

# Al Ekhaa School For Boys: International Section

## Expected Student Code of conduct

### The expected behavior of students in Al Ekhaa Schools-International Section

#### Standards and procedures to ensure system maintenance:

- The importance of learning about the laws and policies of Al Ekhaa Schools-International Section without prejudice to the behaviors required.
- Teachers' expectations for student behavior are fair, logical, and clear through Al Ekhaa Schools- International Section Guide. The student has prior knowledge of the Consequences of his actions.
  
- The student's failure to behave properly entails developing a plan by the teacher and the student to ensure that this will not happen again in the future.
  
- Continuing to disrupt the system by the student, leads to involve the student's guardian, the administration, the teacher and the student in developing a behavior modification plan.
  
- A copy of this plan will be kept in the student's file as a warning. If the student continues to repeat this behavior, the list of conduct approved by the Ministry of Education will be implemented
  
- Violation of the behavior leading to physical abuse of the student or other students or teacher, leads to execute a list of behavior approved by the Ministry of Education.
  
- Inappropriate behavior in our schools or that does not comply with security and safety standards is unacceptable behavior within the school.

#### Students' Code of Conduct

Students must be treated in Al Ekhaa Schools-International Section in a way that supports the positive learning environment. The following law will apply to all students, participants and attendees of additional school-supported curriculum activities.

**Al Ekhaa Schools-International Section** expects all students to:

- Follow all instructions and laws at school and classroom.
- Take responsibility, and not endanger themselves or any other individual.
- Maintain the facilities, equipment and property of the school, and any other individual in it.
- Attendance to the school and periods on time; In case of absence, the student applies for a request from the guardian explaining the reason for the delay or absence.
- Participate in supporting the positive school community.
- Take a positive attitude toward teaching and learning.
- Behave appropriately; and not disrupt others' learning.
- Adhering to the culture and heritage of the Kingdom of Saudi Arabia to spread respect and appreciation at school.
- Show respect for teachers, employees, colleagues, their families and all members of society.
- Accept different cultures

## **The rights and duties of the student**

It is assumed that all the affiliated students of **Al Ekhaa Schools-International Section** will gain their rights and that they will fulfill their duties.

### **Student rights**

All students are entitled to the following:

1. Receive high quality education.
2. Respectfully treated by teachers, employees and other colleagues.
3. Support parents and officials during school meetings.
4. The existence of their own school records; they only appear with the written permission of the student himself, his guardian or the officials.
5. Appropriate educational activities that support their talents and abilities.
6. Appreciate good behavior within the classroom and the school.
7. The right to a privileged education and the right to additional assistance from the teacher of the subject.
8. The right to a safe learning environment free from physical and psychological abuse.
9. The right to continuous and objective feedback from teachers.
10. The right to express oneself within the limits of Islamic values and ethics.
11. The right to deal with complaints about the educational process seriously.

## **Duties of the student**

Each student must adhere to the following:

- Follow all policies, rules and regulations provided by Al Ekhaa Schools-International Section.
- Follow the student's code of conduct and student rights and duties.
- Engage in the learning environment and receive active and positive participation.
- Participation in the school community.
- Contribute to and support the positive school environment.
- Respect for the rights of individuals and groups.
- Attend periods, activities and events on time and regularly.
- Commitment to school uniforms.
- Dealing politely and respectfully with teachers and colleagues.
- Work cooperatively.
- Respect the property of the school and the property of others.
- Use appropriate language when talking to others.
- Responsibility for self-discipline within and outside the school.
- Read and follow the instructions and regulations of the Al Ekhaa Schools-International Section and understand well and abide by the behavior.

## **In the classroom:**

- Attend the periods on time.
- Do not leave without permission and using the exit card.
- Commitment to bring books, notebooks and tools necessary for the period.
- Listening and active participation during the period.
- Do not interrupt the teacher or colleague.
- Avoid interventions without permission or comments that would disrupt the running of the period.
- Not obstructing the running period or inciting that.
- Safeguarding classroom furniture and classroom equipment and fining anyone who destroys furniture or equipment.

## **In the school's playgrounds:**

- Avoid running, because it can cause accidents by colliding with colleagues.
- The purpose of long breaks is to eat, drink, rejuvenate and use the bathroom if necessary so they should be maintained.

- Avoid quarrels and clashes and verbal words and non-response student is prone to be punished according the code of conduct.
- Throw the trash in the baskets allocated for this and not throw it on the ground and maintain the cleanliness of the campus all day along.
- The student should stop any activity and go to the queue/assembly immediately after the bell.
- Preserve the facilities of the campus and fined all those who destroy it.
- Respond to the comments and instructions of the supervisors of the campus.

