

DISCIPLINE POLICY

- Discipline is determined on an individual basis with parent communication. Consequences will be based on the severity of the circumstances and on the frequency of the student’s misbehavior at school. Discipline will become more progressive and severe when a student decides not to follow the school rules.
- Depending on the situation the school administration, reserve the right to use extra measures other than the mentioned consequences such as:
 - **Loss of credit** **-Open suspension**
 - **Expulsion from the school for the remainder of the year or next school year**

<u>DRESS CODE (Out of school uniform)-Refer to the school uniform rules</u>			
<ul style="list-style-type: none"> • P.E. Uniform must be worn ONLY on the days of the P.E. classes or he/she will be considered out of uniform. • Students who fail to wear P.E. uniform during the P.E. sessions will be considered out of uniform. • Students wearing tight or slim pants will be considered out of uniform. • Students wearing bright shoes will be considered out of uniform. 			
<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>	<u>Repeated Occurrence</u>
Written warning	Break detention	After school detention (Thursday from 1:00-3:00)	The Student will be sent home (Parents will be responsible to pick up the student)

<u>Using Cell Phones or any Electronic Device</u>			
<ul style="list-style-type: none"> • For elementary school students cell phones and electronic devices are prohibited. • For middle & high school students, mobiles will be collected before the beginning of the first session and will be given back at the end of the day. • The student is fully responsible for his/her cell phone or electronic device. 			
<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>	<u>Repeated Occurrence</u>
It will be kept in the school for one day	It will be kept in the school for one week	It will be kept in the school till the end of the trimester	It will be kept in the school till the end of the year

Tardiness “Arriving late to school”

- The student will be counted late if he/she arrives to school after 8:00 a.m.

<u>Arriving school after 8:00 a.m.</u>	<u>Arriving school after 8:15 a.m.</u>
<ul style="list-style-type: none"> • Written warning & Student will enter class • Marks will be deducted from the participation of the 1st session subject 	<ul style="list-style-type: none"> • Student will not be allowed to enter school without his parent through reception • Marks will be deducted from the participation of the 1st session subject

Tardiness “Arriving late to class”

<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>	<u>Repeated Occurrence</u>
Written warning & parent contact	Break detention, parent contact & marks deduction	After school detention & marks deduction (Thursday from 1:00-3:00)	In School Suspension

Absences

- **For Medical Absences:** Documentation from a doctor is required and must be submitted to the Stage Coordinator.
- **For Planned Absences (travelling, competitions etc...):** Advanced written notice must be sent to the Stage Coordinator.
- **For Unplanned Absences:** A written note should be sent within 2 days to the Stage Coordinator.
- **Important Note:**
 - The school is not responsible for the missing work. The student should arrange with the subject teacher for rescheduling deadlines.
 - Student is allowed to retake only one quiz per subject per trimester after submitting an official notification for being absent to the stage coordinator
 - Re-exam only for emergency absence. (an official notification for being absent should be submitted to the stage coordinator)

CONSEQUENCES (For Middle & High School Only)

<u>4 unexcused Absence</u>	<u>5 unexcused Absence</u>	<u>6 unexcused Absence</u>	<u>7 unexcused Absence</u>	<u>8 unexcused Absence</u>	<u>9 unexcused Absence</u>
Minus 1%	Minus 1.5%	Minus 2%	Minus 3%	Minus 4%	Minus 5%
(Per subject)					

Verbal Abuse “Using inappropriate language”			
<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>	<u>Repeated Occurrence</u>
Written warning & parent contact	Break detention & parent contact	After school detention (Thursday from 1:00-3:00)	In School Suspension

Misbehavior during the Morning Line			
<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>	<u>Repeated Occurrence</u>
Written warning	Break detention	P.E. detention & parent contact	After school detention (Thursday from 1:00-3:00) <u>OR</u> In school suspension

<u>Inappropriate Behavior on the school Bus-Refer to the bus policy</u>		
<u>1st Time</u>	<u>2nd Time</u>	<u>Repeated Occurrence</u>
Break detention & parent contact	Parent conference & short suspension from the bus	Long suspension or expulsion from riding the bus

<u>Destruction of School Property</u>		
<u>1st Time</u>	<u>2nd Time</u>	<u>Repeated Occurrence</u>
Parent involvement & School compensation	After school detention (Thursday from 1:00-3:00) & school compensation	In school suspension OR suspension & school compensation

Bullying

Individuals or groups who continually seek to hurt others which they may do by physical or verbal means"

<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>	<u>Repeated Occurrence</u>
Verbal warning	Break detention & parent contact	After school detention (Thursday from 1:00-3:00)	In school suspension

Fighting (Both parties will be punished)

<u>Minimum</u>	<u>Maximum</u>
Parent Involvement & Suspension	Expulsion

Cheating

<u>1st Time</u>	<u>Repeated Occurrence</u>
Parent involvement & marks deduction	The student will receive a zero and will be suspended

Smoking

<u>Minimum</u>	<u>Maximum</u>
Parent involvement & suspension	Expulsion

Unshaved Beards

<u>1st Time</u>	<u>Repetitive</u>
Verbal Warning	Student will be sent home

Repeated Class Disturbance and Playground Violations

<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>	<u>Repeated Occurrence</u>
Verbal warning & break detention	Written warning, P.E. detention & parent contact	After school detention (Thursday from 1:00-3:00)	In school suspension <u>OR</u> Expulsion

Skipping Break Detention

<u>1st Time</u>	<u>2nd Time</u>	<u>Repeated Occurrence</u>
Written warning, 2 break detentions & parent contact	After school detention (Thursday from 1:00-3:00)	In school suspension

Failing to sign Quizzes or parents notifications

<u>1st Time</u>	<u>2nd Time</u>	<u>Repeated Occurrence</u>
Verbal warning	Break detention	P.E. detention & parent contact

WIKI or Computer Violations- Check WIKI policy

<u>Minimum</u>	<u>Maximum</u>
Loss of WIKI & Computer privileges for 1 trimester & parent contact	Loss of WIKI & Computer privileges till the end of the year, parent contact & suspension

General Behavior Problems

Any unacceptable behavior which is disruptive to the orderly educational procedures of the school or other activities (e.g. trips, events...etc.).

<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>	<u>Repeated Occurrence</u>
Break detention & parent contact	Written warning, P.E. detention & parent contact	After school detention	In school suspension <u>OR</u> Expulsion