

## QAK Student Behavior Policy and Procedures

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## **Qatar Academy Al Khor Mission Statement**

Our mission at Qatar Academy Al Khor is to create a safe yet dynamic learning environment that inspires innovation. QAK empowers learners to think critically as compassionate and principled global citizens grounded in Arab values while celebrating Qatari National heritage and culture.

## SENIOR SCHOOL

*To be included in the Teachers' Handbook*

### Discipline Regulations

Teachers need to get acquainted with the discipline regulations and make certain that students understand and abide by them at all times. With their daily and extended contact with students, teachers are primarily responsible for the clarification and implementation of school regulations. They also play a major role in evaluating these regulations and recommending their adaptation to the proper committee (Principal, Vice Principal, Coordinator, Pastoral Care Leader).

### Basic Rules and Regulations

Students are expected to:

- Comply with the rules and the regulations of the school sent out electronically at the beginning of the year.
- Arrive at school on time.
- Attend all classes on time.
- Work and play in the assigned areas.
- Perform expected schoolwork.
- Respect and cooperate with all teachers, school personnel, and students.
- Be alert and responsive to directions.
- Respect school property.
- Respect the rights and property of others.
- Refrain from fighting, shoving, throwing objects, or using abusive language.
- Maintain cleanliness and tidiness.
- Refrain from bringing any toys and games to school.
- Use only English where English is the medium of instruction and use only Arabic where the medium of instruction is Arabic.
- In particular, students should:
  - Line-up in the assigned area, in the assemblies and at the end of breaks.
  - Put their bags in the assigned place and students should proceed to the classrooms.
  - Work quietly during the class and follow all instructions of the teacher
  - Refrain from disturbing other students.
  - Put their chair in place, check the cleanliness of the table and surrounding area
  - Walk slowly and quietly, and Refrain from running, pushing, shouting, or screaming in corridors.
  - Refrain from rough play on playgrounds.
  - Be alert and responsive to the directions of the supervisors.
  - Remain outside classrooms during breaks, unless by teacher's instructions.
  - Refrain from vandalism and respect school property and the property of others.

### Procedures for Disciplinary Action

In case of misbehavior of a student, teachers should:

- Have a private talk with the student.
- Keep a record of the student's attitude and behavior.
- Refrain from sending the student who misbehaved out of the classroom, remind the student of his/her responsibilities, and deal with the student during the break time.

- In case of repeated misbehavior, report the case in writing during the Student of Concern (SOC) team meeting so that the Pastoral Care Leader (PCL) and the Vice Principal can coordinate, follow up, and call the parents.
- Discuss cases of students exhibiting unacceptable behavior with the counselor.
- In case of persistent misbehavior, the administration will call parents for a conference in the presence of the teacher concerned and the PCL to discuss their child's discipline problem and possible solutions.
- At that time, discipline measures may be taken, including formal warning, detention, disciplinary probation, in school suspension, and in extreme cases expulsion.
- In case of vandalism, the student must pay the cost of the repair or replacement of damaged items.
- In serious offences, the student's case will be discussed by the Disciplinary Committee (administration, counselor and the Homeroom teacher of the student concerned).

### Discipline Procedures

#### Category One Offences

These are easily identifiable behaviors such as:

- Being late for school (assemblies, class, and field trips)
- Disruptive hallway and classroom behavior
- Unsafe play
- Littering
- Dress code violation

Who Gets Involved:

The teacher witnessing the event.

#### Consequences

1. Teacher speaks to the student away from his/her peers.
2. Contact home by calling or sending an email.
3. If the behavior persists send documentation to the PCL who will follow-up with the student and teacher.

#### Category Two Offences

These are more serious offences or offenses from Category One that are repeated such as:

- Persistent tardiness and frequent absences
- Persistent rude, inappropriate or disrespectful behavior
- Using unacceptable/offensive language
- Intimidation (bullying) both physical and verbal

Who Gets Involved:

The teacher witnessing the event, the PCL, Vice Principal, and, when necessary, the Principal. The Principal may be consulted to advise on disciplinary procedures.

