

## **BEHAVIOURAL MANAGEMENT POLICY**

**Approved By:** Principal / CEO – K. George Mathew

**Date Approved:** April 2025

**Date of Review:** April 2027

### **1. Purpose**

This policy establishes clear standards for promoting positive student behavior and ensuring consistent and fair disciplinary practices across the school. It aligns with the *ADEK School Student Behavior Policy (Version 1.1, September 2024)* and aims to maintain a respectful, safe, and supportive school environment.

### **2. Scope**

This policy applies to all GUIS students across all grade levels, within the school premises, on school transport, and during any school-sponsored events or trips.

### **3. Objectives**

- To promote responsibility, respect, and integrity among students.
- To ensure that disciplinary procedures are fair, transparent, and corrective.
- To support students' emotional, social, and academic growth.
- To ensure compliance with ADEK regulations and safeguarding principles.

### **4. Levels of Misconduct**

#### **Level 1 – Minor Offenses**

1. Repeated lateness to morning assembly or classes without valid excuse.
2. Non-compliance with school uniform policy.
3. Failure to bring books or resources to class.
4. Eating, sleeping, or making noise during class or assembly.
5. Misuse of digital devices without permission.

6. Failure to complete homework or assignments on time.
  7. Minor disruptive behavior or disregard of classroom rules.
  8. Any similar minor misconduct as determined by the Behavioral Management Committee (BMC).
- 

### **Level 2 – Moderate Offenses**

1. Leaving or entering class during lessons without permission.
  2. Non-attendance at mandatory school events without valid reason.
  3. Physical fighting or inciting quarrels.
  4. Minor property damage (e.g., graffiti, tampering with alarms).
  5. Verbal abuse toward peers, staff, or visitors.
  6. Possession or use of tobacco, vapes, or similar products.
  7. Violation of school cultural or safety rules.
  8. Unauthorized use of mobile phones.
  9. Any similar misconduct as determined by the BMC.
- 

### **Level 3 – Serious Offenses**

1. Bullying, intimidation, or harassment (including cyberbullying).
2. Academic dishonesty or document falsification.
3. Leaving school premises without permission.
4. Vandalism or destruction of property.
5. Physical assault without injury.
6. Tampering with fire or safety equipment.
7. Reckless behavior endangering others.
8. Unauthorized capturing or sharing of images or videos.
9. Other serious misconduct as determined by the BMC.

---

**Level 4 – Critical Offenses**

1. Possession or distribution of weapons, drugs, alcohol, or harmful substances.
  2. Physical assault causing injury.
  3. Sexual misconduct or harassment.
  4. Theft or fraud.
  5. Sharing or creating obscene or defamatory content.
  6. Promoting beliefs or activities contrary to UAE laws or cultural values.
  7. Persistent bullying or repeated major violations.
  8. Arson or intentional fire-setting.
  9. Any similar severe misconduct as determined by the BMC.
- 

**5. Staging of Disciplinary Procedures**

The school follows a **progressive discipline model** as shown below, consistent with ADEK guidance.

<b>Level of Misconduct</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>	<b>More Than Three Occurrences</b>
<b>Level 1</b>	<b>Verbal Warning</b> Teacher discusses expected behavior and improvement plan with student.	<b>Written Warning</b> Parent notified in writing about misconduct.	<b>Written Warning + Parent Meeting</b> Meeting with parent to agree on home-school corrective strategy; parent signs undertaking.	<b>Written Warning + BMC Meeting</b> Parent and student meet with the Behavioral Management Committee to review continued concerns and agree on final strategies.

<b>Level of Misconduct</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>	<b>More Than Three Occurrences</b>
<b>Level 2</b>	<b>Written Warning + Undertaking</b> Student signs an undertaking not to repeat behavior; parent notified.	<b>Onsite Suspension (Up to 2 Days)</b> Student completes supervised work in school; parent notified; second written warning issued.	<b>Onsite Suspension (Up to 3 Days)</b> Final warning issued; parent signs agreement; BMC reviews strategies.	<b>Offsite Suspension / Expulsion Request</b> Student may be suspended offsite (max 5 days) pending investigation; BMC evaluates for possible expulsion request to ADEK after full documentation of prior support.
<b>Level 3</b>	<b>Immediate Onsite Suspension</b> Pending BMC review and parent meeting.	<b>Offsite Suspension (1–3 Days)</b> Written notification to parent; behavior plan created.	<b>Extended Suspension (Up to 5 Days)</b> Final written warning; continued counseling.	<b>Expulsion Request to ADEK</b> After repeated offenses and documentation of all prior steps and interventions.
<b>Level 4</b>	<b>Immediate Offsite Suspension</b> Pending BMC and ADEK investigation.	<b>Referral to ADEK / Authorities</b> Depending on severity; documentation provided.	<b>Expulsion</b> With ADEK approval following investigation and evidence of prior support.	<b>Not Applicable</b> As expulsion or legal process concludes the case.

## 6. Behavioral Management Committee (BMC)

### Composition

- Principal (Chairperson)
- Vice Principal

- Academic Supervisors
- Counselor / Wellbeing head
- Child Protection Coordinator

### **Responsibilities**

- Review and decide on disciplinary actions.
- Maintain documentation of incidents and interventions.
- Ensure all disciplinary actions are educational, fair, and consistent.
- Support reintegration of students post-suspension.

### **7. Preventive and Supportive Measures**

The school focuses on prevention and positive behavior through:

- Character education and value-based assemblies.
- Positive reinforcement (certificates, house points, praise).
- Early identification of behavioral issues through monitoring and counseling.
- Restorative practices, peer mediation, and parent partnerships.
- Awareness sessions on digital citizenship and respect.

### **8. Student Support During Disciplinary Actions**

- Students receive counseling and behavior guidance throughout the process.
- Cases involving maltreatment or safeguarding concerns are referred to the **Child Protection Committee**.
- Students continue learning during suspension through assigned work.

### **9. Students of Determination / Inclusion Considerations**

Before applying any disciplinary measure, the **Head of Inclusion** must be consulted.

- Individual circumstances and behavior triggers are assessed.
- A **Risk Management Plan** may be created.
- Reasonable adjustments are applied to ensure fair treatment.

## 10. Communication and Record-Keeping

- All disciplinary actions must be documented and stored securely.
- Parents are informed in writing for all Level 2 and above offenses.
- Records are confidential and used solely for behavior management purposes.

## 11. Policy Review

This policy should be reviewed **annually** or as directed by ADEK to ensure compliance with updated regulations.

### References

- Dama Al Aman (DAA) Child Protection Committee. (2024). *Handling Student Maltreatment Concerns within Educational Institutions*.
- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
- Adek Student Behavior policy
- ADEK School Student Behavior Policy
- ADEK School Student Mental Health Policy
- ADEK School Student Protection Policy
- Ministry of Education (MOE). (2020). Ministerial Resolution No. (645) of 2020 on the Policy of Preventing Bullying in Private and Public Schools that Follow the Ministry's Curriculum.
- Ministry of Education (MoE). (2018). Ministerial Resolution No. (851) of 2018 Concerning the Regulations for Managing Student Behavior in Public Education Institutions.

