Emirates National Schools are Accredited by AdvancED and Authorized as International Baccalaureate World Schools. ENS is also part of the UNESCO Associated Schools Project.
OUR VISION

Preparing future leaders through innovation in education and treasuring of cultural heritage.

OUR MISSION

ENS will provide students with educational programs that develop character, uses technology to improve learning, and prepares students to be leaders and community members.

OUR VALUES

- Academic excellence
- Integrity
- Loyalty
- Fairness
- Kindness
- Respect
- Honesty
- Reliability
- Self-reliance
- Independence
- Sportmanship
- Open-mindedness
- Diversity

IB LEARNER PROFILE

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open Minded
- Caring
- Risk Takers
- Balanced
- Reflective
1.0 Behavioral Guidelines

1.1 Student Discipline Code

Emirates National Schools (ENS) mission is to develop globally responsible citizens who are respectful of school community rules. The following expectations and measures have been developed to facilitate the teaching/learning process and to maintain the safety of all students. Every member of the ENS school community should be aware of and understand the implications of Discipline Code in order to ensure that every student has the opportunity to learn in a safe environment. ENS has pledged to promote health and safety, pursue academic excellence and preserve every individual's heritage and identity. We believe that the Student Discipline Code assists us in achieving this goal.

- ENS students must commit to appropriate conduct at all times, in a way that shows pride in self, family, school, and community. Toward that end, students will make a pledge to uphold the following standards of the Discipline Code:
  - Respect for Academic Honesty in all scholastic efforts. Students will, at all times, exercise best efforts to accomplish the highest academic achievement capable. Students will not cheat, represent the work of others as own, allow others to copy work or plagiarize.
  - Respect for others in words, expressions and actions. Students will be courteous to teachers, staff and fellow students, refrain from hurtful remarks and respect people’s privacy.
  - Respect for property at all times. Students will take pride in the school campus and contribute to school quality and appearance. Students will not steal, deface, destroy or litter. At all times students will treat school and the property of others as private -- not to be touched without their permission.
  - Respect for self. Students understand that academic work, conduct with others, attitude towards property, personal honor, and the honor of the school community are a personal responsibility. Students are responsible for personally upholding the Discipline Code and for assisting other students in fulfilling their commitment to do the same. Additionally, students accept responsibility not to passively participate in a violation by allowing it to continue without taking some positive action.
**Discipline Code Definitions:**
Below are some areas encompassed within the Discipline Code. For each of the areas, the definitions and examples include, but are not limited to, the items listed;

**Cheating:**
Willfully giving to or receiving from other students -- unauthorized, unfair, or dishonest advantage in school work. Examples include:
- The use of talking, signs, or gestures during a quiz or test.
- Unauthorized use of study aids, notes, books, data, or other information. Copying from another student or allowing the copying of an assignment (collusion)
- Submission of pre-written writing assignment at times when such assignments are supposed to be written in class
- Passing a test or quiz during a class period, or from one class period to another class period with the same teacher.
- Illegally exceeding time limits on timed tests, quizzes, or assignments Sabotaging the projects or experiments of other students
- Unauthorized use of calculators, cell phones or any electronic devices such as watches, palm pilots, etc.
- Computer fraud

**Plagiarism:**
Presenting as one’s own, the works or the ideas of someone else, including the Internet or any other form of technological equipment, without proper acknowledgment. Submitting as one’s own, a previously submitted document or project. All ideas and work of others must be properly acknowledged. Examples include:
- Having another person write an essay or do a project which is then submitted as one’s own work
- Failing to use proper documentation and bibliography.
- All internet sources must be cited.

**Lying:**
Willfully reporting an untruth or falsehood (deceit, attempted deception, or fraud) or not reporting a truth of interest, in an oral or written statement. Examples include:
- Failing to give accurate or complete information to a teacher
• Feigning illness to gain extra preparation time for tests, quizzes, or assignments and listing fictitious reference sites.

