



Ethical Code Regulations School Discipline Directives

Ahliyyah & Mutran

Scholastic Year 2020/2021

1 The Ethical Code

The ethical code is a major social contract, agreed upon unanimously by the school community. This pact stems from our belief that the academic and personal integrity of every individual creates a quality school community. The ethical code is a cornerstone of our school community, as it aims to provide an all embracing, supportive environment where members of this community assume responsibility for their accomplishments and share mutual love, trust and respect. Moreover, it is an environment that provides space for individuals to express their passions and opinions.

2 Mission

Ahliyyah & Mutran is an academic institute that grows with knowledge. Striving to know is striving to excel. Such are our efforts, where each and every one of us embarks on a personal journey toward knowledge and excellence. In essence, the spirit we enjoy is characterized by loyalty, genuine dedication, and respect for the self and the other. An Ahliyyah & Mutran student is appreciative of such an environment and is expected to be courteous, polite, and diplomatic, in addition to possessing lifelong integrity. The ethical code instills in us the courage to lead, the vision to make challenging decisions, and the patience to fulfill our responsibilities and bear their consequences.

3 Ethical Code, Regulations, and School Discipline Directives

Dear Parents,

Subject: Ethical Code, Regulations, and School Discipline Directives

Ahliyyah & Mutran strives to enable its students to become responsible citizens in a modern society. The school is committed to providing a safe learning environment that stimulates the love of learning and develops affirmative personalities that respect intellect. In addition, Ahliyyah & Mutran has high expectations of its students.

Ahliyyah & Mutran has adopted an ethical code that was developed mutually through conducting a series of workshops, where students and school members unanimously agreed to the contents of this document.

We look forward to your taking the time to read into this ethical code and discussing it with your children.

Thank you for your cooperation.

Haifa Najjar
Superintendent
Ahliyyah & Mutran

4 Articles of the Ahliyyah & Mutran Ethical Code

Ahliyyah & Mutran students are proud of the qualities they possess. They are empowered young students who are civil, ethical, and confident in themselves and their abilities. Ahliyyah & Mutran students are aware of their potentials and believe in their role as authentic leaders who can have a positive impact on their family, society, and the international community. Articles of this ethical code state that Ahliyyah & Mutran students strive toward being:

- i. Loving, loyal, forgiving, truthful, honest, disciplined and emotionally balanced.
- ii. Confident in themselves, understanding of their abilities and potentials, respectful and caring for themselves and others.
- iii. Patient, reflective, organized in their thinking, able to face challenges and make well informed decisions.
- iv. Aware of their rights and duties, responsible for their behavior, decisions and studies, and dedicated to fulfilling their duties to the best of their abilities.
- v. Interactive, cooperative, ready to continuously learn and develop, committed to the belief that change is inevitable and in line with innovation and renewal.
- vi. Active listeners who are open-minded and empathetic, respectful of diversity, transparent and bold in expressing their opinion objectively and able to employ diplomacy and mutual respect in dialogue.
- vii. Genuine and creative, capable of embodying modernity while maintaining the spirit of their cultural heritage.
- viii. Representative of good sportsmanship physically and spiritually, caring for their health, and responsive to their environment.
- ix. Devoted to their humaneness, Arab descent and homeland, and expressing pride in their devotion.
- x. Closely knitted to the fabric of their community while embodying this through their belongingness to their school.
- xi. Dedicated in their efforts and knowledge to fulfill the human values and noble goals an Ahliyyah & Mutran student or graduate stands for and represents.

5 Regulations

The school expects every student to employ wisdom and self-discipline when making personal and/or social decisions. Students are also expected to show awareness of school rules and regulations and abide by them in their conduct. School restrictions are to be respected, and well-informed choices are the student's responsibility, as are bearing the consequences of their actions. All this is to take place under the umbrella of equality, fairness, and impartiality.

Following are the set of regulations that facilitate managing our everyday affairs and dealings at school. We hope that they be taken in the spirit of care, which family members of our school community adjoin by.

