

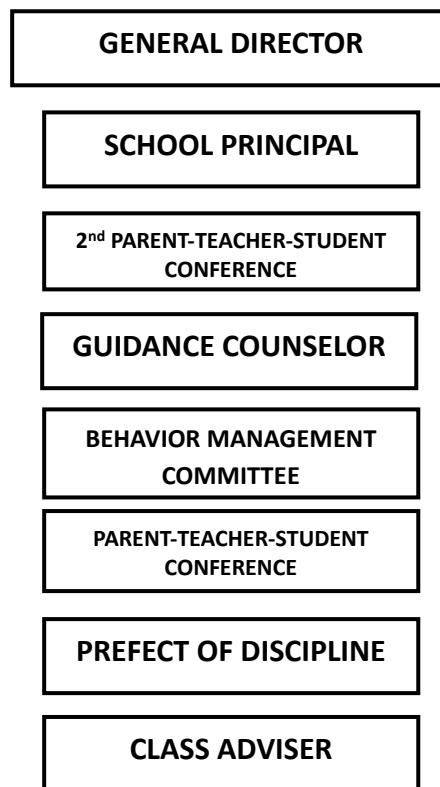
## **Student Behavior and Discipline Management Policy and Procedures**

The Universal Philippine School is deeply committed to promoting positive and progressive discipline—one that not only respects individuality but also nurtures collegiality, responsibility, and respect for the rights and privileges of others.

The Student Discipline Policies and Procedures provide the school community with clear expectations regarding student behavior and conduct. They are designed to ensure fairness, consistency, and transparency in addressing all matters related to student discipline. Above all, these policies emphasize the peaceful resolution of conflicts and uphold the highest moral standards of personal conduct within the framework of progressive and positive discipline.

### **A. FLOW CHART FOR HANDLING STUDENT DISCIPLINARY CASES**

The Committee on Discipline is responsible for addressing reported serious cases and determining the appropriate actions for students involved in violations. The following outlines the standard process for handling violations and conducting deliberations:



### **A. PRESCRIBED SCHOOL UNIFORM**

The school uniform is a symbol of pride and identity for UPS students. It must always be worn with dignity and respect. Students are expected to wear the complete and proper school uniform during regular school days, examinations, and even during Distance Learning sessions.

To maintain uniformity, only the official UPS jacket is permitted; no other jackets are allowed.

## **B. PE UNIFORM**

The PE uniform consists of PE T-shirt with school logo and prescribed purple jogging pants with white rubber shoes. PE uniform should be worn during PE day only.

## **C. Proper Grooming**

### **Boys**

- Outlandish fancy haircut such as undercut, skinhead, dyed hair, punk standing hair styles are not tolerated.
- Hair must be cut 1 inch above the ears and 2 inches from the nape. Hair should never fall on the ears nor touch the collar of the shirt.
- Hair cut must be done on a monthly basis.
- Bangs should not reach the eyebrow.
- Wearing of earrings and costume jewelry are not allowed. Accessories that are vulgar in nature or design shall be confiscated. Confiscated items will be returned to the parent/guardian after the parent-teacher conference.
- No wearing of tattoos on any part of the body.
- Moustache and goatee must be trimmed and properly shaved.
- Fingernails must be cleaned, regularly cut or trimmed. No nail polish.

### **Girls**

- Girls with long hair should wear ribbon, headband or hairpins.
- No barber cut or hair dyes.
- Bangs should not reach the eyebrow.
- Fingernails should be short, clean and unpolished.
- Wearing of dangling and multiple earrings, bracelets, anklets and other accessories are not allowed. Accessories that are vulgar in nature or design shall be confiscated. Confiscated items will be returned to the parent/guardian after the parent-teacher conference.
- Wearing of colored contact lenses, lipstick, make-up, eyeliner, mascara and tattoos are prohibited.

## **D. Identification Card**

All students are required to wear their school ID at all times while inside the school premises. In case of loss or damage, the ID must be replaced. A written request signed by the parent or guardian is required for ID replacement, which may be processed through the Accounts Office. Identification cards must be kept in good condition and should not be marked, tampered with, or defaced in any way, including the use of stickers or other alterations.

## **E. Use of Mobile Phones and Other Electronic Gadgets**

As per ADEK regulations, all students are NOT allowed to bring their mobile phones in the school. Bringing and/or unauthorized use of mobile phones/electronic gadgets shall be dealt with accordingly.

