

# Sunrise English Private School

Abu Dhabi Educational Council, Licence No: 1-466 Dated 15/04/2008  
P.O Box 71356, Abu Dhabi  
Tel.No. +971 2 5529989, Fax : +971 2 5527837  
E-mail : sunriseenglish.pvt@adec.ac.ae / school@seps-auh.com  
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Website : www.seps-auh.com



# مدرسة الشروق الإنجليزية الخاصة

مجلس أبوظبي للتعليم ترخيص رقم ١/٤٦٦ بتاريخ ١٥/٠٤/٢٠٠٨  
صندوق البريد : ٧١٣٥٦ أبوظبي  
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الموقع : www.seps-auh.com

Ref. CERT. 27-2018-19

Date..... 29-08-2018 التاريخ

## STUDENT BEHAVIOURAL POLICY

### Policy Development Committee Members

Principal

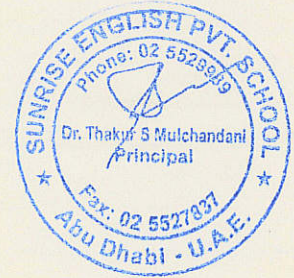
Vice- Principal

Section Heads

Social worker

Senco

Class Teacher





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## RATIONALE

The School upholds its commitment to abide by principles of high professional standards and code of conduct. All stake holders of the School will abide by the ADEC core ethical values and principles which are in accordance with the religion of Islam and the values, ethics, identity and culture prevalent in UAE society, and which respects other religions.

The aim is to communicate and establish clear vision of the expected behaviors from students in terms of core values the School upholds and code of conduct students are expected to follow while students are at School, or while participating and attending any School field trips and extra-curricular activities. The school will issue a written ADEC policy to the students and parents at the beginning of the academic year.

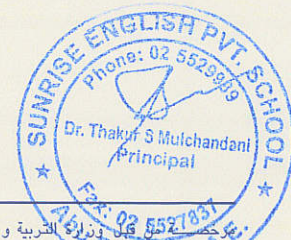
## GENERAL CODE OF CONDUCT

The SCHOOL CODE OF CONDUCT aims to ensure that the school community abides by it in order to achieve the following goals:

- Maintain dignity towards all the members of school community;
- Create an environment that encourages responsible participation;
- Promote an environment of safety in school all aspects of school life;
- Build respect for all cultures and religious beliefs;
- Respect the norms of civility while solving conflicts and differences in opinion.

In line with the ADEC's code of conduct expected from students, the students of SEPS will:

- Comply with all School rules and instructions.
- Behave responsibly and not endanger the safety and welfare of others or self.
- Care for the facilities and property of the School and of others.





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- Arrive at School and lessons on time and justify any tardiness and absences.
- Participate in promoting a positive School community image.
- Demonstrate a positive attitude and apply the very best effort toward learning.
- Behave responsibly so as not to disrupt the classroom or the learning of others.
- Commit to the heritage and culture of the UAE.
- Show respect to all members of the School community, and Parents/Guardians and other members of the local community.

## Core Values

In striving for *Excellence with Integrity* the values of *Discipline, Respect, Responsibility and Perseverance* will guide the Code of Conduct for Students of SEPS.

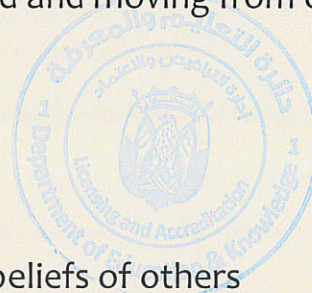
The students will be responsible for:

## To maintain the value of discipline:

- Respect and follow school rules and regulations
- Maintain personal hygiene, cleanliness and tidiness
- Take care of school facility and not damage any of school property
- Come regularly to school and aim towards attendance from 90% onwards.
- Maintain discipline while using common areas like corridors, bathrooms, school bus, playground and moving from one place to another

## Respect the rights of others

- Respect the religious beliefs of others
- Respect the culture of UAE
- Respect the differences in opinions and beliefs of others





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- Conduct with dignity when dealing with staff, faculty and fellow student
- Be well mannered courteous in one's interaction with all the members of school community and outsiders

## **Persevere to achieve goals**

- Value hard work and diligence at work
- Complete all assignments on time
- Never give up in the face of failure
- Aim for continuous improvement till perfection is achieved
- Give and take help to clarify doubts and difficulties

## **Build a sense of responsibility**

- Be responsible member of the school
- Be caring towards people who are younger than you
- Maintain silence in the school corridors
- Show obedience to the authority and school rules
- Make right and informed choices when taking any decision

## **SCHOOL RULES TO BE FOLLOWED BY THE STUDENTS PUNCTUALITY**

- Arrive at school on time. Students, if late, will not be permitted to enter their class without permission from the Principal / Vice Principal. Parent must accompany the student if late
- In case the student is on leave the school should be informed at the earliest via e-mails or telephone call to the Class Teacher.
- In case an 'Own Transport' student is late, the student should be accompanied by the Parent and permission should be taken by the Parent from the Principal before entering the classroom.
- A student must be present at the opening of the school after holidays





