



مدارس أكسفورد
OXFORD SCHOOLS

شركة المعهد الوطني للعلوم الهندسية والإدارة
The National Institute for Engineering & Managerial Science Co.



Students' Policies



Oxford Schools

Table of Content

| | |
|---|-----------|
| Administrative Body | 3 |
| Vision And Mission | 4 |
| Daily Schedule International | 5 |
| Daily Schedule National | 7 |
| Introduction | 9 |
| Responsibilities & Expectations | 10 |
| School/ Parent Communication | 13 |
| Attendance Policy | 13 |
| Policy on Work Missed / Exam through Absence | 15 |
| Policy for pre exams | 15 |
| Policy for delaying the exam time due to the weather conditions: | 15 |
| Dress Code | 15 |
| Philosophy and Student Assessment | 17 |
| School Books, Resources And Supplies School Books | 17 |
| Library/Media Center | 18 |
| Homework Policy | 19 |
| Classroom Behavior | 19 |
| Behavior At Assemblies/Activities /Breaks And Line-Up | 19 |
| School Property | 19 |
| Athletic Program | 19 |
| Behavior At The Cafeteria | 20 |
| Stairs And Hallway Rules | 20 |
| Playground Rules | 20 |
| Behavior In Change Rooms And Toilets | 21 |
| Transportation | 22 |
| Respect For The Jordanian Flag And Flags Of Other Countries | 22 |
| Electronic Devices | 23 |
| Computer Uses & Policies Computer Tampering | 23 |
| Bullying | 24 |
| Disruptive Conduct | 25 |
| Due Process | 26 |
| Discipline Procedures And Sanctions | 27 |
| Students Are Not Allowed To | 28 |
| General Behavioral Consequences For Primary School | 29 |
| Student Responsibilities And Consequences | 31 |
| General Behavioral Consequences For Middle And Upper School | 34 |
| Academic School Responsibilities And Consequences | 36 |
| School Library | 37 |

Oxford's Administrative Body

| Name | School Administration |
|--|------------------------------|
| School General Manager | Mrs. Rabab Sabbagh |
| Deputy General Manager | Mr. Omar Sabbagh |
| School Principal | Mr. Moataz Dajani |
| Head of Administration | Mr. Hisham Al-Dabbas |
| Senior Accountant of Financial Dept. | Mr. Qusai AL-Majali |
| Academic Supervisor National Section (1-6) | Mr. Hamed Matar |
| Head of English Language | Mr. Talal Hadeed |
| Assistant School Principal for National Boys 7-12 | Mr. Muhannad Abu Mayaleh |
| Assistant School Principal for National Girls 7-12 | Ms. Abeer Al-Qaisi |
| Assistant School Principal for National Elem 1-6 | Ms. Sawsan Sulaibi |
| Assistant School Principal for Special Needs | Mr. Qusai Rababah |
| Assistant School Principal for International Section 11-12 | Ms. Yulia Konova |
| Assistant School Principal for International Section 7-10 | Ms. Sawsan Zandaqi |
| Assistant School Principal for International Section 1-6 | Ms. Fatima Dabour |
| Head of Activities and P.E | Mr. Samer Shatat |
| School Academic Supervisor International Section (Math , Physics, Chemistry, Biology, Science) KG-12 | Ms. Gada Abu Kadra |
| International Section Academic Supervisor (Arabic, Religion, Social studies) KG-12 | Ms. Fatima Mustafa |
| Learning Center | Ms. Rana Nazer |
| Science Lab Supervisor | Ms. Shuruok Farash |
| International Section Coordinator and Counselor | Mr. Usamah Issa |
| School Doctor | Dr. Zahe Madane |
| School Dentist | Dr. Lina Assaf |
| Head of IT | Mr. Layth Salem |
| Head of HR | Ms. Rasha Al-Qaisi |
| Head of Security & Maintenance | Mr. Najeh Otaibi |
| Head of Transportation | Mr. Mousa Haleema |
| School Safety Supervisor (students, Cafeteria...etc) | Mr. Deyab Reziq |
| Head of School Admission | Ms. Tamadour ALRebae |
| Procurement | Ms. Asma' Aldereyh |
| Book Store | Mr. Safa'a Sammour |

رؤيتنا

نظرة تريبوية تعليمية لمستقبل مكلل بالنجاح

Vision

A better education for a better future

مهمتنا

إذكاء شعلة المعرفة عند الطلبة وتطوير
شخصيتهم لضمان المستقبل الواعد

Mission

To have a great influence on our students'
knowledge, personality, and overall future

International School Time Table

International Section (1-6) Sunday-Wednesday

| Period | Start | Finish |
|--------|-------|--------|
| 1 | 8:15 | 8:55 |
| 2 | 8:55 | 9:35 |
| 3 | 9:35 | 10:15 |
| Break | 10:15 | 10:30 |
| 4 | 10:30 | 11:10 |
| 5 | 11:10 | 11:50 |
| 6 | 11:50 | 12:25 |
| 7 | 12:25 | 1:00 |

International Section (1 - 6) Thursday

| Period | Start | Finish |
|--------|-------|--------|
| 1 | 8:15 | 8:55 |
| 2 | 8:55 | 9:35 |
| 3 | 9:35 | 10:15 |
| Break | 10:15 | 10:30 |
| 4 | 10:30 | 11:00 |
| 5 | 11:00 | 11:30 |
| 6 | 11:30 | 12:05 |

➤ **Note:** Intensive Class Students leave at 2:30
(second round)

**International Section (7 -12) Sunday -
Wednesday**

| Period | Start | Finish |
|---------------|--------------|---------------|
| 1 | 8:15 | 9:00 |
| 2 | 9:00 | 9:45 |
| 3 | 9:45 | 10:30 |
| 4 | 10:30 | 11:10 |
| Break | 11:10 | 11:40 |
| 5 | 11:40 | 12:20 |
| 6 | 12:20 | 1:00 |
| 7 | 1:00 | 1:45 |
| 8 | 1:45 | 2:30 |

International Section (7 -12) Thursday

| Period | Start | Finish |
|---------------|--------------|---------------|
| 1 | 8:15 | 8:55 |
| 2 | 8:55 | 9:35 |
| 3 | 9:35 | 10:15 |
| Break | 10:15 | 10:40 |
| 4 | 10:40 | 11:20 |
| 5 | 11:20 | 12:00 |
| 6 | 12:00 | 12:45 |
| 7 | 12:45 | 1:30 |

