

STATEMENT TO THE PARENTS

The school believes that one of its most important goals is to provide a safe and comfortable learning environment for every student. One way to achieve this goal is to establish discipline policies that will assure good student behavior. It is our hope that you will assist us in stressing to your child the need for good student behavior in the school.

This handbook presents guidelines and procedures for behavior and conduct based on school policy. Please take the time to review these policies and to discuss the importance of proper conduct in school with your child/children.

We appreciate your support in enforcing the school's discipline policies. With your cooperation we believe we can provide our students with a learning environment that will promote academic and personal success.

STATEMENT OF RECEIPT

We understand that the International School - Al Koura is committed to providing each student a safe, comfortable, non-threatening environment that is conducive to learning. In order to achieve this, students must conduct themselves as responsible members of the school community.

*We have read and discussed this pamphlet, **Student Conduct Policy Guidelines**, and we agree to abide by the guidelines outlined. We recognize that parents have a responsibility to assist the school in disciplining their children and maintaining order.*

Please return this portion of the page to school

Student Name _____

Grade _____

Student Signature _____

Parent Name _____

Signature / Date _____

Phone _____

This is a summary of the school's discipline and behavior policies. Please refer to *The Parents' Guide to I.S.* for additional details on other aspects relating to the school.

BEHAVIOR

While in transit to or from school, or on campus, students are under school authority and are bound by the school's policies pertaining to discipline and control. In order to maintain a climate conducive to a safe and comfortable education, discipline policies require students who violate minimal standards to be referred for disciplinary actions. These actions may include suspension and/or expulsion as is specified by the conduct grade system. Examples of improper behavior include but are not limited to the following :

- Disruption to the educational process or to the orderly atmosphere for learning.
- Repeated failure to comply with directions of teachers or other authorized school personnel.
- Obscene actions, the use of obscene words and gestures, the use of profanity.
- Damage to or destruction of school property.
- Assault on any person who is on school property, be it a student, an employee or any other person.
- Bullying or harassing any student, employee, or any other person.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and/or iPods or other devices are permitted in school for students in Grades 9 to 12. These devices, however, must remain turned off during the school day or secure with the division director. Students may not use their devices during the school day. All other students will not be allowed to possess these devices.

REGULAR SCHOOL ATTENDANCE

A student may not miss more than 12 days of unexcused absence. Only under extenuating circumstances may extended absences be excused. The principal shall be the only judge of extenuating circumstances.

No student will be allowed to leave the school grounds during the school day without permission of division director or principal.

USE OF AUTOMOBILES

Students are not allowed , under any circumstances, to drive themselves to school on regular school days .

EDUCATION

RIGHT - students have the right to an appropriate education unimpaired because of gender, race, religion, disabling condition or intellectual ability. This right begins with kindergarten and extends through the 12th grade .

RESPONSIBILITY - students have the responsibility to attend school regularly, make a conscientious effort in classroom work, and conform to school rules and regulations. Students also have the responsibility to avoid actions, individually or in group, which interfere with the right of any other person to receive an education.

ENVIRONMENT

RIGHT - students have the right to a safe and orderly school and classroom environment that is conducive to learning.

RESPONSIBILITY - students have the responsibility to ensure that their actions do not disrupt the classroom or school activities and that they abide by the laws and regulations and policies of the school.

EXPRESSION

RIGHT - students have the right to exercise freedom of expression, through the appropriate channels, including the right to address policies publicly, privately, in writing or orally. Students may advocate change in any law, policy or regulation.

RESPONSIBILITY - students have the responsibility to see that their expressions do not interfere with the educational program. Students have the responsibility not to use profane, obscene, and slanderous statements; not to use disruptive tactics; and not to advocate violation of school policies and regulations.

RESPECT

RIGHT - students have the right to expect and receive courtesy, fairness, and respect from members of the school staff and other students.

RESPONSIBILITY - students have the responsibility to respect the rights and authority of teachers, administrators, and all others included in the educational process. Students have the responsibility to respect each other.

PARTICIPATION

RIGHT - students who comply with all rules and regulations have a right to participate in school activities.

RESPONSIBILITY - students have a responsibility to comply with all rules and regulations for student behavior at all school functions .

PROPERTY

RIGHT - students have the right to expect that other students and school personnel will respect their personal property.

RESPONSIBILITY - students have the responsibility to respect the personal property rights of other students, teachers, and administrators as well as the public property, including equipment, buses and school buildings.

At all times, on school grounds, while on the bus en route to or from school and while attending school sponsored activities, students are under school jurisdiction and are expected to conduct themselves in an orderly, courteous, dignified and respectful manner. In order to maintain a climate conducive to a safe and comfortable education, discipline policies require that students who violate standards be referred for disciplinary action. Disciplinary procedures for disruptive student behavior may require action by the teacher, division director, principal and/or School Board.

