



**The Apple International School**



**POSITIVE BEHAVIOR POLICY**

**ACADEMIC YEAR 2025-26**

Cultivating better individuals for a better society

## Rationale

The Apple International School believes in educating the whole of the child. We envision developing a healthy school culture where pupils respect others and treat them with compassion and tolerance. Educating the young to live in a society as educated and cultured individuals. Thus, we keep the development of positive behavior and attitudes as an important priority for us.

The Positive Behavior Policy is based on the principle of encouraging positive behavior and promoting mindfulness among our pupils. It is also inspired by the Ministry of Education student code of conduct, which aims at achieving the Emirati school principles of enhancing students' good manners and positive conduct. We want our students to nourish and nurture the core values of our school which are:

- Resilience
- Excellence
- Empathy
- Independence
- Global mindedness

We intend to help our children grow not only as successful individuals but also as compassionate human beings who employ the benefit mindset as a way of living. For this, we consider our parent community as equal partners in achieving this goal.

## Aim

We aim to create and provide to our students an environment in which he/she can:

1. Contribute positively to the school and the larger community.
2. Commit to the heritage and culture of the UAE.
3. Regulate their emotions and behavior in a socially appropriate way.
4. Feel emotionally safe and reassured leading to an inclination to be regular and actively engaged in school activities.
5. Benefit from a conducive environment for promoting independent learning skills, enterprise, and innovative skills.

## School Expectations

The Apple International school sets high expectations from its students with respect to their behavior in school. These expectations are summarized in the below section.

### **Attitude towards learning:**

- The students should be regular and punctual in coming to school.
- The students should have all the learning resources and materials with them, as required by the school.
- Students should be properly dressed in the prescribed school uniform.
- Students should actively engage in various learning activities provided by the school.
- School should take ownership of their learning and collaborate with others in an effective way.

### **Attitude towards school policies:**

- Students should adhere to all the classroom agreements and rules.
- Students should not miss any classes without permission.
- Students can only use their tablets on the allocated days during the activities as advised by the teachers (the cyber safety policy and notices can be referred to for further details on this aspect).
- Students cannot bring cell phones to school.
- Students should respect the property of the school and should take great care of it.
- Students should refrain from any substances prohibited by law and/or that may cause harm to anyone.

### **Attitude towards community**

- Students should respect themselves and others as a unique individual of a diversified community.
- Students should respect the cultures, values and individual differences of others around them.
- Students should be able to resolve conflicts in a peaceful and constructive way.
- Students should refrain from any behaviors that may lead to emotional/physical/social bullying.

## Promotion of good behavior

In order to support the promotion of positive behavior, the school uses the following approaches.

**Table 1.1**

S. No	Expected Behavior	Reward	Person Responsible
1.	Regularity and Punctuality for school	Throughout the term – Full attendance for the term certificate given in the assembly	Class teacher Section Head
		Throughout the year – Full attendance for the year certificate to the parent in the parent-teacher meeting.	Class teacher Section Head
2.	Compliance with school policies and class agreements	Personal acknowledgment after any prominent occurrences.	Teachers
		Achievement certificates given out to students for various traits.	Class teacher Section Head
3.	Exemplary behavior of honesty, compassion, empathy, and courage.	Awarding the 'good conduct' certificate in the assembly.	Class teacher Section head
		Leadership opportunities like student council, prefectorial or class representative board.	Class teacher Section head
4.	Overall good conduct and regularity throughout a term.	Time coupon for 20 minutes for engaging in an enrichment activity of their choice after a discussion with the section heads.	Section Head

- The code of conduct to be followed in the school bus has been specified in the School Bus Behavior Code which is mentioned on the school website.

## Approach towards regulating behaviors

We believe that good behavior is about making the right choices. At the same time, it is equally important for students to take ownership of all actions. Hence, the policy outlines a framework that states the behavior that is considered undesirable, unacceptable, and/or unhealthy for the school's learning environment. The behavior violations are classified into four levels as mentioned hereunder (Table 2.1-2.4), and such on the basis of its degree, seriousness and impact to the student, educational environment and the community in general.

