

Rules and Regulations

2017-2018



First degree behavioral violations	Actions for dealing with them
<p><u>Violation (1): Being late for school.</u> <u>Violation (2): Absence without an acceptable excuse.</u> <u>Violation (3): Not attending classes.</u> <u>Violation (4): Non-compliance with school uniforms or wearing clothes inconsistent to Islamic manners.</u> <u>Violation (5): Entering or exiting classes without permission.</u> <u>Violation (6): Interfering and side-tracking the class with unconstructive interruptions.</u> <u>Violation (7): Neglecting homework.</u> <u>Violation (8): Not bringing books, notebooks, or school supplies.</u> <u>Violation (9): Bringing personal communication devices to school.</u> <u>Violation (10): Eating or drinking during classes.</u> <u>Violation (11): Playing or not participating in the morning assembly.</u> <u>Violation (12): Bringing toys that distract the students during classes.</u> <u>Violation (13): Sleeping in the classroom.</u> <u>Violation (14): Making fun of students due to their appearance, physical attributes, etc.</u></p>	<p><u>First action:</u> A notice is given by the social advisor who deals with the situation, and a letter is sent to the parent informing him about the importance of adhering to the school timings. The student is suspended and sent to the social advisor's room.</p> <p><u>Second action:</u> If the violation is repeated twice following the first action, the student is suspended and confined in the social worker's room for a school week. And finally, the student is expelled from school and the Department of Private Education is informed.</p>

Second degree behavioral violations	Actions for dealing with them
<p><u>Violation (1): Abscond from school</u> <u>Definition:</u> The student leaves the school during school hours without permission from the school administration.</p>	<p><u>Action:</u> The student is expelled from school and the Department of Private Education is informed.</p>
<p><u>Violation (2): Cheating during tests</u> <u>Definition:</u> The student attempts to obtain information during a test from his classmates or from a book, a notebook or other pieces of paper.</p>	<p><u>First action:</u> Retain the confiscated materials, keep a record of the violation, deny the student of marks for questions related to the cheating materials; and inform the parent.</p> <p><u>Second action:</u> In the case of repeated violations, the student is expelled from school and the Department of Private Education is informed.</p>

Second degree behavioral violations	Actions for dealing with them
<p><u>Violation (3): Behavioral Misconduct</u> <u>Definition:</u> A student behaves in an unnatural way which could cause harm to his classmates or impede the process of teaching and learning. For example: Create chaos in the classroom or the school grounds, or showing disrespect to teachers and school staff .</p>	<p><u>First action:</u> Guidance and counseling for the student by the social advisor with suspension for 3 days. The violation is documented in the student’s file. The parent is informed of this procedure and signs a written promise not to repeat the violation. <u>Second action:</u> In the case of repeated violations, the student is suspended in the social advisor’s room for a period not exceeding 10 school days to study alone and realize the difference between individual learning and cooperative learning with classmates and teachers. The suspension is done with supervision by the social advisor. The student will not be registered for the next school year, and the parent signs a written promise on it.</p>
<p><u>Violation (4): Assault and verbal abuse</u> <u>Definition:</u> The student assaults, insults, attacks or harms his classmates within the school.</p>	<p><u>First action:</u> The violating student apologizes to his/her classmate. The student and his/her parent sign a written promise not to repeat the violation. <u>Second action</u> In the case of repeated violations, the student is expelled from school and the Department of Private Education is informed. The parent’s signature is taken on the decision.</p>

Third degree behavioral violations	Actions for dealing with them
<p><u>Violation (1): Bringing devices that impede the educational work or contain indecent images to the school</u> <u>Definition:</u> Bringing anything that is not related to the educational process. For example: Mobile devices, video games, cassette players, laser pens, etc.</p>	<p><u>First action:</u> The student is given a notice and guided by the social advisor. The devices or images are confiscated and the parent is informed. <u>Second action:</u> The student is transferred to another school, and the parent is informed and his/her signature is taken on the decision.</p>
<p><u>Violation (2): Theft</u> <u>Definition:</u> The student steals or seizes school property or property of others.</p>	<p><u>Action:</u> The parent is required to return the stolen items or pay their value in cash. A written promise is taken from the student and the parent. In the case of repeated violations, the student is expelled from school and the Department of Private Education is informed.</p>
<p><u>Violation (3): Vandalism</u> <u>Definition:</u> Intentional damage or vandalism to school equipment or buildings or causing intentional damage to property of others.</p>	<p><u>Action:</u> The parent is required to repair the vandalized items or bring a replacement. A written promise is taken from the student and the parent. In the case of repeated violations, the student is expelled from school and the Department of Private Education is informed.</p>

