

## *Student Code of Conduct Policy*

### **Policy Statement**

Woodlem Education is committed to maintaining a safe, respectful, and inclusive learning environment where all students can achieve their full academic and personal potential.

This Student Code of Conduct Policy establishes the standards of behaviour expected from all students and promotes values such as respect, responsibility, integrity, and positive citizenship.

All students are expected to understand and adhere to the standards outlined in this policy. The school community shares responsibility for promoting a respectful, safe, and inclusive learning environment

### **Purpose**

The purpose of this policy is to:

- Promote a positive and respectful school culture.
- Establish clear expectations for student behaviour.
- Support a safe and inclusive learning environment.
- Encourage students to develop responsibility, self-discipline, and respect for others.

This policy applies to all students enrolled in the school and covers behaviour:

- On school premises
- During school activities and educational visits
- While using school transportation
- During online learning or digital platforms associated with the school
- In situations where students represent or are identified as members of the school community
- Students are expected to demonstrate appropriate behaviour at all times.

### **Core Behavioural Values**

- Students are expected to demonstrate the following core values:
- Students must treat teachers, staff, peers, and members of the school community with courtesy, dignity, and respect.
- Students must take responsibility for their actions, behaviour, and learning while following school expectations and guidelines.
- Students are expected to demonstrate honesty in academic work, school activities, and interactions with others.
- Students must act in a manner that protects their own safety and the safety of others.
- Students must respect diversity and support an environment where all individuals feel valued and supported.

### **Personal Conduct and Communication**

Students are expected to demonstrate kindness, empathy, and cooperation in their interactions with others. The school does not tolerate behaviours that may harm others or disrupt the learning environment, including:

- Bullying or harassment
- Verbal abuse or offensive language
- Discriminatory behaviour
- Threatening or aggressive conduct
- Cyberbullying or misuse of digital platforms

### Use of Technology

- Students must use digital devices, school networks, and online platforms responsibly and in a manner that supports learning.
- All technology use must comply with school expectations and relevant laws related to cyber safety and responsible digital behaviour.

### Dress Code

- Students are expected to wear the prescribed school uniform appropriately and maintain a neat and presentable appearance.
- The school uniform represents the identity and values of the school and must be worn with dignity and pride.

### Care for School Property

Students must respect school facilities, resources, and property. All members of the school community share responsibility for maintaining a clean, safe, and well-maintained learning environment.

### Behaviour in School Transport

Students using school transportation must demonstrate safe, responsible, and respectful behaviour that supports the well-being and safety of all passengers and staff.

### Behaviour Outside School

Students represent the school even outside the school premises. Behaviour that affects the safety, well-being, or reputation of the school community may be addressed by the school in accordance with school policies.

### Partnership with Parents

The school values strong collaboration with parents in supporting student development and positive behaviour. Parents are encouraged to reinforce the expectations outlined in this policy and support the school in maintaining a respectful and safe learning environment.

### Consequences of Non-Compliance

Failure to comply with the expectations outlined in this Student Code of Conduct Policy may result in appropriate disciplinary action in accordance with the school's behaviour management framework and applicable regulations of the UAE educational authorities.

Consequences will be fair, proportionate, and aligned with the nature and seriousness of the behaviour. The school is committed to addressing misconduct in a manner that promotes accountability, supports student development, and maintains a safe and respectful learning environment.

\*For detailed operational guidance, please refer to the Student Discipline and Behaviour Management Procedure added below, which outlines the school-specific processes followed at Woodlem Park School, Al Qusais, Dubai.

## Student Discipline and Behaviour Management Procedure

(This procedure applies specifically to Woodlem Park School, Al Qusais, Dubai)

<b>Doc No:</b> WPQ-Student Discipline and Behaviour Management Procedure <b>Owner:</b> WPQ-LLC <b>Document Author:</b> Vice Principal - DCPO <b>Authorised to Edit/ Amend:</b> Senior Management <b>Authorised to Access:</b> All stakeholders	<b>Date of Compilation:</b> April 2021 <b>Version No:</b> 3 <b>Last Review:</b> May 2026 To be reviewed again in April 2027
--	--

### **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. This procedure supports the Student Code of Conduct Policy by outlining the school-level processes for promoting positive behaviour, managing concerns, applying interventions, and escalating serious matters.