#### Consequences

1. The parents will be contacted, and a meeting scheduled between the PLC and the parents. Other consequences may result in:

2. Detention
3. In-house suspension
4. Referral to counselor
5. Documentation placed in permanent folder
6. Plan created by student to avoid inappropriate behaviors in the future
7. Plan monitored by counselor and Homeroom teacher
8. Suspension from school
9. Referral by Principal to the Discipline Committee\* for further action

### Category Three Offences

These are major violations of school rules such as:

- Physical fighting
- Stealing
- Dangerous behavior
- Academic dishonesty
- Repeated intimidation (bullying) both physical and psychological, cyber bullying, racism and verbal

### Who Gets Involved:

The PCL, the teacher concerned, the Vice Principal, Counselor, and the Principal are immediately involved; the School Director will be notified as appropriate.

### Consequences

The Principal, the counselor and/or Homeroom teacher will meet with the student's parents.

For very serious offences the student may be expelled from school.

Other consequences may include:

1. Principal's detention
2. In-house suspension
3. Suspension from school
4. Contract between the school, the student and parent
5. Counseling may be recommended
6. Banning from school trips
7. Referral to the Discipline Committee\* for further consequences

\* Discipline Committee: PCL, Vice Principal, Principal.

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### ***To be included in the Parents' Handbook***

### **Discipline Matters**

Teachers make certain that students understand and abide by all Discipline Regulations at all times. Proper student behavior is a major condition for the successful implementation of the school's educational program and for ensuring an environment that is safe and conducive to effective learning.

## Basic Rules and Regulations

Students are required to comply with the rules of the school and in particular students must:

- Comply with the rules and the regulations of the school as stated in the Handbook.
- Arrive at school on time.
- Attend all classes on time.
- Work and play in the assigned areas.
- Perform expected schoolwork.
- Respect and cooperate with all teachers, school personnel, and students.
- Be alert and responsive to directions.
- Respect school property.
- Respect the rights and property of others.
- Avoid fighting, shoving, throwing objects, or using abusive language.
- Maintain cleanliness and tidiness.
- Avoid bringing any unauthorized electronics and games to school.
- Avoid bringing snacks, sweets, or chewing gum to school or during school sponsored activities (school trips, sports tournaments, etc.)
- Use only English where English is the medium of instruction and use only Arabic where the medium of instruction is Arabic.

In particular, students should:

- Line-up in the assigned area, in the morning assemblies.
- Bags should be put in the assigned place/lockers and students should proceed to the classrooms.
- Work quietly during the class and follow all instructions of the teacher.
- Obtain teacher's permission before asking questions.
- Avoid disturbing other students.
- At the end of the period, wait for the teacher's signal before moving from their places.
- Before leaving the classroom, put their chair in place, check the cleanliness of the table and surrounding area, and line-up ready to move at the signal of the teacher.
- In corridors, walk slowly and quietly, and avoid running, pushing, shouting, or screaming.
- On playgrounds avoid rough play.
- Be alert and responsive to the directions of the supervisors.
- Remain outside classrooms during breaks, unless by teacher's instructions.
- Avoid vandalism and respect school property and the property of others.

## Mobile Phones

Students are not allowed to have mobile phones in their possession during regular school days, trips and activities. For emergencies parents and students can communicate through the reception.

In the incident of a student bringing a mobile phone to school, the device will be confiscated, and the parents will be asked to collect it in person. Improper use of Mobile phones will lead to disciplinary action.

## Vandalism

It is important that students learn to respect and care for property. Students who get involved in vandalism will be required to pay for the damage caused, in addition to the disciplinary measures that apply.

## Academic Honesty

### IBO Mission Statement on Academic Honesty

“Academic Honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills...”

Within the International Baccalaureate Learner Profile is the attribute “Principled,” which relates to academic honesty in that “[students] act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities”.

