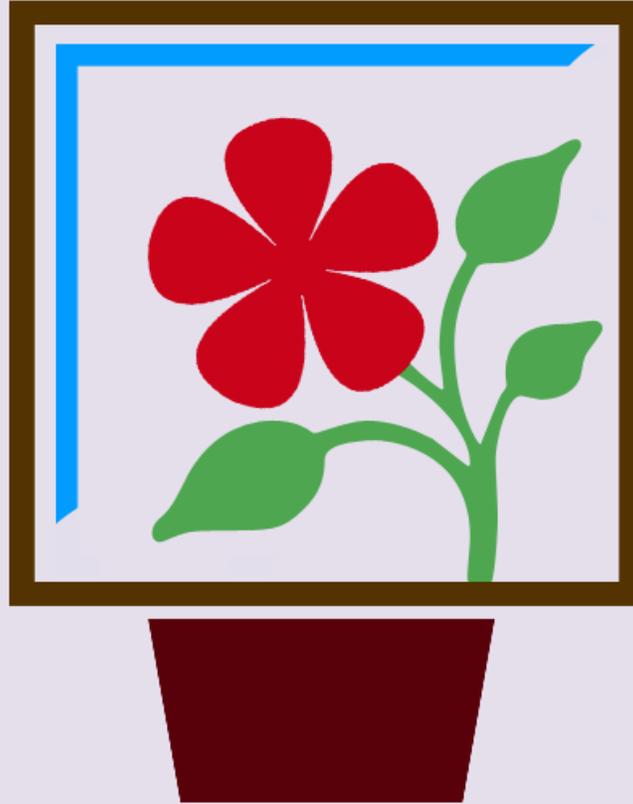




مدرسة عبدالرحمن كانو الدولية  
Abdul Rahman Kanoo International School

# BEHAVIOR BOOKLET

DISCIPLINE WITH DIGNITY



**Fifth Edition**  
**2017/ 2018**

**Fifth Edition**  
**Academic year 2017/ 2018**

**Introduction:**

Discipline, which is one of the main pillars of a sound and beneficial education, is usually maintained by the collaboration of school educators, family and all the elements of society who are responsible for guidance and counseling, as well as those responsible for protecting society from any unethical conduct or intrusive mentality or abuse that affects them mentally, physically, emotionally or intellectually or that contradicts our traditions and culture, in order to raise good citizens that are proud of belonging to this nation.

Any fine disciplinary process requires maintaining the dignity of students, respecting their humanity, and developing well-balanced characters. Confident and disciplined characters are the ones capable of holding responsibility, and thus promoting their homeland and nation.

The Behavior Booklet is characterized by the collective efforts through the contributions of ten private schools in 2016; where each school participated with a specialist, counselor or administrative supervisor, who is well-equipped with the knowledge and experience of the nature of problems occurring in a school environment. The schools' particularities and policies have been taken into account, in consistency with the Ministry of Education's educational standards.

The Fifth Edition was then reviewed to ensure its compatibility with the Ministry of Education's decision No. (99/2017) of the student disciplinary guidelines which was published in the Official Gazette on Thursday 9<sup>th</sup> February 2017.

The main aim of this behavior booklet is to achieve self-discipline in students, and in order for that to be achieved only major violations have been listed, and a flexible treatment approach was laid out for it. It is based on a number of elements as follows:

- Type of violation.
- Defining the violation.
- The treatments; in order to provide an opportunity for them to be treated over a time space suitable for the nature of violation.
- The options; its aim is to provide more flexibility in taking the most appropriate measures as required.

The problems are categorized into: academic, social and behavioral, environmental, ethical and problems against the society, to facilitate dealing with the problems and to give them a wider perspective, in addition to clarifying the types of violations (first, second, third) according to the Ministry of Education's classifications.

The majority of the disciplinary treatments that are taken are based on the decision of teachers and the Guidance and Counseling Department together, knowing that the school sometimes may ask the parent to consult certain specialized organizations when needing to provide necessary treatment and advice when dealing with certain situations.

Noting that the booklet consists of two sections taking into consideration the age group of students:  
First: specified for Middle and High School.

Second: specified for Elementary School.

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### **Introducing the Discipline Committee:**

The Discipline Committee is formed based on Article (7) of the student disciplinary guidelines issued by the Ministry of Education in February 2017, Decision No. (99/2017).

It is a committee consisting of a group of school administrators and supervisors to deal with irregular problems or escalating problems according to the school administration's opinion in order to extensively discuss the problem, and to review the concerned students' files; in order to take the action that is deemed appropriate by the committee members; this meeting is called the "Discipline Committee Meeting".

### **"Suggested" Members of the Discipline Committee; can be less or more:**

1. School Principal.
2. Head of School.
3. Head of Guidance and Counseling Department.
4. Deans of students.
5. Administrative supervisor.
6. Social Counselors.
7. A teacher chosen by the concerned school administration who is usually the homeroom teacher.

Agreement on any decisions is taken through majority voting; if there are an equal number of votes, the school principal's vote counts as two instead of one.

### **Implementing the penalties after the Discipline Committee meeting:**

The Dean of Students carries out the actions agreed on in the meeting, as soon as possible, and which include:

1. Informing the parents of the decisions.
2. Issuing any letter agreed on by the Committee, sign, and deliver it to the parent.
3. Ensuring that the decision is implemented.

The social counselor is responsible to write the minutes of the meeting and document it in the concerned student files.

### **Additional educational work aimed for correcting behavior**

#### **First: Community Service Program**

The community service program is one of the educational programs that are implemented in the school to discipline students if their offenses call for school suspension. It is a field of education and training that enables students to enhance their understanding of the world while gaining their own experience from it. Community service is an activity that enables students to be open and develop their personalities and raise their sense of social awareness by developing their relations towards the different departments of their school community, including the employees and administrative staff. It is also an educational method implemented by the school to reinforce positive behavior and discard negative behavior, where students are assigned to provide community service during school hours to selected departments in coordination with The Guidance and Counseling Department.

**The concept of community service:**

A group of activities carried out by an individual or group of individuals, in an intentional, personal and direct manner to benefit the school community or outside community.

