



Excellence in Education

Innovation in Learning

Student Handbook

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Introduction

Dear Parents and Students of Mayar,

Mayar International Schools Student Handbook provides information about our schools' policies and regulations, your rights and responsibilities and the schools' distinguished facilities and amenities.

We hope this handbook assists you in understanding our school policy. If you have any questions or require more information, please do not hesitate to contact us.

Sincerely,

Mayar Superintendent
Nadia Kharbat

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Student Handbook

Our Vision, Mission, and Who we are

Our Vision

"is to be one of the pioneer Educational Institutions through offering distinguished comprehensive national and international educational programmes, in line with the latest curriculums and teaching methods worldwide."

Our Mission

We are an Educational Institution which offers its educational mission that is derived from our Arab and Islamic culture and values in a high degree of proficiency by taking full advantage of its competent staff and their exceptional capabilities with ultimate efficiency; MAYAR seeks to meet parents and guardians expectations and to reach its students' maximum potentials.

Who we are

- We offer distinguished educational services for students in our school through our balanced and exceptional experience that develops all aspects of their personality.
- We cultivate their social and emotional intelligence by helping them to develop their social relations with individuals in society, in addition to preparing them to succeed in their professional and social life. We also encourage their creative-thinking, leadership, communication and problem- solving skills which they would utilize in practical life.
- We build effective relationship with parents and guardians to earn their trust which eventually contributes to their children's academic achievement.
- We endorse our staff and reward the distinguished members to reach the highest level of job contentment.
- We offer various educational opportunities to explore and develop students' creativity and interests by monitoring and directing them in a democratic, educational and safe environment.
- We prepare our students to be admitted in the most distinguished universities in the country and abroad through our National and International Programmes.
- We offer solid distinguished International Programmes (CP/CS & IGCSE/GCE) in line with the required standards which are accredited in the most specialized institutions (Cambridge & EDEXCEL).
- We apply up-to-date teaching methods by employing the latest educational and communication techniques including interactive boards and data shows in all classrooms, labs, libraries and study-rooms.
- We provide interactive and intensive programmes prepared by specialized experts for non- native speakers of Arabic.
- We conduct a consistent training programme for our teaching and administrative staff under the supervision of our Training and Development Department, in addition to other training courses which are certified locally and internationally.



Mayar Anthem

ميار مدرستي

يا مياراً فلتضيئي ولتنييري
وارسمي لي في طريق العلم مجدا
صرحك اليوم بناءً شامخاً
إن إعداد الرجال الغرّفيك
كم فتاة في ربوعك تهتدي
من أصولٍ لجدودي تهتدي
وكتاب الله دوماً عدتني
يا مياراً الحب أنت جنتني
شعلة أنت ونور في مسيري
في ربوع العلم شيدتي مصيري
أنت في الدرب الصحيح المستنير
كم ترؤوا فيك من علم غزير
في رياض العلم والبیت الوثير
وجديد العلم عوني ونصيري
منهج الهادي رفيقي وسميري
في جنان العلم نُكسى من حرير

الشاعر: عماد الزقيلي



Our Schools

- Mayar International Schools and Kindergarten is built on a 17000 m² property located in Tla'a Al Ali/Al Baraka Block in the middle of Western Amman. Our classrooms and laboratories are equipped with the latest technologies.
- Our facilities are:
 - Chemistry Labs/ Physics Labs/ Computer Labs/ Art and Vocational Education Workshops/ Libraries/ Fully equipped cafeterias, Gymnasium and outdoor playgrounds.
- The school premises consist of four buildings:
 - * Kindergarten: Pre-KG, KG1 and KG2
 - * Early Primary: Grades 1, 2 & 3
 - * Middle and Secondary / Boys: Grades 5 to 12 National and International Programmes
 - * Middle and Secondary / Girls: Grades 4 to 12 National and International Programmes

Academic Programmes

The school offers distinguished national and international programmes as follows:

• National Programme

We adopt the Ministry of Education Curriculums enhanced by enriching material in Science and Math from grade one to grade eight. We also teach French as a third language in the school for grades one to three. The school enhance teaching the Arabic Language classes with an intensive reading programme as well as teaching the English Language with high efficiency to reinforce the national programme.

