



AL MOATTASEM INTERNATIONAL SCHOOL

CODE OF CONDUCT
and
ATTENDANCE
from
Ministry of Education

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CODE OF CONDUCT AND ATTENDANCE FROM MOE

First Degree

Violations of First Degree

1. Failure to adhere to the school's official uniform or appear in a shape that violates the school system.
2. Messing up during the morning assembly or poor participation in it.
3. Disrupting the course of lessons, such as: side talk, sleeping in the classroom, continuous interruption that is irrelevant to explanation of the teacher, eating food or drinks during the lesson, and student entering the class or another class without permission or delay in entering.
4. Frequent entry and exit of students at noon after leaving the classroom before arrival of their cars, or crowding around them.

Action for first degree violations

Action No. 1: Solitary verbal warning.

Action No. 2: Second solitary verbal warning.

Action No. 3: Recording the violation and signing it by the student.

Action No. 4: Submitting a notice to the parent - Referring the Student to the Student Advisor.

Action No. 5: Taking a pledge - Summon the parent – Deduction of one mark from Conduct - Submitting a notice to the parent about the deduction. In the event of repeating the violation, the case shall be directed to the Orientation and Guidance Committee to develop a treatment plan in accordance with the case study report from the student advisor, and what is stated in the fifth action shall be applied.

Second Degree

Violations of Second Degree

1. Cheating in performance of assignments or non-semester exams.
2. Creating chaos in the classroom, inside the school, or on school transport means, such as: playing with water, sprays, making loud noise, and writing on the walls.
3. Escaping from the classroom, leaving without permission, or not attending the class.
4. Not bringing textbooks.

Action for second degree violations

Action No. 1: Taking a written pledge, submitting a notice to the parent, repairing damaged items, referring the student to the student advisor.

Action No. 2: Summon the parent, taking a written pledge, repairing damaged items, deduction of two marks for behavior, submitting a notice to the parent about the deduction, referring the student to the student advisor.

Action No. 3: Transferring the student, referring the student to the Orientation and Guidance Committee.

Action No. 4:

1. Raising the issue to the Education Department to transfer the student to another school.
2. Notify the parent with the decisions and take the opinion on the school to which the student will be transferred.

Third Degree

Violations of Third Degree

1. Neglecting to perform prayer inside school or messing around while performing it.
2. Making gestures that are immoral towards colleagues, such as: gestures with the finger, hand, or body.
3. Fighting, engaging in quarrels, attacking and threatening colleagues, and using inappropriate words.
4. Intentionally causing damage to colleagues' property, stealing something from them, or intimidating them and creating terror among them.
5. Bringing dangerous materials or toys to school without using them, such as: fireworks and colored aerosols.
6. Possessing prohibited written, audio or visual media materials, or bringing objects that are morally prohibited.
7. Possession of cigarettes.
8. Signing on behalf of parent without their knowledge on the exchanged correspondence between the school and the parent.
9. Bringing personal communication devices of any kind to school.

Action for third degree violations

Action No. 1:

- Submitting a notification to the parent.
- Taking a written pledge.
- Repairing damaged items.
- An apology made by the student
- Confiscation of prohibited materials.
- Seizure and confiscation of the device for an entire semester from the date of seizure.
- Handing over the device to the parent at the end of the semester.

Action No. 2:

- The same steps as Action 1 +
- Transferring the injured student – deducting three marks – notifying the parent about the deduction– referring the student to the student advisor – summon the parent – transferring the student to another class – referring the student to Orientation and Guidance Committee.

Action No. 3:

- The same steps as Action No. 2 +
- Warning the student that he/she will be transferred to another school in case of repeating the violation - referral to the Guidance Services Unit.

Action No. 4:

- The same steps as Action No. 3 +
- Addressing the Education Department to transfer the student to another school – notifying parent of the student and getting the opinion about the school to be transferred.

Fourth Degree

Violations of Fourth Degree

1. Insisting on not performing prayer with students and teachers without a legitimate excuse.
2. Messing around with dangerous materials, tools or toys in the school, such as: firecrackers, incendiary materials, and incendiary toys.
3. Deliberately injuring a student by hitting with the hand or using blunt objects that cause injury (wound, bleeding or fracture).
4. Smoking inside the school.
5. Escaping from school.
6. Bullying (repeatedly inflicting harm on others).
7. Displaying or distributing prohibited prints, audio or visual media materials.
8. Falsification of documents or imitation of official seals.
9. Wrong and strange behavior, such as: emo, or imitating the opposite sex.
10. Bringing another person to perform the test on behalf or to perform the test on behalf of others.
11. Bringing personal communication devices of any kind to school that contain inappropriate images or clips.
12. Tampering with school equipment or buildings, such as: computers, operating machines, laboratories, school buses, electrical tools, and security and safety equipment at the school.
13. Photographing students or making voice records for them using electronic devices (for boys).
14. Disrespecting textbooks.

Students' violations towards the educational and administrative authority

15. Use of inappropriate words towards teachers, administrators, or any staff from the school staff.
16. Disrespecting school teachers, administrators, or any staff with inappropriate behavior, such as: throwing pens, spraying soft drinks, and mimicking teacher's actions.
17. Signing on behalf of a school official on the exchanged correspondence between the school and the parent.

Action for fourth degree violations

Action No. 1: Referral to Orientation and Guidance Committee – summon the parent – taking a written pledge - an apology made by the student – transferring the student to another class – repairing damaged items – notifying the parent - confiscation of prohibited materials - seizing the device that contains inappropriate pictures or pictures of students and confiscating it for an entire academic year – handing over the device to the parents at the end of academic year - taking the injured student to a health center – referral to the student advisor – deducting ten marks from Conduct – notifying the parent about the deduction.