**National School
Time Table
National Section (1-3) Sunday -
Wednesday**

| Period | Start | Finish |
|--------|-------|--------|
| 1 | 8:15 | 8:55 |
| 2 | 8:55 | 9:35 |
| 3 | 9:35 | 10:15 |
| Break | 10:15 | 10:30 |
| 4 | 10:30 | 11:10 |
| 5 | 11:10 | 11:50 |
| 6 | 11:50 | 12:25 |

National Section (1 - 3) Thursday

| Period | Start | Finish |
|--------|-------|--------|
| 1 | 8:15 | 8:50 |
| 2 | 8:50 | 9:25 |
| 3 | 9:25 | 10:00 |
| Break | 10:00 | 10:15 |
| 4 | 10:15 | 10:55 |
| 5 | 10:55 | 11:30 |
| 6 | 11:30 | 12:10 |

National Section(4-6) Sunday - Wednesday

| Period | Start | Finish |
|--------|-------|--------|
| 1 | 8:15 | 9:00 |
| 2 | 9:00 | 9:45 |
| 3 | 9:45 | 10:30 |
| 4 | 10:30 | 11:10 |
| Break | 11:10 | 11:40 |
| 5 | 11:40 | 12:20 |
| 6 | 12:20 | 1:00 |
| 7 | 1:00 | 1:45 |
| 8 | 1:45 | 2:30 |

**National Section (4 - 6)
Thursday**

| Period | Start | Finish |
|--------|-------|--------|
| 1 | 8:15 | 8:55 |
| 2 | 8:55 | 9:35 |
| 3 | 9:35 | 10:15 |
| Break | 10:15 | 10:40 |
| 4 | 10:40 | 11:20 |
| 5 | 11:20 | 12:00 |
| 6 | 12:00 | 12:45 |
| 7 | 12:45 | 1:30 |

National Section (7 -12) Sunday - Wednesday

| Period | Start | Finish |
|--------|-------|--------|
| 1 | 8:00 | 8:50 |
| 2 | 8:50 | 9:40 |
| 3 | 9:40 | 10:30 |
| 4 | 10:30 | 11:20 |
| Break | 11:20 | 12:10 |
| 5 | 12:10 | 1:00 |
| 6 | 1:00 | 1:50 |
| 7 | 1:50 | 2:30 |

National Section (7 -12) Thursday

| Period | Start | Finish |
|--------|-------|--------|
| 1 | 8:00 | 8:50 |
| 2 | 8:50 | 9:40 |
| 3 | 9:40 | 10:30 |
| Break | 10:30 | 11:10 |
| 5 | 11:10 | 12:00 |
| 6 | 12:00 | 12:50 |
| 7 | 12:50 | 1:40 |

❖ Introduction:

+ Student policy:

- Oxf's has high expectations for all students who are governed by group of laws and policies .Appropriate behavior is expected at all times in the classrooms, in the school building and at off sites at all times. Students must be accountable for their behavior. Appropriate disciplinary measures will be taken in addressing misbehavior. Personal accountability is demonstrated when the students follow the student code of conduct.

+ Student code of conduct:

– Each student should:

- Regularly and punctually attends all classes.
- Come to class prepared with the necessary books and supplies.
- Bring unnecessary clothing, shoes, and equipment for all activities.
- Participate in class activities and completes all assignments.
- Reflect a positive and responsible attitude toward learning.
- Advocate mature attitude, behavior and actions that lead to solutions. Challenge himself/herself to attain exemplar education goals.
- Demonstrate respect for himself/herself and others.
- Demonstrate respect for property of himself/herself and others.
- Follow rules set by the classroom teacher.
- Conform to the dress code.

✚ Student Rights & Responsibilities

- These rights and responsibilities provide a uniform standard of conduct, which emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged. It defines students' rights, students' responsibilities, disciplinary procedures and actions to be taken.

❖ Rights:

1. Students have the right to receive the highest quality of education.
2. Students have the right to meet the Principal to discuss any difficulties and problems that face him/her during school year.
3. Students have the right to write his/her opinion and send it to the Principal office
4. Students have the right to write a complaint about any teacher.
5. Students have the right to suggest any enhancements to the school education using the suggestion box.
6. students have the right to check his exams;
7. Students have the right to ask subject teachers for extra classes (in case he/she did not understand the subject material during the period time)
8. Students have the right to make an emergency call to his parent upon receiving an approval from the teacher or school Principal;
9. Students have the right to visit the school clinic upon receiving an approval from the Head of Department.
10. Students have the right to know about the yearly school activities.
11. Seniors have the right to participate in school Graduation program.
12. Students have the right to ask the school social worker for help.
13. Students have the right to use and borrow books from the school library.
14. Each student has the right to participate in school election for the best teacher of the month;
15. Students have the right to participate in class election for the Leader of the class.
16. Students have the right to participate in the student council.
17. Students have the right to participate in school programs and activities, e.g. "Oxford Got Talent".
18. Parents have the right to know about their kids' yearly plan and teacher syllabus.
19. Parents have the right to get academic/behavior report for their children.
20. Parents have the right to meet teachers scheduled meeting.

❖ Responsibilities:

1. All students must attend morning School Assembly which starts at 8:00 a.m., and the First class on 8:15 a.m. No student will be allowed to enter the school after 8:00 a.m. All Gates will be closed at 8:00 a.m. In case a student comes late and he/she has an emergency case his/her parent or guardian must go to the General Administration and get permission from the school's Principal.

2. Student should be committed in wearing the school uniform on daily basis and they are allowed to wear the sport uniform and the sport shoes in the P.E. and swimming classes only. In the case student not wearing the school uniform he/she will not be allowed to take any classes and the student will be sent home.
3. Student should be committed in wearing the school sport uniform on the day they have P.E classes, in the case student not wearing the school sport uniform he/she will not be allowed to take the P.E. class.
4. Students should pay attention to their appearance and hygiene such as cutting their nails and hair, (girls should tie their hair and boys should trim their hair). Wearing jewels or accessories, makeup, nail polish, and hats are not allowed whether inside or outside the class room. Students who do not obey the school rules will be not allowed attend classes and will be sent at home.
5. CD, DVD, cameras, MP3, I-POD, I-PAD, and other entertainment equipments are not allowed; otherwise they will be confiscated by the school until the end of the academic year.
6. Mobiles are not allowed, or they will be confiscated by the school until the end of academic year and if the student use he/she will be punished according to school regulations and rules:
 - Student will take a warning
 - Parents will be informed
7. Students are not allowed to use obscene words and actions, which are not suitable to use in and are not acceptable, and if the student did, he/she will be punished according to school regulations and rules:
 - Student will receive a warning
 - After school detention
 - Parents will be informed
8. Smoking is not allowed, and if caught the student will be punished according to school regulations and rules:
 - Student will receive a warning
 - Suspension 1 day first time, 2 days second time
 - Parents will be informed
9. If the student damages any of the school properties he/she will be punished according to the school's regulations and rules:
 - Student will receive a warning
 - Inform the parents
 - Pay for these damages.
10. Students are forbidden to enter or promote or guide students to deal with print, images, or obscene public programs and unparalleled views of different sources, and if the student did, he/she will be punished according to school regulations and rules:
 - Student will receive a warning
 - Suspension 1 day first time, 2 days second time
 - Parents will be informed
11. Students are not allowed to possess sharp tool or any tool that can be used in acts of violence , and if the student did, he/she will be punished according to school regulations and rules:
 - Student will receive a warning
 - After school detention
 - Parents will be informed

