



المدرسة الفلبينية THE PHILIPPINE SCHOOL

"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

STUDENTS' DISCIPLINE AND CODE OF CONDUCT

Student Behaviour Management

The Philippine School – Abu Dhabi believes that every child is like a plant needing proper care, nourishment, and cultivation in order to develop to the fullest and achieve its maximum potential.

School's Mission

Our mission is to provide an affordable quality education while developing and nurturing the whole-child in a God-centered environment.

School's Vision

We envision to be the center of academic excellence, train students to become good leaders who are globally competitive, build character that makes a difference, equip them to be competent for the future challenges and be of service to mankind.

Core Values

1. Respect (self and others)

1. accepting and believing in your own goodness and capabilities
2. recognizing and accepting others for who they are
3. giving considerations to others' feeling
4. acknowledging and obeying people in authority
5. treating everyone around you well

2. Self-discipline - exhibit self-control in order for you to enjoy learning without the fear of being harmed

- following the school policies
- our actions have consequences
- collaboration with parents

3. Nationalism - instilling love for one's country and the host country

- integrating UAE/Filipino values, customs and tradition in all subjects
- reciting the patriotic pledge and singing the UAE and Philippine national anthem during morning assembly
- displaying the UAE/Philippine literature through music and arts, dances poems songs dramatization
- modeling UAE/Filipino costumes during school program and important events of the school

4. Recognition of religion and cultural diversity - acknowledge and respect religious and cultural diversity

- integrating this (religion and cultural diversity) in social studies/Civics subject
- conducting character development/enrichment program in school
- emphasizing respect in the practices and ways of other religions
- Inclusion of moral education program (MEP) and CE/VE subjects.

According to ADEK, students are expected to perform the following responsibly even in an online or remote mode of learning:

Follow all the instructions and rules of the school and the classroom.

Behave responsibly and will not put other people or themselves in danger or at risk of danger.

Take care of the school building(s), equipment, or property of the school and/or other people.

Arrive at school and lessons on time and, if absent; provide the office with a signed note from your parent explaining lateness's and/or absences.

Participate to promote a positive school community.

Demonstrate a positive attitude towards studying and learning as act appropriately so as not to disrupt the classroom or the learning of others.

Commit to the heritage and culture of the UAE in such a way that they behave honestly and conduct themselves with dignity.

Show respect to all teachers, school personnel, fellow students, their families, and members of the community

All ADEK students are expected to honor and practice their student rights and responsibilities, may it be in a face-to-face or remote mode of learning.

Student Rights

All students have the right to:
 Be provided with a high quality education.
 Be safe and respected in a welcoming school environment.
 Be treated with respect and fairness by teachers, staff, and fellow students.
 Be supported by parents, guardians, or designated members at school meetings.
 Have confidential school records not disclosed without written permission by self, parents, or authorities.
 Be provided with appropriate educational activities that promote their talents, abilities, and potential.
 Get immediate recognition for good behavior both in class and whilst at school.
 Be supported in how to change misconduct to positive student behavior.

Student Responsibilities

All students are responsible for:
 Following all policies, rules, and regulations set forth by ADEK and their school.
 Following the Student Code of Conduct and Student Rights and Responsibilities.
 Engaging as an active learner and contributing and participating positively to the learning environment.
 Contributing to the school community.
 Contributing to and promoting a positive school environment.

Guiding Principles

Positive Behavioral Guidance

Members of the community shall ensure that all adult interactions prioritize safeguarding a child's dignity and self-esteem, and meet their social, emotional, and physical needs at all times. In doing so, staff shall follow these principles in interacting with children:

- a) Children shall be spoken to in a calm, friendly, positive, and respectful manner.
- b) Children's level of understanding and maturity shall be considered when allowing independence with tasks, and when explaining to them why their behavior is not appropriate.
- c) Children of all backgrounds shall be treated with respect and consideration.
- d) Children's efforts, achievements, and feelings shall be acknowledged with sincere encouragement, as this affects children's self-esteem and self-regulation positively.
- e) Children shall have a balance of free play and ground rules to enable holistic development.
- f) Children's self-expression and verbalization of feelings, ideas, and interests shall be encouraged.
- g) Children shall be motivated towards positive behavior intrinsically, by building their concepts of right and wrong through activities.
- h) Children shall be given opportunities to develop agency and responsibility through the negotiation of choices.
- i) Children shall be given enough time to respond to requests for them to behave in line with the set ground rules.

In our Students' Discipline and Code of Conduct, misconducts are categorized into three levels, and these are as follows:

Levels of Disciplinary Actions:

Level One - Any behaviour that results in disruption of the teaching and learning environment. The following violations are considered minor in a nature:

1. Wearing of improper incomplete uniform.
2. Not wearing of the official school I.D.
3. Wearing of earrings and studs.
4. Wearing of make-up (prohibited until Grade 10) Light make-up is allowed to Senior High School students.
5. Improper haircut/hairstyle (spiked, undercut, emo")
6. Colored hair/ nails and highlights
7. Inappropriate accessories (trinkets, dangling fancy earrings)
8. Wearing of valuable and expensive jewelries
9. Incomplete materials needed in school.
10. Loitering and playing during breaks.

