy in implementing an inclusive practice.

### B. COACHING AND MENTORING:

Bringing experienced teachers into the classroom to assist in developing classroom management skills.

### C. CLASS-WIDE INCENTIVES:

House Points Trade points for access to have access to a variety of rewards, including activities or inexpensive items. In elementary, the House Points will be awarded as a paper slip and handed to the student to keep in the Merit box. The house points will be recorded in the school portal in middle and high school. The merits will be counted every month. The students with the highest points in every grade will be posted on our school website. The house points are linked to classroom expectations.

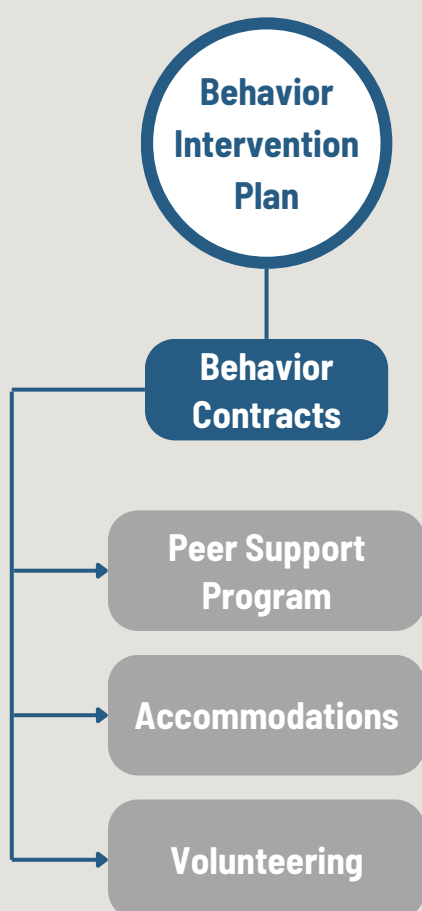
### D. TEACHERS' CONSISTENT PROACTIVE MEASURES FOLLOW-UP:

- Explain and discuss classroom expectations from the first day throughout the week.
- Display classroom rules in Class and refer to them every time you want to praise or give House Points merits.
- Teach good and wrong behavior during Moral education, SEL and HALP time.
- Complete reflection sheet
- Send the classroom expectation letter to parents and collect parents' signature.
- Active and Engaging lesson plans

## E. HALP TIME:

Homeroom Advisory & Leadership Program the Advisory program ensures that every student has the time and opportunity to form a meaningful relationship with an adult in the school, discuss issues, debrief, seek advice and learn about the school community and events. It helps students develop social, emotional, moral, organizational and study skills and become self-directed learners.

## INDIVIDUAL INTERVENTIONS



According to the student code of conduct, school supervisors and wellbeing members are prohibited from taking certain actions against students, which include the following:

- Corporal punishment of all types and forms.
- Preventing student from having his/her meal.
- Provoking or mocking the student.
- Preventing the student from going to the toilet.
- Restricting student freedom or holding him/her in the school.
- Reducing or threatening to reduce the scores of school subjects.

## APPENDIX A

### BEHAVIOR CONTRACT

1. Name

2. Class

3. Date

4. I agree that I will not repeat

5. I agree that I will not abide I will be

6. Initials

7. Signature

## APPENDIX B

### BEHAVIOR INTERVENTION PLAN

1. Name

2. Grade

3. Completed by:

- ☐ Student
- ☐ Teacher
- ☐ Supervisor
- ☐ Inclusion lead

4. Please list the problem behavior: (Ex: Leaves work area and walks around the room)

5. What is the function of the problem? (Ex: Escape difficult task which is lack of skills)

6. Short term alternative behavior: (Ex: Sit quietly, ask for a break 3 times per day only)

7. Desired replacement behavior: (Ex: When given instructions to begin get materials out and begin working within 5 seconds, visit quietly with a neighbor if you need help, all conversation is related to work and raise your hand for help or get permission to leave your seat)

## APPENDIX C

### BEHAVIOR INTERVENTION LOG

1. Name

2. Date

3. Completed by:

4. Name of student and class (Ex: Mohamad - 6B)

5. Action



Upload file



## APPENDIX E

### DEAR PARENTS:

### A TEAM MEETING FOR YOUR CHILD HAS BEEN SCHEDULED.

Student's Name

Student's Grade

Location

Time & Date

You are invited and strongly encouraged to participate in this meeting. If you are unable to attend on this date or location, you are encouraged to request to reschedule the meeting. You may also request another method of participation (e.g. conference call).

### THE PURPOSE(S) OF THIS MEETING IS TO:

1. Discuss your son/daughter behavior and school expectations.
2. Determine if your son or daughter needs behavior modification or re-determine eligibility.
3. Review his current behavior plan and previous agreements.
4. Consider the need for a specialist intervention.
5. Review the specialist report.
6. Other \_\_\_\_\_

### THE FOLLOWING PEOPLE HAVE BEEN INVITED TO ATTEND THE MEETING:

- ☐ Inclusion Lead
- ☐ Behavior Committee
- ☐ Teachers
- ☐ Specialist /Center
- ☐ Student (if transition to be discussed)



## APPENDIX F


### SCHOOL STUDENT REFERRAL FROM

1. Student's name

2. Teacher's name

## APPENDIX G

### MERITS & DEMERITS




# Merit

Name: \_\_\_\_\_

|                    |                   |
|--------------------|-------------------|
| Hazza Al Mansouri  | Stephen Hawking   |
| Noura Al Matroushi | Huda Al Matroushi |

Grade: \_\_\_\_\_


**CIRCLE # OF THE POINTS EARNED**

1   2   3   4   5   

Points for: \_\_\_\_\_

**How to earn**

- Excellent effort
- Punctuality
- Superb Behavior
- Helping others
- Leadership
- Other: \_\_\_\_\_



# Demerit

Name: \_\_\_\_\_

|                    |                   |
|--------------------|-------------------|
| Hazza Al Mansouri  | Stephen Hawking   |
| Noura Al Matroushi | Huda Al Matroushi |

Grade: \_\_\_\_\_

**CIRCLE # OF POINTS LOST**

-1   -2   -3

Points for: \_\_\_\_\_

**Demerit**

- Poor effort
- Shouting
- Poor Behavior
- Lateness

## SCHOOL-PARENT UNDERTAKING

The school shall use the Student Code of Conduct as the base for any decision made with a focus on fostering positive behavior management. The aim is to enable students to develop on the cognitive, social and personal fronts and become well-rounded characters in a safe, supportive environment.

Hence, the school undertakes that all teaching and administration staff shall inform students about the school's behavior management code of conduct/policy and shall ensure that students are aware of the expectations of the policy. Students are expected to always show respect and empathy to both their teachers and schoolmates. They also must honor their learning and keep their school and its facilities clean and safe.

The school policy defines the roles and responsibilities of all relevant stakeholders, and it is expected that each party will adhere to them. Teaching and Administration staff are expected to adhere to the professional and ethical code of conduct and to well lead and plan the teaching and learning process and extracurricular activities.

For the aforementioned statements, the student and the parents (guardian/s) shall sign that they have received a copy of the school's code of conduct and shall adhere to its contents in terms of their roles and responsibilities.

Name of the Parent (Guardian):

Name of the Student:

eSIS#:  Grade:  Date: \_\_\_\_ / \_\_\_\_ / 202\_\_

Parent's signature: .....

Students Signature: .....

Principals' name and Signature: .....

## VIOLATION/ OFFENCE REPORT

☐ **VERBAL WARNING WRITTEN**

☐ **WRITTEN**

Student's name and Grade:

Name of the reporting teacher:

Date of incident:

Place of incident:

Time of incident:

Incident:

Description of the incident:

### LEVEL OF THE VIOLATION

☐ Level 1

☐ Level 2

☐ Level 3

☐ Level 4

### Frequency

☐ First time

☐ 1st Repetition

☐ 2nd Repetition

☐ 3rd Repetition

Violation Reporter:

Designation:

Oracle#:

Signature: .....

Principal: .....

Date: \_\_\_\_ / \_\_\_\_ / 202\_\_

## STUDENT'S UNDERTAKING

I, the undersigned, .....  
 eSIS#....., student in year....., class .....  
 undertake that I shall adhere to the school's code of conduct inside the school, I  
 will keep the school and its facilities safe and shall follow all school rules. In  
 case of violation of the school rules, I shall be accountable for any  
 consequences as per the school code of conduct. I confirm that I have been  
 verbally notified against my unacceptable behavior/s which I summarize as  
 follows:

- 1.....
- 2.....
- 3.....
- 4.....

Student's name: .....

Signature: .....

Principal's Approval and Signature: .....

Date: \_\_\_\_ / \_\_\_\_ / 202\_\_

The parent shall be sent a copy of this undertaking. The original copy shall be  
 filed to student's eSIS file and school records. The counselor/ social worker shall  
 receive a copy of the same.

This to confirm that the parent/s (Guardian/s) Mr/ Mrs .....  
 ..... Relation to the student  
 ..... was  
 contacted on cellphone number ..... by Ms/ Mr  
 ..... about the signed  
 undertaking at ..... (am/ pm) on \_\_\_\_ / \_\_\_\_ / 202\_\_

## PARENT'S UNDERTAKING

I, the undersigned (father / Mother/ guardian) of student(s) .....  
 ....., eSIS#.....,  
 in year....., class ....., undertake that the mentioned  
 student shall adhere to the school's code of conduct and all school rules inside  
 the building and facilities. The student shall keep themselves respectable and  
 safe. In case of violation of these rules, I shall accept all the consequences the  
 student shall be held accountable for as detailed in the school code of conduct.  
 I confirm that I have received a report of all these violations, which I summarize  
 as below:

- 1.....
- 2.....
- 3.....
- 4.....

Parent's name: .....  
 Signature: .....  
 Principal's Approval and Signature: .....  
 Date: \_\_\_\_ / \_\_\_\_ / 202\_\_

## NOTIFICATION SLIP FOR PARENT/S (GUARDIAN/S)

Dear Mr/Mrs ..... parent/ Guardian of  
student ....., eSIS #  
....., in year ....., class .....,

Please be informed that on ..... the mentioned student has  
violated the school code of conduct by .....

Please note that this is a straight violation of our school code of conduct, hence  
we seek your support to ensure that the student honors the code and will not  
repeat the offense. The school will take progressive penalties if the student fails  
to adhere to the code of conduct or repeat any of the offenses as detailed in the  
school's behavior management policy.

Staff name and Signature: .....

Vice Principal approval and Signature:.....

Acknowledgement of the student: ..... (Name and Signature)

Acknowledgement of the parent: ..... (Name and Signature)

Date: \_\_\_\_ / \_\_\_\_ / 202\_\_

## TEMPORARY SUSPENSION DECISION

Dear Mr/Mrs ..... parent/ Guardian of  
student ....., eSIS #  
....., class .....,

Please be informed that due to the repeated offenses of the student and his  
negative response with all behavior modification support through the previous  
decisions taken as shown below:

- 1.....
- 2.....
- 3.....

The Behavior Management Committee has decided in its meeting # .....  
Date: \_\_\_\_ / \_\_\_\_ / 202\_\_ to temporarily suspend the student who will undergo  
behavior modification program from:

\_\_\_\_\_ / \_\_\_\_\_ / 202\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / 2023  
made because of the following reasons:

- 1.....
- 2.....
- 3.....

Parent's name and signature: .....

Acknowledgement of the student: ..... (Name and Signature)

Principal approval and Signature:.....

Date: \_\_\_\_ / \_\_\_\_ / 202\_\_

## NOTIFICATION FOR CHANGE OF SCHOOL DECISION

Dear Mr/Mrs ..... parent/ Guardian of  
student ....., eSIS #  
....., in year ....., class .....,

Please be informed that due to the repeated offenses of the student and b his  
negative response with all behavior modification support through the previous  
actions taken as shown below:

- 1.....
- 2.....

The Behavior Management Committee has decided in its meeting# .....  
dated \_\_\_\_ / \_\_\_\_ / 2023 to issue a Transfer Request to Abu Dhabi Department of  
Education and Knowledge (ADEK) and has obtained their approval.

You are kindly requested to provide us with the name of the replacement school  
within one week (7 calendar days) from the date of receipt of this notification.

Parent's name and signature: .....

Acknowledgement of the student: ..... (Name and Signature)

Principal approval and Signature:.....

Date: \_\_\_\_ / \_\_\_\_ / 202\_\_



## NOTIFICATION- SUSPENSION DECISION UNTIL THE END OF THE ACADEMIC YEAR

Dear Mr/Mrs ..... parent/ Guardian of  
student ....., eSIS #  
....., in year ....., class .....,

please be informed that due to the repeated offenses of the student and his  
negative response with all behavior modification support through the previous  
actions taken as shown below:

- 1.....
- 2.....

Parent's name and signature: .....

Acknowledgement of the student: ..... (Name and Signature)

Principal approval and Signature:.....

Date: \_\_\_\_ / \_\_\_\_ / 202\_\_

## YEARBOOK CLUB CONTRACT

I [Name of Student] ..... understand and agree to the following terms and conditions as a member of the Yearbook Club at SAIS:

1. **Commitment:** I agree to attend all Yearbook Club meetings, workshops, and events unless excused for a valid reason.
2. **Responsibilities:** I will fulfill my assigned role diligently, meeting all deadlines and producing high-quality work.
3. **Collaboration:** I will work collaboratively and respectfully with my fellow club members, teachers, and students featured in the yearbook.
4. **Confidentiality:** I commit to preserving the confidentiality of all unpublished yearbook content and club discussions. I also pledge not to share any pictures taken within the school premises without proper permission. I will not use my device's camera unethically, ensuring it is not employed in ways that compromise the privacy of any staff member or student.
5. **Conduct:** I understand that any violation of the school's code of conduct or failure to adhere to the Yearbook Club guidelines may result in disciplinary actions as per the school's policies, including but not limited to verbal warnings, written warnings, loss of privileges, my removal from the club, parental involvement, or even suspension, depending on the severity of the breach.

I agree to abide by the terms and conditions outlined in this contract and understand the importance of my role in creating the school yearbook.

Student's name and signature: .....

Vice principal's name and signature: .....

Date: \_\_\_\_ / \_\_\_\_ / 202\_\_

## PARENT – STUDENT AGREEMENT FORM 2023 - 2024

I, the parent of .....  
 in grade ....., acknowledge that I have read and understood the below documents for Code of Conduct Policy, Child Protection Policy, BYOD, Acceptable Usage Agreement. I have also completed the Student Health Form and shall endeavor to update you if there are any changes to the health record.

Furthermore, I will discuss the below expectations with my child/children to ensure that we are having similar expectations at home, and we are working as a team to support and respect school expectations.

Parent's name and signature: .....

Student's name and signature: .....

Date: \_\_\_\_ / \_\_\_\_ / 202\_\_

**PLEASE SCAN THE BARCODE TO FIND OUR SAIS EXPECTATION'S**



Code of conduct



Child protection



Acceptable  
usage agreement



Bring your own  
device



Student health  
declaration form