



# DPS Monarch International School

Education with a difference

## Student Behavior Handbook Procedures and Policies

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Dear Parents,

Please read this booklet carefully with your child, as all teachers will also be reading it with their classes.

One of the most important responsibilities a student has in school is good behavior. Good behavior allows every child to have a good learning environment.

A discipline code explains the rules of the school, the kind of behavior that is expected of students and the consequences if a child breaks those rules.

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## **Philosophy of Discipline**

### **The School Vision**

DPS Monarch International School will deliver learning excellence that is child centric, value based and technology driven.

### **The School Mission**

DPS Monarch International School will ensure that students add value to their community and make the world a better place to live.

### **The School Moto**

Education with a difference

## Students Rights and Responsibilities

Students have the right to...	Students should be expected to...
You have the right to expect that you will be treated respectfully, impartially, and fairly.	You have the responsibility to treat others, both students and school staff, in the same way.
You have the right to a safe place to learn free of school violence and disruption.	It is your responsibility to follow the school discipline code and to be responsible for your own actions.
You have the right to a meaningful learning experience with an appropriate and challenging curriculum.	You have the responsibility to attain the best possible level of academic achievement.
You have the right to adult representation and due process in matters of disciplinary action.	It is your responsibility to respect the rights of other students and all adults.
You have the right to expect a written code of classroom discipline.	It is your responsibility to know the reasons for and methods of discipline.

## Parents Rights and Responsibilities

Parents have the right to...	Parents should be expected to...
Reasonable access to your child's school records and periodic reports of your child's academic and behavioral progress.	Take an active interest in school progress and attend conferences and special school activities whenever possible.
Be notified of your child's violation of school rules and regulations and share in your child's right to due process procedures.	Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of your child.
A written code of discipline.	Be responsible for your child's regular school attendance and teach the child respect for the law and the rights of others.
Discuss your child's performance with their teachers and Principal.	<ul style="list-style-type: none"> <li>● Plan a time and place for progress with their homework, provide necessary supervision, and encourage good study habits in your child.</li> <li>● Recognize that the teacher stands in place of the parents in matters relating to the discipline and conduct of the schools.</li> <li>● Safeguard the physical and mental health of your child and be responsible for periodic health examinations.</li> <li>● Read the "Communication Book" regularly and be in touch with your child's teacher.</li> </ul>

## Teachers Rights and Responsibilities

Teachers have the right to...	Teachers should be expected to...
Be treated in a respectful manner by students, parents, and staff.	Treat students, parents, and staff in a respectful manner.
Expect students to work up to their potential.	Provide the best possible education through a positive classroom environment.
Call for a parent/teacher conference when needed.	Be available to talk with staff, parents, and students.
Be protected from physical assault and harm.	Enforce the rules of the school in and out of the classroom.
Exclude a student from class when that student is misbehaving.	Post, distribute, and discuss rules and consequences for classroom behavior.
Be protected from the damage to personal property.	Teach respect for community property and good citizenship.

# SCHOOL RULES

## Punctuality & Attendance

The School has a legal, educational, and safety obligation to enforce attendance at the school campus by its students on normal school days during normal school hours at every scheduled class. The school timings are stated in the "Communication Book", which can be used as reference.

Students shall be present within the boundaries of the school campus for the entirety of every regularly scheduled school day on the official school calendar, unless formally excused as a result of administrative action, or because of a notified accident, sickness or emergency.

**An entire school day is from 07:15 a.m. until 01:45 p.m. from Sunday to Thursday for primary and 07:15 am -11:15 am for Kindergarten** unless other official advice is provided.

During every scheduled school day, students shall also be present for the entirety of every class, activity, or rest break for which their study program is timetabled, unless formally excused and provided with a written pass as a result of administrative action, or because of an accident, sickness or emergency.

## Assemblies

Classes are to assemble quickly and quietly at a designated place when the first signal is given. They are to observe silence and remain standing while waiting for the second signal.