• International Programme

The school offers solid distinguished International programmes as we have the accreditation for the IGCSE/GCE from Cambridge and Edexcel as well as the CS and the CP in line with the international standards and accreditation. We teach the international programme from grade one to grade twelve in English as well as the Arabic, Islamic Studies, Social Studies and French.



Parent-School Communication

Communication between the school and parents is very important since it strengthens and develops the behaviours of students and their learning experience. Parents can contact us as follows:

- Two Parent-Teacher conferences in each semester. These conferences provide parents with the opportunity to meet their child's teachers and discuss their strengths and weaknesses.
- Individual meetings with teachers and staff can be scheduled by appointment.
- Via E-school through our school's website www.mayarschools.com which allows parents to understand their child's academic and behavioural skills.
- Via Mobile application which allows parents to stay up to date with their child's academic and behavioural status, account statement as well as tracking school buses.
- Parents can also follow the school's news and updates via the following social media sites and pages:

- * YouTube

- * Twitter

- * Facebook

- Immediate SMS messages with news and updates are sent out regularly.
- Parents can contact the school via land-line or mobile phone. Phone meetings can be scheduled with the following:

- * Subject teachers depending on their free time during the school day

- * Academic coordinators

- * Counselling Department

- * Section Principals

- * School Principal and Vice Principal

- Parent-Teacher Association: The PTA is to be elected at the beginning of the school year by the teachers and parents. They organize a group of activities to strengthen our students' educational experience. It is directed by the school's superintendent.

Contact Information:

- * Land Line: 06-5670002

- * Fax: 06-5671941

- * Mobile: 079-8866115

- * E-mail: info@mayar-schools.com

- * Website: www.mayarschools.com

- * Facebook: www.facebook.com/MayarSchools/



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The Kindergarten

Early childhood is considered a very important stage in a human being life, since a great deal of their personality and character traits are shaped and developed in this stage. Children in KG will interact with their surroundings in order to develop themselves physically and mentally. The KG provides a diverse learning experience and an educational mission that produces a well-rounded and developed personality.

Educational Levels

- * Pre-KG 3 years old
- * KG1 4 years old
- * KG2 5 years old

Goals of our KG

Our main goal is to prepare children to comfortably move up to the primary stage. Children are given the opportunity to freely practice activities, explore and discover their abilities and interests. This provides children with an opportunity to develop their positive attitude and group work.

•Physical Skills

Development of the child's senses and assisting them to understand their body. Teaching children various physical activities in order to strengthen their major muscles. We also develop the child's simultaneous control of their body and senses.

•Social Skills

Development of social skills in children and their ability to interact, understand, and respect the opinions and feelings of their peers. We also instill a sense of responsibility towards the child's family, friends, and peers in order to expose them to various social and behavioural situations.

•Emotional Skills

Building positive self-expression, enhancing self-confidence, happiness, and developing children's independence. We also aim to increase their self-confidence and freedom of expression linguistically, physically, and artistically.

•Mental Skills

Developing children's focus, imagination, analysis and thinking skills. We also aim to direct children to gain knowledge and experience from their surrounding environment.

•Linguistic Skills

Developing the child's freedom of expression and positive communication with peers in order to strengthen their native and second languages.



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Daily Schedule:

Pre -KG

Period	Time
Islamic Code of Manner	8:00-8:15
Morning Assembly	8:15-8:30
First	8:30-9:05
Second	9:05-9:40
Breakfast	9:40-10:00
Play Time	10:00-10:20
Third	10:20-10:55
Fourth	10:55-11:30
Fifth	11:30-12:05
Corners	12:05-12:45
Story Time	12:45-1:00

KG1

Period	Time
Islamic Code of Manner	8:00-8:15
Morning Assembly	8:15-8:30
First	8:30-9:05
Second	9:05-9:40
Breakfast	9:40-10:00
Play Time	10:00-10:20
Third	10:20-10:55
Fourth	10:55-11:30
Fifth	11:30-12:05
Corners	12:05-12:45
Story Time	12:45-1:00

