



POSITIVE BEHAVIOUR MODEL – WHAT IS EXPECTED OF YOU

STUDENTS' CODE OF CONDUCT

Academic Year 2026–2027 | Updated & ADEK-Aligned Edition

All students are required to adhere to the school's Code of Conduct, which clearly outlines expected standards of behaviour and identifies actions that are deemed unacceptable. This ensures a safe, respectful, and inclusive learning environment for all members of the school community.

SECTION 1: AT SCHOOL – GENERAL EXPECTATIONS

All students must:

- ✓ Follow all school rules at all times
- ✓ Act safely and responsibly in all areas
- ✓ Respect school property and others' belongings

CLASSROOM	CORRIDORS	PLAYGROUNDS	ONLINE
<ul style="list-style-type: none">✓ Attend on time; explain absences/lateness✓ Follow instructions✓ Participate respectfully✓ Complete classwork honestly and with effort✓ Be positive and willing to learn✓ Do not disrupt others	<ul style="list-style-type: none">✓ Walk quietly✓ Be respectful of others' space✓ Do not touch Display/Bulletin/Notice boards	<ul style="list-style-type: none">✓ Play safely✓ Include others✓ Resolve conflicts peacefully	<ul style="list-style-type: none">✓ Practise digital etiquette✓ Protect personal information✓ Avoid cyberbullying

SECTION 2: REPRESENTING THE SCHOOL & BEHAVIOUR TOWARD OTHERS

Representing the School

- ✓ Be a positive ambassador during events or when in school uniform
- ✓ Promote a good image of the school through your behaviour

In Learning

- ✓ Demonstrate a positive attitude toward your studies



- ✓ Participate in extracurricular activities
- ✓ Complete homework to the best of your ability and on time

Behaviour Toward Others

- ✓ Be polite and respectful (e.g., say "please" and "thank you")
- ✓ Wait your turn; respect personal space
- ✓ Ask before using others' things
- ✓ Avoid and report bullying
- ✓ Show sportsmanship
- ✓ Consider the impact of your words and actions
- ✓ Follow hygiene rules
- ✓ Be a role model to younger students
- ✓ Support environmental sustainability
- ✓ Collaborate and include others
- ✓ Dress modestly and follow the school dress code
- ✓ Respect UAE national and cultural values
- ✓ Respect diversity in all forms
- ✓ Treat Students of Determination with equal respect and dignity; mockery or exclusion based on ability is a serious breach

SECTION 3: OUTSIDE THE CLASSROOM & OFF-CAMPUS

Follow school rules during all off-campus and transit activities:

- ✓ School bus rides — remain seated, seatbelt fastened; follow driver/monitor instructions; avoid shouting, disruptive behaviour, or throwing objects
- ✓ Walking to/from school
- ✓ School trips or events
- ✓ Behave responsibly even outside school when wearing the uniform

SECTION 4: SCHOOL BAG WEIGHT POLICY [ADEK MANDATED]

In compliance with ADEK Health & Safety Policy, school bags must not exceed 5–10% of the student's body weight when packed. Students should pack bags according to their daily timetable. Grade-level maximum weight limits are as follows:

Grade / Educational Stage	Maximum Packed Bag Weight
KG1	Not exceeding 2 kg
KG2 – Grade 3	Not exceeding 3 – 4.5 kg
Grade 4 – Grade 6	Not exceeding 6 – 8 kg



Grade 7 – Grade 9	Not exceeding 10 kg
Grade 10 – Grade 12	Not exceeding 10 kg

Additional bag guidelines:

- ✓ Pack only the books/materials required for that day's timetable
- ✓ Use school provided space to store subject books not needed daily
- ✓ Trolley bags are discouraged unless advised for medical reasons
- ✓ Students with medical conditions should present documentation to the school nurse for individualised support

SECTION 5: MOBILE PHONES & PERSONAL ELECTRONIC DEVICES

Students must follow these rules regarding personal devices during the school day:

- ✓ Mobile phones, smartwatches, and all personal electronic devices are not permitted during lessons and school activities; students who bring such devices to school with prior management permission must submit them to their class teacher upon arrival and collect them only at dismissal. Devices may only be used in class when explicitly permitted by the teacher for educational purposes
- ✓ Unauthorised recording, photographing, or filming of staff, students, or school premises is strictly prohibited
- ✓ Any device used in violation of this policy may be confiscated and returned only to a parent/guardian
- ✓ The school is not responsible for loss or damage to personal devices brought to school

