



المدرسة الفلبينية  
**THE PHILIPPINE SCHOOL**  
"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

Baniyas East 7, Abu Dhabi  
United Arab Emirates  
PO Box 10483

Phone: +971 2 583 1044  
Email: tpsauh.info@gmail.com  
principal.tpsauh06@gmail.com  
9252@adek.gov.ae

*The Philippine School Abu Dhabi*  
Behaviour Management Committee

*(Aligned with ADEK Policy 50 –  
Student Behavior and  
Child Protection Framework)*





المدرسة القلبينية  
**THE PHILIPPINE SCHOOL**  
"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

Baniyas East 7, Abu Dhabi  
United Arab Emirates  
PO Box 10483

Phone: +971 2 583 1044  
Email: tpsauh.info@gmail.com  
principal.tpsauh06@gmail.com  
9252@adek.gov.ae

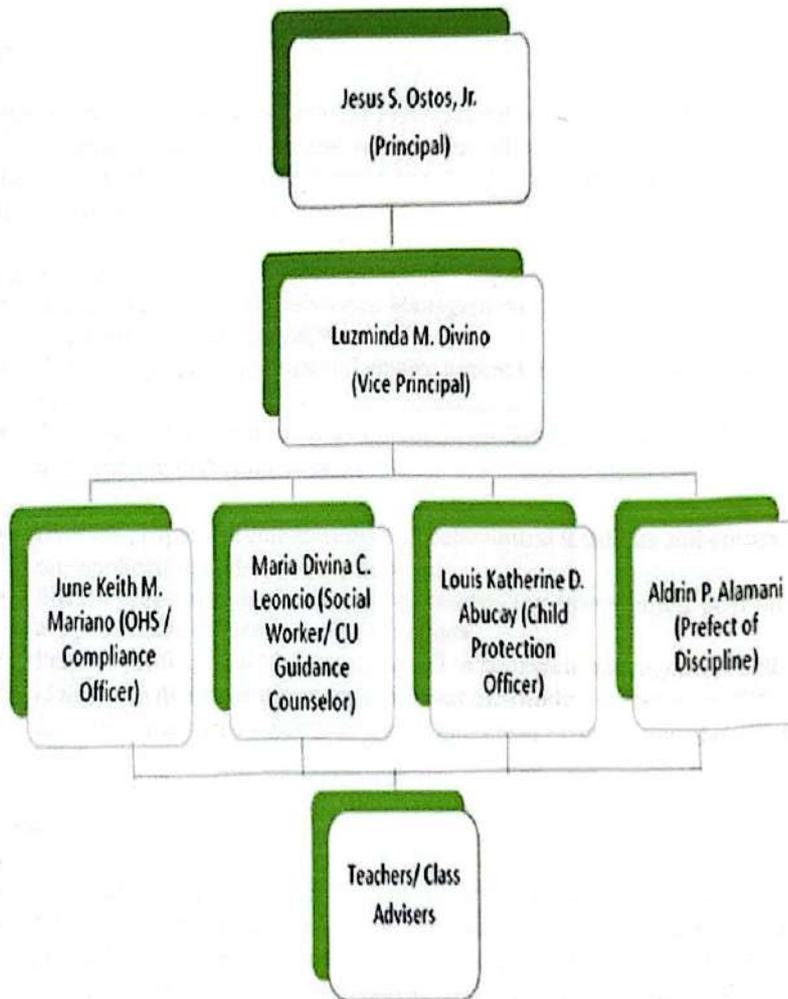
**Table of Contents**

SECTION	TITLE	PAGE
1	Student Behavior Committee Flowchart	3
2	Student Behavior Committee Duties and Responsibilities	4
2.1	Principal	4
2.2	Vice- Principal	5
2.3	OHS/Compliance Officer	5
2.4	Guidance Counselor	6
2.5	Child Protection Officer	6
2.6	Prefect of Discipline	7
2.7	Inclusion Head, Inclusion Teachers & Assistants	8
3	Teachers/ Class Advisers	8
4	Revision Details	8
5	Acknowledgement	9
6	Disclaimer	9



## Student Behavior Management Committee

### Student Behavior Management Committee





Behaviour Management Committee  
*The Philippine School Abu Dhabi*

*(Aligned with ADEK Policy 50 – Student Behaviour and Child Protection Framework)*

## 1. Principal – Mr. Jesus S. Ostos, Jr. Role

### Summary:

As the overall leader of the committee, the Principal holds ultimate accountability for student behaviour management and ensures that all policies and practices meet ADEK standards. He sets the direction, ensures procedural fairness, and promotes a culture of positive discipline across the school.

### Key Responsibilities:

- Establish and lead the Behaviour Management Committee, ensuring it meets ADEK's required composition and standards.
- Chair committee meetings and ensure urgent behavioural matters are addressed promptly.
- Approve and monitor implementation of the Student Behaviour Policy, ensuring full alignment with ADEK Policy 50.
- Oversee proper documentation of all behavioural incidents and ensure consistent, fair application of disciplinary actions.
- Ensure preventive mechanisms (e.g., counselling, intervention, peer mediation) are prioritized before imposing sanctions.
- Provide professional leadership to staff in behaviour management and policy compliance.
- Liaise with ADEK for reporting of serious misconduct or cases requiring external referral
- Review school-wide behaviour trends and ensure continuous improvement strategies are implemented.

