



مدرسة إيليت الانجليزية ش.ذ.م.م
Elite English School L.L.C

Policy on Conduct and Discipline

Governing Authorities:

Knowledge and Human Development Authority (KHDA)

Ministry of Education (MOE), United Arab Emirates

Review Cycle: Yearly

Last Review: February 2026

Next Review: February 2027

CONDUCT AND DISCIPLINE

1. Students are answerable to the School authorities for their conduct both in and outside school.
2. When students are walking along the corridors up and down the stairs and while changing classes, they must walk in silence and the rule is to keep left.
3. Pupils should be careful and should avoid throwing refuse anywhere else except in the bins provided for the purpose.
4. No presents or other gestures are allowed for any of the staff.
5. Students should not bring mobile phones, I-pods, DVDs, CDs, Discman and similar gadgets to school. The school will confiscate such gadgets.
6. Students shall bring only such materials to school as are connected with the school activity. Students are forbidden from bringing water balloons & crackers or other such materials.
7. Chewing gum or similar substances must not be brought to the school
8. Student shall not wear ornaments or jewellery in school
9. Students need to take every care to preserve and protect the class room and school property. Parent/Guardian shall compensate for any damages/loss caused by their children.
10. Parent/Guardian shall meet the teachers on the open day.
11. Parent/Guardian shall meet the teachers only with prior appointment on any other day.
12. If the teacher has called the parent/guardian for discussions concerning the child, they need to respond promptly and personally. Parents / Guardian are

required to attend the meeting personally and not send any one else to represent them.

13. Parents/guardians are expected to co-operate with the school authorities by enforcing regularity and discipline.
14. The school does not accept responsibility for loss of books, pens, money and other valuables.
15. Students should greet guests, visitors and members of the staff politely and show them due respect.
16. Students are required to display good manners, be polite and courteous to one another and avoid the use of objectionable language.
17. Money should not be lent or borrowed and articles should not be exchanged and sold in school premises
18. Insubordination, immorality, vandalism, smoking and malpractices such as copying and cheating during tests and exams are punishable offences and will be dealt with appropriately.
19. The use of the office telephone by students is restricted to emergencies and may be used with the permission of the supervisors. No mobile phones are permitted.
20. The student organizer must be brought daily to school.
21. Students must not absent themselves before any exam unless study leave has been given. In case a student is absent, necessary action will be taken.

School Property:

1. The school property should be handled carefully. Students must refrain from defacing and writing on wall, tables or chairs. Utmost care must be taken when handling the computers, interactive boards, overhead projectors and air conditioners.
2. Any damage done, even by accident must be reported immediately to the class teacher or supervisors. Any damage committed willfully or by carelessness will have to be compensated for.
3. Care of all classroom property is the responsibility of the students who occupy it.
4. The display boards should be well maintained and informative
5. Students utilizing the computer, physics, chemistry, biology lab are expected to be careful while using the equipment therein and laboratory

rules must be adhered to.

Personal property

- Ø Students should look after their own possessions with utmost care.
- Ø Valuables should not be brought to the school
- Ø The school is not responsible for any loss of valuables or articles such as laptops, books, clothes, money, calculators, snack boxes etc.

DISCIPLINARY CODE AND THE PROCEDURE

In order to help the school develop an appropriate environment for all children, it is essential that teachers discourage inappropriate behavior such as:

- Disobedience out of class
- Disobedience in the class
- Fighting – which may include hitting and kicking, biting and spitting, or any other physical harm to another person.
- Foul language (and swearing)
- Unkind remarks
- Answering back, rudeness or aggression
- Forgery in any form
- Truancy / Vandalism
- Bringing disrepute to the school's name
- Disrespect to a teacher
- Racist comments or behaviour
- Bullying or Teasing
- Damaging property
- Substance abuse and use of prohibited items.
- Being in the wrong area.
- **Public Display of affection**

DISCIPLINARY CODE – THE PROCEDURE

SR. NO	TRANSGRESSION	REMEDICAL MEASURES TO BE TAKEN		
		STEP 1 (FIRST OFFENCE)	STEP 2 (SECOND OFFENCE)	STEP 3 (THIRD OFFENCE)
1	Not being Punctual Not following the dress code	·Reprimand and counseling for the first lapse ·Verbal warning ·Take an apology letter from the student	·Note in the diary to the parents to take corrective action. ·Every note sent by the teacher has to be acknowledged by the parent	·Warning by the supervisor
2	Failure to bring notebooks, School dairy and submission of any assignments.	Reprimand and counseling for the first lapse ·Verbal warning ·Take an apology letter from the student	·Note in the diary to the parents to take corrective action by the supervisor ·Every note sent by the teacher has to be acknowledged by the parent	·Warning by the Supervisor/ Detention in school till the submission is complete.
3	Bad behavior inside the class.	Reprimand and counseling for the first lapse ·Verbal warning Take an apology letter from the student	·Note in the diary to the parents to take corrective action by the supervisor. ·Every note sent by the teacher has to be acknowledged by the parent	*)Warning by the Supervisor *) refer the matter to the Principal *)Suspension
4	Bad behavior outside the class.	Bring to the notice of the Supervisors and the Disciplinary Committee.	Inform parents. Letter sent home. Obtain acknowledgment and keep the letter in the record file.	Refer the matter to the Principal / Supervisor. A daily report on the student's conduct and behavior is placed by the class teacher in the student's file and student's signature is obtained. Suspension
5	Being in the wrong area.	Bring to the notice of the Supervisors and the Disciplinary Committee.	Inform parents. Letter sent home. Obtain acknowledgment and keep the letter in the record file.	Refer the matter to the Principal /Supervisor. A daily report on the student's conduct and behavior is placed by the class teacher in the student's file and student's signature is obtained. Suspension