In accordance with ADEK regulations, students are strictly prohibited from bringing mobile phones or electronic gadgets to school. Any violation, including the unauthorized possession or use of such devices, will be subject to disciplinary action.

## **F. Respect and Care for Property**

All learners are expected to respect and take care of school property, including fixtures and furniture. Any damage must be reported immediately, regardless of who is responsible. In line with school policy, students will be held accountable for any damage or loss incurred.

## **G. DISCIPLINARY MEASURES AND GUIDELINES**

*(As per Ministerial Decree No. 916 s. 2017 on the Regulation of Students Behavior)*

The school rules and regulations are simple guidelines which aim to instill discipline to the students and to ensure that an atmosphere conducive to learning is always maintained. Disciplinary measures will be imposed on actions that are contrary to the school rules and regulations.

### **Behavior Scores**

The total behavior score is the total of the estimates that monitor the general positive and outstanding behavior of the student, distinguished by a numerical value of 100 points at the end of the school year. It consists of:

1. Twenty (20) points for outstanding behavior  
This will be given after assessing the learners' personal qualities based on the following areas:
  - a. Personal Development
  - b. Appreciation of the values of Islam; respect for the identity, heritage, and culture of UAE and the culture of other countries
  - c. Social Responsibility, leadership skills and innovation
2. Eighty (80) points for positive behavior shall be given to each learner.  
The following points will be deducted for every infraction of school discipline:
  - a. First Degree or Minor Offenses = 4 points
  - b. Second Degree or Less Serious Offenses = 8 points
  - c. Third Degree or Serious Offenses = 12 points
  - d. Fourth Degree or Very Serious Offenses = 20 points
3. The 60 % grade is the minimum expected grade for behavior. A learner is given opportunities to rectify his actions and improve his/her quarterly behavioral scores/grades by observing the school rules on discipline.
4. The school reserves the right to deny admission to a learner who incurred an average grade of 60 in behavior.
5. Students with repeated behavior problems with a grade of 60 are placed under probationary to improve positive behavior
6. Qualified students with outstanding behavior shall be recognized in order to motivate them to ensure continuity of their outstanding behavior
7. Learner will not receive conduct awards for the rest of the school year if he / she receives deduction points, however, the learner can still receive awards such as extra miler award and other awards related to academics.

## **Level 1 - First Degree Offenses or Minor Violations**

1. Unexcused absences
2. Not securing excuse slips when absent
3. Leaving the classroom (during class hour) without: permission, using the Class Pass and not accomplishing the Classroom Pass
4. Not attending school or school activities without valid reason
5. Non-observance of the rules on uniform (including PE uniform and wearing of jackets)
6. Not wearing the school ID
7. Refusing to bring school materials and textbooks
8. Failure to follow the positive behavior inside and outside the classroom
10. Sleeping during class hour
11. Eating during the morning assembly; eating in the classroom during class hours
12. Non-compliance of the task assigned to him/her
13. Bringing mobile phones and other electronic devices including smart watches
14. Unauthorized use of electronic devices (laptop, tablet, computer games, speaker)
15. Loitering
16. Misbehaving in the classroom, prayer room, canteen, library, corridors, and stairways
17. Misbehaving during Morning assembly
18. Wearing of printed/colored T-Shirt
19. Staying in the School within the prescribed curfew time without permission
20. Wearing of Jewelries (necklace, ring, earrings, anklets), body accessories (ballers, headsets) and using Tote bags (boys).
21. Any other offenses that is similar in nature

### ***Not surrendering mobile phone including unauthorized use of electronic device inside the school.***

1. *1<sup>st</sup> time – letter will be sent to the parents warning them not to repeat the behavior of their son / daughter. Two copies of the letter will be sent to the parents. (1 copy for the prefect of discipline and 1 copy for the parents with signature as acknowledgement). Phone will be confiscated for 1 week (7 days including Friday, Saturday and Sunday). On the 8<sup>th</sup> day, the parents should collect the phone of their son / daughter.*
2. *2<sup>nd</sup> time – deduction of 2 points from behavior grade. Phone will be confiscated for 1 month. The parents should collect the phone of their son / daughter after 1 month.*
3. *3<sup>rd</sup> time – deduction of 4 points from behavior grade. Phone will be confiscated for 2 months. On The parents should collect the phone of their son / daughter after 2 months.*
4. *4<sup>th</sup> time – deduction of 8 points from behavior grade. Phone will be confiscated until the end of the school year. The parents should collect the phone of their son / daughter on the last day of the school year.*

