

Secondary school Behavior Policy 2023-2024

Teachers and admin staff will fill in the disciplinary record cards for students available with the students' counselor. Homeroom teachers will check report cards every Monday before meeting with Head of year, add comments if any and then pass it on to discuss with HOY the report cards that include required action by HOY.

Merit stickers/collected points and positive comments in students' record cards will be checked by HOY at the end of each month for achievement recognition and awards.

Secondary School students' rewarding system as positive recognition

***Stickers /points** are awarded for:

Exceptional improvement*	+1	Exceptional effort *	+1
Participation in presenting morning assemblies	+1	Participation in competitions	+1
100% attendance and punctuality (monthly)	+1	Being helpful to other students	+1
Performing Salah regularly (monthly)	+2	Exceptional achievement*	+2
Getting awards or scoring places in competitions	+2	Excellent homework	+1
Voluntary contributions to the school society*	+2	Extra Consistent effort(monthly)	+1
Wearing proper uniform regularly(monthly)	+1	Attending morning up regularly (monthly)	+1
Participation in programs and activities to enhance identity	2+	Displaying classroom works.	1+
Active participation in designing boards and works to display that are appropriate for the classroom and education	1+		

***Exceptional improvement:** When a student achieves a 10% or more improvement in test/assessment results.

***Exceptional effort:** When a student has done work beyond what she was required to do.

*** Exceptional achievement:** Academic achievement above 85%

*** Voluntary contributions to the school society:** When a student participates or carries out a project or service for the school such as spreading awareness, delivering lectures, promoting school cleanliness, promoting school values and others valuable initiatives.

***Awarding system:**

Students will be awarded by one of the following awards according to the no of points student has got:

25 points :

- Award certificates to students recognizing areas of achievement
- Praising students in the morning assembly
- Students are allowed to stay at school on a Monday and order food from outside.

50 points:

- Non-uniform day
- Treat for students during break time such as ice-cream, doughnuts, or pizza paid for by school.
- Taking students out of school for a treat, watching a movie at school

80 points:

- Students have breakfast with the school principal or CEO
- Collective breakfast for the students
- Vouchers
- Trips and camps
- Prizes and gifts

Consequences for Violation of Behavior Guidelines:

In the following section, violations will be clarified according to the level, number of occurrences, and the relevant disciplinary action.

Level one violations include:

Tardiness, entering and exiting the classroom without permission, causing chaos in the classroom or the school (yelling, playing with class tools & equipment, talking during class, playing with water), eating or drinking in class without permission, interrupting the teacher repetitively during lesson, sleeping in class, not doing homework, not bringing school supplies and books to class, tardiness from morning line up, damaging resources or tools such as books, wearing makeup, nail polish, untied hair, chewing gum in class and bringing prohibited food or drinks such as fizzy, energy drinks and chips, and hair dye or cutting it very short.

Level two violations include:

Skipping lessons, bringing mobile phones to school, bringing electronic equipment, bringing playing cards, racism, Missing a detention, arguing or basic physical violence such as slapping (without injuries or harm), littering the classroom or school, vandalism, defacing or writing on furniture, not wearing school uniform, not wearing Abaya & Hijab while entering and leaving the school, not looking presentable in school, breaking the school bus rules, refusing to follow rules from the school administration and using the internet for non-academic purposes.

Level three violations include:

Forging a parent's signature, Plagiarism, stealing school property or the property of others, disrespecting school faculty or staff verbally or with obscene gestures, ringing fire alarm with no reason, bringing and using dangerous toys to school such as fireworks, colored

Gas bombs, etc., physical violence that encounter harm or injury and damage of school property.

Level four violations include:

Physical violence towards school faculty or staff, ganging up on others to hurt them in any way, bringing inappropriate materials to school and passing them out, misusing a mobile device, dressing in a transgender way, forging official documents, leaving school during the school day without permission as well as some other violations that may not be mentioned here but they are mentioned in the Supreme Educational Council student handbook.

