



المدرسة الهندية الجديدة  
NEW INDIAN SCHOOL

# NIS SUSPENSION & EXPLUSION POLICY 2026-2027

**Signed**

**Principal** : 

**Date : 06/03/2026**

**Reviewed By** : **Governing Body | SLT**

**Date : 06/03/2026**

**Next Review Due By**

**Date : 06/03/2027**

# NEW INDIAN SCHOOL, RAS AL KHAIMAH

## STUDENT SUSPENSION & EXPULSION POLICY

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## 1. Introduction

New Indian School (NIS), Ras Al Khaimah, is committed to maintaining a safe, secure, and conducive learning environment for all students.

This Student Suspension, Expulsion and Non-Renewal Policy provides a structured framework for addressing severe behavioural issues and ensures that disciplinary actions are applied consistently and in alignment with:

- Ras Al Khaimah Department of Knowledge (RAKDOK)
- UAE Ministry of Education (MOE) Student Code of Conduct 2018
- Ministerial Resolution No. 851 of 2018
- NIS Behaviour, Safeguarding and Child Protection Policies

The policy ensures disciplinary actions are implemented **fairly, transparently**, and in the **best interest of student wellbeing and school safety**.

## 2. Purpose of the Policy

This policy aims to:

- Establish clear criteria and procedures for suspension, expulsion, and non-renewal
- Ensure disciplinary actions are fair, transparent, and consistent
- Promote corrective, preventive, and restorative practices before punitive action
- Safeguard student rights through due process
- Ensure full compliance with RAKDOK and MOE regulations

## 3. Scope of Application

This policy applies to:

- All NIS students from KG to Grade 12
- All school activities including classrooms, buses, extracurricular events, online learning, and off-campus events
- All staff responsible for implementing behaviour management

It governs:

- Suspensions (in-school and out-of-school)
- Expulsions
- Appeals and due process
- Behaviour documentation and record management

## 4. Definitions

Term	Meaning
<b>Suspension</b>	Temporary removal of a student from normal classes due to a serious offence.
<b>In-School Suspension (ISS)</b>	Student remains on campus but is removed from class under supervised behaviour intervention.
<b>Out-of-School Suspension (OSS)</b>	Student is not permitted on campus for a specified period. OSS requires <b>RAKDOK approval</b> .
<b>Expulsion</b>	Permanent removal of a student from NIS following severe or repeated violations. Requires <b>RAKDOK approval</b> .
<b>Behavioural Infraction</b>	Any violation under the NIS Behaviour Policy and MOE Behaviour Code.
<b>School-Based Educational Committee (SBEC) – Behaviour Committee</b>	A disciplinary / Behaviour committee responsible for investigating serious incidents.
<b>Un Approved Absence</b>	Absence without justification accepted by the school according to MOE Attendance Guidelines.

## 5. Policy Statement

New Indian School, Ras Al Khaimah shall develop and implement a Suspension, Expulsion, and Non-Renewal Policy that includes the following conditions:

### 5.1 Grounds for Expulsion

#### 5.1.1 Chronic Un Approved Absences

Accumulating more than ten consecutive days or fifteen non-consecutive days of unexcused absences during the academic year. Before expulsion, the student must receive three official written warnings - one warning for each five days of absence. The school follows the most current MOE Behaviour Policy procedures for unexcused absences. **All decisions must be approved by RAKDOK.**

#### 5.1.2 Fairness and Inclusion

The school ensures that all policies and procedures are fair and incorporate the needs of all groups of students.

#### 5.1.3 Severe Behavioural Infractions

Incidents warrant expulsion based on the recommendation of the School-Based Educational Committee (SBEC). The committee must ensure that the decision aligns with the MOE code of conduct and behaviour policy. The decision must be approved by RAKDOK.

#### 5.1.4 Criminal Convictions

Any student who receives a final conviction for a felony or misdemeanour related to honour or honesty.

#### 5.1.5 Highly Grievous Offences

Specific offences, such as possession of weapons, sexual assault, or promoting extremist beliefs, are grounds for immediate expulsion upon investigation and confirmation by the Behaviour Management Committee. The school, in consultation with RAKDOK, may suspend the student with immediate effect for a period until the investigation is completed.

### **5.1.6 Failure to Adhere to Behaviour Reform Programs**

Students who cannot comply with or benefit from behavioural reform programs may be transferred to alternative educational environments or expelled as a last resort.

## **5.2 Mandatory Conditions for Expulsion**

In all expulsion decisions:

- Decisions will be aligned with MOE Student Code of Conduct and Behaviour Policy

## **5.3 Procedures for Suspension and Expulsion of Students**

### **5.3.1 Documentation**

All incidents leading to suspension or expulsion must be thoroughly documented, including:

- Details of the infraction
- Communication with student and parents
- Interventions attempted
- Behaviour records and evidence

### **5.3.2 Interventions**

The school shall design interventions using a comprehensive, systematic, and tiered approach to manage student behaviour to avoid suspension.