### Specific Duties:

- Set committee meeting agendas, ensure proper minutes and follow-up of actions.
- Allocate resources for intervention programs, counselling, and teacher training.
- Act as final sign-off for suspensions or expulsions recommended by the committee.
- Promote a culture of respect, integrity, and accountability among students and staff.



## 2. Vice-Principal – Ms. Luzminda M. Divino

### Role Summary:

The Vice-Principal serves as the operational head of the Behaviour Management Committee, ensuring day-to-day consistency, coordination, and proper reporting between stakeholders.

### Key Responsibilities:

- Act as Deputy Chairperson of the Committee; preside when the Principal is unavailable.
- Oversee implementation of the behaviour policy across all grade levels.
- Supervise the work of the Compliance Officer, Prefect of Discipline, Child Protection Officer, and Social Worker.
- Facilitate teacher and adviser training in restorative and preventive behaviour management.
- Ensure appropriate escalation of incidents (minor to major) per ADEK's four-level disciplinary framework.
- Oversee parent communication and agreements for students under behaviour Contracts.

### Specific Duties:

- Maintain the committee's meeting calendar and ensure follow-up actions are completed.
- Chair sub-meetings for specific grade levels or repeat offenders.
- Ensure termly training sessions are conducted for staff on ADEK behavior policies.

## 3. OHS / Compliance Officer – Mr. June Keith M. Mariano

### Role Summary:

Ensures all behaviour-management processes are compliant with ADEK and school regulations, maintaining accurate documentation, confidentiality, and inspection readiness.

### Key Responsibilities:

- Maintain the central register of behavioural incidents, ensuring accurate confidential recording.
- Verify adherence to ADEK's prohibited disciplinary measures and documentation protocols.
- Support the investigation of bullying, cyber-misconduct, or behavioural incidents with risk implications.
- Collaborate with the Child Protection Officer for safeguarding-related cases.
- Provide compliance updates to the Vice-Principal and Principal.
- Ensure data protection and confidentiality in all behavioural documentation.





**Specific Duties:**

- Update and generate quarterly behaviour dashboards.
- Verify committee decisions and ensure proper filing.
- Liaise with ADEK inspectors and ensure documentation readiness for reviews.
- Coordinate with ICT teams to monitor digital behaviour (cyberbullying, misuse etc.)

**4. Social Worker / Guidance Counsellor -**

*Ms. Maria Divina C. Leoncio*

*Mr. John Mark Narag*

**Role Summary:**

Provide emotional, social, and behavioural support to students. Serve as the pastoral care representative in the Committee, ensuring interventions accompany disciplinary actions.

**Key Responsibilities:**

- Provide counselling to students with behavioural concerns and develop individual improvement plans.
- Lead restorative and preventive programmes (e.g., peer mentoring, conflict resolution).
- Ensure student support before formal disciplinary actions.
- Liaise with parents and external agencies when deeper social issues are identified.
- Work collaboratively with the Child Protection Officer in safeguarding-linked cases.
- Conduct behavioural awareness and life-skills sessions.

**Specific Duties:**

- Maintain case records for students receiving behavioural support.
- Report termly to the Committee on counselling progress and outcomes.
- Create and lead awareness campaigns on bullying prevention and digital responsibility.

**5. Child Protection Officer - Ms. Louis Katherine D. Abucay**

**Role Summary:**

The Child Protection Officer ensures that behaviour management aligns with safeguarding and child welfare requirements. She provides oversight on all behaviour cases with potential safeguarding implications.





#### Key Responsibilities:

- Receive and review all reports of behavioural incidents that may involve safeguarding issues (bullying, harassment, abuse, etc.).
- Ensure referral and investigation of such incidents in compliance with
- ADEK and UAE child protection laws.
- Work with the Prefect of Discipline and Social Worker to assess student safety and well-being.
- Ensure confidential documentation and secure record keeping of all child- protection-related behaviour cases.
- Liaise with ADEK or child protection agencies when escalation is required.

#### Specific Duties:

- Review disciplinary sanctions to ensure they do not compromise student welfare.
- Collaborate with the Prefect of Discipline for prompt reporting and proper case handling.
- Conduct periodic staff briefings on recognising and reporting safeguarding issues.

### 6. Prefect of Discipline – Mr. Aldrin P. Alamani

#### Role Summary:

The Prefect of Discipline oversees day-to-day student discipline, ensuring consistent enforcement of behavioural standards, proper documentation, and coordination with the Child Protection Officer.

#### Key Responsibilities:

- Monitor student conduct across all school areas and activities.
- Support teachers and class advisers in classroom management and behavioural interventions.
- Document and submit incident reports to the Behaviour Committee and
  - Vice-Principal.
- Immediately report to and coordinate with the Child Protection Officer for any behaviour cases involving:
  - o Bullying, harassment, or discrimination
  - o Self-harm, abuse, or emotional distress
  - o Behaviour that raises child safety concerns
- Encourage recognition and rewards for positive student conduct.

