



AL ANJAL PRIVATE SCHOOL
JEDDAH, SAUDI ARABIA



CODE OF CONDUCT

2020 – 2021

CODE OF CONDUCT FOR STUDENTS



Abiding by the school rules and regulations will mean successful completion of your education. The following rules apply wherever you represent the APS

- When in the playground.
- When in the classroom.
- When on the bus.
- When competing with others.
- When sitting for exams.

School grounds conduct:

1. In school, students should show up exactly on time, ready to line up for the flag salute and National Anthem. Student must conduct themselves in an orderly manner to demonstrate their respect for Saudi Arabia with enthusiasm.
2. In school, English must be spoken at all time. You will be watched very closely. It is alright to make mistakes since you are learning and to master the language, you must have the courage to practice it.
3. In school, recess is your time to relax and have fun but do not cause chaos. Also make sure to put your litter in the garbage cans and leave the playground as clean as it was.
4. In school, walkmans and mobile phones are not allowed. If found, they will be confiscated and given to your parents at the end of the school year.

Class Conduct:

1. In class, attendance will be taken every period on daily basis. If a student misses one class, he will be marked absent for the whole day. A student must not exceed 10 consecutive days or 15 nonconsecutive days of absence without an acceptable reason or he will be liable to suspension.
2. In class, your teacher deserves your utmost respect. Students are not allowed to enter the class after their teacher.



3. In class, if you would like to participate in any discussion, raise your hand. Do not be disruptive in class (do not talk, move around, joke, etc...) as this may distract your teacher and interfere with the learning process.
4. In class, chewing gum is prohibited and eating is not allowed. Furthermore any unhealthy and / or unethical behavior is forbidden.
5. In class, it is not allowed to scribble on or scratch your desk. Moreover, writing on the walls is prohibited. Keep your class clean and tidy at all times, as this reflects the kind of person you are.
6. In class, show respect for different opinions expressed by others, even if they contradict your own.
7. In class, homework should be handed in, on time, to your teacher. It should be done neatly and correctly.

Bus Conduct:

Students should exhibit proper conduct on the bus at all times and must cooperate fully with the driver and the bus attendant. Any one behaving improperly –will be denied privilege of riding the bus.

Hall Conduct:

Excellent hall conduct is expected from each student. Running, scuffling, pushing and loudness are disruptive and are not allowed. Throwing of any objects across the hall will result in appropriate disciplinary action.

Standing in the hallways during lessons and / or at the beginning of the class periods will subject you to server punishment.



Dress Code:

1. School uniform must be strictly adhered to in school. Failing to come to school in your proper school uniform subjects you to punishment. Sandals, jeans pants, colored shirts, hats, etc..... are not allowed. Athletic pants can be worn only when you have P.E.class
2. Valuable items such as expensive watches, etc..... are not allowed in school. The school will not be held responsible for the loss of these items.

Check Out Procedure:

All students desiring to leave the school grounds during the regular school day must have a written parental or guardian request, explaining the reason for your early release. The request must be turned in to the administrative office to be granted a permission to exit.

Fighting:

Engaging in or threatening to get into physical fight with another student will result in a long term suspension followed by expulsion.

DISCIPLINE

Discipline philosophy:

Discipline is the core of an organized and efficient institution; without proper structure there can be no order. It is vital that all individuals conduct themselves in a respectable and dignified manner to uphold the reputation of our school.

Discipline Implementation:

- Students should not only behave properly, but they should also implement proper social characteristics of honesty, integrity, selflessness and compassion with their peers.
- At our institution we treat students as young adults who must answer to any wrong doing they perform. We wish to mirror the realities of society: therefore punishment is administered proportionally to the misdeed.
- We not only believe in disciplinary action, but we also practice positive reinforcement. If there is a situation which can be handled positively, we must take every opportunity to teach our student to settle their problems civilly.

Disciplinary action is taken in a step method:

1. Firstly, a student who misbehaves is verbally reprimanded according to his misdeed.
2. If the offense is more drastic or is repeated, we shall involve the guardians of the student in a teacher – parent discussion. Then the student is considered on (probation) or is carefully monitored for further offence.
3. Students on (probation) must sign a written agreement known as (last warning) in the presence of the principal and guardians.
4. Once again, if the violation is repeated, we shall seek suspension or expulsion, according to the misdeed.



Positive Discipline

Emphasis on discipline should, wherever possible, be through positive means such as encouragement, praise or other rewards.

Examples of positive discipline are:

1. Verbal and non-verbal encouragement (smile, a word).
2. Written comments on work.
3. Referral to class teacher, colleague, or principal for praise.
4. Giving special responsibility.
5. Written recognition on report cards or letters to parents.
6. Given praise for showing respect and genuine regard for others.
7. Given praise for always putting the best interest of the others first.
8. Given recognition for extra work or duties.
9. Showing respect for yourself.

Disciplinary Measures and Procedures:

Parents and students must carefully read the attached disciplinary instructions. APS intends to apply this policy strictly. Parents must sign the disciplinary form and return it to school.



TARDINESS

Tardiness Philosophy

- Tardiness negatively impacts a student's academic performance and disrupts the learning and the teaching process.
- A prompt student is an individual who realizes the importance of organization and being on time in the real world, this theory is strongly implemented at our institution to prepare our students not only for school, but for the obligations of their lives to come.
- The school's rules and regulations are clear to the student.
- Pupils should promptly arrive at 7:00 a.m. to attend the morning lines.

Tardiness Implementation

- Students should promptly arrive at school before the morning lines, and be ready for class before the bell rings.
- We have a zero tolerance policy when dealing excessively with tardy students.
- More than two tardy penalties result in after school detention for the student.

Visitors

- Parent visits regarding issues with the administration or teachers should be prescheduled.
- Visits are encouraged at our institution to facilitate communication between the school administration and the parents of our students.

Phone Calls

- Firstly, mobile phone usage is forbidden on school grounds as they present a distraction to the pupils.
- The school's phone is to be used only in cases of emergencies.
- Any other concerns guardians might have which do not concern the administration may be received any time.
- Parents who wish to call the school administration may phone on any day in the afternoon.



TECHNOLOGY CODE OF CONDUCT

Internet access is available to students and teachers at APS. We are very pleased to bring this access to our schools and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world.
2. Information and news form educational sites as well as the opportunity to correspond with the scientists at NASA and other research institutions around the world.
3. Public domain software and shareware of all types.
4. Discussion groups on a variety of topics ranging from multicultural, the environment, music, and politic.
5. Many universities, library catalogues, the US library of congress and ERIC (Educational Information Clearing House) and countless other valuables sites.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Al Anjal Private School in KSA has taken precautions to restrict access to controversial material. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial material. Al Anjal Private School in KSA firmly believes that the valuable information and interaction

Available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of our school.



Internet Network Etiquette

All students are expected to abide by the generally accepted rules of internet network etiquette. These include (but are limited to) the following:

- Be Polite, do not get abusive in your message to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.