



Middle & High School Code of Conduct



Revised and Updated 2019

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Revised and Updated 2017

Review Committee:

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-Mr. Omar El-Husseini, Student



MISR LANGUAGE SCHOOLS AMERICAN DIVISION HIGH SCHOOL CODE OF CONDUCT

STUDENT RESPONSIBILITIES

- Attend school according to the Attendance Policy
- Arrive to school and to all classes on time
- Respect and protect the rights of students, teachers, administrators, support staff and the school community at large
- Be aware of all school rules and regulations and abide by them
- Be appropriately attired for school
- Use appropriate language
- Take pride in the school by safeguarding its image and reputation

PARENT RESPONSIBILITIES

- Guide your child to develop acceptable behavior that includes control of and accountability for his/her own actions
- Know, understand and support the rules that your child is expected to follow
- Ensure that your child attends school regularly and arrives on time
- Communicate with the school in a regular and constructive manner
- Fill all forms, sign all letters and provide all documents requested by the school throughout the year promptly and accurately, to facilitate the work of the school and to model before your child the dedication that important matters deserve

POLICIES, OFFENSES AND DISCIPLINARY ACTIONS

Effective discipline is fundamental to a good educational program. Certainly the most effective discipline is self-discipline, and the primary goal of the school is to nurture this concept. Discipline should be conceived of as a setting of limits within which a student is free to make choices. These limits change according to the student's ability to exercise self-discipline.

MLS follows a philosophy of Progressive Discipline, which means that when negative behavior is repeated, the consequence for that behavior increases in intensity or quantity.

As a general rule, parents are always informed when a student has incurred a disciplinary action.

The offenses listed below are ordered alphabetically.

- **Bullying:**

Offense: Verbal transgressions such as (but not limited to) demeaning comments about any personal aspect of the individual, derogatory jokes or slurs, insults

Visual transgressions such as (but not limited to) offensive posters, cards, cartoons, graffiti, drawings, objects

Physical transgressions such as (but not limited to) hand gestures, facial expressions, impeding movement, unwelcome or offensive touching

Action: Students that commit such acts face serious disciplinary actions ranging from suspension to expulsion depending on the degree of offense and at the discretion of a disciplinary council.

- **Eating and Drinking:**

Drinking and eating, including gum and candy, are not permitted inside the classrooms, library or computer lab.

Action: Any student who will eat or drink in class will find his/her food confiscated and will pay a fine – unless authorized by the teacher strictly for medical reasons.

- **General Appearance:**

Students must come to school tidy, clean and presentable.

Jewelry is the sole responsibility of the student and the school bears no responsibility whatsoever for its loss or damage.

No make-up is allowed.

No Crocs, flip-flops or sandals are allowed.

Action: Students who do not observe the general appearance guidelines stipulated above will face consequences ranging from exclusion from classes, being sent home, being deprived of activities and/or school trips/events, detention or suspension, at the discretion of the head of discipline.

Students who fall short of hygienic expectations will be sent to the Office by the teacher in class. Steps will be taken to guide the student towards expected hygienic standards but they will all safeguard the student's dignity and will be executed in complete privacy.

- **Littering:**

Littering is uncivilized behavior that is not tolerated at MLS. Students are expected to use trash cans.

Action: Any student seen littering anywhere on campus will pay a fine and will be tasked with community service actions.

- **Lockers:**

Each student will be assigned a numbered locker and a padlock. It is the student's responsibility to keep the locker clean and in good condition. A copy of the key or the combination is kept with the administration.

Offense: Misuse of locker to hide forbidden items

Action: First incident: Warning

Second incident: Losing the privilege of having a locker while continuing to be required to bring all materials needed for all classes of the day

Offense: Losing padlock key

Action: First incident: Student will be given a spare copy

Second incident: Student must buy a new padlock within 3 days and provide the Office with a spare key

The school administration has the right to search any locker at any time. Random checks will be performed regularly by a staff member of the student's gender.

- **Lying, Forgery or Deception:**

Students who commit lying, forgery or any other acts intended to deceive face serious disciplinary actions ranging from suspension to expulsion depending on the degree of the offense and at the discretion of a disciplinary council. If lying occurs while an offense is being investigated, the maximum penalty related to the offense under investigation will be applied.

- **Mobile Phones:**

The use of mobile phones is strictly prohibited during the school day except during break.

