



Code of Conduct 2018/2019

	FIRST-DEGREE VIOLATIONS	DISCIPLINARY ACTIONS
A	Arriving late to classes	First Term Violation: Oral warning
B	Stimulating chaos in class	Second Term Violation: Written warning + Informing the parents
C	Taking foods and beverages during classes	Third Term Violation: Written warning + Informing the parents
D	Interrupting behavior that is considered disruptive to learning.	Fourth Term Violation: Student pledge + Informing the parents Fifth Term Violation: Letter of undertaking signed by the student
E	Sleeping during sessions	+ Informing the parents Sixth Term Violation: Request for the attendance of the guardian + Final letter of undertaking
F	Being late to the morning assembly	First Term Violation: Oral warning + Informing the parents Second Term Violation: Oral warning + Informing the parents Third Term Violation: Letter of undertaking + Informing the parents Fourth Term Violation: Letter of undertaking signed by the parents and the student Fifth Term Violation: Final letter of undertaking signed by the parents + One day Suspension

Note: In case of late arrival in the morning, 5% of workshop literature will be deducted from the related subject.

	SECOND -DEGREE VIOLATIONS	DISCIPLINARY ACTIONS
A	Stepping out/ walking into classrooms without permission	<u>First Term Violation:</u> Teacher's oral warning
B	Neglecting daily tasks	<u>Second Term Violation:</u> Teacher's Written warning
C	Forgetting the required materials/ scholastic tools for each class	<u>Third Term Violation:</u> Written warning + Informing the parents
D	Showing up at school without the uniform	<u>Fourth Term Violation:</u> Written warning by the students + Letter of undertaking signed by the parents
E	Wearing indecently (wearing things that do not conform with the school accepted standards)	<u>Fifth Term Violation:</u> Written warning by the students + Letter of undertaking signed by the parents
F	Swearing in school setting	<u>Sixth Term Violation:</u> Final warning + File is transmitted to the School Discipline Committee
G	Quarrelling and causing minor injuries to colleagues	<u>First Term Violation:</u> Oral warning
H	Skiping sessions	<u>Second Term Violation:</u> Written warning + Informing the parents
I	Misuse of the internet and electronic gadget	<u>Third Term Violation:</u> Written warning + Informing the parents
		<u>Fourth Term Violation:</u> Written warning + Informing the parents
		<u>Fifth Term Violation:</u> Final warning + File is transmitted to the School Discipline Committee

J	Unexcused frequent absenteeism	<p><u>Absenteeism for 2 days:</u> Oral warning + Informing The Parents</p> <p><u>Absenteeism for 3 days:</u> Oral warning + Informing The Parents</p> <p><u>Absenteeism for 4 days:</u> Letter of undertaking signed by the student + Informing the parents</p> <p><u>Absenteeism for 1 week:</u> Letter of undertaking signed by the parents</p> <p><u>Absenteeism for 10 days:</u> Final warning + File is transmitted to the School Discipline Committee</p>
K	Forgery of parents' signatures	<p><u>First Term Violation:</u> Written warning + Informing the parents</p> <p><u>Second Term Violation:</u> Letter of undertaking signed by the student + Request for the attendance of the guardian</p>
L	Getting mobile phones to school	<p><u>First Term Violation:</u> Written warning + Phone confiscation for 1 day (Phone will be given to the parents.)</p> <p><u>Second Term Violation:</u> Letter of undertaking signed by the student + Phone confiscation for 1 week + Letter of undertaking signed by the parents</p> <p><u>Third Term Violation:</u> Phone confiscation and will be given at the end of the school year to the parents</p>
M	Violations concerning school busses	<p><u>First Term Violation:</u> Written warning by the student + Informing the parents</p> <p><u>Second Term Violation:</u> Letter of undertaking signed by the student + Informing the parents</p>

		<p><u>Third Term Violation:</u> Temporary bus suspension</p> <p><u>Fourth Term Violation:</u> Permanent bus suspension</p>
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	THIRD-DEGREE VIOLATIONS	DISCIPLINARY ACTIONS
A	Fighting/ boxing causing serious injuries to colleagues	<p><u>First Term Violation:</u> Written warning by the student</p> <p>+ Written warning by the parents + Suspension 1-3 days</p> <p><u>Second Term Violation:</u> Letter of undertaking signed by the student</p> <p>+ Written warning by the parents + Suspension 2-3 days</p> <p><u>Third Term Violation:</u> File is transmitted to the School Discipline Committee.</p> <p>In the event of material damage, compensation is demanded.</p>
B	Being in possession of dangerous and sharp materials and/or gadgets	
C	Insolence against teachers, administrative staff, or workers	
D	Damaging school property and stealing	
E	Skipping a school day	
F	Refusing to conform to administrative rules and regulations	

	FOURTH- DEGREE VIOLATIONS	DISCIPLINARY ACTIONS
A	Defamation of the school and physical assault to its staff	<u>First Term Violation:</u> Letter of undertaking signed by the student + Letter of undertaking signed by the parents + Suspension 1-3 days
B	Behavioral harassment verbally or through actions	
C	Cheating and causing confusions during tests	
D	Mobbing against individuals	<u>Second Term Violation:</u> Letter of undertaking signed by the student + Letter of undertaking signed by the parents + Suspension 2-3 days
E	Forgery of official documents and stamps	
F	Being in possession of cigarettes, sharp weapons, and drugs	
G	Drifting and over-steering inside the school campus	<u>Third Term Violation:</u> File is transmitted to the School Discipline Committee
H	Violence against other students	
I	Disrupting expected gender roles	
J	Taking, recording or posting media in school premises	
K	Being in possession of degenerate material and disseminating it	