Therefore, Academic Honesty must be taken very seriously, and students need to take responsibility for presenting authentic work. This work should be the students’ own original ideas; information taken from other sources should be properly documented. It is imperative that students keep a list of the information sources they used to support their work. It is not allowed to copy and paste.

Additional details about understanding Academic Honesty and the way we handle any infractions regarding Academic Honesty can be found in the Qatar Academy Al Khor Academic Honesty Policy and Procedures document.

### Bibliographies and Referencing

The format used at QAK for bibliographies and references is the Modern Language Association style of referencing (MLA: [www.mla.org](http://www.mla.org)) and is referred to as an information literacy skill of Approaches to Learning (ATL) Students at QAK must commit to supporting the Academic Honesty policy of the school in all aspects of their work. They should ensure all work submitted is authentic and they reference all work or ideas of others.

### Offences and consequences

Allegations of academic dishonesty will be dealt with immediately by the administration and fully investigated. The student will be given the opportunity to respond to the allegations. If, after the investigation, the student work is not found to be honest and accurate then the matter will be concluded and will not be noted on the students record. If it is found that the work in question does breach academic honesty, then the following will apply:

- First offence — the student will not receive a grade for the work and a meeting will be set with the teacher and the counselor, and the Principal/ Assistant Principal.
- Second offence — the student will not receive a grade for the work, a meeting will be set with the teacher, the counselor, and the Principal/ Assistant Principal, a meeting will be set with the parents, and the student will receive two days suspension. Further instances of academic dishonesty may jeopardize the student’s right to remain at the

school. QAK takes the matter of academic honesty very seriously and aims to support the work of all students with respect and fair treatment.

### Understanding Malpractice

#### What is Plagiarism?

Copying the work of another person and using it as your own work is plagiarism. If you use someone else's work, you must acknowledge the original creator; even if you alter the words slightly you are still taking the work of another person. This also applies to work taken from the Internet and all other electronic media including all forms of images and graphics. Information taken from all sources on the Internet must reference the URL.

#### What is Collusion?

Allowing your work to be submitted by another student or giving information to another student regarding information on a test or assignment in order to help someone else achieve a grade by assisting them in cheating.

#### What is Copying?

Copying from another student in part or in full or allowing a student to copy your work in class or at home.

#### What is Duplicating?

Submitting the same piece of work for more than one subject, regardless of the similarity between the subject assignments.

#### What is Cheating?

Gaining an unfair advantage over other students in the context of an academic assignment, assessment, test or any other school related activity. Generally, plagiarism can be avoided by citing all sources. Students should use the bibliography to indicate the sources they used to create their work. In addition, they must use quotation marks and clearly define the source of the information.

### Disciplinary Actions

Discipline is important for the school to perform its primary task of developing and promoting responsible citizens. In maintaining discipline, teachers need the support of parents.

In case of misbehavior of a student, the teacher will:

- Have a private talk with the student.
- Remind the student of his/her responsibilities during the break time.
- Keep a record of the student's attitude and behavior.
- Discuss the student to the Class Advisor.
- Refer the student to the Counselor.
- Report cases of students exhibiting unacceptable behavior in writing to the counselor and administration.

In cases of persistent misbehavior, the administration will call parents for a conference, in the presence of the teacher concerned and the advisor, to discuss their child's discipline problem and possible solutions. At that time, discipline measures may be taken, including formal warning, detention, disciplinary probation, suspension, and in extreme cases, expulsion from school.



In cases of misbehavior during trips, school activities/programs, the school may prohibit the student from participating in future trips or future activities/programs.

# PRIMARY SCHOOL

*To be included in the Teacher's Handbook*

## Discipline Regulations

Teachers need to get acquainted with the discipline regulations and make certain that students understand and abide by them at all times. With their daily and extended contact with students, teachers are primarily responsible for the clarification and implementation of school regulations. They also play a major role in evaluating these regulations and recommending their adaptation to the proper committees.

