

AL KHOZAMA INTERNATIONAL SCHOOL, DAMMAM.

(Affiliated to CBSE, New Delhi- No.: 5730019)



School Discipline Policy 2022

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Section 1: Aims of the discipline policy

This Discipline Policy has been written with reference to the norms and standards as laid out by the Ministry of Education of the Government of the Kingdom of Saudi Arabia. Many of the rules are taken directly from the Ministry of Education's own rules, but rules have also been added to supplement and complement it. In addition to this, it has been taken into account that the policy should also meet the requirements of the school's multi-ethnic community.

The aims of the Al Khozama International School discipline policy are:

- to create and maintain a safe and secure school environment for students
- to create and maintain a school environment which is conducive to learning
- to develop and promote a student personality having good Islamic moral character
- to ensure respect towards teachers and develop respect towards fellow students

Section 2: Application of the discipline policy

Whenever a student contravenes the students' code of conduct, the discipline policy is to be implemented and applied.

However, teachers are required to use their discretion when dealing with incidents.

Section 3: List of offences

The following is a list of offences that contravene the code of conduct for students and have been grouped into ascending order of categories of severity with reference to the Ministry of Education's list of offences:

CATEGORY 1 OFFENCES

1. Persistently arriving late to school in the mornings.
2. Intentionally not attending the assembly.
3. Arriving to any lessons late without a teacher's or parent's note.
4. Failure to attend school without the correct uniform or acceptable alternative clothing.
5. 'Ditching' lessons.
6. Having a haircut that is unIslamic (i.e. partly-shaved hair, stepped cut, spiked, Mohican, Mohawk, etc).
7. Attending school with hair dyed other than the student's natural hair colour.
8. Littering the classrooms, corridors or playing fields or any other part of the school premises.
9. Not doing work set by a teacher.
10. Bringing mobile phones to school when there is no necessity and requirement from the parents.
11. Use of MP3 or MP4 players or any other multimedia devices.
12. Sleeping in class.
13. Eating and drinking in class.
14. Entering or leaving a class without permission.
15. Not bringing books to lessons.
16. Not wearing uniform.
17. Not completing homework.

CATEGORY 2 OFFENCES

1. Being careless regarding reaching and attending the prayer on time.
2. Copying homeworks.
3. Causing a disruption in the corridors.
4. Defacing and damaging books.
5. Misuse of the school computers or any other school property.
6. Possessing offensive material.
7. Forging parents' signatures for excuse notes, etc.
8. Displaying insubordinate behaviour towards a teacher or any member of staff inside or outside of the classes (which includes not obeying teachers' instructions).
9. Swearing at other students or verbally abusing other students.
10. Creating lies or spreading rumours about fellow students that may offend the students even if they hold to be true.
11. Being disruptive on a school trip.
12. Using mobile phones in class, setting off ring tones or messaging other students.

CATEGORY 3 OFFENCES

1. Distributing or possessing obscene material.
2. Any form of prolonged bullying of students (physical, psychological, social exclusion, extortion, threats or additional to this).
3. Being persistently disruptive before, during or after the prayer.
4. Cheating in school tests.
5. Being persistently disruptive and uncooperative with any member of staff.
6. Writing on desks or walls or on any other school property.
7. Theft of property belonging to the school or to fellow students.
8. Bringing dangerous materials and sharp objects to school although it is not used.
9. Showing others offensive material.
10. Displaying homosexual behaviour.
11. Deliberately damaging or destroying the property of others.
12. Smoking in and around the school premises.
13. Any action that disrupts the normal functioning of the school (Discretion will be applied).

CATEGORY 4 OFFENCES

1. Swearing or verbally abusing a teacher at any time (including any form of insults).
2. Fighting with other students.
3. Leaving the school premises at any time during the school day without the permission of the principal, vice-principal or coordinator.
4. Muslim students purposely missing the prayer.
5. Behaving in a threatening manner towards any administrative or staff member.
6. Stealing any belongings or property of staff members.
7. Playing with dangerous materials in school, e.g. chemicals.
8. Deliberately attacking a fellow student and causing physical damage.

CATEGORY 5 OFFENCES

1. Physically abusing a teacher.
2. Carrying dangerous weapons (e.g. knives, axes, swords, guns, etc.).
3. Drug dealing or possessing and distributing drugs.
4. Engaging in homosexual acts.
5. Hitting or attacking any school employee.
6. Obtaining a dangerous weapon (gun, etc.).
7. Forging the school stamp or any other official school document.
8. Any action that cause damage to the school reputation, himself or others.