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الرقم Ref. CRT-27-2018-٩

التاريخ Date: 29-08-2018

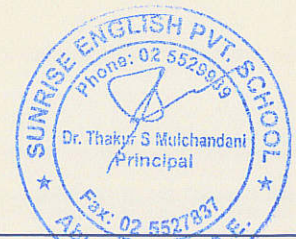
## **ATTENDANCE AND LEAVE OF ABSENCE**

- A student's leave of absence application should be duly approved by the Principal
- Leave on account of sickness and infectious diseases like the Medical Certificate issued by Abu Dhabi Health Authority should support Chicken Pox, diphtheria, measles, hepatitis, mumps, whooping cough etc. Students can attend the school only after the medical certificate from HAAD certifies them as fit. Students cannot leave the school premises during the school hours without written request from the parents and its approval by the Principal / Vice Principal.
- No half-day leave will be granted to the students except in exceptional cases after the approval of the Principal.

Details are mentioned in SEPS Attendance Policy.

## **EXPECTED BEHAVIOR and CLASSROOM CONDUCT**

- It is mandatory for all students and parent community to be well aware of school's behavior policy and behave in accordance with it. The school will issue a written student behavior policy to the students and parents at the beginning of the academic year.
- All teaching staff belong to school need to harness good behavior of students through positive reinforcement in social situation.
- School counselor and members of disciplinary team are expected to provide reasons and methods to change the undesirable behavior.
- 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





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- The school has put in place a strategy with appropriate monitoring and support to address and correct the students' unacceptable behavior.
- The school will adopt 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.
- The school's Disciplinary Committee shall keep record of the disciplinary offences of each student and the actions taken in response, on the eSIS system including and uploading all supporting reports for all offence and action taken.
- School follows three levels of disciplinary measures issued by ADEC
- **Level One** - Any behavior that results in disruption of the teaching and learning environment.
- **Level Two** - Any behavior that results in severe disruption to the teaching and learning environment or that may cause harm to self or others and or property damage
- **Level Three** - Any behavior that results in physical danger to others, or which violates applicable laws in the UAE
- If there is a need for further escalation of response, parents/guardians will be informed by letter and meeting or a series of meetings will be held with them to agree to a reasonable joint of home-school strategy. At this stage, parents shall be required to sign an undertaking to support the agreed upon strategy.
- Students are expected to follow respectful behavior towards at all times whether in while students are at School, or while participating and attending any School field trips and extra-curricular activities.
- Irregular attendance, disobedience, acts of indiscipline and disrespectful behavior towards members of the school community and staff justifies taking disciplinary action against the student.





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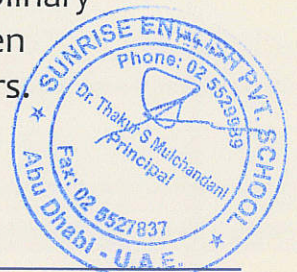
الرقم ١٩-١٥-٢٦-٢٠١٨-٢٠١٨

التاريخ ٢٩-٠٨-٢٠١٨  
Date.....

- When applying disciplinary proceedings, the school forbids using any forms of physical punishment, threatening the students by lowering grades, detention during school hours, group punishment of individual misconduct, imposing more school work, mocking student in public or private, preventing students from consuming food or going from washroom.
- School can put suspension on the student's up to 5 days in case undesirable behavior remains continue in spite of series of intervention and recommendations.
- In the final stage, school will apply to ADEC to transfer the student.
- Students are required to follow the classroom norms and ground rules at all times.
- Student must attend all the exams conducted by the school.
- A disciplinary action will be taken if the student causes any damage to School Property.
- Student is strictly not allowed to bring cash, mobile phones, any electronic device and costly articles to school.
- Students are not allowed to bring any sharp objects to school.
- Students should be dresses in proper school uniform when coming to school
- Students need to take special care to personal cleanliness by dressing neatly and decently.

## EXAMINATION RULES

- The student must attend all the examinations conducted by the School. Promotions are based on the average marks obtained by the student across all exams conducted in an academic year.
- The School reserves the right to suspend or to take strict disciplinary action against a student whose academic performance has been constantly unsatisfactory or whose conduct is harmful to others.





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- A student who uses unfair means during tests / examinations will be given another paper to write after which the parents are called to meet the principal to discuss about it. Warning letter will be given to the student.
- Re-exams will be conducted to those students who were sick and medical certificate is provided to the school and essential urgent family travel for matters such as medical treatment or death of family member.

## **RULES REGARDING REQUEST FOR SPECIAL CARE / SPECIAL NEED FOR THE STUDENT**

- Parents who need special care for their student, on the ground of health or any other reason / special needs of the student should inform the school in writing.
- Proper Documentation / Certification of the problem should also be provided to the school without which the school will not be responsible in any way.
- Students with special education needs will not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.

The implementation of the school code of conduct will not differentiate between students with special education needs and other students.