**Elements of community service:**

Community service is based on some elements that have to be achieved in each student, and this is where the role of the cooperating department takes place in making sure that each student has achieved these elements to the best of his or her abilities. The elements are as follows:

- Moral of the purpose: the student carries out the service without anticipating any personal or monetary benefit;
- Directly and personally carrying out the task: the task is not considered community service if the student assigns another person to carry out the task instead;
- Positivity and quality of work: the community service task must be beneficial, accurate and faultless. The student should not undermine the quality of the task given, regardless of its size.
- Targeting public benefit: public benefit is benefit that does not only serve a certain individual or group, but which serves all the individuals and members of the society.
- Proactive: student displays self-driven initiative in the community service without objections or complaints.

**Notes on implementation:**

When students implement the community service program inside the school, the following has to be taken into consideration:

1. The parent is informed in the event of a problem that requires transferring the student to the community service program.
2. The community service carried out by the student is not related to academic progress. The successful completion of the task required by the student is based on his or her attendance, positive interaction and carrying out the assigned work;
3. The counselor follows up on student's attendance and holds him or her accountable for absenteeism in coordination with the Dean of Students;
4. Fields of community service that can be implemented inside the school: nutrition, health, environment, university, and citizenship education; caring for the school environment, social and emotional support, and administrative support.
5. It is taken into consideration that the student is not assigned with a demeaning task.
6. The student assists the cooperating departments after coordination and arrangement done by the counselor, and is not neglected or left alone to roam around in the school corridors or playgrounds.
7. The counselor submits the community service form to the cooperating departments in order to document the task in the student's accumulative file after getting the required signatures.

**Second: The detention system; afterschool or during break time:**

One of the methods used by the Guidance and Counseling Department to correct certain behavior is after school detention (from 2:30 – 4:00) or during break time according to the school's procedures. This is carried out with an accompanying administrative or teaching staff member,

after taking the school administration's approval, to achieve educational activities or community service, with the aim of reinforcing positive behavior and discarding negative behavior.

To coordinate the suitable date of detention, the student's parent is contacted, and the parent must come to school at the end of the detention to pick up his son or daughter.

The student may have his or her meal during the detention.

# Middle and High School

**First: Academic problems**

<b>Violation (1): Coming late to school / Academic (First type)</b>		
<b>Definition:</b> Student comes late to school in the morning without a valid excuse after the bell rings, and does not attend the morning assembly which is considered the beginning of the school day program - in schools which begin their day with an assembly.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Guiding and counseling the student.</li> <li>The student's lateness is documented, and guidance is given regarding attending school on time (for the first 3 times).</li> <li>The parent is informed.</li> </ul>	<p><b><u>First option:</u></b></p> <p>If the student comes late for more than 3 times:</p> <ul style="list-style-type: none"> <li>Guiding and counseling the student.</li> <li>The student signs a written contract.</li> <li>The parent is informed, and is urged to maintain the school's system.</li> <li>Suspend participation in some of the student activities or events.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>The parent is called in, and the parent and student both sign a written contract.</li> <li>Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul> <p><b><u>Second option (in case of repetition):</u></b></p> <ul style="list-style-type: none"> <li>The student's situation is presented to the School Discipline Committee to take the appropriate measures.</li> </ul>

<b>Violation (2): Attending school without school material or a diary (First type)</b>		
<b>Definition:</b> Attending school or a lesson without the school diary or the necessary material for learning - in schools which have a diary.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>The student must be warned that bringing the school diary to all lessons is his or her own responsibility, in order to enable note taking;</li> <li>The teacher communicates with the parent.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>The parent is called in.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>A warning letter is sent to the parent.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>

<b>Violation (3): Going late to class (First type)</b>		
<b>Definition:</b> Student goes late to class without a valid excuse, in schools where students move from one class to the other.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Student is warned by the teacher of the necessity of being in class on time.</li> </ul> <p><b><u>Second option:</u></b> If the student is more than 10 minutes late:</p> <ul style="list-style-type: none"> <li>• Student is permitted inside the class, and the teacher contacts the parent.</li> <li>• The <b><u>counselor</u></b> is notified.</li> </ul>	<p><b><u>First option:</u></b> If the student is late for more than 3 times (above 10 minutes):</p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Student signs a written contract not to repeat the violation.</li> <li>• The parent is informed of the action taken and is urged to cooperate and guide his son/daughter to adhere to school rules and regulations.</li> </ul>	<p><b><u>First option:</u></b> If the student is late for more than 6 times (above 10 minutes):</p> <ul style="list-style-type: none"> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> <li>• The parent is informed of the action taken.</li> <li>• A counseling session is held.</li> </ul>
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<b>Violation (4): Skipping some of the lessons (First type)</b>		
<b>Definition:</b> Student skips some of the lessons during the school day without a valid excuse from the school administration.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and warning the student.</li> <li>• A contract is signed.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student signs a written contract.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> <li>• The parent is called in.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is assigned with one day of community service.</li> <li>• The parent is called in and the parent and student both sign a written contract.</li> </ul> <p><b><u>Second option (in case of repetition):</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>

<b>Violation (5): Absence (First type)</b>		
<b>Definition:</b> Student is absent one school day without a valid excuse. The absence percentage is calculated according to the total number of school days which is 180 school days, and the total number of absent days is 18 school days.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The absence is documented, and the parent is informed each time, and the student is given guidance and counseling.</li> <li>• If the absenteeism reaches 50% (9 days), the student signs a written contract and receives a first warning.</li> <li>• The Counselor makes a case study of the student with the aim of knowing the reasons for absence, and provides solutions to help.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• If the absenteeism reaches 80% (15 days), the parent is called in and the parent and student both sign a written contract. The student receives a second warning.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• If the absenteeism reaches 90% (17 days) a final warning is given to the student, and a final chance is given to adhere to school hours.</li> </ul> <p><b><u>Second option (in case of repetition):</u></b></p> <ul style="list-style-type: none"> <li>• If the absenteeism reaches 100% (18 days), the case is transferred to the school Discipline Committee to look into depriving the student from taking the final exams. The file is transferred to the Ministry of Education.</li> </ul>
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<b>Violation (6): Disrupting lessons (Second type)</b>		
<b>Definition:</b> Disrupting the teaching and learning process, such as stirring chaos, troublemaking inside the classroom, school halls or playgrounds.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <p>For the first three times, the teacher does the following:</p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student not to repeat the violation.</li> <li>• The parent is informed.</li> <li>• The fourth time, the student is sent to the Social Counselor.</li> </ul> <p><b><u>Second option:</u></b></p> <p>When the <b><u>Social Counselor</u></b> is required to intervene directly:</p> <ul style="list-style-type: none"> <li>• The student signs a written contract.</li> <li>• The parent is called in.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is suspended for 1 to 3 school days.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the Discipline Committee to take the appropriate action.</li> </ul>

