



New Academy School

Code of Conduct Policy

Version – 3

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1 - Introduction

It is the right of every individual and group at NAS to feel safe and to have a peaceful, dignified existence, without being hindered by the behavior, attitude or noise level of others. In order that this may happen, it is essential that every member of the school community is:

Considerate - respecting other individuals' right to a peaceful, dignified existence making sure that words and actions do not cause inconvenience or offence to others;

Courteous - being polite and helpful at all times;

Co-operative - being willing to work with others;

Friendly - being on good terms with others;

Hardworking - doing our best;

Honest - being truthful; respecting the property of other people;

Respectful - of the culture, values and traditions of others;

Responsible - being accountable, reliable and responsible for our actions.

What this means in practice is that each student should:

Be Punctual - always arrive to school & class on time;

Speak Considerately - avoid shouting, swearing and offensive language;

Be ready for lessons - have the necessary materials;

Clear Up - after lessons and break, use the rubbish bins;

Be Safe and Sensible - move in an orderly way - avoid running and use paths; hold doors open for other people; be aware of our own & others' safety;

Negotiate - if I know there might be a problem, go and talk about it to relevant person (Class teacher, Supervisor, SC or HOS).

Respect - for authority, property and the rights of others.

1.1 - NAS staff is committed to:

a- Maintaining a caring school environment which fosters self-esteem, where young people are accepted, respected and listened to.

b- Being alert and responding to signs of distress or suspected incidents of harassment and bullying in class and at play areas.

c- Providing appropriate counseling & support to both bullied & bullies.

Refer to [appendix 1 "attached"](#) and [child protection policy](#).

d- Ensuring that supervision duties are carried out proactively & responsibly to ensure student safety.

e- Following-up all reported cases of bullying or harassment.

1.2 - NAS Stepped Approach to Behavior Management:

As per UAE law & NAS policy, corporal (physical) punishment & humiliation are strictly prohibited. Any teacher using physical punishment (including putting in the

sun as a punishment, hitting, slapping, pinching, pushing, dragging, denying water or toilet trips (when it is necessary and urgent) , name-calling, swearing, insulting etc) will be disciplined.

2. Students Code of Conduct Policy

Students should reflect the good name of the school by conducting themselves and their manners (courteousness, good manners, self-esteem, leadership skills and professional level of conversations) in all aspects.

2.1 – Absenteeism

1. In all cases of absence, parents/guardians should notify the school (section supervisor) through an email (orison) or a phone call.

2. Prior sanction must be sought from the HOS through a written application signed by the VP or P, in case of absence exceeding three days.

3. To meet the school’s attendance criteria, 90% attendance is compulsory.

4. Authorized leave “AA” (as per orison):

4.1 Absences due to medical (Chicken Pox...), Hajj, outside the country treatment, death or other family reasons.

4.2 If suffering from infectious diseases must refrain from attending the school until the completion of the approved medical leave from the special doctor. (Medical certificate of clearance will only give him the permission to attend the school).

5. Irregularity in attendance will be viewed seriously and insufficient attendance could lead to:

5.1- Loss of conduct marks. **“Appendix 4”**

5.2- Detention during the current academic year and even for the next academic year as per the procedure below.

<i>Number of ‘absent’ per short period of time:</i>	<i>Action by NAS Staff</i>
Four (4) incidents of absenteeism in a short period of time such as a month.	Written warning to student and signed by parents. Absent days will be noted in the students’ progress reports.
Up to an additional (3) instances of absenteeism in a short period of time.	Parents and students to be called to a meeting with the principal. Parents and student to sign a written pledge not to repeat the offense. Absent days to be noted in students’ progress reports.
Any additional incidents to the above.	Decision might be: Community hours at the school or beyond. Detention from breaks, trips or PE lessons. Temporary suspension for up to three days where the student will receive a zero on any test administered during suspension days. A written notice announcing refusal to re-enroll the student in the school for the following academic year.

2.2 – Late Comer’s

The school day begins at **7:30am for students**. **Registration/ Homeroom time (7:30- 7:40am)** is an important time for the Homeroom teachers to discuss important notices, attend assemblies, and follow-up with students.

We follow a stepped approach to discipline, including the reinforcement of punctuality, as follows:

Student proceeds straight to class. Homeroom teacher’s mark him/her as late. Student goes to HOS office, signs Late Register & takes signed slip to class.

Any **G4-12 student who arrives** at school after 8:00 am will wait at the HOS office/other appropriate place until the end of the first lesson, as disruption to others’ should be avoided. The school gates will close at 7:45 for late comers. The school will inform the parents at least 30 days prior to start of door closing.

