



## **MLS IBDP Code of Conduct**

### **POLICIES, OFFENSES AND DISCIPLINARY ACTIONS**

Effective discipline is fundamental to an efficient educational program. 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 setting the limits within which a student is free to make choices. These limits change according to the student's ability to exercise self-discipline.

The purpose of the code of conduct is to create a safe learning environment where the rights of every individual are respected and met.

### **STUDENT RESPONSIBILITIES**

- Attend school according to the Attendance Policy
- Arrive to school and to all classes on time
- Respect and protect the rights and safety 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

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

- Any violation beyond third incident will be dealt with by the School Disciplinary Committee
- The offenses listed below are ordered alphabetically

<b>Violation</b>	<b>Action</b>
<p><b>1. Bullying</b></p> <ul style="list-style-type: none"> <li>▪ Verbal transgressions such as (but not limited to) demeaning comments about any personal aspect of the individual, derogatory jokes or slurs, insults</li> <li>▪ Visual transgressions such as (but not limited to) offensive posters, cards, cartoons, graffiti, drawings, objects</li> <li>▪ Physical transgressions such as (but not limited to) hand gestures, facial expressions, impeding movement, unwelcome or offensive touching</li> </ul>	<p>Student who commits such acts face serious disciplinary actions ranging from suspension to expulsion depending on the degree of offense and at the discretion of a disciplinary committee.</p>
<p><b>2. Damage to School Environment</b> (Littering, soiling, abuse of green space, water waste, etc.)</p>	<ul style="list-style-type: none"> <li>▪ Correction of violation</li> <li>▪ Guidance and warning by staff</li> <li>▪ Student signs pledge of no repeat</li> <li>▪ Parent informed</li> <li>▪ Parent bears cost of replacement or repair</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Correction of violation</li> <li>▪ Student signs pledge of no repeat</li> <li>▪ 1-3 days suspension</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Board examines student case for maximum 10 days temporary dismissal</li> </ul>
<p><b>3. Impoliteness Towards any Staff Member</b></p>	<ul style="list-style-type: none"> <li>▪ Guidance and warning</li> <li>▪ Parent informed</li> <li>▪ Student apologizes</li> <li>▪ Student signs pledge of no repeat</li> <li>▪ 1-3 Days suspension</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Case examined by counselor</li> <li>▪ Case examined by administration</li> <li>▪ 3-5 days suspension</li> <li>▪ Student and parent sign pledge of no repeat</li> </ul>
	<ul style="list-style-type: none"> <li>▪ 15 Days temporary dismissal</li> </ul>
<p><b>4. Lying, Forgery or Deception</b></p>	<ul style="list-style-type: none"> <li>• 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 committee.</li> <li>• If lying occurs while an offense is being investigated, the maximum penalty related to the offense under investigation will be applied.</li> </ul>

<p><b>5. Mobile Phones (Use of Banned Technology)</b></p>	<ul style="list-style-type: none"> <li>▪ Mobile phone is confiscated + student is given a letter to sign from his/her parent.</li> <li>▪ The student returns the signed letter the next day and receives his/her phone.</li> </ul>
	<p>Mobile phone is confiscated and returned at the end of the school year.</p>
<p><b>6. Moral Deviance</b></p> <ul style="list-style-type: none"> <li>▪ (Any form of sexual depiction, Offensive language, incitement, harassment, etc...)</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance and warning</li> <li>• Parent informed</li> <li>• Student signs pledge of no repeat</li> <li>• 1- 3 Days suspension</li> </ul>
	<ul style="list-style-type: none"> <li>• 5 Days suspension</li> <li>• Parent and student sign pledge of no repeat</li> </ul>
	<ul style="list-style-type: none"> <li>• Student referred to administration</li> <li>• 15 Days temporary dismissal</li> </ul>
<p><b>7. Possession of Tobacco Products</b></p> <ul style="list-style-type: none"> <li>▪ Possessing cigarettes, vape, iquos, or rolling tobacco on the school campus</li> </ul>	<ul style="list-style-type: none"> <li>▪ Confiscation</li> <li>▪ Warning</li> <li>▪ Student signs pledge of no repeat</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Confiscation</li> <li>▪ Parent informed</li> <li>▪ 1-day suspension</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Confiscation</li> <li>▪ 1-3 days suspension</li> <li>▪ Parent signs pledge of no repeat</li> </ul>
<p><b>8. Possession of a Weapon</b></p> <ul style="list-style-type: none"> <li>▪ Possession of anything that could be considered/used as a weapon on the school campus</li> </ul>	<ul style="list-style-type: none"> <li>▪ During the first semester: Expulsion</li> <li>▪ During the second semester: Home-schooling until the end of the year (student studies independently and is allowed on campus for end-of-year exams).</li> <li>▪ The student will not be allowed to remain at MLS for the remainder of his/her school years</li> </ul>
<p><b>9. Skipping Class</b></p>	<p>Warning and reprimand Student signs pledge of no repeat/ parent informed</p>
	<p>Break detention for a week with extra work</p>
	<p>In-school suspension for a day with corrective action</p>
<p><b>10. Skipping Full School Day</b></p>	<p>In-school suspension for 2 days with corrective action</p>
	<p>In-school suspension for 3 days with corrective action</p>
	<p>In-school suspension for 4 days with corrective action + Expulsion warning</p>
<p><b>11. Smoking</b></p> <ul style="list-style-type: none"> <li>▪ Smoking on the school campus</li> </ul>	<ul style="list-style-type: none"> <li>▪ Confiscation + direct contract between the school and the student</li> <li>▪ Student signs pledge of no repeat</li> </ul>
	<ul style="list-style-type: none"> <li>▪ 1 day suspension</li> <li>▪ Parent informed</li> <li>▪ Parent signs pledge of no repeat</li> </ul>
	<ul style="list-style-type: none"> <li>▪ 2 days suspension</li> <li>▪ Parent summoned</li> <li>▪ Expulsion warning</li> </ul>