*\*\*\* for confiscated phones and electronic devices, only the parents can claim it.*

## **Level 2 - Second Degree Offenses or Less Serious Violations**

1. Repeated violation of the first-degree offenses
2. Absenteeism/truancy
3. Cutting Classes and not attending classes during class hours
4. Threatening, intimidating, provoking, or coercing a schoolmate, and school staff;
5. Improper haircut, outlandish haircut and hairstyle, coloring of hair; use of cosmetics and nail polish
6. Wearing inappropriate attire (during school activities)
7. Vandalism or willful destruction of any school property
8. Taking/possessing/circulating/uploading photograph of school staff without consent
9. Posting, sharing, circulating, slanderous statement or false statement against the student, staff, and the institution
10. Unauthorized use of school name, seal and logo
11. Using abusive language and indecent gesture
12. Possession of cigarettes/smoking in the school premises (including the use of E-Vapes)
13. Littering
14. Buying or selling any goods
15. Any other offenses that is similar in nature

*For improper haircut, outlandish haircut and hairstyle, coloring of hair, the learner will be given a day to cut his hair or change the color of his / her hair. If the learner enters the school for the following day without complying with the prescribed haircut (including changing hair color), he / she will not be allowed to attend his / her classes but rather will stay in the Prefect of Discipline's office. The Learner will be responsible to do all his / her missed schoolwork. The Learner will continue to stay in the Prefect of Discipline's office until he complies with the prescribed haircut or hair color.*

*Wearing make – ups and or cosmetics such as nail polish, fake nails, lip shiner and lip tints, mascara, eye shadows, foundations and all types of cosmetics are not allowed. If a student is caught bringing such cosmetics, the item will be confiscated and will be returned at the end of the school year. Lip balm is allowed only for those who have chapped lips, but it should be colorless.*

## **Level 3 - Third Degree Offenses or Serious Violations**

1. Repeated violation of second-degree offenses
2. Bringing, possession, display, downloading, and circulating unauthorized materials, information or electronic materials that is not in conformity with the values, morals, and etiquette which undermine public morals.
3. Sexual harassment within the school
4. Physical assault to fellow student and/or school staff
5. Intentional obliteration of school equipment/tools/facilities
6. Provocation and insulting other religions that may cause sectarian strife
7. Damaging of school bus
8. Tampering with fire safety equipment
9. Collecting money from other pupils/students, organizing events and using the school's name without permission or proper authorization

10. Gambling and engaging in money deals in campus at any time
11. Cheating or academic dishonesty; possession of crib notes during quizzes/exams
12. Inappropriate public display of affection (PDA), exclusive pairing
13. Leaving the campus during class hours without permission/exit pass
14. Bullying and Cyber-bullying
15. Any other offenses that is similar in nature

#### **Level 4 - Fourth Degree Offenses or Very Serious Violations**

1. Repeated violation of the third-degree offenses
2. Defaming and insulting other student or school staff in the social media
3. Bringing and possession of bladed/dangerous weapons/firearms
4. Sexual assault within the school premises and in the school bus
5. Physical assault causing injury to a student or school staff
6. Theft (stealing or shop lifting in and outside)
7. Participation and/or leaking exam questions
8. Causing fire within the campus
9. Impersonating others in school transactions, or tampering with school records, signatures and all other official forms
10. Abuse/disrespect to the political, religious, and social symbols of the state
11. Possession, collection, promotion or use of narcotic drugs and psychotropic substances
12. Promotion of extremist, atheistic ideas or beliefs against social and political systems of the society
13. Any other offenses that is similar in nature

#### **H. Disciplinary Procedures**

<b>DEGREE OF OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>Level 1 Minor Offense (-4 points)</b>	Verbal Reprimand  Document the offense and inform the parent through SMS  Discuss the inappropriate behavior with the student	-Document the offense and inform the parent in writing  Issue a first written warning to be signed/acknowledged by the parent.	-Deduction of 4 points in behavior  -call the parent  -issue a second written warning to be signed/acknowledged by the parent  -Learner will not be allowed to enter the school unless he brings his parents for a	-Call the parent, the student will not be allowed to enter the school unless he brings his parents for a parent conference with the Prefect of Discipline  -issuance of final written warning  -deduct the whole score

