POLICY REFERENCE
NAS-P2-1

NEW ACADEMY SCHOOL

Student Code of Conduct Policy

2026–2027 — New Academy School, Al Raffa, Dubai

VERSION	14
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FULL POLICY	Available from the school office

Previous reviews: September 2015; August 2016; August 2017; July 2018; June 2019; July 2020; July 2021; July 2022; June 2023; June 2024; June 2025; January 2026; last reviewed August 2026; next review July 2026

1. Introduction

Every individual and group at NAS has the right to feel safe and to enjoy a peaceful and dignified environment, free from disruption caused by the behaviour, attitude or noise level of others.

To maintain this environment, every member of the school community is expected to be:

- **Considerate** – Respecting others' right to a peaceful and dignified environment, and ensuring that our words and actions do not cause inconvenience or offence.
- **Courteous** – Being polite, respectful and helpful at all times.
- **Co-operative** – Being willing to work with others.
- **Friendly** – Building positive and respectful relationships with others.
- **Hardworking** – Doing our best and taking pride in our efforts.
- **Honest** – Being truthful and respecting the property of others.
- **Respectful** – Valuing the cultures, beliefs, values and traditions of others.
- **Responsible** – Being accountable, reliable and responsible for our actions.

What this means in practice

Every student is expected to:

- **Be punctual** – Arrive at school and at every lesson on time.
- **Speak considerately** – Avoid shouting, swearing and offensive language.
- **Behave considerately** – Make good choices, respect others and avoid unwanted physical contact.
- **Be prepared for lessons** – Bring the materials and resources needed for learning.
- **Keep areas clean** – Clean up after lessons and break, and use the rubbish bins provided.
- **Be safe and sensible** – Move in an orderly manner, avoid running, use designated paths, hold doors open for others and remain aware of everyone's safety.
- **Resolve problems appropriately** – If a problem may arise, speak to the relevant person, such as the Class Teacher, Supervisor, Social Counsellor or Vice Principal.
- **Show respect** – Respect authority, property and the rights of others.
- **Reach out for counselling support** – Use the school QR code to book an appointment with the Counsellor. In an emergency, ask the Supervisor to contact the Counsellor immediately.

1.1 – NAS Staff Commitment

NAS staff are committed to:

1. Maintaining a caring school environment that fosters self-esteem and in which young people are accepted, respected and listened to.
2. Remaining alert to signs of distress and responding promptly to suspected incidents of harassment or bullying in classrooms and play areas.
3. Providing appropriate guidance and support to both students who have been bullied and students who bully others, in accordance with the **Child Protection Policy**.
4. Ensuring that supervision duties are carried out proactively and responsibly to protect student safety, and following up on all reported cases of bullying or harassment.

1.2 – NAS Stepped Approach to Behaviour Management

In accordance with UAE law and NAS policy, corporal punishment and humiliation are strictly prohibited.

Any teacher who uses physical punishment or humiliating treatment will be subject to disciplinary action. Prohibited actions include, but are not limited to:

- Placing a student in the sun as punishment
- Hitting, slapping, pinching, pushing or dragging
- Denying access to water
- Denying access to toilet facilities when the need is necessary and urgent
- Name calling
- Swearing
- Insulting or humiliating a student
- Any other form of corporal punishment or degrading treatment

2. Student Code of Conduct Policy

Students are expected to uphold the good name and reputation of NAS through their conduct, manners and communication in all aspects of school life. This includes demonstrating courtesy, good manners, self-esteem, leadership skills and a respectful, appropriate and professional standard of communication.

2.1 – Absenteeism

1. In all cases of absence, parents or guardians must notify the school's Section Supervisor by email or telephone by 7:00 am
2. If the absence will exceed two days, parents or guardians must request prior approval by submitting a written application to the Vice Principal or Principal through the Section Supervisor.
3. To meet the school's attendance requirements, students must maintain a minimum attendance rate of **96%**.

