



## Student Behavior Policy

**Approved by:**

Aysha Juma Al Khateri  
Chairwoman

**Date:**

12/11/2025



**Effective Date:**

17/11/2025

## Revision History

Revision Date	Version Number	Revised By	Signature
07/07/2025	03	Eva Sanchez Castillo Principal	



## 1.Introduction

This policy seeks to implement the vision and mission of The Spanish School of Abu Dhabi by preparing future leaders through creativity in the educational process. Also, by showing pride in Emirati and Spanish cultures, promoting the principles of good morals and practicing positive and outstanding behaviors. This policy has been written in accordance with the regulations from the student behavior management approved by the Ministry of Education in the United Arab Emirates.

## 2.Aims

The aim and purpose of this policy is:

- To build positive habits among students within the school.
- To promote and reward excellent behavior by applying the principles of promotion, encouragement, and care at all times.
- To create the appropriate educational and learning environment to enhance the principle of integrated formation based on equality.
- To reduce behavioral violations, inside and outside the school, by promoting a culture of mutual respect between all members of the community.
- To detail the practice for communicating with clarity to students and their Parents/Guardians the School's expectations of students' behaviour and how the school will deal with any misconduct.
- To provide a controlled reference that defines the rules, standards and procedures that must be applied to deal with students' behaviors.
- To set out the procedures in order to comply with the guidelines of the Abu Dhabi Education and Knowledge Department (ADEK).



### 3.Student's Code of Conduct

All students will:

- Commit to attendance and punctuality.
- Wear the proper school uniform, observing the general standards of dress code.
- Line up swiftly and in an orderly fashion.
- Follow the instructions of staff promptly.
- Remain within the school premises.
- Do their best all the time and keep trying to improve.
- Demonstrate a positive attitude to their studies.
- Complete homework on time and to the best of their ability.
- Respect their turn to speak and refrain from disrupting the learning of others.
- Behave responsibly, and in a manner that does not endanger the safety and welfare of themselves and others.
- Brush their teeth daily after lunch.
- Avoid bringing unhealthy food or snacks to school.
- Use adequate language and tone and restrain from using vulgar words.
- Be a positive role model to others by being courteous, kind and respectful to all members of the community.
- Take good care of their possessions.
- Respect and care for the facilities and property of others and of the school.
- Be honest and accept the consequences when their behaviour has not been up to standards.
- Show an understanding and appreciation of the UAE and Spanish values, customs, traditions, and other cultures of the world.



#### 4. Enhance positive behaviour

Having a school where all students' behaviour is positive – inside and outside school – produces an environment where everyone prospers.

##### 4.1 What is Positive Behaviour?

Positive Behaviour is demonstrated by students when:

- They naturally follow rules and routines and match realistic teacher expectations.
- They are motivated to learn and take a full part in school life.
- They value their strengths and attempt to build on them.
- They identify areas for development and work on them with perseverance.
- They respect themselves, their peers and the school community as a whole.
- They are able to stop and think before acting.
- They are willing to learn how to express and deal with their feelings appropriately.

##### 4.2 Rewarding and reinforcing positive behaviour.

The Spanish School of Abu Dhabi uses strategies and frameworks that recognise, reward and reinforce positive behaviour.

At SSAD, our aim is to identify and celebrate the positive role models that we have in our school; in order to do that, we work with point systems, colour charts and other strategies. In our school, we celebrate students with outstanding behaviours at the end of every month and also, practice immediate reward techniques.



## 5. Bullying Procedure, Intervention, and Prevention

The school is committed to addressing bullying in a comprehensive and supportive manner, ensuring the wellbeing of all students. If there is a concern regarding a student's well being related to bullying, the safeguarding form must be completed. This form will be submitted to the social worker, who will gather all necessary information and discuss the case with the Behaviour Committee. If needed, the case will be referred to the Child Protection Team. Parents of the students involved will be informed immediately.

The intervention process will be led by the social worker, who will conduct individual and/or group sessions, provide training for staff as needed, and work closely with families to address the issue.

To prevent bullying, the school implements a comprehensive approach that includes a weekly Emotional Education Program, Students Workshops organized by the Inclusion Department, and Wellbeing Policies that promote a positive school culture. Staff will receive ongoing awareness training, and the social worker will actively monitor situations and students at risk to ensure a safe and supportive environment for all students.

