



CROWN AMERICAN PRIVATE SCHOOL
مدرسة كراون الأمريكية الخاصة

BEHAVIOR
MANAGEMENT POLICY
AY 2025/2026



Behavior Management Policy (2025 – 2026)

Policy Details

Policy	Behavior Management Policy
Function	Managing Behavior of All Students
Status	Recommended
Audience	Students
Implementation	School Management
Issued for	Parents & Students & Staff
Last Review	Aug,2025
Next Review	Dec,2025
Responsible SLT	Vice Principal

Our Vision

At CAPS, we aim to be an exceptional international school which inspires students to discover their unique talents and prepares them to become responsible, innovative, and creative leaders of the global community.

Our Mission

Our mission at CAPS is to provide a challenging, progressive, and inclusive American and International educational program that empowers all students by promoting intellectual curiosity, independence, and critical thinking.

Core Values

Loyalty | Creativity | Respect | Integrity | Inclusion



Introduction

CAPS believes that responsible behavior in all aspects of school life is necessary to enable teaching and learning to take place. Our behavior policy is not primarily motivated by rule enforcement, but rather a means of promoting good relationships and using positive behavior strategies so that students and staff can work together with the common purpose of helping everyone to learn.

This policy serves as a comprehensive reference for all members of our school community, including students, parents, teachers, and administrative staff. The aim is to create a positive, safe, and productive learning environment where everyone is treated with respect and dignity. Our policy is based on the principles of mutual respect, responsibility, and compliance with the laws and regulations of the United Arab Emirates, in accordance with the 2018 Student Behavior Management Framework.

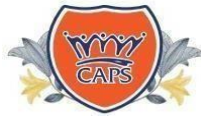
Aim & Objectives

To promote desirable student conduct and behavior, the school has adopted the Student Code of Conduct provided by the UAE Ministry of Education and all the other applicable state and federal laws therein.

CAPS nurtures a climate in which all students, irrespective of their academic abilities, act positively, to create an ethos where positive and considerate behavior becomes the norm.

The Policy's objectives are to:

- Set out the broad principles for the implementation of rewards and sanctions
- Define roles and responsibilities, including the expectations that we have of each member of the school community
- Develop a culture of friendship and kindness between all.



Related Policies That Are Required of Schools

- 🚩 Anti-Bully Policy
- 🚩 Special Education Needs (SEN) and Learning Difficulties Policy
- 🚩 Discipline and Exclusions Policy
- 🚩 Complaints Procedure



Definition

Students' behavior refers to students' responses to a number of daily life situations and activities, such as the appropriateness or inappropriateness of their words, mannerisms, attitudes and actions toward each other or toward the teaching faculty or other members of the wider School community.

At CAPS, we seek to create an inclusive caring, learning environment in the school by:

- Promoting the values of honesty, trust, fairness, tolerance, compassion and politeness
- Reinforcing positive behavior at every opportunity
- Encouraging a positive relationship with all stakeholders to develop a shared approach which involves them in the implementation of school's policy & associated procedures
- Educating students to take responsibility for behaving in an appropriate manner
- Discuss and share what constitutes acceptable behavior through creating class rules
- Enable students to learn from their mistakes
- Providing a safe environment free from disruption, violence, bullying and harassment
- Promoting self-esteem, self-discipline & positive relationships based on mutual respect
- Encouraging consistency of response to both positive and negative behavior
- Promoting early intervention, respect for others and their rights, and encouraging to take responsibility for their own actions

Roles and Responsibilities

Principal

The principal is responsible for ensuring that a fair and effective code of behavior and discipline that includes rules, ways of encouraging and affirming student efforts, rewards, penalties, and



implementation procedures, be developed and implemented with the participation of all the stakeholders of the institution.

Social worker

- Inform, educate and guide students and parents regarding the policy.
- Plan for preventive and remedial programs to minimize negative behavior and encourage positive and exemplary behavior of the students.
- Conduct case studies of the social situation of the student with repeated offences, document them in writing, and present them to the Student Behavior Management Committee.
- Strengthen the ties between home and school, and raise parents'/guardians' awareness about the importance of their role in following up with and finding solutions for their children's academic and/or behavioral problems.