**Table 2.1**

<b>First Degree</b>	<b>Description</b>
1-1	Recurrent delay in the morning parade or not taking part therein without acceptable excuse.
1-2	Recurrent delay in attendance on time of starting the lesson without acceptable excuse.
1-3	Not committing to the school or sporting uniform without acceptable excuse.
1-4	Not bringing the school books and objects without acceptable excuse.
1-5	Not following the rules of positive behavior inside and outside the class such as not being quiet and disciplined during the lesson and releasing improper sounds inside or outside the class.
1-6	Sleeping during the lesson or official school activities without acceptable excuse. (after assuring the student's health condition)
1-7	Eating during the lesson without acceptable excuse. (after assuring the student's health condition)
1-8	Not committing to handover the assignments on time.
1-9	Misusing the electronic appliances like the tablet/computers/phones during the lesson; this comprises playing video games, etc
1-10	All those acts similar to such violations according to Behavior Management Committee's discretion.

**Table 2.2**

<b>Second Degree</b>	<b>Description</b>
2-1	Absence at any time without acceptable excuse; before or after the leaves, holidays, weekends and before exams.
2-2	Entering to and leaving the class during the lesson without permission.
2-3	Not attending the school activities without acceptable excuse.
2-4	Instigating to quarrel, threatening or frightening any students or staff.
2-5	Doing any act breaching the public morals or public order of the school and the values and traditions of community such as imitating the opposite sex in terms of clothes and appearance and putting makeup.
2-6	Writing on the school furniture or school bus seats or playing with the alarm or elevator.
2-7	Talking inappropriately, verbally abusing and/or excessive behavior to the students, employees or the guests.
2-8	Not responding to the inspection instructions or delivering the prohibited objects.
2-9	All those acts similar to such violations according to Behavior Management Committee's discretion.

**Table 2.3**

<b>Third Degree</b>	<b>Description</b>
3-1	All types and forms of bullying
3-2	Transferring and copying the assignments, reports and researches or projects and ascribing them to himself
3-3	Leaving the school without permission or escaping from it during the school day.
3-4	Attempt to defame and abuse the school students and employees in the social media.

3-5	Impersonation in the school dealings or forgery of the school documents.
3-6	Damaging the school furniture, instruments and facilities and taking them over.
3-7	Playing with and damaging the school buses, and abusing the driver, supervisor or the road users.
3-8	Physical assault to people inside the school without injury to the victim.
3-9	Reckless driving inside or around the school grounds and not following the safety and security instructions.
3-10	Taking photos, possessing, publishing and circulating of the school's employees and students photos without their permission.
3-11	Seizing the schools, the school staff or school mates' belongings.
3-12	Smoking/vaping in or around the school or bringing any items related to it.
3-13	All those acts similar to such violations according to Behavior Management Committee's discretion.

**Table 2.4**

<b>Fourth Degree</b>	<b>Description</b>
4-1	Using the means of communication or social media for illegal or immoral purposes or in such a manner abusing the educational institution, its employees or the others.
4-2	Possessing or using the firearm or cold steel and the like inside the school.
4-3	Sexual assault inside the school or the bus or during the activities.
4-4	Physical assault to people inside the school with an intention to injure the victim.
4-5	Systematic (Pre-planned) stealing or concealing it
4-6	Bringing, possessing, offering and promoting unlicensed material, informative or electronic articles violating the values, ethics, public morals, public order and the indecency.
4-7	Sexual harassment inside the school or the bus or during the activities.
4-8	Leak of exam questions or taking part therein in any form whatsoever.
4-9	Causing fire inside the school grounds.
4-10	Abusing the political, religious or social figures of the State.
4-11	Possessing, bringing, promoting or taking the dopes or drugs or the psychotropic substances inside the school or the bus or being under the influence of dopes or drugs or the psychotropic substances not prescribed.
4-12	Broadcasting or promoting extreme, expiatory or atheistic ideas or beliefs abusing the political and social community systems.
4-13	Abusing the monotheistic religions or causing the sectarian sedition in the school.
4-14	Engaging in, inciting, or promoting sectarian, religious, or doctrinal divisions among students, including unauthorized or inappropriate attempts to influence or alter another student's religious beliefs or affiliations
4-15	Engaging in, initiating, encouraging, promoting, facilitating, or participating in religious, political, ideological, doctrinal, or sectarian discussions, debates, campaigns, recruitment activities, persuasion, influence attempts, or advocacy that may disrupt the educational environment, undermine community harmony, create division among students, or infringe upon the rights, beliefs, and wellbeing of others.
4-16	Attempting to influence, convert, recruit, pressure, persuade, or alter another student's religious beliefs, political views, ideological position, or personal convictions without the knowledge and approval of the school.
4-17	All those acts similar to such violations and deemed a crime under the law provisions and according to Behavior Management Committee's discretion.

If a student commits a violation, the school will take the following (Table 3.1) steps as needed.

