



Arab Schools

فدارس العرب

OUR COMMITMENT IS QUALITY EDUCATION

# AIS Discipline Policy

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## Abbreviations and Acronyms

Abbreviations / Acronyms	Expansion
AIS	Arab International Schools
MoE	Ministry of Education
ISS	In School Suspension
OSS	Out of School Suspension
BC	Behaviour Committee
MoE SS Unit	Ministry of Education Social Service Unit



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## Objectives

AIS adheres to a discipline policy that is consistent with Ministry of Education regulations. The mission of AIS is to provide a safe and respectful workplace for all staff and students, as well as a learning environment where appropriate behaviour supports teaching and learning. Evidently, students who regularly exhibit good behaviours are more likely to achieve academic excellence, and AIS policy, procedures, and practices promote this while criticizing and redirecting those who do not fit AIS principles.

The AIS Discipline Policy's goal is to build an environment that encourages and improves teaching and learning. Rather of relying solely on punitive measures, the system is built on restorative justice concepts, which allow students to settle issues on their own by bringing them together in peer-mediated small groups to communicate, ask questions, and address their concerns. To achieve long-term change and progress in the school culture, this technique is implemented as much as feasible.

AIS has a zero-tolerance approach for major transgressions of the AIS Discipline Policy, such as bullying, physical assault, recurrent disruption of the classroom environment, or substance misuse. Students may be accelerated directly to level of the discipline procedure in cases of serious violations, which means they may be suspended from school immediately pending further investigation. This approach protects our students and staff while also reinforcing our high expectations for behaviour.

## Responsibilities

General Supervisor	<ul style="list-style-type: none"> <li>Is the final decider on expulsion concerns when it comes to discipline.</li> </ul>
Academic Director Academic Supervisor School Principal	<ul style="list-style-type: none"> <li>Ensures that the AIS Discipline Policy is implemented consistently and equitably</li> <li>Ensures that the AIS Discipline Policy is implemented consistently and equitably</li> <li>Ensures that parents are well-informed and an essential part of behaviour management</li> <li>Ensures that parents are well-informed and an essential part of behaviour management.</li> </ul>
Teaching Staff	<ul style="list-style-type: none"> <li>Implements the AIS Discipline Policy and procedures consistently and fairly.</li> <li>Maintains a positive tone towards discipline issues.</li> <li>Ensures that parents are well-informed and actively involved in managing behaviour.</li> </ul>
Administration Staff	<ul style="list-style-type: none"> <li>Receives same standard of good behaviour from students as teaching staff Informs staff member of discipline issues</li> <li>Supports AIS Discipline Policy and procedures</li> </ul>
Students	<ul style="list-style-type: none"> <li>Adheres to the AIS Parent/Student Handbook</li> <li>Arrives to school on time</li> <li>Attends all classes</li> <li>Complies with teacher instruction</li> <li>Receives fair and consistent treatment</li> <li>Expresses thoughts and participates in relevant forums</li> </ul>
Parents	<ul style="list-style-type: none"> <li>Supports the AIS Parent/Student Handbook</li> <li>Supports AIS Discipline Policy and procedures</li> <li>Informs school of issues that may affect a student's behaviour (i.e. illness, etc.)</li> <li>Discusses discipline concerns with the appropriate school staff member</li> </ul>



## Recognition

All students appreciate being recognized for their outstanding behaviour. When they are encouraged and rewarded for their actions and behaviours, they respond more positively. Once students see that right behaviour is rewarded with recognition, they are more motivated to work appropriately. Each teacher and subject department has a shared behaviour management plan that addresses student recognition and the delivery of consequences.

## AIS Recognition Program

At Arab International Schools, we recognize the significance of academic performance since academic records are the ticket to a top university. Equally important, we believe, is values-based education, which is reflected in the AIS core values: Integrity, Respect, Responsibility, Compassion, Humility and Commitment. These values encourage independent learning and enable students to take responsibility. Students are taught to celebrate diversity with a spirit of compassion and develop a positive regard for and awareness of people.

We also teach children fundamental human values such as respect, acceptance of diversity, responsibility, risk-taking, resiliency, high expectations, honesty, and reflection in order for them to become self-disciplined, responsible global citizens. Through our values, our students become confident, tolerant, resilient, and honourable individuals who are both capable of leadership and compassion. They are taught the necessary values and responsibilities to become effective community members.

## Kindergarten

The Kindergarten (KG) will honour students by hosting monthly student recognition assemblies and one (1) end of term student recognition assembly. The guidelines are as follows:

Award	Type of Recognition
<b>Attendance</b>	<b>Certificate / End of Term Perfect Attendance (tardiness/lateness will not be considered)</b>
<b>Student of the Month</b>	<p><b>Badge/ Student-of-the-Month</b> Teachers choose students based on the AIS Values.</p> <ul style="list-style-type: none"> <li>▪ Integrity</li> <li>▪ Respect</li> <li>▪ Responsibility</li> <li>▪ Compassion</li> <li>▪ Humility</li> <li>▪ Commitment</li> </ul> <p>Each class section chooses 6 students as Student-of-the-Month.</p> <p>First Term / September – October – November Second Semester / December – January – February Third Semester / March – April – May</p>

## Elementary

The Elementary (Grades 1-6) will honour students by hosting monthly student recognition assemblies and one (1) end of term student recognition assembly. The guidelines are as follows:

Award	Type of Recognition
<b>Attendance</b>	<b>Individual:</b> Certificate / End of Term Perfect Attendance (tardiness/lateness will not be considered) <b>Class:</b> Class Attendance Trophy of the Month The class with the highest attendance receives a trophy that rotates each month.
<b>Student of the Month</b>	<b>Badge/ Student-of-the-Month</b> Teachers choose students based on the AIS Value of the Month. Each class section (1A, 1B, etc.) chooses between 2-4 students as Student-of-the-Month. <b>September:</b> Integrity <b>October:</b> Respect <b>November:</b> Responsibility <b>December:</b> Compassion <b>January:</b> Humility <b>February:</b> Commitment <b>March:</b> Openminded <b>April:</b> Resilience <b>May:</b> Honesty
<b>The Honour Roll</b>	<b>Honour Roll Certificate / Classroom</b> Students who received all A's during the first semester will receive an honour roll certificate during class-time
<b>Social Worker Award</b>	<b>Certificate</b> Upper Elementary (Grades 4-6) will honour student helpers who are nominated by teachers and monitor to help throughout the building.