KG2

Period	Time
Islamic Code of Manner	8:00-8:15
Morning Assembly	8:15-8:30
First	8:30-9:05
Second	9:05-9:40
Third	9:40-10:15
Breakfast	10:15-10:35
Play Time	10:35-10:55
Fifth	10:55-11:30
Fourth	11:30-12:05
Corners	12:05-12:45
Story Time	12:45-1:00



Primary and Secondary Schools

The MIS Primary and Secondary School faculty, administration and staff serve the needs of our students and parents in all aspects.

Primary and Secondary Schools Goals

- To improve students' academic abilities and personal character traits.
- To improve students' critical thinking, creative thinking, and leadership skills.
- To prepare distinguished and elite students to be active members in the local and Arab community who are ready to take on the challenges of the 21st century.
- To enrich the curriculum with age-appropriate classroom activities such as:
 - * Physical Education
 - * Information Technology
 - * Art and Vocational Education
 - * Music
- To develop students' curiosity and eagerness to learn based on their hobbies and talents.
- To assist students in discovering their intellectual, physical, emotional, and social skills.

Educational Levels

- National & International co-education from grade one to grade four
- National & International education from grade five to grade twelve
 - * Boys and girls are in two separate buildings.

School Attendance

- The School day starts at 07:30 am. Students line up for the morning assembly where they sing the Royal Anthem.
- Each student is provided with a weekly timetable.
- Students are not allowed to leave the school before dismissal. If a parent wishes to dismiss their child early, they must show their ID card to the receptionist.
- Students are permitted to wait for a maximum time of 30 minutes after dismissal. Parents are kindly requested to pick up their children on time.



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School Timetable:

Weekly Class Timetable 1st to 3rd Grades

Period	1	2	Break	3	4	5	6	7	8
From	7:50	8:35	9:20	9:45	10:30	11:15	12:00	12:55	1:30
To	8:35	9:20	9:45	10:30	11:15	12:00	12:55	1:30	2:05
Time	45	45	25	45	45	45	55	35	35

Weekly Class Timetable 4th to 12th Grades

Period	1	2	3	Break	4	5	6	7	8
From	7:50	8:35	9:20	10:05	10:30	11:15	12:00	12:55	1:30
To	8:35	9:20	10:05	10:30	11:15	12:00	12:55	1:30	2:05
Time	45	45	45	25	45	45	55	35	35



Extra Curricular Activities

• Student Council

The student council assists in managing the school and ensures the requests of the student body are met within school guidelines. They also assist in self-discipline and hold various events and workshops to educate the student body on proper conduct.

The students elect the student council at the beginning of the school year. The nomination, election process, campaigns, and nominee debates are to be scheduled during the morning assembly.

• School Trips

The activities department holds various educational and recreational trips throughout the school year. These trips are aimed to strengthen students' knowledge on their country and enhance their education.

School trips are compliant with the rules and regulations of the Ministry of Education. Students without a permission slip signed by his / her parent or guardians will not attend the field trip. School trips include:

- 1) Scientific trips
- 2) Social trips
- 3) Recreational trips
- 4) Sport trips

• Student Clubs

Student clubs aim to strengthen and develop students' skills and hobbies. Students participate based on their interests. Clubs meet Saturdays.

The clubs offered are:

- 1) Swimming club
- 2) Football club
- 3) Basketball club
- 4) Qur'an Recitation Club
- 5) Math Club
- 6) Music Club
- 7) Computer Club
- 8) Art Club
- 9) Languages Club

• Student Committees

Student committees are shaped to reinforce communal activities inside the school. Each committee is designated a special task. Students enroll in the committee they are interested in at the beginning of the school year.



