



At Manarat El Mostaqbal American School have a fundamental right to attend a safe, secure, orderly learning environment to achieve the best possible education. This includes the right to a quiet place to learn, a right to have ideas and opinions respected, a right to personal safety and a right to have their personal belongings protected.

PROBLEM AREAS

TARDINESS

Arriving to class late from 5 minutes to 15 minutes

SKIPPING CLASS

Arriving 15+ minutes late to class.

UNEXCUSED ABSENCE AND SKIPPING

Any absence which has not been both excused by a parent or guardian and approved by the principal.

DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY

Refusal to comply with or follow reasonable requests and instructions of school personnel.

DISORDERLY CONDUCT INCLUDING USE OF PROFANITY

Conduct and/or behavior which is disruptive to the orderly educational procedure of the school or any other sponsored activity.

DRESS CODE

Failure to observe the school's approved uniform policy and dress code.

SMOKING

The use, sale, or possession of tobacco of any kind on school property or during any school sponsored activity.

DESTRUCTION OR DEFACEMENT OF PROPERTY

Destruction or damage of objects or materials belonging to the school, school personnel, or other persons.

FIGHTING

Participation in or threat of physical contact for the purpose of inflicting harm.

WEAPONS

The possession or usage of knives, toxic sprays, scissors, and cutters or any other instrument that may be considered a weapon

CAPS

Caps are not to be worn inside the building or in class

ALCOHOL

The use, possession, sale, or presence under the influence of alcoholic substances on school property or during any school sponsored activity.

BUS

Violation of bus rules.
(THE SAME AS SCHOOL RULES)

VERBAL ABUSE

Statements which intimidate.

FORGERY

The use of the signature of another person.

CHEATING OR PLAGIARISM

Involvement in a dishonest act, or the act of copying another person's work

THEFT

Possession of property that does not belong to the student.

DRUGS

The use, possession, sale of drugs, narcotics, or other noxious substances on school property or any school sponsored activity.

PHYSICAL ASSAULT

Physical attack upon another person.

PORNOGRAPHIC MATERIAL

The possession, use or distribution of any materials or devices that are of pornographic nature on school grounds or at any school activity..

UNAUTHORIZED PRINTED MATERIAL

The possession, use or distribution of any unauthorized printed materials school grounds or at any school activity..

MOBILES

The use of the mobile phones in the school premises without permission

DESTRUCTION OF SCHOOL PROPERTY

The usage of any kind of media players during any lesson

MEDIA PLAYERS

The usage of any kind of media players during any lesson



DISCIPLINARY ACTIONS

INFORMAL TALK

A school official (teacher, counselor or administrator) will talk to the student and try, to reach an agreement regarding how the student should behave.

PARENT CONFERENCE

Parents or guardian are notified by telephone, personal contact, or letter. A conference may be conducted with the parents, student and appropriate school officials and recorded in the student's record file.

DETENTION

Students may be closed from their break time, finishing their work or writing an essay explaining the incidence. (10 mins- 20 mins- break time and 1 hour after school)

IN SCHOOL SUSPENSION

Students may be closed from one or more classes or they may be suspended temporarily or permanently from any club, organization, athletic team, and he will be doing some community service (helping school personnel)

LOSS OF EXTRACURRICULAR ACTIVITY

Student may be closed from playing a sport or participating in a school activity

CLEAN OR PAY FOR THE DAMAGED SCHOOL PROPERTY

Student may clean or pay for the piece of school furniture

ACADEMIC DEFICIENCY MAKE-UP

Students may be assigned to make up time missed from school due to unexcused absences and unexcused tardies. This may be done under the supervision of certified personnel outside of regular school hours.

SUSPENSION

The student is informed that he/she is subject to a long suspension (six days or more). The student is also informed regarding the due process procedure. The student's parents or guardian are notified by telephone and a parent conference is requested.

EXPULSION

Student's parents or guardian are called. Due process procedures are followed and all parties are notified of reasons for expulsion. Recommendation is made to the superintendent for review and final decision. Consequent action is recorded in the student's record file.

CONFISCATION

The item in question will be confiscated till the end of the year.

BEHAVIORAL PROBATION

A behavioral card that the student has to fill in by the teachers after each class that his behavior is actually improving.






BEHAVIOR CONTRACT

A contract signed by the student as a final warning

Discipline
The difference between
Good & Great

RELATIONSHIP BETWEEN PROBLEM AREA & DISCIPLINARY ACTION

Starting September 13th

	1 st time 2 nd time 3 rd time 4 th time 5 th time	Formal talk and 10 minutes break detention 20 minutes break detention & student won't be allowed to attend the session Full break detention & parent slip Break & PE or Art session detention One day in-school suspension + community service & parent slip	
Skipping class <i>Arriving after 15 minutes to the class</i>	1 st time 2 nd time 3 rd time	Full break detention and parent slip Break & PE or Art session detention One day in-school suspension + community service & parent slip	
Defiance of authority, (*) Verbal abuse, Disorderly conduct	1 st time 2 nd time 3 rd time	Informal talk and break detention parents conference, in-school suspension and community service Behavioral probation and 1 day suspension	
Dress Code	1 st time 2 nd time 3 rd time	Formal talk and 20 min. break detention Full break detention & parent slip One day suspension & parents must be informed	
Forgery	1 st time 2 nd time 3 rd time	Parents informed and zero grade Inschool suspension and community service Behavioral probation and 1 day suspension	
Cheating	1 st time 2 nd time 3 rd time	Verbal warning Out of class Parents will be informed and zero grade	
Theft (*)	1 st time 2 nd time 3 rd time	Informal talk with the student counselor Behavioral probation and in-school suspension 2-3 days suspension	
Smoking (caught in school) (*) (caught within 150 meters around the school) (Seen smoking outside the school in the school uniform) Drugs – Alcohol – pornographic material	1 st time 2 nd time	Parent conference and 1 week suspension & counselling sessions with the school counselor Suspension and expulsion contract	
Destruction of school property 	1 st time 2 nd time 3 rd time	clean, fix or pay for fixing of object or material +counselor referral step 1 + parents conference and detention step 1 + in-school suspension	
Fighting and physical assault (political debates) (*)	1 st time 2 nd time	In-school suspension, behavioral probation & parent slip 2-3 day suspension and see the school counselor	
Mobiles and multi media (if there is any urgent case, contact the Discipline Office)	1 st time 2 nd time 3 rd time	Confiscating for one day Confiscating for a week Confiscating for a month and would only given the parent	
Weapons (*)	1 st time 2 nd time	Confiscated and parents will be informed + 5 days suspension Behavioral probation and no enrollment for the following academic year (Should the incident cause harm to anyone else in the school community, an immediate letter shall be written to recommend expulsion)	

(*) The students of Manarat El Mostaqbal are raised with high moral standards and do not engage in these actions. Due to the rare and sensitive nature of said offenses, the Discipline Board will take the utmost care in resolving the issue and may implement a plan other than what is outlined above.

