2025-2026

LE BEHAVIOR POLICY GRADE 5-12 AY 25/26

ليـــوا للتعليم
Liwa Education

Effective from	Aug 2025

Purpose:

- To promote a positive and a safe educational learning environment for students.
- To allow teachers and administration to fulfill educational goals.
- To enhance good positive behavior using encouragement and guidance.
- To provide guidelines for rules, criteria and necessary actions are outlined in order to ensure a safe environment for all.
- To ensure that values and regulations are adhered to.
- To provide all educators with clear instructions and procedures on how to deal with student behavior in line with both school and ADEK expectations.
- To inform parents and students of the rules and regulations relating to behavior and the importance of abiding by them.
- To promote student self-discipline and enrich their learning, development and achievements.
- To adhere to the values and principles which address the UAE culture and traditions.
- To promote respect and appreciation of other cultures.

At Liwa Education we believe in promoting motivation and positive behavior, academic excellence and ensuring schools follow ADEK guidelines when dealing with negative behaviors.

Positive Behavior Model:

Promote positive behavior and attitude to promote, recognize, reward and reinforce positive behavior.

LE schools create and encourage a culture of promoting high standards of behavior aligned with the values of the school, including:
UAE National Identity and Culture by respecting local values, traditions, religion and culture. A school environment that is welcoming, caring, safe, enriching, professional and respectful regardless of background, nationality, religion, ability/disability, race, gender etc.

Schools promote strategies to educate students on positive behavior such as social-emotional development, self-management, emotional regulation, respect for diversity and bullying prevention/intervention.

Why Motivate:

- To instill positive values.
- To prevent boredom and lack of enthusiasm.
- To create a joyful atmosphere in each school.

Types of Incentives:

- Reward Charts
- Certificates of Appreciation
- Certificates of Recognition
- Small gift prizes
- Excursions
- Student of the Month Awards
- Words of Praise 1:1, to parents and students, at assemblies
- Positive points on Kickboard

Through motivation and incentives, students are able to share their achievements with others and allow them to take pride in their accomplishments.

Academic Excellence:

Students who meet the following criteria will qualify to receive recognition through certification at Achievement Assemblies:

- Top 3 students from each class.
- Students who score 95% or higher.
- Students who improved their academic performance significantly.

LE Student Code of Conduct:

A full copy of the LE Code of Conduct can be found on individual school websites.

Attendance and Absenteeism:

i. Morning Attendance
   - Students are expected to be in school by 7.30am and to attend the morning assembly for the raising of the UAE flag and for the National Anthem.

ii. Daily Attendance

- Students should be committed to attending school regularly (182) days as required by ADEK. If a student is absent, parents will be notified as per individual school systems.
- Students with an absence rate of 5% or greater are a cause of concern.
- Lates and absences will be logged on PowerSchool and ESIS with the provided reason.
- If an absence is excused, the student will be able to make up the missed work.
- A medical certificate is required to be provided in order for a student's absence to be excused for reasons of illness, if that absence exceeds 3 days.
- Warning Letters will be issued for students who miss 3 consecutive days without a valid reason. A letter of notification will be sent to parents for formal clarification and a written pledge is to be signed by the parent.
  Persistent lateness (3 or more times per term) will trigger written notification to parents.
  Accumulated lateness counts toward overall attendance percentage
- The school pastoral teams will initiate support sessions for students with poor punctuality or attendance.

iii. Early release/permission to be absent

- The School Principal must be informed if it is requested for a student to leave early. The admin has the right to refuse reasons which are not valid as per ADEK directives.
- If parents need to withdraw students from school for a number of days, then prior permission should be obtained from the school principal. As per ADEK regulations, prior approval must be sought for any absence. Parents must provide at least 10 days' notice. Schools must record all approved and unapproved early withdrawals in ESIS.

iv. Departing from school

- Students should exit the school building as per school expectations in a safe and orderly manner.
- Students who travel by school bus should abide by this behavior policy to ensure the safety of all on the bus.
- If a parent wishes someone different to collect their child, they must confirm this in writing to the school and provide a copy of the person's Emirates ID.
  The school will immediately notify parents of truancy and will hold discussions with both parent and student.

Uniform:

Each LE school has a uniform unique to them. These are available to purchase at the approved supplier for each school. Students are expected to be in uniform every day, unless otherwise stated by administration.