<p><b>12. Substance Abuse</b></p> <ul style="list-style-type: none"> <li>▪ Selling, purchasing, possessing or consuming drugs, alcohol or any controlled substance on the school campus.</li> </ul>	<p>A. Selling, purchasing, possession or consumption of drugs or alcohol on campus: Expulsion</p> <p>B. Coming to school under the influence of drugs, alcohol or any controlled substance: The student will be subject to a lab test. If the lab test results are positive:</p> <p>1-Student receives an expulsion warning and the school reserves the right to require further tests at any random date(s).</p> <p>2-A second positive result will lead to expulsion.</p>
<p><b>13. Theft</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Guidance and warning</li> <li>▪ Return of stolen items</li> <li>▪ Student signs pledge of no repeat</li> <li>▪ Parent informed</li> </ul>
<p><b>14. Unauthorized Selling</b></p> <ul style="list-style-type: none"> <li>▪ The unauthorized selling of any item by students on campus is strictly prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student sent to counselor</li> <li>▪ Return of stolen items</li> <li>▪ Parent summoned</li> <li>▪ Case examined</li> </ul>
<p><b>15. Undisciplined Behavior</b></p> <ul style="list-style-type: none"> <li>▪ (Class disruption, disobedience, disorderly conduct, unruliness, etc....)</li> </ul>	<ul style="list-style-type: none"> <li>▪ The sold item and the purchase money will be confiscated and returned to the parents of both students.</li> <li>▪ Student signs pledge of no repeat</li> </ul>
<p><b>16. Uniform (Violation of school dress code)</b></p> <ul style="list-style-type: none"> <li>▪ All students are required to be in full school uniform every day.</li> </ul>	<p>The parents of both students will be informed but the sold item and the purchase money will be confiscated, not to be returned.</p> <p>Suspension for maximum of 10 days</p>
<p><b>17. Use of a Weapon</b></p>	<ul style="list-style-type: none"> <li>• Guidance and warning</li> <li>• Student signs pledge of no repeat</li> <li>• Parent informed</li> </ul>
<p><b>18. Vandalism (Breaking, Damaging or Grafting school property)</b></p> <ul style="list-style-type: none"> <li>▪ Any intentional destruction or defacing of school or private property including drawing or writing on walls, lockers and desks.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Day suspension</li> <li>• Parent summoned and signs pledge of no repeat</li> <li>• Student sent to counselor</li> <li>• 3-5 Days suspension</li> </ul>
<p><b>17. Use of a Weapon</b></p>	<ul style="list-style-type: none"> <li>▪ Correction of violation</li> <li>▪ Guidance and warning</li> <li>▪ Student signs pledge of no repeat</li> <li>▪ Parent informed</li> </ul>
<p><b>18. Vandalism (Breaking, Damaging or Grafting school property)</b></p> <ul style="list-style-type: none"> <li>▪ Any intentional destruction or defacing of school or private property including drawing or writing on walls, lockers and desks.</li> </ul>	<p>1-3 Days break detention</p>
<p><b>17. Use of a Weapon</b></p>	<p>1-3 Days suspension</p>
<p><b>17. Use of a Weapon</b></p>	<p>Expulsion + the school will inform the authorities</p>
<p><b>18. Vandalism (Breaking, Damaging or Grafting school property)</b></p> <ul style="list-style-type: none"> <li>▪ Any intentional destruction or defacing of school or private property including drawing or writing on walls, lockers and desks.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Warning</li> <li>▪ Payment for all damages</li> <li>▪ Two days in-school suspension with corrective action</li> <li>▪ Payment for all damages rendered.</li> <li>▪ Two days out-of-school suspension + 2 days in-school suspension with corrective action</li> <li>▪ Board examines student case for 10 days temporary dismissal</li> <li>▪ Expulsion warning</li> </ul>

<p><b>19. Violation of Computer and Technology Use</b></p> <ul style="list-style-type: none"> <li>▪ 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</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action ranges from detention to expulsion depending on the degree of the offense and at the discretion of disciplinary council.</li> <li>▪ Student will pay for any damages rendered in sum or in kind.</li> </ul>
<p><b>20. Violence and Aggression</b></p> <ul style="list-style-type: none"> <li>▪ Verbal abuse, physical assault or intimidation, engaging in fighting.</li> </ul> <p><b>THE GENERAL RULE IS NO PHYSICAL CONTACT</b></p>	<ul style="list-style-type: none"> <li>▪ 2 days out-of-school suspension + 1 day in-school suspension with corrective action (for both parties in case offighting)</li> <li>▪ Referral to guidance counselor</li> </ul>
	<ul style="list-style-type: none"> <li>▪ 3 days out-of-school suspension + 2 days in-school suspension with corrective action (for both parties in case offighting)</li> <li>▪ Expulsion warning</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Board examines student case for 15 days temporary dismissal</li> <li>▪ Legal procedures may apply</li> </ul>