**Inside school buildings:**

- Students are prohibited from entering or staying in school buildings after school hours except with the permission of the administration after the reasons have been stated.
- Students are prohibited from entering the teachers' room unless the student is required to meet with one of the teachers after clarifying the reasons.
- The presence of students in corridors, laboratories and the library shall be prohibited unless accompanied by a teacher or by permission of the administration.
- Take care when going up and down, the walk should be on the left side of the stairs.
- You should go directly to the classroom in a calm, orderly and fast time-bound manner and in recognition of its importance.
- Do not use the school elevator without the prior permission of the responsible director.
- Maintain the cleanliness of the healthy facilities and expose those who destroy them to punishment and fines.

**During meetings and school parties:**

- Adherence to paying attention and listening in meetings, lectures and school parties because these behaviors reflect the respect of the audience to the lectured speaker or to the one who performs an artistic or theater work.
- Applause when required is a desirable behavior, but whistling and issuing unwanted sounds is a negative behavior that is not allowed by school rules.
- Students sit in the places specified by their teachers.
- Attend on time and before the start of the ceremony and return to the classes regularly and without delay to the period.
- It is forbidden to ask for permission during the days of the ceremony and activity except with acceptable excuse (medical - travel).

**General instructions for students:**

- It's not allowed to run inside the buildings and must walk to the right of the corridors and to the left of the stairs.
- Students should leave the building during the break unless otherwise instructed.

- No student is allowed to leave the classroom without permission from the class teacher, and the late student is not allowed to enter the class without written permission from the administration.
- Students are not allowed to leave the school building during the working hours without written permission from the administration.
- Students should keep the place clean.

**In school buses:**

If you wish to join the transport movement, please fill in the link on the school website.

- Acting to ensure safety and quiet in the school buses and any distraction of the driver is contrary to the school's instructions, rules and regulations for the use of buses. Do not talk with the bus driver and his occupancy.
- The escort has the right to determine the seat in which the student is sitting in order to maintain safety and quietness and to count the seat as the student is in charge of his seat. Commitment to seats and not to stand on them.
- Do not speak loudly or use inappropriate words inside the bus. Do not talk or offend anyone who is outside the bus
- Keep buses clean. Do not eat, drink and chew gum in school buses.
- Do not put your hands or head outside the windows of the bus and do not throw objects out of windows.
- Wait for the bus in the morning on schedule and the bus does not wait if the student is late on schedule.
- All the students who use the school bus should go to the bus immediately after school and no student will be allowed to use the bus if delayed / delayed without a valid reason. His return to the home is the responsibility of his guardian.
- No student who is not a participant in the school buses is entitled to take the bus and no student is allowed to take any fellow from another bus where the student's bus is not allowed to be changed except with the permission of the school administration.
- Every student who wishes to return home with a colleague must prove this by a written request from his guardian.
- The escort must inform the school administration of any student who disrupts the system inside the bus.
- Commitment with Bus time, and the waiting period for each house is only two minutes.
- The school principal has the right to prevent those who endanger public safety from using school buses.
- Bus participants are strictly prohibited from leaving by any other means without the knowledge and written consent of both the parents and administration.
- The waste basket should be used on the bus and waste disposal should not be allowed on the street.

- Students should observe the codes of conduct and respect when dealing with others and with the driver and supervisor of the bus.
- School instructions are applied to bus passengers.
- The student will bear the cost of any damage to the bus.
- No student may be transferred to their place of residence other than in case of emergency
- If there is any remark regarding the students who are involved in the transportation, please contact the movement department two hours before the start of the tours, etc. The transportation department is not responsible.
- Do not check the driver or supervisor during the student tour and, if necessary, contact the head of the traffic section, in order to report any remark or send an e-mail.
- No student guardian is allowed to talk to any student on the bus except through the public administration.
- Anyone who violates the above laws is denied from the use of school buses and does not refund the bus fees in the case of repeated violations and non-compliance with instructions.

**Mobile Phone:**

Students are prohibited from bringing their mobile phones to school and will be confiscated from those who do not adhere to it until the end of the school year to deliver to the guardian.

**Sanctions:**

**In case of non-compliance with the system in the bus:**

**The following penalties shall be applied according to case and sequence to those who are not bound by the instructions:**

- 1- The student shall be instructed verbally and in writing about the undesirable behavior issued by him and the guardian should be informed.
2. The use of buses is prohibited from the student for 3 days and his guardian must provide appropriate transportation. Absence or delay for this reason is unacceptable.
3. The transportation service shall be blocked for a whole semester if the violations are repeated or exceeded the limits of politeness and public morals and there was no response or cooperation from the student family.

