

July 21, 2025

School Expectations & Behaviour Policy

(Grades 1-12)

Academic Year 2025–2026

Effective: August 25, 2025

To maintain a respectful, safe, and productive learning environment, all students are expected to adhere to the following discipline guidelines:

A. School Schedule

- Students may enter the school premises starting at **7:30 a.m.** through the main gates of the Nakhleh (Middle/High School) and Sidr (Elementary) buildings.
- Parents are requested not to drop off students before **7:30 a.m.** In exceptional cases, a written request must be submitted and approved by the Head of Section for early drop-off (from 7:15 a.m.) on a case-by-case basis.
- Students must be **seated in class by 7:45 a.m.** for registration. Lateness is recorded starting from 7:55 a.m.

Dispersal Times:

- Monday to Thursday: 2:50 p.m. (**Elementary, Middle, and High School**)
- Friday: 11:20 a.m. (All students)
- Parents are requested to pick up their children on time, as there are no designated waiting areas for late pickups.

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B. Lateness Policy (Automated Alerts System)

- All students arriving after 7:55 a.m. must report to the designated supervisor:
 - High School: Reception Supervisor in the Nakhleh Building
 - Elementary and Middle School Supervisor in the Sidr Building
- Students arriving after 7:55 a.m. must provide a valid reason. If not, the lateness is recorded as **unexcused** and considered the first instance.
- Upon the **6th unexcused lateness**, students receive a Lateness Alert 1 (caution letter), with a deduction in classwork marks for the subject scheduled during the first period. They are also responsible for any missed work.
- Subsequent lateness alerts and deductions are issued at every additional 5 unexcused lateness instances during the semester (e.g., Lateness Alert 2, Alert 3, etc.).
- Students arriving after 8:10 a.m. must be reported in advance via email to the floor supervisor. They will not be permitted to enter the school premises and will be sent home unless a valid excuse is provided.
- To validate late arrival after 8:10 a.m., a medical certificate attested by an official health authority must be submitted to the school reception supervisor.

C. Attendance & Absence

- Parents must notify the school office (reception or relevant supervisor) before 7:45 a.m. if a student is absent. Failure to notify will result in the absence being marked as truancy. Patterns of truancy will be reflected in the student's report card.
- To have an absence recorded as excused, a written excuse or valid reason must be emailed by the parent to the assigned supervisor. If not submitted, the absence will be recorded as unexcused in the school portal.
- Upon the 6th unexcused absence in a semester, the student will receive an **Absence Alert 1 (warning letter)**. Additional alerts will follow every five further unexcused absences.

D. Missed Quizzes/Assessments & Early Dismissals

- If a student misses a quiz or semester assessment, a sick leave certificate attested by an official health authority must be submitted within two working days of returning to school to be eligible for a makeup exam.
- Makeup exams will be scheduled on Tuesdays, Wednesdays, or Thursdays. An unexcused absence or failure to attend the scheduled makeup will result in an automatic zero.
- Students will be informed of makeup exam dates and times in advance.
- Requests for students to take assessments earlier than the scheduled time, or to leave after completing early exams, will not be accommodated.

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- In urgent cases, early dismissal must be supported by an email and an official appointment letter (e.g., from a doctor or consulate), submitted at least 48 hours before the appointment during school working hours.
- The supervisor must be informed of the reason for early dismissal. If approved, students may not return to school the same day.
- Repeated early unexcused dismissals may result in caution letters, warning letters, mark deductions, or other disciplinary actions.
- The timings of quizzes and/or scheduled classwork may be adjusted during the day due to any unforeseen circumstances that may arise.

E. Online Learning Expectations

- Students who are eligible to attend online classes must join Microsoft Teams as per the school schedule.
- They must keep their camera and microphone ON and wear the school uniform.
- Active participation is mandatory. Any technical issues must be reported to the teacher immediately.
- The school reserves the right to repeat any assessment if there are concerns about the validity or reliability of the results.

F. Dress Code & Hygiene

Wearing a uniform is a sign of identification and gives a sense of belonging to the school community. By wearing a uniform, students show honor in their school and exhibit respect for themselves and others by dressing in a dignified manner. Therefore, please note the following:

- Students must arrive and leave school in full uniform.
- Only official school jackets are permitted during cold weather.
- **For Middle and High School students, Fridays** are regular school days and require full uniform; casual outfit is not permitted.
- P.E. uniforms may only be worn on P.E. days.
- The footwear must be plain black or dark navy blue. Sandals, slippers, and colorful shoes are not allowed except for colorful sneakers on P.E. days.
- **Colorful shoes, Hoodies and non-uniform outerwear are strictly prohibited.**
- Boys must have clean, neat haircuts. Fad or engraved styles are not permitted.
- Girls' hair must be always tied back.
- Unnatural hair colors or highlights are not allowed.
- Jewelry is not permitted and will be confiscated.
- Make-up, nail polish, and nail extensions are strictly prohibited.
- Students must maintain personal hygiene for their safety and well-being.
- Junk food such as chips, chocolates, and sugary or caffeinated drinks are not allowed. These will be confiscated if brought to school.

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- **Chewing gum is prohibited on campus.**
- No food, parcels, or external deliveries are allowed during the school day.

G. Discipline

- Students must bring their own stationery and personal learning materials daily.
- All belongings must be taken home at the end of the school day. The school is not responsible for any lost or misplaced items.
- Students must bring a fully charged laptop daily, properly configured with the software required to support the school's network.
- **Only laptops are permitted. The use of iPads and tablets is not allowed.**
- Any misuse of technology, including unauthorized access or using another student's credentials, will result in strict disciplinary action.

