



مدرسة دار الهدى الإسلامية DARUL HUDA ISLAMIC SCHOOL

Recognized by the Department of Education and Knowledge (ADEK) U.A.E. License No. 293/1
Affiliated to the Central Board of Secondary Education, Delhi (India), Affi. No. 6630036
Member of the CBSE Affiliated Schools in the Gulf.

STUDENT BEHAVIOUR

POLICY NO: 50

Purpose:

The school is committed for shaping an up-to-date educational setting acceptable to all stakeholders, namely leadership, students, teachers, administrators and parents. In order to realize school's vision and mission and also to facilitate its day to day functions smoothly school establishes a well-designed system and a set of rules, regulation and code of conduct for controlling all educational activities and procedures.

In order to embed core values and ethical principles in pupils, school formulates a sound policy of Students' Code of Conduct and school further more commits itself to sensitize staff members, students and parents with the policy to sustain a healthy and vibrant school atmosphere. The acceptable and healthy behaviours are appreciated and rewarded where as unacceptable and negative behavioural patterns are shunned and nipped in the bud.

Promoting Positive Behaviour

School promotes a positive behaviour and wellbeing among the students. School recognizes the works of the students and they are rewarded appropriately. School provides opportunities for the students to take part in curricular, co-curricular activities and extra-curricular activities which help them develop positive culture and attitude.

- Students' are rewarded every time they make progress in their curricular and co-curricular activities.
- Students are given rewards in the form of commendations, certificates, trophies, social rewards etc. whenever they show positive behaviour in and around the classroom.
- Students are given adequate opportunities to take part in inter and intra school competitions and their works are duly rewarded.





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- Provisions are set to develop positive behaviour and wellbeing through guided curriculum and their personality development is individually monitored by class teachers.

School Disciplinary Committee:

It is one of the school's management committees assigned to handle students' educational and behavioural issues and it also considers the measures to be taken to expedite positive students' behaviour. The committee review and discuss students' behavioural issues and may impose disciplinary actions if needed, provided that disciplinary actions by the committee must be fair and equitable to all students without exception. All disciplinary actions shall be appropriate to the student's age and the severity of the misconduct as per the levels identified in this policy. A transparent and fair appeals process for sanctions will be available to students and Parents/Guardians.

The School Disciplinary Committee shall keep a record of the disciplinary offences of each student and the actions taken in response, on the e-SIS system, including uploading all supporting reports for all offenses and actions taken. Schools, ADEK and any supervisory authorities shall treat all information about students' behaviour as strictly confidential. The committee also reviews the policy periodically and ensures the practice of provisions of students' code of conduct effectively.

The Discipline Committee consists of: Principal, Vice principal, Supervisors, Counselor/social worker.

Students' Code of Conduct (General)

School adopts a positive and constructive Students' Code of Conduct to facilitate smooth & healthy functioning of school. All stakeholders including students & parents have been already sensitized to the rationale, principles and procedures of the Students' Code of Conduct.

1. Every student should respect and comply with all the rules of the school and takes responsibility for his own actions.





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2. Every student should respect differences in people, their ideas, culture and their opinions.
3. Every student should treat one another with dignity and respect at all times, and especially when there is a disagreement. She/he must treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender or disability etc.
4. Every student should show obligation to the heritage and culture of the UAE.
5. Every student should strive to enhance the very reputation of the school.
6. Every student shall respectfully greet the teachers of the institution on the occasion of her /his first meeting on the day.
7. Every student should respect the right of others.
8. Every student must show proper care and regard for school property and the property of others.
9. Every student take appropriate measures to help those in need and seek the assistance from a member of the school staff, if necessary, to resolve problems peacefully.
10. Every student respects the need of others to work in an environment that is conducive to learning and teaching.
11. Every student shall refrain from bringing things such as weapons, explosives, sharp objects etc. to school that may compromise the safety of others.
12. During school hours students are not allowed to receive visitors.
13. Students need to wear neat, clean and ironed uniform daily. Irregular attention, insubordination to teachers, habitual inattention to school work, obscenity in words or actions, bullying and cheating in the examination are treated as violation of students' Code of Conduct.
14. Speaking English is enforced in the school, within the campus and the school bus.