First incident: Mobile phone is confiscated + parent is summoned to sign the warning that the mobile will only be returned at the end of the school year in case of a second unauthorized use. After that the student receives his/her phone.

Second incident: Mobile phone is confiscated and returned at the end of the school year.

- **Possession of a Weapon:**

Offense: Possession of any weapon on the school campus

Action: During the first semester: Expulsion

During the second semester: Home-schooling until the end of the year (student studies independently and is only allowed on campus for end-of-year exams). The student will not be allowed to remain at MLS for the remainder of his/her school years.

Offense: Use of any weapon on the school campus

Action: Expulsion + the school will inform the authorities

- **Sexual Harassment:**

Offense: Verbal harassment such as (but not limited to) comments of a sexual nature, graphic physical descriptions, sexual jokes or slurs

Visual harassment such as (but not limited to) posters, cards, cartoons, graffiti, drawings or objects of a sexual nature

Physical harassment such as (but not limited to) indecent hand gestures, suggestive facial expressions, unwelcome touching

Action: Students that commit such acts face serious disciplinary actions ranging from suspension to expulsion depending on the degree of the offense and at the discretion of a disciplinary council

- **Skipping Classes/Full School Day:**

Offense: Not attending class or a full school day without the permission of a teacher or parent.

Action: Skipping a full school day: First incident: In-school suspension for 2 days with corrective action
Second incident: In-school suspension for 3 days with corrective action
Third incident: In-school suspension for 4 days with corrective action + Expulsion warning
Fourth incident: Expulsion

Skipping class: First incident: Warning and reprimand
Second incident: Break detention for a week with extra work
Third incident: In-school suspension for a day with corrective action
Fourth incident: In-school suspension for 2 days with corrective action + the student teaches the next class in the skipped subject
Fifth incident: Expulsion

The student will lose the grades of any work that was carried out during the skipped class(es) on all incidences.

- **Smoking:**

Offense: Possessing cigarettes or rolling tobacco on the school campus

Action: First incident: Confiscation + direct contract between the school and the student
Second incident: Confiscation + inform parents
Third incident: Confiscation + school requests meeting with parents

If the parent prefers to be informed from the first incident, kindly check this box

Offense: Smoking on the school campus

Action: First incident: 1 day out-of-school suspension + 1 day in-school suspension with corrective action

Second incident: 2 days out-of-school suspension + 2 days in-school suspension with corrective action + parent's meeting + Expulsion warning

Third incident: Expulsion

Any student suspected of smoking on campus will be searched and placed under observation.

- **Substance Abuse:**

Offense: Selling, purchasing, possessing or consuming drugs, alcohol or any controlled substance on the school campus.

Action: Expulsion

Offense: Coming to school under the influence of drugs, alcohol or any controlled substance.

Action: The suspected student will be subjected to a lab test. If the lab test results are positive:

1-Student receives an expulsion warning and the school reserves the right to require further tests at any random date(s).

2-A second positive result will lead to expulsion.

- **Theft:**

Offense: Stealing, attempting to steal or unauthorized borrowing, including taking materials out of the library without following correct procedures, and taking items from lockers or students' bags.

Action: First incident: the student's parents will be informed and he/she will be referred to the guidance counselor for a psychological assessment.

*If the assessment reveals student suffers from psychological condition (kleptomania), no action will be taken against the student but he/she will be required to show proof of receiving therapy for the condition either with the school's guidance counselor or external therapist

*If the assessment reveals student does not suffer from psychological condition, he/she will receive 2 days out of school suspension + 2 days in-school suspension + expulsion warning

In both cases, the student must return the stolen item(s)

Second incident *without having been found in need of therapy*: Expulsion

- **Unauthorized Selling:**

The unauthorized selling of any item by students on campus is strictly prohibited.

Action First incident: The sold item and the purchase money will be confiscated and returned to the parents of both students.

Second incident: The parents of both students will be informed but the sold item and the purchase money will be confiscated, not to be returned.

- **Uniform:**

All students are required to be in full school uniform every day. The uniform consists of:

Essential uniform for all students: Navy blue pants + red, blue or white t-shirt or red, blue, white polo shirt + navy blue jacket in winter

Individual items: Plain white or navy blue headscarves for veiled girls; plain white or navy blue neck scarves for boys and girls in winter

Jackets, pants and t-shirts/polo shirts are to be completely plain without a word, picture, design or visible brand name of any size. Tight or torn clothing, sagging pants and other “fashion statements” are not allowed. The uniform should be plain, simple, clean and ironed.