Irregularity in reaching the school on time will be viewed seriously and insufficient punctuality report could lead to:

- 1- Loss of conduct marks in the report card. **“Appendix 4”**
- 2- Detention during the current academic year or even for the next academic year as per the procedure below.

<i>Number of ‘late’ per short period of time:</i>	<i>Action by NAS Staff</i>
<ul style="list-style-type: none"> • 1 to 3 	Student receives an incident slip by the supervisor; parents should be informed on the phone.
<ul style="list-style-type: none"> • 4 to 6 	Students receive a verbal warning and considered the 6 days late as 2 days absent. Parents should be called and informed.
<ul style="list-style-type: none"> • 7 to 10 	Parents should be called to school to sign a written warning discuss ways to improve punctuality, missing learning, developing a sense of responsibility, sleep patterns. SC counseling if required.
<ul style="list-style-type: none"> • 10⁺ 	Parents called to meet with SLT and SC Final Written warning. Community hours at the school or beyond. Suspension (3 to 7 days) Code of conduct letter 1 & 2. “Appendix”
<ul style="list-style-type: none"> • 20⁺ 	Code of conduct letter 3. “Appendix”

Note:

- 1- Any material missed during the late times won’t be repeated, and any missed exams will be counted as zero.
- 2- The gate will be closed for students (Late comers) after **7:40 am**.

2.3 - Language

Most guardians choose NAS for their kids because it's an American school curriculum, becoming fluent in English speaking is one of the main targets of parents.

Since English language is the key for success in other curriculum choices, external bench mark tests and preparation entry exam for university, NAS QAT along with SLT are setting up a development plan that takes the student to a next level of success in terms of English language proficiency. This success depends on two factors, quality of Teaching and learning and increasing the use of English during the school days. Teachers will have a major role in enhancing these language skills in listening, speaking, reading, writing and thinking.

It is required that students while at NAS premises, should communicate in English at all times.

2.4 – Dress Code

1- All students are expected to come smartly dressed to school wearing the proper school uniform.

2- Students not following the school uniform code regulations twice in a week will be sent home.

3- Students should come with proper hair cut (trimmed).

4- Students are not allowed to tint/dye their hair.

5- Hoodies are not permitted.

6- Boys hair cut should be short with no fancy cuts and no use of gel.

7- Girls hair should be tied, with dark color ribbons to be used and strictly avoiding the wear of any gold jewelry or any other accessories stuff.

8- Students should be aware that the smart look of a student is a pride as it gives the identity of the school.

2.5 – Behavior

- 1- Students are required to show the good manners, be polite and courteous to others and avoid the use of an improper language.
- 2- Listen and pay attention when any member of the school staff is asking to do so.
- 3- Show respect to all the staff members (Cleaners, canteen staff, support teachers, drivers, teachers and admin staff).
- 4- The use of the canteen should be only during the break times assigned.
- 5- During eating the food, students should be having a seat and not running or walking for their safety issues.
- 6- Segregation between boys and girls is followed according to ministry of education. (Unless it's a workshop, fair projects, students counseling meetings and activities)
- 7- Copying, cheating or using any external test materials during the tests or exams, will lead to cancellation of the test paper. No opportunity of retest will be given.
- 8- Students should greet visitors, guests and members of staff politely and show them respect inside any facility (classes, hallways, bus, playground...) of the school campus.
- 9- Students should not borrow money from one another, and selling or exchanging any article inside school premises is prohibited.
- 10- The use of any external material (solid games) is prohibited.
- 11- Students are responsible to keep classrooms and the school premises clean. All litter should be deposited in the bins which are provided all over the school premises.
- 12- Students should not eat or drink inside the classrooms during the teaching hours.
- 13- Students should not come late to class.
- 14- Chewing gum is not permitted in school premises.
- 15- Its not allowed using any school office telephone without the permission from the supervisor or head of section.
- 16- Any kind of firework is prohibited in school premises such as (firecrackers, black cats, M80, lady fingers, smoke bombs, fountains, novelty, ground spinners, sparkles, poppers, snaps, snakes and roman candles).
- 17- Violence (like abusive behavior towards student or staff, vandalism, theft, immorality, smoking, substance abuse, destruction of any school or other's property, physical or verbal fights and stealing files from any staff device) will lead to immediate suspension from school.

Levels of behavior and action taken by NAS staff as per the procedure below.

Level	Example of misbehaving actions	Action taken by NAS
1	<ul style="list-style-type: none"> • Repeated talking in the class • Distracting others in class • Not equipped for the lessons • Deliberately littering • Chewing gum • Late to lesson • Graffiti on tables/books/walls • Regularly has no student Agenda • Improper dress code • Failure to complete Homework, project, classwork, or other assignments. • Using body language in communicating with others. • Eating or drinking in class. • Bringing any type of food from outside without the HOS permission 	<ol style="list-style-type: none"> 1. Verbal warning by concerned teacher. 2. Note in students agenda or incident slip. 3. Incident slip completed and sent to the supervisor to be recorded in the BMI book “attached” for follow-up. 4. Student sent to supervisor to sign a verbal warning and calling the parent. 5. Assign a SC hour. (Report should be sent home and signed by parents) 6. Break or PE detention. 7. Parents called and written warning will be signed.
2	<ul style="list-style-type: none"> • Repetition of behavior level 1 • Challenging any staff instruction • Truancing from any lesson • Vandalism, theft, destruction or loss of any school/other’s personal property • Verbal or water fights • Swearing in school • Failure to attend a detention 	<ol style="list-style-type: none"> 1. Verbal warning by subject, class teacher or supervisor. 2. Counseling by SC. (report should be sent to parents for signature) along with parents to meet with the SC, HOS and supervisor. 3. Paying any damage. 4. Written warning along with parents, HOS and VP signature. 5. Code of conduct 1 & 2. “Attached”
3	<ul style="list-style-type: none"> • Repetition of Level 2 • Using firework • Smoking in school • Selling or using drugs/alcohol material • Fights • Abusive behavior to NAS staff or any other student 	<ol style="list-style-type: none"> 1. Parents called to meet with SLT and SC 2. Final Written warning. 3. Community hours at the school or beyond or Suspension (3 to 7 days) 4. Code of conduct letter 3. “Attached”
4	<ul style="list-style-type: none"> • Repetition of any of level 3 	Expulsion

3- Bullying Policy

Bullying is totally unacceptable, and is not tolerated at NAS. All NAS family members are treated with respect, regardless of their gender, religion, appearance, and race, and ability, ethnic or social background. To know more about definition, stages, faces, effects, persons involved, managing and give support in case of bullying, kindly refer to appendix 1.

Our Approach to manage bullying is	Action taken by NAS staff
<p>1. Direct instructions – Teacher or supervisor intervene to stop the bullying and investigate.</p> <p>2. Mediation – Listen to all parties and gather information. Talk to both parties about how their behavior affects others, their rights and responsibilities. Discuss more appropriate ways to solve problems, such as using ‘words, not fists’ to express frustration.</p> <p>3. Incident slip - teacher writes an incident slip to be filled in portfolios. For repeated or serious incidents, pass incident slip to SC/Supervisor/HOS for further follow-up.</p>	<p>1. Mediation and further investigation with teacher/supervisor/HOS, signed code of conduct letter, parent contact as appropriate.</p> <p>2. SC counseling, signed code of conduct letter, parent contact as appropriate.</p> <p>3. Suspension, with written warning letter in the presence of parents and signed by HOS and VP.</p> <p>4. Final warning (Code of conduct letter 1 and 2) and Community hours at the school or beyond.</p> <p>5. Expulsion.</p> <p>“Evidence required for this action”.</p>

For further details, refer to the attached [appendix 1 “Bullying policy”](#) and [child protection policy](#).

4- School Transport policy

NAS transport services has been updated to meet the 21st century technology to ensure safe and smooth transportation services. For further details, kindly check **appendix 3 “attached”**.

Safety on the bus is essential. Dangerous behavior will not be tolerated due to safety considerations. We must be safe, responsible and essential at all times. This means that students should:

- 1- Stay seated in his place with the seat belt on while the bus is moving.
- 2- Never throw items inside, or out of the bus.
- 3- Talk quietly, and use a polite, respectful language with others.
- 4- No bullying or fighting in the bus.
- 5- Drinks (hot and soda) are prohibited.
- 6- Take care of the bus so there is no damage to the bus.
- 7- It’s prohibited and dangerous to talk or distract the driver while driving.
- 8- Stick to the seating plan assigned by the school bus conductor.
- 9- We are punctual to bus timing.

NAS stepped approach to bus behavior management as per the procedure below:

Example of misbehaving actions	Action by NAS staff
For Minor misbehavior: 1- Not safe or responsible towards himself or others. 2- Being disrespectful to other students or staff. 3- Distracting the driver potentially. 4- Not following the bus conductor seating plan.	1. Bus incident slips “Appendix” will be completed by conductor and send to AO for follow-up. 2. Repeated serious incidents up to 3 times (Behavior Management Incidents BMI book attached) will be sent to HOS, followed by SC; parents will be informed by section supervisors and warned about possible bus ban. 3. Up to 5 serious incident slips, a warning letter will follow. 4. After warning, if the incident is repeated, temporary (1 week) or term bus ban will be decided.
For major misbehaving actions: 1- Fight, swearing...	1. Call the parents for a meeting and bus ban will be immediate in case of serious behavioral issue. HOS along with SC meets the parents. 2. If the incidents continues “Term Bus Ban” 3. Permanent Bus Ban.