Staff Members

CAPS staff is expected to treat all students fairly and apply this behavior policy consistently. Staff should keep in mind that we address the behavior and not the child. We expect all of our staff members at all times to model and promote the positive behavior that is expected from the students. The school expects the staff to ensure that

- students are continuously shown what the correct behavior is in all situations
- students are given lots of positive feedback so that they are encouraged to be responsible and well-behaved

Corporal and demeaning punishment is expressly forbidden in our school. Teachers are wholly accountable for the behavior in their classroom. They ensure that school rules are enforced in



their classes as they hold high expectations of each student's behavior and commitment to learn to the best of their ability. These expectations are no less in other school areas such as the cafeteria, playground, corridors and bathrooms. Teachers are expected to treat students fairly as they apply the classroom code consistently with respect and understanding.

The School Behavior Management Committee

The school board committee will discuss students' educational and behavioral matters, and consider the actions taken against offences in accordance with the provisions of the policy.

Students

At CAPS, we want our students to be honest, respectful, considerate and responsible, so that everyone can enjoy a happy, safe environment in which each individual feels respected and valued. Students are expected to conduct themselves with dignity and respect the culture traditions and the laws of the country. Students are at all times, including on their way to and from school, expected to:

- be courteous, responsible and honest and follow the rules and regulations of the country
- show respect for other people, their learning and the environment
- participate in promoting a positive school community
- promote a positive attitude towards learning
- wear the correct school uniform and show pride in their appearance
- complete school work punctually and to the best of their ability
- move around the school in a safe and sensible manner
- obey school rules and instructions by the school staff



We encourage our students to avoid resorting to violence in any situation. If in trouble, our students are expected to seek help from a member of staff. Any form of bullying, aggression or intimidation is not tolerated in our school. To ensure the safety and wellbeing of all our students, we advise our students not to:

- Lend or borrow money or sell or purchase goods among each other
- Carry any objectionable device which may harm self, others or school property
- The school will not be responsible for the loss of valuable articles if someone brings them

All of these principles are reinforced on a daily basis, so that students get to know them and learn to behave in the way that is expected from them.

Behavioral Discipline

Students must follow all of the following:

1. **Mobile Phones** – It is strictly prohibited to bring mobile phones to school. If a student is found in possession of a mobile phone within the school premises, the phone will be confiscated according to the procedures outlined in the Student Behavior Code. The parent/guardian will be informed of the violation and will sign *Form 24* upon confiscation and *Form 25* upon return of the phone. According to the Ministry of Education circular:
 - First violation: The phone will be kept for **one month**.
 - Second violation: The phone will be kept until the **end of the academic year**.
2. **Morning Assembly** – Students must attend the morning assembly on time. Entry after 8:00 a.m. will only be allowed if the student is accompanied by a parent/guardian.
3. **School Uniform** – Students must wear the correct school and sports uniforms according to their grade level, with white socks and black shoes. Entry will not be permitted for any student not wearing the proper uniform, regardless of the reason.
4. **Appearance and Accessories** – Students are prohibited from wearing accessories, applying makeup, kohl, or colored contact lenses. Nails must not be grown long, and nail polish of any color is strictly prohibited.
5. **Hair and Nails** – Male students must not grow or dye their hair. Nails must be trimmed regularly.



6. **Food and Celebrations** – No food or beverages are allowed inside classrooms or the school building. Ordering food from outside the school is prohibited. Birthday parties or any private celebrations inside the school are strictly forbidden. Only official school events are allowed with prior permission from the school administration.
7. **Break Time Behavior** – Students are not allowed to remain in classrooms to eat or drink during break time or in the morning. They must place their bags and immediately proceed to the morning assembly.
8. **Canteen Purchases** – Students are not allowed to leave class to purchase from the canteen during lessons.
9. **School Property** – Any intentional damage or vandalism of school property must be repaired or compensated for by the student or their parent/guardian.
10. **Language and Respect** – Using foul or inappropriate language, or showing disrespect through words, tone, or gestures toward teachers, staff, or administrators will result in the student being referred to the behavior committee and expelled from the school.
11. **Parental Permission** – Parents are not allowed to give permission for a student to leave via phone call. They must come to school in person, provide a written reason, and sign for the student's release.
12. **Absenteeism** – In the case of repeated or continuous absences without a valid excuse, an official report of the number of absence days will be submitted, and the student will be subject to the Ministry's approved Student Behavior Code.
13. **School Bus Rules** – Students must be on time for the bus. The bus will not wait for late students in the morning or afternoon. Students must remain seated in their assigned seats and maintain quiet behavior for their safety.
14. **Bus Change Requests** – Students are not allowed to change their assigned bus for any reason without submitting a written request from the parent/guardian.
15. **School Supplies** – Students must bring all required materials according to each subject and their class timetable.
16. **Classroom Behavior** – Students must remain quiet and attentive during lessons and refrain from causing any disturbance or disorder.
17. **Class Leaders** – Only the class president and vice-president are allowed to go to the administration to communicate, ask questions, or help maintain order and cleanliness in classrooms and between lessons.
18. **Between Classes** – Students must not leave the classroom between lessons and should be ready for the next class until the subject teacher arrives