Section 4: Disciplinary stages

Stage 1:

Any teacher who witnesses an offence must document it onto the **Behavioural Offence Form (BOF)** and forward it to the relevant supervisor.

The supervisor will file a copy of the BOF and prepare an individual file for the student concerned. If required, the BOF form will be forwarded to the coordinator or principal. A copy of the form is available upon request to the teacher in whose class the offence was committed.

The teacher must apply a suitable sanction from the list of sanctions set out in section 5 against the student. Teachers must document action taken against the student.

Disciplinary Procedure Slip 1 (DPS₁) forms are to be completed by supervisors using the information on the BOF and a *white report card* obtained from the coordinator. Parents are to be informed by the principal or by his representative of the action that has been taken against the student. Each student listed on the BOF must have a separate DPS₁ form. If the student reaches the end of this stage the case is to be referred to the Discipline Committee for the necessary action to be decided. Parents are to be asked to attend appear before the Head of the Discipline Committee, Vice-Principal and Coordinator and informed of the decision of the Committee.

If the offence committed by a student is from the offences that merit suspension, the student will automatically be transferred to the end of stage 1.

Stage 2:

In the event that a student's behaviour does not improve after stage 1, he is to be entered into stage 2 of the disciplinary policy. If any student is placed at stage 2, parents are to be asked to attend a disciplinary meeting at school to discuss the behaviour of their child.

The student should be counseled on his behaviour and actions and a **Disciplinary Procedure Slip 2 (DPS₂)** form is to be started. A *yellow report card* must be obtained from the coordinator and started. Appropriate sanctions must be used from the list of sanctions set out in section 5.

Under exceptional circumstances a pupil may be excluded from lessons during the school day and placed in **DISCIPLINARY** (a supervised area for the student to sit in isolation and

complete work set by his teachers). This must be authorized by the Principal, Vice-Principal, Coordinator or Head of Discipline.

If any student reaches the end of stage 2 in the disciplinary stages, then the Discipline Committee must review the case and take appropriate action. The parents are to be informed and asked to appear before the Discipline Committee so the verdict may be delivered to them and advice given as to how to help the student. The parents must also be given warning that any further incidents will result in transferral to the final stage of the Disciplinary stages, the ultimate consequence of reaching the end of this stage being the formal expulsion of the student via the Ministry of Education.

Stage 3:

In the (unlikely) event of a student's behaviour deteriorating further, then he is to be placed at stage 3 of the disciplinary policy and a **Disciplinary Procedure Slip 3 (DPS₃)** form started. The parents will be asked to attend a disciplinary meeting in school and a *red report card* started. In the event that end of stage 3 is reached, the Discipline Committee will advise the parents to voluntarily remove their child from the school. Should the parents reject this option, proceedings will be started to apply to the Ministry of Education for a formal expulsion order. Documented evidences of each of the stages of the Discipline policy being implemented should be provided to support the expulsion application. Alternatively, if the student is nearing the end of the academic year, the Discipline Committee will request that the principal rejects the application for admittance for the next academic year of the student concerned.

Section 5: Sanctions available for teachers

MINISTRY OF EDUCATION GUIDELINES PROHIBIT TEACHERS FROM HITTING STUDENTS AS A MEANS OF DISCIPLINE.

Students at Stage 1

Teachers may choose from any of the following sanctions against students who contravene the code of conduct:

- documenting of the offence before the student
- verbal reprimand for first time offence (the student is to be made aware and admit to himself of the fact that he has contravened the code of conduct)
- warn of disciplinary action being taken for a second offence
- writing of lines signed by parents (no more than 300 lines for middle and upper school students, lower school teachers must use their discretion if lines are given)
- detention at break time up to a maximum of 20 minutes (the time period is at the discretion of the teacher)
- students who persistently break the code of conduct for students may also be removed from activities or / and P.E. lessons
- marks may also be deducted from the formative assessment mark which contributes to the total mark (the number of marks deducted are dependent upon the severity of the offence(s)).
- **SUSPENSION** is at the discretion of the Discipline Committee and depends on the severity of the offence. Each case will be reviewed on an independent basis by the Discipline Committee.