SECTION 6: WASHROOMS, CANTEEN & NUTRITION

Washroom Conduct

- ✓ Use washroom facilities responsibly and maintain cleanliness at all times
- ✓ Avoid loitering in washrooms
- ✓ Report any damage or hygiene concerns to staff immediately
- ✓ Misuse of washroom facilities is a breach of this Code of Conduct

Canteen & Nutrition

- ✓ Consume food and beverages only in designated areas (specified zones)
- ✓ Students are encouraged to bring healthy, nutritious food in line with ADEK healthy-eating guidelines
- ✓ Food sharing is discouraged for health and allergy safety reasons
- ✓ Littering in or around eating areas is not permitted
- ✓ Respect queue order and canteen staff at all times

SECTION 7: ACADEMIC INTEGRITY & RESPONSIBLE USE OF AI



Students must not engage in any form of academic dishonesty. This includes:

- ✓ Cheating during tests, assessments, or examinations
- ✓ Plagiarism — submitting someone else's work as your own
- ✓ Copying homework or classwork from peers
- ✓ Using unauthorised materials, notes, or devices during assessments
- ✓ Sharing or distributing assessment/examination content with others
- ✓ Using Artificial Intelligence (AI) tools for assignments unless explicitly permitted by the teacher and within school guidelines

Academic dishonesty will be investigated and may result in disciplinary action including a zero mark, parental notification, and referral to the Behaviour Management Committee.

SECTION 8: FIRE DRILLS & EMERGENCY EVACUATION

- ✓ Students must participate in all fire drills and emergency evacuation procedures with full seriousness
- ✓ During any emergency, follow staff instructions immediately and calmly
- ✓ Move swiftly and quietly to the designated assembly point
- ✓ Do not use mobile phones or cause obstruction during an evacuation
- ✓ Deliberately triggering a false fire alarm is a serious offence subject to disciplinary action and potential UAE legal consequences

SECTION 9: LOCKER USE & SCHOOL PROPERTY

- ✓ Students assigned any storage space must use them responsibly and keep them clean and organised
- ✓ Use space to store subject-specific books not required daily — this helps reduce bag weight in compliance with ADEK policy
- ✓ Tampering with, damaging, or forcing open a storage space — whether your own or another's — is a disciplinary offence

SECTION 10: MENTAL HEALTH, WELLBEING & SEEKING SUPPORT

Our school is committed to every student's emotional and psychological wellbeing. Students are encouraged to:

- ✓ Approach the School Counsellor or Social Worker for confidential support whenever they feel distressed, anxious, or overwhelmed
- ✓ Report any peer who appears to be in emotional distress or at risk — this is a responsible and caring act
- ✓ Engage openly with wellbeing activities, Mental Health Week events, and school-wide support programmes
- ✓ Understand that seeking help is a sign of strength and courage, not weakness

All conversations with the School Counsellor are treated with confidentiality, except where student safety requires disclosure per ADEK's Child Protection Policy.



SECTION 11: ATTENDANCE & PUNCTUALITY (ADEK AY 2025–26 POLICY)

Regular attendance is the foundation of academic success. Students must:

- ✓ Arrive at school and all lessons on time
- ✓ Provide valid justification for any lateness or absence through a parent/guardian
- ✓ Be aware that for Grades 1–12, missing more than 5% of the school year (approximately 9 days) will be flagged and reported
- ✓ Be aware that for Kindergarten, missing more than 10% of the year (approximately 18 days) will be reported
- ✓ Note: Both excused and unexcused absences count toward the total

Authorised absences include: illness (with medical certificate), family bereavement, official duties, approved competitions, government holidays, and ADEK-approved study leave.

SECTION 12: SOCIAL MEDIA & THE SCHOOL'S IMAGE

- ✓ Students must not post content on social media that uses the school's name, logo, uniform, or premises in a way that misrepresents or damages the school's reputation
- ✓ Any school-related media content must be authorised by school administration before publication
- ✓ Students must not tag, mention, or share images/videos of other students or staff without their consent
- ✓ Online conduct that violates UAE Cybercrime Law (Federal Law No. 34 of 2021) will be treated as a serious disciplinary matter and referred to the appropriate authority

SECTION 13: GROOMING & PERSONAL APPEARANCE

✓ 1. Makeup Rules:

- ✓ Makeup is **strictly prohibited** for all students (KG–Grade 12).
- ✓ No foundation, mascara, eyeliner, contouring, lipstick, or tinted lip balm.
- ✓ Only **plain, colourless lip balm** is allowed for medical dryness (Grades 4–12 only).
- ✓ No coloured lenses or cosmetic enhancements.