6	Leave class/school without permission	Bring to the notice of the Supervisors and the Disciplinary Committee.	Inform parents. Letter sent home. Obtain acknowledgment and keep the letter in the record file.	Refer the matter to the Principal / Supervisor. A daily report on the student's conduct and behavior is placed by the class teacher in the student's file and student's signature is obtained. Suspension
7	Coming late	Bring to the notice of the Supervisors and the Disciplinary Committee.	Inform parents. Letter sent home. Obtain acknowledgment and keep the letter in the record file.	Refer the matter to the Principal / Supervisor. A daily report on the student's conduct and behavior is placed by the class teacher in the student's file and student's signature is obtained. Suspension
8	Dishonesty : Lying and copying	Bring to the notice of the Supervisors and the Discipline Committee.	Inform parents. Letter sent home. Obtain acknowledgment and keep the letter in the record file.	Refer the matter to the Principal / Supervisor. A daily report on the student's conduct and behavior is placed by the class teacher in the student's file and student's signature is obtained. Suspension
9	Disrespectful to a teacher.	Bring to the notice of the Supervisors and the Discipline Committee.	Inform parents. Letter sent home. Obtain acknowledgment and keep the letter in the record file.	Refer the matter to the Principal / Supervisor. A daily report on the student's conduct and behavior is placed by the class teacher in the student's file and student's signature is obtained. Detention

10	Fighting, Foul language, Answering back.	Bring to the notice of the Supervisors and the Discipline Committee.	Inform parents. Letter sent home. Obtain acknowledgment and keep the letter in the record file.	Refer to the Principal / Supervisor. A daily report on the student's conduct and behavior is placed by the class teacher in the student's file and signature is obtained. Suspension
11	Bringing the school's name to disrepute	Inform parents. Letter sent home. Obtain acknowledgment and place in the file.	Suspension (may also accompany Step 1 depending upon the serious nature of the misconduct,).	Expulsion - this will be as a result of a unanimous decision by the Discipline Committee following a review of the students' records and relevant documentation. The decision will be informed to the student and parents in writing by the Director / Principal, whose decision will be final. If the student is sitting for external exams the school may / may not allow the student to attend the exams. The decision of the Principal is final.
12	Substance abuse and use of prohibited items.	Inform parents. Letter sent home. Obtain acknowledgment and place in the file.	Suspension (may also accompany Step 1 depending upon the serious nature of the misconduct,).	Expulsion - this will be as a result of a unanimous decision by the Discipline Committee following a review of the students' records and relevant documentation. The decision will be informed to the student and parents in writing by the Principal, whose decision will be final. If the student is sitting for external exams the school may / may not allow the student to attend the exams. The decision of the Principal is final

13	Bullying and Teasing	Inform parents. Letter sent home. Obtain acknowledgment and place in the file.	Suspension (may also accompany Step 1 depending upon the serious nature of the misconduct,.	Expulsion - this will be as a result of a unanimous decision by the Discipline Committee following a review of the students' records and relevant documentation. The decision will be informed to the student and parents in writing by the Principal, whose decision will be final. If the student is sitting for external exams the school may / may not allow the student to attend the exams. The decision of the Principal is final.
14	Vandalism (Criminal Damage, Crude humor, Defacement, Destroying a computer system through the use of computer virus, Spray painting of wall with graffiti)	Inform parents. Letter sent home. Obtain acknowledgment and place in the file.	Suspension (may also accompany Step 1 depending upon the serious nature of the misconduct,.	Expulsion - this will be as a result of a unanimous decision by the Discipline Committee following a review of the students' records and relevant documentation. The decision will be informed to the student and parents in writing by the Principal, whose decision will be final. If the student is sitting for external exams the school may / may not allow the student to attend the exams. The decision of the Principal is final.

15	Theft /smoking	Inform parents. Letter sent home. Obtain acknowledgment and place in the file.	Suspension (may also accompany Step 1 depending upon the serious nature of the misconduct,.	Expulsion - this will be as a result of a unanimous decision by the Discipline Committee following a review of the students' records and relevant documentation. The decision will be informed to the student and parents in writing by the Principal, whose decision will be final. If the student is sitting for external exams the school may / may not allow the student to attend the exams. The decision of the Principal is final.
16	Racism	Inform parents. Letter sent home. Obtain acknowledgment and place in the file.	Suspension (may also accompany Step 1 depending upon the serious nature of the misconduct,.	Expulsion - this will be as a result of a unanimous decision by the Discipline Committee following a review of the students' records and relevant documentation. The decision will be informed to the student and parents in writing by the Principal, whose decision will be final. If the student is sitting for external exams the school may / may not allow the student to attend the exams. The decision of the Principal is final.
17	Weapons at school.	Expulsion - this will be as a result of a unanimous decision by the Discipline Committee following a review of the students' records and relevant documentation. The decision will be informed to the student and parents in writing by the Principal, whose decision will be final. If the student is sitting for external exams the school may / may not allow the student to attend the exams. The decision of the Principal is final.		

Sanctions/**Penalties:****Positive:**

- Spend time during break in helping staff maintain discipline
- Assist in collection of litter
- Write a note of apology to the teacher
- Write an assignment or essay.
- Sitting out during P.E. (Requires supervisors concurrence)

Negative

- Loss of privileges (examples)
- Break detention
- Denial of field trips
- Removal from sports teams (sit out for a match) - (only if the misdemeanors is sports related)
- Detention after school