



GEMS AKIS SCHOOL POLICES

KIS Behavior Policy

Aim and Purpose

This policy underpins the principles, aims, and strategies for promoting the best behavior at AKIS. It is based on the rights and responsibilities of all members of the school community – students, staff, and parents – to provide a safe and positive learning environment. This policy should be read comprehensively in conjunction with the appendices for Cyberbullying, Anti-bullying, and AKIS Student Profile.

This policy is designed to

- Promote and reward positive behavior
- Boost self-esteem
- Manage challenging behavior in an assertive, non-confrontational, and positive way
- Ensure fairness and encourage consistency of response to both positive and inappropriate behavior
- Promote early intervention
- Enhance learning and teaching
- Develop in students a sense of self-discipline and an acceptance of responsibility for their own actions
- Ensure that every member of the school community feels respected and valued
- Enable all members of the school to live and work together in a positive, supportive way, promoting an environment where all feel happy, safe, and secure
- Ensure that all members of the school community will fully understand the consequences of failing to meet their responsibility to others.

Positive behaviors-Reward system

Positive behaviors are acknowledged and celebrated in a variety of ways, within the teachers and leaders at any time and with the wider school community through the assembly and social media.

Whole school expectations:

If you are a student at GEMS Al Khaleej International School you are: Kind, Polite, Tolerant, Confident, and part of the school community. This applies to ALL students, teachers, parents, and staff. We will all:

- Say good morning and hello
- Hold the door for others
- Say please and thank you
- Comfort someone if they are upset
- Congratulate others for their achievements
- Be open to ALL cultures, religions, ideas, and nationalities

- Speak politely and respectfully to people, even when angry or upset
- Ensure that your appearance is impeccable and wear your uniform proudly
- Support your school community and be proud of the school you attend moving around school
- Walking on the left
- Walking quietly
- Walking in an orderly manner
- Being respectful of others, such as holding doors open for others

Rewards for positive behavior include:

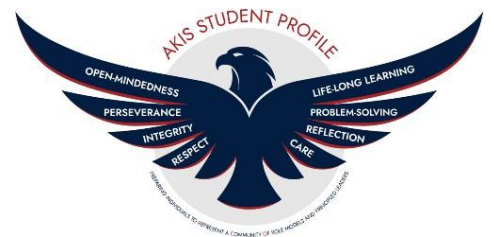
- Verbal praise
- Informal conversation with a parent in school
- Class Charts rewards
- Written praise or comment
- Phone calls home
- Display of work
- Certificates, prizes, and awards at assemblies and presentations
- Giving of additional responsibility, for example, school council rep
- Recognition of outstanding commitment and/or progress
- Principal Awards’ – for exceptional behavior, work, or attitude.
- Jewels of Kindness Board

AKIS Student Profile

They are a set of character traits that target students' academic skills and social-emotional development. Our purpose is to create an environment where students feel safe, respected and cared about by their classmates and school staff.

Implementation and Good Practices

- Selection of Student Profile of the month (including the mascot)
- Selection of Teacher Profile of the month (including the mascot)
- Student commendation of the week in announcements
- Teacher commendation of the week in announcements
- Student Profile-Attribute of the Month
- Student Profile team
- Attribute Day celebration
- Monthly attribute section in the weekly newsletter
- All-year celebrations and activities like Kindness Challenge, National Day, International Day, Character Day, etc...
- Conduct marks through the Phoenix Behavior Module.



Behavior is considered inappropriate if it is not keeping with the spirit of the school. The core aspects are reflected within, but not restricted to, a range of policies and expectations in school as listed below.

Any instance of inappropriate behavior will be subject to one or more consequences/sanctions. These will be determined by the severity and persistence of inappropriate behavior and circumstances.



Consequences/Sanctions include:

- Written Warning
- Verbal warning
- Time out in another classroom
- Missing minutes of playtime
- Contacting parents
- Individual Behavior Chart
- Withdrawal from school-based or educational visits/activities
- Suspension – In-school / outside school
- Break detention
- Loss of conduct marks

Determining a consequence/sanction

The school will investigate behavior-related issues. Written statements will usually be taken. Students will often be kept separate to avoid influencing others. Generally, parents will not be notified until the matter is fully investigated.

