

## 1. Policy Statement

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Amity International School believes that it is a basic entitlement of all pupils to receive their education free from humiliation, oppression and abuse. It is the responsibility of all adults working within our schools to ensure that children learn in an atmosphere which is caring and protective. Bullying of any kind is unacceptable in our school.

## 2. Aims

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The aims and purpose of this policy is to:

- To protect students and prevent the exploitation, bullying, physical and/or sexual abuse, insult or harm of any other kind which students may face, and to identify those who may have suffered harm.

## 3. Practice and Procedure

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Amity International School's Code of Conduct requires us all to show courtesy, respect and tolerance for others. All members of the school community (pupils, teachers and operational staff) should be free from fear of bullying. Everyone should feel able to speak out and report any concerns about bullying in the knowledge that they will be listened to and that the matter will be investigated.

### 3.1 Definitions

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Bullying is any behaviour which is intended to hurt someone in any way or to make someone feel uncomfortable or unhappy. Bullying can take many forms and can include:

- Emotional, psychological or physical abuse and other forms of victimisation;
- Threatening or aggressive behaviour;
- Making offensive comments about someone (including comments related to their race, religion, sexuality, disability or a special educational need);
- Taunting, mocking, name calling, teasing or saying untrue things about a person;
- Pushing, hitting or kicking;
- Taking money or other things from a person, without their consent or by use of force or pressure;
- Excluding people from groups;
- Spreading hurtful and untruthful rumours;

- Cyber-bullying - defined as the use of electronic and information devices, such as email, instant messages, text messages, mobile phones and websites to send or post messages or images that may harm an individual or a group.

### 3.2 Promoting a Bullying Free Culture

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Amity International School prides itself in its culture of kindness. The school maintains an atmosphere of mutual respect, trust and courtesy between students, teachers, staff and administrators.

Bullying is least likely to occur in schools where:

- all staff have an opportunity to discuss bullying
- the deployment of rewards and punishments is seen to be fair
- staff do not tolerate aggressive and violent behaviour
- all staff see themselves as role models for the children in their care
- all staff feel comfortable about sharing information and where that information affects decisions made.

#### 3.2.1 Reinforcing Student Behaviour

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The school uses strategies and frameworks that recognise, reward and reinforce positive behaviour whilst outlining necessary sanctions to parents and pupils in accordance with the school's Behaviour Policy aligned to ADEK guidelines.

#### 3.2.2 Co-dependent factors for positive student behaviour:

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- Heritage and culture
- Positive School environment
- Management of student behaviour
- Partnerships with Parents/Guardians and the local community

#### 3.2.3 Student Code of Conduct

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All students must respect the main code of conduct. This states the following:

All students will:

- Comply with the rules of the school
- Take pride in your school uniform and follow the dress regulations
- Follow the instructions of staff promptly

- Stay within the bounds of the school
- Arrive at school and at lessons on time and justify any poor punctuality and absence
- Demonstrate a positive attitude to your studies and high expectations of what you can achieve; strive for excellence
- Complete homework to the best of your ability and on time
- Behave responsibly, and in a manner that does not endanger the safety and welfare of yourself and others
- Take good care of your possessions. Make sure they are named
- Respect and care for the facilities and property of others and of the school
- Promote a positive school community. Be an active contributor and a positive role model to others by being courteous, kind and respectful to all staff, pupils, their families, and members of the community
- Behave responsibly so as not to disrupt the learning of others
- Commit to the heritage and culture of the UAE by being honest and dignified in your behaviour

The school holds three behaviours in high disdain and pupils who commit these acts are likely to have their place at the school removed subject to affirmation of such behaviour following an investigation. These are:

- Systematic Bullying
- Theft
- Involvement in illegal or dangerous behaviour

Supplementary Codes of Conduct exist specific to:

- behaviour
- use of the library
- use of IT on school premises
- use of lockers
- bus travel
- school field trips
- extra-curricular activities.

### 3.3 School Procedures for Guiding and Disciplinary Action Following Misconduct

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The school uses the guidance and disciplinary actions advised in the “Guidance to Schools on Managing School Behaviour” published by its regulator to encourage students to understand why their behaviour is unacceptable and how to behave better in the future.

In their response to incidents of student misconduct, the school shall take into consideration the students' individual circumstances and personalities, including the social, emotional, and psychological factors that may underlie a student's behaviour. Managing students' misconduct must be consistent with the following:

### 3.3.1 Disciplinary Actions

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The School conforms with the ADEK disciplinary policy categorising students' misconduct into three levels. Each level is assigned appropriate advised disciplinary action. These categories are as follows:

#### **Level One**

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

- 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

#### **Level Two**

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:

- Skipping classes or School.
- Sneaking into School after school hours without the presence of supervisors.
- Using abusive or inappropriate language toward peers and/or teachers.
- Fighting with other students and/or bullying them.
- Theft.
- Vandalising 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 Three

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

- 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.

#### 3.3.2 Banned Disciplinary Actions

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It is forbidden to use any of the following methods as disciplinary actions:

- 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 from using washroom facilities or consuming food.

#### 3.3.3 School Disciplinary Committee

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The School has a 'School Disciplinary Committee' to review and discuss student behavioural issues. The remit of this committee is to ensure that:

- All disciplinary actions are fair and equitable to all students without exception.
- All disciplinary actions are appropriate to the student's age and the severity of the misconduct as per the levels identified in this policy.
- That a transparent and fair appeals process for sanctions is available to students, Parents and/or Guardians.

The School Disciplinary Committee shall keep a record of the disciplinary offences of each student and the actions taken in response.

### 3.3.4 Confidentiality

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The schools, ADEK and any supervisory authorities shall treat all information about students' behaviour as strictly confidential.