Theft:
Taking or appropriating the school work or materials of another individual or organization, or the instructional materials of a teacher, without the right or permission to do so and with the intent to keep or improperly use. Examples include:
• Stealing copies of tests or quizzes
• Illegitimately accessing the teacher’s answer key for tests or quizzes
• Stealing the teacher’s edition of the textbook
• Stealing another student’s homework, notes, handouts, or property.

Vandalism:
Destruction or defacing of personal or public property. Examples include:
• Destruction or defacing school furniture, lockers, electronics, athletic equipment, vending machines, and all other school equipment.
• Destruction of another’s notebook, apparel, electronic device, etc.

Forgery:
Forging the signature of a Parent/Guardian, a school employee, or a Physician (or any Professional individual) on a letter, or on any other document. Examples include:
• Passes, Progress Reports, Parent letters, Permission slips, medical documents, or other legal documents

General Misconduct:
Willful disobedience, insubordination, harassment, disorderly conduct, possession of illegal substances, and concerted activity. Examples include:
• Dress code violation
• Instigating a fight
• Failing to stop misconduct by others, when it is possible to do so
• Harassing of peers or staff in any form
• Possessing, exchanging, consuming, and/or being under the influence of any illegal substances
• “Minor” misbehaviors that are a part of a pattern of misconduct
Procedures resulting from violations of the Discipline Code:

All alleged offenses against the Discipline Code will be investigated by the appropriate staff member(s). Parents will be notified and the incident will be documented in the student’s file. Appropriate consequences will be imposed; examples of these include but are not limited to the following:

- Reprimanding the student orally or in writing.
- Requiring work affected by the academic dishonesty to be redone.
- Administering a lower or failing grade on the affected assignment, test, or course.
- Removing the student from the course.
- Removing the student from clubs, boards, teams, and etc., related to school.
- Imposing probation or suspension; or recommending expulsion.
- Placing a temporary or permanent notation on the student’s permanent academic record indicating suspension or expulsion due to academic misconduct.
- Reporting incidents of misconduct to appropriate law enforcement officials. Prosecution may ensue if the incident involves the commission of a crime (e.g., breaking into an office or building, stealing an examination, etc.).
1.2 Consequences for Violating Student Discipline Code

Consequences for violating the Student Discipline Code: Consequences for Breaking School Rules. Students can be disciplined if you violate the school rules or laws of the state or nation. Some violations are more serious than others and can result in suspension, expulsion or denial of admission. Under this policy, students may be suspended or expelled for the following reasons:

- Willful disobedience
- Willful destruction of property;
- Behavior on or off school grounds that is detrimental to the welfare of other students or staff;
- Being “habitually disruptive;”
- Repeated interference with the school’s ability to provide services to students;
- Commission of a robbery or of an assault;
- Possessing or bringing or using, or threatening to use a dangerous weapon (including knives) as defined in statute and policy;
- Violation of the District’s substance abuse policy;
- Other serious violations of school rules as determined by the principal;

Students may be suspended for no more than five school days by the principal or designee on the grounds outlined above, except in the case of a serious violation in a school building on school grounds or at school activities, in which case the suspension by the principal can be up to 10 school days. The Director General can extend the suspension of students who are being recommended for expulsion so that the student can appeal the recommendation to a hearing officer, and, if necessary to the Board. In an appeal hearing, evidence and argument may be presented on the student’s behalf by the parents and/or the student.

“Habitually Disruptive” students are a subsection of the above. A “habitually disruptive” student is defined as one who has been suspended on three or more occasions for disruptive behavior. This policy requires that the school, student and her or his parents develop a “remedial behavior plan” after the second suspension. It is the responsibility of the student to attend school regularly, to show conscientious effort in classroom work, and to conform to school rules and regulations. Most of all, the student
should share with the administration and staff the responsibility to develop a climate within the school that is conducive to effective learning. No student has the right to interfere with the education of fellow students.