**Table 3.1**

Degree of Violation	CONSEQUENCES			
	Once Committed	First Repetition	Second Repetition	Third Repetition
<b>First Degree</b>	1. Apology Letter	1. Verbal Warning	1. Informing the Parent (Section Head) 2. Suspension from extra-curricular activity	1. Meeting the Parent (Section Head) 2. Warning Letter 3. Detention on Field Trip
<b>Second Degree</b>	1. Verbal Warning 2. Apology letter 3. Informing the parent	1. Warning letter 2. Meeting the parent (Section Head) 3. Incident Report	1. Warning Letter 2. Suspension from extra-curricular activity 3. Detention on Field Trip 4. Incident Report	1. Out school suspension (1 day) 2. Incident Report 3. Meeting the Parent (Section Head)
<b>Third Degree</b>	1. Warning Letter 2. Informing the Parent 3. Incident Report	1. Out School Suspension (1 day) 2. Incident Report 3. Meeting the Parent (Section Head)	1. Out school Suspension (2 day) 2. Undertaking letter 3. Incident report 4. Meeting the Parent (Section Head/Head of School with PCO)	1. No reregistration for the following academic year 2. Expulsion (Subject to the approval from KHDA)
<b>Fourth Degree</b>	1. Out school suspension (3 days) 2. Incident report 3. Undertaking letter 4. Meeting the parent (Section Head)	1. No reregistration for the following academic year 2. Expulsion (Subject to the approval from KHDA)		

## **Violation from Student of Determination**

The school behavior management committee shall liaise with the Inclusion department at the school for the students categorized under the SoD violates the code of conduct. The Inclusion team shall advise the committee in case the violation is caused because of the students' specific need and then decision is made in light of the following.

- If the violation is not because of the student's specific need, the above levels shall apply like mainstream students.
- If the violation is because of the specific need of the student, the following levels below shall apply:
  - Develop and implement a behaviour modification plan (BMP) as per the level and type of the violation.
  - In case a BMP exists, the school shall revise and modify that plan in accordance with managing the new behaviour that led to the violation.
  - If the behaviour continues, for those students who commit the offences because of their specific needs, regardless of the BMP, the school shall continue to support and integrate the child. If it has been agreed between the school and family that the former has no capacity to accommodate the needs of the child, the family will have to transfer the child to another school, or liaise with the educational regulatory authority to provide a different educational setting that will be more suitable to the specific need/s.

## **Behaviour Management Committee**

The Behaviour Management Committee (BMC) is established to promote a positive, safe, and inclusive learning environment. The committee will review behavioural incidents, recommend interventions, and ensure consistent application of the school's behaviour policy.

### **Objectives**

- To monitor and address recurring behavioural concerns.
- To provide guidance and support to staff in managing student behaviour.
- To ensure fair, consistent, and transparent disciplinary procedures.
- To recommend strategies for prevention, intervention, and rehabilitation.
- To review and update behaviour management policies regularly.

### **Membership**

- Principal – Dr. Jinto Sebastian
- BoD Representative – Mr. Rahul Nair
- Vice Principal – Mr. Tyler Rumball
- Pastoral Care Officer – Mr. Christy Cherian/Ms. Sana
- Heads of School – Ms. Sonali Chakraborty/Ms. Navami Venugopal/Ms. Ena Banerji

- Section Heads – Ms. Jiji Geo/Ms. Tripti Shah/Ms. Elizabeth D’souza/Ms. Shaista Dawood
- Head of Inclusion – Ms. Anu Varghese
- School Counsellors – Ms. Fathima Khamaruddeen/Ms. Deby Abraham/Ms. Sara Jacob/Ms. Meher Shaikh
- Teacher Representatives – Ms. Simaranjeet Kour

### **Roles and Responsibilities**

- Review reported incidents and determine appropriate action.
- Support teachers in implementing classroom behaviour strategies.
- Liaise with parents/guardians regarding serious or repeated incidents.
- Recommend referrals for counselling, inclusion support, or external agencies if required.
- Maintain confidentiality and fairness in all proceedings.

### **Meetings**

- The committee will meet at least once every month and as per need.
- Emergency meetings will be convened for urgent or serious incidents.
- Minutes of meetings will be recorded and maintained.

### **Reporting**

The committee will report to the Principal on key cases, patterns, and policy updates. A summary of actions and recommendations will be documented for accountability.

### **Review**

This policy will be reviewed annually to ensure ongoing alignment with UAE MoE directives, evolving digital trends and as per the need.

**Dr. Jinto Sebastain**

Executive Principal

The Apple International School, Dubai

Reviewed Annually

Last date of Review: June 2026