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The committees offered are:

- 1) Discipline Committee
- 2) Health Committee
- 3) Library and School Media Committee
- 4) Cultural Committee
- 5) Counseling Committee
- 6) Social Committee
- 7) Arts Committee

Student Assessment Process

1st to 3rd Grades

Students are assessed based on their personal portfolio, which includes their work throughout the assessment period. The monthly assessment grade is 25%.

Teachers assess students based on:

- 1) Worksheets
- 2) Student Portfolio
- 3) Monthly review booklets
- 4) Classroom behaviour

First Assessment	Second Assessment	Third Assessment	Fourth Assessment	Semester Average
25%	25%	25%	25%	100%
Ongoing Assessments	Ongoing Assessments	Student Portfolios and Projects	Ongoing Assessments	Total

4th to 12th Grades

Students are assessed as follows:

First Assessment	Second Assessment	Third Assessment	Final Assessment	Semester Average
20%	20%	20%	40%	100%
Pencil and Paper Assessments	Pencil and Paper Assessments	Student Portfolios and Projects	Pencil and Paper Assessments	Total



School Facilities and Services

• School Libraries

Our libraries are fundamental asset to our school. The libraries consist of many items including books, references, dictionaries, series, stories and periodicals in both English and Arabic.

Library visits are scheduled weekly for our students. Students are permitted to borrow books from the library. An online catalog is also available for student access of materials.

Library Guidelines:

- 1) Placing books and bags in specified locations
- 2) Eating and drinking is forbidden
- 3) Borrowed books must be returned to the librarian directly and must not be placed directly on the shelves.
- 4) Taking proper care of any borrowed materials.
- 5) Students will be required to pay a late fee for books that are returned late. If a book is lost, the student is responsible to pay the full cost of the book.

• Cafeterias

The cafeterias are equipped for both hot and cold meals.

Standards for these services are in compliance with the Ministry of Education and the Ministry of Health.

The school administration sets the prices with the food vendor.

Cafeteria guidelines:

- 1) Maintaining the cleanliness of the cafeteria by throwing waste into the assigned baskets.
- 2) Using the services offered in an organized manner.
- 3) Students must directly lineup when the bell rings.

• Scientific Laboratories

Our laboratories are equipped with the highest quality equipment and meet international standards.

The laboratories are ready to accommodate our National and International programmes. All of the safety standards have been met in order to ensure student safety at all times.

• Vocational Education and Art Workshops

The Vocational Education and Art workshops are equipped to develop students artistic and creativity skills. Students enjoy making hand crafts and practice the art of cooking. The workshops are prepared for both male and female specific vocational material as well as an interactive board to advance their educational experience.



• Computer Labs

Our Seven computer labs are equipped with the latest technologies and 25 computers in each lab. They are also all connected to the Internet.

• School Buses

Mayar International Schools has a number of air conditioned buses suiting all ages. They were carefully chosen for the convenience and safety of our students. Each bus provides the following:

* Bus Attendant: a trained supervisor to ensure the safe pick-up and drop-off of students and to make the bus ride as safe as possible.

*First Aid Box in case of emergency

Bus Guidelines:

- Students must behave in a manner that is in line with school rules to ensure safety.
- Students must remain seated in their assigned seats.
- Students must not shout or use inappropriate words.
- Students must not distract the bus driver.
- Students must maintain the cleanliness of the bus. Eating and drinking are not allowed on the bus.
- Students must not place any object or body part outside the windows of the bus at any time.
- Students must be ready and on time for both pickup and drop-off.
- Students enrolled in the school bus must go directly to their buses at dismissal. Any student that is late without a valid excuse will be forbidden from riding the bus.
- Students must only ride their assigned bus. Students who are not registered in the buses are not allowed to use them.
- Parents are requested to pick their children up from the parent's entrance. Parents are not allowed to pick their child up before dismissal without a release form issued from the administration.
- Students who misbehave on the bus will be dealt with in a strict manner.

• Swimming Pools

The school has 2 swimming pools, one for the KG and one for the primary. Each pool has proper facilities including showers, changing rooms, and lockers. The pools are warm throughout the year and are periodically checked and tested to ensure student safety.

