



ABUDHABI INDIAN SCHOOL STUDENT CODE OF CONDUCT & ATTENDANCE POLICY

Name of Policy	:	Student Code of Conduct & Attendance Policy
Article No	:	55 & 59
Purpose of Policy	:	To inform students and staff of the behaviour it expects of its students and to establish the attendance requirements for the students in Abu Dhabi Indian School
Approval for this Policy given by	:	Principal
Responsibility for its update	:	Principal
Policy applies to	:	To all students at Abu Dhabi Indian School
Date of Approval	:	10-10-2013 (Amended in April 2017)
Proposed Date of Review	:	01-01-2019

STUDENT CODE OF CONDUCT & ATTENDANCE POLICY FOR ABUDHABI INDIAN SCHOOL

STUDENT CODE OF CONDUCT

Abu Dhabi Indian School is a large community of staff and students and a microcosm of Indian society as a whole. We work, study and live alongside colleagues from all walks of life, from different educational and cultural backgrounds, with different beliefs and from different countries.

Students and staff of the school, visitors and members of the local community all have the right to be treated with respect and dignity. We have a long-standing commitment to equality, diversity, social inclusion and mobility. We see these as central to our success in building an inclusive and welcoming culture for all. We will not tolerate discrimination, harassment or bullying by students or any anti-social or criminal behavior which can damage and disrupt the lives of other students, staff or other members of the community or bring the school into disrepute.

Our Equality, Diversity and Inclusion Policy states that:

“We expect our students to be considerate of others during their time at the school. Fellow students, staff and visitors should be valued and treated with respect.....a key part of the student experience is to collaborate with a diverse range of people. This will provide invaluable understanding of other’s culture, background, outlook and experiences in readiness for the world of work.”

We have a duty to eliminate unlawful discrimination, harassment and victimization on the basis of the following protected characteristics:

- Age
- Disability
- Race
- Religion or Belief
- Sex (Gender)

PRINCIPLES

In order to enable effective teaching and learning to take place, positive behavior in all aspects of school life is necessary. The school seeks to create a safe, caring, inclusive and learning environment by:

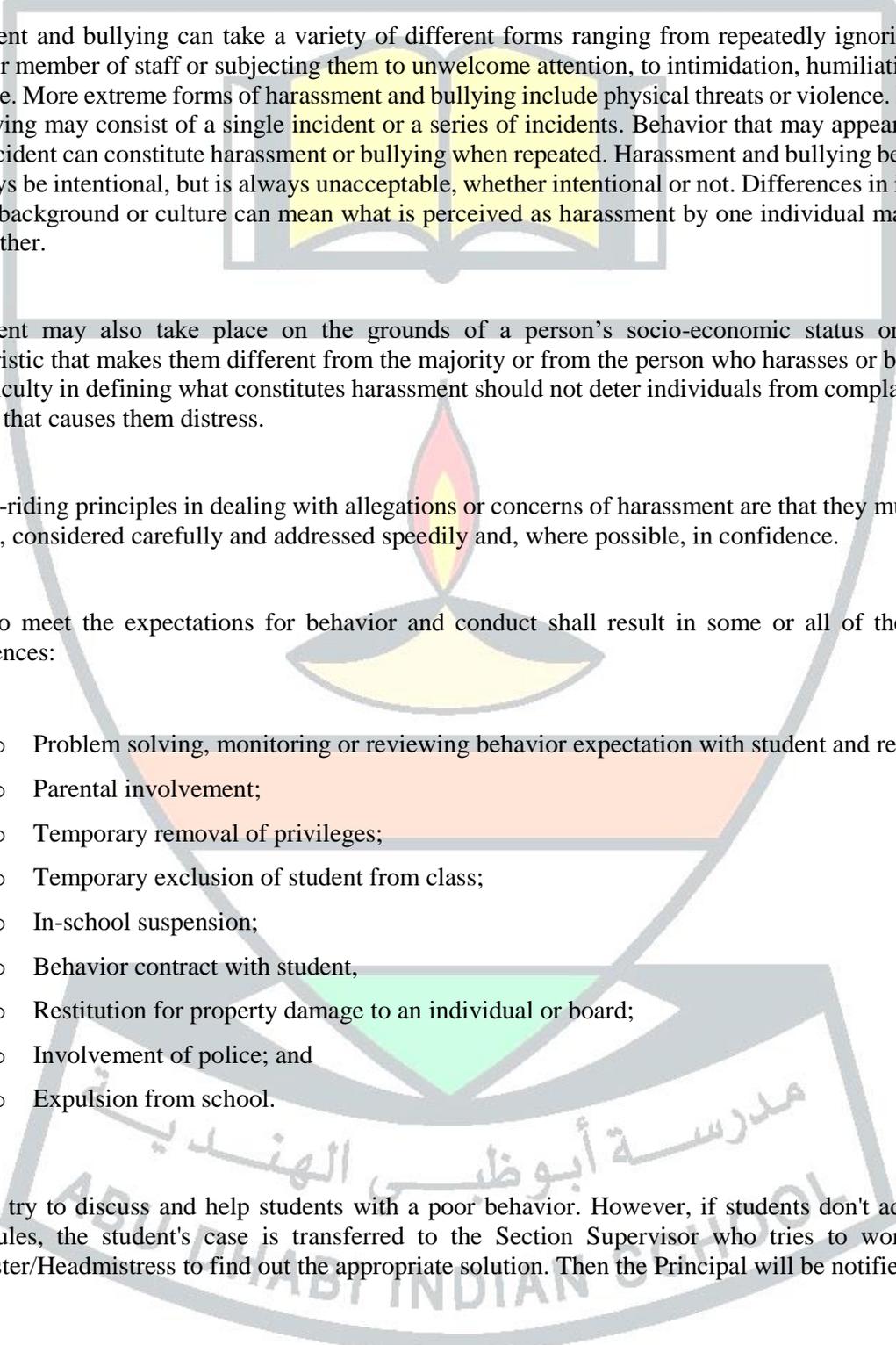
- Promoting positive behavior and discipline;
- Promoting a culture of praise and encouragement, along with a strong work ethic to ensure that students can be creative, responsible and independent learners with enthusiasm for knowledge;
- Nurturing self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- Balancing collective and individual needs;
- Promoting courtesy, considerate behavior and tolerance for all;
- Providing a safe environment; free from bullying, violence and any form of harassment, in which teachers can teach and students can learn without disruption;
- Responding firmly, consistently and fairly to all unacceptable behavior;
- Recognizing that good standards of behavior will be rewarded.