Authorized Leave (as recorded in Mograsys)

Authorized leave may be granted for the following circumstances:

a. Absence due to a minor illness or feeling unwell when a medical report has not been obtained.
b. Overseas medical treatment for the student, supported by appropriate documentation.
c. Bereavement.
d. Essential paperwork that must be completed in the student's home country.
e. A verified circumstance requiring the student to remain outside the UAE for more than one week.

Sick family members

f. If a parent or family member is ill **within the UAE**, authorized leave will not be granted. The student is expected to continue attending school.
g. If an immediate family member—defined as the student's mother, father or sibling—is seriously ill **outside the UAE**, authorized leave may be granted for up to **three weeks**, provided that correct and verifiable supporting documentation is submitted.

All requests for authorized leave are subject to school review and approval in accordance with established procedures.

Medical Leave

h. Medical Certified by Dubai Health Authority
i. Students are only allowed to retake or make up the End of Semester Exams with a certified Medical leave.
j. If the student is absent for the retake or makeup, a ZERO is awarded.

Irregular attendance will be taken seriously and may result in the following consequences:

a. Deduction of conduct marks.
b. Academic retention during the current year or even into the following academic year, based on the procedures outlined below.

Number of 'absences' per short period of time	Action by NAS Staff
Four (4) incidents of absenteeism in a short period of time such as a month	Written warning to the student and signed by the parents. Absent days will be noted in the students' progress reports.
Up to an additional (3) instances of absenteeism in a short period of time	Parents and students to be called to a meeting with the principal Parents and students to sign a written pledge not to repeat the offense Absent days to be noted in students' progress reports
Any additional incidents to the above	Decision might be: ● Community hours at the school or beyond ● Detention from breaks, trips or PE lessons ● Temporary suspension for up to three days where the student will receive a zero on any test administered during suspension days ● A written notice announcing refusal to re-enroll the student in the school for the following academic year

2.2 –Tardiness and Punctuality (Appendix 6 Tardiness policy)

The school day begins at 7:30 a.m. for all students. Registration/Homeroom takes place from 7:30–7:50 a.m. This is an important part of the school day, during which Homeroom Teachers share important notices, conduct assemblies, monitor student wellbeing, and follow up on academic and pastoral matters.

Students arriving after 7:45 a.m. will be recorded as late.

Late Arrival Procedure

A student arriving late must:

1. Report directly to Reception, where the late arrival will be recorded.
2. Proceed to the Supervisor's Office.
3. Sign the Late Register and collect a signed late slip.
4. Present the signed slip to the teacher upon entering class.

Any student in Grades 4–12 who arrives after 8:00 a.m. will remain in the Vice Principal's Office or another designated supervised area until the end of the first lesson. This is intended to prevent disruption to teaching and learning already in progress.

Repeated or Persistent Tardiness

The school follows a stepped approach to improving punctuality. Repeated or persistent tardiness will be treated seriously and may result in the loss of conduct marks, detention, formal warnings, community service, suspension, or further action in accordance with the School Code of Conduct.

Number of Late Arrivals	Action by NAS Staff
1–3	The Supervisor issues an incident slip. Parents are contacted by telephone and informed of the concern.
4–6	The student receives a verbal warning. Six late arrivals will be recorded as the equivalent of two days' absence. Parents are contacted and informed.
7–10	Parents are invited to attend a meeting at school and sign a written warning. The meeting will address strategies for improving punctuality, missed learning, personal responsibility, and appropriate sleep routines. School Counsellor support may be provided when required.
11–19	Parents meet with the Senior Leadership Team and School Counsellor. A final written warning is issued. Further consequences may include school or community service hours, suspension for three to seven days, and the issuance of **Code of Conduct Letters 3 and 4**, as applicable.
20 or more	**Code of Conduct Letter 4** is issued, and further action is taken in accordance with the School Code of Conduct and the procedures outlined in the relevant appendix.

