



**ZAHRA'AT AL-SAHRA'A INTERNATIONAL SCHOOL**

# **STUDENT CODE OF CONDUCT**

**ACADEMIC YEAR 2018 - 2019**

## **STUDENT AND PARENT ACKNOWLEDGMENT**

**THIS STUDENT CODE OF CONDUCT HAS BEEN WRITTEN TO HELP OUR STUDENTS GAIN THE GREATEST POSSIBLE BENEFIT FROM ZAHRA'AT AL-SAHRA'A INTERNATIONAL SCHOOL. WE SEEK YOUR HELP AND COOPERATION IN REVIEWING THE INFORMATION CONTAINED WITHIN THE HANDBOOK FOR BETTER UNDERSTANDING OF OUR RULES AND REGULATIONS. BY SIGNING ON THE STUDENT ACKNOWLEDGEMENT FORM, THE PARENT(S) WILL ACKNOWLEDGE RECEIPT OF THE HANDBOOK AND CERTIFY THAT THEY HAVE READ AND DISCUSSED ITS CONTENTS.**

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## **Description**

The purpose of this Code of Student Conduct is to inform all students and parents of ZSIS's expectations regarding behavior and conduct.

The Code is based on the policies of the administrative board and the ministry of education's administrative procedures and practices.

This Code was developed to protect the rights of all students by:

- Providing a district wide discipline management plan
- Specifying the behavior that is expected of all students
- Describing the broad range of student misconduct and providing appropriate disciplinary consequences or options for the various kinds of misconduct
- Outlining student rights relating to school

Students are also expected to abide by the policies set forth in the Code so that they can get the most out of their years in school.

Finally, ZSIS is committed to providing a welcoming and safe environment for all parents and children.

## **Responsibilities**

The Code of Student Conduct is an instrument intended to be implemented with the cooperation of all members of the ZSIS community with a view toward the overall goal of keeping the school safe and secure.

Attaining that goal depends on the exercise of responsibilities by the following:

### **Students**

Exhibit the highest standards of behavior to create a positive and welcoming school atmosphere.

This CSC defines system wide expectations for student behavior and provides the means for constructive student relationships with school personnel.

### **Parents**

Support school rules for student behavior and ensure that their children conduct themselves according to the school's standards.

Ensure student attendance at school.

Read, acknowledge, and understand these rules and the rules applicable to their children's conduct while they are at school.

## Teachers

Establish classroom management procedures that promote good student conduct, contribute to the academic and social/emotional growth of all students, and support school policies and procedures.

## Administrators

Develop with all members of the school community an effective discipline management system that is conducive to the academic and social/emotional growth of all students.

## **Student Responsibilities**

The student's responsibilities for achieving a positive learning environment at school and/or school-related activities include the following:

- Attending all classes each day and being on time in conformity with the compulsory attendance laws
- Preparing for each class with appropriate materials and completed assignments
- Dressing according to the dress code adopted by the school
- Showing respect toward others
- Conducting oneself in a responsible manner
- Knowing and obeying all school rules in the Code of Student Conduct
- Cooperating with staff members in the investigation of disciplinary matters
- Reporting threats to the safety of students and staff members, as well as misconduct on the part of any other students or staff members, to the building principal, a teacher, or another adult
- Using ZSIS technology systems for school business purposes only and using school computers and related equipment appropriately
- Reporting all observed or suspected technology security problems immediately to a teacher
- Knowing that the use, possession, and/or sale of illegal items are unlawful and prohibited, and that students may be subject to random searches in order to assure a safe school environment.

ZSIS shall foster a climate of mutual respect for the rights of others.

Students, who violate the rights of others or school rules, shall be subject to disciplinary action in accordance with established school policies and procedures.

## **General Discipline Guidelines for Assessing Penalties**

When administering discipline, school personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, and to maintain essential order
2. Students shall be treated fairly and equitably
3. Factors that must be considered in each decision are:
  - Seriousness of the offense
  - Student's age and intent or lack of intent at the time the student engaged in the conduct
  - Student's disciplinary history
  - Student's attitude
  - Potential effect of the misconduct on the school environment
  - Ministry of education law requirements for certain disciplinary consequences
  - Whether the facts of the case shows an act of self-defense
  - Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct
4. In the administration of discipline, administrators must be aware that ZSIS policy prohibits the suspension, or expulsion of students prior to third grade unless required by law.
5. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom.

### **Corporal Punishment**

School's policy prohibits corporal punishment as a disciplinary method.

Certain physical acts against a student by school personnel (such as choking, kicking, punching, pinching, hitting with an object, etc.) are not authorized and will be considered a violation of the corporal-punishment policies when used as a disciplinary measure.

## Levels of Offences

### Level 1: Violation of classroom rules

A teacher is the most interacting staff member with the students on a daily basis.

He is the first one who can detect a behavior problem with one of his students.

In parallel the floor supervisor is the second most interacting staff member with the students on daily basis.

He can also detect a behavior problem with one of his students.

