

# Dunes International School

Plot no 19; Shabiya 9; Mussafah; Abu Dhabi; P.O Box 5121  
Tel.: 0097125527527  
School code: 90201 | Affiliation number: 6630051



## مدرسة ديونز الدولية

رقم قطعة: ١٩, شعبية ٩, مصفح, أبوظبي, ص ب : ٥١٢١  
هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧  
كود المدرسة: ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

### POLICY ON TEACHERS AND STUDENTS CLASS ROOM BEHAVIOUR

INTRODUCED: December 2015	REVISED: March, 2021
PREVIOUS REVIEW : 2019	NEXT REVIEW : March 2023
IMPLEMENTED BY: Principal	

#### DEFINITION:

This policy is implemented to encourage teachers and students to follow class room manner set by the school. This is to provide a positive classroom climate that is conducive to learning.

#### AIM:

To promote desirable teacher and student conduct and behaviour, the school has adopted the Student Code of Conduct provided by the UAE Ministry of Education.

Dunes international School nurtures a climate in which all students, irrespective of their academic abilities, act positively to create an ethos where positive and considerate behaviour becomes the norm.

#### PROCEDURE:

##### Responsibilities:

##### SMT Responsibility:

The school Senior management is responsible for ensuring that a fair and effective Code of Behaviour and Discipline that includes rules, ways of encouraging and affirming student efforts, rewards, penalties, and implementation procedures, be developed and implemented with the participation of all the stakeholders of the institution.

##### Teacher's Responsibility in the classroom:

- Teachers must come prepared with the content and resources to the class.
- Before starting the class they should ensure that the class is neat and well-organized.
- Teachers should ensure that they reach the class in time and leave the class in time for the next teacher.
- Teachers will take every opportunity to raise students' awareness and understanding of the many issues related to behaviour and discipline through effective use of Circle Time, Student Council, Islamic Education/ Values Education.



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- Teachers should consider themselves responsible at all times for the behaviour of students within sight or sound of them and should respond promptly and firmly to any instances of unacceptable behaviour.
- Teachers will treat all the students with respect and will cater to all levels of learners according to their ability.

### Students' Responsibility in the classroom:

- All pupils will report to class by 7:45 a.m. on all working days.
- Any pupil arriving after 8:00 a.m. will meet the Supervisor and seek permission before entering the class.
- See that you have all your study materials and stationery with you.
- Students should not run around or play in the class; they should be seated in their designated place.
- If a teacher is late for the class or the teacher is absent and a substitute teacher has not arrived, the report is sent to the supervisor who makes the necessary arrangements.
- Pupils who are not in the correct uniform will not be permitted to participate in the clubs and games for that day.
- During the short break do not run around in the corridor or in the class room. Do not move to the corridors where the junior school is situated.
- Do not venture into undesignated venues when not required. Refrain from moving into the girls' section, labs, library, music room or art room unless accompanied by a teacher.
- Classroom should be kept clean or tidy all the time.
- Always move to and from the Library, Art room, P.E class, laboratory in an orderly manner.
- If any pupil is hurt or unwell, please move to the Clinic with a teacher and report the same to the Supervisor.
- Do not exit the class without the permission of the teacher. Also, carry the exit pass with you.
- Refrain from moving out of the class for buying materials from the store or using the washroom when a teacher is teaching in the class.
- Take care of the school property. Do not damage lockers, tables, chairs, white board or any other material that belongs to the School. They have been provided to you for your convenience.
- Leave application is a must for absentees.
- If the leave period is for more than two days then a letter seeking permission must be addressed to the principal.
- The letter can either be given in advance or produced on the day you attend school after the leave period.



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### Managing Inappropriate Behaviour:

The school believes in a stepped approach. When poor behaviour is identified, sanctions should be implemented consistently and fairly in line with the behaviour policy. We have a level of measures clearly communicated to school staff, pupils and parents. These can include:

- First Warning is filling an Incident Report
- Second Warning is a written warning
- Third Warning is again a written warning and the student is referred to the counselor
- Fourth Warning is Suspension from school
- The last step in extreme cases is exclusion from the school.

Principal's Approval	
Revised Date:	March, 2021

