



## STUDENT DISCIPLINE AND BEHAVIOUR POLICY

**Policy No:** Student Discipline and Behaviour Policy  
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### School Vision:

Our vision is for all students to develop at Woodlem Park School as independent learners with self-belief and respect for others with a lifelong love for learning and a strong foundation for future success.

### School Mission:

At Woodlem Park School we value every student. We work together as a community to ensure that students develop well in all aspects of learning so that they are equipped to face the opportunities and challenges of the 21st century wherever they may be.

### To Do This:

We provide the best possible learning opportunities in academic subjects, personal development, moral values, and life skills. Staff members and students work together in a spirit of cooperation and mutual harmony.

### Preamble:

As an educational institution committed to the holistic development of our students, Woodlem Park School is dedicated to fostering a safe and supportive learning environment. Our behaviour policy serves as a foundational framework, embodying the core values of respect, responsibility, and positive conduct within our school community.

In recognition of the importance of these principles, we affirm our commitment to

- Upholding respect: We expect all members of our school community to interact with one another with respect and dignity, irrespective of differences in background, abilities, or beliefs.
- Encouraging responsibility: Students are encouraged to take ownership of their actions and understand their impact on both individuals and the wider school community.
- Prioritizing safety: The safety and well-being of every individual within our school are paramount. Any behaviour that compromises safety will not be tolerated.
- Promoting inclusivity: Woodlem Park School embraces diversity and strives to create an inclusive environment where all students, regardless of background or ability, feel valued and supported.
- By adhering to these principles, we aim to nurture an environment where every student can thrive academically, socially, and emotionally.
- Our school implements the following plan in accordance with the student disciplinary bylaw by the MOE, UAE.



### Aim, Scope and Significance

- To share processes, procedures and provisions adopted by the school with all stakeholders and any other interested person.
- To monitor the behaviour of all pupils continually, to identify needs as early as possible and to provide adequate support.
- To ensure that the pupils are free from Psychological, Social, Emotional and Health hazards.
- To provide specific intervention, matched to individual needs by following the guidelines given by the respective ministries.
- To form strong partnerships with all stakeholders so that the child's education and personal, social and emotional well-being are optimally supported.
- This behaviour policy applies to all school-based and educational visits and activities, as well as any situation where individuals represent or comment on the school in any capacity. We believe in fostering a positive and respectful environment at all times, ensuring that our actions reflect the values and standards of our school community.

### Code of conduct for Students:

- Students must exhibit good behaviour at all times.
- All students must report to school five minutes before school commences (7:30am).
- Students must not leave the premises till school is over, unless permission has been granted by the Principal and HOS a day before.
- Council members must wear their badges daily.
- Changing classrooms between periods must be done in silence and in an orderly manner.
- Littering is strictly forbidden.
- No books (other than textbooks or library books), magazines or papers should be brought to the school without prior permission from the school administration.
- Lending or borrowing money or other non-academic articles is strictly prohibited.
- Students must clearly label all his/her belongings.
- Engage in learning activities and contribute positively to the classroom environment.
- Actively participate in school-wide initiatives aimed at promoting a positive and inclusive school culture.
- Be regular to school and prompt to classes.
- Refrain from malpractices and use of unfair means during examinations and assessments.
- The use of digital devices during examinations are strictly prohibited, including but not limited to mobile phones, watches, ear phones, neckbands or any other electronic gadgets that may facilitate communication or information ways. Exceptions will be permitted only in exceptional cases where a student with special educational needs requires a device, as identified and approved by the respected department.
- Do not bring mobile phones and other electronic devices to the school without the permission of your teacher/HOS. Additionally, any permitted devices must not contain a SIM card.
- Inappropriate language, including profanity, slurs, or any form of verbal abuse, is strictly prohibited.
- Swearing, shouting, or using aggressive tones is unacceptable in the classroom, on school premises, during school-related activities, or online interactions associated with school.
- Students must refrain from making gestures or using body language that could be considered offensive, disrespectful, or intimidating. This includes but is not limited to obscene gestures, threatening body language, or any actions that could be interpreted as harassment or bullying.
- To follow UAE Cyber security laws and school rules on responsible use of technology.
- Students are required to use the designated student Wi-Fi network and must not connect to any other Wi-Fi networks while on school premises.
- The use, possession, or distribution of vaping devices (e-cigarettes, vape pens) or any tobacco products (cigarettes, cigars, chewing tobacco) is strictly prohibited on school property, during school-sponsored activities, and while traveling to or from school events.



