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

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THE PHILIPPINE SCHOOL ABU DHABI STUDENT BEHAVIOR POLICY

(Transform. Progress. Succeed)



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1. POLICY STATEMENT

The Philippine School – Abu Dhabi (TPS) is committed to maintaining a safe, respectful, inclusive, caring, and positive learning environment where every student is protected, supported, and given opportunities to develop responsible behavior.

TPS expects all students to demonstrate behavior that promotes safety, respect, responsibility, integrity, discipline, cooperation, and positive citizenship.

This policy is aligned with the ADEK School Student Behavior Policy Version 1.3, which requires schools to establish clear behavioral expectations, promote positive behavior, prevent and address bullying, provide appropriate interventions, and apply fair and staged responses to misconduct. ADEK STUDENT BEHAVIOR POLICY

TPS shall implement behavior management through a positive, restorative, supportive, and student-centered approach, while ensuring that serious misconduct is addressed appropriately and in accordance with ADEK requirements.

2. PURPOSE

This policy aims to:

1. Promote positive and responsible student behavior.
2. Maintain a safe and secure school environment for students, staff, parents, and visitors.
3. Establish clear and consistent expectations for student conduct.
4. Prevent bullying, cyberbullying, harassment, intimidation, discrimination, and other behaviors that may harm members of the school community.
5. Provide appropriate support and intervention for students experiencing behavioral difficulties.
6. Establish fair and consistent procedures for addressing misconduct.
7. Promote student accountability, reflection, and responsibility for one's actions.
8. Strengthen collaboration among students, parents, teachers, counselors, and school administrators.
9. Protect the dignity, welfare, and rights of every student.
10. Ensure compliance with ADEK requirements and applicable UAE laws and regulations.

3. GUIDING PRINCIPLES

TPS shall manage student behavior according to the following principles:

3.1 Safety First

Every student has the right to learn and participate in school activities in an environment free from violence, bullying, abuse, harassment, intimidation, and unsafe behavior.

3.2 Positive Behavior

The school shall recognize, reinforce, and encourage appropriate behavior rather than focusing only on misconduct.

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3.3 Respect and Dignity

Students shall be treated fairly and respectfully regardless of nationality, culture, religion, gender, ability/disability, language, background, or other characteristics.

ADEK specifically requires a welcoming, caring, safe, enriching, professional, and respectful environment for all members of the school community. ADEK STUDENT BEHAVIOR POLICY

3.4 Accountability

Students are expected to understand the consequences of their actions, take responsibility, repair harm where appropriate, and work toward improved behavior.

3.5 Age-Appropriate Intervention

Behavior management shall consider the student's age, developmental level, individual circumstances, and additional learning needs.

3.6 Inclusion

Students with Additional Learning Needs (ALN) shall receive appropriate consideration, accommodations, and support when behavior is affected by an identified learning or developmental need. ADEK requires consultation with the Head of Inclusion and consideration of the student's underlying needs when determining disciplinary action. ADEK STUDENT BEHAVIOR POLICY

3.7 Child Protection

Any behavior that may constitute abuse, maltreatment, bullying, exploitation, or a safeguarding concern shall be handled in accordance with the TPS Student Protection Policy and applicable UAE child protection requirements.

4. TPS POSITIVE BEHAVIOR MODEL

TPS shall promote positive behavior through the following school-wide expectations:

Students are expected to:

BE SAFE

- Follow safety instructions.
- Avoid actions that may cause harm to themselves or others.
- Report unsafe situations, bullying, abuse, or threats.
- Follow school, transport, laboratory, sports, and emergency procedures.
- Use school facilities and equipment responsibly.

BE RESPECTFUL

- Speak politely and respectfully.
- Respect teachers, staff, classmates, parents, visitors, and school personnel.

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- Respect personal space, privacy, property, and boundaries.
- Respect UAE national identity, culture, values, traditions, and laws.
- Respect differences in culture, nationality, religion, language, ability, and background.

BE RESPONSIBLE

- Attend school and classes on time.
- Complete assigned learning tasks.
- Bring required books and learning materials.
- Follow school rules and procedures.
- Take care of school property and personal belongings.
- Use technology and digital devices responsibly.

