



Code of Conduct

	FIRST-DEGREE VIOLATIONS	DISCIPLINARY ACTIONS
A	Arriving late to classes	First Term Violation: Verbal 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	Showing continuous disruptive behavior	Fourth Term Violation: Student pledge + Informing the parents
E	Sleeping during sessions	Fifth Term Violation: Letter of undertaking signed by the student + 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: Verbal warning + Informing the parents
		Second Term Violation: Verbal warning + Informing the parents
		Third Term Violation: Letter of undertaking + Informing the parents
		Fourth Term Violation: Letter of undertaking signed by the student and his parents.
		Fifth Term Violation: Final letter of undertaking signed by the parents + One day suspension
<p>Note: In case of late arrival in the morning, 5% of workshop literature will be deducted from the related subject.</p>		

	SECOND -DEGREE VIOLATIONS	DISCIPLINARY ACTIONS
A	Stepping out/ walking into classrooms without permission	First Term Violation: Teacher’s verbal warning
B	Neglecting daily tasks	Second Term Violation: Teacher’s written warning
C	Forgetting the required materials/ scholastic tools for each class	Third Term Violation: Written warning + Informing the parents
D	Showing up at school without the uniform	Fourth Term Violation: Written warning signed by the students + Letter of undertaking signed by the parents
E	Keeping a decent look	Fifth Term Violation: Written warning by the students + Letter of undertaking signed by the parents
		Sixth Term Violation: Final warning + File is transferred to the School Discipline Committee
F	Using abusive language against colleagues	First Term Violation: Verbal warning
G	Quarrelling and causing minor injuries to colleagues	Second Term Violation: Written warning + Informing the parents
H	Skipping sessions	Third Term Violation: Written warning + Informing the parents
I	Misusing of the internet and electronic gadgets	Fourth Term Violation: Written warning + Informing the parents
		Fifth Term Violation: Final warning + File is transferred to the School Discipline Committee

J	Showing frequent unexcused absenteeism	<p>Absenteeism for 2 days: Verbal warning + Informing the parents</p> <p>Absenteeism for 3 days: Verbal warning + Informing the parents</p> <p>Absenteeism for 4 days: Letter of undertaking signed by the student + Informing the parents</p> <p>Absenteeism for 1 week: Letter of undertaking signed by the parents</p> <p>Absenteeism for 10 days: Final warning + File is transferred to the School Discipline Committee</p>
K	Forging parents' signatures	<p>First Term Violation: Written warning + Informing the parents</p> <p>Second Term Violation: Letter of undertaking signed by the student+ Request for the attendance of the guardian</p>
L	Getting mobile phones to school	<p>First Term Violation: Written warning + Phone confiscation for 1 day and phone will be given to the parents</p> <p>Second Term Violation: Letter of undertaking signed by the student + Phone confiscation for 1 week + Letter of undertaking signed by the parents</p> <p>Third Term Violation: Phone confiscation and will be given to the parents at the end of the scholastic year</p>
M	Violating school bus rules	<p>First Term Violation: Written warning by the student + Informing the parents</p> <p>Second Term Violation: Letter of undertaking signed by the student + Informing the parents</p> <p>Third Term Violation: Temporary bus suspension</p> <p>Fourth Term Violation: Permanent bus suspension</p>

THIRD-DEGREE VIOLATIONS		DISCIPLINARY ACTIONS
A	Fighting and causing serious injuries to colleagues.	<p>First Term Violation: Written warning by the student + Written warning by the parents + Suspension 1-3 days</p> <p>Second Term Violation: Letter of undertaking signed by the student + Written warning by the parents + Suspension 2-3 days</p> <p>Third Term Violation: File is transferred 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	Being offensive 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	Defaming the school reputation and causing physical assault to its staff.	<p>First Term Violation: Letter of undertaking signed by the student + Letter of undertaking signed by the parents + Suspension 1-3 days</p> <p>Second Term Violation: Letter of undertaking signed by the student + Letter of undertaking signed by the parents + Suspension 2-3 days</p> <p>Third Term Violation: File is transferred to the School Discipline Committee.</p>
B	Causing behavioral harassment verbally or physically.	
C	Cheating and causing confusions during tests.	
D	Mobbing against individuals.	
E	Forging official documents and stamps.	
F	Being in possession of cigarettes, sharp weapons, and drugs.	
G	Drifting and over-steering inside the school campus	
H	Using violence against other students.	
I	Disrupting expected gender roles.	
J	Recording or posting media in school premises.	
K	Being in possession of degenerate material and disseminating it.	