Third degree behavioral violations	Actions for dealing with them
<p><u>Violation (4): Smoking in school</u> <u>Definition:</u> A student in possession of cigarettes, or smoking individually or in a group</p>	<p><u>First action:</u> Inform the student's parent and take a written promise from the student and the parent after the guidance and direction by the social advisor. <u>Second action:</u> In the case of repeated violations, the student is expelled from school and the Department of Private Education is informed.</p>
<p><u>Violation (5): Bringing or using illegal substances in school</u> <u>Definition:</u> The student brings any intoxicating substance or narcotic drugs such as pills, cannabis, alcohol or others.</p>	<p><u>Action:</u> Retain the confiscated materials and expel the student. The student is referred to the Ministry of Interior for investigation, and the parent and Department of Private Education are informed.</p>
<p><u>Violation (6): Bringing or abusing harmful substances in the school</u> <u>Definition:</u> The student abuses harmful substances such as glue or other pungent liquids</p>	<p><u>Action:</u> Retain the confiscated materials and expel the student. The student is referred to the Ministry of Interior for investigation, and the parent and Department of Private Education are informed.</p>
<p><u>Violation (7): Acts contrary to public morals</u> <u>Definition:</u> Performing or inciting any movement or gesture that offends the sense of modesty, either performed on others or on self.</p>	<p><u>Action:</u> The student is expelled from school and the Department of Private Education is informed.</p>
<p><u>Violation (8): Attack on dignity</u> <u>Definition:</u> Any intentional indecent act that occurs on a student's body or private parts and hurts modesty.</p>	<p><u>Action:</u> The student is expelled from school and the Department of Private Education is informed.</p>
<p><u>Violation (9): Attack on dignity without consent</u> <u>Definition:</u> Any intentional indecent act that occurs on a student's body or private parts and hurts modesty, using force or threats.</p>	<p><u>Action:</u> The student is expelled from school and the Department of Private Education is informed.</p>
<p><u>Violation (10): Verbal abuse to members of the administrative and educational faculty.</u></p>	<p><u>First action:</u> A written promise is taken from the student and the parent. The student is suspended for 3-5 days in the social worker's room to study alone and to realize the difference between individual learning and cooperative learning with classmates and teachers. <u>Second action:</u> The student is expelled from school and the Department of Private Education is informed.</p>
<p><u>Violation (11): Assault on school staff</u> <u>Definition:</u> Physical assault on one of the members of the administrative, educational or school users.</p>	<p><u>Action:</u> Suspend the student until the end of the school year. Allow him/her to attend the exams. The parent is informed about this decision and his/her signature is taken on it.</p>

Third degree behavioral violations	Actions for dealing with them
<p><u>Violation (12) Impersonation for purposes of performing the exams</u> <u>Definition:</u> To use the name of another person or impersonation.</p>	<p><u>Action:</u> The two students (the impersonator and impersonated) are expelled from school and the Department of Private Education is informed.</p>
<p><u>Violation (13): Impersonation for the purpose of stealing the property of others</u></p>	<p><u>Action:</u> The student is expelled from school and the Department of Private Education is informed.</p>
<p><u>Violation (14): Tampering with national sovereignty</u> <u>Definition:</u> To do what is contrary to the instructions from the Ministry of Education about citizenship which seeks to build a sense of patriotism into the students' personalities. For example: Any act of abuse or incitement against the symbols of the nation such as damaging the national flag or pictures of political leaders. Writing, drawing, or distribution of leaflets in all forms containing inflammatory materials. <u>Important Notice:</u> In all cases, a report is sent to the Ministry of Education.</p>	<p><u>Action:</u> The student is expelled from school and the Department of Private Education is informed.</p>
<p><u>Violation (15): Abusing computers.</u> <u>Violation (16): Negligence of prayer.</u></p>	<p><u>First action:</u> The student is advised by the social advisor and a written promise is taken. A letter is sent to the parent. <u>Second action:</u> The student is suspended for 1-5 days in the social worker's room to study alone and to realize the difference between individual learning and cooperative learning with classmates and teachers. The parent's signature is taken on the decision.</p>
<p><u>Violation (17): Abusing textbooks.</u> <u>Violation (18): Tampering with school property or writing on walls.</u></p>	<p><u>First action:</u> Summon the student's parent, repair what the student has damaged or bring a replacement for it and take a written promise from the student and the parent to not repeat the violation. <u>Second action:</u> The student is suspended for 1-5 days in the social worker's room to study alone and to realize the difference between individual learning and cooperative learning with classmates and teachers. The parent's signature is taken on the decision.</p>