Pupils must stand at attention and must sing the National Anthem and school song.

Pupils are to remain silent and to listen attentively to the announcements.

Classes can leave the assembly area only after the instruction is given and they should be dismissed, class by class, in a quiet and orderly manner.

## Campus Boundaries

Entry after school starting time and exit before school time students are not to proceed beyond the walled area of the school campus without permission from the School's Principal.

The areas immediately adjacent to the main school gates are out of bounds for all students except for the purposes of crossing it at arrival and dismissal times, or with the written permission of the Principal.

The school security officers are authorized by the School to apprehend any student attempting to leave the campus without written permission.

## Minimum Attendance: 90% Attendance Rule

To be considered for progression from one year to the next, students must be in attendance for 90% of the total number of school days in any course, irrespective of any passing grades accumulated or the reasons for absence. The class attendance record will be the determinant of a student's attendance for calculating this factor. Each student's attendance record will be printed on the term Reports.

## Absence from School or Class

If parents/guardians find it necessary to temporarily remove students from whole or part days of normal attendance for an emergency, they must speak with or write to the Principal to explain the need and complete the necessary arrangements.

Teachers are not required to provide special or extra tutoring for students who are absent from school because of late registration, temporary leave, or early withdrawal. Students are expected to complete all assessments missed while absent from the School. In cases of extended illness or injury, supported by a doctor's certificate, the School will provide academic support where possible, and may provide an amended assessment program if practical. Any modification to assessment programs will be at the discretion of the Principal in consultation with the relevant Head of Department(s).

**Explained Absence from School**

Absence from School is formally explained only when confirmed in writing by parents or legal guardians, and the School has received this written communication.

Each student must bring a note explaining the absence to the respective Form Teacher immediately upon return to school, and the fact will be recorded.

**Unexplained Absence from School**

Any student returning to school after an absence without an explanatory note for the concerned homeroom teacher will be regarded as having been absent without explanation. Parents will be notified and the fact will be recorded.

A first offence of unexplained absence is a Level 1 Offence. For sanctions for subsequent offences please note "EXCESSIVE UNEXPLAINED ABSENCES AND LATENESS".

**Explained Absence from Class**

A student may be present at school but absent from class with explanation if a 'Student Pass' has been issued for a legitimate reason by a teacher or the Coordinator/Principal of the School.

**Unexplained Absence from Class**

A student who is present at school but is absent from class without a 'Student Pass' issued for a legitimate reason by a teacher or the Coordinator/Principal of the School, is considered to be absent without explanation. Parents will be notified, and the fact will be recorded.

**A first offence of unexplained absence from class is a Level 1 Offence.** For sanctions for subsequent offences please note "**EXCESSIVE UNEXPLAINED ABSENCES AND LATENESS**".

## Lateness to School or Class

### Explained Lateness to School

Arrival at school after 07:15 a.m. is excused only when explained in writing by parents/guardians and this explanation is approved by the homeroom teacher.

Each late student must immediately upon arrival at the school present the note explaining the lateness to the Coordinator, the fact will be recorded, and a '**Student Pass**' will be issued to attend class.

### Unexplained Lateness to School

Arrival at School after 07:15 a.m. without a written explanation from parents/guardians is regarded as unexplained lateness.

Each late student without a note from parents must immediately upon arrival at the school report to Coordinator, the fact will be recorded, and a '**Student Pass**' will be issued to attend class.

**A first offence of unexplained lateness to school is a Level 1 Offence.** For sanctions for subsequent offences please note "**EXCESSIVE UNEXPLAINED ABSENCES AND LATENESS**".

### Explained Lateness to Class

A student will be permitted to enter a class after the bell has sounded if they possess a 'Student Pass' provided by the homeroom teacher.

### Unexplained Lateness to Class

A student will not be permitted to enter any class after the bell has sounded if they do not possess a 'Student Pass' provided by the Homeroom Teacher.