POLICY

The purpose of this policy is to ensure the safety of students and staff and to provide guidance on the immediate actions to take under certain incidents affecting students. The policy is based on the principle of 'acceptable behavior', with rules to ensure safety and a spirit of co-operation within a large community.

- Students shall be responsible and accountable for their behavior and conduct:
 - While involved in school-sponsored or related activities;
 - While on school property;
 - During any recess or lunch periods on or off school property;
 - While travelling to and from school; and
 - Beyond the hours of school operation if the behavior or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school.
- Students shall show respect for:
 - School authority;
 - Others and their property;
 - Ethnic, racial, religious, and gender differences;
 - School attendance and punctuality;
 - Work habits, assignments and homework;
 - School property;
 - Textbooks and equipment;
 - Fire alarms and safety equipment; and
 - Policies relating to smoking, alcohol, drugs and inhalants.
- Students are expected to observe all rules and regulations of the College and to accept that the College will institute disciplinary procedures if they are in breach of any rules and/or regulations. The rules apply whether a student is using College premises or is representing the College or using external facilities as part of their course.
- Students will be made aware of this policy, through tutorials, which will commit them to abide by these policies throughout their time in school.
- All students are expected to behave in a courteous and respectful manner to fellow students, staff and members of the outside community.
- Poor behavior will not be tolerated by the School and the School's Disciplinary Procedure may be invoked.
- Students will use their own designated entrances to enter and exit from the school.
- Following Ministry guidelines, mobile phones are not to be used in the school building.

