



Code of Conduct

and Related Procedures

Code of Conduct

Revised November 21, 2023

Abu Dhabi Grammar School (Canada)

Introduction

Abu Dhabi Grammar School believes in providing a safe learning environment for students and staff.

To achieve the aims and goals of Abu Dhabi Grammar School we believe that positive student behavior plays an integral component in achieving an effective learning environment. It is essential that positive behavior is an integral component in order to provide an effective learning environment.

In delivering quality educational outcomes, Abu Dhabi Grammar School must encourage positive behavior. This positive behavior at Abu Dhabi Grammar School is based on sound educational principles.

When such positive behaviors are explained to students and consistently applied, they will be recognized by students as being necessary to ensure a safe learning environment facilitating student achievement. ***This Code of Conduct will apply to all areas of the school and all school-related activities.***

When applying disciplinary proceedings, the school is forbidden to use all forms of physical punishment (policy 52); lowering or threatening to lower school 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 from using washroom facilities or consuming food.

Any disciplinary action used to address student misconduct will be firm, fair, consistent, clear and in compliance with all ADEK, MOE and UAE laws, policies and guidelines. The disciplinary action shall also be in accordance with the nature of the negative behavior and the

level of offence that is associated with the behavior. School staff will ensure that students are given appropriate opportunities to act positively before it is escalated in disciplinary action.

The goal of the school is to provide a supportive environment in which students learn to exercise self-discipline.

Code of Conduct

Abu Dhabi Grammar School is a school community where learning takes place in a co-operative environment which fosters the physical, mental and emotional growth of each individual student.

It is, therefore, most important that every parent, student and teacher associated with Abu Dhabi Grammar School appreciates the importance of co-operating in a community with a common concern for the well-being of all, and for the promotion of education standards and behaviour.

To achieve this goal, the Code of Conduct forms an integral part of the Educational Philosophy and program of Abu Dhabi Grammar School.

MEASURES TO ENCOURAGE POSITIVE BEHAVIORS

Our school provides programs and activities, which will promote a positive and friendly atmosphere throughout the school year. It is also our hope that this positive atmosphere will prevail not only in school but also outside of the school within the community and at home.

Samples of these programs and activities are as follows:

1. Student Leadership Program
2. Buddy System
3. Recognition of achievements and positive student behavior.
4. Opportunity to participate in sports' activities: soccer, dodgeball, skipping, basketball, rugby and co-curricular activities such as swimming, rock climbing, yoga, etc.
5. School Spirit Days centered around a theme.
6. Special occasion celebrations (National Days, Eid Al Adha, Eid Al Fitr, Al-Hijra New Year, Flag Day, Commemoration Day, Isra Wal Miraj, Ramadan,etc.)
7. Involvement of students in concerts, talent shows, musicals and after-school activities.
8. Student work displayed within the class, halls and foyer.
9. Special Events (Culture Night, Public Speaking Event, Musicals, Science Fair, etc.)
10. The singing and assembly of students for the National Anthem each morning.
11. Parent involvement: School Advisory Council, Field Trip chaperones, etc.
12. Explicit teaching of Prosocial Behaviour.

1. CO-OPERATION AND RESPONSIBILITY

The school expects each student to co-operate fully by taking responsibility for their own progress through diligent preparation for, and participation in, all the classes they attend.

This requires showing concern for the needs of others so they may pursue their studies without interference, behaving appropriately at school, both in and outside the classroom, and respecting the authority of all staff.

2. SCHOOL UNIFORMS

The School requires school uniforms to be worn to all school functions and sporting events unless the students are otherwise directed. The uniform must be clean and in good repair at all times. Students are expected to wear the appropriate uniform to and from school. Students who arrive at school with an inappropriate uniform may receive a code of conduct verbal and written warnings.

The new boys school uniforms consist of a white collared polo shirt (KG-12), tartan Bermuda shorts (KG-2), black trousers (Gr.3-12). Boys physical education uniforms consist of round neck navy blue T-shirt (KG-12), navy blue shorts (KG-4), navy blue track pants (Gr. 3-12).

Girls school uniforms consist of white polo shirt (KG-12), tartan skort (KG-2), black trousers (Gr. 3-12). Girls physical education uniforms consist of a round neck T-shirt (KG-12), navy blue shorts (KG-4), navy blue track pants (Gr 3-12).

New House T-shirts consist of Black Bison, Green Moose, Red Grizzly, Blue Wolverine. On Thursdays or designated house assembly days, students may wear their AGS house T-shirts.