Where tardiness continues despite intervention, parents may be required to sign a formal punctuality agreement outlining expectations and agreed actions for improvement. For High School students, persistent tardiness may affect course credit when substantial instructional time is repeatedly missed.

Important Notes

1. Students are responsible for catching up on learning missed because of late arrival. Teachers are not required to repeat lessons or material missed due to tardiness.
2. Assessments missed because of an unexcused late arrival will receive a mark of zero, subject to the school's assessment and attendance procedures.
3. All late arrivals and related interventions will be formally recorded and monitored.
4. Conduct-mark deductions and other consequences will be applied in accordance with the school's attendance, punctuality, and behaviour procedures.

2.3 - Language of instruction - standard English and Arabic

New Academy School (NAS) delivers an American curriculum, and the official language of instruction is Standard English across all subjects, with the exception of Arabic, Islamic A, Social Studies, Moral Education for Arabs, which is taught in arabic and delivered in accordance with the guidelines of the UAE Ministry of Education.

English proficiency is a core expectation at NAS, as it underpins academic success across the curriculum, supports performance in external benchmark assessments, and prepares students for university entry examinations. To ensure continuous improvement in students' English language proficiency, in collaboration with the Senior Leadership Team (SLT), implements structured development plans aimed at advancing students' skills.

Effective English language development at NAS is grounded in two key factors:

1. High-quality teaching and learning, and
2. Consistent and purposeful use of English throughout the school day.

All teachers share responsibility for promoting students' proficiency in listening, speaking, reading, writing, and critical thinking, and students are expected to actively engage in English during lessons, activities, and academic interactions across the school environment.

Arabic language proficiency is required and expected in the following subjects and courses, in line with Ministry of Education requirements:

- Arabic A and Arabic B
- Islamic Studies for Arab students
- Moral Education for Arab students
- Social Studies for Arab students

Students enrolled in these subjects are expected to use Arabic as the primary language of learning, participation, and assessment, in accordance with curriculum standards and Ministry guidelines.

2.4 – School Uniform

1. Students are expected to follow the official school uniform.
2. Students should wear the school issued PE Uniform only on the days they have PE.
3. Students should come with a proper hair cut (trimmed).
4. Students are not allowed to tint/dye their hair.
5. Students should wear formal school shoes. No Crocs. Flip flops, slides, open toe sandals, etc.
6. Students should wear the **official school Jacket ONLY**. Hoodies are strictly not permitted.
7. Boys' hair cut should be short with no fancy cuts.
8. Girls' hair should be tied back.
9. Girls should not wear long acrylic nails.
10. Students should not wear any dangling jewelry.
11. Girls should not come with make-up.

2.5 – Behavior

Student Code of Conduct – General Behavior Guidelines

1. **Courtesy and Respect:** Students are expected to demonstrate good manners, politeness, and

courtesy toward others at all times.