BE HONEST

- Submit authentic work.
- Avoid cheating, plagiarism, fabrication, falsification, and impersonation.
- Tell the truth when reporting incidents or explaining behavior.

BE CARING

- Help create an inclusive and welcoming environment.
- Support younger and vulnerable students when appropriate.
- Stand against bullying.
- Report concerns instead of participating in harmful behavior.

BE A RESPONSIBLE TPS REPRESENTATIVE

Students representing TPS inside or outside the school shall maintain appropriate conduct and uphold the good reputation of the school.

ADEK similarly requires students to behave safely and responsibly, respect others and school property, engage positively in learning, demonstrate civility, follow dress/grooming expectations, respect UAE cultural values, and avoid discrimination. ADEK STUDENT BEHAVIOR POLICY ADEK STUDENT BEHAVIOR POLICY

5. SCOPE OF THE STUDENT CODE OF CONDUCT

The TPS Student Code of Conduct applies when students are:

- inside the school premises
- inside classrooms, laboratories, clinics, libraries, and other facilities
- participating in assemblies and school programs
- attending extracurricular activities
- participating in sports and competitions
- travelling on school transportation
- attending school-organized activities outside the campus
- representing TPS in public
- using school-provided digital platforms or technology; and

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- wearing the TPS uniform while representing the school, where applicable.

ADEK requires positive behavior during school supervision, including school transportation and activities inside or outside school premises. ADEK STUDENT BEHAVIOR POLICY

6. STUDENT CODE OF CONDUCT

Students shall:

1. Follow school rules and reasonable instructions from authorized school personnel.
2. Attend classes regularly and punctually.
3. Wear the prescribed TPS uniform appropriately.
4. Observe proper grooming and personal hygiene.
5. Respect teachers, staff, classmates, parents, visitors, and school property.
6. Keep hands, feet, and objects to themselves.
7. Avoid fighting, threatening, intimidating, or deliberately harming others.
8. Avoid bullying, cyberbullying, harassment, discrimination, and exclusion.
9. Respect privacy and personal boundaries.
10. Obtain permission before using another person's belongings or digital content.
11. Use mobile phones, tablets, laptops, and other digital devices only according to school rules.
12. Avoid recording, photographing, or sharing images/videos of others without appropriate consent.
13. Complete assignments honestly and responsibly.
14. Refrain from cheating, plagiarism, falsification, or other forms of academic dishonesty.
15. Follow health, safety, emergency, transport, and evacuation procedures.
16. Keep the school environment clean and orderly.
17. Respect UAE laws, culture, national identity, values, and traditions.
18. Report bullying, abuse, threats, unsafe conditions, or other serious concerns to a trusted adult.
19. Cooperate with reasonable school investigations.
20. Demonstrate good sportsmanship and responsible behavior during competitions and activities.

7. TPS CLASSROOM AND SCHOOL ROUTINES

Students are expected to comply with established TPS procedures, including:

7.1 Attendance and Punctuality

Students shall attend school and classes regularly and arrive on time. Repeated lateness or unauthorized absence may constitute misconduct and shall be addressed in accordance with the TPS Attendance Policy.

7.2 Uniform

Students shall wear the prescribed TPS uniform and follow the school's dress and grooming requirements. Repeated non-compliance without an acceptable reason may be addressed as misconduct.

7.3 Mobile Phones and Digital Devices

Students shall comply with the TPS Mobile Phone/Digital Device procedures.

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Unauthorized use of mobile phones or other digital devices may constitute misconduct, particularly when devices are used for gaming, social media, messaging, recording, or other unauthorized activities.

ADEK identifies misuse of digital devices as a Level 1 offense and unauthorized mobile phone use at school as a Level 2 offense. ADEK STUDENT BEHAVIOR POLICY ADEK STUDENT BEHAVIOR POLICY

7.4 School Property

Students shall take care of classrooms, furniture, books, equipment, buses, facilities, and the property of others.

7.5 Safety

Students must immediately follow reasonable safety instructions issued by authorized school personnel.

8. LEVELS OF MISCONDUCT

For students covered by the formal misconduct framework, TPS shall use the following four levels of misconduct, aligned with ADEK requirements.