[Link to bullying protocol](#)



## 6.Sanctions

The sanctions will be agreed by the Homeroom Teacher and the Head of Studies.

Level	Expected Behaviour	Sanction	Misconduct
1	<ul style="list-style-type: none"> <li>● Respect UAE identity and culture</li> <li>● Come to the school every day and on time.</li> <li>● Respect, listen and support others.</li> <li>● Respect turns.</li> <li>● Listen, respect and follow teacher instructions</li> <li>● Complete homework regularly.</li> <li>● Respect others' possessions.</li> <li>● Wear the uniform every day.</li> <li>● Follow good hygiene practices.</li> <li>● Engaging in extracurricular learning opportunities.</li> <li>● Speaking politely and behaving courteously with others</li> </ul>	<p>Three verbal warning system during the same period.</p> <p>If a misbehaviour occurs following the third verbal warning:</p> <ul style="list-style-type: none"> <li>● Written warning</li> <li>● Incident recorded in Additio</li> <li>● Reflexion Room attendance: 1 day</li> </ul>	<ul style="list-style-type: none"> <li>● Repeatedly late to morning assembly.</li> <li>● Repeatedly late to classes.</li> <li>● Non-compliance with school uniforms.</li> <li>● Not following school rules.</li> <li>● Not bringing books/resources.</li> <li>● Sleeping or eating during class.</li> <li>● Failure to complete homework.</li> <li>● Misuse of digital devices.</li> <li>● Other similar misconduct.</li> </ul>
2	<ul style="list-style-type: none"> <li>● Maintain a positive and respectful attitude towards others, even after being warned.</li> <li>● Demonstrate integrity and respect towards school property and others' belongings.</li> <li>● Act kindly and value diversity and different abilities.</li> <li>● Comply with imposed sanctions and learn from them.</li> <li>● Show willingness to correct mistakes and improve behavior.</li> <li>● Deliver written warnings to parents or guardians as required.</li> </ul>	<p>Following the first verbal warning:</p> <ul style="list-style-type: none"> <li>● Written warning</li> <li>● Incident recorded in Additio</li> <li>● Reflexion Room attendance: number of days to be agreed by homeroom teacher, Social Worker. Decision to be communicated to the Principal.</li> <li>● On site suspension: Temporarily suspension of the student up to 3 days and assigning the student supervised study assignments inside the school (with a notification to the parent).</li> </ul>	<ul style="list-style-type: none"> <li>● Absent without acceptable excuse.</li> <li>● Leaving the classroom without permission.</li> <li>● Misbehaving in the school bus.</li> <li>● Skipping mandatory school activities.</li> <li>● Inciting, threatening, or intimidating.</li> <li>● Contradicting ADEK Cultural Policy.</li> <li>● Using or distributing tobacco products.</li> <li>● Refusing inspection or to surrender banned items.</li> <li>● Causing minor damage to school or bus furniture</li> <li>● Taking out and/or using mobile phones at school</li> <li>● Verbally abusing or insulting any member of the school community (including visitors).</li> </ul>