Female Expectations	Male Expectations
• Uniform with school logo including school shirt/t-shirt. • School dress, skirt or trousers. • Shaylas (for those girls who wear one). • Full shoes or trainers, not sandals, heels, crocs etc. • No makeup or nail polish. • Hair dyes and unusual haircuts are not permitted. • Hair accessories should be small and in line with the school colors. • Hair below shoulder length must be tied back securely at all times. • Basic jewelry including stud earrings (1 pair only) and 1 non-smart watch. Students may not have facial piercings, necklaces or bracelets. • During 'non-uniform days' students must abide by clothing which is suitable.	• Uniform with school logo including school shirt/t-shirt • School trousers • Full shoes or trainers, not sandals, crocs etc • Hair dyes and unusual haircuts are not permitted. • 1 non-smart watch. • Students may not wear bracelets or • necklaces During 'non-uniform days' students must abide by clothing which is suitable.
PE Uniform PE kit should be the school kit and should be worn on days where students have PE Shorts are not permitted.	

Failure to abide by the school uniform will result in:

- Verbal Warning.
- Written Warning and parental notification (parents will be required to bring a change of clothes for their child).
- Confiscation of unapproved jewelry for parents to collect.
- Students will be provided with make up and nail polish remover if they are found to be wearing either.

Electronic Devices:

- LE Schools are mobile phone free schools. It is strictly forbidden for students to bring a phone, personal device or gaming device to school with them. This also includes smart watches and airpods.
- Students who are caught with these items will have them confiscated, for parents to collect.
- Confiscated devices will be locked in the school safe until collected by the parent.

- Where the LE school provides individual devices, these are for academic purposes only, with students and parents required to sign an acceptance of the LE Safe Use Policy.

Behavioral Expectations and Consequences:

LE behavior expectations are aligned with updated ADEK Policies effective Aug 2024. LE has zero tolerance for physical punishment toward students Students and staff are expected to treat each other with respect at all times.

In case of any infractions, incidents will be logged on kickboard by the teacher and recorded on a student's school record. Positive behaviors will also be recorded on kickboard.
This misconduct policy shall be applicable to students starting in Grade 5/Year 6. Disciplinary measures for students below Grade 5/Year 6 shall be subject to Resolution No. (206) of 2020 on the Policy of Managing Positive Behavior for Children in Early Childhood in Educational Institutions.

ADEK Levels	Negative Behavior Type	Responses and Sanctions
Level 1	• Being repeatedly late to the morning assembly or failing to participate without an acceptable excuse. • Failing to attend classes on time repeatedly without an acceptable excuse. • Non-compliance with the school uniform (regular or PE) without an acceptable excuse. • Not following the school's rules as stated in the Student Code of Conduct, both inside and outside the classroom (e.g., not staying calm/ disciplined during class time, making inappropriate sounds	1. Verbal Warning and recorded on kickboard. 2. Written Warning and parent notified. 3. Counseling/Intervention Session. 4. Break time reflection session. 5. Student Behavior Modification Plan. 6. Accountability Card Level 1 sanctions may also be initiated following kickboard reviews.

	• inside or outside the classroom, not dressing modestly, sporting inappropriate haircuts, if applicable). • Not bringing books and other resources for school without an acceptable excuse. • Sleeping or eating during class time or during the morning assembly without justification or permission (after verifying the student's health status). • Not complying with the completion of homework (if applicable) and assignments in a timely manner, if applicable. • Misuse of digital devices in school (e.g., playing games, viewing social media, messaging, using head/ earphones in the classroom without justification or permission). • Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.	
Level 2	• Failing to attend school without an acceptable excuse at any time, including before and after breaks/holidays and the weeks leading up to exams (unless during an ADEK-approved study leave). • Leaving or entering the classroom during class time without permission. • Not attending mandatory school activities and events without an acceptable excuse. • Inciting quarrels, threatening,	1. Verbal Warning and recorded on kickboard. 2. Written Warning and parent notified. 3. Parental Meeting with social worker/head of section/SLT as necessary. 4. Counseling/Intervention Session. 5. Break time reflection session. 6. Student behavior Modification Plan. 7. Accountability Card. 8. Temporary Suspension.

