



Al Ittihad National Private School
Abu Dhabi

Disciplinary List for Grades (1-5) Students

For the academic year 2019 - 2020

Objectives of the disciplinary list for students in the school community:

1. To provide a controlling reference that determines the necessary rules, standards and procedures in order to ensure a safe and educational environment that includes the standards for commitment to values and school rules.
2. Providing a suitable educational environment for, students, teachers and administration to accomplish the objectives of the educational procedures.
3. To enhance and promote positive behavior by encouragement, and to put a limit to the students' behavioral problems using all possible educational means.
4. To provide the educators with clear ways of dealing with the students' behavior with suitable educational procedures.
5. To make the students and their parents aware of the behavioral rules and regulations and the importance of sticking to them, in order to achieve self discipline for the students' behavior.



What we expect of every student:

1. To hold on to traditions and Islamic values and not to speak badly about his country or religion.
2. To commit to attending school early at 7:30 am.
3. To listen attentively inside the class, during the morning assembly, lectures, meetings, conferences inside and outside the school.
4. To bring all books and school utensils and take care of them.
5. To work hard, be disciplined and clean, look good, protect school property, respect the employees, respect other students and to be sensitive to other people's feelings.



6. Not to abuse others verbally, physically or psychologically.
7. Not to roam around the school during lesson time, except after getting a pass that determines where he is going.
8. To eat healthy food and avoid fast foods, fizzy drinks, chewing gums and nuts.
9. To stick to the rules and regulations of using the school bus.
10. To stay away from unethical behavior.

Behavioral values program:

- **Respect (flag, teacher, student, environment, others)**
- **Honesty**
- **Loyalty and Belonging**
- **Volunteering**
- **Resilience**
- **Tolerance**
- **Excellence**
- **Praying**



Rules and regulations at the cafeteria:

1. Entry and exit in a line
2. Leaving the cafeteria after cleaning up and tidying the place
3. Respecting the workers and using proper language with them
4. Eating and drinking only inside the cafeteria
5. Sticking to food manners
6. Washing hands after eating



Rules and regulations at the playground

1. To keep playgrounds clean
2. To avoid running fast
3. To play gently and nicely
4. To wait for turn while playing (the big game)
5. Reaching the classes on time after **Recess**
6. No food is allowed after the first bell



Rules and regulations in the bathrooms:

1. Washing hands properly after using the bathroom
2. Making sure the seat is clean before leaving the bathroom
3. Using paper hand towels to dry hands
4. Avoiding wasting time, water, soap and tissues while using the washroom



Class rules:

1. Respecting teachers and classmates
2. Respecting other's opinions and appreciating them
3. Speaking after taking permission
4. Listening to others and not interrupting them while talking
5. Keeping the classroom clean
6. Respecting class and teachers' properties
7. Finishing class work on time
8. Talking with clear and indoor voice
9. Following the teacher's instructions
10. Cleaning up and tidying the classroom after finishing an activity
11. Sticking to classroom manners



Consequences of breaking school rules

1. Morning tardiness

First Time	Individual counseling + sending a message on SIS
Second Time	Resending a message on SIS
Third Time	first verbal alert + calling parents
Fourth Time	First written alert
Fifth Time	Second written alert + calling parent in to discuss the reasons behind tardiness
Sixth Time	Written warning + meeting with the parents
Seventh Time	Referral to the Disciplinary Committee to decide upon further measures

2. Absence from school

- ❖ Parents should submit a legitimate written excuse for the absence of their child.
 1. In the case of sickness: submitting a medical report
 2. In the case of traveling: Informing the school ahead of time in writing and the school preserve the right to accept or reject it.
- ❖ The school is not responsible for repeating the lessons in case of absence without a legitimate excuse.
- ❖ In case of repeated absence for more than 6 days, the student is given a first written warning.
- ❖ Meeting with parents in case of reoccurrence
- ❖ In case of absence for more than 15 consecutive days, the laws of the Abu Dhabi Educational Council will be followed.



3. Breaking class rules





First Time	Individual Counseling + sending a message on SIS
Second Time	Verbal alert + resending a message on SIS in case of reoccurrence
Third Time	Deducting points on Class Dojo + referring to the social worker to monitor the student's behavior
Fourth Time	Written alert + meeting the parents
Fifth Time	Referral to the Disciplinary Committee to decide upon further measures

4. Disrespecting school property and others

First Time	Individual Counseling + sending a message on SIS
Second Time	Verbal Alert + resending a message on SIS in case of reoccurrence
Third Time	Deducting points on Class Dojo + referring to the social worker to monitor the student's behavior
Fourth Time	Written alert + meeting the parents
Fifth Time	Referral to the Disciplinary Committee to decide upon further measures

5. Failing to complete work and bringing school needs on daily bases:

First Time	Individual Counseling + sending a message on SIS
Second Time	Deducting points on Class Dojo + referring to the social worker to monitor the student's behavior
Third Time	Calling parents to inform them about the student 's referral to the social counseling
Fourth Time	Written alert + meeting the parents

Fifth Time	Writing a pledge about completing all assignments at home
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6. Failing to keep the school clean (classroom, playground, cafeteria, labs, bathrooms)



First Time	Individual Counseling + help to correct mistakes
Second time	verbal warning
Third Time	Follow up by the Administrative supervisor
Fourth Time	Deducting points on Class Dojo + referring to the social worker to monitor the student's behavior
Fifth Time	Written warning + meeting the parents

7. Using foul language at school



First Time	Individual Counseling + apology
Second Time	Written Alert + sending a message on SIS
Third Time	Deducting points on Class Dojo + referring to the social worker to monitor the student's behavior
Fourth Time	Written warning + meeting the parents
Fifth Time	Referral to the Disciplinary Committee to decide upon further measures

8. Bullying schoolmates

First Time	Individual Counseling + help to correct mistakes
Second Time	Verbal Alert + resending a message on SIS in case of reoccurrence
Third Time	Calling parents to inform them about the student 's referral to the social counseling
Fourth Time	Written warning + meeting the parents
Fifth Time	Referral to the Disciplinary Committee to decide upon further measures



9. Neglecting personal hygiene

First Time	Individual Counseling
Second Time	Verbal warning
Third Time	Follow up by the Administrative supervisor
Fourth Time	Deducting points on Class Dojo + referring to the social worker to monitor the student's behavior and send a referral letter to be followed by the social worker



10. Not sticking to school uniform

First Time	Individual Counseling + sending a message on SIS
Second Time	Verbal alert + resending a message on SIS in case of reoccurrence
Third Time	Follow up by the Administrative supervisor



Fourth Time	Deducting points on Class Dojo + referring to the social worker to monitor the student's behavior and send a referral letter to be followed by the social worker
Fifth Time	Written warning + calling the parents