



مدرسة المنار الدولية

Educating for learning Today... Empowering Tomorrow

Discipline Handbook

2024-2025

Student Discipline Handbook

We at AMIS believe it is the responsibility of the entire staff to supervise students and to practice behavior management throughout the entire school. As educators, we understand that teaching appropriate behavior and enforcing standards of discipline is an essential part of fulfilling our school's mission of guiding our students to "develop students socially and confidently to become productive citizens" in the world. We invite you to read in the following pages how we plan to implement discipline to provide a safe learning environment that affords an equitable education to all our students as our mission intends.

AMIS Students' Behavioral Assessment Systems

The Core Values of the Discipline Department:

- Respect: For Self and Others
- Responsibility
- Fairness
- Honesty
- Communication

Our Goals:

1. Provide a safe and non-violent school environment to keep the educational process running smoothly.
2. Create student awareness of discipline and schoolwide rules to enhance good behavior.
3. Use continuous communication with parents to engage them as part of the school community and to ensure their acknowledgment and support of the school's Discipline Policy.
4. Provide professional development that enhances teachers' implementation of effective discipline by instructing them in how to deal with students in a positive way.
5. Develop mutual respect among students, parents and the school team.
6. Demonstrate cultural awareness and sensitivity in order to promote loyalty and sense of belonging among students of all backgrounds.

Expectations and Duties from the Discipline Department,

- Our aim is to develop a positive attitude in every student that promotes self-respect, respect for others, responsibility, awareness, and good behavior in society while applying school rules.
- We provide a safe environment conducive to the learning process.
- We communicate with parents, informing them of the system of behavior assessment.
- We prepare behavioral plans for students who have disciplinary problems and help them to overcome these problems.
- We take necessary measures in case parents lack commitment to the school rules and policies.
- We call parents for meetings, whenever needed, to inform them of their child's action.

Expectations from Student:

- All students are expected to follow school discipline and classroom rules, accepting responsibility for their own behavior and maintaining academic integrity.
- Mobiles are not allowed during school hours (7:30-1:30).
- Students are expected to respect others; bullying is not allowed.
- Respect the rights and property of others and take care of school property.
- Early attendance (7:00-7:30) is suggested to listen to important information shared by the principal or homeroom teacher during morning assembly.
- Students should wear the full school uniform as designed. Shorts, slippers or hoodies are not allowed.
- Students should not leave the campus throughout the school day unless parents provide a reason or medical report.
- Students are expected to maintain hygiene, including proper haircuts for boys and hair ties for girls.
- Students are expected to safeguard both their health and the health of others by remaining at home when they have any fever and by wearing masks at all times while on campus to reduce the chance of infection.
- Student should report bullying and unsafe behavior immediately to disciplinary supervisors who will take appropriate action.
- Any student who possess tobacco, weapon or any hurting device, is subject to disciplinary action, including suspension from school.

Expectations from parents:

- Parents should be aware of the importance of dropping their children early at 7:00 a.m. to help settle and prepare for the day.
- Parents should be aware of school behavioral policies from the beginning of the year; they should agree to support school actions taking place for students with special behavior issues.
- Parents should maintain open communication with school personnel.
- Parents' should remain involved by attending Parent/Teacher meetings, Parent Teacher Association (PTA) meetings, and school activities (when invited).
- Parents should respond to surveys and provide any information required to be effectively engaged in their children's school life.
- Parents should dedicate time with their children at home to support and follow up on their children's social and academic progress.
- Parents should model good behavior by applying school policies. No Shouting in the school area.
- Parents should not communicate directly with any student to solve any problem related to their children without reference to the Administration Department.

Discipline

Parents send their children to AMIS to receive an education they don't feel they can get elsewhere. We believe in educating the whole child. This means that, beyond academic subjects, our teachers embody a

commitment to developing our students in art, sports, leadership, and much more. Part of educating the whole child is teaching him/her the way he/she is expected to conduct him/herself during these activities. Al-Manar is focused on creating the future leaders of Qatar. Our teachers and discipline supervisors develop self-directing leadership skills and quality human management and behavior skills in students through the application of a comprehensive behavioral support program covering all aspects of a child's time with us on campus. These skills must be taught and mastered through consistent repetition and application of standards. The following should be our driving principles:

- No student has the right to interfere with a family's educational investment.
- No student has the right to interfere with the school's educational investment.
- All people in this school should feel safe from mental, physical and psychological abuse.
- We will all collaborate to teach time management skills.
- We will all collaborate to develop students' work ethic, work management skills, effective values, independence and responsibility, both individually and in groups.

In the discipline department, we are committed to preparing students who ACHIEVE because they are . . .

- Academically prepared
- Culturally competent
- **H**ighly skilled team members
- **I**nnovative thinkers and problem solvers
- **E**ffective, efficient users of information technology
- **V**ital participants in civic engagement
- **E**ffective communicators

GOALS:

1. Demonstrate improvement in student achievement
2. Embrace a culture of constant innovation
4. Communicate and engage frequently with our parents
5. Demonstrate operational efficiencies
6. Provide a safe learning and working environment

In the Discipline Department, each student deserves to have access to high quality, standards-based, data-driven instruction. Our way of communication includes honesty and clear communication with regard to how and why decisions are made. We try to develop a positive attitude towards self-discipline, regular attendance, and socially acceptable behavior in all our students; we help the school maintain a learning atmosphere that is safe, conducive to learning, and free from unnecessary disruption.

Expectations from Students

- All students are expected to accept responsibility for their own behavior, follow established school, and classroom rules, maintain academic integrity, maintain appropriate dress and hygiene, respect others, and respect the rights and property of others.