12. Cheating in school exams or damaging the answer papers or answer one of his colleagues or any behavior that would disrupt and block exams is forbidden , and if the student did will be punished according to school regulations and rules:
 - Student will receive a warning
 - Parents will be informed
 - Receive a zero in the exam
13. The absence of student is not allowed during the period of monthly, mid-term or final exams. In case the student had an emergency case such as sickness report and couldn't attend school then he/she should bring a medical report certified by the Ministry of Health and arrange a re-exam with the teacher and Head of Department.
14. Students are not allowed to disrupt the educational process, and if the student did, he/she will be punished according to school regulations and rules:
 - Student will receive a warning
 - Parents will be informed
15. Any theft of school property, students or employees is forbidden , and if the student did, he/she will be punished according to school regulations and rules:
 - Student will receive a warning
 - Return it to its original holder
 - Parents will be informed
16. Violation of the sanctity of Ramadan, and if the student did, he/she will be punished according to school regulations and rules:
 - Student will receive a warning
 - Parents will be informed
17. Students are forbidden to leave classes during school hours without permission and student should attend all classes from the beginning till the end. In case a student had an emergency case to leave the school during the course of the school day, his/her parents have to take permission from the Principal or Head of Department and pick-up student from the school. Leaving school before the end of the day without parents is not allowed, and if the student did, he/she will be punished according to school regulations and rules:
 - Student will receive a warning
 - Parents will be informed
18. If the student can't attend the sport classes or can't join in the playground or gym, then he/she should bring sick report or a letter from the parents explaining the situation.
19. Drugs or alcohol or psychotropic substances are forbidden, and if the student did, he/she will be punished according to school regulations and rules:
 - Should look for alternative school
 - Non-refundable tuition, and should pay all the due amounts of money required from him/her to the financial department.
20. Fighting in the school is prohibited, and if any student got into a fight with another student then both of them will be punished according to school regulations and rules:
 - Should look for alternative school
 - Non-refundable tuition, and should pay all the due payments.
21. The student who insult a teacher or school staff will be expelled from the school
22. Students who receive three consecutive warnings should look for alternative school and no amounts of money are refundable, and should pay all the due amounts of money required from him/her to the financial department.

School/ Parent Communication

- Parents can communicate with the school according to the parents policy (PP000).

Attendance Policy

– Definitions:

- Absence from School:** A student is absent from school when he/she is not physically present.
- Excused Absence:** A student is absent when he/she is not present during an entire regularly scheduled attendance period according to the following conditions:
 - A note or phone call from the parent/guardian
 - A pass from a staff member(social worker)
 - A statement from the doctor, a copy of documents from court appearances another form of legitimate documentation explaining the absence.
- Unexcused Absence:** All absences are considered unexcused unless the student has a note or phone call from the parent/guardian, a pass from a staff member(social worker) , a statement from the doctor, a copy of documents from court appearances, or another form of legitimate documentation explaining the absence.
 - The absentees will be marked as A in the attendance file, soft copy will be sent to the IT department and the administration department to document the absence
 - The school follows the Ministry of Education laws for absence.
 - Parents should be informed by a phone call ,a text message, and Email
- Skipping:** Unexcused absence from any class. Skipping is an unexcused absence from the entire class period. Continued skipping may result in automatic drop from enrollment and/or reporting to the Department of Social Services.
- Class cutting:** A student is late to class more than 10 minutes.
- Tardiness:** A student is tardy when he/she is not present in the classroom when the bell rings for the beginning of each period and/or time when the period is scheduled to begin.
- Unexcused Tardiness:** Tardiness to class is unexcused unless the student has a note from a staff member, a statement from a doctor, a copy of documents from court appearances, or another form of legitimate documentation explaining the reason for the tardiness.

– Regulations:

- School days are defined in the time table provided in pages 5-8.
- In the event of an absence, parents must notify school personnel in the main office by 9:00 A.M. on the day student misses classes. If no call is made by 9:15 A.M., the school will contact the student's home to inquire about the reason of the absence. If the school cannot reach the student's parent/guardian by phone on the day of the absence: a text will be sent out.
- Students are required to complete all homework assignments missed due to any absence. It is the returning student's responsibility to contact his/her teachers to

arrange make-ups.

- The school does not excuse any absence or tardiness without valid documentation.
- The staff shall take appropriate action when an unexcused absence or tardiness occurs. The action taken will be designed to correct any attendance problems posed by individual students.

A. Excused Absences:

- **Excused absences will be those, which occur because of the following reason(s):**
 - Personal illness with a physician's note:
 - Death in the immediate family:
 - Administrative reasons (e.g. suspension from school):
 - Verified legal obligations:
 - Extended periods of illness, which are covered by a written statement from a physician indicating that he/she, ordered the absence.
 - Circumstances beyond the control of the parent.
 - Circumstances where the parent has reasonable concerns for the child's health and safety.

B. Unexcused Absences:

- Unexcused absences are those that reflect tardiness, tenancy, class cuts/skipping, family vacations, and other reasons not listed as qualifying under "A" above.

C. Class Cuts:

- **A class cut is an unexcused tardy to class exceeding 10 minutes:**
 - Cut of one class: Detention and/or one day suspension.
 - Second time skipping/cut of a class: one day suspension and parent meeting.
 - Third time skipping/cut of a class: Warning and two-day suspension, parent conference.
 - Continued skipping/cuts of various classes: drop from enrollment.