		<ul style="list-style-type: none"> <li>The case goes to the Wellbeing Committee for discussion</li> </ul>	
3	<ul style="list-style-type: none"> <li>Act safely and respectfully at all times</li> <li>Maintain ethical and honest behavior</li> <li>Follow school rules consistently and maintain appropriate behavior outside the classroom.</li> <li>Respect others' privacy and dignity in all situations.</li> <li>Contribute a safe environment for everyone.</li> <li>Promoting a positive school image by advocating and acting as an ambassador</li> </ul>	<p>Immediate communication with parents/guardians to inform them about the incident and arrange a meeting with the Wellbeing Committee (Principal, Vice Principal, Head of Inclusion, Head of Studies and Social Worker) and homeroom teacher.</p> <ul style="list-style-type: none"> <li>Written warning.</li> <li>Incident recorded in Additio.</li> </ul> <p>Attendance to the Reflection Room and referral to Social Worker or counselor for individual intervention.</p> <ul style="list-style-type: none"> <li>On site suspension</li> <li>Off site suspension</li> </ul> <p>Immediately suspend the student of site until the end of the investigation with a notification to the parent.</p> <ul style="list-style-type: none"> <li>Safeguarding if applicable.</li> </ul> <p>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.</p>	<ul style="list-style-type: none"> <li>Perpetrating major physical aggression to anyone within the school community.</li> <li>Carrying out major threats or coercion to any member of the school community.</li> <li>Committing forgery, falsification, or theft of any of the school documents.</li> <li>Leaving school premises without authorisation.</li> <li>Behaving against school's rules during an extended period of time.</li> <li>Harassing peers in a serious and continuous manner.</li> <li>Having or sharing pictures of anyone within the school community without permission, obtained by any means, could damage their image/private life or school's reputation.</li> <li>Exchanging any inappropriate materials, such as letters or photos (printed or electronically).</li> <li>Having in their possession any illegal substances or objects.</li> </ul>
4	<ul style="list-style-type: none"> <li>Respect physical and emotional integrity.</li> <li>Maintain the integrity of exams.</li> </ul>	<ul style="list-style-type: none"> <li><b>Offsite Suspension:</b></li> </ul>	<ul style="list-style-type: none"> <li>Misusing communication platforms.</li> </ul>



	<ul style="list-style-type: none"><li>● Respect the school premises and properties at all times</li><li>● Respect political and social figures.</li><li>● Promote appropriate cultural ideas.</li><li>● Use digital systems legally.</li></ul>	<p>Immediately suspend the student offsite until the end of the investigation with a notification to the parent.</p> <p>Immediately arrange a meeting with the Wellbeing Committee (Principal, Vice Principal, Head of Inclusion, Head of Studies and Social Worker) and homeroom teacher.</p> <ul style="list-style-type: none"><li>● Incident recorded in Additio</li><li>● <b>Expulsion:</b> Immediately suspend the student offsite until the end of the investigation with a notification to the parent.</li></ul> <p>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.</p>	<ul style="list-style-type: none"><li>● Possessing or using weapons.</li><li>● Committing sexual assault or harassment.</li><li>● Assaulting others and causing injury.</li><li>● Premeditated theft or cover-up.</li><li>● Distributing unlawful media content.</li><li>● Leaking exam questions.</li><li>● Setting fire to school premises.</li><li>● Insulting UAE political or social figures.</li><li>● Possessing or distributing alcohol/drugs.</li><li>● Promoting culturally inappropriate ideas.</li><li>● Engaging in illegal digital activities.</li><li>● Trespassing on school property.</li><li>● Similar misconducts.</li></ul>
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## 7. Behaviour Management Committee

This committee is assigned to discuss the students' issues in terms of education and behavior, and to consider the measures that are taken to address the misconduct in accordance with the provisions of this policy and our Code of Conduct.

The committee meets biweekly and is constituted by the following members:

- Principal as chairman/chairwoman.
- Vice Principal as member and reporter.
- Social Worker as member and reporter.
- Head of the Inclusion Department.
- School's Head of Studies.
- Head of the English Department.
- Head of MOE Department.



- Primary Coordinator.
- Kindergarten Coordinator.
- A parent, when deemed appropriate.

## **8. Everyone's responsibilities**

### 8.1 Parents should:

- Support the School's behaviour policy.
- Ensure their child's regular attendance and punctuality.
- Justify any absence from school or tardiness.
- Ensure their child wears the correct school uniform and adheres to dress code.
- Have an open communication with school and share anything which may affect their child's behaviour/health.
- Attend, when possible and as agreed, educational and orientation meetings, workshops and events, whenever invited by the homeroom teacher or school administration.
- Provide a role model for their child and demonstrate courtesy and respect to all members of the school community.
- Praise their children's behaviour and work.
- Support their children with their homework.
- Collaborate with the school regarding discipline and management of behaviour.

### 8.2 Teaching staff should:

- Be a role model of positive behaviour in words and deeds.
- Observe and reinforce student's positive behaviour.
- Be consistent and fair.
- Listen to the students and follow up all students' complaints.
- Be alert to persistent problems and be aware of individual student's needs and employ appropriate strategies.
- Give meaningful praise and encouragement.
- Make sure students know what is expected of them.
- Familiarize with all procedures related to this policy and commit to apply them



consistently.