The decision to suspend a student shall be made:

- After implementing various interventions
- After obtaining RAKDOK approval

### **5.3.3 Parental Involvement**

Parents or guardians must be:

- Promptly informed of disciplinary actions
- Involved in discussions regarding behaviour and consequences

### **5.3.4 Right to Appeal**

Students and parents have the right to appeal suspension or expulsion decisions through a process established by the school in accordance with RAKDOK guidelines.

## **5.4 Additional Provision – Non-Renewal of Registration & Transfer Certificate (TC) Issuance**

In addition to suspension and expulsion, the school reserves the right to discontinue enrolment through **non-renewal of registration**, in accordance with MOE regulations and school policies.

### **5.4.1 Conditions for Non-Renewal**

Any breach of the conditions set by the school, including:

- Repetition of poor academic performance, or
- Repetition of behavioural offences

**Two to three times during Term 1 or in any subsequent term (whichever occurs first)** will require the school to initiate non-renewal procedures.

### **5.4.2 Formal Notification**

The school will issue a **formal written notification via email** confirming the non-renewal of the student's registration for the Academic Year 2026–2027. Receipt of such notification email will be considered as **formal acknowledgement** of the school's decision.

### **5.4.3 Parent Meeting**

The parent will be invited for a meeting to discuss the matter. However, if the parent fails to attend, the decision of the school will remain **final and binding**.

### **5.4.4 Transfer Certificate (TC) Issuance**

Following the issuance of the notification:

- The school will proceed with the issuance of the student's **Transfer Certificate (TC) with immediate effect**, in accordance with MOE regulations
- The student's continuation in the school will be **discontinued**

### **5.4.5 Record Maintenance**

All related actions, decisions, and communications will be:

- Officially documented
- Recorded in the student's **official behaviour records**

## **6. Suspension & Expulsion Procedures**

### **6.1 Documentation Requirements**

Every incident must include:

- Official Incident Report Witness statements
- CCTV review (if applicable)
- Counsellor's behavioural assessment
- Parent communication records
- Warning letters
- Intervention and IBP history
- SBEC minutes
- RAKDOK approval (mandatory for all expulsions and OSS)

### **6.2 Investigation Process**

1. Incident reported by staff or supervisor
2. Immediate safety action if required
3. Preliminary inquiry by Behaviour Lead / Counsellor
4. SBEC meeting
5. Parent notification
6. Decision by Principal
7. Issuance of suspension/expulsion letter
8. RAKDOK approval for expulsion

## **7. Parental Engagement**

Parents must be:

- Contacted immediately for any major incident
- Invited to scheduled disciplinary meetings
- Provided with written suspension/expulsion notice
- Guided through behaviour expectations and IBP
- Included in reintegration planning

## **8. Student Rights**

The student has the right to:

- Be heard and present their account
- Access counselling and support
- Have confidentiality respected
- Non-discrimination
- Appeal the decision according to NIS & RAKDOK guidelines

## **9. Appeals Procedure**

Appeals must be submitted within **5 working days**.

Steps:

1. Written appeal to Principal
2. SBEC review
3. Final school-level decision
4. If unresolved, escalate to **RAKDOK** under Stakeholder Complaints Policy

## **10. Reintegration After Suspension**

- Attend a reintegration meeting with Counsellor & Inclusion Lead
- Sign/update Individual Behaviour Plan (IBP)
- Attend mandatory counselling sessions
- Undergo 2–4 weeks of behaviour monitoring
- Receive support through pastoral and well-being programmes

## **11. Roles & Responsibilities**

### **Principal**

- Final decision-maker
- Ensures fairness and compliance
- Approves SBEC recommendations
- Signs all suspension and expulsion decisions

## **Behaviour Lead / Counsellor**

- Conduct behavioural assessments
- Provide support and interventions
- Maintain records
- Guide reintegration plans

## **School-Based Educational Committee (SBEC)**

- Conducts investigations
- Ensures alignment with MOE and RAKDOK
- Recommends action
- Monitors compliance

## **Teachers & Supervisors**

- Report incidents promptly
- Implement preventive strategies
- Support IBP monitoring

## **12. Record Keeping**

NIS maintains secure records of:

- Incident logs
- Evidence files
- Warning letters
- Counselling notes
- IBPs and reform plans
- Suspension and expulsion notices
- RAKDOK approval documentation

## **13. Compliance & Oversight**

This policy will be effective from the start of the Academic Year 2026/27

- NIS is subjected to accountability measures as stipulated by RAK DOK, including penalties or other corrective actions.
- Periodic audits will be conducted to ensure that NIS comply with this approved policy. The school administration will promptly resolve any discrepancies during these audits.

## **14. Policy Review**

This policy will be:

- Reviewed **annually**
- Updated following new RAKDOK/MOE directives
- Improved through stakeholder feedback
- Evaluated by SBEC for effectiveness

## 15. Contact Information

**New Indian School – Ras Al Khaimah**

**Behaviour Lead (Behaviour Committee)**

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## 16. Revision History

Version	Date	Changes Made	Prepared By	Reviewed By	Next Review Date
01	06.03.2025	Initial Draft	Behaviour Lead	Principal	06.03.2026
02	06.03.2026	Updated to meet RAKDOK-issued Suspension & Expulsion Policy 2025/26	Behaviour Lead	Principal	Executive Director