## Middle and High Schools

The Middle and High Schools (Grades 7-12) will honour students by hosting End of Term Recognition Assembly.. The guidelines are as follows:

Award	Type of Recognition
<b>Attendance</b>	<b>Individual:</b> Certificate / End of Term Perfect Attendance (tardiness/lateness will not be considered)
<b>Student of the Month</b>	<b>Badge/Certificate Student-of-the-Month</b> Each grade level (7, 8, 9, 10, 11 & 12) chooses one student for each Value Award. <b>Integrity:</b> Dealing honestly with each other and ourselves, and honouring our commitments. <b>Respect:</b> Demonstrating an appreciation for the dignity of each human being and the beauty of the natural world Allah created. <b>Responsibility:</b> Taking responsibility for our own actions <b>Compassion:</b> Treating others in a kind and caring way <b>Humility:</b> Acknowledging our weaknesses and learning from others <b>Commitment:</b> Dedicating ourselves to making a positive contribution to our community and world.
<b>AIS Highest Achievers</b>	<b>Trophy</b> End of Term Highest Achievers - (1 <sup>st</sup> Rank students will be recognised at the beginning of Term 2 and Term 3 During Highest Achievers Ceremony)

## Teacher Management Procedure

Teachers are ultimately accountable for monitoring student behaviour and apply both positive and negative consequences. To establish a productive and effective and productive classroom environment, teachers should:

- Invite students to participate in establishing classroom agreements and procedures.
- Teach students classroom agreements and review them periodically.
- Teach and review with students classroom procedures.
- Teach and review school-based expectations, such as behaviour in the hallways, during breaks, and during playtime etc.
- Implement and adhere to your classroom management plan consistently.

In cases where negative student behaviour is noticed, the teacher will:

- Provide a visual reminder to the student to encourage him or her remember to follow the agreement/rule. Ex: As a reminder for the student to wait his/her turn to speak, the teacher may show the student a visual picture card with a quiet symbol.
- Conduct a one-on-one discussion of the agreements/rules. Determine together which agreement the student is breaking and how this impacts the learning of other students. The student determines what he or she will do the next time to adhere to the agreement/rule.

The Social Worker and Monitors are ready to give advice if a teacher needs further help or recommendations with student or classroom management.

## Teacher Discipline Procedure

The teacher collaborates directly with the Social Worker, Monitors and Vice Principal to address discipline issues. Arab International Schools record all disciplinary incidents using Pioneers System. All student violations and consequences, ranging from Level 1 to Level 6, are documented in Pioneers System as part of the AIS disciplinary procedure.

- If the behaviour is a Level One (1) infraction, the student remains in the classroom until the Social Worker, Monitor, or Vice Principal gets him/her from the classroom and escorts him/her to the office. Under no circumstances should a student be sent to the office unaccompanied by an adult.
- If the student's behaviour is at or above Level 2, the teacher informs the Monitor, Social Worker, or Vice Principal for immediate assistance. The Social Worker or Vice Principal takes the student from the classroom and walks him or her to the office.
- Please note that you should never send a student out of the classroom unaccompanied or use "standing outside the classroom" as a penalty. Constant adult supervision is required for students.



## Administrative Procedure

For any infractions submitted into Pioneers, the processes indicated in the MoE & AIS Discipline Policy (see below) should be followed.

- The Social Worker, Vice Principal check the disciplinary screen in Pioneers every 30 to 45 minutes.
- When an infraction is submitted, the incident is discussed with the teacher. The purpose of the discussion is to obtain clear and accurate information from teacher. Please note, discussion takes place during a teacher's office hour.
- More information and the final outcome are entered in Pioneers. Contact the parents as needed.
- If the consequence is serving detention or ISS, parent contact is required.
- The Social Worker utilizes the Pioneers disciplinary reports on a weekly basis to identify potential student and teacher issues.
- In addition, problems regarding student behaviour are discussed during weekly administration and behaviour committee meetings.

## Consequences

There are various consequences for infractions. The consequence is proportional to the severity and recurrence of the infraction. As a reminder, Pioneers records all infractions.

Consequences:

- Verbal Warning from Teacher
- Verbal Warning from Social Worker
- Written Warning from School Principal
- Deduction of conduct and persistence scores
- In School Suspension
- Out-of-School Suspension (OSS) (number of days dependent on MoE Policy)
- Student transfer to another school

## Consequence Detentions

**Detention:** The purpose of in-school detention is to deter inappropriate behaviour and to have an immediate response to such behaviour. Student will serve detention during their daily break time.

**In-School Suspension (ISS):** The goal of in-school suspension is to keep students accountable for their conduct and schoolwork while they stay in school after violating the AIS disciplinary policy.

Please remember that effective education is impossible without solid, consistent discipline. Discipline is the mental and moral training that enhances the quality of life. Students are encouraged to behave respectfully and cooperatively in order to foster their educational, social, and emotional growth. Students who violate the acceptable behaviour standards will be disciplined in accordance with the policy of the AIS and MOE.