D. Tardiness to School:

- Tardiness is the act of arriving, acting, or joining after the scheduled, expected, or usual class time: late or moving slowly and sluggishly to cause tardiness. Students arriving to school after 8:05 A.M. must report directly to class: arriving after 8:55 A.M. students must report to the principle.

E. Excused Tardiness:

- Doctor/dental appointments when the student brings in a note from the doctor's office.
- Chronic illness as recorded on file in nurse's office.

F. Make-Up Work:

- Each student should be treated as in the Homework policy (STP001 Master)

✚ Policy on Work Missed / Exam through Absence

- Students who miss an assessment (for example, a test or an examination) due to illness are required to provide a doctor's report confirming it.
- Students who miss an examination through illness or other reasonable reasons will be expected to reschedule the examination date with the Head of department and the subject teacher.

✚ Policy for pre exams:

- Students who need to take exams before the scheduled school exams due to reasonable reasons like travelling will be expected to reschedule the examination date with the Head of department and the subject teacher after taking the approval from the ministry of education.

✚ Policy for delaying the exam time due to the weather conditions:

- The delayed exams will be transferred to the last day of exams.

✚ Dress Code

- Oxf's has established a student dress code in order to maintain an orderly and safe environment conducive to learning. Oxf's expects all students to comply with the school dress policy as set forth in this document, at all times during school hours and all school related activities and functions. If the student is in doubt whether a certain item violates the dress code policy; he/she must check with the school administration before wearing the item in question.

• Physical Education Dress Code

- Physical Education wear is recommended during physical education activities
- Students may opt to wear Physical Education rather than uniform during physical education activities.
- Shoes: Students must wear jogging shoes during Physical Education.

– Dress Code Note:

- Students shall dress in a manner that shows respect for the educational environment. The following items are prohibited:
 - The full school uniform must be worn at all time; uniforms should always be neat and clean.
 - Items that disrupt the educational mission and are prohibited should not be brought to school. Personal items such as clothing, jewelry, gym bags, water bottles, etc., shall be free of writing (any graffiti), pictures, or any other signs, which are vulgar, violent, or sexually suggestive.
 - All students shall keep their hair clean. Long hair must be braided or neatly secured.

- During a non-uniform day, student shall not wear clothes that are altered, cut off, or immodest, e.g., short or miniskirts, spaghetti straps.
- Students must adhere to the school's dress code: i.e. wear the correct uniform at all times (P.E uniform must be worn as per school requirements).
- The school uniform must be worn with dignity and pride.

– **Piercing and Jewelry:**

- Students who have chosen to pierce their ears may wear small, stud earrings to school. Long dangling earrings and other types of similar earrings are considered distracting/possibly dangerous and are prohibited. No visible body piercing is permitted. Piercing and/or jewelry that are deemed inappropriate, a safety concern, or a distraction to the learning environment will need to be removed by the student.

– **Grooming:**

- Students that choose to grow facial hair shall keep it clean, trimmed and neat. It may not interfere with any work assignment required of the student, example: working with machinery.
 - The length of fingernails shall be an acceptable length so that they do not interfere with student's abilities to complete assigned work.
 - Distracting hairstyles, visible tattoos, face painting and body painting that are deemed a distraction to the learning environment are prohibited.
 - Students are expected to have standard haircuts, which are not disruptive to the learning environment.
 - Makeup (up to the discretion of the administration)

– **Hair code:**

- All students are required to practice good personal hygiene. Hair must be clean and well groomed.
- Although many of today's hairstyles are extremely diverse and eccentric, these are a distraction and are inappropriate for school.

Philosophy and Student Assessment

- Each student should be evaluated and assessed according to the school assessment policy (SAP 001)

School Books, Resources and Supplies School Books

- Books are classroom resource tools of learning. Students are expected to purchase a copy of every book for all classes and bring the correct book to class.
- School Supplies
 - Students are highly recommended to bring the following items to school:
 1. At least five sharpened pencils;
 2. At least two ink pens;
 3. Notebook and plenty of loose leaf paper;
 4. A standard pocket dictionary;
 5. At least five folders;
 6. Pencil sharpener with container (non-electric);
 7. Compass, protractor (5th grade and up);
 8. Other supplies may be required at the discretion of each teacher.
- Materials
 - Students are expected to have materials, such as books, notebooks, and sharpened pencils, or pens, at the beginning of every class. Detentions may be given for not having expected materials.

Library / Media Center

- Library personnel are responsible for the management of the library. Availability of reference materials will be arranged and assistance to students and teachers will be provided as needed. Teachers will help students find information and maintain discipline. Students are required to follow library procedures and guidelines.(LIP000)

- **Use of Library Books**
 - If a book is lost, a replacement fee must be paid. If the book is later found and returned, the money will be refunded less the overdue charge and any additional fees. A fair charge will be made for damage beyond normal wear. Fines can be avoided by accepting responsibility for the care of borrowed material.
 - Teachers are asked to follow the same rules for personal use of library materials as the students. Books and/or reference materials may be placed on temporary reserve for pupil use.

**Reminder of proper library rules:
PLEASE BE QUIET AND WORK RESPONSIBLY!**

Homework Policy

- Each student should follow the Homework policy (STP001)

Classroom Behavior: In Classrooms Students are Expected to:

1. Follow all classroom rules.
 2. Line up to enter/leave the classroom.
 3. Take pride in their classroom presentation.
 4. Be seated according to their seating plan.
 5. Keep lockers / desk cubicles organized.
- Students who disrupt or disturb the learning environment will be disciplined according to set procedures established in the Oxf's policy (STP000): Student Behavior Code and Disciplinary Procedures.

Behavior at Assemblies/Activities /Breaks and Line-up:

1. Students are to be aligned and ready in their class assembly at 8:15 am.
2. All School gates close at 8:15 am, In case a student comes late and he/she has an emergency case his/her parent or guardian must go to the General Administration and get permission from the school's Principal.
3. Students must show respect and decorum when standing upright for the national anthem.
4. Students are to stand quietly and appropriately before and during the assemblies that are conducted in the auditorium, gymnasium or the basketball area.
5. Hooting, shouting, or whistling is not allowed in appreciation of performances. Clapping is an appropriate way of showing appreciation for a job well do ne.
6. Littering is not allowed, Students must use the bins provided.

School Property

- Students are expected to use school equipment and facilities appropriately and to behave in such a manner whereby school property is preserved and protected. Students may be disciplined for improper use or treatment of school facilities and/or equipment.