2. **Listening and Cooperation:** Students must listen attentively and follow instructions when addressed by any member of the school staff.
3. **Respect for All Staff:** Students must show respect to all school personnel, including cleaners, canteen staff, support staff, drivers, teachers, and administrative staff.
4. **Canteen Use:** The school canteen is to be used only during the designated break times. For safety reasons, students must remain seated while eating and should not walk or run during meal times.
5. **Gender Segregation:** From grade 4, Segregation between boys and girls is to be maintained in accordance with Ministry of Education guidelines, except during approved workshops, project fairs, assemblies, or organized co-curricular activities.
6. **Academic Integrity:** Copying, cheating, or using unauthorized materials during tests or exams will result in the cancellation of the exam. Retesting will not be permitted.
7. **Politeness to Visitors and Staff:** Students should greet and treat all guests, visitors, and staff members with politeness and respect in all areas of the school campus (classrooms, hallways, buses, playgrounds, etc.).
8. **Borrowing and Trading:** Students are not allowed to borrow money from each other. Selling, buying, or exchanging items on school grounds is strictly prohibited.
9. **Prohibited Items:** The use of external materials such as board games, playing cards or toys is not allowed on campus, unless explicitly permitted by the Vice Principals.
10. **Cleanliness and Responsibility:** Students are responsible for keeping classrooms and the entire school environment clean. Litter must be disposed of in the bins provided throughout the campus.
11. **Eating and Drinking in Class:** Eating or drinking is not permitted inside classrooms during instructional time.
12. **Punctuality:** Students must arrive on time to all classes. Tardiness is not acceptable.
13. **Chewing Gum:** Chewing gum is strictly prohibited on school premises.
14. **Use of School Telephones:** Students are not allowed to use school office telephones without prior permission from a supervisor or section head.
15. **Smoking and Vaping:** Smoking and vaping are strictly prohibited. This includes the possession, use, or distribution of cigarettes, e-cigarettes, vapes, or any related devices on school premises or during school activities, or while representing the school.
16. **Substance Abuse:** The use, possession, distribution, or being under the influence of alcohol, illegal drugs, misused prescription medication is strictly prohibited on school premises, during school activities, or while representing the school.
17. **Fireworks and Hazardous Materials:** Possession or use of any type of fireworks (e.g., firecrackers, smoke bombs, sparklers, poppers, etc.) is strictly prohibited on school property.
18. **Inappropriate Student Interactions:** Students are expected to follow school rules regarding appropriate interactions at all times. Inappropriate student interactions include unauthorized meetings, mixed-group gatherings without permission, immoral or unacceptable behavior, and any interaction that goes against school rules or supervision guidelines.
19. **Slander, Rumors, and Gossip:** Students are expected to communicate respectfully and responsibly at all times. Spreading slander, rumors, or gossip—whether spoken, written, or shared online—that harms the reputation, dignity, or wellbeing of others is not permitted. This includes sharing unverified information, false statements, or messages intended to embarrass, intimidate, or cause harm.
20. **Violence and Misconduct:** Any act of violence, including physical or verbal abuse towards peers or staff, fighting, vandalism, theft, destruction of property, pranks, choking, dangerous physical engagement (even if intended as a joke), or unauthorized access to staff files or devices, may result in **immediate suspension** from school.

Levels of behavior and action taken by NAS staff as per the procedure below.

NAS | Levels of Behaviour and Actions Taken

Misconduct Level	Examples of Misbehaviour	Actions Taken by NAS
Level 1 – Minor Misconduct	Repeated talking or distracting others during lessons. Coming to lessons without required materials. Deliberate littering or chewing gum. Arriving late to lessons without justification. Minor graffiti on tables, books or walls. Failure to comply with the school dress code. Failure to complete homework, classwork, projects or assignments. Inappropriate gestures or body language. Eating or drinking during instructional time without permission. Ordering food from outside without VP approval.	1. Verbal warning by the concerned teacher. 2. Incident slip issued and recorded in the Behaviour Management Incident Book. 3. Referral to the supervisor for repeated misconduct. 4. Parent notification and documented warning. 5. Counselling or restorative discussion where appropriate. 6. Break detention for repeated incidents. 7. Formal incident report sent home for parental acknowledgement where required.

Level 2 – Moderate Misconduct	Repeated Level 1 misconduct despite intervention. Deliberate refusal to follow reasonable staff instructions. Truancy or deliberately missing lessons. Spreading rumours, gossip or making defamatory statements that cause harm. Unauthorised gatherings accompanied by disruptive behaviour. Minor vandalism or deliberate damage to property. Theft of minor items. Verbal aggression, offensive language or swearing. Water fights or disruptive physical behaviour without injury. Failure to attend assigned detention. Repeated misconduct on school buses.	1. Incident documented and referred to the supervisor or VP. 2. Written warning issued. 3. Parent meeting with supervisor, VP and Social Counsellor. 4. Counselling and behaviour improvement plan. 5. Restorative action or restitution for proven damage. 6. Supervised detention or other appropriate school-based consequence. 7. Code of Conduct Letter 2, with escalation to Letter 3 for repeated violations.