Important: The formal misconduct framework applies to students beginning Grade 5/Year 6. For students below Grade 5/Year 6, behavior management shall be age-appropriate and follow the applicable early childhood positive behavior requirements. ADEK STUDENT BEHAVIOR POLICY

LEVEL 1 – MINOR MISCONDUCT

Examples include:

- Repeated lateness without acceptable excuse.
- Uniform non-compliance without acceptable excuse.
- Failure to bring required learning materials.
- Eating or sleeping during class/assembly without justification or permission.
- Minor classroom disruption.
- Inappropriate sounds or behavior.
- Failure to complete assigned work or homework, where applicable.
- Unauthorized/misuse of digital devices.
- Other similar minor misconduct determined by the Behavioral Management Committee.

These examples are based on ADEK's Level 1 classification. ADEK STUDENT BEHAVIOR POLICY

LEVEL 2 – MODERATE MISCONDUCT

Examples include:

- Leaving or entering a classroom without permission.
- Failure to attend mandatory school activities without acceptable excuse.

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- Physical fighting or inciting quarrels.
- Threatening or intimidating peers.
- Behavior contrary to UAE cultural considerations.
- Minor damage to school property.
- Unauthorized use of mobile phones.
- Verbal abuse or insulting members of the school community.
- Possession, use, promotion, or distribution of tobacco/vaping-related products.
- Refusal to follow reasonable safety instructions.
- Other similar misconduct.

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9. LEVEL 3 – SERIOUS MISCONDUCT

Examples include:

- Bullying, intimidation, harassment, or abuse.
- Defamation through social media.
- Fabrication or falsification of documents.
- Impersonation.
- Academic dishonesty, cheating, or plagiarism.
- Leaving school premises without permission.
- Serious destruction or vandalism of property.
- Tampering with fire alarms or fire extinguishers.
- Serious damage to school buses.
- Assault without causing injury.
- Reckless driving or serious violation of security/safety instructions.
- Capturing, possessing, viewing, or distributing media of staff/students without consent.
- Other similar serious misconduct.

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10. LEVEL 4 – VERY SERIOUS MISCONDUCT

Examples include:

- Unlawful or seriously inappropriate digital communication.
- Possession, use, or distribution of weapons or objects used as weapons.
- Sexual assault or sexual harassment.
- Assault resulting in injury.
- Theft or covering up theft.
- Possession/distribution/viewing of unlawful media.
- Examination question leakage.
- Arson or setting fire to school property.
- Serious violations involving UAE political, religious, or social figures.
- Alcohol, narcotics, controlled/medical drugs, or psychotropic substances.
- Malicious promotion of culturally inappropriate ideas contrary to UAE laws.
- Illegal/intrusive digital activity such as hacking school accounts.
- Trespassing after school hours.
- Persistent bullying, harassment, intimidation, or abuse.
- Other similar misconduct determined by the Behavioral Management Committee.

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11. BEHAVIORAL MANAGEMENT COMMITTEE

TPS shall maintain a Behavioral Management Committee (BMC) responsible for reviewing significant behavioral concerns and ensuring that disciplinary actions are fair, equitable, age-appropriate, and proportionate.

The Committee shall include, as applicable:

- Principal / School Head or designated representative
- Vice Principal / member of teaching team
- Child Protection Officer
- Guidance Counselor / social care representative
- Prefect of Discipline
- ALN/Inclusion representative, when appropriate

ADEK requires a Behavioral Management Committee with at least four members, including the Principal/delegate, a teaching representative, a social-care representative, and the Child Protection Coordinator. ADEK STUDENT BEHAVIOR POLICY

Responsibilities of the BMC

The Committee shall:

1. Review significant behavioral incidents.
2. Examine available evidence and incident documentation.
3. Hear the student's explanation.
4. Consider contributing factors and possible root causes.
5. Consider the student's age, circumstances, and additional learning needs.
6. Determine appropriate interventions and disciplinary measures.
7. Ensure parents are appropriately informed.
8. Monitor the student's progress.
9. Maintain confidential records.
10. Coordinate with the Child Protection Officer when safeguarding concerns arise.
11. Refer matters to ADEK or relevant authorities when required.