Proper student behavior is a major condition for the successful implementation of the school's educational program and for ensuring an environment that is safe and conducive to effective learning. Furthermore, the school has adopted the "Positive Behavior Intervention System" to promote positive behavior among students.

### Basic Rules and Regulations

Students are expected to:

- Comply with the rules and the regulations of the school as stated in the handbook.
- Arrive at school on time.
- Attend all classes on time.
- Work and play in the assigned areas.
- Perform expected schoolwork.
- Respect and cooperate with all teachers, school personnel, and students.
- Be alert and responsive to directions.
- Respect school property.
- Respect the rights and property of others.
- Refrain from fighting, shoving, throwing objects, or using abusive language.
- Maintain cleanliness and tidiness.
- Refrain from bringing any toys and games to school.
- Refrain from bringing snacks, sweets, or chewing gum to school or during school sponsored activities (school trips, sports tournaments, etc.).
- Use only English where English is the medium of instruction and use only Arabic where the medium of instruction is Arabic.

In particular, students should:

- Line-up in the assigned area, in the assemblies and at the end of breaks.
- Walk to the classroom at the signal of the teacher (one by one and on the right side).
- Put their bags in the assigned place and students should proceed to the classrooms.
- Work quietly during the class and follow all instructions of the teacher
- Obtain teacher's permission before asking questions.
- Refrain from disturbing other students.
- Put their chair in place, check the cleanliness of the table and surrounding area, and line-up ready to move at the signal of the teacher before leaving the classroom
- Walk slowly and quietly, and refrain from running, pushing, shouting, or screaming in corridors.
- Refrain from rough play on playgrounds.
- Be alert and responsive to the directions of the supervisors.
- Remain outside classrooms during breaks, unless by teacher's instructions.

- Refrain from vandalism and respect school property and the property of others.

### Procedures for Disciplinary Action

In case of misbehavior of a student, teachers should:

- Have a private talk with the student.
- Keep a record of the student's attitude and behavior.
- Refrain from sending the student who misbehaved out of the classroom, remind the student of his/her responsibilities, and deal with the student during the break time.
- In case of repeated misbehavior, report the case in writing to the counselor, the Homeroom teacher and the Vice Principal for coordination and follow-up, and call the parents.
- Discuss cases of students exhibiting unacceptable behavior with the counselor.
- In case of persistent misbehavior, the administration will call parents for a conference in the presence of the teacher concerned and the Homeroom teacher to discuss their child's discipline problem and possible solutions. A parent-teacher conference form should be completed and signed by both parties at the completion of this meeting. At that time, discipline measures may be taken, including formal warning, implementation of a behavior plan, **detention, disciplinary probation, in school suspension, and in extreme cases expulsion.**
- In case of vandalism, the student must pay the cost of the repair or replacement of damaged items.
- In serious offences, the student's case will be discussed by the Disciplinary Committee (administration, counselor and the Homeroom teacher of the student concerned).

### **Discipline Procedures**

#### Category One Offences

These are easily identifiable behaviors such as:

- Being late for school (assemblies, class, and field trips)
- Disruptive hallway and classroom behavior
- Unsafe play
- Littering
- Dress code violation

Who Gets Involved:

The teacher witnessing the event.

#### Consequences

1. Teacher speaks to the student away from his/her peers.
2. Contact home by making a phone call or sending an SMS, email, or letter.
3. If the behavior persists send documentation to the Homeroom teacher who will follow-up with the student and teacher.

#### Category Two Offences

These are more serious offences or offenses from Category One that are repeated such as:

- Persistent tardiness and frequent absences
- Persistent rude, inappropriate or disrespectful behavior

- Using unacceptable/offensive language
- Intimidation (bullying) both physical and verbal
- Speaking a language other than the language of instruction in class (such as speaking English in Arabic class or speaking Arabic in English class)

#### Who Gets Involved:

The teacher witnessing the event, the Homeroom teacher, and when necessary the Principal, and Counselor. The Principal may be consulted to advise on disciplinary procedures.