Secondary disciplinary actions relevant to behavior policy 2023-2024

Behaviour	Occurrence	Teacher's action	Disciplinary action
Level one violations			
(1) Tardiness (Coming late to lesson) (in case the student is late more than 15 minutes, the policy of skipping class is applied) Entering and exiting the classroom without permission Causing chaos in the classroom or the school (yelling, playing with class tools or equipment, playing with water, talking during class) Eating or drinking in	First time	Student apologizes	Speaking by a teacher on an educational basis promotes positive behavior
	2 nd time	Verbal warning – Teacher records the violation+Informing Parent	Speaking by the HOY in an educational manner that promotes positive behavior. A written pledge (Pastoral coordinator) (evidence must be attached to this by the teacher)
	3 rd time	Break detention (Pastoral coordinator) - Teacher records the violation+Informing Parent	Upload the student file to the Student Care Coordinator to put her in isolation room. Notify the parents by phone, and coordinate with them to correct the behavior (3 different times for the same subject) (HOY)
	4 th time	Record the violation - 2 nd break detention (Pastoral coordinator)	Written warning by the parents(Pastoral coordinator)
	5 th time	Inform Pastoral coordinator - Teacher records the violation+Informing Parent	1. Parents will be called in, and a warning will be written not to repeat the violation 2. students are placed on a Weekly Report (Students counselor) 3.In the event that a violation occurs after placing the student on the weekly report, the isolation policy will be applied (this is decided by a committee consisting of the Student Care Coordinator, the social worker and the HOY)
	6 th time	Inform Pastoral coordinator and she fills in the disciplinary record card	1. Student suspension from the school 2. Calling parent in/ inform parent on the phone about the violation and the disciplinary course of action and he signs the

class without permission Repetitive unnecessary interruption for the teacher during the lesson (-1) Writing inappropriate words during class time		Record the violation	suspension and return it back to school (private committee).
	<p>If the violation occurs more than 7 times, the student's case will be forwarded to the MOE for further action.</p> <p>** In case more than a student repeated the violation with the same teacher, a study needs to be carried out about the reasons and remedial plans.</p> <p>** Each of the mentioned violations is dealt with separately according to the above-mentioned steps and disciplinary actions.</p>		
(2) Sleeping in class (-1)	1st, 2 nd time	Records the violation+ informing Parent	Verbal warning to the student immediately, in a manner that encourages positive behavior
	3rd time	Referral to school nurse in coordination with HOY and the Pastoral coordinator.	The nurse calls parent and make sure that there is no medical problems.
	4 th time	Referral to Students' counselor if there is no medical problem.	Case study in coordination with the parent.
(3) Not bringing school supplies and books to class (-1) Violation No. 3 is only to do with not	1st, 2 nd time	Teacher records the violation+Informing Parent	Verbal warning to the student immediately, in a manner that encourages positive behavior
	3rd time	Record the violation by subject teacher and inform the parent.	<p>Inform the parents by phone by the HOY.</p> <p>Writing a pledge (Pastoral coordinator) (after reviewing the teacher's evidence)</p>

bringing resources/books. It is separate from homework, the teacher must not combine it with Violation No. 4	4 th & 5 th time	Record the violation on by subject teacher and inform the parent. Inform students' counselor.	1. Pledge by student not to repeat the offence and inform her parent (HOY). 2. Study of student's behavioral and social case in order to provide further guidance by the students' counselor.
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Repeating the same action more than 5th time, will result in referring the student to ministry of education to take the suitable decision.

In case more than a student repeated the violation with the same teacher, a study needs to be carried out about the reasons and intervention plans.

(4) H.W. not being done (H.W represents 10% of the final grade each term. Marks will be deducted according to no. of H.W. not doen) (-1) Ignoring the teacher's instructions Inappropriate use of language with the teacher Arguing with the teacher to waste class time	1st time	Records the violation-coordinating with Parent.	Verbal warning to the student immediately, in a manner that encourages positive behavior. (Mention the student situation in a separate file)
	2 nd time	Records the violation-coordinating with Parent	Detention during break where student will do the homework (organized by teacher and supervised by her) (Mention the student situation in a separate file)
	3 rd time	Detention during break - Teacher records the violation+Informing Parent	Subject teacher notifies parents via email /phone or portal Student signs a pledge (HOY)
	4 th time	Detention during break - Record the violation.	Verbal warning by the subject teacher in coordination with the students' counselor and the parent needs to write a pledge.
	If problems persist, then students are placed on a Daily Report Card by HOY in coordination with the students' counselor.		

