



California American School

Student Behavior Policy

| Review No. | Description of Change | Review by | Date of Issue |
|------------|--|--------------------|---------------|
| 1 | Adoption of Policy | CAS Administration | July 2019 |
| 2 | Revision of Policy due to Covid 9 pandemic | CAS Administration | March 2020 |
| 3 | Revision and Update | CAS Administration | August 2022 |
| 4 | Update Policy | CAS Administration | August 2024 |



California American School is intended to give guidance on the framework of pastoral and academic care and guidance, which will support the maintenance and development of standards of learning and behavior in the school. To achieve this, the following principles should be adhered:

- ❖ That the main priority of this document will be support for the positive learning environment that exists at the school.
- ❖ That the priority in all situations will be the health, safety, and well-being of the pupils.
- ❖ That the policy and associated procedures will be agreed to and therefore supported by all staff.
- ❖ That the procedures outlined in this Policy are fair and equitable and protective of human dignity
- ❖ That staff who follows this policy when dealing with problem pupils will have their actions supported by the principal
- ❖ That all parents are made aware of the contents of this policy and the implications for their children.

This Regulation is designed to achieve the following objectives:

- ❖ To build up positive behavior within the school community.
- ❖ To promote distinguished and positive behaviors and repeat them on a regular and continuous basis.
- ❖ To eliminate behavior offenses using the best possible educational means.
- ❖ To create an appropriate educational environment to reinforce the principle of integrated upbringing in all aspects.
- ❖ To identify and apply the principles and culture of promotion, encouragement, and permanent care within the educational community.
- ❖ To familiarize students and their parents with their obligations and gaining their confidence in the fairness of the procedures and methods used.
- ❖ To provide a controlled reference that defines the rules, standards and procedures that must be used to deal with students' behaviors, in a manner ensuring compliance to school values and systems.
- ❖ To ensure effective planning and implementation of prevention and treatment mechanisms of behavior problems and offenses.
- ❖ To rehabilitate students' cases, behaviorally and educationally, through rehabilitation services and programs, in partnership with the competent authorities.

The Regulation Scope of Application

- Category 1: From KG to Grade 2.
- Category 2: From 3 to Grade 8.
- Category 1: From 9 to Grade 12.

Whole school expectations

As a learner at CAS School, you are kind, polite, tolerant, confident, and part of the school community. This also applies to the wider school community (teachers, parents, and staff). We will all:

- Greet each other
- Be polite
- Comfort someone if they are upset
- Congratulate others for their achievements
- Be open to ALL cultures, religions, ideas, and nationalities
- Speak politely and respectfully to people, even when angry or upset
- Ensure that your appearance is impeccable and wear your uniform with pride
- Support your school community and be proud of the school you attend.

Movement around school:

- Walking quietly
- Walking in an orderly manner
- Being respectful of others.

Rewards for positive Behaviour include:

- Verbal praise
- Informal conversation with parent in school
- House Points
- Written praise e-cards.
- Phone calls home
- Display of work
- Certificates and awards at assemblies and presentations
Star of the Week and Writer of the Week.
- Recognition of outstanding commitment and/or progress
- Head Teacher/Principal Awards' – for exceptional behaviour, work, or attitude.

Behaviour incidents - Learner Code of Conduct (ADEK Policy 50)

All learners must respect the main code of conduct. Additionally, at CAS this code of conduct applies while learners are in school and while participating and attending any school field trips and extra-curricular activities.

We expect that all learners will comply with the following main rules:

- 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.
- 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.

Consequences/Sanctions include:

- Verbal Warning
- Written warning.
- Detention
- Communication with parents
- Individual Behaviour Report (Form Tutor, Head of Year, Senior Leadership Team)
- Withdrawal from school-based or educational visits/activities
- Isolation – internal, external.