✓ 2. Lip Balm Rules:

- No coloured lip balm, lip gloss, or tinted products.
- Only **transparent, colourless lip balm** allowed for dryness (Grades 4–12).
- KG–Grade 3: **No lip products at all.**



✓ 3. Deodorant Rules:

- Daily bathing encouraged however Deodorant is **required** for students in Grades 4–12 for hygiene.
- No strong perfumes or body sprays.
- KG–Grade 3: deodorant not required.

✓ 4. Jewellery Rules

- Girls may wear **small stud earrings only**.
- No rings, bracelets, necklaces, anklets, or accessories.
- Boys may not wear any jewellery.
- No metal chains worn.

✓ 5. Smartwatch & Wearable Technology Rules:

- Smartwatches, fitness bands, and digital wearables are **not allowed** during school hours.
- Devices with cameras, messaging, or internet access are strictly prohibited.
- If brought to school, they must be handed to the class teacher upon arrival.

★ 6. Hair & Grooming Rules:

Girls

- Hair must be tied back neatly (ponytail or braid).
- No hair dye, highlights, or coloured streaks.
- Only plain black or white hairbands allowed.

Boys

- Hair must be short, even, and neatly trimmed.
- No fades, spikes, lines, designs, or gel.

★ 7. Nail Grooming Rules:

- Nails must be short and clean.
- No nail polish, acrylic nails, gel nails, or nail decorations.

★ 8. Uniform Cleanliness & Presentation:

- Uniform must be clean, ironed, and worn properly every day.
- Shoes must be black, clean, and polished.
- PE uniform only on PE days.



- No hoodies or non-school jackets.

SECTION 14: EXPECTED BEHAVIOUR vs. UNACCEPTABLE BEHAVIOUR

✓ EXPECTED STUDENT BEHAVIOUR	✗ UNACCEPTABLE BEHAVIOUR
Take pride in your school uniform and follow the dress regulations.	Fighting with other members of the school community and causing injury.
Follow the instructions of staff promptly.	Persistent bullying, intimidation, and/or harassment of members of the school community.
Stay within the bounds of the school.	Possessing, using, or selling weapons or objects used as weapons.
Arrive at school and lessons on time; justify poor punctuality and absence.	Using, promoting, or distributing alcohol, drugs, or controlled medicines.
Demonstrate a positive attitude toward your studies.	Using, promoting, or distributing tobacco to students.
Complete homework to the best of your ability and on time.	Inappropriate intentional sexual behaviour (e.g., exposure, harassment, or violence).
Behave responsibly without endangering the safety or welfare of yourself and others.	Possessing, viewing, or distributing unlawful content (e.g., pornography, extremist videos).
Take good care of your possessions and make sure they are labelled.	Intrusive or illegal use of digital devices (e.g., hacking, inappropriate photos or recordings).
Respect and care for school facilities and the property of others.	Trespassing on school premises after hours.
Promote a positive school community by being courteous, kind, and respectful to everyone.	Any behaviour that results in danger to others or that violates UAE laws.
Behave responsibly to avoid disrupting others' learning.	Academic dishonesty including cheating, plagiarism, or unauthorised AI use.
Ensure school bag weight does not exceed the ADEK-prescribed limit for your grade.	Carrying a school bag that persistently exceeds ADEK weight limits without medical justification.
Seek help from the school counsellor when experiencing emotional or mental health difficulties.	Mockery or exclusion of Students of Determination based on ability, disability, or learning need.
Use mobile phones/devices responsibly and only when authorised.	Unauthorised use of mobile phones/devices, or illegal recording of staff or students.



*Unacceptable behaviour is subject to investigation and potential removal from school if confirmed.
All disciplinary procedures follow ADEK's Behaviour Management Policy.*

ACKNOWLEDGEMENT & COMMITMENT

By attending Sheikh Khalifa Bin Zayed Arab Pakistan School, Students are required to agree to uphold this Code of Conduct, respect all members of our school community, and contribute to a safe and positive learning environment.

DESIGNED BY:	APPROVED BY:	
Social Worker:	Vice Principal	Principal
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