In the event of unexplained lateness to class students will be sent to report to the Coordinator, the fact will be recorded, and a 'Student Pass' will be issued to attend class.

**A first offence of unexplained lateness to class is a Level 1 Offence.** For sanctions for subsequent offences please note "**EXCESSIVE UNEXPLAINED ABSENCES AND LATENESS**".

## Early Departure from Campus

Students who are required to leave the campus before 02:15 pm must provide a note from their parents or legal guardian explaining why it is necessary to leave the School early.

The Coordinator will issue a '**Gate Pass**' explaining the early departure and designated time of departure.

This pass must be shown to the school security officers at the gate who will record the departure. Security officers are authorized to apprehend any student attempting to leave the campus without a pass and send the student directly to the Principal.

## Homework for Absent Students

### For short absences

Students planning an absence for one or two days because of illness or emergency are advised to contact their teachers regarding homework assignments set in their absence.

It is entirely the responsibility of absent students to obtain information about and complete any assignments or exercises set for their subjects during a short absence. For lengthier absences

If the absence is anticipated to be three days or longer, parents may contact the concerned Form teacher for homework assignments, stipulating the nature and anticipated length of the absence.

### For extended absences

The School is under no obligation to provide special tuition or homework for long student absences because of illness or emergency. However, circumstances may warrant a special learning and assessment program being devised and parents should contact the Coordinator office to discuss the matter. Students should note that the amendment of programs is not always possible or practical and any modifications to any programs must have the approval of the Principal.

## "Excessive" Unexplained Absences and Lateness

The School actively discourages unexplained absences and lateness. Students who breach the School's attendance and punctuality rules on three or more occasions will be subjected to a process of "stepping up" of sanctions for each subsequent breach. All sanctions will be at the discretion of the Discipline Committee, and where necessary, in consultation with the Principal.

- Lunch Detention under supervision by the Discipline Committee (Three times late to School or class in a calendar month).
- A letter will be sent to the student's parents from the Discipline Committee that includes notification of dates/times of unexplained absence/lateness and the consequences for not meeting the requirements of the **"90% Rule"**.
- **In-school detention** where the student is withdrawn from normal classes and School activities for a period of one or more day(s). The student will be required to complete school work under the supervision of the Coordinator or their representative. An interview with parents will also be requested.
- Withdrawal of privileges that may include prohibition from co-curricular activities & sporting events.
- Suspension from the School for a period of time determined by the Principal.
- Refusal by the School to award the student academic grades for all subjects.

A student who has been absent from school without written notification to Management, for a period exceeding two months, will be automatically withdrawn from school, without any compensation, documentation, recommendation or school record.

## Dishonesty

### Types of Dishonesty

The ethos of the School includes important references to openness and honesty, and it is the intent of the School to encourage and reward all displays of these virtues.

It is extremely difficult for the School to operate effectively as a place of learning and as a community if students choose to act dishonestly. Acts of dishonesty include academic dishonesty; the forgery of documents and signatures; and the uttering of untruthful or misleading statements.

### **Academic Dishonesty**

*Academic dishonesty is "submitting for grading any academic assignment, exercise, homework, answer, test, or examination which is purported to be original work when in fact all or part is either secretly copied from another source, or has been secretly produced by another person. This includes any work copied from that produced by another author, writer, or student, or derived from unauthorized materials used in an examination or test, and where the act of copying is not acknowledged within the work or reported to the teacher who will grade the work."*

Any other student who knowingly assists in an act of academic dishonesty, for example by secretly providing their own work to be copied or by secretly completing the work themselves, will also be regarded as committing an act of academic dishonesty.

**A first offence act of academic dishonesty is either a Level 1 or Level 2 offence as determined by the School.** Subsequent offences will be designated at a higher level. Any work found to be the result of academic dishonesty will not be marked, and work of the provider will also not be marked if the provider is a student of the School.