Offense level

Level 1

Any Behaviour that results in disruption of the teaching and learning environment, which may include, for example:

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| - Tardiness (lateness/unpunctuality) |
| - Unexplained absences |
| - Not bringing the necessary books and equipment to class |
| - Incorrect school uniform (including sports uniforms) |
| - Disruptive behaviour in classrooms and in school |
| - Breaking school rules including in classrooms, hallways, playgrounds and buses |
| - Defying orders from school management and staff |
| - Mocking others |
| - Disruptive behaviour on school buses (refer to the bus sanction ladder). |

Level 2

Any Behaviour that results in severe disruption to the teaching and learning environment or that may cause harm to self or others and or property damage, which may include, for example:

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| - Skipping classes or school |
| - Entering school after school hours without the presence of supervisors |
| - Using abusive or inappropriate language toward peers and/or teachers |
| - Fighting with other learners and/or bullying them |
| - Theft |
| - Vandalizing school property or the property of others |
| - Using cell phones during school time without the school administration's permission |
| - Possessing or viewing pornographic or other inappropriate material |
| - Cheating in exams or assignments |
| - Providing false documents (e.g. forging parents'/guardians' signatures) |
| - Misuse or abuse of the School's IT systems. |

Level 3

Any behaviour that results in physical danger to others, or which violates applicable laws in the UAE, which may include, for example:

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| - Assaulting teaching faculty members, staff or members of the local community |
| - Distributing (or participating in the distribution of) pornographic material |
| - Wilful damage to, or destruction of, school and personal property |
| - Possessing or selling weapons or explosives |
| - Using or promoting illegal drugs or substances in violation of public order and morals |
| - Exchanging any inappropriate materials, such as letters or photos |
| - Committing major actions contradictory to public morals such as sexual assault. |

Level 4

Banned Disciplinary Actions - It is forbidden to use any of the following methods as disciplinary actions:

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| - All forms of physical punishment |
| - Lowering or threatening to lower grades |
| - Group punishment for an individual's misconduct |
| - Imposing more school work |
| - Mocking or insulting the student in private or in public |
| - Preventing the student of using washroom facilities or consuming food. |

Staged Approach for Dealing with Wilful or Persistent Misconduct

Learners are given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviours before disciplinary action (e.g. warnings, written notices) is taken.

- Firstly, we shall provide counselling for the learner, with a clear explanation, with reasons, of the changes in behaviour that are required of the learner.
- Next, we will put in place a strategy, with the appropriate monitoring and support (report), to address and correct the learner's unacceptable behaviour.
- If there is a need for further escalation of response, we shall inform parents/guardians by email and hold a meeting or a series of meetings with them to agree to a reasonable joint home-school strategy. Parents/guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.
- Should the learner continue to behave unacceptably, we may suspend the learner temporarily from school for up to five days and shall issue to the learner and his or her parent/guardian a final warning.
- In the final stage, if the learner fails to modify his or her behaviour in accordance with the requirements of the school, we may apply to the Council to transfer the learner to another school or to permanently exclude the learner concerned. In making an application to the Council, we shall include evidence that all these stages have been followed.

Attendance, Absence and Dismissal

The mechanism and procedures for calculating attendance and absence, whether with or without excuse, will be subject to the laws and regulations issued in this regard by the Ministry of Education or the authorities concerned with private education in the UAE.

Students with Special Needs and Students of determination

- ❖ It must be ensured that students with special needs or students of determination have been evaluated and have the comprehensive report approved by the approved State "People of Special Needs & People of determination" Centers and that they are classified within the approved disability categories.
- ❖ If a student with special needs or a student of determination commits any behavioral offense, there shall be coordination between the Behavior Management Committee and the Special Education Support Center in each campus in order to study the behavior of the relevant student and determine the potential relationship of the offense to disability and, subsequently, the following actions shall be taken:
- ❖ If the offense is not related to the nature of the disability, the measures for conducting offenses mentioned in this Regulation shall be applied.
- ❖ If the offense is related to the nature of the disability, a behavior modification plan related to the offense must be developed and implemented by the concerned parties, and it will be monitored and reviewed periodically with the continued provision of the necessary support to the relevant student and having the reintegrated into the school.
- ❖ In there is a previous behavior modification plan, it will be reviewed and modified to address the behavior leading to such offense