<b>Violation (7): Cheating in exams (Third type)</b>
<b>Definition:</b> The student intentionally attempts to obtain information related to exams, before or during the exam. Cheating includes the following:

<ol style="list-style-type: none"> <li>1. Obtaining any type of source of information whether the student uses it or not.</li> <li>2. Changing, hiding or tearing the answer papers.</li> <li>3. Any type of communication with other students with the intention of exchanging information.</li> <li>4. Leaking exams.</li> <li>5. Plagiarism.</li> </ol>		
<b>First Condition</b>	<b>Second Condition</b>	<b>Third Condition</b>
<p>Obtaining any source of information whether the student uses it or not.</p> <p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• The exam invigilator reports the incident, and the concerned school administration is informed.</li> <li>• The student signs a contract.</li> <li>• The student is deprived of the full exam grade and no re-sit exam is given.</li> <li>• The parent is informed.</li> </ul>	<p>Changing, hiding or tearing answer papers.</p> <p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• The exam invigilator reports the incident, and the concerned school administration is informed.</li> <li>• The student is deprived of the exam grade he was caught cheating in.</li> <li>• The student signs a contract.</li> <li>• The student is suspended for 1 to 5 school days.</li> <li>• The parent is informed.</li> </ul>	<p>Any type of communication with other students with the intention of exchanging information.</p> <p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• For the first time, the student is warned verbally.</li> </ul> <p><b><u>Second treatment:</u></b></p> <ul style="list-style-type: none"> <li>• The exam invigilator reports the incident, and the concerned school administration is informed.</li> <li>• 10% of the exam grade is deducted.</li> </ul> <p><b><u>Third treatment:</u></b></p>
<b>Fourth Condition</b>	<b>Fifth Condition</b>	
<p>Leaking exams.</p> <p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• A report is submitted to the concerned school administration.</li> <li>• The student is deprived of the full exam grade, whether he or she took the exam or not.</li> <li>• The student is suspended for 1 to 5 school days.</li> <li>• The parent is informed.</li> <li>• A re-sit exam will be given to all other students who were not involved in leaking the exam.</li> </ul>	<p>Plagiarism.</p> <p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• The student is deprived of the grade of the material presented with the aim of obtaining marks.</li> <li>• The parent is informed.</li> </ul>	<p>If the student repeats the matter in the same session:</p> <ul style="list-style-type: none"> <li>• The exam invigilator reports the incident, and the concerned school administration is informed.</li> <li>• The student is deprived of the full exam grade</li> <li>• The parent is informed.</li> </ul>

## Second: Social and behavioral problems

<b>Violation (8): Truancy or attempt of truancy (Second type)</b>		
<p><b>Definition:</b> The student leaves school during official school hours without permission from the school administration whether through the school gate or by jumping off or climbing the school fence.</p> <p>Truancy includes when the student goes inside the school and then leaves before the morning assembly bell rings.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student’s truancy is documented, and the student is given guidance and counseling.</li> <li>• The parent is called in.</li> <li>• The student signs a written contract.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student’s truancy is documented, and the student is given guidance and counseling.</li> <li>• The parent is called in.</li> <li>• The student signs a written contract.</li> <li>• The student is suspended for 3 to 5 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>

<b>Violation (9): Not adhering to the dress code (First type)</b>		
<p><b>Definition:</b> Not adhering to the appropriate dress code for the school environment (during school days or school occasions and activities held after school time), such as haircuts, hairstyle, revealing clothes, clothes that have drawings, phrases or figures of unethical foreign cultures, body tattoos, wearing chains and accessories and gold, nail polish, dyed hair and hats. Noting that the school has a school uniform for all students.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b> If the violation is minor and can be instantly adjusted:</p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Verbal warning.</li> </ul> <p><b><u>Second option:</u></b> If the violation is major and cannot be instantly adjusted:</p> <ul style="list-style-type: none"> <li>• The parent is called in to adjust the student’s situation. Only then is the student permitted to attend.</li> </ul> <p><b>This procedure is implemented each time</b></p>	<p><b><u>First option:</u></b> If the violation is minor and can be instantly adjusted:</p> <ul style="list-style-type: none"> <li>• The student signs a contract.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First option:</u></b> If the violation is minor and can be instantly adjusted:</p> <ul style="list-style-type: none"> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>

<b>Violation (10): Violent assault against students (Third type)</b>		
<b>Definition:</b> Student verbally or physically attacks other students in an aggressive and violent manner.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student signs a contract.</li> <li>• The parent is informed.</li> <li>• The student is suspended for 1 to 3 school days.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student signs a contract.</li> <li>• The parent is informed.</li> <li>• The student is suspended for 3 to 5 school days.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>

<b>Violation (11): Bullying and aggressive behavior against students inside and outside the classroom (Second type)</b>		
<b>Definition:</b> Student verbally or physically attacks or harasses other students by ridiculing or mocking them.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student signs a contract.</li> <li>• The parent is informed.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student signs a contract.</li> <li>• The parent is informed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>• The student is suspended for 1 to 3 school days.</li> </ul> <b><u>Second option:</u></b> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>

<b>Violation (12): Assaulting the school's teaching, technical or administrative faculty members or workers (Third type)</b>		
<b>Definition:</b> Physically assaulting one of the teaching, technical or administrative members of the school faculty or workers.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is called in.</li> <li>• The student and parent sign a written contract</li> <li>• The student is suspended for 3 to 5 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A Discipline Council meeting is held, and a copy of all correspondences between the school and parent is sent to the Ministry of Education.</li> </ul>
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<b>Violation (13): Offending the school’s teaching, technical or administrative faculty members or workers (Third type)</b>		
<b>Definition:</b> Offending one or a group of the academic, technical or administrative school faculty or workers; such as using offensive language like cursing or swearing or any insult whether verbally, or by action such as writing or drawing...etc.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student signs a contract.</li> <li>• The parent is informed.</li> <li>• The student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A Discipline Council meeting is held, and a copy of all correspondences between the school and parent is sent to the Ministry of Education.</li> </ul>