## Discipline Infractions and Consequences / Student-Related Issues

Level infractions and consequences are as follows:

### Level One

Level One Infractions		
1. L1S1 Wearing inappropriate school uniform or overall inappropriate appearance 2. L1S2 Disrespecting morning duty process (lining up, assembly, etc.) 3. L1S3 Interrupting class (speaking out of turn, side conversations, sleeping, continuous interruption, eating or drinking, leaving without permission, late for class, etc.) 4. L1S4 Dismissing school inappropriately (exiting/re-entering the school, dangerous parking lot behaviour)		
Level One Consequences		
Infraction No.	Type	Action
1	Verbal Warning from Teacher, Informs Social Worker Documented in Pioneers	Student receives a verbal warning from teacher (1 <sup>st</sup> warning) <b>Receives Verbal Warning from Teacher</b>
2	Verbal Warning from Social Worker Documented in Pioneers	Student receives a verbal warning from Social Worker (2 <sup>nd</sup> warning) <b>Receives Verbal Warning from Teacher</b>
3	Written Warning w/Student Signature (Social Worker) Documented in Pioneers	Student signs written warning, parent informed Serves 30-minute Detention
4	Parent Notification Social Worker Involvement Documented in Pioneers	AIS provides parent with written warning Social Worker follows up with parents Serves two (2) 30-minute Detentions
5	Student Discipline Contract Parent Meeting Behaviour Deduction (1 Mark) Parent Notification Documented in Pioneers	Student signs written contract AIS contacts parent for meeting Student loses one (1) behaviour mark; may gain AIS notifies parent of mark deduction Serves 1 hour In-School Suspension
<ul style="list-style-type: none"> <li>• If the same behaviour continues, the School Behaviour Committee convenes.</li> <li>• Social Worker provides documentation to the committee, beginning with Offense No. Five (5) documentation.</li> <li>• Recommendation: Student serves one (1) hour for 2 Days in-school suspension</li> <li>• Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.)</li> </ul>		

### Level Two

Level Two Infractions		
1. L2S1 Cheating - homework, classwork, or classroom assessments (excludes interim or final exams) 2. L2S2 Creating classroom or school chaos (spraying water, writing on walls, loud voices, etc.) 3. L2S3 Abusing school materials (destroying school materials or books) 4. L2S4 Skipping class or leaving (running) without permission (skipping period or lesson)		
Level Two Consequences		
Infraction No.	Type	Action
1	Written Warning Parent Notification Reimbursement of Damage Social Worker Involvement	Student signs written warning AIS provides parent with written warning Student fixes or replaces damaged items Social Worker follows up with parents <b>Serves 30-minute Detention</b>
2	Parent Meeting Written Warning Reimbursement of Damage	AIS contacts parent for meeting AIS provides parent with written warning Student fixes or replaces damaged items

	Behaviour Deduction (2) Parent Notification (marks deduction) Social Worker Involvement	Student loses two (2) behaviour marks; may gain AIS notifies parent of mark deduction Social Worker follows up with parents <b>Serves two (2) 30-minute Detentions</b>
3	Parent Meeting Written Warning Reimbursement of Damage Behaviour Deduction (2) Parent Notification (mark deduction) Social Worker Involvement Transfer/Move Student/New section Social Worker Involvement /Behaviour Committee (BC)	AIS contacts parent for meeting AIS provides parent with written warning Student fixes or replaces damaged items Student loses two (2) behaviour marks; may gain AIS notifies parent of mark deduction Social Worker follows up with parents Student is transferred to a new section Student is referred to BC; Action Plan is developed <b>Serves One Hour In-School Suspension (ISS)</b>
4	Written Warning Reimbursement of Damage Behaviour Deduction (2) Parent Notification (marks deduction) Social Worker Involvement Parent Notification/Potential transfer new school Transfer to MoE Social Services Unit	AIS provides parent with written warning Student fixes or replaces damaged items Student loses two (2) behaviour marks; may gain AIS notifies parent of mark deduction Social Worker follows up with parents AIS notifies parents in person; potential new school AIS keeps students; Follows up with MoE SS Unit <b>Serves Two Days (1 Hour) In-School Suspension (ISS)</b>
5	<b>Option One:</b> Parent Meeting Reimbursement of Damage Written Warning Behaviour Deduction (2) Parent Notification (marks deduction) Social Worker Involvement  <b>Option Two:</b> Ministry of Education Involvement Student continues at AIS until transfer Parent Notification / Transfer to new school	<b>Option One:</b> AIS contacts parent for meeting Student fixes or replaces damaged items AIS provides parent with written warning Student loses two (2) behaviour marks; may gain AIS notifies parent of mark deduction Social Worker follows up with parents Serves Two (2) Days (1 Hour) In-School Suspension (ISS)  <b>Option Two:</b> AIS raises issue with MoE move student new school Student continues at AIS AIS notifies parents in person; potential new school
• Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.)		