| Measurement of Offense Degree | Frequency | Measures | Responsibilities & Authorities |
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| 1st Degree (Minor) | Once committed | <ul style="list-style-type: none"> - Verbal alert & guidance. - Recording the offense and relevant action taken, | Teacher/Class Supervisor will act immediately upon committing the offense and shall record it in coordination with the administrative staff in charge (Academic Guide, social worker, Student Affairs Dean, vice-principal, or head of (School |
| | 1st time reoccurred | <ul style="list-style-type: none"> - Writing alert and offense documentation. - Inform parents in writing as | Offense shall be recorded by the Student Affairs Dean or vice principal. Academic supervisor / social worker shall, through communication office, inform parents using school's approved channels. |
| | 2nd Time reoccurred | <ul style="list-style-type: none"> - summon parents or any person acting on their behalf on the next day following the office day, - Refer student to academic supervisor / social worker. - Arrange for the student and parent to sign an undertaking not to repeat offense, and inform parent of score deduction. | <ul style="list-style-type: none"> - Academic supervisor / social worker shall summon parent. - Student Affairs Dean or vice-principal shall arrange for student and parent sign undertaking. |

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| | 3rd Time reoccurred | <ul style="list-style-type: none"> - Summon parent on the day following the offense day. - Issue alert warning to student and parent in case they fail to respond | <ul style="list-style-type: none"> - Academic supervisor / social worker shall summon parent. - Student Affairs Dean or vice-principal shall issue the required warning. |
| | Reoccurred over 3 times | <ul style="list-style-type: none"> - Behavior Management Committee shall convene within two days from committing offense. - an individual case study shall be established by Academic supervisor / social worker - Implementing set of strategies to eliminate negative behavior. | <ul style="list-style-type: none"> - Behavior Management Committee shall convene upon Committee's rapporteur. - Committee's resolutions shall be executed on the day following offense day. -Committee shall execute suspension and score deduction and Academic supervisor / social worker shall follow up student behavior modification through establishing file for their case study. |
| 2nd Degree (Moderate) | Once Committed | <ul style="list-style-type: none"> - Issue first alert warning and arrange for student to sign undertaking not to repeat offense - Complete student's individual case study file by Academic supervisor / social worker. - Parent shall be summoned and arrange for them to sign an undertaking not to repeat offense. - Student's behavior shall be observed, and they he/ she will be subject to orientation sessions. | <ul style="list-style-type: none"> - Student Affairs Dean or vice-principal shall issue the required warning. - Academic supervisor / social worker shall study the case. - Student Affairs Dean or vice-principal shall arrange for student and parent to sign behavior modification consent. |

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| | 1st Time reoccurred | <ul style="list-style-type: none"> - Temporary suspension of student for up to 2 days and assign him/her to per- form community service within school - Referred to school's behavior Management Committee. - Issue 2nd written warning against student and parent. - Execute a set of strategies for student behavior modification. | <ul style="list-style-type: none"> - Behavior Management Committee shall convene upon Committee Rapporteur's instruction and its resolutions shall be executed the next day. - Committee shall execute suspension and score deduction. - Academic supervisor / social worker shall follow up student behavior assessment through establishing a case study. - Academic supervisor / social worker shall follow up student while they are suspended within school. |
| | 2nd Time reoccurred | <ul style="list-style-type: none"> - Behavior Management Committee shall immediately convene and take proper resolution. - suspension of student for up to 3 days and assign him/her to perform community service within school. - Issue final warning against student and - parent. | <ul style="list-style-type: none"> - Behavior Management Committee shall convene upon Committee Rapporteur's instruction. - Committee shall deduct score, address behavior assessment body and issue transfer resolution. - Academic supervisor / social worker shall follow up student while they are suspended within school. |

