



## Code of Conduct

	FIRST-DEGREE VIOLATIONS	DISCIPLINARY ACTIONS
A	Arriving late to classes	<b>First Term Violation:</b> Verbal warning
B	Stimulating chaos in class	<b>Second Term Violation:</b> Written warning + Informing the parents
C	Taking foods and beverages during classes	<b>Third Term Violation:</b> Written warning + Informing the parents
D	Showing continuous disruptive behavior	<b>Fourth Term Violation:</b> Student pledge + Informing the parents
E	Sleeping during sessions	<b>Fifth Term Violation:</b> Letter of undertaking signed by the student + Informing the parents
		<b>Sixth Term Violation:</b> Request for the attendance of the guardian + Final letter of undertaking
F	Being late to the morning assembly	<b>First Term Violation:</b> Verbal warning + Informing the parents
		<b>Second Term Violation:</b> Verbal warning + Informing the parents
		<b>Third Term Violation:</b> Letter of undertaking + Informing the parents
		<b>Fourth Term Violation:</b> Letter of undertaking signed by the student and his parents.
		<b>Fifth Term Violation:</b> Final letter of undertaking signed by the parents + One day suspension
<p><b>Note:</b> In case of late arrival in the morning, 5% of workshop literature will be deducted from the related subject.</p>		

	SECOND -DEGREE VIOLATIONS	DISCIPLINARY ACTIONS
A	Stepping out/ walking into classrooms without permission	<b>First Term Violation:</b> Teacher’s verbal warning
B	Neglecting daily tasks	<b>Second Term Violation:</b> Teacher’s written warning
C	Forgetting the required materials/ scholastic tools for each class	<b>Third Term Violation:</b> Written warning + Informing the parents
D	Showing up at school without the uniform	<b>Fourth Term Violation:</b> Written warning signed by the students + Letter of undertaking signed by the parents
E	Keeping a decent look	<b>Fifth Term Violation:</b> Written warning by the students + Letter of undertaking signed by the parents
		<b>Sixth Term Violation:</b> Final warning + File is transferred to the School Discipline Committee
F	Using abusive language against colleagues	<b>First Term Violation:</b> Verbal warning
G	Quarrelling and causing minor injuries to colleagues	<b>Second Term Violation:</b> Written warning + Informing the parents
H	Skipping sessions	<b>Third Term Violation:</b> Written warning + Informing the parents
I	Misusing of the internet and electronic gadgets	<b>Fourth Term Violation:</b> Written warning + Informing the parents
		<b>Fifth Term Violation:</b> Final warning + File is transferred to the School Discipline Committee

J	Showing frequent unexcused absenteeism	<p><b>Absenteeism for 2 days:</b> Verbal warning + Informing the parents</p> <p><b>Absenteeism for 3 days:</b> Verbal warning + Informing the parents</p> <p><b>Absenteeism for 4 days:</b> Letter of undertaking signed by the student + Informing the parents</p> <p><b>Absenteeism for 1 week:</b> Letter of undertaking signed by the parents</p> <p><b>Absenteeism for 10 days:</b> Final warning + File is transferred to the School Discipline Committee</p>
K	Forging parents' signatures	<p><b>First Term Violation:</b> Written warning + Informing the parents</p> <p><b>Second Term Violation:</b> Letter of undertaking signed by the student+ Request for the attendance of the guardian</p>
L	Getting mobile phones to school	<p><b>First Term Violation:</b> Written warning + Phone confiscation for 1 day and phone will be given to the parents</p> <p><b>Second Term Violation:</b> Letter of undertaking signed by the student + Phone confiscation for 1 week + Letter of undertaking signed by the parents</p> <p><b>Third Term Violation:</b> Phone confiscation and will be given to the parents at the end of the scholastic year</p>
M	Violating school bus rules	<p><b>First Term Violation:</b> Written warning by the student + Informing the parents</p> <p><b>Second Term Violation:</b> Letter of undertaking signed by the student + Informing the parents</p> <p><b>Third Term Violation:</b> Temporary bus suspension</p> <p><b>Fourth Term Violation:</b> Permanent bus suspension</p>

THIRD-DEGREE VIOLATIONS		DISCIPLINARY ACTIONS
A	Fighting and causing serious injuries to colleagues.	<p><b>First Term Violation:</b> Written warning by the student + Written warning by the parents + Suspension 1-3 days</p> <p><b>Second Term Violation:</b> Letter of undertaking signed by the student + Written warning by the parents + Suspension 2-3 days</p> <p><b>Third Term Violation:</b> File is transferred to the School Discipline Committee.</p> <p><b>In the event of material damage, compensation is demanded.</b></p>
B	Being in possession of dangerous and sharp materials and/or gadgets.	
C	Being offensive against teachers, administrative staff, or workers.	
D	Damaging school property and stealing.	
E	Skipping a school day.	
F	Refusing to conform to administrative rules and regulations.	

FOURTH- DEGREE VIOLATIONS		DISCIPLINARY ACTIONS
A	Defaming the school reputation and causing physical assault to its staff.	<p><b>First Term Violation:</b> Letter of undertaking signed by the student + Letter of undertaking signed by the parents + Suspension 1-3 days</p> <p><b>Second Term Violation:</b> Letter of undertaking signed by the student + Letter of undertaking signed by the parents + Suspension 2-3 days</p> <p><b>Third Term Violation:</b> File is transferred to the School Discipline Committee.</p>
B	Causing behavioral harassment verbally or physically.	
C	Cheating and causing confusions during tests.	
D	Mobbing against individuals.	
E	Forging official documents and stamps.	
F	Being in possession of cigarettes, sharp weapons, and drugs.	
G	Drifting and over-steering inside the school campus	
H	Using violence against other students.	
I	Disrupting expected gender roles.	
J	Recording or posting media in school premises.	
K	Being in possession of degenerate material and disseminating it.	