The teacher's authority extends to all students, whether or not the teacher teaches the student in class. Action taken by a teacher may include, but is not limited to:

1. Warning/ reprimand
2. Conduct point deduction
3. Loss of recess privileges
4. Detention
5. Parent/teacher conference
6. Referral

A discipline referral should be sent to the division director and/or principal when the teacher feels the behavior cannot be corrected through the teacher's classroom management procedures. The administrator will determine the proper course of action required to provide a safe, comfortable and conducive learning environment. Action by the administration may include but is not limited to:

1. Warning/reprimand
2. Parent/administrator conference
3. Conduct point deduction
4. Loss of recess privileges
5. Detention
6. Exclusion from extra-curricular activities
7. Ineligibility for honors/awards
8. In-school suspension
9. Out-of-school suspension.
10. Recommendation for long-term suspension
11. Recommendation for expulsion (61 points or more)

When a student is suspended from school, the principal or the division director will notify the parents in writing of the reason of suspension and the date(s) of the suspension. A suspension ordinarily will be for a definite number of school days. However, in some instances, the terminal date will be indeterminate, dependent upon actions such as attendance of a parent at a conference, or action by the disciplinary committee, etc...

A student's disciplinary file is part of his/her scholastic record and will be forwarded to any school the student may apply to.

In order to maintain a safe and orderly environment on the bus, students are expected to observe the following bus safety rules.

1. Follow the driver's instructions:

School buses are just like classrooms; the adult is in charge. In the classroom, it is the teacher; on the bus, it is the driver.

2. Remain seated, facing forward:

School bus seats are designed to protect passengers. They can only be effective if riders always face the front and stay in their seats.

3. Keep hands, feet and objects to yourself:

On the bus, inappropriate behavior like fighting; pushing; horse-play or throwing something might distract the driver and cause an accident. Students must keep all parts of their body inside the bus where it is safe, and never throw anything out the window.

4. Be polite and talk quietly:

Everybody on the bus, including the driver, has the right to a safe, orderly environment, so students need to use good manners and talk quietly only to the riders on the same seat with them, using acceptable language and gestures.

5. No eating, drinking, smoking or chewing gum.

6. Vandalism of school buses may result in suspension or the revocation of the student's riding privilege; students will be held financially liable for the cost of repairing damage to school buses..

Since the bus is an extension of the school, all rules apply and proper behavior in compliance with these rules and regulations is a must. Repeated violations may result in the revocation of a student's riding privilege. In such cases, the transportation fee is non-refundable.

All students start out with a conduct grade of 100 at the beginning of the year. In case of misconduct, the below-listed points will be deducted from a student's grade. For students in Gr. 4 & 5, these points will be calculated at the end of every term. If at the end of a term, a student's conduct grade is below 85, the student will not be placed on the honor list even though his academic average may be above 85. As for students in Grades 1 to 3, they will receive an equivalent code (A,B,C etc). In the Elementary Division, a student starts every term with a conduct grade of 100. The conduct grade average for students in Gr. 6 → 12 is calculated at the end of the academic year.

All students must familiarize themselves with the Conduct Point System. Points and consequent point accumulation will be logged meticulously and parents informed duly.

#	Behavioral offense description	Points lost
1.	School uniform not in order	3
2.	Sandals/slippers/Birkis,etc...	3
3.	Unusual haircut or color	3
4.	Nail polish, make up	3
5.	Jewelry	3
6.	Skipping class	4
7.	Disregard for generally accepted social rules	4
8.	Loitering in prohibited areas	4
9.	Tardiness	4
10.	Missing material (book,notebook, calculator, etc...	4
11.	Leaving class between periods	4
12.	Improper behavior on school transportation or on/in front of school premises	4
13.	Eating/drinking in class	4

14.	Disturbing the class	4
15.	Being sent out of class	4
16.	Unjustified absence	4
17.	Late arrival to school	4
18.	Failure to sign note/test	4
19.	Homework not done or copied	4
20.	Using a mobile phone	4 & confiscation
21.	Electronic devices/mp3/ipods & ipads,etc...	4 & confiscation
22.	Cheating	6
23.	Stealing	6
24.	Littering	6
25.	Chewing gum	6
26.	Vandalism	6
27.	Physical or verbal aggression	6 with suspension
28.	Leaving school/sneaking out	6 with suspension
29.	Smoking	10 with suspension
30.	Fighting	10 with suspension

At any time a student accumulates more than six points, parents will be informed and the following becomes possible:

Accumulated points	Administrative action
25 points	Weekend detention
40 points	One-day suspension
50 points	Two-day suspension
60 points	One week suspension
61 points or more	Final suspension with the right to sit for final exams only and no re-registration for the next academic year.

Keep in mind:

1. MINUS 24 points means a student is suspended from varsity team(s), extra-curricular activities, honors, awards, ski trip, other.
2. MINUS 60 points means a student's average is 60%.
3. More than MINUS 15 points at any time makes a student ineligible for any honors/awards.
4. Some more serious infractions will be dealt with by the discipline committee and the administration as they might arise.
5. All infractions will be dealt with in a progressive manner.
6. The annual conduct average is calculated like this:
$$\begin{aligned}\text{Conduct average} &= 100 - 2/3 (\text{sum of points}) \\ &= 100 - 2/3 (28) \\ &= 81\end{aligned}$$
7. The annual conduct average will appear on the student's annual report card.