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Lying to the teacher (Detention policy is applied after repeated violations after discussing with the student engagement and academic advisor)			
(5) Delay in attending the morning line up, activities, school activities and gatherings despite the presence in the school	1st, 2 nd time	Homeroom teacher records the violation+Informing Parent	Verbal warning, in a manner that encourages positive behavior
	3rd time	Homeroom teacher records the violation+Informing Parent	Student writes a pledge (HOY)
	4 th & 5 th time	Inform the parent + Break detention (Student Care Coordinator)	The students’ counselor set an appointment to meet the parent who needs to write a pledge.
	If problem persists, the day will be assumed as an absence without permission and school sends the parent a Notice letter.		
(6) Damaging resources or tools such as books (-2)	1st time	Verbal warning to the student immediately, in a manner that encourages positive behavior. Teacher records the violation+Informing Parent	Notify the parents about the violation, in addition to bill with cost of damaged property (The amount to be paid will be decided by the school) (Social worker)
	2 nd time	A pledge by the student not to repeat the offence (HOY) Record the violation	Notify the parents about the violation and the procedures taken, in addition to bill with cost of damaged property. (Social Worker)
	3 rd time	Ban student from using books and other pieces of school property until the due amount is paid / replaced or the damage is fixed. Record the violation	Notify the parents about the violation and the procedures taken, in addition to bill with cost of damaged property.

<p>(7)</p> <p>Make up / nail polish / high heels /artificial nails / untied hair / chewing gum in class / bringing prohibited food or drinks such as fizzy drinks, energy drinks and chips</p> <p>(-1)</p>	1 st time	To be confiscated by teacher (nail polish to be removed in the class after end of the lesson + hair to be neatly tied) Record the violation + inform the parent	verbal pledge from student
	2 nd time	To be confiscated by teacher (nail polish to be removed in the class after end of the lesson + hair to be neatly tied) Record the violation + inform the parent	Written pledge (HOY)
	3 rd time	To be confiscated by teacher (nail polish to be removed in the class after end of the lesson + hair to be neatly tied) Record the violation + inform the parent	break detention (Homeroom teacher) Informing parents (HOY)
	4 th time	To be confiscated by teacher (nail polish to be removed in the class after end of the lesson + hair to be neatly tied) Record the violation Notify HOY and the student's counselor.	Written warning+ informing parents (Student's counselor)
	5 th time	To be confiscated by teacher (nail polish to be removed in the class after end of the lesson + hair to be neatly tied) Record the violation on. Notify the students counselor.	Parents will be called in and students are placed on a Weekly Report Card (Student's counselor)
<p>Repeating the violation results in students' temporary suspension from school.</p>			

(8) Hair dye (Unnatural hair color)	1 st time	The student is asked to remove the color or wear the hijab while she is in school. Record the violation by homeroom teacher + Informing Parent	If the procedures are refused (wear the hijab or change the color), the student will not be allowed to attend school day till abide by the school policy.
	Level two violations		
(9) Skipping a lesson (-3)	1 st time	Record the violation + Informing Parent and HOY	Written pledge by student + Break detention + Notify parents (subject teacher)
	2 nd time	Record the violation by the subject teacher + Informing HOY	Informing the parents by phone + detention Meet the parents + written warning from the parents (pastoral coordinator)
	3 rd time	Record the violation + Informing HOY	Parents are called in by social worker + One day suspension by HOS + Calling parent in/inform parent on the phone about the violation and the disciplinary course of action and he signs the suspension and return it back to school.
If the violation occurs more than five times, the student's case will be referred to Ministry of Education.			
(10) Bringing cell phones to school (-1)	1 st time	Record the violation.	Taking the device away and pass it to (pastoral coordinator) who will return it to parents only after one week . (Writing a pledge by the student not to repeat the incident)
	2 nd time	Verbal warning and informing HOY + Record the violation.	Inform parents. Taking the device away and pass it to HOAD who will return it to the student at the end of the term+ pledge by the student.
	3 rd time	Written warning +HOY takes the device away + Record the violation.	HOAD passes it on to HOS and the device will only be returned to the student at the end of the year (inform parents)