		<ul style="list-style-type: none"> <li>-Deduction of 2 points in behavior</li> <li>-Learner will not be allowed to enter the school unless he brings his parents for a conference with the Prefect of Discipline</li> </ul>	conference with the Prefect of Discipline	<ul style="list-style-type: none"> <li>-study the case by the guidance</li> <li>-implement a set of strategies to reduce negative behavior</li> </ul>
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<b>DEGREE OF OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>Level 2</b>  <b>Less Serious Offense</b>  <b>(-8 points)</b>	<ul style="list-style-type: none"> <li>Call the parent/guardian</li> <li>-Issuing a first written warning to be signed/acknowledged by the parent</li> <li>-Deduct the half score (4 points)</li> <li>-Learner will not be allowed to enter the school unless he brings his parents for a conference with the Prefect of Discipline</li> </ul>	<ul style="list-style-type: none"> <li>-Suspend the student for 1 to 2 days at school</li> <li>-Deduct 8 points</li> <li>-Learner will not be allowed to enter the school unless he brings his parents for a conference with the Prefect of Discipline</li> </ul>	<ul style="list-style-type: none"> <li>-Suspend the student for 1 to 3 days at school</li> <li>- Issue a final written warning to be signed acknowledged by the parent</li> <li>-Learner will not be allowed to enter the school unless he brings his parents for a conference with the Prefect of Discipline</li> </ul>	<ul style="list-style-type: none"> <li>-Immediately suspend the student offsite until the end of the investigation for a maximum of 5 days, with a notification to parents</li> <li>-Guidance will Study the case and refer the student to the School Behavior Management Committee</li> <li>-Implement a set of actions that contribute to he improvement of behavior</li> <li>- If repeated violations continue, the Committee may submit a formal application to ADEK</li> </ul>

				to request student expulsion.
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DEGREE OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>Level 3</b>  <b>Serious Offense</b>  <b>(-12 marks)</b>	<ul style="list-style-type: none"> <li>-Impose onsite suspension for 2-3 days, effective immediately.</li> <li>-Hold an immediate</li> <li>-Deduct the w meeting of the educational (Discipline Committee) committee to take a decision</li> <li>-Deduct the whole score</li> <li>- Learner will not be allowed to enter the school unless he brings his parents for a conference with the Prefect of Discipline</li> </ul>	<ul style="list-style-type: none"> <li>-Impose onsite suspension for a maximum of 5 school days until the end of the investigation with notification to parent</li> <li>-Behavior Management Committee will evaluate the evidence and agree on a set of final disciplinary actions</li> <li>- Issue a final written warning, to be signed/ acknowledged by the parent.</li> <li>-Deduct 14 points</li> <li>-- Learner will not be allowed to enter the school unless he brings his parents for a conference with the Behavior Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>-Immediately suspend the student offsite until the end of the investigation for a maximum of 5 days, with a notification to the parent</li> <li>-Behavior Management Committee will evaluate the evidence and agree on a set of final disciplinary actions, which may include expulsion.</li> <li>-Issue a decision by the Student Behavior Management Committee to drop/exclude the student</li> <li>-In case of appeal, the case will be referred to the office of managing Director for final decision</li> <li>-The erring student will be referred to centers for the treatment of behavior</li> </ul>

DEGREE OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE
<b>Level 4</b>  <b>Very Serious Offense</b>  <b>(-20 marks)</b>	<ul style="list-style-type: none"> <li>- Immediate call to the parent</li> <li>-Learner will not be allowed to enter the school unless he/ she brings his parents for a conference with the Prefect of Discipline</li> <li>- Suspension of students until the completion of the investigation</li> <li>-Hold the Student Conduct Management Committee to issue its decision and inform the Guidance Department of necessary action</li> <li>-The student and his/her parents shall be held responsible for any damage resulting from the violation</li> <li>-The student shall be placed under preventive suspension. He/ She undergo homeschooling program</li> </ul>	<ul style="list-style-type: none"> <li>-Immediate suspension of students until completion of the investigation with a notification to the parents</li> <li>-Take immediate action on the violation with the help of the parties concerned</li> <li>-The Behavior Management Committee will evaluate the evidence and issue its final decision which may include expulsion.</li> <li>-The student and his/her parents shall be held responsible for any damage resulting from the violation</li> <li>-The student will no longer be allowed to continue his/her studies. He/ She will be referred to the special centers for corrective and behavioral reformation</li> </ul>

**I. Behavioral Violations Involving Students of Self-Determination (SEND)**

In the event that a student of self-determination commits a behavioral violation; coordination shall be made between the School Behavior Management Committee and the School Support Team in cooperation with the Special Education Support Center to study the behavior of the student to determine the relationship between the violation and the disability.