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15. Students have the responsibility to keep the school premises neat and clean. Litter must be put in the dust bins provided.
16. It is forbidden to write or scribble on the walls, buses and property of school. Scratching/spoiling the desks/ chairs/bus seats/curtains or any damage done to school property is liable to disciplinary actions. Damage done accidentally should be reported, at once, to the class teacher or the supervisor.
17. Students are responsible for the custody of their books and belongings. They are advised not to bring any valuable things to the school without prior permission.
18. No student should leave the school premises during the working hours except by the special permission of the Principal. Parents may take permission from the school
19. Administration if he/she wishes her child to be granted permission to leave the campus earlier than the normal school time.
20. Students are strictly forbidden to wear or bring gold or any expensive ornaments like bangles, bracelets, rings, anklets, pendants, chains, necklaces etc. to the school.
21. Every student is responsible for the safe keeping of his/her belongings, money, books or anything else and school does not take any responsibility for their loss.
22. No presents/ gifts may be given to staff member.
23. At all times students are expected to be polite and courteous towards other students, staff and elders. Parents of own transport children and those who come on foot from the vicinity, are requested to make sure that their children always reach the school and return home safely and on time.
24. Class monitors are appointed by the Class Teachers to work with school staff, particularly class teachers, to ensure smooth day to day running of the class room. Class monitors play an important role in generating a healthy ambience in their respective class rooms.





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Students' Code of Conduct (School Bus)

The students need to follow basic rules in school bus in order to ensure the safe and comfortable journey. The student must:

1. Be present at the place where he/she boards the bus or else parent will be responsible for bringing him/her to the school.
2. Board the bus in an orderly manner.
3. Be seated at all times in the place assigned by bus supervisor and fasten the seat belt once seated.
4. Listen to the instructions of the bus supervisor and driver.
5. Abstain from jumping, standing, shouting, fighting while the bus is moving.
6. Behave politely with others.
7. Abstain from holding any sharp objects in hand.
8. Not ruin damage or alter any of the bus equipment/apparatus.
9. Not open the windows while bus is moving.
10. Refrain from eating in the bus.
11. Not complete homework/assignments or use electronic gadgets in the bus.
12. Not dispose of any garbage in or out of bus.
13. In case if the parents are not available at home/ drop off point when the student arrives, he/she will be brought back to the school. Then the parent has to collect his/her child from the school.
14. The school has the right to withdraw any student from the bus services in case of violation of bus rules.





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Students' Code of Conduct (Laboratory):

1. Students must always follow the instructions of lab in-charge /teacher.
2. Students must ask their teacher if they are not sure how to do lab activities .
3. It is strictly banned to eat or drink in the lab.
4. Students must always take safety measures like wearing lab coat, safety goggles, face mask etc while doing any experiment that may be dangerous.
5. Students should not play with fire and electrical switches.
6. Students can enter into the lab only after getting permission and they should not rush into the lab.
7. No work is carried out/object or equipment is touched or operated without the permission of in-charge staff.
8. Students should always keep the lab clean and tidy.

Students' Code of Conduct (Library)

The school has a well-equipped library facility. In order to maintain its functions smoothly students must follow the basic rules in library.

1. Silence is to be observed at all times.
2. Students must behave in such a way that they should not disturb or hinder the operations of the library.
3. Food and drink must not be consumed within the library.
4. The marking, defacing, mutilating or alternating of books or services provided by the library is strictly forbidden.
5. Electronic gadgets are not allowed to use in the library without the permission of librarian.





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6. Talking and playing are not allowed in the library.
7. The librarian has the right to inspect any books in the possession of any person leaving the library.
8. Journal, magazines, literature, reference books and newspapers cannot be taken out of library.
9. Students can borrow one book at a time and it needs to be returned within 7 days.