(11) Bringing electronic equipment/ smart watches bringing playing cards (-1)	1 st time	Verbal warning + Record the violation (Homeroom teacher) + informing Parent	Taking the device away and returning it back to the student at the end of the day.
	2 nd time	Verbal warning + passing the equipment on to the HOY + break detention + Record the violation by HOY	HOY contacts parents. The equipment will be taken away and will be returned to student at the end of the term
	3 rd time	Written warning + passing the equipment on to the HOY + Record the violation	HOY contacts parents. The equipment will be taken away and will be returned to student at the end of the school year
(12) Racism, bullying, threatening/ Arguing or basic physical violence that does not result in injury/ Arguing that involves inappropriate language including using curse words or gestures or Improper movements (-2)	1 st time	Verbal warning + Record the violation+ informing Parent	Pledge by student (pastoral coordinator)
	2 nd time	Record the violation + informing Parent Informing HOY	Warning by Pastoral coordinator + Informing parents Studying the student's case by Social worker.
	3 rd & 4 th time	Record the violation . Informing HOY	Parents are called in +Pledge by parent that the offence will not be repeated (pastoral coordinator)One day suspension (HOS)
	If the violation occurs a fifth time, student's case will be referred on to the MOE.		
(13) Using the internet for non-academic purposes/	1 st & 2 nd time	Record the violation + Verbal warning (Homeroom teachers) + informing Parent	Written pledge by student (pastoral coordinator)
	3 rd time	Record the violation + Informing HOY	Break detention (pastoral coordinator)– calling parents to inform them.

Using Internet for non-academic purposes	4 th time	Record the violation + Informing HOY	Parents are called in + Pledge by parent that the offence will not be repeated. (Pastoral coordinator)
(14) Breaking the school bus rules	1 st time	1.Record a report to prove the violation (Bus Officer). 2.Student must pledge not to repeat the offence. (Pastoral coordinator) 3.Parents are notified with instructions on how to help alleviate the behavior. (Homeroom). 4. If damage is done to the bus, a bill with the cost of the damages must be paid.(social worker)	
	2 nd time	1.Admin takes note of the event as evidence 2.Meeting with parent to discuss the repetitive behavior and the disciplinary course of action 3.If damage is done to the bus, a bill with the cost of the damages must be paid 4.Study of student’s case in order to further guide 5.Student is banned from riding the school bus for one day	
	3 rd time	Steps 1,2& 3 same as 2 nd time Student is banned from riding the school bus for three days	
	4 th time	Student is banned from riding the school bus for a week. (This may affect student’s continuity at the school for the next academic year)	
	In case of repetitive violation/ misbehavior on the school bus, student will not be allowed to use the bus till end of school year.		
(15) Littering the classroom or school (tearing boards-removing plants-including	1 st time	1.Student must pledge not to repeat the offence 2.Student must repair what was ruined (EG: fix posters, clean walls, trees) 3. Notify parent about the violation occurred. (Social Worker).	
	2 nd time	1. Written warning to student. 2.Student must repair what was ruined (EG: fix posters, clean walls, trees) 3. Notify parent about the violation occurred. 4. Study of student’s case in order to further guide. (Social Worker).	

writing in the walls	3 rd time	1. Ask parent to come in and student pledge not to repeat the offence again 2. Student must repair what was ruined (EG: fix posters, clean walls, trees). 3. Suspension from school. (Social Worker).	
(16) Out of uniform Accessories (Item can be removed) (-1)	1 st time	Confiscating the item + recording the violation by homeroom teacher and informing parent	Confiscating the item and can be collected at the end of the day. With the conversation recorded by classroom teacher)
	2 nd time	Confiscating the item + recording the violation by homeroom teacher and informing parent.	Confiscating the item, Item will be kept till the end of the term (with the head of admin).
	3 rd time	Confiscating the item + Recording the violation by homeroom teacher	Confiscating the item and parents are phoned by HOY. Item will be kept till the end of the term.(with the head of admin).
(17) Out of uniform (Item cannot be removed) (-1)	1 st time	Verbal warning for student + informing HOY + Recording the violation by homeroom teacher and informing the parent.	Verbal pledge by student. With the conversation recorded by classroom teacher)
	2 nd time	Record the violation + + Recording the violation by homeroom teacher informing HOY and the parent.	Student has to write a pledge + Parents to be informed (HOY).
	3 rd time	Recording the violation. informing pastoral coordinator	Student is not allowed in class till uniform is brought+ informing parents. (Pastoral coordinator) If problems persist, parents are called to the school by the student's counselor
(18) Students not wearing Abaya & Hijab while entering and leaving the school (-1)	1 st time	Verbal warning for student from the school management	
	2 nd time	Record the violation by the homeroom teacher	the student writes a pledge (HOY)
	3 rd time	Written warning (HOAD) Recording the violation by the Pastoral coordinator.	Calling parents If problems persist, parents are called to the school. Students' counselor