1.3 Student Code of Conduct General Procedures

- Issuance of a written policy for approval from Abu Dhabi Education Council to be disseminated to students and parents at the beginning of school year.
- Approve strategies promoting positive student behavior.
- Application of student code of conduct during the presence of students at the school and participation in field trips and extracurricular activities.
- It's necessary to use appropriate guidance and disciplinary procedures to encourage students in school and while taking part in field trips and extracurricular activities.
- Taking into consideration the circumstances of students when dealing with misconduct.
- The school shall follow the three levels set out in the Policy Manual and Guidelines, p. 147, 148 when applying disciplinary actions. Passing a test or quiz during a class period, or from one class period to another class period with the same teacher.
- Do not use any form of punishment such as lowering grade or threatening to do so, incarceration / solitary confinement during school or after school hours, collective punishment for individual misconduct, imposition of extra school assignments, insulting the student alone or in front of others, deprivation of student from using health facilities or eating.
- Provide appropriate counseling to students and attempt to understand the motives and signs of negative behavior before taking any disciplinary action such as warnings and written observations.

The school for implements a gradual approach to dealing with willful or persistent misconduct as follows:
- Provide counseling to the student and clearly explain changes in the behavior in addition to giving reasons.
● Develop a carefully monitored and supported strategy to assess unacceptable behavior.

● Form a committee to administrate the student code of conduct.

● The disciplinary actions should be appropriate to the student’s age.

● Record all violations on the eSIS.

● School committee for student code of conduct shall keep records of disciplinary affairs for each student.

● Inform parents by a written warning if a response was required to the disruptive behavior of the student and hold a meeting or a series of meetings to agree on an appropriate common strategy between the home and school. The parent shall sign an undertaking to support the agreed strategy. Suspend the student temporarily from the school for a period not exceeding five days in the event of continuing unacceptable behavior and issue a final warning to the student and the parent in this regard.
• If the student fails to modify his behavior, a request is submitted to the Department of Education and Knowledge to transfer him to another school or to be expelled after making sure all these gradual stages have been followed.

**Students of Determination (Special Needs):**

• The school shall consider the nature of the student’s special need and his individual educational plan before taking any disciplinary action.
• Not impose a punishment on students of determination that is more severe than what is imposed on other students.
• Apply the Student Conduct Policy without discrimination between students of determination and other students.
• The school will follow ADEC Guidelines for Managing Student Behavior in Abu Dhabi schools.
School Year 2018 - 2019
Dear Parents/Guardians and Students of Emirates National Schools,

Welcome to our School! In order to ensure that students and parents/guardians at Emirates National Schools are aware of our expectations and their responsibilities, a parent/guardian, and the student must sign the form below and return this form to the reception desk of your school to ensure receiving the handbook and reviewing the information.

Signing this form verifies that the student and parent/guardian have received and reviewed the Parent and Student handbook and are aware of the expectations, rules and practices at Emirates National Schools.
The Emirates National Schools website: www.ens.sch.ae is a good source of information about our school system and the individual campuses.

Thank you,
Emirates National Schools

Please sign and return this page to the reception desk in your child's school. Please sign and return one form for each of your children.
Parent and Student Acknowledgement of the behavioral guidelines booklet and the information it contains:

As parent or guardian of ________________________________________________________________
______________________________________________________, in Grade ________, I do verify that I have read and I'm aware of the expectations, rules and practices at Emirates National Schools.

I also acknowledge that the school has the right and responsibility to investigate and take appropriate action for any violations to the Student Code of Conduct. These actions may include, Suspension and/or Expulsion from Emirates National Schools.

Signature (Parent) ____________________________________________________________

Signature (Student) ____________________________________________________________

Date ______________

RETURN THIS PAGE ONLY TO THE RECEPTION DESK. KEEP THE HANDBOOK FOR YOUR REFERENCE.