Athletic Program

- The purpose of athletics is to provide a means for student's personal development in mind/body awareness, physical condition, competitive spirit, physical skills, and important social skills and values applicable to life beyond school.
- During and after the season, coaches are responsible for promoting the

qualities necessary for healthy athletic competition and good sportsmanship: self-discipline, teamwork, and emotional control, doing one's best and good citizenship.

- Students are expected to use school equipment and facilities appropriately and to behave in such a manner whereby school property is preserved and protected . Students may be disciplined for improper use or treatment of school facilities and/or equipment.
- Behavior at Competitive Events
 - o Students are expected to demonstrate sportsmanship at all competitive events and to conduct themselves according to the rules of fair play both as spectators and participants. Cheating or rude and disruptive conduct will not be tolerated.
- **Parent/Coach Communication**
 - o See parents' policy (PP000).

Behavior at the Cafeteria

- Students must line-up when standing to order at the cafeteria counter.
- Students must eat their break with good manners while seated at the table.
- Students must clear cafeteria tables before leaving the cafeteria.

Stairs and Hallway Rules

- Students are to walk, NEVER RUN, when using the stairs or in hallways. No pushing, shouting or loud chatting is allowed.
- Students are to walk on the RIGHT SIDE of the stairs or hallway silently.

Playground Rules:

- Playground activities are part of our daily school program and they aim to provide a happy environment in which students can play in reasonable safety. To ensure the safety of each student the following rules must be observed:
 1. Students are to be in the playground area only when supervised by a teacher.
 2. Use equipment properly.

3. Take turns in using the playing equipment.

 **Behavior in Change Rooms and Toilets**

- Students must not indulge in aggressive or inappropriate behavior in the above places.
- No two students are allowed to enter stalls simultaneously under any circumstances.

Transportation

- Oxf's offers transportation to all of its students in all districts with parent permission.
- Responsibilities of the transportation Department:
 - All school bus drivers shall be informed when he/she is transporting a child with a Life-Threatening Allergy. The school bus drivers shall:
 1. Have functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus.
 2. Maintain and reinforce policy of no food eating on the bus except for those medically documented needs, i.e. diabetics. In cases of medically documented needs, those students must bring allergen safe foods for eating on the bus.
 3. Students with life-threatening allergies should sit immediately behind and to the right side of the bus driver when transporting to/from school.
 4. Bus drivers will not hand out food treats even on special occasions.
- **Bus Rules:**
 1. Wear the uniform at all times.
 2. Do not speak to the driver, if you need assistance as the bus supervisor.
 3. Always keep your head and hands inside the bus.
 4. Do not use improper language on the bus. Be polite at all times.
 5. Respect and obey the bus driver and the assigned monitor.
 6. Refrain from any action that could distract the driver's attention.

Respect for the Jordanian Flag and Flags of Other Countries

- The Flag of the Hashemite Kingdom of Jordan shall be appropriately displayed at all schools in keeping with customary and accepted practices. Students shall show proper respect for their country's emblem. Instruction should include the frequent repeating of the Pledge of Allegiance by students and teachers. Discourteous treatment of the Jordanian flag, other national symbols, or other nation's flag shall be a cause for disciplinary action.

Electronic Devices

- The use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity of the education program is strictly prohibited. Students violating these guidelines will be disciplined in accordance with Oxf's policy.

Computer Uses & Policies Computer Tampering

- A person who knowingly or intentionally alters or damages a computer program or data, which comprises a part of a computer system or computer network without the consent of the owner of the computer system or computer network, commits computer tampering. Computer tampering may result in suspension or expulsion from school.

– **Computer Trespassing**

- A person who knowingly or intentionally access a computer system, a computer network, or any part of a computer system or computer network without the consent of the owner of the computer system or computer network, or the consent of the owner's licensee, commits computer trespass.
- Computer trespass may result in losing computer usage, suspension or expulsion from school.

– **Computer Lab Rules:**

1. No student is to be in the computer lab without a teacher present.
2. No food or drink will be allowed in the computer lab at any time.
3. Use your assigned computer at all times.
4. Do not upload software or files onto any school computer.
5. Do not change the configuration of any program on the computer. This includes desktop colors, screensavers, fonts, or other options that appear on any page of any program. Do not play computer games.
6. Do not force any component of the computer, including flash drives, to make them work. If you have any trouble, ask your teacher for help.
7. Do not turn your computer off. Computers are to stay on all day.
8. Exit the document(s) you have been working on before leaving at the end of the class (click the black X in the upper right hand corner). Turn the mouse upside down beside the monitor and push chairs in.
9. Absolutely no horseplay will be tolerated in the computer lab.
10. Students will be expected to follow the school's Internet Acceptable Use Policy.

– **Video Surveillance**

- The interior and exterior of the Oxf are under surveillance by video equipment. The surveillance system is in place to insure the safety of the Oxf's students, staff and visitors. A recording may be used as evidence by the administrators or by the police in any situation involving the violation of any rule, regulation, policy or law.

 **Bullying:**

- Oxf's is committed to a school environment in which students are safe from any form of bullying. We believe that every student has a right to a safe and secure learning environment. Verbal or physical bullying is completely prohibited and the school will deal with those bullying, firmly. Repeated incidents of bullying will automatically lead to suspension.
- What is bullying? Bullying is the willful intention to hurt, threaten or frighten someone. Bullying can be either physical or verbal or both. Cyber bullying is when one targets another using interactive and digital technology or mobile phones.

– **Forms of Bullying:**

1. Physical assault, beatings and violent attacks.
2. Kicking, punching, arm twisting, pushing, pinching.
3. Flicking, poking.
4. Playing continuous practical jokes (e.g. Hiding another person's belongings).
5. Cutting queues.
6. Threatening physical harm with older brothers/sisters/friend.
7. Sexual harassment/abuse.
8. Stirring – encouraging others to fight.
9. Verbal abuse or teasing. Name-calling, e.g. using language that puts people down, racist remarks.
10. Referring to family/home life/clothes.
11. Sarcasm/saying nasty, hurtful personal things.
12. Cyber bullying
13. Sending threatening, tormenting, humiliating, and embarrassing messages via digital technology.
14. Misuse of social networking and micro blogging sites (e.g. Facebook and Twitter).
15. Non-verbal or emotionally bullying others by
16. Intimidation through gestures.
17. Social exclusion or by deliberately excluding others.