- Students must adhere to the dress code and uniform of Abu Dhabi Indian School. Students are expected to be in correct school uniform each school day and while attending school activities held outside school hours.
- Students are expected to be on time for school in the morning and for all classes during the school day.
- A written excuse must be provided by the parent for any student absence.
- English is to be spoken in all the classes except Arabic, and French. Speaking English is also expected between classes and at breaks.
- Students are expected to take care of all school books and property. They may be fined for damaged or lost texts and library books.
- No gum chewing is allowed on school premises.
- Students are not allowed to possess or consume “performance enhancing” food or beverages, especially Red Bull, or other likes drinks. These will be confiscated.
- Smoking, drugs and alcohol are strictly forbidden. This includes possession or use, in or around ADIS or ADIS-sponsored events. Offenders will be suspended and possibly expelled.
- Students may not bring dangerous items to school. These include any item that can be used to harm, injure or threaten our community members. These items will be confiscated and parents may be called. Appropriate disciplinary action will result.
- Students must have teacher approval in the form of a pass when out of class.
- Fighting of any kind is not allowed in or around ADIS or at any ADIS sponsored events. Infractions may result in suspension. ADIS also does not allow play fighting.
- Mutual courtesy and respect between students as well as absolute respect for ADIS teachers and staff are expected at all times. Offensive or disrespectful language will not be tolerated.
- Students may not leave the school during the day for any reason without the written permission of an administrator. Students must present a note from the parents when asking to leave school at their parent’s request.
- After school hours, students are to go home immediately by bus or car unless involved in a school-sponsored extra-curricular activity, studying in the library, or working with a teacher.
- Students, who are dropped off at school, other than by school bus, should be let off directly at their respective entrance so that they do not have to cross the street.
- Please note that the school assumes responsibility for the student only when they are on school property.

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- We will not tolerate discrimination, harassment or bullying by students or any anti-social or criminal behavior which can damage and disrupt the lives of other students, staff or other members of the community or bring the school into disrepute.
 - Harassment and bullying can take a variety of different forms ranging from repeatedly ignoring a fellow student or member of staff or subjecting them to unwelcome attention, to intimidation, humiliation, ridicule or offence. More extreme forms of harassment and bullying include physical threats or violence. Harassment and bullying may consist of a single incident or a series of incidents. Behavior that may appear trivial as a single incident can constitute harassment or bullying when repeated. Harassment and bullying behavior may not always be intentional, but is always unacceptable, whether intentional or not. Differences in individual's attitude, background or culture can mean what is perceived as harassment by one individual may not seem so to another.
 - Harassment may also take place on the grounds of a person's socio-economic status or any other characteristic that makes them different from the majority or from the person who harasses or bullies them. Any difficulty in defining what constitutes harassment should not deter individuals from complaining about behavior that causes them distress.
 - The over-riding principles in dealing with allegations or concerns of harassment are that they must be taken seriously, considered carefully and addressed speedily and, where possible, in confidence.
 - Failure to meet the expectations for behavior and conduct shall result in some or all of the following consequences:
 - Problem solving, monitoring or reviewing behavior expectation with student and reprimand;
 - Parental involvement;
 - Temporary removal of privileges;
 - Temporary exclusion of student from class;
 - In-school suspension;
 - Behavior contract with student,
 - Restitution for property damage to an individual or board;
 - Involvement of police; and
 - Expulsion from school.
 - Teachers try to discuss and help students with a poor behavior. However, if students don't adhere to the school rules, the student's case is transferred to the Section Supervisor who tries to work with the Headmaster/Headmistress to find out the appropriate solution. Then the Principal will be notified.
 - In case students get three consecutive warnings, parents are invited in to discuss the student's problem with the Section Supervisor, Headmaster/Headmistress, Vice Principal or the Principal according to the severity of the case.

- The School will evaluate and monitor this policy through the Supervisors, Headmasters, Headmistresses and the Vice Principal. The School may choose to collect evidence of parental opinion through questionnaires, etc., and will act on this evidence as appropriate.

STUDENT ATTENDANCE:

Abu Dhabi Indian School aims for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education, it is vital that they attend the school regularly and the child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is the responsibility of the student to catch up on all work missed in class. Parents withdrawing students from school for any other reason should consider that the classroom experience can never be 'made up' with extra work sent home, and as such, absences have a negative impact on the student's educational progress and may affect their promotion to the next year level.

It is very important to make sure that all children attend school regularly and this policy sets out how to achieve this.

OBJECTIVE

The objective of Abu Dhabi Indian Schools' attendance policy is to:

- Develop a whole school approach to attendance and punctuality
- Encourage maximum class attendance;
- Encourage students to apply their time and attention towards obtaining the maximum benefits on their education;
- Place the primary responsibility for school attendance upon students and parents;
- Provide teachers, counselors, and administrators more time to accomplish their primary responsibilities as educators;
- Eliminate excessive absenteeism;
- Provide alternative consequences for excessive absences;

WHY REGULAR ATTENDANCE IS SO IMPORTANT

Learning:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence can disrupt teaching routines thus affecting the learning of others in the same class. Ensuring the child's regular attendance at school is their parents' responsibility.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility-parents, students and all members of school staff.