School Uniform Policy for Students

1. Students must wear the school uniform provided only by the school.
2. The sports uniform must be worn on sports days only.
3. White socks and plain white shoes (without decorations) must be worn at all times.
4. During cold weather, students may wear a wool sweater matching the school uniform in white or black color.
5. Students must keep their uniforms clean and neat at all times while at school.
6. Male students must keep their hair short.
7. All students must keep their nails short and clean.
8. Students are not allowed to wear jewelry or perfumes (only wristwatches are permitted). The school is not responsible for any loss.
9. The use of makeup, nail polish, or strong perfumes is not permitted.

Please note: If students do not adhere to the above school uniform policy or fail to wear the appropriate uniform, they will first receive a verbal warning. If they fail to respond to the warning, the parent/guardian will be contacted, and the student will not be allowed to enter the school until the matter is corrected.

School Policy on Attendance, Absence, and Tardiness

School Arrival and Departure Times:

Students should not be present at school before **7:15 AM**. Parents are required to pick up their children between **2:00 PM and 2:30 PM**. Attendance will be taken after **8:00 AM**. Students must leave the school building and its premises at dismissal time unless their presence is due to a school-related reason or they are enrolled in extracurricular programs. Parents will be informed if a student is found on school premises outside the designated times.

Attendance

A student is considered present at school if they are participating in a school trip related to an educational activity that has been approved by the administration.
Students must maintain a **minimum attendance rate of 98%**.



Early Dismissal Procedures

A child will not be released during school hours unless a parent or legal guardian personally comes to the administration office to sign them out. Identification will be required if a third party (other than the parents) is collecting the child, unless a written request has been submitted by the parent.

Early dismissal is not only a loss of valuable learning time for the student, but it also disrupts classroom activities and instruction. Therefore, early dismissal is only permitted in emergency situations.

Students may not be released early to avoid traffic congestion.

Absence

A student is considered absent from their classes if they are recorded as such in the school's attendance system. Attendance is mandatory for all students enrolled in the school during official school days and hours.

Attendance is the responsibility of the parents/guardians, and they must notify the school as soon as possible in the event of an absence.

Absence Reporting

Student absences must be reported in writing by the parent/guardian as soon as possible.

If no notification is provided, the absence will be considered **unexcused**.

Extended Absences

If a student is absent for **three (3) consecutive days**, and the school is unable to verify the reason, further investigation may be carried out at any time if deemed necessary.

The parent/guardian will be required to sign an **Attendance Commitment Form (Form No. 27)** from the Behavioral Policy.

Points will be deducted from the student's conduct grade in case of repeated absences, in accordance with the Student Behavior Policy.

Tardiness

In the case of a late arrival, the student must report to the reception desk, and the school will contact the parent/guardian to inquire about the reason for the delay.

If tardiness is repeated, necessary actions will be taken according to **Student Behavior Management Policy No. 851 of 2018**.



5. Procedures for Handling Absenteeism

- **Justified Absence:** An official excuse must be submitted within 3 days of returning.
- **Unjustified Absence:** Procedures escalate according to the number of days absent as follows:

N	Days Absent	Action Taken
1	1 – 3 days	Verbal or written warning to the student.
2	4 – 6 days	Official notification to the parent/guardian
3	7 – 10 days	Referral to the Behavioral Care Committee for case follow-up.
4	11 – 14 days	Follow-up meeting with the parent/guardian and implementation of a support plan.
5	15 days or more	Recommendation for temporary suspension or transfer.

Parents

- Parents should provide a conducive home environment as it plays a crucial role in shaping attitudes that produce good behavior in schools. It is therefore important that parents should be aware of the aims, values and the nature of expected behavior of the school.
- Submit written acknowledgement to the school, stating he/she has read and approved of the conditions of the Compulsory Education Law and the decisions issued related to it. The parent also commits to sending the student to school regularly throughout the stages of compulsory education and to creating a safe and secure family environment for his/her child in order to achieve the policy's purposes. In case of his/her offence, the parent shall bear the criminal consequences according to the relevant policies.