Pool Guidelines:

- Wearing decent swimwear that does not contradict with our Islamic upbringing.
- Students are required to place their swimwear and personal belongings in a bag that must be placed in one of the pool's lockers.
- Borrowing any personal belongings from peers is forbidden.
- Students must follow the physical education teacher's directions and guidelines.



• School Clinic

The school clinic provides the following services:

• Seasonal healthcare which includes:

- * Periodical medical examinations for students.
- * Taking the vaccinations that are mandated by the Ministry of Health.
- * Following up on student sicknesses by contacting their parents when necessary.
- * Providing a healthy environment in the school community.

• First Aid

- * Providing safety and first aid kits.
- * Providing necessary first aid when needed and escorting emergency cases to the hospital if necessary.

• Health Awareness

- * Preparing awareness lectures related to public health and the importance of eating healthy food.
- * Daily supervision of the school environment and its surroundings by visiting the cafeteria, restrooms, classrooms, pools, and playgrounds.

• Dental Health

- * Periodic mouth and teeth checkup
- * Raising awareness and promoting healthy behaviour among primary students on the causes of tooth decay, gum infections, and how to prevent them.
- * Correcting eating habits related to the health of the mouth and teeth.
- * Insurance for accidents and injuries within school grounds and on scientific visits.
- * The doctor or nurse provides treatment for simple cases. In case of emergency, parents are immediately notified and students are escorted to the hospital.

• The Counselling Department

Our counseling department is aimed at developing students' self-motivation in order for them to understand themselves, their peers, and their environment. It is also aimed to encourage them to explore, discover, decide, and solve problems.

The guidance counsellor prepares a weekly schedule of classroom guidance sessions in coordination with the administration and faculty. These sessions are prepared based on student developmental stage, age, and necessity. All students have the chance to meet with the guidance counsellor during daily office hours. The guidance counselor prepares detailed analysis of any student's challenges, achievements, and goals as well as following up with any family related situations.

The counseling department adopts a lot of volunteering and charity initiatives where students actively get involved and participate.

The counseling department guides students academically and carrier wise with accordance to their competencies and interests. The department gives parents and guardians a space to get in touch with the department in their office hours.



- **Learning Support Department**

Mayar applies a comprehensive educational programme to meet the academic, intellectual and social needs of its students. The Learning Support Department was established to bridge the gap and accomplish the comprehensive educational approach of Mayar. And out of our belief that students' abilities can be improved and developed through customized strategies, specific remedial plans and individual learning.

We believe that we can improve students with special needs personal and academic skills and nourish their potentials through:

- * Tailored and customized curriculums
- * Students' Integration
- * One to one classes
- * Engaging the students in the extracurricular activities
- * Applying the motivation and rewarding system

- **Drama and Music Rooms**

We all recognize the significance of teaching drama and music in building the students' personality and developing their creativity. Here at Mayar we nurture the students' talents and attitudes. We help them express themselves and optimize their abilities through singing, performing and music. The school has two well-equipped drama and music rooms supervised by specialized drama and music teachers.

- **Gymnasium and outdoor playgrounds**

We are fully aware of the importance of sports and physical education. The school has six outdoor playgrounds (Football fields, basketball courts, ...), gymnasium and gymnastics hall which are all equipped with high universal standards of efficiency and safety.

- **Auditorium**

The school auditorium is fully equipped with the latest light and sound systems to serve all school activities and events.



Behavioural and Instructional Guidelines

Student Rights and Responsibilities

- * Every student has the right to receive an education. Every student is responsible for bringing necessary materials to class, and completing assignments on time.
- * Every student has the right to feel safe and comfortable in the school. Every student is responsible for following school policies and regulations and dealing with any conflict in an appropriate manner.
- * Every student has the right to express an opinion and to be heard and accepted. Every student has to respect others and give them the opportunity to express their opinions in a democratic and safe environment.
- * Every student has the right to be in a positive learning environment. Every student is responsible to follow classroom rules and be seated by the beginning of class and listen attentively.
- * Every student has the right to enjoy a clean school environment. Students are responsible for their personal hygiene and cleanliness.

