



مدرسة جلوبال الإنجليزية- العين

GLOBAL ENGLISH SCHOOL – AL AIN

P O.Box:15598, AL Ain, UAE, Tel: +971-3-7678844; Fax: +971-3- 7671166

Email: geschooluae@geschooluae.com; Website: www.geschooluae.com

Policy:	Students' code of conduct
Date Published	September 2019
Evaluation & Review:	Reviewed in June 2023, June 2024, 2025 and 2026. Next review- June 2027
Rationale:	A proper code of conduct for students is necessary for them to gain the most benefit educationally and socially. It is also pertinent in a multicultural environment.
Roles of Responsibility	SGB, Parents, students, SLT, teachers, Student Counsellor, SWO

Policy Statement

The School Governing Body ensures to create an environment in the school that encourages and reinforces good behaviour. A code of conduct for students is developed so that every student receives equal treatment in a multicultural environment.

The code of conduct is aimed at positive climate and good discipline:

- Students will be safe in the school environment
- Students will know what is expected of them and of others in the school community
- Students will be able to learn without disruption from unruly behaviour.
- Students will be provided with appropriate support programs
- Students will contribute to decision making in the school (Student Voice)
- Students will value difference
- Students will be respected and supported in all aspects of their schooling.

This code of conduct shall be read with details of the school's procedures for promoting positive behaviors and its guiding and disciplinary action to modify misconduct, as explained in the School's Behavioural Management Policy.

GES has developed strategies and frameworks that recognize, reward and reinforce positive behavior and shall not rely only on a set of rules and punishments with dealing with student misconduct.

GES has specific basic rules of conduct that would apply while students are at school, or while participating and attending any school field trips and extra-curricular activities.

The behavioural management policy also explains appropriate guidance and disciplinary actions to encourage students to understand why their behavior is unacceptable and how to behave in the future.

GES recognizes the students' individual circumstances and personalities, including social, emotional, and psychological factors that may underlie a student's behavior.

When applying disciplinary measures, GES shall follow three levels contained in the ADEK manual of policies and

guidelines, p 149-150, and applying the Student Behavior Regulations issued by the Ministry of Education in cases that are not mentioned in ADEK's Guidelines and Policies.

GES emphasizes that when applying disciplinary proceedings, it is forbidden to use all forms of physical punishment; lowering or threatening to lower 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 of using washroom facilities or consuming food.

Students shall be given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviors before disciplinary action is taken.

Student misconduct are dealt with as follows:

- Advise student with a clear explanation, with reasons of the changes in behavior that are required of the student by the school.
- The school shall put in place a strategy with appropriate monitoring and support to address and correct the student's unacceptable behavior.
- If there is a need for further escalation of response, the school shall inform parents/guardians by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-school strategy. At this stage, parents shall be required to sign an undertaking to support the agreed upon strategy.
- Should unacceptable behavior continues, the school may impose a suspension of up to five days and shall issue to the student and his or her parents/guardian a final warning.
- In the final stage, if a student fails to modify his or her behavior in accordance with the requirements of the school, the school may apply to the ADEK to transfer the student to another school or permanently exclude the student concerned.
- In making an application for transfer or removal, the school shall ensure that all the stages have been followed.
- GES has formed a School Disciplinary Committee to review and discuss student behavior issues, provided that disciplinary actions by the committee must be fair and equitable to all students without exception.
- All disciplinary actions shall be appropriate to the student's age and the severity of the misconduct as per the levels identified in the policy.
- The school's Disciplinary Committee shall keep record of the disciplinary offences of each student and the actions taken in response, on the E-sis system, including uploading all supporting reports for all offenses and actions taken.
- GES, the ADEK and any supervisory authorities shall treat all information about students' behavior as strictly confidential.
- GES takes into consideration before taking any disciplinary action against a student with special needs of special educational needs of individual students and plan.
- Students with special education needs must not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.
- GES conducts policy implementation without discrimination between students with disabilities and other students.
- The document "Department of Education and Knowledge Guidelines for Managing Student Behaviour in Abu Dhabi Schools" provides additional details and guidance on all guiding principles mentioned in this policy, which are also explained in the Behavioural Management Policy.