<b>Violation (14): Impeding or disrupting the school day (Third type)</b>		
<b>Definition:</b> Carrying out any action that may impede or disrupt the school day or part of the school day at school, such as activating a false fire alarm, or bomb threats...etc.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is called in, and the student and parent sign a contract.</li> <li>• The student is suspended for 1 to 5 school days.</li> <li>• In addition to paying a fine in the event of falsely activating the fire alarm; the fine is estimated by the</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee to take the appropriate action</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A Discipline Council meeting is held, and a copy of all correspondences between the school and parent is sent to the Ministry of Education.</li> </ul>

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<b>Violation (15): Theft (Third type)</b>		
<b>Definition:</b> Seizing the personal property of others, or the academic, technical or administrative faculty or school workers, or any public property in the school.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Guiding and advising the student.</li> <li>The student signs a written contract.</li> <li>The parent is informed.</li> <li>Return the stolen property or compensate its value.</li> <li>Suspending the student for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Guiding and counseling the student.</li> <li>The parent is called in and they both sign a contract.</li> <li>The student is suspended for 3 to 5 school days.</li> <li>The student's case is studied.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>The case is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>

<b>Violation (16): Smoking or possession of cigarettes (Second type)</b>		
<b>Definition:</b> Smoking inside the school campus, or possession of items that are used for smoking such as: cigarettes, lighter...etc. or inviting others to smoke.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Guiding and counseling the student. Student signs a written contract and the parent is informed.</li> <li>The student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Guiding and counseling the student. Student signs a written contract and the parent is informed.</li> <li>The student is suspended for 3 to 5 school days.</li> <li>The student is committed to community service or a hospital visit.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>The case is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>

<b>Violation (17): Impersonation or forgery of documents (Third type)</b>		
<b>Definition:</b> The student impersonates another student or party, or allows someone else to impersonate him or her with the aim of carrying out prohibited actions according to the school regulations, or dealing with other matters that require impersonation; or forgery of papers and documents.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student. Student signs a contract and the parent is informed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and advising the student and signing a written contract and informing the parent.</li> <li>• Student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is guided and advised, and the parent is called in and they both sign a written contract.</li> <li>• Student is suspended for 3 to 5 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>
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<b>Violation (18): Spreading rumors and lies that have a negative effect or are harmful (Second type)</b>		
<b>Definition:</b> Spreading any false or real news or lies that may be harmful and hurtful to others.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student signs a contract</li> <li>• The parent is informed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student signs a contract</li> <li>• The parent is informed.</li> <li>• Student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>

<b>Violation (19): Misrepresentation of the school (Second type)</b>		
<b>Definition:</b> The student acts inappropriately and unacceptably while representing the school in any activity, event or local or overseas trip; and does not adhere to the supervisors' instructions.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A letter is sent to the parent and a meeting is held. A behavioral contract is signed.</li> <li>• The student is temporarily banned from participating in student activities, events or school trips.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The parent is called in and a behavioral contract is signed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> <li>• The student is temporarily banned from participating in student activities, events or school trips.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student will have out-of-school suspension for 1 to 3 school days.</li> <li>• The student is banned from participating in any event or activity the entire school year.</li> </ul>
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<b>Violation (20): Sharing videos or audio recordings (Third type)</b>		
<b>Definition:</b> Taking videos or voice recordings of school students or staff without official permission, whether they are shared or not or helping in sharing them.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Meeting the parent and signing a contract.</li> <li>• Student will have out-of-school suspension for 1 to 3 school days.</li> <li>• The recording device is confiscated until the end of the year.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Meeting the parent and signing a contract.</li> <li>• The student will have 5 to 10 days out-of-school suspension.</li> <li>• The recording device is confiscated definitively.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is transferred to the Discipline Committee.</li> </ul>

<b>Violation (21): Bringing equipment that disrupt school work</b>		
<b>Definition:</b> student brings anything that is not related to the learning process, or that causes disruptions to the learning process such as mobile phones, electronic games, electronic tablets, etc. during school hours or after with the aim of using it or keeping it.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <p>Guiding and counseling the student and confiscating the device until the end of the school year, and signing a contract not to bring it again.</p>	<p><b><u>First option:</u></b></p> <p>The device is confiscated until the end of the school year.</p>	<p><b><u>First option:</u></b></p> <p>The device is confiscated until the end of the school year.</p>

### Third: Environmental problems

<b>Violation (22): Vandalism (Third type)</b>		
<b>Definition:</b> Vandalizing, breaking or damaging any part of the school building, devices or equipment, including vandalizing or breaking doors, windows, tables, chairs and electronic devices...etc.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b> If unintentional:</p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Parent is informed, and is obligated to pay for damages.</li> </ul> <p><b><u>Second option:</u></b> If intentional:</p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Parent is informed, and is obligated to pay for damages.</li> <li>• The student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Call in the parent and make them both sign a contract.</li> <li>• The student and parent are obliged to pay for damages.</li> <li>• The student is suspended for 3 to 5 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee to take the appropriate action.</li> <li>• The student and parent are obliged to pay for damages.</li> </ul>

<b>Violation (23): Damaging the school environment or damaging the personal property of students or teachers (First or second type)</b>		
<b>Definition:</b> Student tampers or damages the possessions of other students or teachers, or anything that causes harm to the school environment such as throwing waste or not caring about the general cleanliness or damaging and uprooting plants, or tampering with school facilities, contaminating the water, writing on walls, or polluting the air with nasty smells or harmful smells and others.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student signs a contract.</li> <li>• The parent is informed.</li> <li>• The student is obliged to compensate for damaged property.</li> </ul> <p><b><u>Second option:</u></b></p>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is called in, and they both sign a contract.</li> <li>• The student is obliged to compensate for damaged property.</li> </ul> <p><b><u>Second option:</u></b></p>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee to take the appropriate the action.</li> </ul>

<ul style="list-style-type: none"> <li>Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<ul style="list-style-type: none"> <li>The student is suspended for 1 to 3 school days.</li> </ul>	
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#### Fourth: Ethical problems