Students at Stage 2

Any of the aforementioned sanctions used for stage 1 may be used at the discretion of the teacher but additionally:

- each offence committed is to be accompanied by a written statement from the student admitting liability which is to be signed by the student, supervisor and the coordinator
- supervisors must notify parents each time an additional offence is committed
- deduction of one to five marks from conduct marks
- cleaning away graffiti or payment for damage done to school property
- send to the allocated **DISCIPLINARY** room, with work set by teachers
- **SUSPENSION** is at the discretion of the Discipline Committee and depends on the severity of the offence. Each case will be reviewed on an independent basis by the Discipline Committee.

Students at Stage 3

- supervisors are to inform parents that their child is at stage 3 and ask them to attend a disciplinary review meeting in school
- supervisors are to start a DPS₃ form for the student
- **TWO** days in **DISCIPLINARY** for a first offence
- For a second offence, the student is to be kept in **DISCIPLINARY** for **FIVE DAYS**
- **SUSPENSION** is at the discretion of the Discipline Committee and depends on the severity of the offence. Each case will be reviewed on an independent basis by the Discipline Committee.

CATEGORY 1 OFFENCES

1. Persistently arriving late to school in the mornings.
2. Intentionally not attending the assembly.
3. Arriving to any lessons late without a teacher's or secretary's note.
4. Failure to attend school without the correct uniform or acceptable alternative clothing.
5. 'Ditching' lessons.
6. Having a haircut that is unIslamic (i.e. partly-shaved hair, stepped cut, spiked, Mohican, Mohawk, etc).
7. Attending school with hair dyed other than the student's natural hair colour.
8. Littering the classrooms, corridors or playing fields or any other part of the school premises.
9. Not doing work set by a teacher.
10. Bringing mobile phones to school when there is no necessity and requirement from the parents.
11. Use of MP3 or MP4 players or any other multimedia devices.
12. Sleeping in class.
13. Eating and drinking in class.
14. Entering or leaving a class without permission.
15. Not bringing books to lessons.
16. Not wearing uniform.
17. Not completing homework.

PUNISHMENTS FOR CATEGORY 1 OFFENCES:

1. In the first instance a teacher should remind the student of his offence by referring to the Code of Conduct for students. The teacher may give a verbal warning and reprimand for a first offence, a second offence may be punishable by a break time detention not to exceed more than 20 minutes.
2. A warning may be issued to the student that any future offence will result in a letter being sent to the parent that conduct marks will be deducted from his report card.
3. Students may be sent to 'improve the school condition' by helping to maintain its cleanliness in classrooms at break time.
4. A teacher may confiscate the item that a student was using during a lesson that is forbidden by the school rules (e.g. MP3 player, mobile phone, etc.).
5. If the teacher chooses he may phone the student's parents to inform them of the offence carried out.

CATEGORY 2 OFFENCES

1. Being careless regarding reaching and attending the prayer on time.
2. Copying homeworks.
3. Causing a disruption in the corridors.
4. Defacing and damaging books.
5. Misuse of the school computers or any other school property.
6. Possessing offensive material.
7. Forging parents' signatures for excuse notes, etc.
8. Displaying insubordinate behaviour towards a teacher or any member of staff inside or outside of the classes (which includes not obeying teachers' instructions).
9. Swearing at other students or verbally abusing other students.
10. Creating lies or spreading rumours about fellow students that may offend the students even if they hold to be true.
11. Being disruptive on a school trip.
12. Using mobile phones in class, setting off ring tones or messaging other students.
13. Damaging school property or that of any other student.

PUNISHMENTS FOR CATEGORY 2 OFFENCES:

All category 2 offences should be recorded down in the teacher's personal discipline log and referred for the opening of a Disciplinary file where he is to be placed at Disciplinary Stage 1.

1. Teachers may give an immediate detention to the student and/or deduct behavior from the subject mark and/or conduct marks.
2. Homework marks may be deducted and/or a break time detention (not exceeding 20 minutes) may be given.
3. Marks for conduct and/behavior may be deducted by the subject /form teacher.
4. A student may be asked to pay for any books or items that were damaged.
5. Students may be banned from the computers for a limited period (not exceeding 3 lessons) and theory work set for them.
- 6-8. Parents should be informed and detention be given by the teacher concerned.
- 9-10. Detention with lines or a meaningful punishment (e.g. Islamic advices to be written out to highlight the error made).
11. Detention and/or deduct behavior from the subject mark and/or conduct marks.
12. Confiscation of the item from the student, the return of the item only when the parent comes to collect the item.
13. Referral to the School Discipline Committee with a recommendation that compensation of the item in cash or its replacement be made.