Level 3 – Serious Misconduct	Repeated Level 2 misconduct despite formal interventions. Physical fights or deliberate aggression. Bullying, cyberbullying, harassment or abusive behaviour towards students or staff. Serious intimidation, threats or harmful defamatory behaviour. Smoking, vaping or possession/use of tobacco or vaping devices. Serious vandalism, theft or intentional property damage. Deliberately placing another student in danger without resulting in a critical incident. Serious misconduct on school transport that compromises student safety.	1. Immediate referral to the VP/Principal and formal investigation. 2. Parents called for a formal meeting with SLT and the Social Counsellor. 3. Final written warning and Student Behaviour Undertaking. 4. One-day suspension if the student repeats behaviour that endangers the safety of others after receiving a formal written warning, subject to applicable regulatory requirements. 5. Counselling and a documented behaviour improvement plan. 6. Restorative or supervised community activities where appropriate. 7. Code of Conduct Letter 3. 8. Reintegration meeting following suspension.	

Level 4 – Critical Misconduct	Confirmed use of illegal drugs or other prohibited intoxicating substances. Possession, supply, sale or distribution of illegal drugs. Possession or misuse of prescription medication for non-medical purposes. Possession or consumption of alcohol. Serious physical violence causing injury or presenting a significant risk of harm. Deliberate actions creating an immediate and significant threat to the safety of others. Possession, sale or use of fireworks or other dangerous prohibited items. Repeated critical misconduct or other severe safeguarding violations.	1. Immediate referral to the Principal and Child Protection Officer. 2. Safeguarding assessment, formal investigation and incident documentation. 3. Immediate parent notification and formal meeting. 4. Two-day suspension for confirmed drug use, subject to applicable KHDA requirements and individual circumstances. 5. Final written warning and Student Behaviour Undertaking. 6. Mandatory counselling, appropriate welfare support and reintegration plan. 7. Referral to KHDA or other competent authorities where required. 8. Further disciplinary action, including extended suspension or non-re-registration, only where permitted under applicable regulations. 9. Recommendation for Expulsion (Permanent Exclusion): In cases involving serious drug-related misconduct, distribution, repeated offences or actions that seriously endanger others, NAS may recommend expulsion following a formal investigation and review by the School Behaviour Committee, subject to KHDA authorisation and applicable regulatory procedures. 10. Where there are reasonable grounds to suspect possession of prohibited substances or dangerous items, a discreet bag inspection may be initiated in accordance with the school's Student Bag Searches and Safety Checks procedure.

Additional provision: Students identified as victims

Students identified as victims of bullying, aggression, unsafe behaviour or other misconduct shall not receive disciplinary consequences solely because of their involvement in an incident.

Where an investigation establishes that a student identified as a victim has independently committed a minor behavioural violation, a verbal or written warning may be issued proportionately. Appropriate safeguarding support, counselling and parental communication must be provided.

Policy note: Suspension, expulsion and bag inspection provisions should be checked for compliance with current KHDA requirements and applicable UAE laws before the revised policy is approved.

For further details, refer to the attached Bullying Prevention policy and Child Protection and Safeguarding policy.

3. School Transportation Policy

NAS transportation services have been updated to incorporate 21st-century technology and to provide safe, efficient and reliable transportation. For further details, please refer to the school's transportation procedures.

Safety on the bus is essential. Dangerous behavior will not be tolerated because it may place students and others at risk. Students must behave safely, responsibly and respectfully at all times.