- Always create a safe environment for all students.
- Cooperate and communicate with all parties concerned in order to support and enhance a positive environment.
- Receive complaints and grievances of parents and refer them to the school's behavior management committee.
- Adhere to UAE's values.

### 8.3 Management and administration staff should:

- Be a role model for the school community.
- Provide appropriate information and training to the school community to ensure the compliance of this policy.
- Develop and implement the school's behaviour management policy and related procedures.
- Ensure student opinions are taken into consideration.
- Participate and support the implementation of the individual educational plan for students of determination.
- Provide a safe, healthy and sound educational environment that supports the implementation of SSAD's regulations.
- Inform students and their guardians about the provisions of these regulations and any subsequent modifications or changes.
- Ensure that the school's system for encouraging and rewarding positive behavior works and it is implemented.

## 9. Searching, Screening, and Confiscation

Where staff and/or students are at immediate risk, principals and staff delegated by the principal are authorized to search, screen, and/or confiscate a student's possessions if they have reasonable grounds or cause to suspect that the student may be in possession of an illicit item. School is also authorized to use metal detectors and mobile phone jammers, if required.

## 10. Physical punishment

According to ADEK's Private Schools Policy, any form of corporal punishment of students is



strictly prohibited in all schools in the Emirate. While at school, students should feel secure from all types of physical punishment and abuse. Schools shall maintain an atmosphere of mutual respect, trust and courtesy between students, teachers, staff and administrators.

## 10. Appendixes

### 10.1 Breach of Code of Conduct notification.

<b>BREACH OF CODE OF CONDUCT NOTIFICATION (Misbehaviour slip)</b>	
<b>Student's name:</b>	<b>Date:</b>
<b>Grade:</b>	<b>Time:</b>
<b>Teacher/Member of the staff:</b>	<b>Teacher's signature:</b>
<b>Lesson/Period:</b>	
<b>For the following reason:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Constantly disrupting the class or the learning of others.</li><li><input type="checkbox"/> Verbally abusing or insulting any member of the school community (including visitors)</li><li><input type="checkbox"/> Contradicting ADEK cultural policy.<ul style="list-style-type: none"><li><input type="checkbox"/> Disrespecting others or refusing to follow teacher's instructions.</li><li><input type="checkbox"/> Having or sharing images of any member of the school community without their permission, obtained by any means, could harm their image, privacy, or the reputation of the school.</li></ul></li><li><input type="checkbox"/> Taking others' possessions without permission.</li><li><input type="checkbox"/> Encouraging or concealing behaviours against school's code of conduct.</li><li><input type="checkbox"/> Using an electronic device in the school premises without the relevant authorisation.</li><li><input type="checkbox"/> Reiteration of behaviours against school's code of conduct.</li><li><input type="checkbox"/> Vandalising school property or the property of others.</li><li><input type="checkbox"/> Threatening or bullying any member of the school community.</li><li><input type="checkbox"/> Failing to comply with the sanctions imposed by a member of the staff.</li><li><input type="checkbox"/> Minor aggression to anyone within the school community.</li><li><input type="checkbox"/> Others</li></ul>	



<p><u>MITIGATING circumstances</u></p> <p><input type="checkbox"/> Lack of intention.</p> <p><input type="checkbox"/> Acknowledgement of misconduct and willingness to amend their actions.</p>	<p><u>AGGRAVATING circumstances</u></p> <p><input type="checkbox"/> Intent.</p> <p><input type="checkbox"/> Reiteration.</p>
<p>Number of days the student will attend the Reflexion Room:</p>	<p><b>Parent's/Guardian's signature:</b></p>
<p><b>COMMENTS</b></p>	



## 10.2 Self-reflection – finding solutions form

Student name:

Date:

Student class:

We all make mistakes; this is how we learn! When we make a mistake there are consequences that we have to deal with and also opportunities to make amends. When we learn from our mistakes we become better at problem-solving, which is a fantastic, useful life skill. Take time to think about what happened. Talk about the following questions with your parents/teacher and write down (or someone can help you write) your thoughts to help you learn how to solve the problem and do things better next time:

Which school rule did I break? Circle:

Everyone has the right to learn

Everyone has the right to learn and play in a safe environment  
Everyone has the right to be treated with respect

Everything at the school – facilities and material – should be respected

What did I do?	How did my actions affect others?
What can I do differently next time?	