### Level Three

Level Three Infractions		
1. L3S1 Not abiding by prayer guidelines 2. L3S2 Using inappropriate hand gestures 3. L3S3 Fighting, attacking others, threatening others, or using inappropriate language to others 4. L3S4 Intentionally damaging another person's property, stealing, or threatening to steal from another person 5. L3S5 Bringing inappropriate items to school – even without using them (silly spray, spray paint, fireworks, etc.) 6. L3S6 Bringing inappropriate written materials to school (govt., religious, unethical) 7. L3S7 Bringing cigarettes to school 8. L3S8 Forging parent signature 9. L3S9 Bringing any communication tools, such as cell phones, to school		
Level Three Consequences		
Infraction No.	Type	Action
1	The following is for all nine incidents: Parent Notification Written Warning Verbal Apology	The following is for all nine incidents: AIS provides parent with written warning Student signs written warning Student apologizes for behaviour



	<p>Behaviour Deduction (3) Parent Notification (marks deduction) Social Worker Involvement</p> <p>In addition: 4: Reimbursement of Damage 5, 6, &amp; 7: School confiscates items 8: Parent Notification &amp; Written Warning 9: Take away device</p>	<p>Student loses two (3) behaviour marks; may gain AIS notifies parent of mark deduction Social Worker follows up with parents <b>Serves two (2) 30-minute Detentions</b> In addition: Student fixes or replaces damaged items AIS keeps or destroys items, written report AIS provides parent with written warning 1<sup>st</sup>: Keep at school End of Term; return to parent</p>
2	<p>The following is for all nine incidents: Parent Notification Written Warning Verbal Apology Behaviour Deduction (3) Parent Notification (marks deduction) Social Worker Involvement Transfer/Move Student/New section or class Behaviour Committee (BC) Involvement</p> <p>In addition: 4: Reimbursement of Damage 5, 6, &amp; 7: School confiscates items 8: Parent Notification &amp; Written Warning 9: Take away device</p>	<p>The following is for all nine incidents: AIS provides parent with written warning Student signs written warning Student apologizes for behaviour Student loses two (3) behaviour marks; may gain AIS notifies parent of mark deduction Social Worker follows up with parents Student is transferred to a new class/section Student is referred to BC; Action Plan is developed <b>Serves one hour In-School Suspension (ISS)</b> In addition: Student fixes or replaces damaged items AIS keeps or destroys items, written report AIS provides parent with written warning 2<sup>nd</sup>: Keep until end of year; return to parent</p>
3	<p>The following is for all nine incidents: Parent Notification Written Warning Verbal Apology Behaviour Deduction (3) Parent Notification (marks deduction) Social Worker Involvement Transfer/Move Student/New section or class Behaviour Committee (BC) Involvement</p> <p>In addition: 4: Reimbursement of Damage 5, 6, &amp; 7: School confiscates items 8: Parent Notification &amp; Written Warning</p>	<p>The following is for all nine incidents: AIS provides parent with written warning Student signs written warning Student apologizes for behaviour Student loses two (3) behaviour marks; may gain AIS notifies parent of mark deduction Social Worker follows up with parents Student is transferred to a new class/section Student is referred to BC; Action Plan is developed <b>Serves 2 Days (one hour) In-School Suspension (ISS)</b> In addition: Student fixes or replaces damaged items AIS keeps or destroys items, written report AIS provides parent w/written warning</p>
4	<p>Option one: The following is for all nine incidents: Parent Notification Written Warning Verbal Apology Behaviour Deduction (3) Parent Notification (marks deduction) Social Worker Involvement Transfer/Move Student/New section or class Behaviour Committee (BC) Involvement Transfer to MoE Social Service Unit</p> <p>In addition: 4: Reimbursement of Damage 5, 6, &amp; 7: School confiscates items 8: Parent Notification &amp; Written Warning</p>	<p>Option one: The following is for all nine incidents: AIS provides parent with written warning Student signs written warning Student apologizes for behaviour Student loses two (3) behaviour marks; may gain AIS notifies parent of mark deduction Social Worker follows up with parents Student is transferred to a new class/section Student is referred to BC; Action Plan is developed Continue plan; follow-up with MoE Social Services <b>Serves 2 Days (one hour) In-School Suspension (ISS)</b>  In addition: Student fixes or replaces damaged items AIS keeps or destroys items, written report AIS provides parent with written warning</p>

	<p>Option Two: Contact MoE to request transfer to new school Remains at AIS until transfer Parent Notification</p>	<p>Option two: School raises issue to MoE; Student continues at AIS until transfer AIS notifies the parent</p>
<p>• Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.)</p>		

## Level Four

Level Four Infractions		
<ol style="list-style-type: none"> <li>1. L4S1 Leaving prayer without consent or excuse</li> <li>2. L4S2 Tampering with inappropriate materials such as lab chemicals, fireworks, equipment, etc.</li> <li>3. L4S3 Intentionally hurting others – hand or dull materials which may cause injury (scratches, bleeding, etc.)</li> <li>4. L4S4 Smoking on school campus</li> <li>5. L4S5 Leaving / running from school without permission</li> <li>6. L4S6 Bullying others</li> <li>7. L4S7 Displaying or distributing inappropriate materials – written, orally, or viewing</li> <li>8. L4S8 Suspect forging official documents or stamps</li> <li>9. L4D9 Partaking in inappropriate or weird behaviour like EMO or inappropriate gender dressing</li> <li>10. L4S10 Making someone take a test in your place or taking a test for another student</li> <li>11. L4S11 Bringing inappropriate electronic devices that contain inappropriate pictures or videos</li> <li>12. L4S12 Tampering with school properties like PCs, labs, buses, electronic devices, fire extinguishers</li> <li>13. L4S13 Taking photos or videos, or audio recording of other students (Boys)</li> </ol>		
Level Four Consequences		
Infraction No.	Type	Action
1	<p>The following is for all thirteen incidents: Refer to Behaviour Committee (BC) Parent Notification Written Warning Verbal Apology Behaviour Deduction (10) Parent Notification (marks deduction) Transfer/Move Student/New section or class</p> <p>In addition: 3: Refer student to AIS Health Clinic 3: Refer to Social Worker 11: School confiscates items 11: Take away electronic device 12: Reimbursement of Damage</p>	<p>The following is for all thirteen incidents: BC examines the case AIS provides parent with written warning (in-person) Student signs written warning Student apologizes for behaviour Student loses two (10) behaviour marks; may gain AIS notifies parent of mark deduction Student is transferred to a new class/section <b>Serves 2 Days (one hour) In-School Suspension (ISS)</b> In addition: Take to Healthcare Centre or hospital Social Worker follows up with parents AIS destroys items, written report Keep until end of year, write report, return parent Student fixes or replaces damaged items</p>
2	<p>The following is for all thirteen incidents: Refer to Behaviour Committee (BC) Parent Notification Written Warning Verbal Apology Behaviour Deduction (10) Parent Notification (marks deduction) Out-of-School Suspension five (5) school days Transfer to MoE Social Service Unit In addition: 3: Refer student to AIS Health Clinic 3: Refer to Social Worker 11: School confiscates items 11: Take away electronic device 12: Reimbursement of Damage</p>	<p>The following is for all thirteen incidents: BC examines the case AIS provides parent with written warning (in-person) Student signs written warning Student apologizes for behaviour Student loses two (10) behaviour marks; may gain AIS notifies parent of mark deduction Serves five (5) Days Out-of-School Suspension Continue plan; follow-up with MoE Social Services In addition: Take to Healthcare Centre or hospital Social Worker follows up with parents AIS destroys items, written report Keep until end of year, write report, return parent Student fixes or replaces damaged items</p>