CATEGORY 3 OFFENCES

1. Distributing or possessing obscene material.
2. Any form of prolonged bullying of students (physical, psychological, social exclusion, extortion, threats or additional to this).
3. Being persistently disruptive before, during or after the prayer.
4. Cheating in school tests and exams.
5. Being persistently disruptive and uncooperative with any member of staff.
6. Writing on desks or walls or on any other school property.
7. Theft of property belonging to the school or to fellow students.
8. Bringing dangerous materials and sharp objects to school although it is not used.
9. Showing others offensive material.
10. Displaying homosexual behaviour.
11. Deliberately damaging or destroying the property of others.
12. Smoking in and around the school premises.
13. Any action that disrupts the normal functioning of the school (Discretion will be applied).

PUNISHMENTS FOR CATEGORY 3 OFFENCES:

Any student who is involved with a category 3 offence is to be placed at the end of Disciplinary Stage 1 and should **receive an immediate suspension**, in addition he is liable to a further penalty of a loss of conduct/behavior marks.

1,9,10. Suspension duration of 5-10 days (to be decided by the Discipline Committee after investigating the matter), followed by counseling.

2,3. A suspension of 1-3 days (to be decided by the Discipline Committee).

4. Immediate suspension for a period of 5 days followed by the resit of a different test/exam whereby only the maximum mark of 40% is to be given to the student if he passes.

5,6. A suspension of 1-3 days (to be decided by the Discipline Committee).

7,11. Parents to be informed and a suspension of 3-5 days (to be decided by the Discipline Committee), replacement of the stolen item or cash payment equivalent to the price of the new item.

8,12. Parents to be informed and a suspension of 1-5 days (to be decided by the Discipline Committee).

CATEGORY 4 OFFENCES

1. Swearing or verbally abusing a teacher at any time (including any form of insults).
2. Fighting with other students.
3. Leaving the school premises at any time during the school day without the permission of the principal, vice-principal or coordinator.
4. Muslim students purposely missing the prayer.
5. Behaving in a threatening manner towards any administrative or staff member.
6. Stealing any belongings or property of staff members.
7. Playing with dangerous materials in school, e.g. chemicals.
8. Deliberately attacking a fellow student and causing physical damage.

PUNISHMENTS FOR CATEGORY 4 OFFENCES:

ALL category 4 offences Start at the beginning of Disciplinary Stage 2 and in addition are liable for a further penalty of a loss of behavior/conduct marks .

1, 5,6 8. A minimum of **ONE school week (5 days) immediate suspension** once a report has been submitted by the concerned teacher to the Discipline Committee/Principal and/or deduction in behavior marks.

2, 3,4, 7. **ONE day suspension** from school and/or deduction in behavior marks.

CATEGORY 5 OFFENCES

1. Physically abusing a teacher.
2. Carrying dangerous weapons (e.g. knives, axes, swords, guns, etc.).
3. Drug dealing or possessing and distributing drugs.
4. Engaging in homosexual acts.
5. Hitting or attacking any school employee.
6. Obtaining a dangerous weapon (gun, etc.).
7. Forging the school stamp or any other official school document.
8. Any action that cause damage to the school reputation, himself or others.

PUNISHMENTS FOR CATEGORY 5 OFFENCES:

ANY student who commits a category 5 offence **MUST** have his case reviewed by the School Discipline Committee who will then follow the following procedure:

1. Compilation of full written reports from ALL parties concerned in the incident.
2. Teacher's written report (if applicable) regarding the incident.
3. A copy of the relevant reference taken from the Student Code of Conduct.
4. A copy of the Category 5 Offences list and the subsequent sanctions for the offence.
5. The final recommendations of the School Discipline Committee.

Any student at this stage of offence is to be given a non-negotiable ultimatum of *Voluntary Withdrawal* of their son from the school. The school will provide the necessary paperwork to ensure the release of the student file to the parents as well as providing any school report cards for that academic year.

If parents contest a decision by the School Discipline Committee regarding *Voluntary Withdrawal* and refuse to take the option offered, the school reserves the right to apply to the Ministry of Education for a formal expulsion. In this issue, the student will not be allowed into school until the matter is concluded by the Ministry of Education.