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| <p>3rd Degree (Serious)</p> | <p>Once Committed</p> | <ul style="list-style-type: none"> - Student shall be immediately suspended from study inside the school. - Behavior Management Committee shall convene immediately and take proper resolutions. - Student shall be subject to observation (e.g. daily behavior observation book shall be used) for 1st time for up to 3 weeks attached. - Parent shall be summoned immediately and arrange for him/ her sign the relevant warning and resolution. - Follow up and receive student case development reports from relevant body. | <ul style="list-style-type: none"> - Behavior Management Committee shall convene upon Committee Rapporteur's instruction. - Committee shall suspend student and deduct score and issue resolution to refer student to relevant body. - Academic supervisor / social worker shall, through Parent Communication Office, summon parent, execute Committee's resolutions and follow up with behavior assessment entities. |
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| | <p>1st Time reoccurred</p> | <ul style="list-style-type: none"> - Student shall be immediately suspended until investigation is finished. - Behavior management Committee shall convene immediately to take proper resolution on student suspension until the term end and referring them to behavior assessment entities - Parent shall be immediately summoned to receive committee's resolution. - Report the case, including the resolution taken against student, to the Board and competent entities of Ministry of Education or the State educational authorities and departments. | <ul style="list-style-type: none"> - Behavior Management Committee shall convene upon Committee Rapporteur's instruction. - Committee shall execute suspension, deduct score and issue resolution of student reference to competent entities. - Academic supervisor / Social worker shall, summon parent, execute Committee's resolutions and follow up with behavior assessment entities. |
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| <p>4th Degree (Very Serious)</p> | <p>Once Committed</p> | <ol style="list-style-type: none"> 1. The Campus Director / Head of School or his/ her deputy shall inform the Deputy General Manager of School Operations, Central Department, and competent entities, in case offense reoccurs. 2. Parent shall be informed, and student shall be suspended from study until investigation is finished, within up to two working days. Suspension may continue until legal investigation finished by decision of General Manager of School Operation or his/ her deputy. 3. Behavior Management Committee shall convene immediately to refer matter through explanatory memorandum accompanied by evidence of committed offense to General Manager or any person acting on his behalf to issue decision referring student to the Management of Emirates National School. 4. Seize tools used in committing offense immediately upon occurrence to submit the same to competent entities. | <p>Manager or Deputy shall immediately report offense and interrogate all parties. In case offense is not reported, the following actions shall be taken.</p> <ol style="list-style-type: none"> 1. Issue failure decision in behavior course or final term based on severity of offense. 2. Send memorandum including offense evidence to School Operations General Manager or his Deputy. <p>Instruct Academic .3 supervisor / social work- er to follow up further measures as per their relevant tasks and roles stipulated in the Regulation</p> |
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The role of the class teacher

- ❖ It is the responsibility of class teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.
- ❖ The class teachers in our school have high expectations of the children about Behaviour, and they strive to ensure that all children work to the best of their ability.
- ❖ The class teacher treats each child fairly and enforces the classroom code consistently. The teachers treat all children in their classes with respect and understanding.
- ❖ If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the [Principal/Social Worker/Coordinator/ Supervisor].
- ❖ The class teacher liaises with parents and the Learning Support teacher, to support and guide the progress of each child. The class teacher may, for example, discuss the needs of a child with the Principal / Coordinator / Social Worker.
- ❖ The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent through the School Social Worker or diary if there are concerns about the behaviour or welfare of a child.

The role of the principal

- ❖ It is the responsibility of the principal to implement the school behaviour policy consistently throughout the school, and to report to the Director of Education when requested, on the effectiveness of the policy. It is also the responsibility of the principal to ensure the health, safety, and welfare of all children in the school.
- ❖ The principal supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.
- ❖ The principal keeps records of all reported serious incidents of misbehaviour.
- ❖ The principal has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the principal may permanently exclude a child. These actions are taken only after the Director of Education has been notified.

The role of parents

- ❖ The school collaborates actively with parents, so that children receive consistent messages about how to behave at home and at school. We explain the school rules in the school prospectus, and we expect parents to read them and support them and sign day to day school rules and regulation.
- ❖ We expect parents to support their child's learning, and to cooperate with the school, as set out in the home–school agreement. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.
- ❖ If the school must use reasonable sanctions to punish a child, we expect parents to support the actions of the school. If parents have any concerns about the way that their child has been treated, they should initially contact the social worker who in her turn coordinates with class teacher. If the concern remains, they should contact the principal. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.