3	<p>The following is for all thirteen incidents:                  Refer to Behaviour Committee (BC)                  Parent Notification                  Written Warning                  Verbal Apology                  Behaviour Deduction (10)                  Parent Notification (marks deduction)                  Parent Notification/Potential transfer new school                  Provide documentation to MoE for suspension                  Out-of-School Suspension one (1) month                  Transfer to MoE Social Service Unit                  In addition:                  3: Refer student to AIS Health Clinic                  3: Refer to Social Worker                  11: School confiscates items                  11: Take away electronic device                  12: Reimbursement of Damage</p>	<p>The following is for all thirteen incidents:                  BC examines the case                  AIS provides parent with written warning (in-person)                  Student signs written warning                  Student apologizes for behaviour                  Student loses two (10) behaviour marks; may gain                  AIS notifies parent of mark deduction                  AIS notifies parents in person; potential new school                  AIS provides MoE w/docs; obtains approval  <b>Serves One-Month Out-of-School Suspension</b>                  Continue plan; follow-up with MoE Social Services                  In addition:                  Take to Healthcare Centre or hospital                  Social Worker follows up with parents                  AIS destroys items, written report                  Keep until end of year, write report, return parent                  Student fixes or replaces damaged items</p>
4	<p>The following is for all thirteen incidents:                  Refer to Behaviour Committee (BC)                  Parent Notification                  Written Warning                  Verbal Apology                  Behaviour Deduction (10)                  Parent Notification (marks deduction)                  Provide documentation to MoE for suspension                  Out-of-School Suspension one (1) month                  Transfer to MoE Social Service Unit                  In addition:                  3: Refer student to AIS Health Clinic                  3: Refer to Social Worker                  11: School confiscates items                  11: Take away electronic device                  12: Reimbursement of Damage  <b>Option two</b>                  Parent Notification/Potential transfer new school                  Provide documentation to MoE for transfer</p>	<p>The following is for all thirteen incidents:                  BC examines the case                  AIS provides parent w/written warning (in-person)                  Student signs written warning                  Student apologizes for behaviour                  Student loses two (10) behaviour marks; may gain                  AIS notifies parent of mark deduction                  AIS provides MoE with docs; obtains approval  <b>Serves One-Month Out-of-School Suspension</b>                  Continue plan; follow-up with MoE Social Services                  In addition:                  Take to Healthcare Centre or hospital                  Social Worker follows up with parents                  AIS destroys items, written report                  Keep until end of year, write report, return parent                  Student fixes or replaces damaged items  <b>Option two</b>                  AIS notifies parents in person; potential new school                  Continue plan; follow-up with MoE Social Services</p>

• Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.)

### Level Five

Level Five Infractions		
1. L5S1 Damaging school properties like PCs, labs, buses, electronic devices, fire extinguishers 2. L5S2 Threatening other students with guns or other dangerous weapons 3. L5S3 Forging official documents or stamps 4. L5S4 Sexually harassing others 5. L5S5 Taking photos or videos, or audio recording of other students (girls) 6. L5S6 Starting a fire on school premises 7. L5S7 Bringing dangerous weapons or devices, such as knives, sharp instruments, or bullets (w/o gun)		
Level Five Consequences		
Infraction No.	Type	Action
1	1. AIS prepares a written incident report 2. AIS immediately contacts correct KSA facility, such as fire, police, etc. 3. AIS collects weapon/device and provides to correct facility, such as fire, police, etc. <b>OR</b> houses weapon/device at school until the case is finished; prepare report	