12. POSITIVE AND RESTORATIVE APPROACH

Before disciplinary action is imposed, TPS shall, where appropriate:

- speak privately with the student
- allow the student to explain what happened
- identify possible contributing factors
- clarify the expected behavior
- discuss the impact of the behavior
- encourage accountability
- develop a behavior improvement strategy
- involve parents when necessary
- provide counseling or guidance
- provide ALN/inclusion support when appropriate; and monitor progress

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ADEK specifically requires schools to understand possible root causes, give students an opportunity to explain and take ownership, and provide social, emotional, and educational support before resorting to disciplinary measures where possible. ADEK STUDENT BEHAVIOR POLICY

13. STAGED DISCIPLINARY PROCEDURES

TPS shall apply disciplinary measures according to the level, seriousness, frequency, and circumstances of the misconduct.

Level 1

First occurrence

- Verbal warning
- Discussion with student
- Clarification of expected behavior

Second occurrence

- Written warning
- Parent notification

Third occurrence

- Written warning
- Parent meeting
- Home-school behavior strategy
- Parent undertaking

More than three occurrences

- Parent meeting with Behavioral Management Committee
- Formal behavior improvement strategy

This follows the staging provided in ADEK Figure 1. ADEK STUDENT BEHAVIOR POLICY

Level 2

Depending on occurrence and circumstances:

- Written warning
- Student undertaking
- Parent conference
- Behavior improvement plan
- BMC intervention
- Onsite suspension where appropriate
- Final warning
- Offsite suspension or further action where permitted by ADEK requirements

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Level 3

Possible measures include:

- Immediate onsite suspension where appropriate
- Offsite suspension during investigation, where authorized
- Parent notification
- BMC review
- Final written warning
- Corrective/behavior improvement plan
- Expulsion procedures where applicable and subject to ADEK approval

Level 4

Possible measures include:

- Immediate safeguarding and safety measures
- Offsite suspension during investigation where authorized
- Parent notification
- BMC investigation/review
- Corrective action
- Expulsion procedures where applicable and subject to ADEK approval

ADEK provides specific staged procedures for Levels 2–4, including onsite/offsite suspension and possible expulsion. ADEK STUDENT BEHAVIOR POLICY ADEK STUDENT BEHAVIOR POLICY

14. PROHIBITED DISCIPLINARY PRACTICES

TPS strictly prohibits:

- Corporal punishment
- Physical punishment
- Verbal abuse or threats
- Psychological punishment
- Humiliation, mocking, or insulting students
- Public shaming
- Disclosing confidential student information
- Locking a student inside the school
- Group punishment for an individual's misconduct
- Lowering or threatening to lower academic grades as punishment
- Additional schoolwork as punishment
- Preventing access to water, food, or toilet facilities
- Detention outside official school hours without appropriate parental consent
- Confiscation of personal belongings without appropriate authorization

These prohibitions are expressly identified in the ADEK Student Behavior Policy. ADEK STUDENT BEHAVIOR POLICY

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15. CHILD PROTECTION AND SAFEGUARDING

Any behavior that may involve:

- physical abuse
- sexual abuse
- emotional abuse
- bullying
- cyberbullying
- harassment
- exploitation
- neglect
- serious threats
- inappropriate physical contact; or
- other safeguarding concerns

shall be referred immediately through the school's Student Protection Officer and Safeguarding procedures must be applied.

Behavioral management shall not replace child protection procedures.

Where misconduct may constitute maltreatment, TPS shall follow the applicable reporting and safeguarding procedures. ADEK specifically requires misconduct categorized as maltreatment to be handled through the relevant student maltreatment reporting procedure. ADEK STUDENT BEHAVIOR POLICY

16. BULLYING AND CYBERBULLYING PREVENTION

TPS maintains a zero-tolerance approach to bullying and cyberbullying while recognizing that students involved may require different forms of support and intervention.

Bullying may involve repeated:

- physical aggression;
- verbal aggression;
- social exclusion;
- intimidation;
- harassment;
- online abuse;
- spreading harmful information;
- threats; or
- other behavior intended to cause physical or emotional harm.