Intervention Strategies

A range of interventions may similarly be applied in conjunction with a consequence/sanction or as an alternative. These include:

- Teacher involvement
- Counsellor involvement
- Designated Safeguarding Lead or Deputy's involvement in social skills work
- Mentoring
- Reports – attendance/punctuality / behavior/home learning
- Pastoral support plans: behavior modification plans and probation

Record Keeping

All teachers should log in the positive and negative behaviors they monitor on the Phoenix Behavior Module. This is not limited to homeroom teachers or class advisors.

Bullying

At AKIS we do not tolerate bullying of any kind. Any incidence of bullying is recorded by the Students Affairs Officer, Team Leader as well as our Pastoral Team members and the Anti-bullying policy is followed. Please find [AKIS Anti-bullying Policy.pdf](#).

Cyberbullying

All students are made aware of the impact of cyberbullying and the ways it differs from other bullying - including the risks of misinterpretation of comments posted. This is communicated to students through assemblies, constant reminders by teachers, and internet safety campaigns.

Bus

Responsibilities of Students:

1. Students should arrive for the bus at the relevant stop at least 5 minutes prior to the scheduled departure time.
2. Students must behave in an orderly manner when waiting for the bus's arrival. They must line up to board the bus, and board in a timely and well-behaved manner.
3. When on board the bus, students must immediately move their bags out of the aisle so as not to obstruct other students and must sit down and remain seated throughout the journey.
4. All passengers must AT ALL TIMES wear their safety belts when seated. They must also sit with their backs against the seat backs, with legs facing forward. The regular driver shall assign all students a seat and current- seating charts will be kept on the bus. Sit in your seat.
5. Under no circumstances must any passenger move from their seat when the bus is in motion.
6. The aisle MUST always REMAIN CLEAR FROM OBSTRUCTIONS.
7. When a passenger is addressed by the driver or assistant, they must adhere to their instructions at once WITH NO EXCEPTION.
8. Students should refrain from the following:
 - a. Arguing;
 - b. Fighting;
 - c. Pushing;
 - d. Threatening behavior/bullying;
 - e. Shouting
9. Students are prohibited from carrying the following:
 - a. Any medication (medication should be handed to the driver along with a letter of consent from a parent when boarding the bus). The exceptions to this are inhalers.
 - b. Any animal or insects;
 - c. Glass objects;
 - d. Any object which could be perceived as being a potential threat to other students and/or drivers.
10. If large objects need to be transported, they should not occupy a seat if it is required for another passenger. The object should be placed in a safe place, away from an obstruction in the aisle.
11. Food and beverages should not be consumed on the bus.
12. Students should not at any time try and open either the windows or doors on the bus.
13. Students should not disembark from the bus until it has come to a complete standstill and is advised that it is safe to do so.
14. If the student's behavior is deemed to be unacceptable, then it is our discretion to cancel this contract – see misbehavior consequences below.
15. Children are permitted to have 1 friend travel on the bus with them if they have taken written permission from the bus coordinator and if there is space on the bus.

Uniform

Dress Code - General:

- All students are expected to come to school smartly dressed and wearing the prescribed uniform daily.
- Students will not be allowed to enter their classrooms unless they are wearing the full school uniform.
- No open skirts and shirts are allowed at any time.
- Plain black shoes only.
- PE uniform should only be worn on the days a student has PE.
- Tennis shoes should be worn for PE lessons only and will not be allowed on other days.
- Sandals, slippers, crocs, and topsiders are not allowed in school.
- No Sunglasses should be worn inside the buildings and classrooms.

Dress Code - Girls:

- See images below for girls' school uniforms.
- Head Scarves (if worn) should be plain, with no lace or fringes, and should be white, black or navy blue in color.
- No make-up, including lip gloss, eyeliner, mascara... etc.
- No type of artificial nail coverings, coatings, or polish
- Nails should be neatly clipped, clean, and tidy natural nails.
- Girls may wear one small stud in each ear lobe. No other piercings are permitted.
- Girls' hair should be tied back to stay fully out of the face.
- Simple accessories are acceptable to keep hair orderly and neat e.g. plain white, dark blue, or black headbands, clips, slides, elastic bands, etc.