**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.
- **Prioritising 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.
- The school implements this procedure in line with applicable UAE educational authority expectations and school behaviour management requirements.

### **Aim, Scope and Significance**

- To share processes, procedures and provisions adopted by the school with all stakeholders and any other interested persons.
- 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, 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 procedure 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.
- Students must report to school on time as per the officially communicated school timing and arrival procedures.
- Students must not leave the school premises during school hours unless approved by authorised school personnel in line with the school's dispersal and safety procedures.
- 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 the use of unfair means during examinations and assessments.
- The use of digital devices during examinations is strictly prohibited, including but not limited to mobile phones, watches, earphones, neckbands or any other electronic gadgets that may facilitate communication or information. Exceptions will be permitted only in exceptional cases where a student with special educational needs requires a device, as identified and approved by the respective

department.

- Students must not bring or use mobile phones or electronic devices on campus unless permitted under the school's Online / E-Safety and BYOD procedures. Where permission is granted, students must follow the approved submission, storage, and collection process. Misuse of devices may lead to withdrawal of permission and disciplinary action.
- 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 travelling 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 ponytails and plaits. Boys are 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 the 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 school property. If the

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 counselled for his/her behaviour.
3. If necessary, the child will be made to monetarily compensate the school for the damage.

#### **Code of Conduct on 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 off 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 on the bus.
- To ensure the 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 timetable and in a school uniform.
- Be present from the start of each lesson until the end of each lesson.

#### **Student Behaviour Outside School Premises (Off-Campus Conduct)**

## Scope and Applicability

Woodlem Park School recognises that students' behaviour outside the school campus can have a direct or indirect impact on:

- Student safety and well-being
- The reputation and integrity of the school
- The emotional, psychological, and physical safety of other students.

**Accordingly, this procedure applies to student behaviour occurring outside school premises, where there is a clear connection to student safety, wellbeing, safeguarding, school discipline, peer relationships, school operations, or the reputation of the school, including but not limited to:**

- After school hours
- Weekends and holidays
- Travel to and from school
- Online and digital spaces
- Public places, private gatherings, or community settings.

## Where such behaviour:

- Involves students of Woodlem Park School, **or**
- Is reported to the school by parents, law-enforcement agencies, or credible third parties, **or**
- Has a safeguarding implication or reputational impact on the school.

## Types of Off-Campus Inappropriate Behaviour

The following behaviours, when occurring outside the school campus, will be treated as serious concerns:

- Physical fights or violent altercations between students
- Harassment, intimidation, or bullying (including cyberbullying)
- Use of abusive, threatening, or sexually inappropriate language or conduct
- Possession, use, or exposure to prohibited substances (including vaping, alcohol, drugs)
- Filming, sharing, or circulating inappropriate content involving students
- Behaviour that brings disrepute to the school or causes harm to others
- Any behaviour that raises **child protection or safeguarding concerns**

## **Immediate School Actions Upon Report of an Off-Campus Incident**

**Upon receiving information about an off-campus incident involving students, the school will:**

### **1. Acknowledge and Record the Incident**

- Record the concern in writing with date, time, source, and nature of the information.
- Preserve any available evidence (screenshots, messages, photographs, videos, witness accounts).

### **2. Conduct a Preliminary Review**

- Assess whether the incident involves:
  - Safeguarding risk
  - Physical harm
  - Emotional or psychological harm
  - Legal implications
- Determine whether immediate protective measures are required.

### **3. Safeguarding Escalation (Where Applicable)**

- Any incident involving violence, sexualised behaviour, exploitation, coercion, or threat to safety will be **immediately referred to the Designated Child Protection Officer (DCPO)**.
- Safeguarding procedures will take precedence over disciplinary actions.