6 School Hours

The school expects every student to:

- i. Abide by school hours.
- ii. Abstain from leaving school during study hours unless it is inevitable, and the student receives written permission from the administration to leave.
- iii. Inform the administration in writing when late for school and obtain written permission from the administration to enter the classroom.

- iv. Submit a medical report when absent due to illness and inform the administration immediately so that measures may be taken to make up for lesson coverage and/or exam make-ups.
- v. Head home after school and abide by the designated transportation means.
- vi. A student must present a written permission from parent(s)/ or email to be allowed to leave school by different means of transportation than the usual one. This document will be kept in the student's file.

6.1 Morning Line-up and Assemblies

Students are expected to abide by regulations concerning the morning line-up such as maintaining order, standing in respect for the national anthem, and listening carefully to morning broadcasts and announcements.

Students must respect their participation in assemblies and appreciate the efforts of others.

6.2 Class Conduct

Students are expected to behave as follows inside their classrooms and in online classes:

- i. Put in their utmost effort, showing self-motivation,
- ii. Bear the responsibility for their learning without impeding the learning of others or hindering school processes and order,
- iii. Attend classes on time, referring to the administration when late,
- iv. Follow class regulations in general, and class rules set by teachers, where students will be referred to the administration in the case of infringements,
- v. Leave the classroom when in session only after obtaining permission from the teacher,
- vi. Manage time efficiently, particularly during break time.

6.3 Ahliyyah & Mutran Students' External Appearance

Ahliyyah & Mutran students are expected to be moderate in external appearance and emotional expression of themselves. Students are to abide by the school uniform (shirt, sweatshirt, trousers, white socks, shoes) during the school day, keeping the following in mind:

- i. Students can wear sport outfits and tennis shoes when they have PE classes and/or training sessions after school.
- ii. Students can wear a white T-shirt with the school logo under their shirts during winter.
- iii. Students should refrain from wearing make-up, accessories, and/or applying hair color. In addition, students must not wear sandals, hats, and/or colored jackets to school.

6.4 Academic Honesty

Academic honesty is the cornerstone of ethical conduct. It enables students to value fairness in assessment, hence, working to their utmost potential.

6.4.1 Homework

Homework is a means of enhancing learning and is used as an indicator of students' understanding and progress. Students are expected to:

- i. do their own homework without copying from their classmates.

- ii. avoid plagiarizing by properly citing sources from the internet or any written, verbal, or other publications.
- iii. work individually when asked to do so.

6.4.2 Tests and Exams:

Students are expected to:

- i. bring all the authorized materials they will need for a test/exam, as borrowing from their peers is not allowed
- ii. be honest and discreet in handling test/exam questions upon receiving them
- iii. be honest in answering exams individually and refrain from copying or allowing others to copy off their paper
- iv. refrain from any form of cheating, especially during online assessments
- v. abstain from illegally obtaining test/exam papers before they are due
- vi. abide by exemplary conduct during test/exam sessions
- vii. be present and on time for tests/exams and dates when homework is due

6.4.3 Research, Reports, and Papers

Academic honesty compels us to document sources used in research. Each student is expected to abstain from:

- i. copying whole sections
- ii. summarizing or paraphrasing ideas of others without proper documentation
- iii. plagiarizing research from periodicals or the internet
- iv. asking and/or paying someone to do the research
- v. offering to give your research to others to benefit from for payment or for free

6.4.4 Lab Reports

Although lab work may take place collectively and the data that every student collects is shared, writing the lab report itself, including computations, graphs, and diagrams, must be done individually. Every student is expected to refrain from:

- i. copying the results of their peers
- ii. corrupting the work of their peers
- iii. misrepresenting lab data

6.4.5 Library/Media Center (LMC)

Misusing sources of information at the LMC may deprive others of the opportunity to benefit from them. Therefore, every student is expected to:

- i. abstain from taking material without proper registry from the Librarian
- ii. abide by dates assigned for returning material
- iii. refrain from deliberately changing locations of material in the LMC
- iv. refrain from damaging material and sources at the LMC
- v. abide by proper use of electronic devices and/or the internet

6.4.6 Computer Labs

Computers are available to enhance student learning. Accordingly, a student is expected to properly use and take care of equipment while using them, in addition to using the internet responsibly.