### **Dress Code:**

- All students are expected to wear the prescribed uniform with dignity and pride.
- Students (KG to Grade 11) are permitted to come in coloured clothes on their birthday. However, these clothes should be appropriate for an academic environment.
- Students are not allowed to dye their hair, tattoo their bodies or use nail polish or extra earrings.
- Hair style should be simple and neat. Girl Students with hair up to the shoulders and beyond must neatly maintain it in ponies and plaits. Boys to maintain a proper haircut.
- Students must wear black, well-polished school shoes on all days except on PE days.
- No make-up is permitted (even on birthdays)
- The student ID must be worn to school every day.
- Failure to wear proper school uniform may lead to disciplinary action determined by the administration. If the student continues to violate the policy, stringent action will be taken.

### **Damage To School Property:**

Students must refrain from destroying school property, damaging, or defacing it. If property is damaged, an investigation will be carried out by the Admin officer/ management and after assessing the extent of the damage, the following course of action may be taken:

1. Parents will be notified of the child's actions by the Supervisor.
2. Intentional damage may require that the child be counseled for his/her behavior.
3. If necessary, the child will be made to monetarily compensate the school for the damage.

### **Code Of Conduct In The Bus:**

Parents are advised to ensure the safety of their wards at the pick-up points before boarding and after alighting from the bus.

- Change of address should be notified in writing, promptly to the Administrative Officer.
- Students will be dropped at the same point from where they are picked up.
- Do not keep the school bags in the aisle.
- Do not break the segregation rules in the bus.

To ensure safety of all bus commuters inappropriate behaviour mentioned below must be avoided:

- Standing or Walking in the bus while it is in motion.
- Eating inside the Bus.
- Shouting and using inappropriate language.
- Throwing items inside or out of the bus.
- Damaging the bus.
- Distracting the driver.
- Students must accept the authority of the Driver and attendant.
- Violation of bus rules will result in the student losing their privilege to use school transportation.

### **Student Code Of Conduct During Distance Learning:**

- Must keep their camera on during the class and mute themselves, unless the teacher asks them to unmute.
- Students must adhere to all guidelines provided by the teacher during online activities. This includes being logged in at the start of each lesson, completing all assigned tasks, refraining from advancing or altering lesson presentation slides, and avoiding the posting of inappropriate or offensive comments. These rules apply to all interactions on the school's online platform, including chats, workshops, sessions, seminars, and communications with peers.
- Attend all online lessons as per the time table and in school uniform.
- Be present from the start of each lesson until the end of each lesson.



### Code of conduct for Parents:

- Parents and guardians must not visit the students or teacher/s in the classroom without the permission of the HOS.
- The school is not responsible for goods lost. Parents must refrain from giving students valuable articles or excess money to carry to school.
- Students escorted by personal attendants should not leave the school unattended. In case of a delay, they must report to the school reception.
- Parents must get the Gate Pass/Exit pass signed by the class teacher and HOS, if the student is required to leave either before the end of the school day or is not using the school bus.
- Non-academic electronic gadgets are not permitted unless prior permission has been sought.
- Students availing the school bus are refrained from using any other mode of transport. In case of an emergency, parents may personally take their wards home.
- Reinforce the importance of respectful behavior and adherence to school rules at home.
- Collaborate with teachers and school staff to address any behavioral concerns or issues promptly.
- Support school initiatives aimed at promoting positive behavior and academic success.
- Ensure students attend school regularly and are punctual.
- Encourage open communication between home and school regarding any challenges or successes their child experiences.
- Parents refrain from celebrating their child's birthdays in school by offering treats and gifts. Instead encourage the children to gift a book to their class or the school library.
- Please ensure that requests for early dispersal due to emergencies are communicated to the class teacher and HOS before 9:30 am for KG students and before 11:30 am for the students of grades 1 to 10 on the same day.
- Parents must carry their own transport identity card when picking up their child from school, as well as at the bus pick-up and drop-off points.

### Disciplinary Procedures:

- Violation of the above rules will lead to appropriate disciplinary action.
- In case of first violation, the student will be given a verbal warning by the class teacher and a note will be made in the School records.
- Further violation will lead to the parent being called and a written warning being issued by the HOS.
- Repeated violation for more than two or three times will result in a suspension.
- Latecomers and uniform defaulters will be reprimanded. Repeated violation for more than two times will result in strict disciplinary action.
- A student using unfair means during a test will be given a fresh answer sheet to re-answer the paper. The student will be penalized with severe reduction of marks and be issued a warning letter.
- A teacher may refer a student to the Discipline Committee if the student has exhibited behavior that repeatedly interferes with the discipline of the class.
- Giving gifts to teachers is strictly prohibited. Non-compliance is viewed seriously.