1. If the violation is not related to the nature of the disability, the procedures of Article 9 shall be applied.
2. If the violation is related to the nature of disability;
  - a behavior correction plan relating to the violation shall be developed and implemented
  - If there is a behavior correction plan, it shall be reviewed and modified to address the behavior leading to the violation.
3. If it is found that the behavior modification plan of the student of self-determination links their behavioral violation to the nature of their disability; the school shall continue to support and integrate the student, unless it is agreed with the parent and the Department of Special Education on the need to transfer the student to another school or to complete the study through an alternative environment.

## **J. PROCEDURES FOR IMPLEMENTING DISCIPLINARY ACTIONS**

### **STEP 1. SUBJECT TEACHERS AND CLASS ADVISERS**

1. For any Cluster 1 violations, students who commit minor offenses are required to sign a promissory note, which must be witnessed by their parents and endorsed by their adviser.
2. The adviser will conduct an initial investigation upon report from the students, reprimand the students involved for any minor offense committed, and give feedback to parents after conducting the initial investigation.
3. Repetition of the same offense or any other offense analogous to the above (minor/ very serious offense) will be a cause for withdrawal from UPS.

### **STEP 2. PREFECT OF DISCIPLINE**

1. Report of incidents will be directed to the Prefect of Discipline (POD).
2. Comprehensive written report (Incident Report) will be filed by complainant.
3. The POD shall gather data and investigate the matter as reported by both parties before preparing a report to the Head of Behavior Management Committee and School Principal based on the investigation.
4. The POD will notify the parents for a conference.
5. A written incident report will be forwarded to the Guidance Counsellor and School Principal

### **STEP 3. CHILD-PARENT-TEACHER CONFERENCE**

1. The Prefect will present to the parent/guardian about the results of investigation and violation committed by the student
2. Any proposed sanction will be communicated and discussed with the student's parents or guardians prior to implementation.

### **STEP 4. BEHAVIOR MANGEMENT COMMITTEE**

1. The Disciplinary Committee shall conduct a meeting and decision regarding the committed student violations and decide on the sanctions as stipulated in the student handbook
2. The Behavior Management Committee shall discuss matters regarding the committed offense in the presence of the parent and the student.
3. Disciplinary action will be given accordingly after the conference in the presence of the student, teacher, parents and the School Principal

### **STEP 5. GUIDANCE COUNSELOR**

1. Incident reports will be forwarded by the Prefect of Discipline to the Guidance Counsellor;
2. After the sanction had been served by the Behavior Management Committee, a scheduled counselling session with the students involved in the incident/ case will be set.
3. Adviser and parent will be informed
4. Adviser and parent will be informed on the recommendations of the Guidance Counsellor regarding the interventions or progress of the counselling session.
5. Follow-up counselling session with the student will be conducted as need arises.

### **STEP 6. SCHOOL PRINCIPAL**

1. Report of incidents will be forwarded by the Prefect of Discipline to the School Principal
2. A deliberation with the Behavior Management Committee will be conducted in the presence of the School Principal
3. The Child-Parent-Teacher-Conference will be conducted in the presence of the School Principal.
4. The School Principal will recommend the final resolutions during the conference.

### **STEP 7. GENERAL DIRECTOR**

1. Report of incidents will be forwarded by the Behavior Management Committee and School Principal to the General Director.

2. The General Director will recommend the final decision regarding the sanctions based on the committed violations.

## **ADDITIONAL GUIDELINES**

1. As a general rule, due process is strictly observed. This involves a fair investigation, which includes proper notice and the opportunity to be heard, ensuring a comprehensive and accurate assessment of the infraction.
2. The above list is not all-inclusive. Thus, student may be given a disciplinary action for cases that are not stated above.
3. The school reserves the right to impose lighter or stricter sanctions, depending on the circumstances and based on the merits of the case as determined through a thorough investigation.
4. The school may exercise its authority over students for misconduct committed outside school premises and beyond school hours if such acts involve violations of school policies in connection with school-sponsored activities, occur off-campus, or when a student's behavior impacts their standing as a student or the good name and reputation of the school.
5. All violations and corresponding sanctions remain enforceable during Distance Learning. Parents will be notified via email each time their child commits a violation.