### **Forgery of Documents and Signatures**

*Forgery of signatures and/or documents is "submitting any document or signature to the School as original, or submitting any document or signature purported to originate from the School, when all or part of the document or an appended signature has been secretly falsified, altered, or copied with intent to mislead."*

Any other student who knowingly assists in an act of forgery, for example by secretly providing a false signature or document on behalf of another person, will also be regarded as equally guilty.

**A first offence act of forgery is either a Level 1 or Level 2 offence as determined by the School.** Subsequent offences will be designated at a higher level.

#### Uttering Untruthful or Misleading Statements

Uttering untruthful or misleading statements is *"speaking, writing, or communicating as a fact something which is known to be untrue."* This includes all acts which deliberately conceal or obscure the truth.

Any other student, who knowingly assists in an act of untruthfulness, for example by claiming that something is true when it is secretly known to be untrue, will also be regarded as equally guilty.

**A first offence act of untruthfulness is either a Level 1 or Level 2 offence as determined by the School.** Subsequent offences will be designated at a higher level.

## Personal Appearance and School Uniform

### General

We want our students to take pride in their personal appearance, and to be proud to wear the School's uniform. We actively discourage untidy, dirty, and unusual personal appearance; and incorrect wearing of the School's daily, formal, and sporting uniforms.

The School reserves the right to be the sole arbiter of the appropriateness or otherwise of the personal appearance and School uniform compliance of students.

**First time offences of rules about personal appearance and School uniform will be Level 1 offences.** Subsequent offences may be designated at a higher level.

### Personal Appearance of Students

#### Hairstyle (Boys)

Hair must be kept short and neat.

The hair must not touch the eyebrows, ears and shirt collar.

Sideburns must not be extended beyond the middle of the ear.

Outlandish hairstyle, streaking, tinting or coloring of hair is strictly forbidden.

Hair accessories of any kind cannot be worn.

### **Hairstyle (Girls)**

If hair grows beyond the 2nd collar line, it has to be neatly tied, pinned or clipped.

The fringe must not touch the eyebrows.

All hair accessories like hair pins or hair clips must be black in color.

Outlandish hairstyle, streaking, tinting or coloring of hair is strictly forbidden.

### **Facial Hair**

Moustache or beards are strictly forbidden. Boys are expected to keep a clean-shaven look at all times.

### **Cosmetics**

The use of any sort of cosmetics is not permitted, including nail varnish.

### **Jewelry**

No jewelry is to be worn with the school uniform, except a watch and for girls and boys another two pieces of plain jewelry, for example one pair of earrings and a concealed necklace for girls, and for boys a concealed necklace and a finger ring.

Watches with alarms or other noise emitting features should have these turned off. Necklaces must consist of simple silver or gold design, and not be formed of leather or other materials. Girls' earrings may only be single sleepers or studs, one in each earlobe.

Nose rings or nose studs are not permitted for either girls or boys, and the earrings are not permitted for boys.

**Accessories**

Girls are not permitted to wear extravagant or brightly colored hair ribbons, hair combs, or other clothing accessories. Only School color i.e. blue or black hair ribbons are allowed.

**Wearing of the Uniform**

The purposes of wearing the School's uniform are:

- To help teach students self-discipline.
- To assist teachers to create discipline in the classroom.
- To avoid unhealthy rivalry between students over types, styles, and cost of clothing worn to school.
- To create unity amongst students, and pride in the School.
- To create a visible symbol of the School, emphasizing the high standards of our School when compared with other schools.

**The official school uniform**

All students must wear their uniform according to the published weekly schedule.

Shoes must be of plain black and fully-enclose the foot. Sandals or open shoes are not permitted. Socks should reach till the ankles.

**Sports uniform**

The School also supplies a sports uniform. The sports uniform can only be worn during physical education/permitted days or other sporting activities.