(19) Not wearing the proper PE uniform	1st time	Recording the violation and informing parent.	Verbal warning in a way that enhances the good behavior (subject teacher)
	2nd time	Recording the violation and informing parents. (Subject teacher)	Student will have a break detention (pastoral coordinator)
	3rd time	Recording the violation and informing parents. (Subject teacher)	The subject teacher arranges an appointment with the parent in coordination with the social worker. The parent to write a pledge.
(20) Secondary students going outside or to the Primary building without permission	1st time	Recording the violation by the administration. (Homeroom Teacher)	student writes a pledge (HOY)
	2nd time	Parents phone called by Pastoral coordinator	Break detention (Pastoral coordinator)
	3rd time	Recording the violation by homeroom teacher.	Calling parents, and the student write a pledge that the action will not be repeated
(21) Students using the elevator	Detention during break for every time the student used the elevator without permission. (Pastoral coordinator)		
(22) Missing a detention (-1)	Missing a detention leads to assign another 2 times detention, If the student misses both brake detentions, parents are contacted and requested to verify the student's commitment to the code of conduct.		
(23) Refusing to follow rules from the school administration	1st time	Recording the violation by HOY (informing the students counselor and the pastoral coordinator)	<ul style="list-style-type: none"> - Meeting with parent to discuss the behavior & the disciplinary course of action - Pledge by the parent that the student will abide by all school rules.
	2nd time	Recording the violation by HOY (Informing the students counselor	<ul style="list-style-type: none"> - Student is suspended from school - Study student's case for guidance - Not registering student for the following year

		and the pastoral coordinator)	
Level three violations			
(24) Forging a parent's signature	1st time	Informing HOY + Recording the violation by the homeroom teacher	Written warning (Pastoral coordinator) Confiscation of documents & notify parents of the situation
	2nd time	Informing HOY + Recording the violation by homeroom teacher	Written pledge from student in the presence of her parent of not repeating this offence. (Students' counselor) Confiscation of documents
	3rd time	Informing HOY + Recording the violation by homeroom teacher	1. Confiscation of documents & meeting with parents. 2. Student and her parent writes a pledge of not repeating this offence 3. Suspension from school (private committee)
If the violation continues to happen, the student will be put under supervision in the daily report and will be followed up by social worker in coordination with the (pastoral coordinator).			
(25) Plagiarism	1st time	If its homework: verbal warning and homework needs to be done again. (Teacher). If its assessment: exam marks will be deducted partially or totally according to the case (with counseling with head of Academics) (By exam observer forwarded to the Social Worker) Record the violation.	Student writes a Pledge (pastoral coordinator) informing Parents
	2nd time	If its homework: Student will lose HW mark If its assessment: Student will lose the whole mark and parent will be informed about this	Informing parents Written warning to student signed from her parent (Students' counselor)

		Record the violation .	
	3 rd & on	Same of previous action	parents will be called in and students will be suspended for one day
(26) Damage or theft of school property or the belongings of others	1st time	<p>If the student is caught stealing, the student should be sent to the school administration</p> <p>Stolen items should be confiscated and also sent to the school administration</p>	<p>1.Admin takes note of the event and is filed as evidence</p> <p>2. Meeting with parent to discuss the behavior & the disciplinary course of action.</p> <p>3. Pledge by student not to repeat the offence.</p> <p>4.Student must replace or fix whatever was stolen/damaged, in order to return item to designated owner</p> <p>5.Study of the student's case in order for further guidance</p>
	2nd time	<p>If the student is caught in case of theft, she is sent to the school administration.</p> <p>Confiscation of stolen items seized and sent to the school administration.</p>	<p>1.Admin makes a record of the event as evidence and this report is forwarded to the MOE</p> <p>2.Meeting with parent to discuss the repetitive behavior and the disciplinary course of action</p> <p>3.Student must replace or fix whatever was stolen/damaged, to return item to designated owner</p> <p>4. Student is suspended from school</p>
	3rd time	<p>If the student is caught in case of theft, she is sent to the school administration.</p> <p>Confiscation of stolen items seized and sent to the school administration.</p>	<p>1. Student must replace or fix whatever was stolen/damaged, in order to return item to designate owner.</p> <p>2.Student is suspended from school and referred to the MOE</p> <p>3.Meeting with parent to discuss the behavior and the disciplinary course of action.</p>