Reinforcement of Positive Behavior

Moral Appreciation and Reinforcement

- Encouraging student initiative and model behavior at all times



- Verbal and written praise and encouragement in recognition of the student's behavior, as well as the parent for their key role in the development of the positive behavior
- Messages of thanks and appreciation, certificates addressed to the student and the parents and/or recognition during school-wide events
- Praise of student through school broadcasts, bulletin boards, journals or magazines, or by publication of the student's name on the Ministry's social media websites or by sending electronic messages through
- Assigning leadership roles to the students through the student councils and school clubs

Material Appreciation and Reinforcement

- All forms of awards and prizes
- Improved behavior marks for students demonstrating progress on previous offences

Educational Reinforcement

- Granting behavior grades for the student who shows positive improvement after committing negative behavior
- Encouraging student self-assessment and use of smart learning tools
- Increased opportunities to participate in educational and national programs
- Creation and dissemination of positive behavior programs in all classrooms; for example, nominating students as role models and honoring them
- Granting distinction titles like Role Model Ambassador and Ambassador of Positive Behavior



Rating and Classification of Positive Behavior

- **Responsive:** student demonstrates an expected level of response to positive behavior expectation; school continues to encourage them and maintains communication with their parent/guardian
- **Diligent:** student meets and exceeds behavior expectations; their achievement shall be consolidated by various recognition methods like: encouragement certificates, thanks to the parents, and assignment of greater responsibilities for the student to further develop his/her character and ultimately achieve excellence
- **Leading:** student demonstrates leadership through exemplary behavior; he/she shall be encouraged and appreciated by certificates of honor and prizes, and his/her parent shall be recognized as well.



What is the full mark of the Behavior subject?

Full mark of Behavior subject	Positive behavior	Exemplary behavior
100	80	20

Balance of behavior subject marks over the school year	Expected balance for all students	Calculation of positive behavior marks			Calculation of exemplary behavior marks		Final marks
		Deduction mark	Compensation mark	Due mark	Expected balance for all students	Due mark	
First semester	80	0	0	80	20	+20	100
Second semester	80	-12	+12	80	20	+16	96
Third semester	80	-8	0	72	20	+17	89
End of the year mark		77			18		95

Mechanisms for Handling Behavioral Violations

Behavioral violations are classified into four levels based on their severity, degree of danger, and the impact of committing them on the student, the educational environment, and society at large. The procedures for each type are implemented according to the provisions of the Behavioral Management Regulations, and all violations must be documented in accordance with approved systems and forms, and handled in line with educational values and regulations.

- 1. First-degree violations** (minor): Deduction of 2 to 4 points
- 2. Second-degree violations** (moderate severity): Deduction of 4 to 8 points
- 3. Third-degree violations** (serious): Deduction of 12 points
- 4. Fourth-degree violations** (extremely serious): Failure in the behavior subject



Ministerial Resolution No.851 of Year 2018 on Code of Behavior Management for Students in the General Education Institutions

First degree (simple offense)

Description of misbehavior	marks	Repetitiveness	Deducted Mark	Action
Being repeatedly late to the morning parade or failing to participate therein without an acceptable excuse.	4	Upon committing	None	1 - Verbal warning and directions. 2 - Documenting the offense and the action taken, in accordance with <u>Form No.6</u> .
Failing to attend the classes on time repeatedly without an acceptable excuse.	4			
Non-compliance with the school uniform or the school sports uniform without an acceptable excuse.	4			
Overgrown hair for boys or bizarre haircuts for boys and girls.	4	When repeated for the first time	None	1 -Written warning and documenting the offense. 2- Informing the guardian in writing, as per the <u>Form No.7</u> .
Not brining the books and school kits without an acceptable excuse.	4			
Non-compliance with the positive behavior rules inside and outside the classroom, such as: keeping calm and disciplined during the class time and making inappropriate sounds inside or outside the classroom	4	When repeated for the second time	Deducted Mark 2	1 - as per the <u>Form No.8</u> 2 - Referring the student to the academic advisor/social worker. 3 - Signing an undertaking not to repeat the offense again by the student's guardian and informing them of the marks deducted, as per the <u>Forms No.9, 10 & 20</u> .
Sleeping during the class time or formal school activities with no justification (after making sure of the student's health status).	4			
Eating during the class times or during the morning parade without a justification or permission (after making sure of the student's health status).	4	When repeated for the third time	Deducted Mark 4	1 - Summoning the guardian on the day next to the offense date. 2 - Issuing a written warning for the student and his / her guardian in case no response is made, as per the <u>Form No.9</u>
Non -compliance with presenting homework and assignments given to him / her in a timely manner.	4			
Misuse of the electronic devices such as the tablets etc., during the class, including playing games and using headphones inside the classroom.	4	When repeated for more than 3 times	To be calculated in accordance with the Committee's discretion.	1 -Behavior Management Committee shall meet on the day next to the offense date. 2 - The academic advisor/social worker shall open a file for studying an individual case, as per the <u>Form No.11</u> . 3 - Implementing a set of strategies aiming at reducing this negative behavior.
All of what is similar to these offenses as per the discretion of the Behavior Management Committee.	4	To be calculated in accordance with the Committee's discretion.		