### 3.3.5 Students with Special Educational Needs

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Students with special education needs are required to follow the same rules and conduct as other students. However, any disciplinary action for a student with special education needs must take into account the nature of the student's special education need and the Individual Education Plan for that student.

Students with special education needs must not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.

The implementation of a School code of conduct shall not generally differentiate between students with special education needs and other students.

## 3.4 Procedures for Distribution of the Codes of Conduct and Behaviour Procedures

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This code is distributed to all students and their Parents/Guardians at the beginning of each school year and is discussed and referenced from time to time with students, staff, and Parents/Guardians to ensure that it is understood throughout the School community.

## 3.5 Suspension, Exclusion and Expulsion of Students

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The School will not expel or dismiss a student, or require him/her to leave the School, against the wishes of their Parents/Guardians, without first obtaining written approval from ADEK. The school obtains the approval of ADEK for the terms and implementation of its behaviour policy including its procedures for expulsion. This policy is then published and made accessible to Parents/Guardians.

In drafting these terms, the School sets out to comply with ADEK's related regulations and policies and the guidance included in the ADEK's "Guidelines for Managing Student Behaviour in Abu Dhabi Schools".

### 3.5.1 Guidelines for Suspension and Expulsion

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The school provides give opportunities to help students act positively before any disciplinary action is escalated. It never requires students to leave the School for any period of time as a disciplinary action without going through the formal staged procedures as set out above in section [3.3.3 Staged Approach for Dealing with Wilful or Persistent Misconduct](#) in the school's behaviour policy.

The School will in every case look for alternative ways to handle and rectify a student's unacceptable behaviour before giving consideration to the expulsion of the student. Formal discipline may include measures that range from a verbal warning, to a written notice, suspension, disciplinary transfer or expulsion. Failure to comply with one type of discipline will lead to increasing severity and consequences. The School will use both temporary and permanent suspension measures very cautiously and judiciously. The School believes all students are entitled to an education and because expulsion can lead to depriving students of an education and therefore the loss of protection, social order and general progress toward maturity it is used only as a last resort.

### *3.5.1.1 Temporary Suspension*

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Temporary suspension is only considered in circumstances where:

- it is necessary to provide respite from behaviour that is seriously disruptive to the normal life of the School
- the behaviour poses a threat to the safety and welfare of other members of the School,
- Levels 2 and 3 of misconduct (see [3.3.1 Disciplinary Actions](#) above) and where all other attempts to correct the disruptive behaviour have been unsuccessful.

The Principal, through the School Disciplinary Committee which he chairs, will only suspend the concerned student after following formal discipline measures. The Principal ensures that a staged approach is followed to correct the student's misconduct, reviews the documented history of misconduct incidents and notifies Parents/Guardians and ADEK of such.

The period of suspension must not exceed five school days.

### *3.5.1.2 Expulsion*

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Expulsion applies only to students who have been suspended from studying because of repeated disciplinary infractions and those who are above the mandatory school age. The School Disciplinary Committee must seek ADEK's approval in order to expel a student from the School. Students have the right to seek out alternate education institutions.

## **4. Assessment and Record Keeping**

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Records of positive behaviour and misconduct are stored as follows:

- 1) Using the School's MIS system, iSAMs/Wellbeing Manager
- 2) On the 'Class Dojo' system in the primary school

- 3) In the student files

## 5. Staffing and Resources

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### 5.1 The School's Owner and Board of Trustees:

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- Reviews and approves the School's behaviour and discipline policy, and ensure that the Behaviour Policy is fully compliant with the requirements of the Council's regulations and policies.
- Monitors the School's implementation of its Behaviour (and Expulsion) Policy.
- Creates a School Disciplinary Committee.
- Review and approve the School's policy terms with respect to expulsion, and ensure that such policy is compliant with ADEK's regulations, policies and guidelines.
- Ensure that the School adopts a robust policy prohibiting all forms of corporal punishment.

### 5.2 The School Principal and School Leadership Team:

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- Develops and Implements the School's behaviour (and expulsion) policy and related procedures.
- Ensures, through regular review of the Behaviour Policy, involve students, Parents/Guardians, teachers and other staff, that the importance of the Behaviour Policy is understood and accepted by all members of the School community.
- Maintains accurate records of all suspensions or expulsions of students
- Seeks approval from ADEK before expelling any student
- Follows scrupulously the Council's required processes in response to alleged corporal punishment, reporting the incident to the Council immediately and presenting a report to the Council within 24 hours of the incident, knowing of the incident or suspecting it to have occurred inside the School
- Chairs the School Disciplinary Committee.

### 5.3 Teachers:

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- Teach students to recognise the various forms of cyber-bullying and know what steps to take if confronted with that behaviour.
- Observes and reinforces student positive behaviour.

## 6. Associated documents

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- Policy 50: Student Behaviour Policy Corresponding to Article (55) of the Organising Regulations
- Policy 51: Expelling Students Corresponding to Article (56) of the Organising Regulations



- Policy 52: Corporal Punishment Corresponding to Article (57) of the Organising Regulation
- “Guidelines for Managing Student Behaviour in Abu Dhabi Schools”
- Amity International School Codes of Conduct
- Amity International School behaviour management procedures (specific to the Foundation, Primary and Secondary Schools)

## 7. Monitoring and Review

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This policy is monitored on a yearly basis by the Principal and SLT.

### Change History Record

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Version No.	Description of Change	Owner	Date of Issue
1.0	Adoption of the Policy	Adrian Frost - Principal	Apr 2019
1.1	Minor revision of the policy	Lynne Thompson – Head of Wellbeing	Aug 2021
2.0	Revision of the policy	Elizabeth Clancy – Deputy Head – Pastoral	Sept 2022