All students are to wear black shoes. If students do not wear black running shoes to physical education class they are to change back into the black shoes following physical education class.

3. PERSONAL CONDUCT

It is essential that students develop a respect for themselves as individuals and as students of the school. The School, therefore, requires students to conduct themselves at all times in a manner which will enhance their reputation and that of others at Abu Dhabi Grammar School. Offensive behavior including bullying, the use of bad language, theft or causing injury to another, will not be tolerated.

4. RESPECT FOR PROPERTY

Out of respect for others, students are expected to gain permission to use another person's property. This applies regardless of whether the property belongs to an individual, the School or the community.

Students should not bring valuable items to school, other than those required for academic and co-curricular activities.

5. TECHNOLOGY

Abu Dhabi Grammar School Canada (AGS) provides online systems and resources for use by students and staff. This includes individual Google accounts with access to Google Apps for Education including unlimited cloud storage within the AGS network, as well as laptops, Chromebooks and iPads.

All policies, procedures, codes of behaviour, and rules of AGS apply to those using online systems and resources provided by or on behalf of AGS. The "Technology Code of Conduct" pertains to the use of online systems and resources and has been prepared to protect the rights and safety of all.

AGS takes appropriate measures to ensure the security of the facilities and information that may be contained in them. AGS reserves the right to monitor the use of online resources by all that access the systems.

Refer to the “Technology Code of Conduct Policy” information found on the school’s website.

6. EXTRA-CURRICULAR ACTIVITIES

Abu Dhabi Grammar School will be offering a range of extracurricular and after-school activities as the year progresses. Students are encouraged to be involved in school activities and they should encourage the involvement of their peers.

7. AGS SPORTS TEAM COMMITMENT

When a student joins a school team, they must accept all the expectations involved in that membership. If a student does not respect the commitment they may be removed from the team or activity.

8. ATTENDANCE

The School expects students to recognize that there are certain responsibilities involved in their attendance at the school. In particular, a student may not leave the grounds for any purpose during the school day without obtaining special leave from the office.

Except in the case of illness, a student must be in attendance on all days on which the School is open unless a leave of absence has **been requested in writing and permission granted in advance**. When a student is absent, the School will be notified by 8:15 am on the morning of the absence. After an absence from the School, a *student must produce a note signed by a parent or guardian*, for his or her homeroom teacher which will be appropriately filed. In the case of excused or unexcused absences it is a student's responsibility to keep up with day to day school work. This can be done using Google Classroom or by obtaining notes from a classmate.

Students who are late for school in the morning, *must report to the reception to obtain a “late slip” which is to be presented to their teacher*. Under no circumstances is a student to be admitted to class without their late slip.

9. SCHOOL BUS BEHAVIOUR

The driver and bus supervisors are in charge of the school bus.

1. Respect the bus supervisor and bus driver instructions.
2. Be on time.
3. Talk to the bus driver only if absolutely necessary.
4. Keep the seat assigned to you by the bus supervisor.
5. Use appropriate language while on the bus without yelling or making loud noises.
6. Stay seated with the seat belt fastened properly when the bus is in motion.
7. Keep windows closed unless the bus driver permits otherwise.
8. Keep your entire body within the bus(arms, head, etc.).
9. Nothing is to be thrown inside the bus or out of the windows.
10. When the bus is in motion, keep the aisle of the bus clear at all times.
11. If there is no sidewalk, walk well over on the left side of the road when walking to and from the bus stop. Never stand or play on the road while waiting for the bus.
12. The aisle of the school bus should be neither wholly nor partially obstructed by any person sitting in such a manner that the person's body, or any part thereof, extends beyond a seat into the aisle.
13. Eating and drinking refreshments on the bus are prohibited.

14. Girls are to be seated in the front portion of the bus and the boys in the back unless students are informed to sit in a designated seat by the bus supervisor.

NOTE: As per school code of conduct policy, students may lose busing privileges for a short-term or long-term basis, depending on inappropriate behavior.

LEVELS FOR DISCIPLINARY ACTIONS

Abu Dhabi Grammar School categorizes student misconduct into three levels:

Each level of behavior requires a different disciplinary approach for modifying and correcting the student behavior. The strategy or consequences applied for the level of behavior will be appropriate for the grade, student age and gender.