6.4.7 Using Calculators:

Calculators may be used in class only when the teacher gives students the permission to do so. Accordingly, each student should bring a personal calculator to use during exams/tests. Students are expected to:

- i. only use approved calculators
- ii. abstain from using a calculator as a means of cheating
- iii. refrain from using programs in the calculator without teachers' consent or approval
- iv. reset/clear the calculator directly prior to any official usage

6.5 Dealing with Peers, Teachers and Members of the School Community

Students of Ahliyyah & Mutran should:

- i. employ dialogue as a means of performing rights and duties, where a student refrains from acts that may cause physical and/or verbal harm
- ii. abide by their role as students in their daily conduct, whether that be inside the classroom or on the bus, for example
- iii. treat others with grace and finesse when purchasing food from the canteen
- iv. abstain from eating during classes and/or general assemblies
- v. Always treat anyone and everyone with respect in all situations

6.6 Handling Private and Public Property

Ahliyyah & Mutran students are expected to:

- i. be responsible for their personal possessions at all times during the school day, including while on field trips and bus rides
- ii. respect the rights of others, their personal possessions, and public property, among which are school buildings and furniture
- iii. abstain from using cell phones during school hours, where phones will be confiscated by the administration if spotted. Use of cell phones is totally prohibited in the Primary School.
- iv. school phones may be used after obtaining permission from the administration
- v. pre-plan needs for any extracurricular activities after school as leaving the school premises to buy food or drink or any other needed material is not allowed.

6.7 Caring for the School Environment and Cleanliness

Ahliyyah & Mutran students are expected to:

- i. maintain a safe learning environment by abstaining from any mischievous behaviors and abiding by school regulations
- ii. Clean up after themselves and avoid littering
- iii. inform the administration of any behavior that may threaten their own safety and the safety of others
- iv. appreciate and value the school's cleanliness, in addition to caring for their own personal hygiene and undertaking these responsibilities in seriousness

6.8 Safety and Security

- i. Late students are expected to pass by the administration upon entering the school and register their names to enable the school to monitor attendance properly.

- ii. Students are restricted to school grounds during training or activities unless they have written permission from administration to leave the school premises.
- iii. Students are to leave school via buses or with parents/family members or their usual transportation method when training and/or activities are over.

6.9 Break Time (Secondary School Students)

During breaks, students are expected to refrain from using facilities of the Primary School, transportation division, Finance Department, and/or Secondary School Administration Offices unless they have permission from the Discipline Supervisor or an administrative staff member under dire circumstances only.

6.10 School Buses

Students should abide by school bus timings as follows:

- i. be prompt in waiting for the bus in the morning
- ii. take full responsibility for missing the bus if late at the end of the school day
- iii. sit properly in their assigned seat on the bus
- iv. abstain from standing in the bus while it is moving and/or standing by the bus door during the ride
- v. keep hands inside bus windows and refrain from littering streets
- vi. maintain the cleanliness of the bus during rides
- vii. behave well and treat others with dignity
- viii. refrain from using the bus audio system
- ix. treat bus driver and assistant properly
- x. present written permission/email signed by parents when needing to skip a bus tour or leave via a different transportation method and give it to Discipline Supervisor
- xi. obtain written permission from parents and hand it in before the end of the break when:
 - 1. students need to be dropped off at a different location
 - 2. students need to stay at school after school hours, and be responsible for their own transportation home afterward
- xii. refrain from inviting guests to use school buses

6.11 School Discipline Directives

Students of Ahliyyah & Mutran are committed to their ethical code. They are responsible for implementing this code both inside and outside school. IF a student is to infringe on the ethical code, the administration will unfortunately be obliged to apply the following school discipline measures:

6.11.1 First

- i. Positive preventive measures will be used with students in the following cases:
 - 1. being absent from school for no valid reason
 - 2. leaving the school during school hours without permission
 - 3. smoking and/or in possession of cigarettes
 - 4. violating school rules and regulations
 - 5. disrupting class and/or other school activities
 - 6. using obscene language
 - 7. sabotaging school property
 - 8. being late for classes and/or school
 - 9. disregarding school uniform
 - 10. other similar behaviors

- ii. The previously mentioned infringements are to be documented in the student's personal file and shall be kept at school under the supervision of the homeroom teacher, the Discipline Supervisor, and the administration, and parents will be officially informed. Repetition of infringements may lead to preventing a student from joining any school activities for a specified amount of time.
- iii. Detention is implemented as a means of enhancing and encouraging responsibility. It is defined as a specified period spent on a structured task that is beneficial to the school community. The student is informed by the administration of the duration of the detention, location, and specified task(s). Parents are responsible for collecting their children from school. IF a student fails to fulfill an appointed detention session, the student will receive an official warning notice.

6.11.2 Second

This penalty is recommended and set by the student's homeroom teacher, the Discipline Supervisor, and the administration in the following cases:

- i. the repetition of infringements mentioned previously
- ii. upon possession of obscene and/or inappropriate publications or pictures inside the school
- iii. upon possession of a sharp tool or any tool that can be used in violence
- iv. participation in instigating chaos and obstructing the learning process
- v. embezzling and/or stealing the property of others
- vi. cheating or violating the rules of academic honesty
- vii. deceit and/or dishonesty with the conscious intention of misleading students or teachers
- viii. deliberate use of physical or verbal violence against a peer and/or staff member
- ix. disrespect of God, religious figures and/or holy books

6.11.3 Third

According to the regulations set by the Ministry of Education, suspension until the end of an academic year may take place if a student performs one of the major infringements listed below:

- i. continuously repeating one or more of the previous violations and receiving a written warning because of that
- ii. deliberately insulting a school member
- iii. handling prohibited substances
- iv. causing, or participating in causing, an assault to school property and/or stealing or tampering with school records and/or facilities

6.11.4 Fourth

In accordance with Article 10, Section C of the Ministry of Education Law Number 3 for the year 1994, a student is expelled from school when the school discipline committee submits such a recommendation and it is backed by a recommendation from the director of education and a decision from the Minister of Education. This may take place in one or more of the following cases:

- i. the repetition of any infringement mentioned in Section 6.11.3 of this document
- ii. committing an undignified act that is immoral and/or repelled by the public, such as physical and verbal assaults and instigating or inciting disorder
- iii. assaulting teachers or workers at the school and/or participating in such an act
- iv. deliberately harming a student using a sharp or solid object
- v. circulating prohibited substances such as drugs, alcoholic substances and/or opiates
- vi. exposing the school to danger
- vii. sabotaging school property and/or instigating damage individually or collectively

6.12 Discipline Committee / Secondary School

Discipline committee members are:

- i. Section Principal or deputy
- ii. Four teachers who are elected by the school staff at the beginning of every academic year
- iii. Representative of the Leadership Team of the Student Council
- iv. The homeroom teacher of the student being disciplined
- v. Parents Council member, provided that the parent is not a school staff member

- The student's parent(s) is/are notified in writing of the decision/s taken by the discipline committee, based on the regulations of the MoE.

- Discipline committee sessions are held in accordance with the regulations of the school's ethical code and the discipline instructions set by the MoE. Both the School and the Student Council must abide by these regulations.

Issues pertaining to students are set before the school counselor before being put in front of the discipline committee to advise the committee on them. A detailed written report from the counselor is handed to the discipline committee before holding any sessions.

7 Word of Honor

I hereby give my word of honor to be truthful in all my thoughts and actions. By signing this document, I am committed to abiding by the basic values of the school ethical code that are: trust, justice, respect, academic excellence, academic honesty, truthfulness, openness, responsible citizenship, and empathy.

I am responsible for upholding the ethical code and defending it to maintain an environment that is mainly characterized by integrity, mutual respect, and shared responsibility.

Student's signature: _____

Date: _____

Parent's signature: _____

Date: _____