#### Consequences

1. The parents will be contacted, and a meeting scheduled between the Homeroom teacher and the parents.

Other consequences may result in:

2. Detention
3. In-house suspension
4. Referral to counselor or Pastoral Lead Teacher for grades 1-5. Referral to the counselor or Assistant Principal for grades PS3-KG.
5. Documentation placed in permanent folder
6. Plan created by student to avoid inappropriate behaviors in the future
7. Plan monitored by counselor and Homeroom teacher
8. Suspension from school
9. Referral by Principal to the Discipline Committee\* for further action

#### Category Three Offences

These are major violations of school rules such as:

- Physical fighting
- Stealing
- Dangerous behavior
- Academic dishonesty
- Repeated intimidation (bullying) both physical and verbal

#### Who Gets Involved:

The Homeroom teacher, the teacher concerned, the counselor, Pastoral Lead Teacher, and the Principal are immediately involved; the School Director will be notified as appropriate.

#### Consequences

The Principal, the counselor, the Pastoral Lead Teacher and/or the homeroom teacher will meet with the student's parents. For very serious offences the student may be expelled from school.

Other consequences may include:

1. Principal's detention
2. In-house suspension
3. Suspension from school
4. Contract between the school, the student and parent
5. Counseling may be recommended
6. Banning from school trips

## 7. Referral to the Discipline Committee\* for further consequences

\*Discipline Committee: Principal, Counselor, Pastoral Lead Teacher, Homeroom teacher, and the Teacher concerned

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### ***To be included in the Parents' Handbook*** **Tardiness and Missed Classes**

A student who is tardy for class more than 15 minutes shall be considered as having missed the class. If a student misses three or more classes on a given day, he/she shall be considered absent for that day. If students are consistently tardy the administration will contact the parents.

After a student reaches 10 tardies, the administration will be taking appropriate action.

Recurring absences have a negative impact on the student's performance at the school. The Academy does not encourage students to skip school for a day or even for a few hours unless in emergency cases. Students are expected to be at school by 6:55 in order to be on time to attend the Morning Assembly.

Students arriving after 7:00 must go directly to the reception to receive a late slip. A parent-student meeting with a school administrator(s) is required when a student reaches ten (10) unexcused absences or the equivalent. Both the student and one or more parents will be required to attend this meeting.

When the number of missed school days due to absences or the equivalent, reaches 18 days, another meeting must be held with the student, his/her parents, and the school administrator in order to discuss actions to be taken including the option for the student to repeat a course or a grade level. The school administrator shall make the final decision concerning the student's program based upon the student's current performance in school and with the consultation of the student's teachers and counselors.

### **Academic Honesty**

IBO Mission Statement on Academic Honesty "Academic Honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills..."

Within the Learner Profile is the attribute Principled that states, in relation to the Academic Honesty, "they act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities."

Therefore, Academic Honesty must be taken very seriously, and students need to take responsibility for presenting authentic work. This work should be the students' own original ideas; information taken from other sources should be properly documented. It is imperative

that students keep a list of the information sources they used to support their work. It is not allowed to copy and paste.

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#### Offences and Consequences

Allegations of academic dishonesty will be dealt with immediately by the administration and fully investigated. The student will be given the opportunity to respond to the allegations. If, after the investigation, the student's work is found to be honest and accurate then the matter will be concluded and will not be noted on the student's record. If it is found that the work in question does breach academic honesty, then the following will apply:

First offence — the student will not receive a grade for the work and a meeting will be set with the teacher, the counselor and Principal.

Second offence — the student will not receive a grade for the work, a meeting will be set with the teacher, the counselor, Principal, the parents, and the student will receive two days suspension.

Further instances of academic dishonesty may jeopardize the student's right to remain at the school. QAK takes the matter of academic honesty very seriously and aims to support the work of all students with respect and fair treatment.

#### Understanding malpractice

What is Plagiarism? Copying the work of another person and using it as your own work is plagiarism. If you use someone else's work, you must acknowledge the original creator; even if you alter the words slightly you are still taking the work of another person. This also applies to work taken from the Internet and all other electronic media including all forms of images and graphics. Information taken from all sources on the Internet must reference the URL.