What is expected of Mayar Students?

• Classroom

- * Being seated by the time class starts.
- * Complying with the directions of staff and not going outside the classroom without a permission slip or a hall pass.
- * Taking materials and supplies needed to class.
- * Listening attentively.
- * Maintaining class cleanliness.
- * Disruption and irritation in class is forbidden.
- * Causing any damage to school property is forbidden.

• Prayer Time

- * Preparing for prayer and making wudu' when needed quietly.
- * Maintaining Islamic ethics in wudu'
- * Bringing a prayer carpet and prayer clothes (for females) and keeping them clean and neat in the classroom locker.
- * Praying jama'ah whenever possible with the homeroom teacher.

• Break Time

- * Avoid running except in designated areas since it may cause accidents or injuries to your peers.
- * Avoid any conflict with other students.
- * Maintaining the cleanliness of the cafeteria by throwing waste into the assigned baskets.
- * Using the facilities in an organized manner.
- * Students are required to go directly to the school yard when the bell rings.



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- Inside School Buildings
 - * Maintaining the cleanliness of the school and public property.
 - * Entering the school buildings and/or staying after school are not allowed.
 - * Entering vocational, art and library rooms is not allowed without a signed permission from a teacher or the administration.
 - * When ascending or descending the stairs students must stay on their right side to ensure safety.
 - * Going directly to classroom in a quick and quiet manner.

General Rules:

- Tardiness
 - * Any student who arrives late to school must get an access pass from the section principal/section supervisor/counselor.
 - * Students who are not in school by the 7:30 a.m. bell will be considered late for school; they must have a written excuse signed by the parent or guardian explaining the reason. If a written excuse is not submitted, a call will be made to the parents or guardians.
 - * When a student is tardy three times without an excuse a written notice will be given and then a warning letter.
- Student Absence
 - * Parents/guardians are requested to call the school to report an absence. If not, the school will contact you via SMS to question the absence.
 - * Excused absences are accepted in the following cases:
 - Personal illness or injury
 - Family emergencies
 - Death of a relative, in this case a student has one day, unless there is an excuse for the absence of more.
 - * Students returning to school after an absence must have a written excuse signed by their parent/guardian stating the reason for their absence.
 - * Medical reports should be given to the guidance counselor on the students return to school.
 - * If a student returns to school without a written excuse, he/she will be deprived from any opportunity to conduct any examination or assessment that was completed during his/her absence from school, and the teacher has the right to estimate the grade.



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• School Uniform

- * Students are required to wear the uniform daily.
- * Students must maintain personal hygiene and tidiness.
- * Boys should cut their hair regularly and girls should keep their hair tied at all times. Unusual hairstyles as well as hair-dyes are forbidden.
- * Make up, accessories (such as wearing rings and necklaces) and nail polish are strictly forbidden.
- * It is forbidden to wear any outfit other than the school's uniform, unless the school allows it for special occasions.
- * Students can wear their sport-uniforms on the days in which they have physical education classes.

• Classroom Lockers

Lockers are provided for each student in order for them to keep their belongings and extra books instead of carrying them home every day. Each student is provided with a locker key (except for 1-3 grade students). Each student will be responsible for the organization and cleanliness of their lockers. The school is not responsible for any lost belongings.

• Mobile Phones and Electronic Devices

The use of mobile phones and electronic devices is forbidden. Any violation will not be tolerated. The device will be confiscated and will not be returned unless parents sign a pledge ensuring the device is not brought to school again.

• Soft Drinks and Chewing Gum

Our school is a "Healthy School" and in order to maintain this attribute, soft drinks (sodas) and chewing gum are strictly forbidden.

School Discipline Guidelines

- Mayar School aims to apply its guidelines in order to provide a safe educational learning environment. This can be done by:
 - * informing students and their parents of discipline guidelines and the importance of following them.
 - * providing an outline of the rights and responsibilities of students to give them a sense of responsibility.
 - * limiting the behavioural conflicts by students and teachers in school.
 - * promoting and reinforcing good and positive behaviour.



