



SCHOOL POLICY GUIDELINES



2025-2026

Behavior policy

Applicability:

This policy applies to the conduct of students which directly or indirectly disrupts the learning environments within the class/school, or during online learning and calls. Any kind of cyber bullying towards their classmates or teachers.

Policy statement

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We aim to embed, within its students, a strong shared feeling of responsibility towards their learning while upholding concrete concepts of respect for oneself and other around them.

Rights and responsibilities:

Students will be responsible to make sure that they:

1. Follow proper code of conduct within the school's premises and outside.
2. Do not engage in any unacceptable behavior.
3. Do not use devices in an inappropriate way.
4. Arrive to class on time to show respect to the teachers and their classmates.
5. Do not disturb by making any sound or banging during class.
6. When called by the teacher, the student should answer and not keep their mic shut or ignore.
7. It is mandatory during exams for students to turn their cameras off during invigilation.

Procedures:

Teacher will imminently report major infractions to supervisors/social workers while documenting the minor infractions. The staff member will avoid any actions with the students who breach any policy.

Behavior Policy following up procedures

Level 1 infractions:

1. Not bringing books or resources.
2. Late or being absent to classes.
3. Not turning on their mics.

<i>Supervisors conduct and proceeds with the issuance of SPEA forms</i>	
<i>First incident</i>	Written notice to the student. Written notice to the parents. Mark deduction warning
<i>Second incident</i>	Written warning to the student. Written notice to the parents. Mark deduction
<i>Third incident</i>	The behavior committee will meet the student's parents online and take corrective measure

Note: Update the online portal and contact parents via classera/whatsapp.

Level 2 infraction:

1. Forging marks.
2. Inappropriate gesture/signs towards employees.
3. Verbal abuse (digital/in person).

<i>Supervisors conduct and proceeds with the issuance of SPEA forms</i>	
<i>First incident</i>	Written warning to the student. Written notice to the parents. Mark deduction (half)
<i>Second incident</i>	Written warning to students to be shifted to another section. Written notice to the parents. Mark deduction (full)
<i>Third incident</i>	The behavior committee will meet the student's parents online and take corrective measure

Note: Update the online portal and contact parents via classera/whatsapp.

Level 3 infractions:

1. Bringing phones/taking photos.
2. Cheating.
3. Makeup/inappropriate behavior.

<i>Supervisors conduct and proceeds with the issuance of SPEA forms</i>	
<i>First incident</i>	Written warning to the student. Keep the student's phone 1 week Written notice to the parents. Mark deduction (half)
<i>Second incident</i>	Written warning to students to be shifted to another section or written warning for expulsion. Keep the student's phone 1 month Written notice to the parents Written notice to the parents. Mark deduction (full) Online behavior management program
<i>Third incident</i>	. Keep the student's phone to the end of the academic year. The behavior committee will meet the student's parents online and take corrective measure

Note: Update the online portal and contact parents via classera/whatsapp.

Level 4 infractions:

1. Publishing an inappropriate media materials.
2. Black mailing or cyber bullying.

3. Impersonation or forging official documents.

<i>Supervisors conduct and proceeds with the issuance of SPEA forms</i>	
<i>First incident</i>	Written warning to the student. Written notice to the parents for expulsion of student Mark deduction (half)
<i>Second incident</i>	Transfer to another school Written notice to the parents. Mark deduction (full) Online behavior management program
<i>Third incident</i>	The behavior committee will meet the student's parents online and take corrective measure

Note: Update the online portal and contact parents via classera /whatsapp.

Level 5 infractions:

1. Offending political and religious symbols.
2. Sexual or physical abuse.
3. Offending any religion
4. Taking or selling any kind of drugs.
5. Bringing up extremes and takfiri ideas.

<i>Supervisors conduct and proceeds with the issuance of SPEA forms</i>	
<i>The disciplinary action board will refer the case to SPEA</i>	
<i>Primary student</i>	Student will be prohibited from studying in the school this year but can continue to study in the school next year Parent notice to be sent.
<i>Secondary student</i>	The student will be suspended but will be given a chance to register in another school

Note: Update the online portal and contact parents via classera/whatsapp.

Emergency meeting procedures:

1- Supervisor carries out the initial investigations and informs disciplinary action board chairman of the incident.
2- The disciplinary action board chairman informs members of the board for an emergency meeting
3- The disciplinary action board meets and decides an action plan
4- The parents are contacted on the same day and subsequent actions take place.