*** If the total of 10 marks is deducted against the first-degree offenses; then a file shall be opened to study and follow up the student's case in accordance with the recommendations of the Behavior Management Committee.

Second degree offenses (medium severity offenses)

Description of misbehavior	marks	Repetitiveness	Deducted Mark	Action
Not attending the school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams.	8	Upon committing	4	1 - Issuing the first written warning and instructing the student to sign on an undertaking not to repeat the offense, as per the <u>Form No.9</u> . 2 - Completing the file of the individual case study by the academic advisor/social worker. 3 - Summoning the student's guardian on the day next to the offense date and asking them to sign on an agreement for reforming his son's / daughter's behavior. 4 - Monitoring the student's behavior and providing guidance sessions for him / her.
Getting in or out of the classroom during the class time without permission.	8			
Not attending the school activities and events without an acceptable excuse.	8			
Inciting quarrel, threatening or intimidating peers in the school.	8	When repeated for the first time	8	1 - Having the student temporarily suspended for a maximum of two days and assigning him / her with study assignments inside the school, as per the <u>Form No.12</u> . 2 - Bringing the matter before the Behavior Management Committee of the school. 3 - Issuing the second written warning to the student and his / her guardian. 4 - Implementing a set of strategies for reforming the student's behavior.
Acting in a manner contradicting with the public morals or the public order at the school and with the values and traditions of the society, such as imitating the opposite sex in terms of clothes, appearance, haircuts and use of makeup.	8			
Writing on the school furniture or school bus seats. Tampering with the alarm bell or the lift.	8			
Bringing mobile phones or misuse any means of communication.	8	When repeated for the second time	8	1 - Behavior Management Committee shall meet immediately and shall take the proper decision. 2 - Suspending the student for 1 to 3 days and assigning him / her with a study assignment inside the school. 3 - Requesting the support of an agency concerned with behavior for studying the case file, as per the <u>Form No.13</u> . 4 - Issuing the final warning for the student and his / her guardian. 5. Transferring the student to another school as a disciplinary action; if he / she does not reform his / her behavior, and putting him / her under continuous observation, as per the <u>Form No.14</u> .
Verbally abusing or insulting students, staff, or visitors of the school.	8			
Smoking or possessing the relevant kits inside the school campus.	8			
Refusing to respond to the instruction of inspection or to hand over the banned materials.	8			
All of what is similar to these offenses as per the discretion of the Behavior Management Committee	8			

*** If the total of 20 marks is deducted against the second-degree offenses; then a file shall be opened to study and follow up the student's case in accordance with the recommendations of the Behavior Management Committee.



Third degree offenses (grievous offenses)