**Daily uniform schedule**

The School uniform must be worn from home each day, and kept on at all times during the school day.

The uniform must be kept clean, pressed, and in good repair.

### **Out of uniform days**

Certain days may be designated "out of uniform" or "free dress" days. These days should be considered as a privilege, not as a right, and appropriate dress standards should be maintained.

On "out of uniform" days dress worn should be modest and conservative. For example, short-shorts and midriff tops are prohibited.

The school reserves the right to determine what is appropriate or inappropriate "out of uniform" dress.

## **Behaviour**

The School sets high standards of personal behavior based on civility and consideration for others and expects students to comply with those standards. As a condition of enrolment in the School, parents and students are required to sign the agreement regarding compliance with behavioral rules.

### **Canteen Behavior**

Students are expected to queue up while taking their food from the food vendors in the Canteen.

After finishing with their food the students should return the utensils and plates to bins provided by the vendors and not after on the tables.

### **Disobedience**

Within the framework of its governing policies, rules, regulations, and procedures, the School reserves the right for its administrators, teachers, and other staff to issue any reasonable instruction, command, or directive to students, and to require that students obey.

**A first offence act of disobedience is a Level 1 Offence.** Subsequent offences will be designated at a higher level.

### **Inappropriate Displays of Affection**

Our School is not an appropriate place for students to engage in displays of intimate affection towards each other. Although such behavior may be

regarded as normal and natural for adolescents and young adults, the School disapproves of it on school premises and during school activities.

Students will refrain from inappropriate behavior such as intimate or prolonged embraces, kissing, fondling, petting, and similar actions that may be offensive to others. This prohibition includes anywhere on the campus, on school transportation, and during special school events.

**A first offence of inappropriate display of affection is a Level 1 Offence.** Subsequent offences will be designated at a higher level.

## Tobacco, Alcohol and Drugs

The school maintains the highest standards of discipline regarding the possession, use, or trafficking in tobacco, alcohol, and illegal drugs by students. These activities constitute an attack on the safety, health, and well-being of every member of the school community.

The School has developed a special Policy to protect itself from the consequences of activities by students and other persons related to harmful or illegal substances.

## Inappropriate Use of Electronic Devices in the Class

The use of mobile phones, cassette or CD players, and iPods during scheduled school classes and other activities is prohibited.

**A first time offence of disobedience is a Level 1 Offence.** Subsequent offences will be designated at a higher level. The School reserves the right to confiscate the devices.

## Theft

The theft is "the actual taking, assisting in taking or in any way participating in the taking of property belonging to someone else or to the School, without consent from that person or from the School".

The School regards any act of the theft as extremely serious. As well, any other student who directly or indirectly assists in an act of the THEFT, for example by

concealing or obscuring the act, or by receiving stolen property, will also be regarded as equally guilty.

The School reserves the absolute right to search students, their personal possessions, and their lockers at any time without warning or permission. If materials belonging to someone else are found in the possession of a student, the School may regard it as sufficient proof of the HRT.

Unauthorized entry into, or modification of, or procurement of any electronic data will be regarded as the theft.

**All acts of the THEFT, aiding the THEFT, or receiving stolen goods are automatically treated as Level 2 Offences.** Subsequent offences will be designated at a higher level.

### **Fighting, Assault, and Physical Abuse**

Physically fighting, assaulting or abusing other students is strictly prohibited. Throwing any object at or towards another person is also regarded as physical abuse.

**All acts of fighting, assault, and physical abuse are automatically treated as Level 3 Offences.** Subsequent offences will be designated at a higher level.

### **Bullying**

Any act by which a student feels threatened or intimidated, whether it is physical, verbal, by isolation, or by writing, will be considered by the School as an act of bullying.

**All incidents of bullying will be automatically treated as Level 2 Offences.** Subsequent offences will be designated at a higher level.