**School Library:**

In the belief of the importance of reading and writing in the development of skills and different levels of knowledge and the building of the educated individual, and create a close relationship between the individual and the book Al Ekhaa Schools-International

Section selected the stories, books and various references to ensure the greatest benefit to suit the different stages of their Students' attitudes and motivation towards reading through the reading project which is implemented in Al Ekhaa Schools-International  
Section Library Instructions:

- Complete calm inside the library.
- Preserving the library's holdings of books, audio-visual materials, listening and viewing devices, computers, as well as furniture.
- Do not tamper with books on the shelves, in keeping them intact and arranged service for you and others.
- Adhering to the lending rules of the library, especially with regard to the duration of the loan and the penalties for delay and loss.
- Keep the library clean, it is you and a picture about you.
- No trying to get out of any of the Library's holdings, in illegal ways, exposing the violators to penalties.
- Do not write or record any notes on any office item and keep it safe for you.
- It is strictly forbidden to bring food and drinks in the library.
- Leave the books on the table after completion and do not return them to the shelves
- Put the bags in the specified lockers and not to bring them inside the library

#### **Lend ability Instructions:**

- Students may borrow up to three books for a period of one week.
- References, periodicals and dictionaries may not be lent.
- The return date shall be stamped on a special sheet in the last bound book.
- It is not permissible to lend other books to any student who is borrowing if he has late books.
- Any person who caused the loss or damage of any office material shall provide an original replacement or pay its full price at the original price of the material.

#### **Computer Labs**

The laboratories are equipped with the latest equipment and according to the highest specifications and the numbers of students and equipped with educational programs licensed, and appropriate for what the student needs to develop his computer skills.

#### **Instructions for using computers in the school**

- Do not take any drinks or food inside the laboratory.
- Keep your number inside the laboratory in front of your computer and maintain the device and accessories.
- Do not open any program until after consulting the teacher.
- The devices belong to you and others, you must preserve them and not expose them to

- damage or to misuse.
- Follow the correct procedures in turning the device on and off.
- Leave the seat in front of the table in an orderly manner.
- Do not get too close to the screen so as not to damage your eyes, be sure to have moderate lighting, place the device in a position avoiding light reflection of the room or window on the screen.

### **Prayer:**

Prayer times are set on the daily academic schedule, where everyone goes to perform Al-Duhr prayers in the prayer area.

Student must Keep the following conducts when they go to the prayer area :

- Put your shoes in the right place.
- Do not contend with your colleagues during the entry or exit from the prayer area.
- Keep your calm inside the prayer.
- It is forbidden to eat inside the prayer area with the need to maintain cleanliness.
- Leave the prayer with all the good conducts and respect and go to your classroom comfortable peace of mind when the end of prayer.
- When you finish reading the Quran, please return the Quran to the shelves.

### **Food - Snacks**

□ The school provides sandwiches, juices and pies for those who want to buy them from inside the school. If you prefer to send a snack to your son, please send healthy foods and reduce the proportion of sugars, sweets and chips. Try not to drink soft drinks and all the so-called energy drinks. All students are prohibited from ordering food from outside and are entered to school only on special occasions. School staff are prohibited from ordering food for students without prior permission.

□ Al Ekhaa Schools-International Section provides a break for a light meal. You should bring healthy meals from home and not bring a drink or food in a glass bottle, and if brought, will be confiscated and disposed of. We encourage students to bring a water bottles from home.

### **Activities:**

The activities of Al Ekhaa Schools-International Section varies in the diversity of seasons and events and the diversity of students' needs and desires. The activities accompanying the curriculum are prepared by teachers and implemented by students during school hours, in addition to fun activities, trips, sports activities and community service.

The annual activity calendar is distributed to the students. The activity is announced through the school's website and the **Al Ekhaa Schools-International Section** page on Twitter

## **School Trips:**

The school requests written approval from parents in case of organizing student trips. Students will not be allowed to travel if the letter of approval is not available.

## **Lost and Found**

- We hope that parents help us to preserve the property of their children by putting the student's name on the books and things that belong to him such as calculator and other for the swimming bag it is necessary to write the name and grade on the bag.
- Students review the department's monitor for the missing items and if any missing items are found, they are delivered to the department.
- A student who loses any of his property must inform his class teacher or the receptionist in his department of what has been lost to do so.
- After a semester of the collection of missing items that are not found and donated to a charity.
- Lost items are retained if found at reception.
- We ask parents to check to see if their children's property is there or not.
- It is preferable to label the student on all his personal property.
- Any lost personal property cannot be held for more than 30 days.

## **Valuables**

Parents should not allow their children to carry valuables or large sums of money with them to school.

Recording devices or cameras are not allowed without the permission of the teacher and administration. The school is not responsible for the loss of any of the students' needs.

## **Gifts**

No gifts are allowed to be given to any of the school staff. If a student wishes to present a gift to the teacher, it is possible to make them herself, such as hand-made cards or simple gifts made by the students. If gifts are issued, they will be confiscated throughout the year.