Disruptive Conduct

- The following conduct is defined as "disruptive conduct" and is prohibited on school property.
 1. Serious Physical Abuse.
 2. Physical/Verbal Harassment/Aggressive Play.
 3. Vulgar Language.
 4. Inappropriate/Offensive Gestures.
 5. Possession and use of any dangerous equipment/devices.
 6. Causing, or attempting, threatening or conspiring to cause damage to personal or real property, and/or causing or attempting, threatening or conspiring to cause harm to a person through:
 - Sexual / verbal / physical harassment.
 - Arson – the willful and malicious destruction of any part of a building or its contents or occupants through the use of fire or any harmful object.
 - Theft/ Stealing – the intentional taking of property belonging to another.
 - Battery – the intentional striking of another person.
 - Assault – placing another person in fear through harmful or offensive touching, whether or not touching is actually intended.
 - Vandalism of Property belonging to o the r students or the school.

Due Process

- Due process is an administrative procedure followed when the code of conduct is contravened in anyway. Fairness is to be maintained at all proceedings.
- The following disciplinary actions shall be taken in response to any serious violation which threatens or harms other students, school property or normal school activities, regardless of where it occurs.
 1. Immediately following any incident, a school administrator will investigate the allegations and write a comprehensive report after a fair interview with the student.
 2. The parents/guardian will be notified of the student's right to a due process hearing which will be conducted according to the set procedures.
 3. Should a student be found guilty after a thorough investigation, the student will face the relevant consequences as indicated at the end of this document.
 4. Following the informal conference and prior to suspending a student for repeated acts students will be referred to the social counselor.
- Interventions: (referral to)
 - Referral to the School Counselor
 - Signing of a behavior contract/agreement
 - Performance of community or school service
 - In-school suspension
 - Break/after-school detention
- 5. A report for the Ministry of Education will be prepared by the Administrative Manager detailing all processes for expulsion of any student.

Discipline Procedures and Sanctions

a. Parent Contact: see parent policy (PP000)

b. Loss of Privileges

- A penalty whereby the student who violates a certain code of conduct may be suspended from:
 - o Participation in extra -curricular activities
 - o Participation in any competitive team events.
 - o Participation in any co -curricular activities.

c. Counseling Services

- Students may be referred to the School Counselor who will discuss their actions with them and develop plans to improve the behavior. The Counselor may at times work with the parents on strategies to overcome behavioral issues.

d. Detention

- Detention refers to loss of break and /or break times and /or after school extra hours for a specific number of days. Students serving a detention for behavioral issues report to the Executive Director and HODs/ or the Administration Manager. Such action will be noted will be recorded in the student's portfolio. A Detention Letter will be sent home for parents to acknowledge and must be sent back to school well before the detention date.

e. Suspension

- The School Principal and /or the appropriate Heads are empowered to suspend a student from school for causes that, in his/her judgment, warrant such action. In the event of a student's suspension, should severe disciplinary action be necessary, a student may be suspended from all social contact for a specified number of school days. Any suspension decided by the school is a firm warning that a student's behavior is unacceptable, and it will be recorded in the student's file. Suspension in certain cases will be given together with any other relevant consequences.

f. Expulsion

- When all disciplinary processes have been exhausted, as a last resort, the School Principal will recommend expulsion of a student. He alone has the authority to expel a student, and it will be recorded on the student's portfolio and the necessary report filed with the Ministry.

 **Students are not allowed to:**

1. Offend anyone, through word or deed, physically or emotionally.
2. Bring valuables to school (e.g. personal stereos, jewelry, games, large sum of money or toys).
3. Bring cell phones to school. Should a student be found to have a cell phone in his/her possession, it will be confiscated and returned to the parent at the end of the day. Repeated offence will result in strict disciplinary action.
4. Wear long nails, nail polish.
5. Chew gum or bring carbonated drinks to school.
6. Enter restricted areas without the proper authority (e.g. gym, swimming pool area, science labs, I.T. room, and Staff Rooms, Auditorium).
7. Drop litter.
8. Interfere with others' personal belongings.
9. Vandalize school property (e.g. books, furniture, equipment, etc.)

General Behavioral Consequences for Primary School

- The HOD, First Offence consequence will be implemented after a verbal warning. All consequences in the First Offence column are to be carried out simultaneously before moving on the Second Offence column.

| Inappropriate Behavior | First Offence | Second Offence | Third Offence |
|---|---|---|--|
| Rough Play | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior. ○ Recorded on behavior sheet with student Signature. ○ Parent contacted in the homework diary / phone. | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. ○ Home school agreement ○ Counseling ○ Possible detention during break. | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student Signature. ○ Possible in school suspension (up to 3 days) ○ Possible external suspension. |
| Destroying School Property / Vandalism | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. | <ul style="list-style-type: none"> ○ Parent contacted by phone. ○ Full payment of th property ○ Recorded on behavior sheet with student Signature. ○ Counseling ○ Detention during break. ○ External school suspension (up to 3days) |
| Disrespecting / disobeying staff | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior. ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student Signature. ○ Possible external suspension (up to 3 days) |
| Offensive language / gestures | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior. ○ Recorded on behavior | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on |

| | | | |
|--------------------------------|---|---|--|
| | <p>sheet with student Signature.</p> <ul style="list-style-type: none"> ○ Parent contacted by phone. | <p>phone.</p> <ul style="list-style-type: none"> ○ External suspension (up to 3days) | <p>behavior sheet with student Signature.</p> <ul style="list-style-type: none"> ○ Possible external suspension (up to 3 days) |
| Provoking violence | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior. ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. ○ External suspension (up to 3days) | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student Signature. ○ Possible external suspension (up to 3 days) |
| Threatening of any kind | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior. ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. ○ External suspension (up to 3days) | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student Signature. ○ Possible external suspension (up to 3 days) |
| Bullying of any kind | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior. ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. ○ Possible expulsion. | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. ○ External suspension (up to 3days) | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student Signature. ○ Possible external suspension (up to 3 days) or Expulsion |
| Stealing / Theft | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior. ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. ○ Possible expulsion. | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. ○ Parent contacted by phone. ○ External suspension (up to 3days) or expulsion. | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student Signature. ○ Possible external suspension (up to 3 days) or Expulsion |