	or intimidating peers in the school. Acting or appearing in a manner that contradicts the ADEK Cultural Consideration Policy. • Causing minor damage to school or bus furniture (e.g., writing or sticking gum on bus seats, tampering with the alarm bell or elevators). • Taking out and/or using mobile phones at school without permission and misusing any means of communication (e.g., sending frightening videos to young children). • Verbally abusing or insulting any member of the school community (including visitors). • Using, promoting, possessing, and/or distributing tobacco and other tobacco-derived products and paraphernalia such as shisha, e-cigarettes/ vaping, etc., lighters, and pipes on the school premises, on the bus, or during school activities offsite. • Refusing to respond to inspection instructions or to hand over banned items. • Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.	9. Submit request to ADEK for permanent expulsion.
Level 3	• Bullying, intimidation, harassment, and/or abuse of members of the school community, including defaming them on social media. • Academic dishonesty/ plagiarism (including copying	1. Parental communication and immediate meeting with SLT. 2. Counseling/Intervention Session. 3. Student Behavior Modification Plan. 4. Temporary Suspension

	and reproducing assignments and falsely taking credit for them). Leaving the school premises without permission • Seizure, destruction, and/or vandalism of school property • Seizure, destruction, and/or vandalism of the school bus (including all furnishings), including causing harm to the driver, supervisor, and/or other road users. • Assaulting others in the school, on the bus, or during school activities offsite, without causing injury to the victim. • Driving a vehicle recklessly inside or around the school premises, and not following the security and safety instructions. • Capturing, possessing, viewing, or distributing media (audio, images, videos, etc.) of staff and students taken without consent. • Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.	5. Submit request to ADEK for permanent expulsion.
Level 4	• Using forms of communication (e.g. social media, digital devices) for unlawful or immoral purposes, or in a manner discrediting the school and members of the school community. • Possessing, using, or distributing weapons or objects used as weapons (e.g. arms, blades),	1. Immediate offsite suspension. 2. Submit request to ADEK for permanent expulsion.

	• or their equivalent, on the school premises, on the bus, or during school activities offsite. • Committing sexual assault (including engaging in sexual harassment) inside the school, on the bus, or during school activities offsite. • Assaulting others in the school, on the bus, or during school activities offsite, and causing injury to the victim. • Premeditated theft and/or engaging in its cover-up. • Capturing, possessing, viewing, or distributing information/media (audio, images, videos, etc.) with unlawful content (e.g. pornography, terrorist/ extremist videos). • Leaking exam questions or engaging in related activities. • Setting fire to the school premises. • Insulting political, religious, or social figures in the UAE. • Using, promoting, possessing, and/or distributing alcohol, narcotics, medical drugs, or psychotropic substances, on the school premises, on the bus, or during school activities offsite. • Disseminating or promoting culturally inappropriate ideas/beliefs that go against the laws of the UAE with malicious intent. • Intrusive and/or illegal digital activity on school IT systems (e.g., hacking into school accounts, installing	

	unauthorized software). • Trespassing on school premises after school hours. • Any other forms of misconduct similar to the above as per the discretion of the Behavioral Management Committee.	

Student Misconduct:

- Incidents must be logged on Kickboard.
- Serious incidents will be fully investigated by a member of the school's pastoral team.
- Records and outcomes will be stored.
- During investigations, students and staff involved will be interviewed individually with their statements noted. No leading questions will be asked.
- Each school has a Behavioural Management Committee which meets to discuss student behavior.
- Students are to be advised clearly of issues and of the behaviors which require changing.
- Appropriate strategies for monitoring and supporting student behavior should be used as appropriate.
- If there is further escalation, parents will be called to meet and also supplied with a letter outlining the ongoing issues along with reviewed strategies to support the student.
- Failure to improve over a period of time, can result in notification to ADEK for the student be transferred to another school or permanently excluded.
- All offsite suspensions will be reported to ADEK.

Students of Determination:

- Schools take into consideration before taking disciplinary action.
- Consultation with the Inclusion Manager will be undertaken where necessary.
- Students of Determination will not be subject to more severe disciplinary action than their classmates.
- LE schools do not discriminate against Students of Determination.

Support and Intervention:

At LE we provide a range of support and intervention for students who require guidance or additional assistance. All intervention is appropriate, focuses and supportive designed to help any student who have been identified as engaging in behaviors of concern, misconduct or deemed to be at risk of engaging in behaviors of concern.