## **Investigation and School Response**

**Where the incident warrants school intervention, the following steps will apply:**

- The **Vice Principal / Principal** will oversee the process.
- Statements will be collected from the involved students.
- Parents of all involved students will be informed and invited to meetings.

**The school may liaise with:**

- KHDA
- Community Development Authority (CDA)
- Dubai Police or other relevant authorities ,where required.

The school's response will be:

- Proportionate
- Fair
- Evidence-based
- In line with safeguarding obligations

### Disciplinary Measures for Off-Campus Behaviour

If the investigation confirms inappropriate behaviour, disciplinary action may include one or more of the following:

- Written warning
- Behavioural contract
- Mandatory counselling or external professional support
- In-school suspension
- Out-of-school suspension
- Conditional re-admission with a behaviour support plan
- Expulsion (for severe or repeated incidents)

The **severity of the consequence** will depend on:

- Nature of the behaviour
- Age and maturity of the student
- Impact on others
- Previous conduct record
- Safeguarding risk involved

### Physical Fights Outside School Hours

In cases where students are involved in **physical fights outside school hours**, the school will:

- Treat the incident as a **major disciplinary offence**
- Conduct an internal investigation irrespective of where the incident occurred

- Apply disciplinary consequences as per the Student Code of Conduct Policy and this procedure
- Refer the matter to safeguarding authorities if there is:
  - Repeated violence
  - Serious injury
  - Risk of ongoing harm

The school reserves the right to take appropriate action where off-campus behaviour affects student safety, wellbeing, safeguarding, school discipline, peer relationships, school operations, or the reputation of the school.

### **Cyber and Online Behaviour Outside School**

Online behaviour occurring outside school hours but involving:

- Students of the school
- School-related platforms
- Harmful or abusive conduct

will be treated as a **school disciplinary and safeguarding matter** and addressed under:

- Anti-Bullying Policy
- Cyber Safety / Online Safety Policy
- Child Protection and Safeguarding Policy

### **Parental Responsibility and Cooperation**

#### **Parents are expected to:**

- Inform the school promptly of any serious incidents involving their child
- Cooperate fully with investigations
- Reinforce expectations of respectful and lawful behaviour outside school
- Support intervention plans and professional referrals where required

Failure to cooperate may impact the school's ability to ensure student safety and may influence disciplinary outcomes.

### **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 violations for more than two or three times may result in further disciplinary action, including suspension where appropriate and in line with school procedures and regulatory expectations.
- 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 penalised with a 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 behaviour that repeatedly interferes with the discipline of the class.
- Giving gifts to teachers is strictly prohibited. Non-compliance is viewed seriously.

### **For Truancy:**

- If a student is found to have absconded or remained absent without parent/school permission, the matter will be reviewed and may result in disciplinary action, including suspension where appropriate and in line with school procedures and regulatory expectations.

### **Expulsion/Suspension**

Behaviour Category	Examples of Offences	Severity Level	Consequences	Procedures & Actions
Repeated Violations of School Rules	Non-compliance with school rules, defiance, repeated classroom disruption, ignoring instructions	Minor → Major (based on frequency and impact)	Warning → Detention → Suspension (1–5 days)	Incident report by teacher → Review by Discipline Committee → Parent notification → Mandatory parent meeting → Behaviour improvement plan
Bullying & Harassment	Verbal abuse, intimidation, cyberbullying, social exclusion, discriminatory remarks	Major	Suspension (3–10 days); Expulsion in severe/repeated cases	Immediate investigation → Written statements from all parties → Safeguarding review → Parent notification → Counselling and corrective measures
Physical Violence / Fighting	Hitting, pushing, assault, threatening behaviour, possession of objects used as weapons	Major	Suspension (5–10 days); Expulsion for severe cases	Immediate separation → First aid if required → Incident & witness reports → Disciplinary Committee review → Parent meeting
Possession / Use of Prohibited Substances	Drugs, alcohol, vaping devices, tobacco, misuse of medication	Severe	Immediate senior leadership review; suspension or expulsion may be considered depending on severity and applicable regulatory requirements	Confiscation → Senior leadership intervention → Parent notification → Police involvement if legally required → Mandatory counselling
Theft, Damage, or Vandalism	Stealing property, damaging school or personal property, graffiti	Major	Suspension (3–10 days); Expulsion for severe/repeated cases	Investigation → Incident report → Restitution/repair costs imposed → Parent meeting → Behaviour contract
Academic Dishonesty	Cheating in exams, plagiarism, impersonation, use of unfair means	Minor → Major	Academic penalty → Suspension (1–5 days if repeated)	Academic review → Incident documentation → Grade consequences as per assessment policy → Parent notification