(27) Disrespecting school faculty or staff verbally, using inappropriate words or with obscene gestures	1st time	Informing students' counselor + Recording the violation by homeroom teacher	<p>1.Admin makes a record of the event as evidence and this report is forwarded to the MOE</p> <p>2.Meeting with parent to discuss the behavior and the disciplinary course of action</p> <p>3.Student must pledge never to repeat the offense again</p> <p>4.Student apologizes to staff member</p> <p>5.Student is suspended from school if and when necessary</p>
	2nd time	Informing students' counselor + Recording the violation by homeroom teacher	Same steps from 1st time and the report will be forwarded to the MOE including disciplinary actions.
	3rd time	Informing students' counselor + Recording the violation by homeroom teacher	Meeting with parent to discuss the behavior and referring student to MOE for further action
(28) Physical violence that encounter harm or injury and damage of school property	1st time	<p>-Informing students' counselor</p> <p>Recording the violation by homeroom teacher</p>	<p>1.Admin makes a record of the event as evidence and this report is forwarded to the MOE</p> <p>2.Necessary emergency sectors are called in case of injury (To be decided by the school management)</p> <p>3.calling parents at the same day meeting with them to discuss the repetitive behavior and the disciplinary course of action – sent student home on the same day -</p> <p>4.Student must apologize to all parties</p> <p>5.Student is suspended from school (From 1 to 3 days, depending on the evaluation of the Behavior Assessment Committee)</p> <p>6.Student must pledge never to repeat the offense upon return to school</p>
	2nd time	-Informing students' counselor	1.Admin makes a record of the event as evidence and this report is forwarded to the MOE

		Recording the violation by homeroom teacher	2.Necessary emergency sectors are called in case of injury 3.Transfer of student to the MOE
	IMPORTANT NOTE: Such situations are viewed case by case, and school administration may decide, from the first occurrence of such a violation, that the student must be transferred to the MOE and to a different school entirely.		
(29) Bringing dangerous materials to school (eg. Fireworks and all kind of sprays) / any prohibited materials / anything that may trigger the fire alarms	1st time	-Informing students' counselor -Recording the violation by homeroom teacher	1.Admin makes a record of the event as evidence 2.Meeting with parent to discuss the behavior and the disciplinary course of action 3.Materials are confiscated, and material is damaged 4.Student must pledge never to repeat the offense again 5. Student must replace or fix whatever damaged as a result of using these materials. 6.Suspension from school
	2nd time	-Informing students' counselor -Recording the violation.	1.Admin makes a record of the event as evidence 2. Meeting with parent to discuss the behavior and the disciplinary course of action. 3.Materials are confiscated and material is damaged 4. Written pledge by parent that the offence will not be repeated. 5. Student must replace or fix whatever damaged as a result of using these materials. 6.Student is referred to MOE.
Level four violations			
(30) Leaving school during the school day	1st time	Informing school administration -Record the violation .	1. Verbal warning to the student immediately, and clarify further disciplinary action that will take place if the action happens again 2. Admin makes a record of the event as evidence + this report is forwarded to MOE (To be decided by the school) 3. Meeting parents to discuss the behavior and the disciplinary course of action 4. Suspension from school

