CAS | مدرسة المدينة الأمريكية CITY AMERICAN SCHOOL

Anti-Bullying & Positive Behavior Policy

Reviewed AY 2026/2027

Implementation AY 2020/2021

1. Policy Statement

Our school is committed to providing a safe, inclusive, and respectful environment where every student can flourish academically, socially, and emotionally. Bullying of any kind will not be tolerated. Positive behavior, regular attendance, and punctuality are expected of all students. This policy aligns with the UAE Inspection Framework, Wadeema's Law (Federal Law No. 3 of 2016), MOE Attendance & Absence Guidelines (2025–2026), and Accreditation Standards.

2. Purpose

- Prevent and respond to all forms of bullying (physical, verbal, social, and cyber).
- Promote respect, empathy, and responsibility as essential values of student conduct.
- Provide clear guidelines for attendance, punctuality, and behavior.
- Strengthen partnerships with parents and staff to ensure consistency in discipline and wellbeing.

3. Scope

This policy applies to:

- All students, staff, and volunteers within the school community.
- All school activities both on and off campus, including online learning platforms.

4. Definitions

- Bullying: Repeated, intentional harm through physical, verbal, social, or cyber means involving an imbalance of power.
- Cyberbullying: Using digital platforms to harass, threaten, or exclude others.
- Positive Behavior: Respectful, responsible, cooperative, and honest conduct that reflects school values.
- Unexcused Absence: Absence without acceptable evidence as defined by MOE.

5. Preventing Bullying & Promoting Positive Behavior

The school will:

- Embed anti-bullying education in the curriculum.
- Celebrate Anti-Bullying Week, Digital Citizenship Week, and Positive Behavior Days.
- Train staff and empower students to report concerns safely.
- Use restorative practices to rebuild relationships and encourage accountability.

6. Guidelines for Student Conduct

Lateness:
- Gates open at 7:00 a.m. and close at 7:30 a.m.
- Students arriving after 7:30 a.m. must enter via reception and will be marked late.

Attendance & Absence (as per MOE 2025–2026 Regulations):
- Attendance is a requirement for success and academic progress.
- All absences are recorded daily and by class period.
- Unexcused absence calculation:
  • Counts as two days if it occurs on a Friday, before/after public holidays, or in the last two weeks of the year/exam periods.
  • Maximum unexcused absences: 5 days per semester or 15 days per year.
  • Exceeding limits = repeating the academic year and referral to child protection.
- Accepted excuses: certified medical reports, medical travel, participation in official events, emergencies, or death of a first-/second-degree relative. Supporting documents must be submitted within 3 days.

Mobile Phones & iPads:
- Prohibited until a "Bring Your Own Device (BYOD)" policy is introduced.

Dress Code & Appearance:
- Hoodies are not allowed.
- Girls: No make-up/nail polish; hair neatly styled with natural colors; hijabs well maintained.
- Boys: Hair neat, no beards (must be shaved).
- Official uniform required daily; PE uniform on PE days.

Bag Checks:
- Conducted regularly for safety reasons.

Food & Drinks:
- Energy drinks are prohibited.
- Only healthy food items allowed during regular days and school events.

7. Reporting & Response Procedures

Reporting:
- Any student, parent, or staff member may report bullying or misconduct to a teacher, counselor, or Designated Safeguarding Officer (DSO).

Response:
- Investigations will be conducted promptly and confidentially.
- Victims will be supported with counseling and protection.
- Offenders will face restorative measures and disciplinary actions.

Attendance & Lateness Enforcement:
- First absence: Written notice to parents.
- 3 unexcused absences: First warning.
- 6 unexcused absences: Second warning + referral to child protection.
- 10 unexcused absences: Third warning.
- 15 unexcused absences: Final referral + possible year repetition.

8. Roles & Responsibilities

Leadership:
- Ensure implementation and monitoring of this policy.
- Review student conduct, bullying, and attendance data.

Counselors & Wellbeing Team:
- Provide counseling to victims and support to offenders.
- Lead anti-bullying, wellbeing, and attendance awareness campaigns.

Teachers:
- Model respect and fairness.
- Monitor attendance and classroom behavior daily.
- Report cases of bullying and repeated lateness promptly.

Parents:
- Ensure regular student attendance and punctuality.
- Support school rules and behavior expectations.

Students:
- Demonstrate respect and responsibility.
- Attend school regularly and on time.
- Report bullying or unsafe behaviors.

Types of Bullying

Bullying can take multiple forms. The school recognizes and prohibits the following:

1. **Physical Bullying**
    - Hitting, kicking, pushing, tripping, spitting, or damaging someone's belongings.
2. **Verbal Bullying**
    - Name-calling, mocking, threatening, racist or discriminatory remarks, or spreading rumors.
3. **Social/Relational Bullying**
    - Excluding someone intentionally, encouraging others to isolate a peer, public humiliation, or manipulation of friendships.

4. **Cyberbullying**
    - Sending hurtful messages, spreading rumors online, sharing inappropriate images, impersonation, or harassment through digital platforms.
5. **Indirect Bullying**
    - Subtle behaviors like ignoring, refusing to work with peers, or deliberate exclusion.

9. Disciplinary Measures

Consequences for bullying, misconduct, or repeated lateness/absence include:
- Verbal and written warnings.
- Parent meetings.
- Behavior contracts.
- Loss of privileges.
- Suspension or expulsion in severe cases.

10. Monitoring & Review

- Weekly monitoring of attendance and lateness.
- Termly review of behavior and bullying reports.
- Annual policy review with input from staff, students, and parents.

11. Approval & Communication

This policy is approved by the School Leadership Team and Governing Body. It will be shared in English and Arabic with students, staff, and parents through the portal, orientation, and policy handbook.