Unauthorized Absence / Truancy	Skipping classes, leaving campus without permission, prolonged unexplained absence	Minor → Major	Warning → Suspension (1–3 days)	Attendance review → Counsellor intervention → Parent meeting → Attendance improvement action plan
Misuse of Technology	Inappropriate online activity, recording without consent, misuse of devices	Minor → Major	Device confiscation → Suspension	Digital evidence review → Incident report → Parent notification → Digital citizenship counselling
Disrespectful or Inappropriate Conduct	Disrespect towards staff/students, abusive language, gestures	Minor → Major	Warning → Detention → Suspension	Incident documentation → Counselling → Parent communication → Behaviour monitoring
Safety Violations	Running in restricted areas, ignoring safety instructions, lab/playground misconduct	Minor → Major	Warning → Restricted access → Suspension if repeated	Immediate correction → Incident report → Parent notification if risk involved

- 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 misbehaviour, parents are immediately notified to collect their child.
- The child may only return to school upon agreement to seek assistance from a professional counsellor or agency.
- A meeting involving the student, parents, appropriate staff, Vice Principal/Principal, and counsellor/agency is convened before readmittance. Return to school is contingent upon the outcome of this meeting, and conditions may be stipulated.
- In serious cases, the school may apply temporary suspension pending review, subject to applicable school procedures and regulatory requirements.
- Expulsion or permanent withdrawal will only be considered in serious or repeated cases, subject to due process, documented evidence, parent communication, Senior Leadership approval, and applicable regulatory requirements. Where a student returns after suspension, a re-entry plan and

Positive Behaviour Support Plan may be implemented.

### **MOE Expectations Expulsion/Suspension**

Expulsion or permanent withdrawal will only be considered in serious or repeated cases and will be subject to due process, documented evidence, parent communication, Senior Leadership approval, and applicable regulatory requirements. The process entails:

- Documented evidence supporting suspension recommendation.
- Direct notification of parents/guardians by the VP/Principal.
- Parent meeting to discuss documented evidence outcomes.
- Parental acknowledgement of outcomes.
- Approval, notification, or consultation with the relevant educational authority, where required.
- Completion of MOE documents in the 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, behavioural, 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 counselling sessions, if required.
- Complete a School Counsellor Referral Form, detailing specific issues and desired counselling 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 counselling, with the necessary information shared with school staff only upon parental consent.**

- Students may seek counselling assistance with permission from classroom teachers during lesson time or by visiting the counselling office during breaks. An initial introductory session can be provided for immediate emotional support, but ongoing counselling 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 prioritisation 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. Proven and intentional bullying may result in serious disciplinary action, including suspension where appropriate, following investigation, safeguarding review, parent communication, and applicable school procedures.

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 this procedure and related school policies.

This procedure supports the Student Code of Conduct Policy by providing school-specific guidance for maintaining a safe, respectful, and inclusive learning environment.

### Conclusion:

At Woodlem Park School, we believe in **promoting** a positive and respectful school community.

This procedure is designed to support a safe, inclusive, and conducive learning environment for all students. We encourage students, parents, and staff to be actively involved in maintaining these standards.

This is a controlled document. Unauthorized access, copying and replication, either in whole or part Without the written permission of the owner and author, is prohibited. The owner/ author reserves the right to review, amend and modify any part of this policy before or after the stated review date as they deem fit.