Action No. 2: The same steps as Action No. 1 + preventing the student from study in the school for one week - referral to Guidance Services Unit.

Action No. 3: The same steps as Action No. 2 + preventing the student from study in the school for one month - referral to Guidance Services Unit.

Article No. 4: The same steps as Action No. 3 + transferring the student to another school – notifying the parent to know the opinion.

Note: For 2nd, 3rd and 4th degree of violation – * If the violation is repeated for the fourth time, the case shall be referred to Orientation and Guidance Committee to help treat the situation of the violating student and assess the situation according to the case study report from the student advisor at the school. The Guidance Services Unit decides whether to stay in the school and be subject to the provisions of Clause No. 1 of Action No. 4, or applying the provisions of Clause No. 1 and Clause No. 2 of Action No. 4 against the students.

Fifth Degree

Violations of Fifth Degree

1. Deliberately damaging or sabotaging something from the school's equipment or buildings, such as: electrical tools, computers, operating machines, laboratories, school buses, and security and safety equipment.
2. Threatening with firearms or similar things.
3. Using forged or official documents or seals in an illegal way.
4. Sexual harassment.
5. Photographing students or making voice records using electronic devices (for girls).
6. Starting a fire inside the school.
7. Possession of items like firearms, sharp tools, and bullets without a pistol.

Students' violations towards the educational and administrative authority

8. Threatening school teachers, administrators, or any staff, or damaging or stealing their property.
9. Making immoral gestures towards teachers, administrators, or any school's staff.
10. Photographing teachers, or employees, or making audio recordings for them using electronic devices "for girls".

Action for fifth degree violations

Action No. 1:

Writing a report of the incident - Calling the security authorities if necessary - Seizing the object or device related to the case and handing it over to the competent authorities if necessary – the Orientation and Guidance Committee shall meet urgently to study the case and its facts and circumstances - Reporting to the Education Department urgently - Assigning the Student Cases Committee by the Director of Education to consider the case - the Student Cases Committee shall meet in the Education Department after visiting the school.

The Director of Education shall issue a decision to address the issue educationally, and this report shall include the following:

- Referring the case to the security authorities - preventing the student from study for one month - transferring the student to another school - deducting 50% marks from Conduct with the opportunity for compensation.

Sixth Degree

Violations of Sixth Degree

1. Mocking some of the rituals of Islam.
2. Embracing destructive thoughts or beliefs, or practicing forbidden religious rituals.
3. Possession, use or promotion of drugs or intoxicants.
4. Initiation of forbidden sexual practices or what paves the way for such practices.
5. Getting out of school to go with opposite sex.
6. Incitement to acts of vice.
7. Practicing witchcraft acts.
8. Information / cyber-crimes.
9. Using firearms or similar items or stabbing with a sharp object.

Students' violations towards the educational and administrative authority

10. Assaulting one of the school's employees, whether teachers, administrators, or any staff.
11. Blackmailing teachers, administrators, or any staff by photographing them or making abusive drawings for them, and publishing it on the Internet.

Action for sixth degree violations

- Same as Action 1 of 5th degree violation - the student shall be prevented from study as a regular student - the student shall be deprived in the course and semester system for the semester in which the violation occurred.

Note: For 5th and 6th degree of violation

The Guidance Services Unit shall consider the case of the violating student and develop an educational program during the period of preventing from study in the school, including the following:

- *The student shall appear before the Guidance Services Unit during the period of prevention from study in the school to benefit from "Behavior Modification" programs.*
- *Voluntary tasks shall be assigned to the student in the field of social services with the approval of the parent under the supervision of the Education Department.*
- *A pledge shall be taken by the student upon return from the implementation of the period of prevention from study in the school to adhere to good behavior and discipline.*

Violations of Attendance and Marks Deduction

Days Absent	Marks Deduction
Absence without excuse for one day	Half a mark
The first week after returning from vacation	One mark for each day
Absence in the week preceding the vacation	One mark for each day
Absence in the week preceding the exams	One mark for each day
Being late for daily morning exercises without an acceptable excuse	Quarter a mark after the third time

Note: *Students should attend the exam as per the schedules and no holidays/vacation allowed during exam.*

AGREEMENT FORM

Dear Parents and Students:

Please find above code of conduct and attendance and the respective action for each violation as mentioned in the rules for regulating conduct and attendance issued by the Ministry of Education. We hope to review them carefully and urge your ward not to be exposed to any of the violations. Note that marks have been assigned to the student for Conduct and attendance, who adheres to the school's behavior regulations and MOE code of conduct. We request your cooperation to guide your ward in the right direction. May God bless you.

Acknowledgment by the student and the pledge not to commit any of conduct and attendance violations

I, _____(student's name), in Grade: _____

acknowledge that I have reviewed and read the code of conduct and attendance regulation. I understood it well and I pledge not to do any such violations in school. In the event of my non-compliance with this, the school administration has the right to apply the actions stipulated in the rules for regulating code of conduct and attendance, and accordingly I sign:

Name of the Student: _____ Signature: _____

Agreement by parent on code of conduct and attendance regulation.

I have reviewed the code of conduct and attendance regulations, and I will work to urge my ward not to expose to any such violations, based on the principle that raising children is a joint responsibility between home and school.

Name of the Parent: _____ Signature: _____