<b>Violation (24): Sexual abuse or luring students with the intention of sexual abuse or exploitation (Third type)</b>		
<p><b>Definition:</b> It is the actual sexual intercourse, regardless of the consent of either parties or the intended action of luring students in order to sexually abuse them or exploit them inside or outside school, by providing all means of tempting them to it whether by money or other temptations such as pornographic movies or photos.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Suspending the student for a school term after the Discipline Committee meeting, and transferring the problem to the specialized panels if required.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Suspending the student until the end of year final exams date, and transferring the file to the Ministry of Education.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Suspending the student and depriving him or her of taking the final exams and transferring the file to the Ministry of Education.</li> </ul>

<b>Violation (25): Unethical behavior (Second type)</b>		
<p><b>Definition:</b> Insulting others in a way that hurts their feelings and violates our ethical, national and Islamic values whether by using vulgar words or by indecent writing or graphic drawings or any actions of a sexual nature.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Guiding and counseling the student about the dangers of offending others; the student signs a written contract, and the parent is informed.</li> <li>Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>The student is suspended for 1 to 3 school days.</li> <li>Meeting the parent and signing a written contract.</li> <li>The student is transferred to a social specialist to study his case if necessary.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Suspending the student from 3 to 5 school days.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>The case is transferred to the school Discipline Committee to take the appropriate action.</li> </ul>

<b>Violation (26): Spreading and promoting pornography</b>
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<b>Definition:</b> Spreading and promoting pornography such as photos, tapes and indecent magazines that call for unethical behavior and following unethical practices that violate Islamic and Arabic values.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Guiding and counseling the student and confiscating the seized material.</li> <li>Meeting the parent and signing a contract.</li> <li>The student will have 1 to 5 days out-of-school suspension.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Transferring the student to a social counselor to study his case.</li> <li>A decision is taken to suspend the student until the end of the school term after the Discipline Committee meeting.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Transferring the student's file to the Ministry of Education. The student is suspended for one academic year.</li> </ul>

<b>Violation (27): Unethical and shameful practices that contradict public moral (Second type)</b>		
<b>Definition:</b> Students carrying out unethical and shameful practices inside the school campus such as touching, kissing or hugging.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Guiding and counseling the student.</li> <li>The parent is called in to discuss the matter, and a behavioral contract is signed. The student is suspended for 1 to 5 school days.</li> <li>As well as assigning the student to a project related to the matter.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>The student will have 5 to 10 days out-of-school suspension, and will be assigned to a project related to the matter.</li> <li>The parent is called in to discuss the matter and another behavioral contract is signed.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>The student is suspended until the end of the academic year.</li> </ul> <b><u>Second option:</u></b> <ul style="list-style-type: none"> <li>The student is suspended until a decision has been taken by the school Discipline Committee who will take the appropriate action.</li> </ul>

#### **Fifth: Problems against the society**

<b>Violation (28): Abuse and smuggling of illegal substances (Third type)</b>		
<b>Definition:</b> Students bring in illegal substances to the school campus, or coming to school in an inappropriate manner as a result of using illegal substances outside school, or offering illegal substances to others with the aim of causing addiction. Types of substances are: alcohol, narcotic tablets, sedative and stimulating powders and substances such as glue or any other substance that has alcohol in it.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Calling in the parent and signing a behavioral contract.</li> <li>• The student will have an out-of-school suspension on the same day.</li> <li>• Transferring the student to a social specialist to study his case, and to coordinate with concerned panels to follow up.</li> <li>• The student is suspended for 1 to 5 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The parent is called in and a behavioral contract is signed.</li> <li>• The student will have an out-of-school 5 to 10 days suspension.</li> <li>• Transferring the student file to the Ministry of Education and informing them of the action taken in this regard.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student's file is transferred to the Ministry of Education along with all the correspondences between the school and parent.</li> <li>• The student is expelled from the school definitively.</li> </ul>
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<b>Violation (29): Compromising national sovereignty (Third type)</b>		
<p><b>Definition:</b> Violating the Ministry of Education's approach in regards to citizenship and belonging that the school, with its entire educational process and methods strives to implant in students, through the action detected by the school. Such as any act that insults and incites against the nation's leadership such as tearing the national flag or the pictures of the political leadership, and writing or drawing on them in any form or distributing inciting documents.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A meeting is held with the parent and a behavioral contract is signed.</li> <li>• The student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A meeting is held with the parent and a second behavioral contract is signed and the student is warned that he or she can be deprived of taking the final term exams</li> <li>• The student is suspended for 4 to 10 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the Discipline Committee and the student is suspended for 10 to 15 school days.</li> </ul>

<b>Violation (30): Insulting other religions and sects (Third type)</b>		
<p><b>Definition:</b> Violating the principle of respecting other religions and sects, and which the school and Ministry strive to achieve in students through their plans and programs.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Sending a letter to the parent.</li> <li>• The student will have an out-of-school 1 to 3 days suspension and assigning him or her to a project regarding the matter.</li> <li>• Meeting with the parent and signing a behavioral contract.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Sending a letter to the parent.</li> <li>• The student will have an out-of-school 3 to 5 days suspension and assigning him or her to a project regarding the matter.</li> <li>• Meeting with the parent.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• If the problem continues, the student's file will be transferred to the Ministry of Education in order to take measures to expel him/her from school.</li> </ul>
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<b>Violation (31): Possessing or threatening with a dangerous tool (Third type)</b>		
<b>Definition:</b> Possession of firearms, sharp or white weapons or their likes, or any dangerous tool that poses a threat to the safety of the people at school; or bringing, displaying, promoting, distributing, using or training on the usage of those tools and weapons.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Calling in the parent and the parent and student both sign a written contract.</li> <li>• The student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Meeting with the parent and signing a second behavioral contract.</li> <li>• The student is suspended for 3 to 5 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student's file is transferred to the Ministry of Education to take measures to expel him or her from school.</li> </ul>