	<ol style="list-style-type: none"> <li>4. AIS Behaviour Committee (BC) meets to discuss incident, prepares, and writes report</li> <li>5. AIS raises issue with MoE; provides BC written report to MoE</li> <li>6. MoE assigns representative to investigate the case; MoE provides written report</li> <li>7. MoE BC visits school, gathers information, and makes decision on case solution:             <ul style="list-style-type: none"> <li>Refer case to special government office</li> <li>Student suspension (one-month) in another school</li> </ul> </li> <li>Notify parent of school of suspension by phone and in writing</li> <li>Behaviour Deduction (15); may gain back at new school</li> <li>Parent notification of behaviour deduction</li> <li>8. Transfer case to MoE Social Service Unit; prepares plan, which includes counselling services, life skills support, etc. by specialist; additionally, community service hours assigned to the student</li> <li>9. <b>Serves one month of out-of-school suspension. After returning from one-month suspension, student/parent sign written agreement to follow school policies and procedures</b></li> <li>10. Inform student/parent if incident occurs again, student no longer attends AIS, but participates in an alternative program</li> </ol>
2	<ol style="list-style-type: none"> <li>1. AIS prepares a written incident report</li> <li>2. AIS immediately contacts correct KSA facility, such as fire, police, etc.</li> <li>3. AIS collects weapons/devices and provides to correct facility, such as fire, police, etc. OR houses at school until the case is finished; prepare report</li> <li>4. AIS Behaviour Committee (BC) meets to discuss incident, prepares, and writes report</li> <li>5. AIS raises issue with MoE; provides BC written report to MoE</li> <li>6. MoE assigns representative to investigate the case; MoE provides written report</li> <li>7. MoE BC visits school, gathers information, and makes decision on case solution:             <ul style="list-style-type: none"> <li>Refers case to special government office</li> <li>Student is suspended from AIS for rest of year, but attends final exams at another school</li> </ul> </li> <li>8. Transfer case to MoE Social Service Unit; prepares plan, which includes counselling services, life skills support, etc. by specialist; additionally, community service hours assigned to the student</li> <li>9. <b>After suspension, the student and parent work with MoE to sign written agreement to follow new school placement policies and procedures</b></li> <li>10. Follow-up with MoE Social Service Unit; new school prepares monthly MoE report</li> </ol>
3	<ol style="list-style-type: none"> <li>1. AIS prepares a written incident report</li> <li>2. AIS immediately contacts correct KSA facility, such as fire, police, etc.</li> <li>3. AIS collects device/weapon and provides to correct facility, such as fire, police, etc. OR houses at school until the case is finished; prepare report</li> <li>4. AIS Behaviour Committee meets to discuss incident, prepares, and writes report</li> <li>5. AIS raises issue with MoE; provides BC written report to MoE</li> <li>6. MoE assigns representative to investigate the case; MoE provides written report</li> <li>7. MoE BC visits school, gathers information, and provides report to the MoE Vice Principal:</li> <li>8. MoE Vice Principal decides:             <ul style="list-style-type: none"> <li>Student may not attend any KSA school – suspended from all KSA schools for the entire year in which the incident occurred</li> <li>MoE informs NOOR System about suspension</li> </ul> </li> <li>9. Transfer case to MoE Social Service Unit; prepares plan, which includes counselling services, life skills support, etc. by specialist; additionally, community service hours assigned to the student</li> <li>10. <b>After suspension, the student and parent work with MoE to sign written agreement to follow new school placement policies and procedures</b></li> <li>11. Follow-up with MoE Social Service Unit; new school prepares monthly MoE report</li> </ol>
<p>• Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.)</p>	

## Level Six

Level Six Infractions		
<ol style="list-style-type: none"> <li>1. L6S1 Insulting Islamic religion or beliefs</li> <li>2. L6S2 Believing in and partake in inappropriate Islamic actions</li> <li>3. L6S3 Taking, selling, or possessing drugs or alcohol</li> <li>4. L6S4 Initiating or starting inappropriate sexual actions</li> <li>5. L6S5 Partaking in inappropriate behaviour /actions against ethical or religious beliefs</li> <li>6. L6S6 Leaving school to meet up / visit with the opposite sex</li> <li>7. L6S7 Participating in witchcraft</li> <li>8. L6S8 Participating cybercrimes</li> <li>9. L6S9 Using weapons/devices to stab someone</li> </ol>		
Level Six Consequences		
Infraction No.	Type	Action
1		<ol style="list-style-type: none"> <li>1. AIS prepares a written incident report</li> <li>2. AIS immediately contacts correct KSA facility, such as fire, police, etc.</li> <li>3. AIS collects device/weapon and provides to correct facility, such as fire, police, etc. OR houses device/weapon at school until the case is finished; prepare report</li> <li>4. AIS Behaviour Committee (BC) meets to discuss incident, prepares, and writes report</li> <li>5. AIS raises issue with MoE; provides BC written report to MoE</li> <li>6. MoE assigns representative to investigate the case; MoE provides written report</li> <li>7. MoE BC visits school, gathers information, and makes decision on case solution: Refers case to special government office Student is suspended from AIS for rest of year, but attends final exams at another school</li> <li>8. Transfer case to MoE Social Service Unit; prepares plan, which includes counselling services, life skills support, etc. by specialist; additionally, community service hours assigned to the student</li> <li>9. After suspension, the student and parent work with MoE to sign written agreement to follow new school placement policies and procedures</li> <li>10. Follow-up with MoE Social Service Unit; new school prepares monthly MoE report</li> </ol>
2		<ol style="list-style-type: none"> <li>1. AIS prepares a written incident report</li> <li>2. AIS immediately contacts correct KSA facility, such as fire, police, etc.</li> <li>3. AIS collects devices/weapons and provides to correct facility, such as fire, police, etc. OR houses at school until the case is finished; prepare report</li> <li>4. AIS Behaviour Committee meets to discuss incident, prepares, and writes report</li> <li>5. AIS raises issue with MoE; provides BC written report to MoE</li> <li>6. MoE assigns representative to investigate the case; MoE provides written report</li> <li>7. MoE BC visits school, gathers information, and provides report to the MoE Vice Principal</li> <li>8. MoE Vice Principal decides: Student may not attend any KSA school – suspended from all KSA schools for the entire year in which the incident occurred MoE informs NOOR System about suspension</li> <li>9. Transfer case to MoE Social Service Unit; prepares plan, which includes counselling services, life skills support, etc. by specialist; additionally, community service hours assigned to the student</li> <li>10. After suspension, the student and parent work with MoE to sign written agreement to follow new school placement policies and procedures</li> <li>11. Follow-up with MoE Social Service Unit; new school prepares monthly MoE report</li> </ol>
<p>• Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.)</p>		