✚ Student Responsibilities and Consequences

| Inappropriate Behavior | First Offence | Second Offence | Third Offence |
|---------------------------------------|--|--|--|
| Dress code Violation | <ul style="list-style-type: none"> ○ Verbal warning ○ Parent notified in the homework diary / phone. | <ul style="list-style-type: none"> ○ Parents phoned to bring in correct uniform. ○ Recorded on behavior sheet with student Signature. ○ After school detention. | <ul style="list-style-type: none"> ○ Parents meeting ○ After school Detention (up to 2 days). |
| Noisy in the halls or stairs | <ul style="list-style-type: none"> ○ Verbal warning. | <ul style="list-style-type: none"> ○ Asked to return to origin and walk quietly. | <ul style="list-style-type: none"> ○ Parents informed in the homework diary ○ Possible break detention. |
| Running in the halls or stairs | <ul style="list-style-type: none"> ○ Verbal warning. | <ul style="list-style-type: none"> ○ Asked to return to the origin and walk | <ul style="list-style-type: none"> ○ Parents informed in the homework diary ○ Possible break detention. |
| Walking on the bag ramp | <ul style="list-style-type: none"> ○ Verbal warning. | <ul style="list-style-type: none"> ○ Asked to return to the top and walk down. | <ul style="list-style-type: none"> ○ Parents informed in the homework diary ○ Possible break detention. |
| Gum chewing | <ul style="list-style-type: none"> ○ Verbal warning. ○ Discard chewing gum | <ul style="list-style-type: none"> ○ Cleaning up the hallways ○ Recorded on behavior sheet with student Signature. | <ul style="list-style-type: none"> ○ Parents informed in the homework diary ○ Cleanup the cafeteria (minimum of two days) ○ Possible break detention. |
| Eating in the hallway | <ul style="list-style-type: none"> ○ Verbal warning. ○ Put food away. | <ul style="list-style-type: none"> ○ Clean up the hallways (minimum of one day) ○ Recorded on behavior sheet with student Signature. | <ul style="list-style-type: none"> ○ Parents informed in the homework diary ○ Cleanup the cafeteria (minimum of two days) ○ Possible break detention. |
| Late to lessons | <ul style="list-style-type: none"> ○ Verbal warning ○ Recorded on behavior sheet with student Signature. | <ul style="list-style-type: none"> ○ Parents informed in the homework diary (after three late entries to class. | <ul style="list-style-type: none"> ○ Parents meeting ○ Possible break detention. |
| Littering | <ul style="list-style-type: none"> ○ Verbal warning ○ cleanup | <ul style="list-style-type: none"> ○ cleaning up the break area (minimum of one day) ○ Recorded on the behavior sheet with student signature. | <ul style="list-style-type: none"> ○ Parents informed in the homework diary ○ Cleanup the cafeteria (minimum of two days) ○ Possible break detention. |

| | | | |
|--|---|---|---|
| Violation of classroom rules | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior. ○ Recorded on behavior sheet with student Signature. ○ Parents informed in the homework diary. | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. ○ Parents contacted by phone. ○ Home / school agreement. ○ Counseling. ○ Possible detention during break. ○ After school detention. | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student Signature. ○ Possible in school suspension (up to 3 days) ○ Possible external suspension (1day) |
| Persistent disruption of class | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior. ○ Recorded on behavior sheet with student Signature. ○ Parents informed in the homework diary. | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student Signature. ○ Parents contacted by phone. ○ Home / school agreement. ○ Counseling. ○ Possible detention during break. ○ After school detention. | <ul style="list-style-type: none"> ○ Suspension until further notice ○ Possible expulsion |
| Defamation of school's name / reputation / staff / students | <ul style="list-style-type: none"> ○ Warning letter ○ Contact parent ○ Public apology | <ul style="list-style-type: none"> ○ Detention / suspension | <ul style="list-style-type: none"> ○ Suspension until further notice ○ Possible expulsion |
| Unauthorized communication / electronic device to school | <ul style="list-style-type: none"> ○ Written warning ○ Confiscated – return attend of year | <ul style="list-style-type: none"> ○ Written warning ○ Confiscated – return attend of year ○ Parents informed | <ul style="list-style-type: none"> ○ Written warning ○ Confiscated – return attend of year ○ Parents informed |
| Banking / Skipping classes | <ul style="list-style-type: none"> ○ Warning letter ○ Parents informed ○ Break detention to complete missed | <ul style="list-style-type: none"> ○ Detention (minimum 2 days)with conditions | <ul style="list-style-type: none"> ○ Ongoing suspension subject to student record review |
| Punctually / continuous late arrival | <ul style="list-style-type: none"> ○ Written warning after 3 late arrivals. ○ Home notification - eve | <ul style="list-style-type: none"> ○ Parents informed ○ Detention (minimum 1 day) | <ul style="list-style-type: none"> ○ Suspension |
| Punctually / Late to lesson | <ul style="list-style-type: none"> ○ Written warning after 3 late entire | <ul style="list-style-type: none"> ○ Parents informed ○ After school detention (minimum 1 day) | <ul style="list-style-type: none"> ○ Continuous us detention and notation in school report |
| Skipping Detention | <ul style="list-style-type: none"> ○ Further detentions – additional hour | <ul style="list-style-type: none"> ○ Thursday morning detention (3hours or more) | <ul style="list-style-type: none"> ○ Suspension |
| Disruptive class behavior | <ul style="list-style-type: none"> ○ Written warning – timeout ○ counseling | <ul style="list-style-type: none"> ○ Parents informed ○ Detention (minimum 1 day) ○ No activity | <ul style="list-style-type: none"> ○ Detention leading to suspension ○ Loss of all privileges ○ No activity |

| | | participation | participation |
|--|---|--|---|
| Incorrect / inappropriate dress code | <ul style="list-style-type: none"> ○ Verbal and written warning ○ Parents informed | <ul style="list-style-type: none"> ○ Final written warning ○ Sent home to correct dress ○ Detention (minimum 1 day) | <ul style="list-style-type: none"> ○ Continue to send student home ○ Loss of privileges / no activity participation ○ Continue detention |
| Smoking | <ul style="list-style-type: none"> ○ Parents informed ○ First and final warning ○ counseling | <ul style="list-style-type: none"> ○ suspension with conditions | <ul style="list-style-type: none"> ○ Expulsion |
| Possession of censored / obscene material | <ul style="list-style-type: none"> ○ Parents informed ○ confiscation of material ○ Warning with conditions ○ counseling | <ul style="list-style-type: none"> ○ suspension (3days) with conditions | <ul style="list-style-type: none"> ○ Expulsion |