## **K. SANCTIONS (Under the discretion of the Behavior Management Committee)**

### **1. Expulsion**

- a severe sanction that prohibits the student from attending any school, implemented upon the recommendation of the Behavior Management Committee and approval by DepEd and ADEK.

### **2. Offsite Suspension or In-School Suspension**

- a sanction which forbids attendance in regular classes upon approval of the Behavior Management Committee and Administration after conference with the parents.

### **3. Withdrawal**

- means that a student will no longer study at UPS upon recommendation of the Behavior Management Committee.

### **4. Non-Readmission**

-sanction that prohibits the student to enroll in the next academic year following the current school year where he/she committed the violations

### **5. Denial of certain privileges**

-temporary suspension for membership in school clubs where the student is affiliated/ temporarily banned to attend school activities.

## **L. REMOVAL AND EXCLUSION OF STUDENTS**

### **A. WITHDRAWAL**

Notice of dropping out from class should be done in writing by the parent or guardian to the school Principal for onward transmittal to the Account's office. The UPS requires at least 10—days' notice if the student will need school credential.

## **B. DROPPED**

A student will be dropped from the roll if he/she is absent from the school for 20 consecutive days or 25 non-consecutive days without valid reason within the academic year or if with absent for 20% of the total school days of the given school year.

## **C. DISMISSAL**

A permanent separation from the school without the opportunity for re- admission

## **D. EXPULSION**

The student shall be expelled for the following key grounds:

1. Severe Violations: Actions that endanger the safety or well-being of others, such as physical assault or possession of weapons.
2. Repeated Misconduct: Continuous disruptive behavior, bullying, or substance abuse despite interventions.
3. Policy Non-Compliance: Persistent disregard for school rules, chronic absenteeism, or refusal to meet academic and behavioral expectations.

### **For Non-Disciplinary Reasons:**

1. If the student is absent from the school for 20 consecutive days or 25 non- consecutive days without notice and valid reasons within the academic year.
2. If he exceeded age as per Article (37) The Bill of the Private Education Law, Ministry of Education & Youth

## **M. TARDINES**

Poor attendance and tardiness disrupt the education and hinder the progress of the students. Therefore, they should be restricted to the minimum. Likewise, parents should also promote their child's attendance and punctuality and abide by the timings set by the school for the start and the end of the school day.

1. Punctuality is the timely conduct of any activity. Students should be in school before the morning assembly.
2. They will be held at the gate if they come beyond the time and will only be allowed to get inside the classroom after the morning assembly.
3. Students who came beyond 8:00 A.M. must secure an admission slip from the Discipline Office.
4. Students who incurred three tardiness will be given a Disciplinary Notice. (Three (3) Accumulated Disciplinary Notices will be a ground for a disciplinary action and considered as one day absent)

## **N. ABSENTEEISM AND TRAVEL LEAVE**

As per the Abu Dhabi Department of Education and Knowledge (ADEK) rules and regulations, a student can be absent for three days only in case of emergency cases like death of relative, sickness, accident and those who will personally take the admission test in the Philippine universities/colleges. Students who plan to go on leave will not be granted advance examinations.

The following policies shall apply:

1. The four (4) incidents of absenteeism in a short period of time such as a month or an academic term, a written warning to student will be served and parents will be notified.

2. Up to an additional three (3) instances of absenteeism in a short period of time, parents and students shall be called to a meeting with the principal to sign a written pledge not to repeat the offense.
3. At the discretion of the school, decision might include one or more of the following:
  - Community hours at the school
  - Temporary suspension of up to three days where the student will receive a zero on any test administered during suspension

#### 4. Absences Due to Illness

In accordance with ADEK Attendance and Absence Policy, students who are absent from school due to illness must comply with the following requirements:

- Absence of up to 3 consecutive days:  
Parents must inform the school on the first day of absence and submit a parent-written sick note (daily), or the absence will be recorded as an unauthorized absence.
- Parents shall submit a sick-leave certificate from DOH licensed physician on the fourth consecutive day (including weekends), or the absence will be recorded as an unauthorized absence.
- The school authorized a maximum of 12 annual school days of student absence due to medical reasons without requiring a sick-leave certificate from a DOH licensed physician.
- Chronic or prolonged illness:  
For students with a chronic medical condition or who may require 12 or more days of medical absence, parents are required to submit medical reports from a DOH licensed physician or a relevant health authority and maintain regular communication with the school nurse and administration to ensure appropriate academic and wellbeing support.

