

## American High School Diploma Program Discipline Policy

Students at AHS DP are expected to show the best possible behaviour inside and outside the class. However, the following are the violations with their consequences for the information of students and parents. Group 1 relates to the violations inside the class while group 2 is about the violations outside the classroom.

	<b>Group</b>	<b>Level</b>	<b>Violation</b>	<b>Consequences for first time offender</b>	<b>Consequences for frequent offenders</b>
1	1	1	Possession of chewing gum, nuts in the classroom	W/PD	SC/D
2	1	2	Eating or drinking or chewing in the classroom.	W/PD	SC/D
3	1	2	Not bringing the school books or supplies.	W/PD	SC/D
4	1	2	Talking/banging books or tables in the class	W/PD	SC/D
5	1	2	Disrupting other students in the class	W/PD	SC/D
6	1	2	Obstructing the process of teaching in the classroom	W/PD	SC/D
7	1	2	Entering or leaving the class without permission/hall pass	PD/SC	SC/D
8	1	2	Non-compliance with dress code of the School	SC/WA	SC/D
9	1	3	Sleeping inside the classroom	W/PD	SC/D
10	1	3	Possession of personal communication devices (Cell Phone, Ipods etc)	SC/WA	SC/D
11	1	3	Misusing of computers	SC/WA	SC/D
12	1	3	Engaged in an obscene act	SC/WA	SC/D
13	1	3	Spitting at another person/school property	PD/SC	SC/D
14	1	5	Cheating in school assignments or tests	PD/SC/D	SC/S
15	1	5	Committing Plagiarism.	PD/SC/D	SC/S
16	1	5	Bunking from classes/school	PD/SC/D	SC/S
17	1	5	Threatening, fighting, assault, battery against colleagues.	PD/SC/D	SC/S
18	1	5	Trying to retrieve prohibited information from school record	PD/SC/D	SC/S
19	1	5	Trying to temper/alter school records	PD/SC/D	SC/S
20	1	5	Forging a signature of parent/teacher/school administration	SC/D	SC/S
21	1	5	The deliberate destruction of school equipment	SC/D	SC/S
22	1	5	Bringing weapons, dangerous, offensive material/chemicals or any games to school.	SC/D	SC/S
<b>W=Warning, PD=Point Deduction, SMS=message to parents, SC=Referral to Student Counselor, WA= Written Apology D=After School Detention, S=Suspension, E=Expulsion</b>					

<b>Number</b>	<b>Group</b>	<b>Level</b>	<b>Violation</b>	<b>Consequences for first time offender</b>	<b>Consequences for frequent offenders</b>
23	1	5	Display/possession of prohibited information material	PD/SC/D	SC/S/E
24	1	5	Stealing/attempting to steal from colleagues, school	PD/SC/D	SC/S/E
25	1	5	Threatening the teacher/school staff/administration	PD/SC/D	SC/S/E
26	1	5	Using obscene/offensive/immoral language	PD/SC/D	SC/S/E
27	1	5	Distributing prohibited material/information	PD/SC/D	SC/S/E
28	1	5	Disregard the laws of Islam	PD/SC/D	SC/S/E
29	1	5	Using/promoting the use of drugs	PD/SC/D	SC/S/E
30	2	2	Entering or leaving the class without permission	W/SMS	SC/D
31	2	2	Non-compliance with dress code of the School	SMS/WA	SC/D
32	2	3	Possession of personal communication devices (Cell Phone, Ipods etc)	SC/D	SC/S
33	2	3	Misusing of computers	SC/D	SC/S
34	2	3	Engaged in an obscene act	SC/D	SC/S
35	2	3	Spitting at another person/school property	SC/D	SC/S
36	2	3	Lack of participation or disturbing in the morning assembly	SC/D	SC/S
37	2	3	Negligence in performing the prayer	SMS/SC	SC/D/S
38	2	3	Coming late in the morning	SMS/SC	SC/D/S
39	2	3	Swearing/cursing at staff or other students	SC/D	SC/S
40	2	4	Destroying/damaging school property	SC/D	SC/S
41	2	4	Writing on school walls, furniture, and property.	SC/D	SC/S
42	2	5	Bunking from classes/school	SC/D	SC/S
43	2	5	Threatening, fighting, assault, battery against colleagues.	SC/D	SC/S
44	2	5	Trying to retrieve prohibited information from school record	SC/D	SC/S
45	2	5	Trying to temper/alter school records	SC/D	SC/S
46	2	5	Forging a signature of parent/teacher/school administration	SC/D	SC/S/E
47	2	5	The deliberate destruction of school equipment	SC/D	SC/S
48	2	5	Bringing weapons, dangerous, offensive material/chemicals or any games to school.	SC/D	SC/S/E
49	2	5	Display/possession of prohibited information material	SC/D	SC/S/E
50	2	5	Stealing/attempting to steal from colleagues, school	SC/D	SC/S/E
<b>W=Warning, PD=Point Deduction, SMS=message to parents, SC=Referral to Student Counselor, WA= Written Apology                      D=After School Detention, S=Suspension, E=Expulsion</b>					