Students' Code of Conduct (School Clinic)

Students must:

1. Give all necessary personal as well as family health information to the school clinic in order to receive suitable health care.
2. Follow the physician's/nurse's instructions and comply with the agreed upon care.
3. Be accountable for the consequences of disregarding instructions of the health care provider and/or treatment plan and recommendations.
4. Respect and consider the feelings of other patients as well as care providers.
5. Refrain from using abusive language and/or anti-social behaviour, shouting etc.

Students' Code of Conduct (School field trips & Extra-curricular activities)

Students are given opportunity to take part in extra-curricular activities and school field trips organized by school administration. Extra-curricular activities refer to a range of meaningful complementary programs that extend and enhance the taught curriculum and develop the potential of all students whether on-campus or off-campus (e.g. field trips, social or physical activities like sports etc.). These additional optional programs or activities may be offered in several ways and cover a variety of areas of student development and student interests, taking into account the religious, social and cultural norms of the UAE.





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School ensures a safe, risk-free and healthy environment for students and staff during these extra-curricular activities.

Purposes of these activities include:

To ensure that all Schools provide additional activities for a wide range of students' needs and interests in order to help them develop as healthy, confident, creative, socially adept and culturally aware individuals.

To guide Schools with regard to organizing extra-curricular activities and graduation ceremonies in terms of financial cost, supporting services and participants.

The policy includes the following:

1. School provides a wide variety of extra-curricular activities that help student develop mentally, physically and socially.
2. School ensures a safe, risk-free and healthy environment for students and staff during these extra-curricular activities.
3. Extra-curricular activities will not be conducted when compulsory classes are taking place. Such activities normally take place before the beginning of classes, during breaks, after the end of the compulsory school day and on weekends or during School holidays.
4. If any extra-curricular activity requires payment of fees by students, the School will set the fees at a reasonable and affordable level to enable the majority of students to participate. However most of the activities are offered to students free of cost. School will not make any profit from these activities.





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5. All extra-curricular activities shall consider religious, cultural and social norms of the UAE and the morals, customs and traditions of UAE society, and must abide by the ADEK requirements as follows:
- Written Consent Forms:** Every participating student must have a prior signed written consent form from his/her Parent/Guardian to take part in any School extra-curricular activity. The consent form will be retained as a reference document with the responsible staff member. This form will provide all essential information to Parents/Guardians such as the type and objective of the activity, duration, place, cost (if any), and name of School supervisors, contact details and transportation arrangements.
 - Proper Supervision at all Times:** Schools will provide adequate and qualified adult supervision for all School activities, including local trips and trips abroad as well as recreational, break and play times. Supervisors will take into account the nature of the activity and the ages and numbers of participating students, and will ensure that an emergency plan has been prepared. Students will not be left unsupervised at School at any time, whether before, during or after the day's lessons and/or during extra-curricular activities. Students attending after-School activities or field trips will be supervised until they are picked up by authorized people or are delivered home via School transportation. Schools shall accurately and continuously record students' attendance at all School extra-curricular activities.
 - The Availability of Medically Qualified Staff and Risk Assessment:** Whenever sporting or other extra-curricular activities take place, a qualified person shall be on duty to provide emergency first aid services. A first aid kit must be available at all times to administer emergency treatment to an injured or sick person before professional medical care is available. The School shall conduct risk assessments for all extra-curricular activities and ensure that all such activities are managed at all times in a safe and secure manner.
 - The ADEK's Permission:** Schools will apply for the Council's PSQA Sector for permission to conduct the extra-curricular activities stated below two months in





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advance of their start. Schools shall indicate these extra-curricular activities in the School calendar.

- All activities that involve personnel from outside the School.
- All activities that take place during holidays and rest days.
- Off-campus activities which take place inside the UAE and which exceed one day.
- Activities outside the UAE.

Disciplinary Actions

The students' misconduct fall into three levels. They are as follows:

Level One - Any behaviour that results in disruption of the teaching and learning environment, which may include:

- 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 (e.g. vandalizing bus seats).