<b>Violation (32): Problematic misuse of computers and information technology</b>
<p><b>Definition:</b> Committing any of the following violations related to using computers and school's information technology:</p> <ol style="list-style-type: none"> <li>1. Not following the instructions of using computers, informational technology or the Internet.</li> <li>2. Using the computer or Internet in unauthorized means.</li> <li>3. Copying school programs or data and distributing them without official permission.</li> <li>4. Logging on to the computer by using someone else's password.</li> <li>5. Disclosing the computer password.</li> <li>6. Using programs, equipment or devices made for hacking the Internet or information technology devices, or selling those types of programs, equipment or devices, or distributing or displaying them or facilitating the access to them; such as decoding programs or programs that steal passwords, and others.</li> <li>7. Using programs, equipment or devices that could suspend or disable the Internet or information technology devices.</li> <li>8. Changing the programs, data, or electronic information used or saved on those devices, or damaging or destroying them.</li> </ol>

9. Spreading any information on the Internet related to the Ministry or the school that may harm others, public order or morals.
10. Fully or partially damaging information technology devices or stealing or seizing them.
11. Downloading electronic programs or games on devices without permission from the school.
12. Damaging anti-virus programs or any other programs installed on the devices to protect them, or deactivating or disabling those programs.
13. Leaking or spreading other people's personal information and sharing it with other parties.

**The treatments of these violations depend on the nature and severity of the violation.**

<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Calling in the parent and the parent and student both sign a written contract.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior, or looking into suspending the student for 1 school day.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Meeting with the parent and signing a behavioral contract.</li> <li>• The student is suspended for 1 to 5 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student's file is transferred to the Ministry of Education to take measures to expel him or her from school.</li> </ul>

# Elementary School

**First: Academic problems**

<b>Violation (1): Not adhering to the dress code</b>		
<p><b>Definition:</b> Inappropriate appearance or attire, or violating the school uniform such as: haircut, hair color, untied hair (for girls), clothes that are revealing, clothes with drawings that are inappropriate for the school environment, body tattoos, nail polish, wearing gold chains and accessories, wearing caps inside the building, slippers, sandals, colored socks or shoes, not wearing a tie, not adhering to the PE uniform.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b> If the violation is minor and can be instantly adjusted:</p> <ul style="list-style-type: none"> <li>Guiding and counseling the student.</li> <li>Verbal warning.</li> </ul> <p><b><u>Second option:</u></b> If the violation is major and cannot be instantly adjusted:</p> <ul style="list-style-type: none"> <li>The parent is called in to adjust the student's situation. Only then is the student permitted to attend.</li> </ul> <p><b>This procedure is implemented each time</b></p>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>The violating clothes are withheld.</li> <li>Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Meeting the parent and signing discipline contract.</li> <li>In case of repetition, the case is referred to the Discipline Committee.</li> </ul>

<b>Violation (2): Coming late to school</b>		
<p><b>Definition:</b> Student comes late to school in the morning without a valid excuse after the bell rings, and does not attend the morning assembly.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Guiding and counseling the student.</li> <li>The student is informed of the importance of coming to school on time.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>Informing the parent for the first three times.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>A letter is sent to the parent.</li> <li>Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>

<b>Violation (3): Going late to class</b>		
<p><b>Definition:</b> Student intentionally goes late to class without an acceptable excuse.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student by the teachers.</li> <li>• Writing a note in the student's diary.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Student is warned verbally by the teacher.</li> <li>• Teacher contacts the parent.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Student is referred to the Guidance Department.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>
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<b>Violation (4): Attending school without school material or a diary</b>		
<b>Definition:</b> Attending school or a lesson without the school diary or the necessary material for learning - in schools which have a diary.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student by the teachers.</li> <li>• The teacher informs the parent.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The teacher informs the Guidance Department.</li> <li>• The parent is contacted.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A meeting will be held with the parent.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>

<b>Violation (5): Cheating in class</b>		
<b>Definition:</b> The student attempts to obtain information related to a certain activity or test, before or during the exam, with the aim of improving his or her performance. Cheating includes the following methods: cheat sheets, writing on any tools, writing on the body or clothes, using external communication methods, communicating with other students inside the class, changing, hiding or throwing the exam paper with the aim of changing its form.		
<b>First Condition</b>	<b>Second Condition</b>	<b>Third Condition</b>
<p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• The student is notified and discussed about disadvantages of cheating in class.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• Holding a meeting between the teacher, subject coordinator and parent to sign a contract.</li> <li>• Change the questions where the students has cheated.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• In case of cheating, the grade of the question he or she cheated in will not be graded.</li> <li>• Withdraw the student's paper and refer the case to the administration.</li> </ul>

<b>Violation (6): Leaving class without permission</b>
<b>Definition:</b> student leaves the class without permission from the teacher.

<b>First Condition</b>	<b>Second Condition</b>	<b>Third Condition</b>
<p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• A note is written in the student's diary.</li> <li>• The parent is contacted.</li> </ul>	<p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• The student is referred to the Guidance Department.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First treatment:</u></b></p> <ul style="list-style-type: none"> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>

**Violation (7): Skipping class**

**Definition:** Student skips some of the lessons without a valid excuse from the school administration.

<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The subject teacher informs the Guidance Department by writing a report.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The parent is informed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A letter is sent to the parent.</li> <li>• Student is suspended for one day.</li> </ul>

**Violation (8): Leaving school without permission**

**Definition:** The student leaves school during official school hours without written permission, whether alone or with a family member.

<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A meeting is held with parent and student.</li> <li>• The student and parent sign a written contract.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The parent is informed</li> <li>• The student will have in-school suspension for two days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student will be suspended for 1 to 3 days.</li> <li>• A report is submitted to the Counseling Center at the Student Services Department.</li> </ul>

**Violation (9): Absence without valid excuse**

**Definition:** Student is absent one school day without a valid excuse. The absence percentage is calculated according to the total number of school days which is 180 school days, and the total number of absent days is 18 school days.