- Students are to wear AMIS uniform as designed and given to the students. In other occasions where the uniform is not worn, the following dress code should be taken into consideration: No tight clothes, shorts are not allowed, no sleeveless shirts, no see-thru clothes, skirts should be below the knee when seated, no torn/ripped clothes allowed, flip flops/slippers/bare feet are not allowed, and footwear should protect the student feet.
- Al Manar International School is a closed campus. The closed campus helps promote a safe learning and working environment for all students, staff, and parents/guardians. Students are to remain on campus throughout the school day.
- Any student, who commits an act of harassment or bullying is subject to disciplinary action. Students should report bullying and unsafe behavior immediately to school staff.
- In order to promote a healthy school environment and the general health, welfare and well-being of students, the use or possession of tobacco or other nicotine delivery devices, weapons, or any illegal substance by students while on school property or at school-sponsored activities is prohibited. Any student in possession of the above-mentioned items is subject to disciplinary action, including suspension from school.
- In order to have a safe and positive learning environment, students should not take part in violence, intimidation, bullying, or any other physical confrontation, including non-physical forms of bullying such as cyber bullying. These offences are taken seriously and will result in immediate disciplinary actions.
- In the case of online learning, students will conduct themselves in accordance with the instructions of the teacher, using their cameras microphones as intended to participate in class.
- For Elementary students, the level of punishment will be up to Level 2 only (see below) The same process of non-registration will, however, be applied when needed.

Disciplinary Levels:

Level 1:

- 1.1 Verbal Warning
- 1.2 Written Warning
- 1.3 Parent call
- 1.4 Student sent home
- 1.5 Student Contract
- 1.6 Break Detention
- 1.7 Double break detention
- 1.8 After school detention

Level 2:

- 2.1 Saturday Detention
- 2.2 One day suspension
- 2.3 Two days suspension
- 2.4 Three days suspensions

Level3:

- 3.1 One-week suspension
- 3.2 Two-week suspension

Level 4:

- 4.1 Non-Renewal of Registration

DC: The Discipline Committee can meet and decide on consequences for level 2 offenses and above when needed.

The Discipline Committee members include the following: Social Worker, Student Affairs, Principal and/or Assistant Principal

Offences and Corresponding Levels of Punishment

Attendance:

Offence	Level of Punishment
Morning tardiness, either in person or when attendance is taken for an online session.	Level 1
Continuous tardiness with excuses	Level 1
Skipping school after being dropped	Level 1
Leaving school without permission, including leaving an online class while in progress without permission.	Level 2
Entering or leaving school through a non-approved entrance	Level 1
Tardiness to class between periods	Level 1
Skipping class, either in person or online.	Level 1

Failing to attend or changing buses without written permission from parents	Level 1
Loitering in the parking or in the school vicinity	Level 1
Failing to attend punishment	Level 1

Uniform:

Offence	Level of Punishment
Not wearing the school uniform	Level 1
Wearing improper uniform	Level 1
Not adhering to the dress code	Level 1

Behavior:

Offence	Level of Punishment
Gross violation of the school rules and regulations	Level 2
Cursing and using bad language	Level 1
Assaulting, battering, threatening, or committing acts of vandalism and arson	Level 2
Maltreatment of any student, worker or others	Level 2
Improper conduct with teachers or members of the administration.	Level 2
Improper conduct during school activities and events	Level 1
Playing cards anywhere in the school or on field trips	Level 1 + confiscation
Improper behavior in a classroom, the canteen, or at activities/other events; disruption of class and disruption of the canteen. Disruption of online learning, including through misuse of class chat features.	Level 1
Disrespecting teachers or staff	Level 2

Leaving the classroom / school without permission	Level 2
Refusing to follow instructions from a teacher, administrator, or staff member	Level 2
Cheating or copying homework from classmates is not allowed; plagiarism from the internet will be punished by loss of credit for online learning tasks.	School Policy (Academic)
Possession of items that do not belong to the program being taught and deemed unacceptable by the teacher (toys, magazines, novels, etc.)	Level 1
Littering	Level 1
Wearing improper clothing for any school event or activity	Level 1
Sitting in unattended/unsupervised areas (behind school, under stairs, etc.)	Level 1
Behaving with another person in an intimate manner (Fighting)	Level 2,3,4
Ordering food from outside the school and/or receiving it from a driver or any other delivery person	Level 1+ confiscation
Improper conduct, disturbing, making noise/showing disrespect in the detention, suspension area	Level 2
Theft	Level 2,3
Possession, use, offering of tobacco, alcohol, or illegal substances such as drugs, mobile	Level 2,3,4
Physical or Non-physical Harassment and Cyber Bullying	Level 3,4
Possession or use of the following items on campus without permission of administration: <ul style="list-style-type: none"> • Mobile phone • Laptop • MP3/iPod etc. • Camera • Handheld games Any other banned electronics/items	Level 1 + confiscation

Student using bathroom facilities allocated to the opposite gender	Level 2,3
Spreading rumors about anyone in school or about the school itself (verbally, written, electronically etc.)	Level 2
Giving false information to administrators, teachers, or staff	Level 2
Forging any document or signature	Level 2,3,4

*If a student fails to serve his/her punishment or repeats the action more than once, the next step will be applied. If the action allows, other levels of punishment will be applied based on the discipline committee's decision.

* Floor supervisors should be in continuous contact with parents and administration when needed.

* Floor supervisors will report incidents to administration (director of student affairs, assistant principal, principal and academic controller). Parents and social workers will be involved if there is the need and as seen fit by the director of student affairs.

* If the student is involved in three or more major incidents that lead to suspension and is repeatedly given punishments, the student will have to sign a behavior contract with his parents in the presence of Director of Student Affairs, Principal/Assistant Principal. The student will be denied re-registration.