### **Dangerous Articles**

Dangerous articles include firearms, weapons, knives or swords of any type, clubs, firecrackers, air rifles or pistols, toy guns, explosives, knuckle dusters, handcuffs and other restraints, water or chemical bombs, dangerous projectiles, and chemical repellents.

Dangerous articles are strictly prohibited on campus and at school activities. They will be confiscated, and if the circumstances warrant, reported to the police.

**The possession or use of dangerous articles are automatically treated as Level 2 Offences.** Subsequent offences will be designated at a higher level.

## Internet Offences

At our School student access to the Internet is regarded as a privilege, not a right. Any use of the Internet must be in support of an educational objective, assignment, or exercise.

Receipt, transmission, or transformation of Internet material in a way which violates any School or international regulation, is prohibited. This includes the extraction and use of copyrighted material or of obscene or sexually explicit material. It also includes the secret subscription or attempted secret subscription by a student of another person to unwanted mailing lists or other services.

Inappropriate use will result in the cancellation of all Internet accesses for the offender.

**All Internet first offences are regarded as Level 1 Offences.** Subsequent offences will be designated at a higher level.

## Disfigurement or Destruction of Property

The disfigurement or destruction of property is "any act which causes property or material belonging to another person or to the School to be degraded, altered, or destroyed". This includes the making of graffiti; the destruction or disfigurement of equipment, buildings, or facilities; the destruction or disfigurement of trees or plants; and the destruction or alteration of electronically stored or transmitted materials or systems.

**Disfigurement or destruction of property is automatically treated as a Level 2 Offence.** Subsequent offences will be designated at a higher level. The School reserves the right to seek financial or other compensation for school property that has been disfigured or destroyed.

## Use of Obscenities and Abusive Language

**First offences using obscenities or abusive language are regarded as Level 2 Offences.** Subsequent offences will be designated at a higher level.

## Consumption of Food, Candy, Drinks

Students may not consume candy, food, or drink in any classroom, office, or in the library at any time. These may be consumed in the school dining area, open areas, or in the courtyards and play areas.

**First offences are regarded as Level 1 Offences.** Subsequent offences will be designated at a higher level.

## Littering

Numerous waste receptacles are provided around the School for the placement of litter.

**Littering first offences are regarded as Level 1 Offences.** Subsequent offences will be designated at a higher level.

## Obscene Materials

The possession of obscene materials is strictly prohibited on school premises, at any school activities or in motor vehicles being used for school purposes.

**A first offence against this prohibition is a level 2 Offences.** Subsequent offences will be designated at a higher level.

## Child Protection & Safeguarding: Online Safety and Cyber Bullying Policy

We urge all students to demonstrate responsible digital behavior and refrain from engaging in or encouraging such harmful activities. If you come across any such accounts or content, please report it **immediately** to your class teacher, school counsellor, or the Discipline In charge.

Moreover, as per **Qatar's Cyber Crime Law (Law No. 14 of 2014)**:  
***"Anyone who creates or manages a website or publishes information or data with the intent to defame or offend another person, or violates their privacy through electronic means, shall be subject to criminal liability, including fines and imprisonment."***

**Disciplinary Action:**

Any student found involved in creating, operating, contributing to, or promoting such online platforms or content will face **strict disciplinary measures and regarded as Level 3 offence**, which may include:

- Immediate suspension
- Summoning of parents
- Permanent record of misconduct
- Referral to the **School Disciplinary Committee**
- Legal action under the Cyber Crime Law of Qatar

## Miscellaneous Rules

### Student Diary/ Communication Book

All students will be provided with a School Diary which is to be taken to all classes each day. It is to be used to record dates of assessments, assessment results and is to be used as a means of communication between the School and home. Students are responsible for their Diary and a replacement Diary must be purchased from the School if the original is lost. Students must present their Diary to any members of staff upon request.