11. Littering on school premises and school bus.
12. Misconduct during flag ceremony/assemblies.
13. Bringing and using of IPOD, music player, toys and other gadgets during School hours without the approval of the teacher.
14. Bringing, using of non-educational and playing cards.
15. Playing billiards, video games, going to movie houses/malls and other related Activities anywhere outside the school while wearing the school uniform.
16. Disregarding the teacher/school communications and advisories.
17. Wearing and using others ID.
18. Tearing pages /erasing notes of teachers in the diary and other means of communication.
19. Leaving the classroom without the following passes (admin, clinic, toilet and hall pass).

Corrective Actions for Minor Offenses

First Offense

- Record of the incident/offense in the anecdotal record by the concern teacher/class adviser.
- Verbal warning from the concerned subject teacher/class adviser.

Second Offense

- Minor offense is noted in the anecdotal record.
- Every class adviser shall inform (call,SMS) the concerned parent of the child.
- Counseling with the class adviser.

Third Offense

- Minor offense is noted in the anecdotal record.
- Letter to the parents/guardian informing them of the minor offenses committed by the child.
- Counseling with the class adviser.

Level Two - Any behaviour that results in severe disruption to the teaching and learning environment or that may cause harm to self or others. The following major offenses are considered grave in nature:

1. Possession of mischievous/pornographic magazines or literary works that affects the moral and good values of others.
2. Writing, speaking and drawing with vulgarity.
3. Disrespect, disobeying and neglect of persons in authority and student officers.
4. Influencing others insubordination.

5. Inciting trouble between two or more persons/groups in school premises and in the school bus.
6. Giving false testimonies nor falsely accusing another student.
7. Habitual tardiness/absences without valid reason/excuse letter.
8. Cutting classes/truancy
9. Bullying
10. Fighting/hurting a fellow student (situation may vary)
11. Maligning fellow students and school authority through the following acts: slandering; name calling; badmouthing; use of foul/profane/coarse/vulgar language, profane/indecent actions.
12. Having body tattoos or body piercings.
13. Stealing and shoplifting in and out of the school.
14. Improper behavior or misconduct
15. Vandalism, destroying and tampering with notices on whiteboards, bulletin boards and other materials.

If the damages is proven/verified by the committee the parents should bare the cost of any damages to the school property caused by their child/children.

16. Using emblem/name/logo for out of school affairs without the permission of The school authorities.
17. Selling tickets, collecting contribution, soliciting subscriptions, selling any Article or raising class funds without the written permission approved by the Principal.
18. Bringing deadly weapons such as knives, explosives, knuckles, firearms and other inflammable materials.
19. Coming to school under the influence of intoxicating drinks and engaging spree and bringing to school alcoholic beverages.
20. Bringing cigarettes, smoking and vaping to the school premises and on the School bus.
21. Inappropriate display of affection (PDA) with opposite/same gender in school or anywhere else while wearing the school uniform.
22. Gambling of any form in the campus or within the school premises.
23. Utilizing white weapons such as scissors, cutter, sharp blade or pencil etc. to hurt classmates or schoolmates.
24. Falsification/forgery of notes and signatures on letters, cards or other Documents.
25. The fourth violation of any minor offense is considered as a major offense.
26. Posting/watching adult content material/uploading vulgar/foul/indecent photos/articles
Video comments via internet and social media.
27. Non-compliance with the use of Digital Technology (refer to e-safety Guidelines).

28. Academic Dishonesty

- a. possession or use of any notes, in any format or medium, for the purpose of cheating.
- b. copying or looking at another student's paper during examination.
- c. holding up one's test paper or allowing another student to copy from his paper or writing on another student's test paper.
- d. giving signals or any form of communication which may be interpreted as giving or soliciting help during examination.
- e. stealing, giving or receiving test papers.
- f. Online cheating

29. Plagiarism

Corrective Actions for Major Offenses

First Offense

- Record of the incident/offense in the anecdotal form by the concerned teacher/class adviser.
- Incident is reported to the Child Protection Officer for further evaluation.
- Letter to the parents informing them of the offenses committed by the child.
- Conference with the parents.

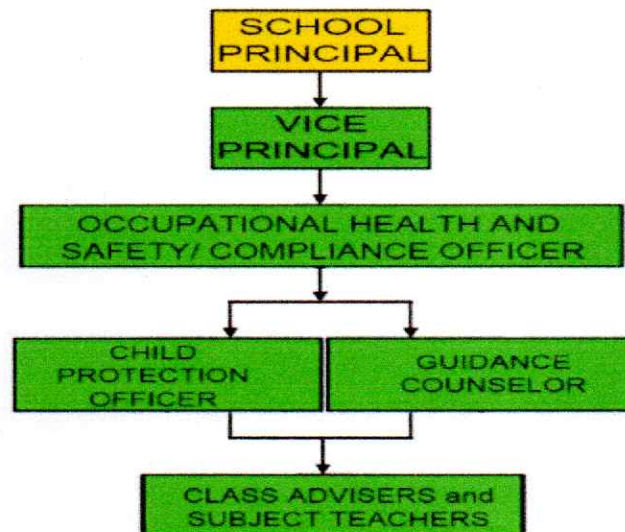
Second Offense

- Record of the incident/offense in the anecdotal form by the concerned teacher/class adviser.
- Incident is reported to the Child Protection Officer for further evaluation.
- Letter to the parents informing them of the offenses committed by the child.
- Conference with the parents.
- Counseling (Guidance Counselor)