	<b>Group</b>	<b>Level</b>	<b>Violation</b>	<b>Consequences for first time offender</b>	<b>Consequences for frequent offenders</b>
51	2	5	Threatening the teacher/school staff/administration	SC/D	SC/S/E
52	2	5	Using obscene/offensive/immoral language	SC/D	SC/S/E
53	2	5	Distributing prohibited material/information	SC/D	SC/S/E
54	2	5	Disregarding Islamic Laws	SC/D	SC/S/E
55	2	5	Using/promoting the use of drugs	SC/D	SC/S/E
56	2	5	Smoking inside/around the school	SC/D	SC/S/E
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Warning: A verbal warning during the class should be given for the violations mentioned above with a warning as a consequence.

Point Deduction: The teachers can decide the points to be deducted for each violation. However, the teachers should generally deduct the same number of points as per the level of violation in the table above. The teachers are to keep a record of any violation and the consequences that followed the violation.

SMS: All violations with this consequence are to be reported to parents via SMS.

Referral to Student Counselor: The teachers are not to send out a student unless he has been warned but has not been listening to the teacher. Any student sent out of class should be given a SC referral letter after the class and sent to the student councilor. The student counselor is to take written reply from student and take necessary action like informing parents, detention, suspension, or refer the case to the principal for

Written Apology: A written apology is to be handed in if asked by the student counselor using apology form available with SC.

After School Detention: If a student is awarded after school detention, the SC will issue the detention slip and write the name of student in detention list for the week. The student is to stay back on the detention day according to the slip till 1800 hours in school and complete the tasks given by the teacher in-charge of detention. Incomplete assignment will mean an unsuccessful detention completion and the student's name will be included in next detention list as well. If a student is absent on the detention day, his detention will be doubled.

Suspension: A suspension means that student will not be allowed to attend the school for the said number of days and his grades for participation and quizzes will be zero for the same period. The days of suspension are also mentioned in final transcript and character certificate issued by the school.

Expulsion: An expulsion case will be forwarded to the principal after all other actions have been taken and the student continues with the violations.

School Uniform:

All students are expected to come to school in proper uniform. They are to wear white Saudi Thobe to school on all days with black leather shoes (no sneakers, gym shoes, football shoes or tennis shoes).

On the days a class has a PE period, the students are to come to school in navy blue / black sports trouser (full length) and a white plain T-shirt along with white sports shoes. No jeans are allowed and no monograms, emblems or images should be printed on T-shirt. They should bring one extra T-shirt to change after PE class.

Students can wear a jacket or jumper in the class if they feel cold, the jacket or jumper should be plain without any monograms or signs. Jackets with hoods are not allowed. All jackets with hoods will be taken away and returned only at the end of the term.

School Timing:

It is very important that students come to school on time. The regular school timing is from 07:00 am to 01:25 pm. Students are to arrive in school before 07:00 am for morning assembly. Parents are requested to ensure the timely arrival of students. All latecomers will be referred to student councilor or vice principal for disciplinary action.

Absence from School:

In case of absence the student must provide the school with an excuse letter. The sick leave is only granted in case a stamped medical certificate from a hospital is provided. The certificate/excuse letter should reach the school before Sunday for the preceding week absence. No excuse will be accepted after the said time.

Cell phones:

All cell phones must be submitted at the cell phone collection point in the morning after assembly. Under no circumstances are students allowed to keep cell phones with them or in their bags or lockers. Any phones found on students, in bags or lockers will be taken away and only given to student after 30 days or parent in person. No electronic gadgets(iPods etc.) are to be brought to school.

Parents are requested to use the following contact information in case of any ambiguity or confusion.

Muhammad Imran Niaz Program Coordinator, [mniaz@as.sch.sa](mailto:mniaz@as.sch.sa) Cell Phone: 0555006965 Land Line:6828339 Ext:220

Mr. Khalid Alhadi, Student Councilor, [kahmad@as.sch.sa](mailto:kahmad@as.sch.sa), Land Line:6828339 Ext:310