	2nd time	Informing school administration -Record the violation.	1.Admin makes a record of the event as evidence and this report is forwarded to the MOE (To be decided by the school) 2.Meeting with parent to discuss the behavior and the disciplinary course of action 3. Suspension from school and transferring the student to MOE for expelling her from school.
(31) Physical violence towards school faculty or staff	1st time	Student is sent to admin immediately, and if student does not respond, the teacher should exit the classroom and call for assistance from school admin	1. Admin takes note of the event and is filed as evidence and the report is sent to the MOE. 2.If need be, outside security forces are called in 3.Meeting with parent to discuss the behavior and the disciplinary course of action. 4.Student is suspended from school and transferred to the MOE for further disciplinary action
(32) Ganging up on others to hurt them in any way	1st time	Informing school administration	1. Admin takes note of the event and is filed as evidence 2.Meeting with parent to discuss the repetitive behavior and the disciplinary course of action 3.Student is suspended from school 4.Student must pledge never to repeat the behavior upon return to school Study of the student's case in order for further guidance. If any physical injury occurs: 1-Security forces are called 2-Student is transferred to the MOE for further disciplinary action
	2nd time	Informing school administration	1.Admin takes note of the event and is filed as evidence 2.Meeting with parent to discuss the repetitive behavior and the disciplinary course of action 3.Student is suspended from school 4.Student will be referred to Ministry of Education

(33) Bringing inappropriate materials to school and passing them out / Misusing a mobile device (The teacher's duty is to hand over the phone to the administration or to report the situation and the administration will take actions)	1st time	Record the violation by the homeroom teacher. Informing students' counselor Careful supervision of the student to prevent a second incident from occurring	1.Admin makes a record of the event as evidence 2.Mobile device/inappropriate materials are confiscated, and material is damaged in front of parents 3.Student must pledge never to repeat the offense again 4.Student is suspended from school 5. Study of student's case for further guide.
	2nd time	Record the violation by the homeroom teacher. Informing students' counselor Careful supervision of the student to prevent a second incident from occurring	1. Admin makes a record of the event as evidence. 2. Mobile device/inappropriate materials are confiscated and damaged in front of parents. 3.Student is suspended from school and transferred to the MOE for further disciplinary action 4.Student must pledge never to repeat the offense again
(34) Dressing in a transgender way	1st time	-Record the violation . Informing students' counselor	1.Parent is called in for a private meeting in order to discuss the student's behavior and an appropriate course of action 2.Student must pledge never to repeat the offense again 3.Study of student's case for further guide
	2nd time	Record the violation by the homeroom teacher.	1. Student's case is forwarded to the MOE with a recommended treatment plan. 2.Private meeting with parent to inform of events and decisions made

		Informing students' counselor.	
(35) Forging official documents	1st time	Documents are confiscated and student is sent to school admin Record the violation by the homeroom teacher.	1.Admin makes a record of the event as evidence 2.Meeting with parent to discuss the behavior and the disciplinary course of action 3.Confiscation of documents 4.Student must pledge never to repeat the offense again 5.Student is suspended from school
	2nd time	Documents are confiscated and student is sent to school admin -Record the violation .	1.Admin makes a record of the event as evidence and this report is forwarded to the MOE 2.Meeting with parent to discuss the repetitive behavior and the disciplinary course of action 3.Student is transferred to the MOE for further disciplinary action

Student failing to meet the expectations of the curriculum standards:

- In case failure of one term	Additional support given to students during and after the school+ Weekly Progress report to parents (diary/email/call)	Formal meeting with the parent at the end of the term and reported in the student's file.
- In case failure of two terms	Teacher contacts the students' counselor, Individual intervention plan with specific targets to be set.	Second formal meeting with parents is called and notification to the parents sent that child might have to repeat the year as no progress was shown for two terms.
- In case of failure in the final average	Informing HOD who will meet with social worker and HOS	Formal letter from the school sent to the parents notifying that child has to re-sit exam in August or repeat the class-completed by HOS (Depends on the number of subjects)

Important:

Trips and camping are considered extra-curricular activities awarded to students, therefore, Secondary School administration preserves the right to deny participation of students in one of the following cases:

1. Committing violations of third or fourth degrees.
2. The student getting detention during break for three or more times in the same term.
3. Recording 20+ negative points in the student behavior log on K12.
4. School suspension.

In case the violations and punishments are repeated, and the school has exhausted all possible procedures with the student, the school preserves the right to deny the student enrolment for the next academic year.

If the behavior correctional committee decides to expel the student, her absence during expulsion is to be considered unexcused and taken out of her days of absence.

If the student commits violations of third or fourth degrees in the last day of school, the administration, after discussion with the behavior correctional committee, has the right to sign the student on written warning to be recorded in her behavior file for next year.

Policy on Asking Students to Leave Lessons:(Isolation)

This refers to the student leaving one lesson and not all of her lessons.

- Teachers are not allowed to let students leave the lesson or prohibit students from attending without prior agreement and coordination with the student counselor or the pastoral coordinator.