Students are given a grace period of 5 days at the beginning of the year to complete their uniform. After this grace period students are not allowed to remain on campus without a full uniform.

Offense: Coming to school without a full uniform (without permission from the school)

Action: The student’s parent will be contacted while he/she is detained in the High School Office.

*The parent may send the missing uniform item(s) to the school or money to buy the missing item(s) from the school outlet.

*If parent does not send missing uniform item(s) or money, the student will be sent home and not allowed to return without a full uniform.

- **Vandalism:**

Offense: Any intentional destruction or defacing of school or private property including drawing or writing on walls, lockers and desks.

Action: First incident: Warning

Second incident: Two days in-school suspension with corrective action + payment for all damages rendered.

Third incident: Two days out-of-school suspension + 2 days in-school suspension with corrective action + expulsion warning

Fourth incident: Expulsion

The student will pay for all damages rendered on all incidents

- **Violation of Computer Technology & Internet Use:**

Offense: Playing games, searching the Internet without teacher's permission, unauthorized downloads, installing or using unauthorized software, vandalizing computer hardware, changing passwords or permissions, hacking or attempting to hack any of our school systems

Action: Action ranges from detention to expulsion depending on the degree of offense and at the discretion of a disciplinary council. Student will pay for any damages rendered in sum or in kind.

- **Violence and Aggression:**

Offense: Verbal abuse, physical assault or intimidation, engaging in fighting

Action: First incident: 1 day out-of-school suspension + 1 day in-school suspension with corrective action (for both parties in case of fighting) + referral to guidance counselor

Second incident: 2 days out-of-school suspension + 2 days in-school suspension with corrective action (for both parties in case of fighting) + Expulsion warning

Third incident: Expulsion

THE GENERAL RULE IS NO PHYSICAL CONTACT

DETENTION/SUSPENSION POLICY

After 5 detentions the student will receive a suspension warning.

The 6th detention will result in an automatic 1-day out-of-school suspension and a conference with the parent. (6 detentions = 1 day suspension)

Repeated suspensions will not be tolerated. Any student who has been suspended more than twice will receive an expulsion warning and will be asked to leave the school upon the very next suspension. (3 suspensions = Expulsion)

PARENTS NOTIFICATION

Parents will be notified of their child's misbehavior, detention, suspension, or any other disciplinary issues.

Parents will be called in for a meeting when needed.

A student returning to school after an out-of-school suspension must be accompanied by his/her parents.

ADDITIONAL SCHOOL RULES AND REGULATIONS

- **Buses:**

The rules and regulations concerned with behavior and attitude outlined in this Code of Conduct also apply on the school bus. Any student who violates such outlined rules and regulations will face the possibility of being suspended from the bus for varying durations of time that may extend to the end of the year, without a refund of the bus fees.

- **Hallways and areas between classes:**

Hallways and areas between classes are considered Quiet Zones. The only time students may be in these areas without a pass is when moving from one class to another, or going to the restrooms during breaks.

Never, at any time, is there to be any running, roughhousing, screaming, or use of P.E. equipment in hallways or in classes. Infraction will result in disciplinary actions ranging from warning to suspension, at the discretion of the head of discipline.

- **Lost and found:**

Items of value found on campus should be taken to the Lost and Found supervisor in the photocopying room where they can be claimed. Periodically throughout the school year, students will be notified that unclaimed items will be given to a local charity at the end of the year.

- **Medications:**

It is the parent's responsibility to personally and accurately fill out the Medical Form distributed to students at the onset of the academic year. Medication cannot be administered to a student during school hours by a staff member (except the school doctor) unless the written instructions from the parent and physician are on file.

All medications taken by a student while on campus must be in their original containers, stating name of medication, dosage, and time to be given.

- **Music players and other electronic devices:**

Music players and other electronics are not allowed during classes unless permitted by the teacher (excluding mobile phones, which are strictly prohibited). They can be used during break and on the bus. Electronics used during classes, without teacher's permission, will be confiscated until the end of the school year.

- **Personal property:**

Students are to assume sole responsibility for loss or damage to any property belonging to them.

- **School Clinic:**

Students must obtain a pass from the High School Office before reporting to the Clinic. Misuse of the Clinic pass will lead to consequences ranging from being denied access to the Clinic (unless sent by a teacher or administrator) to serious disciplinary actions.