Dress Code – Boys:

- See images below for boys' school uniforms.
- Boys must not wear excessively loose pants that slip their waist and rest on the hips.
- No caps should be worn inside the building & classrooms.
- Boys' hair must be well above the collar from the back and off the ears and face. The hair length should be no shorter than a number 2 barber cut. No exaggerated hairstyles, colored gel, wax, mousse or colored hair.



Attendance and punctuality

The safety of our students is our top priority at AKIS. We are making ardent efforts to ensure that students are safe and secure, especially when they arrive in the morning and leave at dismissal time. And now that we are all settled in at school, our priority is to focus on the student's education, that's why it is important that the students arrive at school on time.

There are 182 academic school days per academic school year. Students are expected to be in school every day unless they have a valid reason for absence, such as sickness. Daily attendance is essential to students' learning and achievements. When students show inconsistent attendance, they will receive 4 letters:

Students reaching the following numbers of absences should be reported to the following individuals, with the following action taken:

Number of absences	Action
3 Days	Parents Contacted by the teacher
5 Days	Attendance Letter #1 -2 conduct marks
8 Days	Parents Contacted by the SAO -2 conduct marks
12 Days	Attendance Letter #2 -4 conduct marks
15 Days	Attendance Letter #3 Letter -6 conduct marks
20 Days	Attendance Letter #4; future absence monitored closely to not exceed 15% absence (27 days) -8 conduct marks
27 Days	Warning Letter-Re-enrollment consideration. -10 conduct marks
21 days consecutive absence or 28 non-consecutive	Student will be reported to KHDA

Mobile Phone/Smart Watch

Number of absences	Action
1 st Incident	Written Notice
2 nd Incident	Mobile phone confiscation for 1 day -2 conduct marks
3 rd Incident	Mobile phone confiscation for 1 week -4 conduct marks
4 th Incident	Mobile phone confiscation until the end of the term -6 conduct marks

Leaves and Absences

Number of absences	Action
Early leave without a valid excuse	-1 conduct mark
Unexcused absence (Tuesday – Thursday)	-2 conduct marks
Unexcused absence before or after breaks/weekends (Monday / Friday)	-4 conduct marks
Unexcused absence during important school events	-5 conduct marks

Morning tardiness

Morning tardiness after 7:45 am	Action taken
2 nd Incident	Verbal Reminder
3 rd Incident	-1 conduct mark
4 th incident	parents contacted/ -2 conduct marks
5 th Incident	Written notice/-4conduct marks
6 th Incident	Warning letter/-6 conduct marks/Meeting parents
7 th incident and above	Warning Letter/-8 conduct marks/Undertaking letters and meeting with parents to discuss the plan for the next academic year.

Offenses and Consequences

Offense Level	Consequence
<p>First Level</p> <p>This might include, but is not limited to:</p> <p><i>Disruption of learning, lateness, lack of preparation, inappropriate behavior, dress code violation, littering, misbehavior in school and on bus, etc...</i></p>	<p>Reminder by the teacher</p> <p>Repetition will result in reflection, intervention strategies, restorative discussion, counseling loss of conduct marks, and recording on Phoenix.</p>
<p>Second Level</p> <p>This might include, but is not limited to:</p> <p><i>Skipping lessons, misbehavior that causes danger, continuous disruption of learning, misbehaving in major events, defiance, rudeness, bullying, use of mobile phones, smartwatches, cyberbullying, etc...</i></p>	<p>Recording on Phoenix, verbal warning, restorative discussion, and loss of conduct marks.</p> <p>Repetition will result in break detention, reflection, counseling sessions, behavior modification intervention, parent meetings, and warning letters.</p>
<p>Third Level</p> <p>This might include, but is not limited to:</p> <p><i>Aggressive and/or dangerous behavior, physical and verbal fighting, defamation, smoking, plagiarism, cheating, disrespectful behavior, triggering the fire alarm, disruption of general events, etc...</i></p>	<p>Recording on Phoenix, loss of conduct marks, warning letter, and parent meeting.</p> <p>Repetition will result in counseling, reflection, detention, and suspension.</p>
<p>Fourth Level</p> <p>This might include, but is not limited to:</p> <p><i>Bringing dangerous tools, racism, vandalism, verbal or physical assault to staff, theft, drugs, intentional physical or emotional harm, inappropriate behavior that is against the school and UAE culture and law, etc...</i></p>	<p>Suspension and undertaking letter.</p> <p>Blocked for the following academic year with KHDA approval.</p>