-Students are asked to leave the lesson if they disrupt the class, refuse to follow rules or violate them five or more times, and after the implementation of all the policies regarding behavioral problems.

-Students are asked to leave only the lesson that has been determined by the student counselor and/or pastoral coordinator.

-Students can be asked to leave if they repeat offenses or violations, and they may be granted entry to the class by the student counselor and pastoral coordinator.

-Students cannot leave the same subject class for more than two lessons.

-Students that leave the lesson will be given study material by the class teacher.

-Parents will be informed by the student counselor before a student will leave the lesson.

-If a student repeats the offenses or violations, she will be escorted by the floor monitor to the student counselor, who will then determine who will accompany the student (the pastoral coordinator / HOAD / Deputy head)

Exit Permission Policy:

- Students are allowed to leave the school for medical appointments or for any other reason that the administration approves of.
- Parents must notify the administration at least one day in advance before any appointments for students outside the school, or any other reasons for leaving. In emergency cases, the administration should be notified at the beginning of the school day.
- Parents should present an appointment card or proof that the student has a medical appointment or otherwise, to be shown to the administration.
- In case the parent persists on picking up their daughter without a medical note or urgent reason approved by the school, the school has the right to consider the student inexcusably absent.
- Students are not allowed to leave the school unaccompanied during school hours. Any parent or non-parental guardian picking up students must present the identification card for the student given by the school as well as personal ID. Parental consent must be given to the school before students will be allowed to leave with anyone who is not a parent.

LATENESS POLICY For secondary students **2023- 2024**

Students have to present at school before 7:00 am.

Kindly note the school gate will be closed at **7:20 am every day**

students are not allowed to enter the school before 6.20am

In case of any emergency – please call 55361891

Students that are late to school and have informed the School Management through an SMS or phone call will be allowed to enter the class for **only 3 times** during one term. After the third time they will not be allowed to enter the class until the 2nd lesson.

Students that are late **without** informing the School Management through an SMS or phone call will be allowed to enter **only one time** during one term. Any uninformed lateness after that will result in the student not being allowed to enter the class until the 2nd lesson, and the following Policy will take place:

TIME	NOTIFICATION	ACTION
2 nd Time	Registration /Late slips by the Security Student File	1. Verbal warning by student affairs 2. Students will wait in the Reception and will enter the class in the beginning of lesson 2
3 rd Time	Registration /Late slips by the Security Student File	1. Students will sign a lateness pledge 2. Students will wait in the Reception and will enter to class in the beginning of lesson 2
4 th Time	Registration /Late slips by the Security	1 – Calling the parents in to write a pledge that the student will not be late again. (Student counselor) 2 - Students will wait in the Reception and will enter the class in the beginning of lesson 2
5 th Time	Registration /Late slips by the Security	Calling the parents informing them that <u>the student has already been late for the 5th time and that at the 6th time the student will not allowed to attend her lessons and tell them that this day will be counted as an unexcused absence.</u>
6 th Time	Student Affairs/ Student File	<u>the student will not allowed to attend her lessons and tell them that this day will be counted as an unexcused absence.</u>
Repeated Action in	Attendance Register/ Student Affairs / Students' File	The number of absences (because of lateness) for each student will affect her academic standard and her registration for the next academic year.

each term		
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Absence policy 2023 - 2024			
Absence whole day without medical leave or permission: -Exams are not repeated -Missed work not re-explained	2 successive days	1- Names will be sent by floor monitors to Student Affairs 2- Floor monitors are to keep a record of all attendance and calculate each student attendance.	The students' affairs call parents to check on the reason of absence.
	5 days		Written notifications by students affairs
	10 days		1 st written warning is signed by HOAD and to be signed by the parents .
	13 days		2 nd written warning is signed by HOAD and to be signed by the parents + SMS sent to parents mobile
	16 days		Students' counselor calls the parents in and asks them to sign a 2 nd written pledge to proof that they know the number of absence days, and to let them know that not attending 18 days will result in not allowing student to sit for exams and will affect student's continuity in the school for the next academic year. Or they are informed through k12.
Note: If the parents didn't attend to sign, then the pledges sent to them either written pledges or through k12 will be counted as an official notification to the parents and the academy has the right to take the official procedures and actions.			