Student signature:    Teacher signature:



### 10.3 Student code of Conduct - Grade 1 to Grade 4

GRADES 1, 2, 3 & 4



SSAD CODE OF CONDUCT

## WE TAKE CARE OF OURSELVES

**N  
E  
V  
E  
R**



- **Leave the school** without being accompanied by an adult.



- Be absent from school **without justification**.



- Come to school without your **uniform**.



- **Eat or sleep** during class.



- Leave the classroom **without permission**.

**A  
L  
W  
A  
Y  
S**



- **Ask for help** if you don't know how to follow the code of conduct.



- Use **respectful language** and an appropriate tone of voice.



- Take **responsibility** for your actions and **accept the consequences**.



- Arrive **on time** to class.



- Follow **hygiene rules** and take care of your belongings.



- Use digital resources **appropriately**.

GRADES 1, 2, 3 & 4



SSAD CODE OF CONDUCT

## WE TAKE CARE OF OUR SCHOOL

**N  
U  
N  
C  
A**



- **Stealing or damaging** school property.



- **Running** in the hallways or inside the classrooms.



- **Shouting** or making loud noises within the school premises.



- Crossing through the middle of the **parking lot**.

**S  
I  
E  
M  
P  
R  
E**



- Keep your space **clean and organized**.



- Leave the **bathrooms clean** after using them.



- Maintain a **respectful attitude** during the school **bus** ride.



- Use the **recycling bins**.



- Close the **doors** carefully.



## WE TAKE CARE OF OTHERS

NEVER



- **Harm** a classmate or teacher (physical or verbal aggression).



- **Distract** your classmates while they are working.



- **Discriminate** against a classmate based on their race, religion, gender, age, origin, and/or disability.



- **Bring** anything to school that looks or functions like **a weapon**, or say that you will use something that might look or act like a weapon to harm someone

ALWAYS



- **Help** any classmate who needs it



- **Listen** actively in class



- **Respect** others' personal space






- **Report** aggressive or socially inappropriate behavior of others to the tutor









- **Respect** the culture and values of the UAE

### 10.4 Student code of Conduct - Grade 5 to Grade 7

SSAD CODE OF CONDUCT: LEVEL 1	
SANCTION 	MISCONDUCT 
<p>Three verbal warning system during the same period. If a misbehaviour occurs following the third verbal warning:</p> <ul style="list-style-type: none"> <li>• <b>Written warning</b></li> <li>• <b>Incident recorded in Additio</b></li> <li>• <b>Reflexion Room attendance: 1 day</b></li> </ul>	<ul style="list-style-type: none"> <li>• Repeatedly <b>late</b> to classes.</li> <li>• Non-compliance with <b>school uniform</b>.</li> <li>• Not following <b>school rules</b>.</li> <li>• Not bringing <b>books</b>/resources.</li> <li>• <b>Sleeping or eating</b> during class.</li> <li>• Failure to complete <b>homework</b>.</li> <li>• <b>Misuse</b> of digital devices.</li> <li>• Other similar misconduct.</li> </ul> 






<b>SSAD CODE OF CONDUCT: LEVEL 2</b>	
SANCTION 	MISCONDUCT 
<p>Following the first verbal warning:</p> <ul style="list-style-type: none"> <li>• <b>Written warning</b></li> <li>• <b>Incident recorded in Additio</b></li> <li>• <b>Reflexion Room attendance:</b> number of days to be agreed by homeroom teacher, Social Worker. Decision to be communicated to the Principal.</li> <li>• <b>On site suspension:</b> Temporarily suspension of the student up to 3 days and assigning the student supervised study assignments inside the school (with a notification to the parent).</li> <li>• The case goes to the <b>Wellbeing Committee</b> for discussion</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Absent</b> without acceptable excuse.</li> <li>• <b>Leaving</b> the classroom <b>without permission</b>.</li> <li>• Misbehaving in the <b>school bus</b>.</li> <li>• <b>Skipping mandatory</b> school activities.</li> <li>• <b>Inciting, threatening, or intimidating</b>.</li> <li>• Contradicting ADEK <b>Cultural Policy</b>.</li> <li>• Using or distributing <b>tobacco products</b>.</li> <li>• <b>Refusing</b> inspection or to surrender banned items.</li> <li>• <b>Causing minor damage</b> to school or bus furniture</li> <li>• Taking out and/or <b>using mobile phones</b> at school</li> <li>• Verbally <b>abusing or insulting</b> any member of the school community (including visitors).</li> </ul> 