General Behavioral Consequences for Middle and Upper School

| Inappropriate Behavior | First offence | Second offence | Third offence |
|---|--|---|---|
| Bullying | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior ○ Recorded on behavior sheet with student signature ○ Parent contacted ○ Possible expulsion | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student signature ○ Parent contacted by phone ○ External suspension (3 days) or expulsion. | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student signature ○ Possible external suspension |
| Disrespect | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior ○ Recorded on behavior sheet with student signature | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student signature ○ Parent contacted by phone | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student signature |
| Forging signatures | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior ○ Recorded on behavior sheet with student signature ○ Parent contacted ○ Possible expulsion | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student signature ○ Parent contacted by phone | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student signature |
| Vulgar language | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior ○ Recorded on behavior sheet with student signature ○ Parent contacted ○ Possible expulsion | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student signature ○ Parent contacted by phone ○ External suspension (up to 3 days) or expulsion | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student signature ○ Possible external suspension (up to 3 days) or expulsion |
| Inappropriate / offensive gestures | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior ○ Recorded on behavior sheet with student signature ○ Parent contacted ○ Possible expulsion | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student signature ○ Parent contacted by phone ○ External suspension (up to 3 days) or expulsion | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student signature ○ Possible external suspension (up to 3 days) or expulsion |

| | | | |
|--|--|---|---|
| Theft | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior ○ Recorded on behavior sheet with student signature ○ Parent contacted ○ Possible expulsion | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student signature ○ Parent contacted by phone ○ External suspension (up to 3 days) or expulsion | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student signature ○ Possible external suspension (up to 3 days) or expulsion |
| Verbal Abuse | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior ○ Recorded on behavior sheet with student signature ○ Parent contacted ○ Possible expulsion | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student signature ○ Parent contacted by phone ○ External suspension (up to 3 days) or expulsion | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student signature ○ Possible external suspension (up to 3 days) or expulsion |
| Minor Physical Abuse / Fighting | <ul style="list-style-type: none"> ○ Verbal warning and discussion of behavior ○ Recorded on behavior sheet with student signature ○ Parent contacted | <ul style="list-style-type: none"> ○ Recorded on behavior sheet with student signature ○ Parents contacted by phone ○ External suspension (3 days) | <ul style="list-style-type: none"> ○ Administration notified ○ Parents meeting ○ Recorded on behavior sheet with student signature ○ Possible external suspension |
| Serious Physical Abuse | <ul style="list-style-type: none"> ○ Immediate suspension (3days)with conditions ○ Final warning for suspension | <ul style="list-style-type: none"> ○ Suspension leading to expulsion - investigation | <ul style="list-style-type: none"> ○ expulsion |
| Vandalism / Destruction of school Property / Graffiti | <ul style="list-style-type: none"> ○ Written warning ○ Counseling ○ Replacement cost | <ul style="list-style-type: none"> ○ Suspension for 2 days with conditions ○ Replacement cost ○ Penalty fine | <ul style="list-style-type: none"> ○ Suspension leading to expulsion ○ Penalty fine ○ Repair / replace fee |
| Physical / Verbal Harassment / Aggressive | <ul style="list-style-type: none"> ○ Written warning ○ Counseling ○ Parents contacted | <ul style="list-style-type: none"> ○ Final Warning ○ Detention (minimum 1 day) | <ul style="list-style-type: none"> ○ Suspension for 3 days |
| Verbal Sexual Harassment | <ul style="list-style-type: none"> ○ Parents contacted ○ Suspension for 2 days | <ul style="list-style-type: none"> ○ expulsion (can occur in first offence depending on degree of offence) | <ul style="list-style-type: none"> ○ |
| Serious Physical Sexual Hara | <ul style="list-style-type: none"> ○ Final Warning for expulsion ○ counseling | <ul style="list-style-type: none"> ○ expulsion (can occur in first offence depending on degree of offence) | <ul style="list-style-type: none"> ○ |
| Provocation | <ul style="list-style-type: none"> ○ Written warning | <ul style="list-style-type: none"> ○ Final Warning | <ul style="list-style-type: none"> ○ Parent / Teacher |

○ Counseling

○ Counseling
○ Detention (minimum 1
day)

○ conference
○ suspension

✚ School Responsibilities and Consequences

| Inappropriate Behavior | First Offence | Second Offence | Third Offence |
|--|--|---|---|
| Cheating in Exam / Test / Homework / Class work | <ul style="list-style-type: none"> ○ Zero Grade for section ○ Detention ○ Letter of regret | <ul style="list-style-type: none"> ○ Zero grade for the entire paper ○ Recorded in student file | <ul style="list-style-type: none"> ○ Barred from the full exam ○ Recorded in student file ○ Student will repeat the exam if he/she cheats in midyear exam ○ Student will repeat the year if he / she cheats in final exam |
| Internet abuse | <ul style="list-style-type: none"> ○ First and final written warning | <ul style="list-style-type: none"> ○ Detention (1 minimum day) | <ul style="list-style-type: none"> ○ Suspension ○ Possible expulsion |
| Destroying others work | <ul style="list-style-type: none"> ○ written warning ○ Additional Work | <ul style="list-style-type: none"> ○ Final warning ○ Replace destroyed work ○ Detention (minimum 1 day) | <ul style="list-style-type: none"> ○ Replace destroyed work ○ Detention (minimum 5 days) ○ Possible suspension |
| Destroying one's own work / text / planner pages | <ul style="list-style-type: none"> ○ Final warning ○ Detention (minimum 1 day) ○ Parents informed ○ Replacement of work / book page | <ul style="list-style-type: none"> ○ Detention (minimum 2days) ○ Loss of grade points | <ul style="list-style-type: none"> ○ Suspension until further notice |
| Misuse of social networking and micro blogging sites such as facebook and twitter | <ul style="list-style-type: none"> ○ Written warning | <ul style="list-style-type: none"> ○ suspension | <ul style="list-style-type: none"> ○ possible expulsion |

 **School Library**

| Inappropriate Behavior | First Offence | Second Offence | Third Offence |
|--|--|---|--|
| School loan books / Library books / School copy Books damaged Misplaced | <ul style="list-style-type: none"> ○ Damage fee or replacement fee students ○ students responsibility to search for misplaced items ○ student to replace or pay replacement fee | <ul style="list-style-type: none"> ○ no library books to be borrowed until books are returned or a receipt for the lost or damaged book is received ○ new loan / copybook will be received on payment for lost / damaged book | <ul style="list-style-type: none"> ○ library access will be denied if any of these persists ○ loan book scan only be replaced on a once on full payment only ○ replacement of schoolbook copies will be on payment basis. |

❖ Please Note;

- Oxf's code of conduct is subject to amendment at the school's discretion.
- The School Improvement Team along with the School Administration, Department Heads and Teachers are responsible for the implementation and monitoring of these policies.