Third Offense

- Record of the incident/offense in the anecdotal form by the concerned teacher/class adviser.
- Incident is reported to the Child Protection Officer for further evaluation.
- Letter to the parents informing them of the offenses committed by the child.
- Conference with the parents.
- Counseling (Guidance Counselor)
- Suspension for up to a maximum of three (3) school days depending on gravity of the offense.
- **Deportment from receiving Behavior and Academic Award**

Student Behavior Management Committee



EXPECTED RESULTS

TPS Pupils and students are expected to fully cooperate for the success of the implementation of the safeguarding policies of the school.

Pupils and students are expected to be responsible for their safety and the safety of everyone.

Parents and Guardians are expected to collaborate with the School Administration and with the Teaching and Non- Teaching personnel for the effective implementation of the Safeguarding policies of the School.

School Administration/ Teachers/ Staff are expected to be an active implementer of the Safeguarding policies of the school to keep everyone protected from any kind of harm.

School Administration/ Teachers/ Staff are expected to be the role model in abiding the Safeguarding policies of the school.

School Administration / Teachers/ Staff are expected to be responsible in monitoring students and their personal welfare.

STUDENT ABSENCE/ ATTENDANCE

- Attendance is compulsory during all modes of learning (face-to-face or distance learning).
- A student is marked absent if he or she fail to attend classes. It is important for learners to be present in **every school day**.
- Class Advisers are tasked to submit the excuse letters to the Wellbeing Department.
- An absence is only authorized for the following reasons, confirmed by a signed letter from parents/ guardians or by of official documents for the full duration of the absence:
 - Illness
 - Death of a first or second degree family member

- Scheduled doctor's appointments
 - Official community task
 - Mandatory appearance before an official body
 - Urgent family travel for medical treatment or death of a family member
- Class Advisers are encouraged to record the daily attendance as early as possible for submission purpose in ADEK. Learner's class attendance shall be recorded by the teachers on a daily account. At the end of each quarter the attendance is reflected in the report card.
 - Class Advisers must immediately communicate with parents if there is an unauthorized absence occurred or a student already accumulated less than 20% (of the number of school days in a quarter) absence rate.
 - The Principal may, at his/her discretion and in the individual case, exempt a learner who exceeds the 20% limit for reasons considered valid in a quarterly basis.
 - Parents shall notify the school (through the class advisers) in advance of any planned absences and submit the required documentation.
 - Where exception to come back to school is given to any student under Additional Learning Needs to ensure their wellbeing and safety or that of other stakeholders, the school should provide support for their continuous academic, social, behavioral, and emotional progress during distance learning. All decisions must consider the needs of the child and their parents and all efforts must be done to accommodate the SoD/ ALN properly.
 - Habitual tardiness, especially during the first period in the morning and the afternoon, is discouraged.
 - Teachers shall inform the parents/guardian through a meeting if a learner has incurred three (3) consecutive days of tardiness. **Three (3) consecutive days of tardiness is equivalent to one day of absence.**

School Bag Policy

Policy Limiting School Bags Weight

As the custodians of your children's well-being, we would like to address well-being, we would like to address the potential long-term effect of students' carrying heavy school bags.

- The use of big, heavy bags, especially those with trolleys is unacceptable on the grounds of health and safety in the school bus.
- It is recommended that a child's bag does not exceed 20% of the body weight to avoid adverse effects on the spine and body.
- Listed below are the maximum weight as prescribed by the Abu Dhabi Department of Education and Knowledge.

Grade/Year (US) (UK)	Maximum Backpack Weight (KG)
KG1/FS2	2.2
KG2/Year 1	2.4
Grade 1/Year 2	2.6
Grade 2// Year 3	3.0
Grade 3 /Year 4	3.4
Grade 4/ Year 5	3.8
Grade 5/ Year 6	4.1
Grade 6/ Year 7	4.5
Grade 7/ Year 8	5.0
Grade 8/ Year 9	5.8
Grade 9/ Year 10	6.5
Grade 10/ Year 11	7.3

References:

<https://adek.gov.ae/-/media/Project/TAMM/ADEK/Downloads/Private-schools/Private-Schools-Policy-and-Guidance-Manual.pdf>

https://www.moe.gov.ae/Ar/Legislation/Documents/Student%20Behaviour%20Management_Distance%20Learning%202020_English.pdf

Policy 50: Student Behaviour Policy Corresponding to Article (55) of the Organizing Regulations. Private Schools Policy and Guidance Manual. Abu Dhabi Education Council, Abu Dhabi, United Arab Emirates. 2014-2015.

www.adek.gov.ae | Abu Dhabi, UAE

Approve by:


JESUS S. OSTOS, JR.
SCHOOL PRINCIPAL