Levels of Misconduct

Level One - Behaviour that causes the disruption of teaching and learning

Behaviors in Level One may include but are not limited to:

- Tardiness
- Unexplained absences
- Unprepared for class
- Inappropriate school uniforms, including physical education uniforms
- Gum chewing
- Rough Play
- Disruptive classroom and school behavior
- Using cell phones during the school day including on the bus
- Not following the school code of conduct within classrooms, hallways, playgrounds and buses
- Defying school authority and staff members.
- Abusive or inappropriate language
- Communicating in a language other than the language of instruction during class time

Level Two - Behaviour that causes greater disruption of teaching and learning that may include but not limited to the level one behavior. It also covers property damage or student behaviors that may lead to physical or emotional harm to themselves or another person.

Behaviors in Level Two may include but are not limited to:

- Habitual Level One offences
- Defying school authority and staff members
- Repetitive use of a their cell phone
- Smoking and vaping
- Trespassing
- Skipping class(es)

- Skipping Detention
- Abusive or inappropriate language directed towards students or staff
- Use of excessive force when playing
- Excessive use of a their cell phone
- Mocking others
- Fighting
- Bullying, physical or cyber bullying
- Theft
- Vandalism of school property or the property of others including chrome books
- Leaving school without permission
- In possession of or viewing pornographic material
- Cheating on exams or assignments, including using AI plagiarism (Refer to Appendix J)
- Providing false documents (e.g. signing letters without the knowledge of parents)
- Disruptive on school buses- refer to school bus behaviour
- Significant disruptive behaviour

For Level Two offences that involve vandalism, parents may be held responsible for paying all or part of the costs of rectifying any defacing, damage or destruction of school property caused by their child or children's acts of vandalism. (Refer to procedures for reporting the willful damage and/or destruction of school property, as below)

Level Three - Behavior that may cause the physical endangerment of fellow students, school staff and others. Behaviors in Level 3 are at times also violating UAE Laws.

Behaviors in Level Three may include but are not limited to:

- Habitual Level Two offences
- Assault (physical and/or verbal)
- Sharing or distributing pornographic material
- Attending school under the influence of illegal substances
- Possessing, selling, weapons and/ or explosives
- Willful damage to, or destruction of, school and personal property
- Using/possession of any illegal and inappropriate substances
- Exchanging any inappropriate materials, photos, etc.
- Committing major actions contradictory to the laws of the UAE ie. inappropriate touching, vulgar verbal abuse using technology etc.

For Level Three offences that involve willful damage or destruction to school property, parents may be held responsible for paying all or part of the costs of rectifying any defacing, damage or destruction of school property caused by their son/daughter or son/daughter's acts of vandalism.

Discipline Interventions may include but are not limited to:

Level 1 Intervention:

- The teacher provides verbal recognition of misbehavior

- Teacher makes note of the incident in a student report (PowerSchool or teacher's file).
(Teachers may utilize **Appendix G- Student Behavior Tracking- Verbal Warnings**)

- The teacher provides a verbal reminder of proper conduct

***Three verbal warnings are issued before a written warning is sent home.**

Level 2 Interventions may include but are not limited to:

- The student is referred to Administrator

- Teacher makes note of incident in a student report (PowerSchool or teacher's file)

Level 3 Intervention may include but are not limited to:

- The student is referred to Administration

- Teacher makes note of incident in a student report (PowerSchool or teacher's file)

- Parents are contacted

- A written warning is sent home and requires a parent signature

- Teacher makes note of incident in a student report (PowerSchool or teacher's file)

Students with Special Educational Needs

Students with special education needs are required to follow the same school rules as their peers. Students with special educational needs may need greater assistance in learning and following the school rules. Students with special education needs must not have greater consequences imposed for misbehaviour. If disciplinary action is necessary, it will be carried out in accordance with the Abu Dhabi Grammar School *Disciplinary Actions*.

The Program Support Team (PST) will determine whether the behaviour is a manifestation of the student's special needs. The PST, with the support of the Regional Special Education Supervisor (ADEK), will:

- Possibly conduct a Functional Behavior Assessment (FBA) to determine whether to develop and implement an intervention plan
- **If developed, review** the intervention plan, if one has been developed, and modify it as deemed necessary to address the behaviour in question.
- Support the student's return to school, unless the parent and the Head of Special Education in the region agree that a transfer to a different school or alternative educational setting is necessary

Reference - ADEK Transition Procedures Handbook

Procedures for Suspension, and Expulsion

Suspension:

Before a suspension is considered, the behaviour must be considered a level three or the school

must have a documented history of incidents of misconduct and details of behavioural interventions that have been implemented. This documented record shall be transferred with the student to any new school, and the school shall keep a copy of the record.

Before a suspension can be considered the school must have conducted a fair and documented investigation into the behaviour incident.