### For truancy:

- If the student is found absconding from class despite attending the school, a warning letter will be issued.
- If the student is found absconding (does not attend the school without seeking parents' permission) the student will be given a suspension for five working days





## Expulsion/Suspension

Behaviour	Types of Offense	Consequences	Procedures
Repeated violations of School Rules	Minor to Major	Suspension: 1-5 days	Incident report filed by teacher Review by disciplinary committee Parents notified and meeting scheduled
Bullying or Harassment	Major	Suspension: 3-10 days Expulsion for severe cases	Immediate investigation Statements from involved parties Parents notified and meeting scheduled
Physical Violence or Fighting	Major	Suspension: 5- 10 days Expulsion for severe cases	Immediate removal from situation Incident report and witness statements. Review by disciplinary committee.
Possession or Use of Drugs/Alcohol/Vaping	Severe	Expulsion	Immediate confiscation and report Police involvement if necessary. Parents notified and meeting scheduled.
Theft or Vandalism	Major	Suspension: 3-10 days Expulsion for severe cases	Incident report and investigation Restitution for damages Parents notified and meeting scheduled
Academic Dishonesty Cheating/ Plagiarism)	Minor to Major	Suspension: 1-5 days	Incident report filed by teacher Academic review and consequences Parents notified
Unauthorized Absence (Truancy)	Minor to Major	Suspension: 1-3 days	Attendance review. Meeting with student and parents Action plan for attendance improvement

- Prior to resorting to School Suspension, Woodlem Park School offers an 'In School Suspension' option, which involves a negotiated arrangement with parents. During this time, the student continues with academic work but is isolated from peers.
- Adequate supervision is provided in a designated area. If the student disrupts the School Reflection Space, violates the contract, or exhibits extreme misbehavior, parents are immediately notified to collect their child.
- The child may only return to school upon agreement to seek assistance from a professional counselor or agency.
- A meeting involving the student, parents, appropriate staff, Vice Principal/Principal, and counselor/agency is convened before readmittance. Return to school is contingent upon the outcome of this meeting, and conditions may be stipulated.
- Persistent breaches of the contract or illegal behavior, posing a threat to others or tarnishing the school's reputation, may lead to expulsion or suspension. Indefinite suspension may follow ineffective previous suspensions in modifying behavior.
- Expulsion involves mandatory withdrawal from the school, precluding further campus access. Upon reintegration, a re-entry plan incorporating a Positive Behavior Support Plan (PBSP) is implemented.



## MOE Expectations Expulsion/Suspension

Suspension or expulsion necessitates a documented history of misconduct incidents and interventions. A fair investigation into the behavioral incident must precede suspension, with full briefing of the KHDA. The process entails:

1. Documented evidence supporting suspension recommendation.
2. Direct notification of parents/guardians by the VP/Principal.
3. Parent meeting to discuss documented evidence outcomes.
4. Parental acknowledgment of outcomes.
5. Approval from the Education Zone or relevant Educational Authority for recommended suspension.
6. Completion of MOE documents in appendices.

## School Counsellor Referral

Woodlem Park School adheres to structured procedures for referrals to the School Counsellor, aimed at addressing concerns regarding students' academic progress or issues related to social, behavioral, or emotional adjustment at school.

Procedures:

- Consult with the School Counsellor for guidance or clarification on the situation.
- Obtain parental or caregiver permission for individual counseling sessions, if required.
- Complete a School Counsellor Referral Form, detailing specific issues and desired counseling objectives. This form can be sent securely via email (marked CONFIDENTIAL) to the designated Counsellor. The Head of section should be informed beforehand. While confidentiality is maintained, under certain circumstances, access to the form may be granted to parents or children (e.g., Privacy Legislation).
- Parents may personally refer their children for counseling, with necessary information shared with school staff only upon parental consent.
- Students may seek counseling assistance with permission from classroom teachers during lesson time or by visiting the counseling office during breaks. An initial introductory session can be provided for immediate emotional support, but ongoing counseling requires parental permission.
- For referrals related to academic progress or cognitive functioning assessment, parental consent for assessment must be obtained before the assessment.
- The School Counsellor will address referrals in the order of receipt, with prioritization by the Counsellor or designated school authorities as needed.

Woodlem Park School strictly prohibits the threat or administration of corporal punishment under any circumstances.

## Concerns/ Grievances/ Bullying:

Woodlem Park School maintains a zero-tolerance policy towards all forms of bullying, harassment, and intentional harm, including those carried out through social media platforms. Instances of proven and intentional bullying may result in immediate suspension of the aggressor from the school.

Parents and students are expected to demonstrate respect for all members of the school community, refrain from breaching confidentiality, defaming, or making threats to any person within the school community.

Woodlem Park School strictly prohibits the threat or administration of corporal punishment under any circumstances.

### Implementation and Compliance:

The administration, faculty, staff, students, and parents are expected to adhere to the principles outlined in this Student Code of Conduct. Failure to comply with these standards may result in disciplinary action as outlined in the policy.

This Student Code of Conduct serves as a guide to maintaining a safe, respectful, and inclusive school environment conducive to learning and personal growth.

### Conclusion:

At Woodlem Park School, we believe in promoting a positive and respectful school community. Our behaviour policy is designed to ensure a safe, inclusive, and conducive learning environment for all students. We encourage students, parents, and staff to be actively involved in maintaining these standards.

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