Rewarding System at Mayar International Schools

Rewarding students is an important factor for effective learning in Mayar schools. Praising not only increases learning, but it is an effective way to increase student participation in educational activities, and thus become more attentive. In addition to maintaining order within the classroom.

Mayar International Schools has enhanced a verbal and written praising system, which is referred to as the "House Point System" as well as prizes and bonuses.

verbal and written praising system, which is referred to as the "House Point System" as well as prizes and bonuses.

House Point System: The idea of the system is to form different colours according to what the student achieved and excelled in based on certain criteria. The standards include achievements in the following:

- * Academic
- * Physical
- * Artistic
- * Social
- * Moral
- * Leadership

After receiving the yellow "House Point" that is signed by the teacher and then sealed by the administration, the paper will be registered and tallied.

School-Control Procedures

School behavioural discipline is the student's acceptance and understanding of the schools policies and regulations. Student misconduct has been have divided into four degrees, with a description of each offence and its penalty, educational intervention, and proposed alternatives. Offences have been divided based on their severity.

First Degree Offences

This includes the following:

- Failure to comply with school uniforms and general appearance and proper personal hygiene.
- Meaningful disruption of the educational process or meaningful interference with teacher's classroom authority.
- Regularly missing homework assignments.
- Entering or leaving the classroom without permission or a valid excuse.
- Students who do not bring books and school supplies or P.E. uniform.
- Students who are always late.
- Students who chew gum and eat nuts in school.
- Students who put chemical products on their hair and use cosmetics.



Procedures and penalties, which are taken in accordance with the severity of each case:

- The teacher directs a verbal warning to the student in compliance with the regulations and policies of the school.
- If the student repeats a violation from the same degree he/she will be sent to the guidance counselor for follow up.
- If the student repeats the same violation, a written warning will be directed. The parent/guardian vows that offence will not be repeated.
- If the student continues in repeating the same violation he/she will be sent to the Student Council to undertake an appropriate action, which may result in expelling the student.

Second Degree Offences

This includes the following:

- Using negative attitudes with students and teachers such as disrespecting, lying, profanity, threatening students and clashing with them.
- Escaping from school.
- Using mobile phones or electronic devices during the school day.
- Cheating on exams.
- Ruining or misusing school facilities and property.
- Writing and drawing on the walls and furniture of the school.

Procedures and penalties that are taken in accordance with the severity of each case:

- Confiscate the forbidden materials. Repair the damaged school property and return any personal property to the parent in addition to directing a warning to the student. The parent/guardian vows the offence will not be repeated, and refers the student to the guidance counselor.
- If the student repeats the same violation he/she will be given a warning.
- If the student continues repeating the same violation the board will decide the appropriate action, which may result in suspension.



Third Degree Offences:

This includes the following :

- Insulting the Divine Entity
- Possession of hazardous and sharp materials in school.
- Smoking inside the school and its surroundings.
- Starting political, religious, and offensive family discussions.
- Threatening or assaulting a faculty or staff member
- Deliberate damage to school property and personnel.
- Intentionally attacking students and harming them.
- Forging official documents
- Stealing the property of others inside the school.
- Distributing, trading, or acting out any information that is contrary to Islamic beliefs, morals and values. (Photos, magazines, CD's, movies)

Procedures and penalties that are taken in accordance with the severity of each case:

- Confiscate the forbidden materials. Repair the damaged school property and return the personal property to the parent in addition to directing a warning to the student, having parent/guardian vow the offence will not be repeated, and referring the student to the guidance counselor.
- If the violation of the same degree is repeated, a final warning is given to the student.
- If student repeats any violation of the same class again the board will meet to inform the parent/guardian of the student's actions. The student then will be transferred from school or suspended (long term) after the Ministry of Education's approval.
- Misconduct that constitutes a threat to others requires a clear apology to the school community.
- The parent is responsible for any physical damage their child caused to the school facilities or equipment.

Finally, we ask Allah to grant our sons and daughters success, excellence, and positive development in this academic year.