Steps for Suspension:

1. A student may only be suspended from school by the Principal or designate.
2. The school shall have documented evidence of the student's behavior to support a suspension.
3. The Principal or designate shall notify the parents or guardian directly (by phone or in person) of the student's conduct prior to a suspension.
4. The Principal or designate shall complete the *Notice to Suspend* letter and forward directly to the parent or have the parent collect it from the school.
5. A copy of the *Notice to Suspend* is forwarded to the school guidance counsellor.
6. A copy of the *Notice to Suspend* is kept in the student's file.
7. The suspension commences on the following school day on which the decision to suspend was made. The student may remain at school on the day the decision to suspend was made.
8. According to ADEK regulations, the period for suspension must not exceed 5 days.
9. It is the responsibility of the student to continue their day to day classroom work and the student must communicate through email and/or google classroom with their teachers to enable a continuation of the work program during the suspension period.
10. A Return to School meeting may be conducted at the earliest convenience to the school (No later than 3 days after the suspension).
11. If required by the administration, the student, parent and/or guardian must attend the Return to School meeting before the suspension can be concluded.
12. In the event that the Return to School meeting is unsuccessful the Principal or Designate may extend the suspension by no more than 5 days.
13. In the event that the second Return to School meeting is also unsuccessful, the Principal may choose to apply other disciplinary actions consistent with the re-entry procedures
14. When a student has been suspended on more than one occasion for serious misconduct, then the school may consider other options including expulsion on a case by case basis.
15. In making an application for transfer or removal, the school shall ensure that all the stages have been followed.

Appeal Process

All students have the right to an appeal process for disciplinary action applied to alleged misconduct.

Students are required to fulfil the disciplinary action imposed while the appeal process is underway.

A student can appeal the disciplinary action to the Principal of the school.

A written letter of appeal from parents is required *within 2 school days* of the disciplinary action being handed down to initiate the appeal process. The appeal letter should state clearly the disciplinary action applied to the student, reasons and explanations for why the discipline is unjustified, or why the student cannot fulfil the discipline. The letter should also include a summary of outcomes from the previous appeals, reasons why the decisions were unsatisfactory and the reasons for the current appeal.

First Level

The First Level of Appeal is at the school and the Principal is responsible for overseeing the process. The Principal is required to hold a meeting with parents and students within two days of receiving the appeal letter to discuss the appeal. If necessary, additional meetings will be arranged as soon as possible. Principals may invite other parties such as teachers, guidance counsellor, school advisors, and/or members of the school Program Support Team to be present at the meeting. Parents and students may also invite other advocates to be present in the meeting to provide support.

Second Level

If the appeal is not resolved at the First Level within a period of one week from the date of appeal, then the appeal may be extended for an additional one week by the school principal. If the school fails to receive a written decision concerning the appeal within two weeks from the parent, the appeal is considered implicitly rejected and the decision issued in this regard shall be final. Students and parents have the option to escalate the appeal to the Regional Office.

The Director of the Regional Office or his/her delegate will oversee the appeal process. The Director or his delegate will convene appropriate committees to investigate and advise on process only.

Third Level

If the appeal at the Second Level is not resolved or is not satisfactory, students and parents have a third option to escalate the appeal to ADEK Central. A Central Disciplinary Committee will be convened by the Director-General(or nominee) to hear the appeal and investigate claims and charges. Any decision regarding the disciplinary action issued by ADEK will be final.



Appendix A

**STUDENT BEHAVIOR
LEVEL 1 — WRITTEN WARNING**

Date: _____

Consistent with the Abu Dhabi Grammar School Policies and Procedures for Managing Student Behavior, this **Level 1 Written Warning** has been issued to: _____ of Grade _____

The student is in breach of the Abu Dhabi Grammar School Code of Conduct for displaying and/or engaging in the following **Level 1** unacceptable behaviour:

Tardiness	Unexplained Absences	Unprepared For class	Incorrect Uniform	Disruptive Behaviour	Defiance	Inappropriate Language

Other:

(This Level 1 Written Warning may be placed on the schools' electronic Student Information System {eSIS} – Behavior)

The student agrees that there will be no further display or engagement of the above-mentioned behaviour. Continuation of such behaviour may escalate to a **Level 2 Written Warning** with more severe consequences.

As the Parent and/or Guardian you are invited to contact the school principal/vice-principal to discuss the **Level 1 Written Warning**.

Classroom Teacher: _____
(Signature)

Please complete and return the Parent Acknowledgment Receipt attached to this letter.