Students are encouraged to:

1. act according to the Behaviour Management code established by the school community
2. contribute to the provision of a caring, safe environment for fellow students, staff and parents
3. participate actively in the learning and teaching process
4. provide their views on school community decisions, including reviews of student welfare, using agreed upon processes (Student Voice)
5. practise peaceful resolution of conflict

Global English School Code of Conduct

- Central Theme: We will respect ourselves and others
- Underlying Principles : Be your best, be respectful, be responsible, be safe, be caring
Students are expected to :
 - Adhere to the Uniform Policy
 - Follow the policy of school transportation, rules and regulations
 - Follow the attendance and absence policy
 - Follow the School's EHS Policy
 - Follow the School Lab Policy
 - Follow the homework policy
 - Follow the ICT Policy and its guidelines
 - Positive behaviour in the classroom and in the campus
 - Refrain from harassment and bullying (include but not limited to: objectionable comments, conduct or any behaviour that demeans, belittles or causes embarrassment. Harassment is a form of discrimination. Protected categories include discrimination by rational or ethnic origin, colour religion, age, sex, status, physical appearance or disability. In the case of sexual harassment example might include, calling obscene names passing 'dirty' notes, pictures, telling 'dirty' stories or jokes and hugging, grabbing, punching or touching someone.
 - Follow proper classroom management practices
 - Refrain from creating damages to school properties. Any breakage will have to be compensated by those responsible.
 - Conduct themselves in a positive and respectful manner (On campus and while participating in school activities or on school provided transportation, GES students are in a social and cultural environment that includes certain names of appropriate public behaviour. The campus includes children of different ages and maturity as well as representatives of diverse social and cultural group.

GENERAL GUIDELINES:

- All pupils must come to School in prescribed uniform that can be bought at the school store.
- The P. E. Uniform must be worn on specified days only.
- The school tie, belt and badge are to be worn at all times when not wearing the PE uniform
- The school requests the parents to ensure that the student is dressed in accordance with the dress code.
- The identity card issued to all students must be worn during attendance at school on regular school days.
- Students are not allowed to use Mobile Phones, iPods, mobile music systems, camera or any such electronic gadgets in the campus. The instruments shall be confiscated in case any student is found using them / in possession of them in the campus.
- **ICT Usage: Students** and parents agree to abide by the ICT Usage Policy in order to use

computers. This ICT usage agreement describes how computers are to be used. The student can access the World Wide Web (www) and e-mail facilities, mainly so that students can work on school assignments. The computers are for educational use only. Software owned by student is not allowed to be used on school computers without the permission of the ICT HoD.

- The school's Facebook page is for the school community and friends and we update comments, photos, videos and links that are relevant to the school.
- Parents and Students should be civil and refrain from posting inappropriate or offensive comments, post, personal attacks etc. Students found doing this will be managed as per the Behaviour Management Plan.
- Students are expected to take good care of the equipment in the laboratories. Any breakage will have to be paid by those responsible.

Discipline in the school bus and while on trips:

All the students using the school transport are required to follow the discipline procedures as below:

1. School bus will pick up the child from the bus stop near to your house or from the point which will be fixed by Transport In charge. The parents should help and take care to make them ready to board the bus at the designated time. The bus will not wait for more than 30 seconds.
2. Student must wear seat belt throughout the journey.
3. School will not send bus again if a child misses the bus due to late arrival at the pick-up point.
4. Once location is fixed, change of location should be informed before five days to the Transport In Charge or the school office (There is an application form to be filled in). In case, the school doesn't have any bus service to the new location, parents are responsible to make their own transport arrangement for their wards. The school will not be in apposition to provide the same for such students.
5. Students should wait for the sign in bus monitor to disembark from the bus. Parents may please ensure that an adult is present to pick your child at the designated bus drop off point.
6. Transport cannot be cancelled in the middle of the academic year. If a parent wishes to cancel due to unavoidable circumstances, it can only be done towards the end of corresponding month. Re-admission is subject to approval of the Transport Department and is based on the availability of seats.
7. Transport fee cannot be reduced for broken days either due to holidays or unable to use the transport.
8. Transport fee should be paid along with the term fees.
9. **If the student is responsible** for any damage to the Bus, it should be compensated.
10. Students must keep discipline inside the Bus and must follow the instructions of the conductor and the driver. As stated in the School Diary, Students not following the rules or are found misbehaving with the students, teachers, drivers and helper inside the bus will not be allowed to go to any activity requiring school bus service for the rest for the week, and may be permanently restricted from bus travel if appropriate behavior is not displayed.
11. The parent undertakes and agreed to:
 - o Make the student ready at the assigned pick up on or before the specifies time;
 - o Behave in a way that avoids endangering anyone;
 - o Remain on the bus until reaching the destination;
 - o Remain seated during the journey and use seat belts when provided;
 - o Refrain from misbehavior;
 - o Report to the school administration if school buses are not clean, or in case of any misbehavior by drivers, escorts or other students.