### Out of Bounds Areas

Certain areas of the School are either permanently or occasionally out of bounds for students, as follows:

- All staffrooms, unless invited to enter by a member of staff.
- All school administration areas unless on official business.
- The school shop/ cafe during class hours and non-rest breaks.
- Staff toilets.

The areas immediately adjacent to the gates are out of bounds during school hours. Students crossing this area within those times must have permission to do so. The school security officers are authorized to apprehend students found in this area between the designated times.

### Responsibility for Valuable Articles

The School cannot accept legal or any other liability for valuable articles which are the personal property of students or their families or friends and which are brought to the School and which are reported to have become lost, stolen, or damaged on school premises or in motor vehicles provided for school transport.

The School is under no obligation whatsoever to search for, recover, repairing, return to the owner, or provide compensation for valuable articles that are reported by a student to be lost, stolen, or damaged at the School. The School recommends that, where possible, any such items not be brought to the School.

Valuable articles covered by this disavowal include for example money, hand phones, CD players, Pods, any type of camera, electronic goods, graphic and other types of calculators, radios of any type, computers of any type, and all valuable personal items including jewelry and watches.

The School policy is that responsibility for the safe care of valuable articles brought to the School rests entirely with the owner or carrier.

To avoid constant interruptions to the school program, the School will only authorize a search for a valuable article which is reported to be lost or stolen where there are reasonable grounds to believe that a particular person has removed the article; and/or where the probable general location can be readily determined.

### Lost and Found Service

The school provides lost and found services for personal belongings left on tables, shelves, lockers, or other places in the school area. Students may claim their lost articles within three months from the day articles are submitted to Maintenance Department. **Those articles which are not claimed after three months will be donated to charity.**

The School is under no obligation whatsoever to search for, recover, repair, return to the owner, or provide compensation for any lost articles that are reported by a student to be lost, stolen, or damaged at the School without approval by the Principal.

### Mobile Phones

Bringing mobile phone to school is **not allowed** and the School accepts no responsibility for their care and security.

The use of hand phones during scheduled school classes and other activities, or having hand phones switched on during classes, is prohibited.

**Hand phone first offences are regarded as Level 1 Offences.** Subsequent offences will be designated at a higher level. The School reserves the right to confiscate hand phones.

## **Levels of Conduct**

### **LEVEL ONE**

Acts that are minor but interfere with normal classroom operation or school operation.

### **LEVEL TWO**

Frequent or serious acts that disrupt the learning climate of the classroom and school.

### **LEVEL THREE**

Acts directed against persons or property that may endanger the health and safety of others in the school and which may be in violation of the law.

### **LEVEL FOUR**

Behaviors so serious as to require action that will result in at least the temporary removal of the student from the school.

## **Referring Persons**

- Principal
- Headmistress
- Coordinator
- Teachers
- Staff member or support personnel (classroom / lab assistants)
- Canteen/playground teacher on duty, or bus personnel.

## DISCIPLINE GRID

No.	OFFENCES	FREQUENCY	CONSEQUENCES	ACTION BY
<b>1 Punctuality/Attendance</b>				
1.1	Late coming	1 <sup>st</sup> and 2 <sup>nd</sup> time	Advice and warning	HRT
		3 <sup>rd</sup> time	Inform parent	HRT
		4 <sup>th</sup> & 5 <sup>th</sup> time	Parent Teacher Conference /Detention	DC
		6 <sup>th</sup> time onwards	Detention/Suspension	Principal
1.2	Unexplained absence from school	1 <sup>st</sup> and 2 <sup>nd</sup> time	Inform parent	HRT
		3 <sup>rd</sup> and 4 <sup>th</sup> time	Parent teacher Conference/Detention	DC
		5 <sup>th</sup> time onwards	Parent-Principal conference/Suspension	Principal
1.3	Unexplained absence from class	1 <sup>st</sup> time	Inform Parent/ Detention	HRT/ST
		2 <sup>nd</sup> time	Parent-Teacher Conference/Detention	HRT/ST
		3 <sup>rd</sup> time onwards	Parent-Teacher Conference/Detention/Suspension	Principal
1.4	Unexplained absent from detention	1 <sup>st</sup> time	Inform Parent/Detention	DC
		2 <sup>nd</sup> time	Parent-Principal Conference/ Suspension	Principal
1.5	Unexplained absence from remedial lessons		Inform parent Detention	HRT
1.6	Unexplained absence from CCA		Inform Parents Detention	CCA Trainer DC