Appendix B

PARENT ACKNOWLEDGMENT

of

STUDENT BEHAVIOR

LEVEL 1 — WRITTEN WARNING

Date: _____

Parent: _____

Student: _____ **Grade:** _____

As the Parent and /or Guardian, I acknowledge receipt of the ***Level 1 Written Warning*** from:
Abu Dhabi Grammar School concerning (student's name)
_____ behavior.

I acknowledge that any continuation of such behaviour will escalate to a ***Level 2 Written Warning***.

As the Parent and/or Guardian you are invited to contact, if necessary, the school principal/vice-principal to discuss the **Level 1 Written Warning**.

Name: _____ **Relationship to student:** _____

Signature: _____

Contact number: _____

Additional Comments:



Appendix C

STUDENT BEHAVIOR

LEVEL 2 — WRITTEN WARNING

Date: _____

Consistent with the Abu Dhabi Grammar School Policies and Procedures for Managing Student Behavior, this ***Level 2 Written Warning*** has been issued to:

_____ of Grade _____

The student is in breach of the Abu Dhabi Grammar School Code of Conduct for displaying and/or engaging in the following ***Level 2*** unacceptable behavior:

(This ***Level 2*** Written Warning will be placed on the schools' electronic Student Information System {eSIS} – Behavior)

The student agrees that there will be no further display or engagement of the above mentioned behavior. Continuation of such behavior may escalate to a ***Level 3 Suspension and/or Expulsion***.

As the Parent and/or Guardian you are invited to contact the school principal to discuss the **Level 2 Written Warning**.

Principal/Vice-Principal: _____
(Signature)

Guidance Counsellor: _____

Please complete and return the Parent Acknowledgment Receipt attached to this letter.



Appendix D

PARENT ACKNOWLEDGMENT
of
STUDENT BEHAVIOR
LEVEL 2 –WRITTEN WARNING

Date: _____

Parent: _____

Student: _____

As the Parent and /or Guardian, I acknowledge receipt of the ***Level 2 Written Warning*** from:
Abu Dhabi Grammar School concerning (student's name)
_____ behavior.

I acknowledge that any continuation of such behaviour may escalate to a ***Level 3 Suspension and/or Expulsion***.

As the Parent and/or Guardian **I accept / I do not accept** (*please circle your option*) the invitation to contact the school principal or designate to discuss the ***Level 2 Written Warning***.

Name: _____ **Relationship to student:** _____

Signature: _____

Contact number: _____

Additional Comments



Appendix E

**STUDENT BEHAVIOR
NOTICE OF SUSPENSION**

Date: _____

Consistent with the Abu Dhabi Grammar School Policies and Procedures for Managing Student Behavior, this *Notice of Suspension* has been issued to:

_____ of Grade _____

The Notice of Suspension is effective from _____ to _____.

The suspension period will not exceed 5 school days (extendable based on meeting results).

The student is in breach of the ADEK and School Code of Conduct for displaying and/or engaging in the following *Level 3* unacceptable behaviour:

(This Level 3 Notice of Suspension may be placed on the schools' electronic Student Information System {eSIS} – Behavior)

The student agrees that there will be no further display or engagement of the above-mentioned behaviour. Continuation of such behavior may escalate to further *Level 3 Suspensions and/or Expulsion*.

As the Parent and/or Guardian you may contact the school principal or designate to discuss the school reentry plan following the suspension period.

Principal/Vice-Principal: _____
(Signature)

Guidance Counsellor: _____
(Signature)



Appendix F

PARENT ACKNOWLEDGMENT

of

Notice of Suspension

Date: _____

Student: _____

As the Parent and /or Guardian I acknowledge receipt of the *Notice of Suspension* from:

Abu Dhabi Grammar School concerning (student) _____
_____ behavior.

I acknowledge that any continuation of such behavior will escalate to further *and longer Suspensions and/or Expulsion*.

Re-entry back into the school may require a parent meeting before the student attends school.

Parent: _____

Relationship to student: _____

Signature: _____

Contact number: _____

Additional Comments



Appendix G

Student Behavior Tracking

Verbal Warnings

Student's Name: _____ Grade: _____

Reason for Warning

___ Defiance/ Non-Compliance

___ Communicating in a language other than the language of instruction during class time

___ Tardiness

___ Incomplete Uniform

___ Disruptive during class instruction

___ Defiant

___ Incomplete Homework

___ Inappropriate Language

___ Other: _____

Verbal Warning:

#1 ___ Date: _____

#2 ___ Date: _____

#3 ___ Date: _____

Details: