



**New
Academy
School**

**Code of Conduct
Policy**

Version – 5

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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 offense 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 at 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 the relevant person (Class teacher, Supervisor, SC or HOS VP).

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 **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 Mograsys) or a phone call.

2. Prior sanction must be sought from the HOS supervisors 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 Mograsys):

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.

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 the student and signed by the 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 –Tardiness (Appendix 6 Tardiness policy)

The school day begins at 7:30am for students. Registration/ Homeroom time (7.40-7.50) 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 the HOS VP office, signs the Late Register & takes a signed slip to class.

Any **G4-12 student who arrives** at school after 8:00 am will wait at the HOS VP office/other appropriate place until the end of the first lesson, as disruption to others' should be avoided.

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.

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 	Students receive 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 consider 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 discussing 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 3 & 4. "Appendix"
<ul style="list-style-type: none"> 20⁺ 	Code of conduct letter 4. "Appendix"

Note:

- 1- Any material missed during the late times won't be repeated, and any missed exams will be counted as zero.
- 2- Any student arrives after **7:45 am**. Will be considered late

2.3 - Language of instruction

Most guardians choose NAS for their kids because it's an American curriculum school, 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 benchmark tests and preparation entry exams 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.
- 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 good manners, be polite and courteous to others and avoid the use of 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 run or walk for their safety issues.
- 6- Segregation between boys and girls is followed according to the 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 for retesting 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 on school premises.
- 15- It is not allowed to use 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 students 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 • Improper dress code • Failure to complete Homework, project, classwork, or other assignments. • Using inappropriate body language in communicating with others. • Eating or drinking in class. • Bringing any type of food from outside without the HOS VP permission 	<ol style="list-style-type: none"> 1. Verbal warning by the concerned teacher. 2. Incident slip. 3. Incident slip completed and sent to supervisor to be recorded in the BMI book “attached” for follow-up. 4. Student sent to the supervisor to sign a verbal warning and call the parent. 5. Assign a Social Counselor hour. (Report should be sent home and signed by parents) 6. Break detention.
	<ul style="list-style-type: none"> • Repetition of behavior level 1 • Multiple infractions of level 2 	<ol style="list-style-type: none"> 1. Verbal warning by subject, class teacher or supervisor.

2	<ul style="list-style-type: none"> • Challenging any staff instruction • Truanting in 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"> 2. Counseling by SC. (report should be sent to parents for signature) along with parents to meet with the SC, HOS VP and supervisor. 3. Paying any damage. 4. Written warning along with parents, HOS Supervisors and VP signature. 5. Code of conduct 2 & 3. "Attached"
3	<ul style="list-style-type: none"> • Repetition of Level 2 • Multiple infractions of level 2 • Using fireworks • Smoking or in possession of (Any type) in school • Selling or using drugs or alcohol • Fights • Bullying or any Abusive behavior to NAS staff or any 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 • Multiple infractions of level 3 	Expulsion letter 4

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, race, and ability, ethnic or social background. To know more about the definition, stages, faces, effects, persons involved, managing and giving support in case of bullying, kindly refer to appendix 1.

Our Approach to manage bullying is	Action taken by NAS staff
<ol style="list-style-type: none"> 1. Direct instructions – Teacher or supervisor intervene to stop the bullying and investigate. 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. 3. Incident slip - teacher writes an incident slip to be filled in portfolios. For repeated or serious incidents, pass the incident slip to SC/Supervisor/HOS VP for further follow-up. 	<ol style="list-style-type: none"> 1. Mediation and further investigation with teacher/supervisor/HOS VP , signed code of conduct letter, parent contact as appropriate. 2. SC counseling, signed code of conduct letter, parent contact as appropriate. 3. Suspension, with a written warning letter in the presence of parents and signed by HOS and VP. 4. Final warning (Code of conduct letter 1 and 2) and Community hours at the school or beyond. 5. Expulsion. <p>“Evidence required for this action”.</p>

For further details, refer to the attached **“Bullying policy”** and **child protection policy**.

4- Smoking or in possession (any types) in the school

Smoking is totally prohibited for our students whether inside or outside the school premises. As smoking is on level 3 of misbehavior code of conduct, the following actions to be taken:

- Filling in the incident slip.
- Parents to be called for a meeting.
- The student and the parent sign a final warning letter.
- The student to be suspended for 3 days.

5- School Transport policy

NAS transport services have been updated to meet 21st century technology to ensure safe and smooth transportation services. For further details, kindly check

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
<p>For Minor misbehavior:</p> <ol style="list-style-type: none"> 1- Not safe or responsible towards himself or others 2- Being disrespectful to other students or staff 3- Distracting the driver potentially 	<ol style="list-style-type: none"> 1. Bus incident slips "Appendix" will be completed by conductor and sent to AO for follow-up. 2. Repeated serious incidents up to 3 times (Behavior Management Incidents) will be sent to HOS VP, 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.

4- Not following the bus conductor seating plan	
For major misbehaving actions: 1- Fighting, swearing...	1. Call the parents for a meeting and the bus ban will be immediate in case of serious behavioral issues. HOS VP along with SC meets the parents. 2. If the incidents continues “Term Bus Ban” 3. Permanent Bus Ban.

6. Social Media Policy

The use of technology and communication skills in the 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 the 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 social media.
- 3- You can’t represent or use the school name on any of social media without a pre-approved letter from the school administration.
- 4- Don’t post or publish any information 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 (Appendix 6 BYOD Agreement letter)

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, iPads, 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 on the school agenda school handbook. 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 VP office.
2. Students take responsibility for the appropriate use of their device at all times. The school is not responsible in any way for the device or for its 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 to 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 the use of devices during school hours, and classes.
8. Devices brought under B.Y.O.D must be charged prior to bringing them to school so as to be usable during school hours. Charging devices in the school is not an option.is discouraged.
9. Students cannot use the devices to record or transmit photos or videos of teachers or students, unless it is part of the learning process. No images or video recorded at school can be transmitted or posted at any time without the permission of their peers and 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. during paper-based assessments.

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.

5.2 Cyber bullying

Cyber bullying will not be **tolerated**. Harassing, tricking, threatening, scaring, hurting, intimidating bullying, excluding and cyber talking are all examples of cyberbullying. Engaging in these behaviors that result in harming (physically or emotionally) another person, will result in 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 the student from the school.

6. Distance Learning Code of Conduct Annexure

6.1 Attendance

Students attending on campus and at home learning will have regular attendance procedures conducted by homeroom teachers and supervisors. The subject teachers will be responsible for recording the attendance.

High school attendance is mandatory for students to complete their credits. Any students who exceed the limit of 10 classes of unauthorized absence for any subject will not be able to attend the final exam (it will be dropped).

6.2 Violation of COVID 19 Health and Safety Precautions

All students over the age of 6 (grade 1 and above) should wear masks at all times and maintain 1.5 m distance indoors.. Masks can be taken off during eating or high-intensity physical activity while maintaining more than 2 meters distance. Physical communication is prohibited at all times (shaking hands, and hugging). In addition, all students must maintain personal hygiene such as washing hands regularly, sanitizing hands and personal items and covering their noses while sneezing. Violation of the above-mentioned, Health and Safety precautions will be

reported as behavior incidents and will be dealt with as incidents of the second degree.

Appendix 6

“Bring Your Own Device” (B.Y.O.D) Agreement

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 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.

(For further information, please refer to BYOD policy attached on the school website).

Teachers Name	Teachers comments	Signature & Date

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

Signature of Student:

Date:

Signature of Parent/Guardian:

Date:

Signature of supervisor:

Date:

- [Appendix 1 : Incident slip](#)
- [Appendix 2: Verbal warning letter](#)
- [Appendix 3: Written warning letter](#)
- [Appendix 4: Suspension letter](#)
- [Appendix 5: Expulsion letter](#)

Appendix 6
“Tardiness Policy”

Late students:

Range (frequency)	Marks deducted
Up to 5	1
Up to 11	2
Up to 17	3
Up to 23	4
Up to 29	5
Above 30	10

Unauthorized Absent (UA):

Range (frequency)	Marks deducted

Up to 3	1
Up to 7	2
Up to 11	3
Up to 15	4
Up to 19	5
Up to 35	10
Above 35	0 He can't sit for the next academic year