	1st Offense	2nd Offense	3rd Offense	More than 3 times
Level 1	Verbal Warning Incident Logged on Kickboard.	Written Warning L1 Phone Call to parents. Documentation of incident and investigation logged Intervention Sessions with social worker	Written Warning Parental meeting. Undertaking signed by parent. Student Accountability Card. Intervention Sessions with social worker	Notify the parent in writing and summon the parent together with the Behavioral Management. Committee to agree on how to implement a set of strategies aiming at reducing the negative behavior.
Level 2	Instruct the student to sign an undertaking not to repeat the offense. Summon the parent, who is required to sign an agreement to support their child in reforming their behavior. Incident logged on kickboard.	Temporarily suspend the student up to 2 days and assign the student supervised study assignments inside the school with a notification to the parent. Notify both the student and the parent of a second written warning. Notify the Behavioral Management Committee to agree to a set of strategies for reforming the student's behavior. The parent is required to sign an undertaking to support the agreed strategy.	Suspend the student up to 3 days and assign the student supervised study assignments inside the school. Issue a final warning in writing to the student and the parent. Notify the Behavioral Management Committee to agree to a final set of actions for reforming the student's behavior. The parent is required to sign an undertaking to support the agreed strategy.	Immediately suspend the student offsite until the end of the investigation, with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient support and counselling as per the behavior strategy.

Level 3	Immediately suspend the student inside the school. The Behavioral Management Committee shall evaluate the evidence and determine disciplinary actions. The school shall summon the parent immediately to inform of the disciplinary action and the requirement to sign an undertaking to support the agreed strategy.	Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions. Provide the student and the parent with a final written warning. Summon the student and the parent to the school to present the Committee's decision.	Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient counseling as per their behavior strategy. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient support and counseling as per their behavior strategy.
Level 4	Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of	Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient counseling as per the behavior strategy.	

	disciplinary actions and a corrective plan.	

**Senior management reserves the right to skip a step depending on the seriousness of the incident*

Failure to behave in a sensible and responsible manner not only causes behavior ramifications but this will also reflect negatively on student attainment and progress.

Positive Handling:

Under certain circumstances staff are authorized to physically intervene to prevent students from harming themselves or others, in doing so staff are permitted to use reasonable force.

When making the call to physically restrain a student or students, all other options will have been considered, with positive handling being the last resort.

- Staff are authorized to implement positive handling in circumstances such as to prevent students from..
- Leaving the classroom or school premises where allowing the student to leave would risk their safety and/or that of others.
- Injuring themselves and/or others.
- Damaging property.

Staff will ensure that any response to extreme behavior is reasonable and proportionate, and conducted with minimal usage of physical force. Staff will consider the risks and vulnerabilities of the students. Such conduct will be in accordance with the following :

- The student is in immediate danger of harming themselves and/or others. The staff member must have good reason to believe this.
- Only the minimum force necessary to prevent injury or damage should be applied.
- Ideally more than one staff member will be present to support and help the student.
- Once the situation is deemed to be no longer dangerous, the students should be allowed to regain self-control.

Behavior is also recorded on school report cards via the Attitude to Learning Codes.
A student's attitude to learning contributes 10% of their grade each term in each subject.

	Attendance per term	Punctuality per term	Behavior per term	Attitude to Learning per term	Homework per term
Honorable	Attendance is between 98% and 100%	The student is never late to school or class.	The student has no behavioral issues in class or out. The student is a positive example to their peers.	The student follows instructions and completes work without prompting. The student takes initiative and completes all work 96%-100% of the time.	All homework is completed and submitted on time.
Good	Attendance is between 95% and 97%	The student has been late 1-3 times.	The student has had no behavioral issues in class or out.	The student pays attention and completes all work 95% of the time.	1-2 pieces of homework have been submitted late, incomplete or are missing.
Satisfactory	Attendance is between 92% and 94%	The student has been late 4-5 times.	The student does not fully comply with the rules, resulting in 1-2 behavior referrals.	The student pays attention and completes all work, 85-95% of the time.	3-4 pieces of homework have been submitted late, incomplete or are missing.
Needs to Improve	Attendance is between 90-92%	The student has been late 6-7 times.	The students' behavior has a negative impact on their attainment and progress. The student has been referred for their	The student does not give their learning their full attention all of the time. They complete all of their work 75-84% of the time	5-6 pieces of homework have been submitted late, incomplete or are missing.
Unsatisfactory	Attendance is less than 90%.	The student has been late 8 times or more.	The student has received multiple written warnings throughout the term	The student does not follow instructions or completes their work 74% or less of the time.	7+ pieces of homework have been submitted late, incomplete or are missing.

Education Department

Key Stakeholders		
Policy Owner:	School Principals & SLT	All Liwa Schools
Reviewed by:	Kevin Wallis	Deputy CEO
	Margaret Haynes	Director of Schools
Approved by:	Dr. Shereen Gobran	Chief Executive Officer