ADEK defines bullying as repeated physical, social, or verbal aggression involving a perceived imbalance of power and explicitly includes cyberbullying. ADEK STUDENT BEHAVIOR POLICY

TPS shall:

1. Educate students and staff about bullying.

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2. Encourage reporting.
3. Protect students who report concerns.
4. Investigate reported concerns.
5. Provide support to affected students.
6. Address the behavior of students responsible.
7. Inform parents as appropriate.
8. Monitor recurring concerns.
9. Maintain confidential documentation.

17. SUPPORT AND INTERVENTION

TPS shall use a tiered approach to support.

Tier 1 – Universal Support

For most students:

- classroom behavior expectations;
- teacher feedback;
- positive reinforcement;
- classroom management;
- student reflection;
- parent communication;
- positive anecdotal comments;
- behavior education.

Tier 2 – Targeted Support

For students requiring additional intervention:

- Guidance Counselor referral;
- parent conference;
- behavior monitoring;
- individual behavior goals;
- regular Class Adviser follow-up;
- behavior agreement;
- social-emotional support;
- targeted intervention.

Tier 3 – Intensive/Individualized Support

For persistent or serious concerns:

- Behavioral Management Committee review;
- ALN/Inclusion referral;
- individualized behavior support;
- counseling;
- documented support plan;
- external specialist referral where appropriate;
- child protection referral where applicable.

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ADEK requires focused, student-centered interventions based on needs analysis and a tiered model of support, including counseling, parent engagement, monitoring, and external specialist support when necessary. ADEK STUDENT BEHAVIOR POLICY

18. STUDENTS WITH ADDITIONAL LEARNING NEEDS

When a student's behavior may be connected to an identified Additional Learning Need:

1. The ALN/Inclusion Team shall be consulted.
2. The student's individual needs shall be considered.
3. Existing accommodations and support shall be reviewed.
4. A Documented Learning Plan and/or Risk Assessment may be developed where appropriate.
5. Disciplinary action shall remain fair, appropriate, and proportionate.
6. Support shall continue during detention or suspension where applicable.

ADEK requires underlying special educational needs affecting behavioral regulation to be considered when determining disciplinary action. ADEK STUDENT BEHAVIOR POLICY

19. POSITIVE RECOGNITION AND REINFORCEMENT

TPS shall recognize students who consistently demonstrate:

- respect;
- responsibility;
- honesty;
- kindness;
- leadership;
- safety awareness;
- cooperation;
- good citizenship;
- positive academic behavior;
- sportsmanship; and
- improvement in behavior.

Positive behavior may be recognized through:

- verbal praise;
- positive feedback;
- positive anecdotal records;
- certificates/awards;
- class recognition;
- leadership opportunities;
- school recognition programs; and
- other appropriate school initiatives.

Positive anecdotal records shall be maintained when appropriate to document evidence of positive student behavior and development.

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20. RECORDING AND DOCUMENTATION

TPS shall maintain confidential records of student misconduct and interventions.

Records may include:

- incident reports;
- anecdotal records;
- student statements;
- witness statements;
- parent communications;
- meeting records;
- intervention plans;
- counseling/referral records;
- written warnings;
- undertakings;
- suspension documentation;
- BMC decisions;
- appeals; and
- follow-up monitoring.

ADEK requires schools to document misconduct, root-cause analysis, meetings, interventions, behavioral progress, disciplinary procedures, communications, and appeals. ADEK STUDENT BEHAVIOR POLICY

Recording Levels

- Level 1: Generally recorded at class level by the teacher, with escalation to the student's school record where repeated or escalated.
- Levels 2, 3, and 4: Recorded at school level by administration.
- Relevant Level 2, 3, and 4 cases shall be reported to ADEK as required.

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All behavior records shall be treated as strictly confidential.

21. POSITIVE HANDLING

Physical intervention shall never be used as punishment.

Where a student presents an immediate risk of serious harm to themselves or others, trained and authorized staff may use reasonable and proportionate positive handling only as a last resort.

The intervention must:

- be necessary to prevent immediate harm
- use the minimum force necessary
- consider the student's vulnerabilities
- seek assistance/witnesses where possible

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- be appropriately documented and reported.

ADEK expressly states that force must not be used as punishment and that positive handling is a last resort. ADEK STUDENT BEHAVIOR POLICY

22. SEARCHING, SCREENING AND CONFISCATION

Where there are reasonable grounds to believe that a student possesses an illicit or prohibited item and there is a risk to students or staff, authorized school personnel may conduct appropriate searching, screening, or confiscation in accordance with ADEK requirements and school procedures.