<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
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<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The absence is documented, and the parent is informed each time, and the student is given guidance and counseling.</li> <li>• If the absenteeism reaches 50% (9 days), the student receives a first warning.</li> <li>• The Counselor makes a case study of the student with the aim of knowing the reasons for absence, and provides solutions to help.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• If the absenteeism reaches 80% (15 days), the parent is called in and the parent signs a written contract. The student receives a second warning.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• If the absenteeism reaches 90% (17 days) a final warning is given to the student, and a final chance is given to adhere to school hours.</li> </ul> <p><b><u>Second option (in case of repetition):</u></b></p> <ul style="list-style-type: none"> <li>• If the absenteeism reaches 100% (18 days), the case is transferred to the school Discipline Committee to look into depriving the student from taking the final exams. The file is transferred to the Ministry of Education.</li> </ul>
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<b>Violation (10): Not completing classwork or homework</b>		
<b>Definition:</b> Not doing the required classwork or homework, which may lower the student's academic achievement.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The subject teacher informs the parent by writing in the student's diary.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A meeting is held with the parent.</li> <li>• The student is deprived of the homework grade.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Write a report and refer the student to the Guidance Department.</li> </ul>

**Second: Social and behavioral problems**

<b>Violation (11): Plagiarism or forgery</b>		
<b>Definition:</b> Forging other people's work and claiming it as their own. This is not limited to academic work and covers student plagiarizing/ forging teacher's, parent's or others' signatures.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is notified of the disadvantages of forging other people's work and claiming it as their own.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A meeting is held with the parent and a written contract is signed.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is suspended for 1 to 3 days.</li> </ul>
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<b>Violation (12): Cheating and disrupting during official exams</b>		
<p><b>Definition:</b> Student seeks to obtain information whether before or during the exam, with the aim of improving his or her performance in the exam, cheating includes the following methods: cheat sheets, writing on any of the tools used for the exam, writing on the body or clothes, using external communication methods, communicating with other students inside the exam hall, changing, hiding or throwing the exam paper with the aim of changing its form.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is notified and warned of this behavior.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>• Deduct 5% from the student's grade in case of disruption.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Withdraw the student's paper and re-sit the exam.</li> <li>• Student signs a written contract.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• In case of cheating, the grade of the question he or she cheated in will not be graded.</li> <li>• The exam paper will be withdrawn and the case is referred to the concerned school administration.</li> <li>• The necessary action is taken by the exam committee.</li> </ul>

<b>Violation (13): Classroom disruption / disrespect</b>		
<p><b>Definition:</b> student behaves in a manner that disrupts the class such as stirring chaos, troublemaking, or side conversations.</p>		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The teacher explains the importance of good manners to the violating student.</li> <li>• A note is written in the student's diary to inform the parent.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The subject teacher informs the parent.</li> <li>• The subject teacher writes a report to the Guidance Department.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A meeting is held with the parent.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> <li>• In case of repetition, another action will be taken with the student.</li> </ul>
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<b>Violation (14): Not adhering to teachers instructions</b>		
<b>Definition:</b> Not adhering to the instructions given by the teacher.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A note is written in the student's diary.</li> <li>• The teacher informs the parent.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A meeting will be held between the parent and teacher.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A report is written and the Guidance Department is informed.</li> <li>• Student takes a pledge.</li> <li>• Student is deprived of a school trip or event.</li> </ul>

<b>Violation (15): Bullying</b>		
<b>Definition:</b> Disrespecting, gesturing or making fun of others, verbally or physically threatening or even in writing.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guidance and counseling the student.</li> <li>• Verbal notification.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guidance and counseling the student.</li> <li>• The parent is informed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is suspended for 1 to 3 school days.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is referred to the Discipline Committee to take the appropriate action.</li> </ul>

<b>Violation (16): Physical abuse against students</b>
<b>Definition:</b> The student aggressively and violently attacks other students whether verbally or physically.

First Treatment	Second Treatment	Third Treatment
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guidance and counseling the student.</li> <li>• The parent is informed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>• Guidance and counseling the student.</li> <li>• The parent is informed.</li> <li>• The student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guidance and counseling the student.</li> <li>• The parent is informed.</li> <li>• The student is suspended for 1 to 3 school days.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>• Guidance and counseling the student.</li> <li>• The parent takes a pledge.</li> <li>• The parent is informed.</li> <li>• The student is suspended for 3 to 5 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is referred to the Discipline Committee to take the appropriate action.</li> </ul>

**Violation (17): Disrespecting faculty members**

**Definition:** The student is impolite or shows disrespect, whether by saying, doing, writing or drawing anything against a member of the administrative or teaching faculty or one of the employees at the school.

First Treatment	Second Treatment	Third Treatment
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is informed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is informed.</li> <li>• The student is suspended for one school day.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The parent is informed.</li> <li>• The parent takes a pledge.</li> <li>• The student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is referred to the Discipline Committee.</li> </ul>

**Violation (18): Misrepresentation of the school**

**Definition:** The student acts inappropriately and unacceptably while representing the school in any activity, event or local or overseas trip; and does not adhere to the supervisors' instructions.

First Treatment	Second Treatment	Third Treatment
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<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A letter is sent to the parent and a meeting is held. A behavioral contract is signed.</li> <li>• The student is temporarily banned from participating in student activities, events or school trips.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The parent is called in and a behavioral contract is signed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> <li>• The student is temporarily banned from participating in student activities, events or school trips.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student will have out-of-school suspension for 1 to 3 school days.</li> <li>• The student is banned from participating in any event or activity the entire school year.</li> </ul>
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**Violation (19): Threatening or beating with dangerous tools**

**Definition:** Threatening others in the school with a tool that poses a threat to their safety even if the tool itself is not dangerous such as: stick, knife, ruler, pen...

First Treatment	Second Treatment	Third Treatment
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Calling in the parent and the parent signs a written contract.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• Meeting with the parent and signing a second behavioral contract.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is contacted.</li> <li>• The student is suspended for 1 to 3 school days.</li> </ul>

**Violation (20): Theft / vandalism / writing on walls**

**Definition:** Student steals or damages the property of one of his school mates or teachers or the school's property such as furniture, material, equipment, devices.

First Treatment	Second Treatment	Third Treatment
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and advising the student.</li> <li>• The parent is informed.</li> <li>• Return the stolen property or compensate its value.</li> </ul> <p><b><u>Second option:</u></b></p> <ul style="list-style-type: none"> <li>• If intentional, and in addition to the above, assign the student with additional educational</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• A fine is paid.</li> <li>• The parent signs a contract.</li> <li>• The student is suspended for 1 school day.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the school Discipline Committee.</li> </ul>

tasks aimed at correcting behavior.		
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**Violation (21): Possession of unauthorized material or equipment inside school**

**Definition:** student brings any unauthorized material to school, such as: games, tapes, mobile phones or the student brings items such as tapes and CDs, cameras, mobile phones or electronic equipment, etc... with the aim of selling them.