Break Detention and In-School Suspension

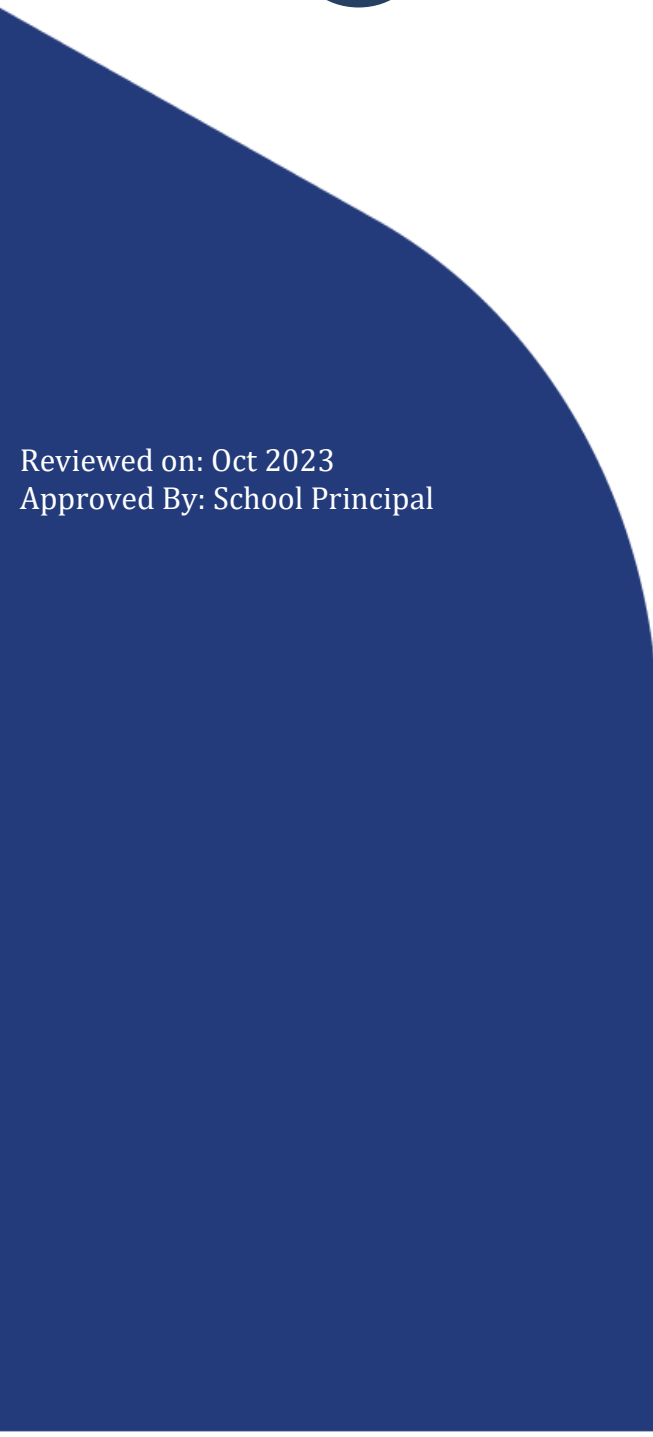
Students can be assigned to either one or both break detentions or in-school suspension for 1 or multiple days depending on the severity of the case and as per the decision of the High School Behavior Committee. During this time, students will be expected to complete schoolwork, research, or assist school administration and staff in tasks related to the school community (School Community Service).

General Rules and Guidelines

- AKIS Leadership and Behavior Committee reserves the right to convene, discuss, and deviate from the policy in extreme or unusual cases.
- Students are not allowed to join school activities/trips/clubs if they have -10 conduct marks or more per term.
- Suspension and detention periods will be assessed by the Behavior Committee depending on the severity of the incident and per case.
- The number of counseling sessions with the school counselor will be assigned depending on the case.
- In the case of vandalism or destruction of school property, parents are responsible for any damage and replacement of damaged items or equipment.
- Detentions/in-school suspensions will be an opportunity for students to engage in community service activities on campus.



EDUCATION



Reviewed on: Oct 2023
Approved By: School Principal