5. Social Media Policy

The use of technology and communication skills in 21st century gives the students, teachers and parents greater opportunities to develop, communicate and learn more skills that prepare the child for future life and enable them to gain.

This policy sets the guidelines and procedures that are expected to be followed when using any technological device on school campus.

Please do the following:

- 1- You must follow the school's code of conduct policy.
- 2- Always treat other "students" in respectful and positive manners when using the social media.
- 3- You can't represent or use the school name on any of the social media without a pre-approved letter from the school administration.
- 4- Don't post or publish any information's that is confidential, such as online conversations, pictures or videos of students, teachers, staff members or coworkers.
- 5- To ensure your safety, don't use your personal data on public websites.
- 6- Don't transmit any personal information of students or parents or staff members.
- 7- Respect the privacy of the school community (phone numbers, emails, pictures, videos...)
- 8- Respect the logo of the school and copyright information.
- 9 – Students can use photos and videos that are available on the school website only.
- 10 – Users should use the internet websites in respectful manners.
- 11- If you are using your own device, you should connect only to the assigned student's network.
- 12- It is prohibited to take pictures of others (students, teachers or support staff) or make a video and publish it on social media.

7.1 BYOD Parent/Student AUP

Purpose:

New Academy School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible, innovative citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, NAS will allow personal devices on our network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding B.Y.O.D.

New Academy School strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in B.Y.O.D. will not be penalized and alternate modes of participation will be available.

An important component of B.Y.O.D will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

Device Types:

For the purpose of this program, the word “devices” will include: laptops, Notebooks, I Pads, tablets, and e-Readers. Please note that Nintendo DS (and/or other gaming devices with internet access, mobile and smart phones including iPhones and Samsung Galaxy phones are not permissible at this time.

BYOD Acceptable Use Policy (AUP) Summary:

1. Students and parents/guardians participating in B.Y.O.D. must adhere to the Parent/Student agreement which is in the school agenda. Acceptable Use Policy and all School Policies, particularly Internet Acceptable Use, a parent /guardian of the student must also read, sign and submit the AUP to the school HOS office.
2. Students take responsibility for appropriate use of their device at all times. The school is not responsible in any way for the device or for it's use.
3. Students/parents/guardians are responsible for their devices, including any breakages, costs of repair, or replacement.
4. The school reserves the right to inspect or monitor student smart devices during school hours and anytime on school premises.

5. Violations of any school policies or rules involving a student device may result in a student not being allowed continue using the device during school hours and/or disciplinary action, for a period to be determined by the school.
6. During school hours students are allowed to use their device for learning related activities ONLY.
7. Students will comply with teachers' requests regarding use of devices during school hours, and classes.
8. Devices brought under B.Y.O.D must be charged prior to bring them to school so as to be usable during school hours. Charging devices in the school is not an option.
9. Students cannot use the devices to record, transmit or post photos or video of other teachers or students. No images or video recorded at school can be transmitted or posted at any time without the permission of their teachers..
10. The school reserves the right to change the AUP in line with overall schools policy
11. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
12. Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
13. No devices are allowed during a quiz, test, or assessment time.
14. Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

Students and Parents/Guardians acknowledge that:

The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.

NAS is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection. (Parents will be informed)

Students are not permitted to:

Bring a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.

Processor access information on school property related to "hacking." Altering or bypassing network security policies.

Points to note:

Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct or this agreement. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.

Parent permission will be requested before this is done.

Printing from personal devices will not be possible at school.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. NAS takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “NAS Guest” wireless network to access the internet. NAS does not guarantee connectivity or the quality of the connection with personal devices. NAS IT department is not responsible for maintaining or troubleshooting student tech devices.

Note: BYOD slip attached.

7.2 Cyber bullying

Cyber bullying will not be **tolerated**. Harassing, tricking, threatening, scaring, hurting, intimidating bullying, excluding and cyber talking are all examples of cyber bullying. Engaging in these behaviors that result in harming (physically or emotionally) another person, will result into an immediate strict action that reaches up to expulsion from the school.

In some cases, cyber bullying as per UAE law is a crime. All online activities are monitored and always checked by others.

In conclusion, any violation in social media policy may have disciplinary repercussions, including:

- 1- Suspension of the students privileges (SC or any other member partnership)
- 2- Suspension of the student from the school. (3 to 7 days)
- 3- Expelling of the student from the school.