To achieve this, we will:

- Report to parents in PTA meetings on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment;
- Regular communication will be sent out to parents of students whose attendance is becoming a concern.
- Stress the importance of attendance at parent information evenings and relay the message that poor attendance can affect your child's attainment negatively.

EXCUSED ABSENCES

The Principal, or Head Master or Supervisor has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. (Below are the valid/lawful excuses for temporary nonattendance of a student at school.)

- **Illness or injury:** An illness or injury which prevents the student from being physically able to attend school.
- **Quarantine:** When isolation of the student is ordered by the doctor or local health officers.
- **Death in the immediate family of the student:** Defined to include, but not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or dental appointments:** When the absence results from a medical or dental appointment of a student.
- **Religious Observance:** School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence.

- **Official school duty or community task:** When the absence results from an official school duty or community task assigned to the student.
- **Exceptional Circumstances:** The Principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family.

UNEXCUSED ABSENCES AND TRUANCY

The following types of absences are considered unexcused:

- Shopping trips
- Appointments without prior approval

Students are considered truant, if they are absent from the school without their parents' knowledge or consent. Truancy is considered an unexcused absence. School will give written notice to parents when their child has been truant. Issues of repeated truancy will require the parents to meet with the school officials.

Students are expected to be in school each day unless ill or unable to attend due to an unavoidable reason. The school further believes that there is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned and taught by teachers.

The school seeks the full cooperation from parents in promoting good attendance and punctuality, in particular and strongly encourages the following:

- When possible medical and dental appointments should be scheduled after school hours; and
- Family vacations should be taken during school vacation and recess periods.

PERSISTENT ABSENTEEISM

A student becomes a 'persistent absentee' when their attendance record is a cause for concern. Absence at this level is doing considerable damage to the child's educational prospects and we need parents' fullest support and co-operation to tackle this. Some of the actions that may be taken by the school are:

- Warning letter issued to parents by the school after recognition of ongoing absence problems.
- Meeting with parents to establish circumstances.
- Attendance contract set up between parents, student and school.
- If attendance contract is not adhered to, then the child will be recognized to be in breach of the pre-existing contract and a document will be drawn up to reflect this.
- Failure to abide by the attendance policy of the school will then be considered with regard to non-promotion for the next academic year.

ABSENCE PROCEDURES

- When a student is absent from the school, it is imperative for the parent to inform the school authorities of the child's absence in writing.
- Absence of two consecutive days or more must be justified with a medical report. Failure to bring this documentation may result in an unexcused absence.
- If a student is absent, it is mandatory for the parent to ensure that circulars, homework and class work is obtained from the teacher.
- If the absence is due to an illness or other unforeseen reason, missed work must be made up as soon as possible.
- All students absent from any assessments, including weekly, midterm and final assessments, will lose credit on these assessments unless the student presents a valid report from a certified medical doctor indicating the reason for his/her absence.
- If a student is absent for three consecutive days without any information from the parent, the class teacher has to contact the parent to determine the reason for the absence. The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.
- The school will not authorize an absence during the following times:
 - When a student is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
 - Immediately before and during assessment periods, school examinations and final examinations.
 - When a student's attendance record already includes a high level of absence.
- If a student is absent for more than 21 consecutive days without any information from the parents and if the class teacher is unable to contact the parents, the supervisors of the concerned section will inform the matter to the Principal and the student will be removed from the regular rolls of the school.
- The school has an online leave portal, where parents can apply for leave.
- In the event that the school does not receive any intimation of leave via e-mail on adisbse@emirates.net.ae or telephonically on 02-4488025, the school officials call the parents after 8:30 a.m. to enquire about the child's absence.
- Attendance is mandatory during the Cycle Tests, attendance is excused only if the leave has been pre-approved by the School Principal or in genuine cases such as death in the family, medical reasons or other fatal circumstances.

ATTENDANCE—WHAT PARENTS SHOULD KNOW

Parents can team up with teachers to make sure students are in school and ready to learn.

How parents can help:

- Schedule medical and dental appointments outside of school hours.
- Schedule vacations during school breaks.
- Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
- When moving, check school calendars to be aware of important school dates (beginning / ending of school year; testing dates, breaks, etc.).
- Make it a habit to contact their child's teachers/supervisors to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