In Parallel	
Teachers	Supervisors
Step 1	Step 1
<p>The teacher must first communicate with the student privately to:</p> <ol style="list-style-type: none"> <li>1. Understand his problem in details</li> <li>2. Ask for the reasons behind this problem</li> <li>3. Try to come out with solutions</li> </ol>	<p>The supervisor must first communicate with the student privately to:</p> <ol style="list-style-type: none"> <li>1. Understand his problem in details</li> <li>2. Ask for the reasons behind this problem</li> <li>3. Try to come out with solutions</li> </ol>
Step 2	Step 2
<p>The teacher must write to the student's parents via school system's mail.</p> <p>Three emails must be sent without any reply from the parents or change in the student's behavior, so that the case can move to a higher level of offenses.</p>	<p>The supervisor must fill the students' names in his <i>daily student behavior form</i> under minor or major problems (based on the problem type). Marks will be deducted based on the type of the problem based on the ministry standards</p> <p>The supervisor must write to the student's parents via school system's mail for repeated minor problems through the student conduct officer.</p>
Step 3	Step 3
<p>The teacher must fill the <i>weak student evaluation form</i> (which is divided into an academic part and a behavioral part).</p>	<p>The supervisor must submit the <i>student evaluation form</i> (which is divided into an academic part and a behavioral part and filled by all the student's teachers) to the student conduct officer. This form must be signed and returned by the student's parents.</p>

### Level 2: Administrative targeted intervention

This kind of intervention comes in two cases:

1. All steps of level 1 have been done and the problem is still present or escalating
2. The problem is already a major one that needs direct administrative intervention and can't wait to be solved step by step

Step 1
<p>The student conduct officer must contact the student's parent to inform him about the details of his son's problem.</p> <p>The student will have to sign an <i>official written warning</i> (designed by the ministry of education)</p>
Step 2
<p>The student conduct officer must contact the student's parent to schedule an interview where the problem will be discussed in details and the proofs will be submitted</p> <p>The parent will have to sign an <i>official written warning</i> (designed by the ministry of education)</p>

### Level 3: Expulsion for serious offenses

The school's principal must schedule a meeting with the student's parent for a final warning.

The parent will have to sign an official *final written warning* (designed by the ministry of education) that will result in the student's expulsion.

## **Bullying and Other Types of Harassment**

Each student is expected to respect the rights and privileges of other students, teachers, and staff members.

A substantiated charge of harassment against a student shall result in disciplinary action.

The term “harassment” includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual’s that creates an intimidating, hostile, or offensive educational environment.

The term also includes threatening to cause harm or bodily injury to another student, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health or safety.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act.

A failure to immediately report may impair the administration’s ability to investigate and address the prohibited conduct.

Any parent, student or staff member may report concerns about bullying to the school administration.

Anyone who knows of a student who is bullying or being bullied may alert the student conduct officer.

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other school employee.

Any school employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or student conduct officer.

A report may be made orally or in writing. The principal or student conduct officer shall reduce any oral reports to written form.



## **Procedures for Investigation of Bullying**

1. The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct.
2. The principal or designee shall notify the parent or guardian of the alleged victim on or before the third business day after the date the incident of bullying is reported.
3. The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
4. The investigation should be completed within 10 business days from the date of the initial report alleging bullying.
5. The principal or designee shall prepare a final written report of the investigation. The report shall include a determination of whether bullying occurred and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the superintendent or designee.
6. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
7. If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Code of Student Conduct and may take corrective action reasonably calculated to address the conduct.
8. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.
9. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.



المملكة العربية السعودية  
وزارة التربية والتعليم  
مدرسة زهرة الصحراء العالمية

## أقرار وتعهد طالب

اليوم ..... الموافق ..... / ..... / 2018 م

أقر انا الطالب : ..... الصف: ..... الفصل: .....

بأنني: .....

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بالرغم من معرفتي التامة مسبقا بلانحة السلوك والمواظبة والإجراءات المتخذة على كل مخالفة وردت فيها.

فعليه (أتعهد) بعدم تكرار ما حصل مني وأقدم اعتذاري الشديد لإدارة المدرسة على هذا التصرف.

وأتعهد باحترام إدارة المدرسة وكافة منسوبيها وإتباع أنظمتها والتعاون معها لما فيه صلاح مستقبلي ( السلوكي والعلمي ) وفي حالة تكرار مخالفتي مرة أخرى يحق لإدارة المدرسة اتخاذ ما تراه مناسباً بحقي وتطبيق إجراءات اللانحة السلوكية كما أتعهد بإبلاغ والدي بذلك لزيارة المدرسة.

توقيع المشرف

توقيع الطالب

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المملكة العربية السعودية  
وزارة التربية والتعليم  
مدرسة زهرة الصحراء العالمية

## تعهد ولي امر طالب

أقر أنا: ..... ولي أمر الطالب: .....

بأنه: .....

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وكان ذلك يوم ..... الموافق ..... / ..... / 2018 م

بالرغم من معرفتي التامة مسبقا بلائحة السلوك والمواظبة والإجراءات  
المتخذة على كل مخالفة وردت فيها.

فعليه (أتعهد) بعدم تكراره ما ذكر واحترامه إدارة المدرسة وكافة منسوبيها  
وإتباعه أنظمتها والتعاون معها لما فيه صلاح مستقبله (السلوكي والعلمي)  
وفي حالة تكرار مخالفته مرة أخرى يحق لإدارة المدرسة اتخاذ ما تراه مناسباً  
بحقه وتطبيق إجراءات اللائحة التنظيمية.

توقيع الإدارة

توقيع ولي امر الطالب

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المملكة العربية السعودية  
وزارة التربية والتعليم  
مدرسة زهرة الصحراء العالمية

## تعهد واذار بالطرد

أقر أنا: ..... ولي أمر الطالب: .....

بأنه: .....

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وكان ذلك يوم ..... الموافق ..... / ..... / 2018 م

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بحقه وتطبيق إجراءات اللائحة .

توقيع الإدارة

توقيع ولي امر الطالب

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