Students are expected to:

1. Remain seated in their assigned place with their seat belt fastened while the bus is moving.
2. Never throw objects inside or outside the bus.
3. Speak quietly and use polite, respectful language when communicating with others.
4. Refrain from bullying or fighting on the bus.
5. Not bring hot drinks or soft drinks onto the bus.
6. Take care of the bus and avoid causing any damage.
7. Never speak to or distract the driver while the bus is moving, as this is prohibited and dangerous.
8. Follow the seating plan assigned by the school bus conductor.
9. Be punctual and arrive at the designated bus stop at the scheduled time.

NAS stepped approach to bus behavior management as per the procedure below:

Example of misbehaving actions	Action by NAS staff
For Minor misbehavior: 1. Not safe or responsible towards himself or others 2. Being disrespectful to other students or staff 3. Distracting the driver potentially 4. Not following the bus conductor seating plan	1. Bus incident slips "Appendix" will be completed by conductor and sent to AO for follow-up. 2. Repeated serious incidents (Behavior Management Incidents) will be sent to VP, followed by SC; parents will be informed by section supervisors and warned about possible bus ban. 3. With any serious incident slip, a warning letter will follow. 4. After warning, if the incident is repeated, a temporary (1 week) or term bus ban will be decided.
For major misbehavior 1- Fighting, swearing...	1. Call the parents for a meeting and the bus ban will be immediate in case of serious behavioral issues. VP along with SC meets the parents. 2. If the incidents continues "Term Bus Ban" 3. Permanent Bus Ban.

4. Social Media Policy

The use of technology and communication skills in the 21st century provides students, teachers and parents with valuable opportunities to develop, communicate and acquire skills that prepare students for future life

and learning.

This policy establishes the guidelines and procedures that must be followed when using technological devices on the school campus or when using technology in connection with the school community.

All users must follow the requirements below:

1. Follow the school's Code of Conduct Policy at all times.
2. Treat other students respectfully and positively when using social media.
3. Do not represent the school or use the school's name on any social media platform without a letter of approval issued in advance by the school administration.
4. Do not post or publish confidential information, including online conversations, photographs or videos of students, teachers, staff members or colleagues.
5. To protect your safety, do not share personal information on public websites.
6. Do not transmit or share the personal information of students, parents or staff members.
7. Respect the privacy of the entire school community, including phone numbers, email addresses, photographs and videos.
8. Respect the school logo and all copyright information.
9. Students may use photographs and videos that are available on the official school website only.
10. Use internet websites respectfully and responsibly.
11. When using a personal device, connect only to the designated student network.
12. It is prohibited to photograph or record students, teachers or support staff, or to publish such photographs or videos on social media without permission.

5. Digital Device Use Policy

New Academy School integrates instructional technology to support its mission of developing responsible and innovative global citizens. Through technology, students are encouraged to develop collaboration, communication, creativity and critical-thinking skills.

To provide greater access to these 21st-century skills, the school permits students to use personal devices on campus in accordance with clearly defined guidelines. Participation in the Bring Your Own Device (BYOD) programme is optional, and alternative learning methods will always be available.

NAS is committed to providing appropriate technology for instructional purposes and to promoting digital citizenship through ongoing instruction in cyber safety and responsible online behaviour.

The use of personal devices is a privilege, not a necessity. All device use must comply with school and classroom expectations. Misuse may result in the loss of device privileges and further consequences under the Student Code of Conduct.

Appendix

- Appendix 1 : Incident slip
- Appendix 2: Verbal warning letter
- Appendix 3: Written warning letter
- Appendix 4: Suspension letter
- Appendix 5: Expulsion letter

Appendix 6

"Tardiness Policy"

Late students:

Range (frequency)	Marks deducted
Up to 5	1
Up to 11	2
Up to 17	3
Up to 23	4
Up to 29	5
Above 30	10

Unauthorized Absent (UA):

Range (frequency)	Marks deducted
Up to 3	1
Up to 7	2
Up to 11	3
Up to 15	4
Up to 19	5
Up to 35	10

Above 35	0 He can't sit for the next academic year

Appendix 7: Behavior Contract

Student Behavior Contract 4-8.pdf