<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is contacted.</li> <li>• The student takes a pledge.</li> <li>• The equipment is confiscated.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A letter is sent to the parent.</li> <li>• Such equipment are confiscated until the end of the school year.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is referred to the Discipline Committee.</li> </ul>

**Violation (22): Entering prohibited areas and using the school lifts**

**Definition:** Student enters prohibited places like some of the corridors or areas that are specified for certain grade levels at certain times.  
Using the lift without an acceptable excuse from the school doctor.

<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• A note is written the student's diary.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is informed.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A letter is sent to the parent.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>

**Violation (23): Activating false fire alarm**

**Definition:** Student breaks the fire alarm glass box without the need to.

<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A counseling session is held for the student.</li> <li>• The parent is informed.</li> <li>• A fine is paid.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• A counseling session is held for the student.</li> <li>• The parent is informed.</li> <li>• The parent signs a written contract.</li> <li>• The student is suspended for 1 to 5 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is referred to the Discipline Committee.</li> </ul>

<b>Violation (24): Bringing junk food to school</b>		
<b>Definition:</b> Student brings junk food to school in order to be consumed or distributed to others, such as: (e.g. sweets, fizzy drinks, chocolate, or any other unhealthy food).		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student is verbally warned.</li> <li>• The junk food is confiscated.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The parent is contacted.</li> <li>• The parent takes a pledge.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>

<b>Violation (25): Climbing the school fence</b>		
<b>Definition:</b> The student attempts to leave or enter by jumping off or climbing the school fence.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is informed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent signs a contract.</li> <li>• The student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is referred to the Discipline Committee.</li> </ul>

<b>Violation (26): Spreading rumors and lies that have a negative effect or are harmful</b>		
<b>Definition:</b> Spreading any false or real news or lies that may be harmful and hurtful to others.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student takes a pledge.</li> <li>• The parent is informed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The student takes a pledge.</li> <li>• The parent is informed.</li> <li>• Student is suspended for 1 to 3 school days.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The student is transferred to the school Discipline Committee to take a decision in his regard.</li> </ul>

### **Third: Environmental problems**

<b>Violation (27): Littering</b>		
<b>Definition:</b> Student throws waste and litters instead of putting it in the garbage bin.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Guiding and counseling the student.</li> <li>The student will be asked to pick up the rubbish and dispose of it correctly.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Guiding and counseling the student.</li> <li>The parent is contacted.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>

<b>Violation (28): Attempt to start a fire</b>		
<b>Definition:</b> Student deliberately attempts to start a fire.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Hold a counseling session for the student.</li> <li>The parent is contacted.</li> <li>The parent takes a pledge.</li> <li>Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Hold a counseling session for the student.</li> <li>The parent is contacted.</li> <li>The student takes a pledge.</li> <li>The student is suspended for 1 to 5 days.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>The case is transferred to the school Discipline Committee.</li> </ul>

#### **Fourth: Ethical problems**

<b>Violation (29): Bringing or having in possession unethical material in school</b>		
<b>Definition:</b> Bringing or promoting pornography such as photos, tapes and indecent magazines that call for unethical behavior and following unethical practices that violate Islamic and Arabic values.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Guiding and counseling the student and confiscating the seized material.</li> <li>Hold a meeting with the parent and sign a contract.</li> <li>Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>The student is referred to a social counselor to study his or her case.</li> <li>The student will have out-of-school suspension for 1 to 5 school days.</li> </ul>	<b><u>First option:</u></b> <ul style="list-style-type: none"> <li>Transferring the student's file to the Ministry of Education. The student is suspended for one academic year.</li> </ul>

<b>Violation (30): Cases of a sexual nature</b>		
<b>Definition:</b> Involvement of students in any behavior or practices that include words or acts of a sexual nature.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is called in.</li> <li>• The student is suspended for 1 to 3 school days.</li> <li>• The school has the right to transfer the student to certain specialized institutes.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Guiding and counseling the student.</li> <li>• The parent is contacted and a meeting is held.</li> <li>• The student is suspended for 3 to 5 school days.</li> <li>• The school has the right to transfer the student to certain specialized institutes.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• The case is transferred to the Discipline Committee.</li> </ul>

#### **Fifth: Problems against the society**

<b>Violation (31): Compromising national sovereignty</b>		
<b>Definition:</b> Violating the Ministry of Education’s approach in regards to citizenship and belonging that the school, with its entire educational process and methods strives to implant in students, through the action detected by the school. Such as any act that insults and incites against the nation’s leadership such as tearing the national flag or the pictures of the political leadership, and writing or drawing on them in any form or distributing inciting documents.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>
<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Sending a letter to the parent.</li> <li>• A meeting is held with the parent and a behavioral contract is signed.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Sending a letter to the parent.</li> <li>• A meeting is held with the parent.</li> <li>• The student will have 1 to 3 school days out-of-school suspension and assigning him or her to a project regarding the matter.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Sending a letter to the parent.</li> <li>• A meeting is held with the parent.</li> <li>• The student will have 3 to 6 school days out-of-school suspension and assigning him or her to a project regarding the matter.</li> </ul>

<b>Violation (32): Prejudice against other religions or sects</b>		
<b>Definition:</b> Violating the principle of respecting other religions and sects, and which the school and Ministry strive to achieve in students through their plans and programs.		
<b>First Treatment</b>	<b>Second Treatment</b>	<b>Third Treatment</b>

<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Sending a letter to the parent.</li> <li>• Meeting with the parent and signing a behavioral contract.</li> <li>• Assign the student with additional educational tasks aimed at correcting behavior.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Sending a letter to the parent.</li> <li>• Meeting with the parent.</li> <li>• The student will have an out-of-school suspension for 1 to 3 school days and assigning him or her to a project regarding the matter.</li> </ul>	<p><b><u>First option:</u></b></p> <ul style="list-style-type: none"> <li>• Sending a letter to the parent.</li> <li>• Meeting with the parent.</li> <li>• The student will have an out-of-school suspension for 3 to 6 school days and assigning him or her to a project regarding the matter.</li> </ul>
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