Description of misbehavior	marks	Repetitiveness	Deducted Mark	Action
Various types and forms of bullying.	12	Once committed	12	1 - Suspending the student immediately (inside the school campus). 2 - Behavior Management Committee shall meet on an immediate basis to take the proper decisions. 3 - Deciding to refer the student to the concerned agencies (such as: behavior reform agencies), for the first time, for a period not more than 3 weeks, as per the <u>Form No.15</u> . 4 - Summoning the student's guardian immediately and asking them to sign on the warning and the decision. 5 - Following up and receiving the reports of the student's case development by the concerned agency (such as: behavior reform agencies).
Copying or reproducing the assignments, reports, researches or projects and taking credit for them, as per the <u>Form No.23</u> .	12			
Getting out of the school without permission or absconding during the school day.	12			
Attempting to defame peers and the school staff via the social media or abusing them.	12			
Impersonating others' personality in the school, during transactions, or forging the school documents.	12			
Destroying or seizing the school furniture, tools, and vandalism	12	When repeated	12	1 - Suspending the student immediately until the investigations end (outside the school campus). 2 - Behavior Management Committee shall meet on an immediate basis to make the proper decisions, in respect of the student suspension until the end of the semester and transferring him / her to behavior reform agencies, as per the <u>Form No.16</u> . 3 - Summoning the student's guardian immediately and presenting the Committee's decision to them. 4 - Referring the student to the concerned agencies (such as the behavior reform agencies) for the second and last time. 5 - If the student fails to reform his / her behavior; then he / she shall be transferred to another school as a disciplinary action under a decision by the assistant undersecretary for school operations for the public schools, or by the assistant undersecretary for Control for the private schools.
Tampering with or destroying the school buses. Causing harm to the driver, supervisor, or the other road users	12			
Assaulting others in the school, without causing any injuries to the victim (corporal abuse).	12			
Driving a private car recklessly inside or around the school campus, and not following the security and safety instructions.	12			
Capturing, possessing, publishing or disseminating photos of the school staff and / or students without their permission.	12			
All of what is similar to these offenses, as per the discretion of the Behavior Management Committee.	12			

Fourth degree offenses (highly grievous offenses) Failure in the subject

Description of misbehavior	Marks	Repetitiveness	Deducted Mark	Action
Using the communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others.	20	Upon committing	Failing in the behavior subject or final or expelling the student	1 - The school Principal, his / her deputy, or the behavior officer shall notify the Legal Affairs Department of the Ministry and the concerned agencies, once the offense is committed. 2 - Notifying the student's guardian of the matter and suspending the student on an immediate basis until the investigations end for a period not later than 2 business days. Suspension period may be extended until the end of the legal investigation under a decision by the undersecretary of academic affairs for the public (general) education. 3 - The Behavior Management Committee shall meet on an immediate basis to refer the matter, through the submission of an explanatory memorandum together with the evidence on the offense committed, to the undersecretary of academic affairs for the general education or the person he nominates, who shall make a decision to refer that case to the concerned agency in coordination with the Legal Affairs Department. 4 - Seizing the tools used in committing the offense once it occurred, in order to hand them over to the security authorities.
Possessing or using arms or blade weapons, or their equivalent inside the school.	20			
Committing sexual assault inside the school, the bus or during activities.	20			
Assaulting others in the school causing injuries to the victim (corporal abuse).	20			
Systematic (pre-planned) or covering up theft	20			
Bringing, possessing, presenting, or promoting information or electronic materials that are unauthorized and inconsistent with the values, morals, public order, and public decency.	20			
Sexual harassment inside the school, the bus, or during activities	20			
Leaking questions of the exams or engaging therein, in any way	20			
Setting the school campus on fire.	20			
Abusing political, religious, or social figures in UAE.	20			
Possessing, bringing, promoting, or using narcotics, medical drugs, or the psychotropic substances inside the school or the school bus, or being under the influence of narcotics, non-prescribed medical drugs or the psychotropic substances.	20			
Disseminating or promoting ideas or beliefs on extremism, blasphemy or atheism, or the ones harming the political and social regulations of the society	20			
Disdaining the divinely revealed religions or stirring sectarian strife in the school.	20			
All of what is similar to these offenses, which are considered as legally punishable offences, as per the discretion of the Behavior Management Committee.	20			



Procedure

Summary of the Procedures

Degree of offense	Upon committing	Reoccurrence		
		First time	second time	third time
First-degree (simple offenses)	Verbal warning	Written warning	Deducting half of the mark	Deducting the full mark and instructing the student and his / her guardian to sign an undertaking for not committing this offense again.
	If the aggregate deduction, which is made against the reoccurrence of the first-degree offenses (of one type or more), reaches 10 marks or more; then a case study file shall be opened.			
Second-degree (medium severity offenses)	Written warning	Deducting half of the mark	Deducting the full mark and instructing the student and his / her guardian to sign an undertaking for not committing this offense again.	
	If the aggregate deduction, which is made against the reoccurrence of the second-degree offenses (of one type or more), reaches 20 marks or more; then a case study file shall be opened.			
Third-degree (grievous offenses)	Deducting the full mark	Deducting the full mark and taking the actions prescribed under Article 8.		
Fourth-degree (highly grievous offenses)	Taking the actions prescribed under Article 8.			