What is Collusion? Allowing your work to be submitted by another student or giving information to another student regarding information on a test or assignment in order to help someone else achieve a grade by assisting them in cheating.

What is Copying? Copying from another student in part or in full or allowing a student to copy your work in class or at home.

What is Duplicating? Submitting the same piece of work for more than one subject, regardless of the similarity between the subject assignments.

**What is Cheating? Gaining an unfair advantage over other students in the context of an academic assignment, assessment, test or any other school related activity. Generally, plagiarism can be avoided by citing all sources. Students should use the bibliography to indicate the sources they used to create their work. In addition, they must use quotation marks and clearly define the source of the information.**

## **Discipline Matters**

Teachers make certain that students understand and abide by all Discipline Regulations at all times. Proper student behavior is a major condition for the successful implementation of the school's educational program and for ensuring an environment that is safe and conducive to effective learning. Furthermore, the school has adopted the "Positive Behavior Intervention System" to promote positive behavior among students.

### Basic Rules and Regulations

Students are required to comply with the rules of the school and in particular students must:

- Comply with the rules and the regulations of the school as stated in the Handbook.
- Arrive to school on time.
- Attend all classes on time.
- Work and play in the assigned areas.
- Perform expected schoolwork.
- Respect and cooperate with all teachers, school personnel, and students.
- Be alert and responsive to directions.
- Respect school property.
- Respect the rights and property of others.
- Refrain from fighting, shoving, throwing objects, or using abusive language.
- Maintain cleanliness and tidiness.
- Refrain from bringing any toys and games to school.
- Refrain from bringing snacks, sweets, or chewing gum to school or during school sponsored activities (school trips, sports tournaments, etc.).
- Use only English where English is the medium of instruction and use only Arabic where Arabic is the medium of instruction.

In particular, students should:

- Line-up in the assigned area at the morning assemblies and at the end of breaks.
- Walk to the classroom at the signal of the teacher.
- Put their bags in the assigned places before proceeding to the classrooms.
- Work quietly during the class and follow all instructions of the teacher.
- Obtain teacher's permission before asking questions.
- Avoid disturbing other students.
- At the end of the period, wait for the teacher's signal before moving from their places.
- Put their chair in place, check the cleanliness of the table and surrounding area, and line-up and be ready to move at the signal of the teacher before leaving the classroom.
- Walk slowly and quietly, and avoid running, pushing, shouting, or screaming in the corridors.
- Refrain from rough play on playgrounds.
- Be alert and responsive to the directions of the supervisors.

- Remain outside classrooms during breaks, unless by teacher's instructions.
- Refrain from vandalism and respect school property and the property of others.

### Vandalism

It is important that students learn to respect and care for property. Students who get involved in vandalism will be required to pay for the damage caused, in addition to the disciplinary measures that apply.

### Disciplinary Actions

Discipline is important for the school to perform its primary task of developing and promoting responsible citizens. In maintaining discipline, teachers need the support of parents. In case of misbehavior of a student, the teacher will:

- Have a private talk with the student.
- Remind the student of his/her responsibilities during class and the break time.
- Keep a record of the student's attitude and behavior.
- Discuss the student to the Homeroom Teacher or other classroom teachers.
- When the situation persists, inform the parents and seek their parental support at home.
- Refer the student to the Counselor and/or Pastoral Lead Teacher by reporting the case of a student exhibiting unacceptable behavior in writing.

In case of persistent misbehavior, the administration will call parents for a conference, in the presence of the teacher concerned and the advisor, to discuss their child's discipline problem and possible solutions. At that time, discipline measures may be taken, including formal warning, detention, disciplinary probation, suspension, and in extreme cases, expulsion.

In case of misbehavior during field trips, school activities/programs, the Academy may prohibit the student from participating in future trips or future activities/programs.