#### Specific Duties:

- Maintain behaviour logs and submit monthly reports to the Vice-Principal.
- Coordinate detention or behaviour workshops for students under sanction.
- Participate in case reviews with the Child Protection Officer to ensure welfare and follow-up.



- Work with the Prefect of Discipline and Social Worker to assess student safety and well-being.
- Ensure confidential documentation and secure record keeping of all child- protection-related behaviour cases.
- Liaise with ADEK or child protection agencies when escalation is required.

#### Specific Duties:

- Review disciplinary sanctions to ensure they do not compromise student welfare.
- Collaborate with the Prefect of Discipline for prompt reporting and proper case handling.

#### 7. Head of Inclusion- Ms. Lilibeth Afable

- Lead the design, implementation, and evaluation of the school's **Positive Behavior Management Framework** for students with ALN.
- Oversee the development and monitoring of **Behavior Support Plans (BSPs)** for students requiring individualized strategies.
- Coordinate with teachers, the Guidance Counselor, and the CPO to ensure consistent behavioral interventions and follow-up.
- Facilitate **case conferences** and **multi-disciplinary meetings** to review student progress and modify interventions when necessary.
- Provide capacity-building for teachers on **inclusive behavior management, trauma- informed teaching, and emotional regulation strategies**.
- Ensure documentation and confidentiality of all behavioral records in compliance with ADEK and the School Safeguarding Policy.

#### Inclusion Teachers

- Implement individualized and group-based behavior intervention programs for students with ALN.
- Use proactive classroom management techniques that emphasize **positive reinforcement, clear expectations, and structured routines**.
- Collaborate with mainstream teachers to adapt classroom strategies that accommodate behavioral and emotional needs.
- Observe, record, and report behavioral patterns using standardized school forms for monitoring and tracking progress.
- Engage in restorative practices to help students reflect on their behavior and learn self- regulation skills.





### Inclusion Assistants

- Support students during classroom and pull-out sessions by reinforcing behavioral goals and implementing BSP strategies.
- Provide **one-on-one guidance** and positive prompts to help students stay focused and engaged in learning.
- Maintain consistent communication with the Inclusion Teacher about students' daily behavior and progress.
- Promote peer inclusion and model respectful communication and problem-solving.
- Ensure that students are supervised and emotionally supported during transitions, breaks, and classroom activities.

Behavior management for students with ALN follows a **tiered and collaborative model**:

- **Tier 1 (Universal)**: Positive classroom strategies for all students.
- **Tier 2 (Targeted)**: Small-group interventions and short-term behavioral support.
- **Tier 3 (Intensive)**: Individualized and specialist-led interventions through the Inclusion Team and ISSS coordination.

### 8. Teachers / Class Advisers

#### Role Summary:

Teachers and advisers are the first line of behaviour management, responsible for daily classroom discipline, documentation, and early referral of cases.

#### Key Responsibilities:

- Implement classroom-level interventions and maintain positive behaviour expectations.
- Record and report recurring or serious misconduct through proper channels. Collaborate with the Prefect of Discipline, Child Protection Officer and  
• Counsellor on intervention or support plans.
- Engage parents in behaviour improvement discussions.
- Participate in ongoing training on ADEK policy, restorative approaches, and cultural awareness.
- Promote and reward positive behaviour to strengthen school culture.

### Revision Details

The policy titled "Behaviour Management Committee" is identified under Policy Code: TPS-BMC-2025. This is Revision 01, effective for the Academic Year 2025-2026. The policy issued in October 2025 and last revised in the same month. The next scheduled review of this policy is set for October 2026.





المدرسة الفلبينية  
**THE PHILIPPINE SCHOOL**

"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

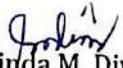
Baniyas East 7, Abu Dhabi  
United Arab Emirates  
PO Box 10483

Phone: +971 2 583 1044  
Email: tpsauh.info@gmail.com  
principal.tpsauh06@gmail.com  
9252@adek.gov.ae

Prepared by:

  
Louis Katherine DeJoria Abucay  
Child Protection Officer

Noted by:

  
Luzmirinda M. Divino  
Vice-Principal

Approved by:

  
Jesus S. Ostos Jr.  
Principal



### Acknowledgement

I, a member of *The Philippine School Abu Dhabi Behaviour Management Committee*, acknowledge that I have read, reviewed, and understood the contents of this document. We commit to implementing and upholding the procedures, responsibilities, and guidelines stated herein in alignment with *ADEK Policy 50- Student Behavior and Child Protection Framework*.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date received: \_\_\_\_\_

### Disclaimer

This document is the official property of **The Philippine School Abu Dhabi**. It is intended solely for internal use to guide the school's behaviour management processes in accordance with ADEK Policy 50. Unauthorized reproduction, distribution, or alteration of any part of this document without prior consent from the School Administration is strictly prohibited.