Exclusion

We do not wish to exclude any student but sometimes this may be necessary. If there is still no improvement in the student's behavior after repeated actions and counselling, the school may be constrained to consult the local education authority prior to expelling the child from school. Only the principal may exclude a student and may do so for one or more fixed periods up to 3-5 working days at any one time.

Professional Development

Staff will receive training that focuses on knowing the students well in order to develop positive engagement in an atmosphere of warmth, support and clear expectations. Each academic year, there will also be professional development activities to ensure every member of staff knows how to use the positive behavior approach in their interactions with students. Positive behavior approach will also be reinforced by leaders during classroom observations.

Do we have Field Trip Behavior Policy in CAPS?



Field Trip Behavior Policy

- Students must remain disciplined and follow teacher instructions throughout the trip.
- School uniform is mandatory during trips.
- Students must travel to and from the trip location with the school.
- Parents are not permitted to collect students from the trip site.
- Parents must follow all school trip guidelines and updates provided by the administration.
- Misbehavior during trips will result in disciplinary actions.
- Special needs students must be accompanied by a shadow teacher during trips.



Drug and Alcohol-Related Incidents

All contraband material, alcohol, tobacco products, glue, solvents, aerosols, drug (legal or illegal) or material that may lead to substance abuse is strictly forbidden in our school. The school may conduct random bag checks during the day and parents are notified if any forbidden item is found in a student's possession. Any student who deliberately brings substances into school for the purpose of misuse will receive fixed-term exclusion. If the offence is repeated, the student will be permanently excluded.



Record Keeping

Teachers will document any issues initially in the student's school diary. If necessary, an individual behavior plan and/or Individual Education Plan (IEP) will be created and managed. The school will also document behavior issues in the student report.

Communication with Parents

CAPS is committed to working in partnership with parents. If a student's behavior is of concern, the school will contact the parents and may ask for their support in dealing with any issues that arise. The school appreciates the support of parents in reminding students of the expectations of the school and in supporting them to make good choices in school as we assist them to develop the ability to make good choices in later life.

The school expects parents to maintain a constructive and supportive dialogue with the school, and to attend meetings that address their child's behavior and attitudes. If reasonable sanctions are implemented to show to a student that the behavior shown is not acceptable, the school expects parents to support the school's act



School Policy on Student Enrollment Renewal

If the parent/guardian does not agree to sign the official documents issued by the school (such as the meeting minutes or the Ministry of Education forms) and refuses to sign them, the school administration will record that the parent/guardian refused to sign the official documents and Ministry of Education forms, and this will be placed in the student's behavior file.

We kindly request the parent/guardian to cooperate with the school administration to improve the student's behavior, emphasizing that the primary goal of this policy is **to correct the student's behavior**, not to punish the student.

There are also alternative solutions, as the student will be able to regain any behavior marks that were deducted through the school social worker. This will be achieved by assigning the student a project or specific tasks to complete, and upon successful completion, the deducted behavior marks will be restored.

Therefore, we kindly ask for your cooperation with the school administration, social workers, and the Behavior Management Committee, and to assist in implementing any of these decisions, as they are ultimately in the best interest of the student.

The school administration reserves the right **not to renew** the student's enrollment for the following academic year in certain cases, including but not limited to:

1. Lack of cooperation from the parent/guardian with the school administration.
2. Failure to respond to or engage with the school administration and its staff.
3. Lack of cooperation from the parent/guardian in correcting the student's behavior.
4. Failure of the parent/guardian to follow up on the modification and improvement of the student's behavior.
5. Failure of the parent/guardian to submit any required documents or reports requested by the school administration, such as psycho-educational reports or medical reports.

Accordingly, the school administration retains the right to refuse the student's registration for the next academic year if any of the above reasons apply.



Reference to UAE 2018 Behavior Policy

To review the UAE Student Behavior Management Framework (2018), please scan the QR code provided. The policy is available in both Arabic and English.

<https://www.moe.gov.ae/Ar/Legislations/Documents/851.pdf>



https://ourown.school/assets/files/studentSafety/MOE_Behaviour_Policy_English.pdf





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