No.	OFFENCES	FREQUENCY	CONSEQUENCES	ACTION BY
<b>2 Appearance</b>				
2.1	Uniform/hairstyle	1st time	Student to be informed/ Corrective action to be taken by the student within one day	HRT/ST
		2nd time	Inform Parents Detention	HRT
		3rd time onwards	Parent-Teacher Conference	HRT
2.2	Improper shoes/socks	1st time	Student to be informed/ Corrective action to be taken by the student within one day	HRT/ST
		2nd time	Go without shoes for one day	DC
		3rd time	Inform Parents Detention	DC
<b>3 Classroom Rules</b>				
3.1	Cleanliness	1st time	Warning	HRT
		2nd time onwards	Counseling	Counselor
3.2	Disruptive Behavior	1st time	Warning	ST
		2nd time	Counseling	Counselor
		3rd time	Detention	HRT
		4th time onwards	Inform Parents Detention	HRT

No.	OFFENCES	FREQUENCY	CONSEQUENCES	ACTION BY
3.3	Incomplete homework	1st and 2nd time	Warning Inform Parents	HRT/ST
		3rd time onwards	Inform parent Detention to complete work Parent-Teacher Conference	DC
3.4	Movement between classes	1st and 2nd time	Warning	HRT/ST
		3rd time onwards	Detention	DC
3.5	Not bringing Textbooks/ notebooks	1st and 2nd time	Warning	HRT/ST
		3rd time onwards	Detention	DC
<b>4 Canteen Rules</b>				
4.1	Littering	1st time	Warning To clean the mess	All teacher
		2nd time onwards	Detention	DC
<b>5 Serious Offences</b>				
5.1	The HRT		Parent-Teacher Conference Apology Serious Cases: Report Police	DC Principal

5.2	Gambling		Parent-Teacher Conference Apology	DC Principal
5.3	Fighting/Vandalism		Parent-Teacher Conference Apology	DC Principal
5.4	Open defiance/rudeness to school authority		Parent-Teacher Conference Apology	DC Principal
5.5	Disobedience	1st time	Write letter of apology	DC
	Rudeness to student leaders	2nd time onwards	Parent-Teacher Conference	Principal
5.6	Cheating in test/Examination		Inform Parents Zero mark for paper	DC Principal
5.7	Possession of undesirable materials such as pornographic materials, weapons etc...		Parent-Teacher Conference Confiscation Apology Serious Cases: Report Police	DC Principal
5.8	Possession of Cigarettes or Smoking inside/outside school	1st time	Inform Parents Apology	DC Principal
		2nd time	Parent-Teacher Conference Apology	DC Principal
		3rd time	Parent-Teacher Conference Suspension	DC Principal

5.9	Any other offence considered serious and not mentioned above		To be determined by Principal	
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***DC: Discipline Committee***

***HRT: Homeroom Tutor***

***ST: Subject Teacher***

Dear Parents,

**Ref: Tardiness**

Please \_\_\_\_\_ be \_\_\_\_\_ informed \_\_\_\_\_ that  
\_\_\_\_\_ of grade \_\_\_\_\_ has  
reported late to school \_\_\_\_\_ times during the month of \_\_\_\_\_.

You are requested to ensure that your child reaches the school on time.  
Continued tardiness in future might attract stricter disciplinary actions.

Your cooperation and understanding is highly appreciated.