ADEK permits authorized personnel to search, screen, and/or confiscate possessions where reasonable grounds or cause exist to suspect possession of an illicit item. ADEK STUDENT BEHAVIOR POLICY

23. PARENT PARTNERSHIP

Parents are expected to:

- support the school's behavior expectations;
- discuss appropriate behavior with their child;
- respond to school communications;
- attend meetings when requested;
- cooperate with agreed behavior strategies;
- support interventions;
- sign required undertakings or acknowledgement forms; and
- work collaboratively with TPS to support the student's development.

TPS believes that effective behavior management requires a strong partnership between school, student, and family.

24. APPEALS

Parents may appeal disciplinary decisions in accordance with the school's appeals procedure.

The TPS Appeals Committee shall be separate from the Behavioral Management Committee and shall avoid conflicts of interest.

In accordance with ADEK requirements:

- appeals against suspension decisions shall be submitted within 1 working day;
- appeals against expulsion decisions shall be submitted within 10 working days;
- suspension appeals shall receive a final school decision within 2 working days;
- expulsion appeals shall receive a final school decision within 7 working days.

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25. CONFIDENTIALITY

All information relating to student behavior, investigations, disciplinary proceedings, counseling, safeguarding, and interventions shall be treated as confidential.

Information shall only be shared with authorized personnel and relevant stakeholders on a need-to-know basis, in accordance with school policy and applicable UAE requirements.

26. REVIEW AND MONITORING

The TPS Student Behavior Policy shall be reviewed annually.

The review shall consider:

- number and types of behavioral incidents;
- bullying/cyberbullying reports;
- attendance and lateness patterns;
- repeated misconduct;
- intervention effectiveness;
- student and parent feedback;
- safeguarding concerns;
- ALN considerations;
- disciplinary outcomes;
- positive behavior data; and
- ADEK inspection/compliance requirements.

ADEK requires schools to review their Student Behavior Policy and its effectiveness annually based on behavioral incidents. ADEK STUDENT BEHAVIOR POLICY

27. TPS BEHAVIOR MANAGEMENT FLOW

Concern/Incident Identified
↓
Ensure Immediate Safety
↓
Teacher/Class Adviser Initial Response
↓
Student Given Opportunity to Explain
↓
Identify Cause/Contributing Factors
↓
Positive Intervention / Guidance
↓
Record Incident to Child Protection Officer
↓
Parent Communication, if needed for certain situations
↓
Repeated or Serious Concern?
→ YES → CPO / Guidance Counselor / BMC

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NO → Monitor and Reinforce Positive Behavior
↓
BMC Review for Significant Cases
↓
Intervention + Appropriate Disciplinary Action
↓
Follow-up and Monitoring
↓
Documentation / ADEK Reporting where Required

This reflects ADEK's requirement that schools combine positive behavior support, intervention, documentation, and staged disciplinary procedures. ADEK STUDENT BEHAVIOR POLICY

28. TPS BEHAVIOR MANAGEMENT COMMITMENT

At TPS, behavior management is not only about correcting misconduct. It is about teaching students how to make responsible choices, understand the impact of their actions, repair harm, respect others, and become responsible members of the school and wider community.

Every student has the right to:
BE SAFE.
BE RESPECTFUL.
BE RESPONSIBLE
BE HONEST.
BE CARING.
BE A PROUD AND RESPONSIBLE TPS STUDENT.

REFERENCES

This policy is primarily aligned with:

1. ADEK School Student Behavior Policy, Version 1.3, November 2025. The uploaded ADEK policy states that it applies to Private and Charter Schools in Abu Dhabi. ADEK STUDENT BEHAVIOR POLICY
2. Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema).
3. Federal Decree Law No. 31 of 2021 and applicable amendments.
4. Ministry of Education policies and resolutions referenced in the ADEK Student Behavior Policy.
5. TPS Student Protection Policy, AY 2026–2027
6. TPS Attendance and Tardiness Policy, AY 2026–2027.
7. TPS Student Handbook, AY 2026–2027.
8. TPS School Behavior Management procedures and related school policies.

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"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

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