### Discipline Procedures

Category One Offences: Teacher-managed behaviors

These are easily identifiable behaviors such as: Infrequent lateness for school (assemblies, class, and field trips)

- Disruptive hallway and classroom behavior: Student engages in low intensity, but inappropriate disruptive behavior.
- Unsafe play: Student engages in non-serious, but inappropriate physical contact.
- Littering or involuntary vandalism
- Dress code violation
- Defiance: Student engages in brief or low intensity failure to follow instructions and/or talks back.
- Low Intensity Act of Disrespect: Student delivers low intensity, socially rude or dismissive verbal or non-verbal messages to adults or students.
- Inoffensive Technology Violation: Student engages in non-serious but inappropriate use of technology.
- Property Misuse: The student visits places that are not allowed to visit.



- Speaking a language other than the language of instruction in class (such as speaking English in Arabic class or speaking Arabic in English class)

Who Gets Involved:

The teacher witnessing the event.

Consequences:

- Teacher speaks to the student away from his/her peers.
- Teacher reminds the student of his/her responsibilities.
- An incident report will be placed in the student file.
- Homeroom teacher is informed about the incident.
- Parents and counselor might be informed depending on the situation.

Category Two Offences: Teacher/office-managed behaviors

These are more serious offences, or can be repeated Category One Offences such as:

- Persistent tardiness and frequent absences
- Rude, inappropriate or disrespectful behavior
- Using unacceptable/offensive language
- Intimidation (bullying) both physical and verbal
- Technology violation: Student misuses the school technology
- Possession of inappropriate items: Student brings phone, toys or other electronics from home.
- Skipping class: Student leaves or misses class without permission.
- Physical Fighting: The student engages in actions involving physical contact with intent (pushing, pulling hair...)

Who Gets Involved:

The teacher witnessing the event, the Homeroom Teacher and when necessary, the Principal, Assistant Principal, Counselor, and the Pastoral Lead Teacher. The Principal may be consulted to advise on disciplinary procedures.

Consequences:

The parents will be contacted, and a meeting scheduled between the Homeroom Teacher, counselor or Pastoral Lead Teacher, and the parents. Other consequences may result in:

- **Detention**
- **In-school suspension**
- Referral to counselor and/or Pastoral Lead Teacher
- Documentation placed in permanent folder
- Plan created with the student to avoid inappropriate behaviors in the future
- Plan monitored by counselor and Homeroom Teacher
- Suspension from school
- The Principal may refer the case to the Discipline Committee for further action.

Category Three Offences: Office-managed behaviors

These are major violations of school rules such as below or can be repeated Category two Offences:

- Physical Fighting: The student engages in actions involving serious physical contact where injury may occur- with intent

- Stealing
- Dangerous behavior
- Possession of dangerous items: Student is in possession of knives or other objects readily capable of causing bodily harm.
- Academic dishonesty
- Repeated intimidation (bullying) both physical and verbal

#### Who Gets Involved:

The teacher witnessing the offence, Homeroom Teacher when necessary and the Principal are immediately involved, and the School Director will be notified as appropriate.

#### Consequences

The Principal, the Counselor, the Pastoral Lead Teacher, the teacher and/or Homeroom Teacher will meet with the student's parents. For very serious offences the student may be expelled from school. Other consequences may include:

- Principal's detention
- In-house suspension
- Suspension from school
- A contract between the school, the student and parent
- Banned from school trips
- Referral to the Discipline Committee for further consequences

\*Discipline Committee: Principal, Counselors, the Pastoral Lead Teacher, Homeroom Teacher, and the Teacher concerned.

#### Supervision

Students are supervised during all school activities. Students are not allowed to use the Academy playgrounds after school hours without the approval of the administration.

#### School Trips

School trips are an important part of the academic program and are compulsory for students to attend.

During school trips students should:

- Wear seat belts at all times.
- Sit quietly in the assigned seat.
- Avoid moving or disturbing other students.
- Be alert to the directions of the bus supervisor.
- Observe all regulations relevant to the place being visited.