## Discipline Infractions & Consequences / Teacher-Student Related Issues

Level infractions and consequences are as follows:

### Level Four

Level Four Infractions		
1. L4T1 Using inappropriate language to a teacher, administrator, or any AIS staff member 2. L4T2 Disrespecting teacher, administrator, or any AIS staff member (imitating, throwing items, spraying water) 3. L4T3 Signing on behalf of the school 4. L4T4 Taking photos or videos, or audio recording of any staff member (boys)		
Level Four Consequences		
Infraction No.	Type	Action
1	Behaviour Committee (BC) Involvement Written Warning Parent Meeting Verbal Apology Transfer/Move Student/New section or class Take away device Social Worker Involvement Behaviour Deduction (10) Parent Notification (marks deduction)	Student is referred to BC; Study the issue AIS notifies parent of meeting Student signs written warning Student apologizes for behaviour Student is transferred to a new class/section Keep at school until end of school year Social Worker follows up with parents Student loses (10) behaviour marks; may gain AIS notifies parent of mark deduction <b>Serves 2 Days (one hour) In-School Suspension (ISS)</b>
2	Behaviour Committee (BC) Involvement Written Warning Parent Meeting Verbal Apology Take away device Social Worker Involvement Behaviour Deduction (10) Parent Notification (marks deduction) Out-of-School Suspension one (1) week Transfer to MoE Social Service Unit	Student is referred to BC; Study the issue AIS notifies parent of meeting Student signs written warning Student apologizes for behaviour Keep at school until end of school year Social Worker follows up with parents Student loses (10) behaviour marks; may gain AIS notifies parent of mark deduction <b>Serves five (5) Days Out-of-School Suspension</b> Continue plan; follow-up with MoE Social Services
3	Behaviour Committee (BC) Involvement Written Warning Parent Meeting Verbal Apology Take away device Social Worker Involvement Behaviour Deduction (10) Parent Notification (marks deduction) Parent Notification/Potential transfer new school Written Warning Out-of-School Suspension one (1) month Provide documentation to MoE for suspension Transfer to MoE Social Service Unit	Student is referred to BC; Study the issue AIS notifies parent of meeting Student signs written warning Student apologizes for behaviour Keep at school until end of school year Social Worker follows up with parents Student loses (10) behaviour marks; may gain AIS notifies parent of mark deduction AIS notifies parents in person; potential new school Student/parent signs written warning – repeated Serves One-Month Out-of-School Suspension Follow-up with MoE Social Services Continue plan; follow-up with MoE Social Services
4	Behaviour Committee (BC) Involvement Written Warning Parent Meeting Verbal Apology Take away device Social Worker Involvement Behaviour Deduction (10)	Student is referred to BC; Study the issue AIS notifies parent of meeting Student signs written warning Student apologizes for behaviour Keep at school until end of school year Social Worker follows up with parents Student loses (10) behaviour marks; may gain

Parent Notification (marks deduction) Out-of-School Suspension one (1) month Provide documentation to MoE for suspension Transfer to MoE Social Service Unit Parent Notification/Transfer new school Provide documentation to MoE for transfer	AIS notifies parent of mark deduction Serves One-Month Out-of-School Suspension Follow-up with MoE Social Services Continue plan; follow-up with MoE Social Services AIS notifies parents in person; new school Continue plan; follow-up with MoE Social Services
• Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.)	

## Level Five

Level Five Infractions		
1. L5T1 Threatening teacher, administrator, or any AIS staff member (damaging property or stealing) 2. L5T2 Using inappropriate hand gestures to teacher, administrator, or any AIS staff member 3. L5T3 Taking photos or videos, or audio recording of any staff member (girls)		
Level Five Consequences		
Infraction No.	Type	Action
1	1. AIS prepares a written incident report 2. AIS immediately contacts correct KSA facility, such as fire, police, etc. 3. AIS collects device/weapon and provides to correct facility, such as fire, police, etc. OR houses device/weapon at school until the case is finished; prepare report 4. AIS Behaviour Committee (BC) meets to discuss incident, prepares, and writes report 5. AIS raises issue with MoE; provides BC written report to MoE 6. MoE assigns representative to investigate the case; MoE provides written report 7. MoE BC visits school, gathers information, and makes decision on case solution: Refer case to special government office <b>Student out-of-school suspension (one-month)</b> Notify parent of school of suspension by phone and in writing Behaviour Deduction (15); may gain back at new school Parent notification of behaviour deduction	8. Transfer case to MoE Social Service Unit; prepares plan, which includes counselling services, life skills support, etc. by specialist; additionally, community service hours assigned to the student 9. After suspension, the student and parent work with MoE to sign written agreement to follow new school placement policies and procedures 10. Inform student/parent if incident occurs again, student no longer attends school, but participates in final exams
2	1. AIS prepares a written incident report 2. AIS immediately contacts correct KSA facility, such as fire, police, etc. 3. AIS collects device/weapon and provides to correct facility, such as fire, police, etc. OR houses device/weapon at school until the case is finished; prepare report 4. AIS Behaviour Committee (BC) meets to discuss incident, prepares, and writes report 5. AIS raises issue with MoE; provides BC written report to MoE 6. MoE assigns representative to investigate the case; MoE provides written report 7. MoE BC visits school, gathers information, and makes decision on case solution: Refer case to special government office <b>Student is suspended from AIS for rest of year, but attends final exams at another school</b>	8. Transfer case to MoE Social Service Unit; prepares plan, which includes counselling services, life skills support, etc. by specialist; additionally, community service hours assigned to the student 9. After suspension, the student and parent work with MoE to sign written agreement to follow new school placement policies and procedures 10. Follow-up with MoE Social Service Unit; new school prepares monthly MoE report
3	1. AIS prepares a written incident report 2. AIS immediately contacts correct KSA facility, such as fire, police, etc. 3. AIS collects device/weapon and provides to correct facility, such as fire, police, etc. OR houses device/weapon at school until the case is finished; prepare report	