<b>SSAD CODE OF CONDUCT: LEVEL 3</b>	
SANCTION 	MISCONDUCT 
<p>Immediate communication with parents/guardians to inform them about the incident and arrange a meeting with the Wellbeing Committee (Principal, Vice Principal, Head of Inclusion, Head of Studies and Social Worker) and homeroom teacher.</p> <ul style="list-style-type: none"> <li>• <b>Written warning.</b></li> <li>• <b>Incident recorded in Additio.</b></li> </ul> <p>Attendance to the Reflection Room and referral to Social Worker or Counselor for individual intervention.</p> <ul style="list-style-type: none"> <li>• <b>On site suspension</b></li> <li>• <b>Off site suspension:</b> immediately suspend the student ofsite until the end of the investigation with a notification to the parent.</li> <li>• <b>Safeguarding</b> if applicable.</li> </ul> <p>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.</p>	<ul style="list-style-type: none"> <li>• Perpetrating <b>major physical aggression</b> to anyone within the school community.</li> <li>• Carrying out major <b>threats or coercion</b> to any member of the school community.</li> <li>• Committing <b>forgery, falsification, or theft</b> of any of the school documents.</li> <li>• <b>Leaving school</b> premises without authorisation.</li> <li>• Behaving <b>against school's rules</b> during an extended period of time.</li> <li>• <b>Harassing peers</b> in a serious and continuous manner.</li> <li>• <b>Having or sharing pictures</b> of anyone within the school community without permission, obtained by any means, could damage their image/private life or school's reputation.</li> <li>• Exchanging any <b>inappropriate materials</b>, such as letters or photos (printed or electronically).</li> <li>• Having in their possession any <b>illegal substances</b> or objects.</li> </ul> 



## SSAD CODE OF CONDUCT: LEVEL 4

SANCTION 	MISCONDUCT 
<p><b>Offsite Suspension:</b> Immediately suspend the student ofsite until the end of the investigation with a notification to the parent.</p> <p>Immediate arrange a meeting with the Wellbeing Committee (Principal, Vice Principal, Head of Inclusion, Head of Studies and Social Worker) and homeroom teacher.</p> <ul style="list-style-type: none"><li>• Incident recorded in Additio.</li></ul> <p><b>Expulsion:</b> Immediately suspend the student ofsite until the end of the investigation with a notification to the parent. 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.</p>	<ul style="list-style-type: none"><li>• <b>Misusing</b> communication platforms.</li><li>• Possessing or using <b>weapons</b>.</li><li>• Committing <b>sexual assault or harassment</b>.</li><li>• <b>Assaulting</b> others and causing injury.</li><li>• Premeditated <b>theft or cover-up</b>.</li><li>• Distributing <b>unlawful</b> media content.</li><li>• Leaking <b>exam questions</b>.</li><li>• <b>Setting fire</b> to school premises.</li><li>• <b>Insulting UAE political or social figures</b>.</li><li>• Possessing or distributing <b>alcohol/drugs</b>.</li><li>• Promoting culturally <b>inappropriate ideas</b>.</li><li>• Engaging in <b>illegal digital activities</b>.</li><li>• <b>Trespassing</b> on school property.</li><li>• Similar misconducts.</li></ul> 



Approved by:

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(Ms Eva, SSAD School Principal)

**Date of approval:** February 2023

**Updates & Review**

	Date	Review type	Reviewed by
1	30th April 2024	Policy content	Social Worker
2	28th August 2024	Policy content (align with ADEK new guidelines)	Social Worker
3	13th November 2024	Updated Committees and Bullying Procedure	Social Worker
4	11 March 2025	Policy content (align with ADEK new guidelines) Appendix	Social Worker