Failure to provide the required documentation may result in the absence being recorded as unexcused, in line with ADEK's attendance regulations.

### **O. THE RESPONSIBILITIES OF THE PARENTS**

1. Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations.
2. Updating the school about any changes in the contact information.
3. Parents are expected to regularly check the school's official communication channels for updates and important announcements.
4. Being courteous in their approach to staff when enquiring about their child.
5. Sending letter request addressed to the School Principal in cases of
  - Leave of absence or emergencies stating the reasons
  - Request of meeting/appointment with a teacher regarding the student's performance or any other concern.
6. Parents are expected to attend all meetings, conferences, and reviews concerning their child's progress and performance. Failure to do so may hinder the child's learning experience and progress. A parent's level of participation, involvement, and responsibility will also be considered when reviewing the child's eligibility for re-enrolment in the following academic year.
7. Adhering to the social media Policy for Students and Parents wherein:
  - Under no circumstances should disrespectful or offensive remarks be directed at staff, students, parents, or the school community. Spreading negative messages about the school or its teachers is harmful and undermines the spirit of respect and cooperation.
  - Parents, guardians, and guests must never discuss sensitive matters or disclose any confidential information about students or the school on social media. To safeguard students and prevent

disruptions to learning, entry into classrooms and corridors is not permitted beyond 7:10 a.m. or at any other time without prior approval.

#### **P. RE-ADMISSION OF STUDENTS**

A student may be re-admitted provided the following conditions are met:

- Expulsion should not be for disciplinary reasons.
- Deletion of name should not be for marriage reason and such matter is limited only to female students.
- His/her age should not exceed the maximum age of admission.
- Re-admission shall be made during the period between the beginning of the academic year and until the end of registration date specified. From each academic year excluding the student who left school during the academic year to be re- admitted therein, provided discontinuation from attending at school should not exceed one month.
- Procedures of re-admission shall be made by school administration upon the parents request on the form approved by the UAE Ministry of Education.

#### **Q. STUDENTS ON PROBATIONARY STATUS**

The students who are considered on probationary are the following:

- Transferees;
- Returnees;
- Those recommended by the Assessment Team approved by the School Administrators due to poor academic standing and if student has any record of serious offense; and,
- Those recommended by the Behavior Management Committee.

**Note:** Students who are on probation should maintain good academic standing and must abide by the school rules and policies; otherwise, they shall be candidates for dismissal subject to the assessment of the Behavior Management Committee.

#### **C. Student Behavior and Bus Safety Rules**

1. To behave properly on the bus. Misbehavior will not be tolerated and may lead to suspension or withdrawal of bus service.
2. To take care of personal belongings. Students must check their bags and items before leaving the bus. Lost and found items will be given to the reception.
3. To respect the bus and its property. Any damage caused will be the responsibility of the student and their parents.
4. To follow the bus driver and nanny's instructions. Cooperation is required at all times for safety and order.
5. To keep the bus safe and orderly. Students must board and exit calmly and treat others with courtesy.

#### **D. Other Rules and Regulations**

1. During the first day of classes, parents must bring their child to school. There will be no pick up, however there is drop off after class hours.
2. If your child will be absent, parents should notify the bus in-charge/nanny through SMS one hour before the scheduled pick-up time.

3. For early dismissal request, parents/fetchers must secure the Early Dismissal Form before 2:00 PM.
4. In case a student desires to be dropped off to another place, a written request from the parent must be forwarded to the Office of the Principal for approval.
5. In case of mechanical failure, a new bus will be provided to transport students.
6. Parents should notify the Transport Coordinator for any changes of contact details.
7. For the change of location, parents must provide at least 3 days' notice (written) with the new location map (Google Map) to the Transport Coordinator.
8. As per RTA rules, only registered bus riders are allowed to ride in the school bus.

Reviewed Date: **August 2025**

Next Review Date: **August 2026**

**Approved by:**

**Paul Benedict N. Yacap**  
School Principal