	<ol style="list-style-type: none"> <li>4. AIS Behaviour Committee (BC) meets to discuss incident, prepares, and writes report</li> <li>5. AIS raises issue with MoE; provides BC written report to MoE</li> <li>6. MoE assigns representative to investigate the case; MoE provides written report</li> <li>7. MoE BC visits school, gathers information, and provides report to the MoE Vice Principal</li> <li>8. MoE Vice Principal decides:  <b>Student may not attend any KSA school – suspended from all KSA schools for the entire year in which the incident occurred.</b>                      MoE informs NOOR System about suspension</li> <li>9. Transfer case to MoE Social Service Unit; prepares plan, which includes counseling services, life skills support, etc. by specialist; additionally, community service hours assigned to the student</li> <li>10. After suspension, the student and parent work with MoE to sign written agreement to follow new school placement policies and procedures</li> <li>11. Follow-up with MoE Social Service Unit; new school prepares monthly MoE report</li> </ol>
<p>• Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.)</p>	

### Level Six

Level Six Infractions		
<ol style="list-style-type: none"> <li>1. L6T1 Hitting teacher, administrator, or any AIS staff member</li> <li>2. L6T2 Blackmailing teacher, administrator, or any AIS staff member (photos, drawings, &amp; publish in social media)</li> </ol>		
Level Six Consequences		
Infraction No.	Type	Action
1		<ol style="list-style-type: none"> <li>1. AIS prepares a written incident report</li> <li>2. AIS immediately contacts correct KSA facility, such as fire, police, etc.</li> <li>3. AIS collects device/weapon and provides to correct facility, such as fire, police, etc. OR houses device/weapon at school until the case is finished; prepare report</li> <li>4. AIS Behaviour Committee (BC) meets to discuss incident, prepares, and writes report</li> <li>5. AIS raises issue with MoE; provides BC written report to MoE</li> <li>6. MoE assigns representative to investigate the case; MoE provides written report</li> <li>7. MoE BC visits school, gathers information, and makes decision on case solution:                      Refer case to special government office  <b>Student is suspended from AIS for rest of year, but attends final exams at another school</b></li> <li>8. Transfer case to MoE Social Service Unit; prepares plan, which includes counselling services, life skills support, etc. by specialist; additionally, community service hours assigned to the student</li> <li>9. After suspension, the student and parent work with MoE to sign written agreement to follow new school placement policies and procedures</li> <li>10. Follow-up with MoE Social Service Unit; new school prepares monthly MoE report</li> </ol>
2		<ol style="list-style-type: none"> <li>1. AIS prepares a written incident report</li> <li>2. AIS immediately contacts correct KSA facility, such as fire, police, etc.</li> <li>3. AIS collects device/weapon and provides to correct facility, such as fire, police, etc. OR houses device/weapon at school until the case is finished; prepare report</li> <li>4. AIS Behaviour Committee (BC) meets to discuss incident, prepares, and writes report</li> <li>5. AIS raises issue with MoE; provides BC written report to MoE</li> <li>6. MoE assigns representative to investigate the case; MoE provides written report</li> <li>7. MoE BC visits school, gathers information, and provides report to the MoE Vice Principal</li> <li>8. MoE Vice Principal decides:  <b>Student may not attend any KSA school – suspended from all KSA schools for the entire year in which the incident occurred</b>                      MoE informs NOOR System about suspension</li> <li>9. Transfer case to MoE Social Service Unit; prepares plan, which includes counselling services, life skills support, etc. by specialist; additionally, community service hours assigned to the student</li> <li>10. After suspension, the student and parent work with MoE to sign written agreement to follow new school placement policies and procedures</li> <li>11. Follow-up with MoE Social Service Unit; new school prepares monthly MoE report</li> </ol>
<p>• Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.)</p>		

## Behaviour Committee Members

Each school (kindergarten, elementary, and high school) has a Behaviour Committee. This committee is the school's decision-making body for student behaviour management.

The Behaviour Committee is made up of at least three (3) of the following individuals. Additional staff members may be invited to the committee if the situation requires, or to avoid conflict of interest. Decisions made by the Behaviour Committee are final and binding.

Level Two (2) and Three (3) offenses, the committee may be comprised of:

- Academic Supervisor
- Vice Principal
- Social Worker
- Teacher or Head of Department

Level Four (4) or higher offenses, the committee must include:

- AIS Higher Management
- AIS Academic Director
- School Principal

## Behavior Committee Roles & Responsibilities

The Behavior Committee (BC) assists with school discipline issues and is convened, as required, to arbitrate serious behavior infractions. This may include:

- Any level 4 or higher offense
- Repeated lower-level offenses requiring committee decision (Levels, 1, 2 & 3)
- Decisions taken regarding any student of a special or political nature

The Behavior Committee listens to submissions, takes accurate meeting minutes, reviews cases and, after due process has been completed, makes a final decision. Decisions are based on the Ministry of Education Behavior Policy. If a decision is made to permanently exclude any student following Level Four (4) or higher offenses, the Behavior Committee forwards their decision to the Higher Management.