Mobile phones are prohibited on school premises.

- **If a student is caught with a mobile phone:**
 - **First offense:** Phone is confiscated for a minimum of one day and a behavior log is filled by the student.
 - **Second offense:** Phone is confiscated for three days, and a **Caution Letter** is issued.
 - **Third offense:** Phone is confiscated for a period determined by school administration and a **Warning Letter** is issued.
- Students must access and download their **Homework Weekly Plan through the school portal.**
- Students may not leave the classroom during lessons unless permission is granted by the teacher or supervisor.
- Disrespectful language, tone, or gestures directed at teachers or peers will be addressed with strict disciplinary action.

H. Transitioning Between Classrooms

- Students must reach their elective classrooms on time and maintain discipline in hallways while transitioning.
- They should keep a digital copy of their schedule and elective room allocations saved on their laptop and plan ahead of each period.
- Students must carry all necessary materials (books, notebook, pencil case, and charged laptop) when leaving their previous class.
- A mark will be deducted from active attendance for arriving late or coming unprepared. Students may not return to previous classes to retrieve forgotten materials.
- Students must behave respectfully in hallways, refrain from stalling, talking loudly, or disturbing others.
- Students should walk on the right side of the hallway and stairwell to ensure orderly movement.
- Violations will result in deductions from overall conduct grades. Repeated violations will result in Caution or Warning Letters.

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- Students consistently late to elective classes may face escalating disciplinary action, including verbal warnings, mark deductions, or formal written warnings.

Behavior Descriptors and Consequences (AY2025–2026)

Level	Behavior	Consequences
Level 1 – Low-Level Misconduct	Uniform violation: not wearing full uniform, wearing hooded sweatshirt, untied hair (girls), long hair (boys), inappropriate footwear, jewelry, nail polish, piercings, nail/hair extensions, makeup.	Verbal warning by teachers or supervisors.
	Classroom or break-time misconduct: shouting out, chewing gum, poor language, disruptive class entry, not listening to instructions.	Student fills in a behavior log or behavior sheet.
	Lateness to class.	Verbal warning by teachers or supervisors and Student fills in a behavior sheet.
	No equipment or P.E. Kit: missing books, uncharged device, not wearing P.E. uniform on P.E. days.	Verbal warning by teachers or supervisors.
	Technology violation: carrying a mobile phone without permission.	Confiscation of mobile phone for one day.
Level 2 – Repeated Low-Level Misconduct	Repetition of Level 1 uniform or classroom violations.	Verbal warning / Email/ Phone call to parents
	Poor language, play fighting in class or at the break or dismissal time	Break detention. Caution Letter issued and parents informed.
	Repeated lateness to class.	Verbal warning and notification to parents via Paragon /phone/email.
	Repeated missing PE equipment/ Kit or uncharged devices.	Suspension from class activities or P.E.
	Repeated technology violations/ repeated instances of carrying mobile phone/ uncharged devices.	Confiscation of mobile phone for 3 days. Caution Letter issued and parents informed.
	Behavior: Bullying, poor language or cyberbullying.	Caution Letter issued and parents informed.

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Behavior Descriptors – Academic, Pastoral, and Consequences (AY2025–2026)

Level	Academic	Pastoral	Consequences
Level 3 – Mid-Level Misconduct		Uniform Violation continued repetition of previous behavior, Continued misconduct or rudeness to teachers.	Caution Letter and parent contact.
		Persistent lateness (morning or during the day).	- After 5 instances of lateness, deduction in classwork marks. - Detention by Head of Section.
	Academic malpractice: cheating or plagiarism.		- Redo task for 80% credit. - Zero for cheating on an exam. - Warning Letter.
	Repeated failure to bring equipment or P.E. kit.		Suspension from PE class – Call the parents
		Repeated uniform violations.	Caution Letter and parent contact.
		Bus misconduct.	Suspension from bus services.
		Misuse of technology in violation of BYOD policy.	Confiscation of device. Loss of privileges. Parent meeting. Warning Letter.
		Truancing from a lesson.	Loss of privileges. Parent meeting. Warning Letter.
Level 4 – Serious Breaches		Rudeness to any staff member. Persistent misconduct.	Warning Letter.
	Serious academic malpractice (cheating/plagiarism).		Zero awarded. Detention by Head of Section.
		Vandalism or damage to school property.	- Warning Letter. - Student bears cost of damage.
		Disrespecting others' faith or culture.	Detention by Head of Section. Warning Letter and parent meeting.
		Repeated bullying or cyberbullying.	- Warning Letter.
		Fighting or causing injury to another student.	-Warning Letter. -Detention and parent meeting.
		Serious misconduct on school buses.	Suspension from the bus for the academic year.
		Continued misuse of technology.	parent meeting. Confiscation of device.

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Level 5 – Expulsion-Level Offenses (AY2025–2026)

Level	Behavior meriting expulsion from the school	Consequences
Level 5 – Expulsion- Level Offenses	Possession or distribution of controlled substances.	Expulsion with Board of Governors and KHDA approval.
	Actions that disgrace the school’s name or reputation.	
	Assaulting a teacher or seriously assaulting a student.	
	Total disregard for school expectations.	
	Committing a criminal act as defined by UAE law.	

Best Regards,
School Administration

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