



Baccalaureate Schools

Code of Conduct

Students will receive the Code of Conduct Contract at the beginning of each academic year. They will read it carefully and sign it. The signed copy will remain in each Student's academic file.

Vision

The vision of the Baccalaureate Schools is to prepare independent, lifelong learners with an international mindset to become productive, creative and innovative citizens who have global values, while creating a sense of pride in the Palestinian cultural heritage.

Mission

The mission of the Baccalaureate Schools is to provide students with a safe environment which is conducive to learning as well as prepare students to understand, contribute to, and triumph in a challenging, rapidly changing society, thus making the world a better place. We will ensure that students are equipped with 21st century skills that are essential for success and leadership in the emerging creative economy and future technological innovations. Through curricular and extracurricular activities, we will enable our students to become well-rounded citizens.

Purpose of Code of Conduct

Education is the primary purpose of Baccalaureate Schools. In order for teachers to teach and students to learn, there must be a consistently maintained atmosphere that is conducive to learning. The teacher is the officially recognized authority in the classroom and as such, sets the tone and expectations for student behavior and is responsible for the maintenance of discipline and order.

Discipline is the administration of and the redirection towards appropriate behavior. Self-discipline is the ability of a student to personally correct inappropriate actions and to take responsibility in the event of a lapse of judgment. It is the ultimate goal of parents, guardians, students, administrators, teachers, and support personnel that proper behavior and appropriate decorum is always maintained in support of the goals of

maintaining good order while developing a sense of responsibility in a child's development. The rules of conduct, explanation, and consequences of violations in this Code of Conduct are designed to convey to all concerned parties the expected, acceptable, and required behaviors at the Modern American School.

It is the ultimate goal through the application of punitive and rehabilitative methods of correction that a student will develop good character and self-discipline to.

PRINCIPLES

- **Respect** It is expected that students will exhibit behavior that shows respect for the rights, property and safety of themselves and others.
- **Responsibility** It is expected that students will accept personal responsibility for their behavior in order to maintain a safe and productive learning environment.
- **Rights** It is expected that students will honor the rights of others through the process of learning and demonstrating appropriate behaviors in the context of social responsibility.
- **Integrity** It is expected that students will treat each other in fairness and honor and adhere to all applicable policies. Students will also be honest in the performance of their duties and with each other.
- **Courtesy** It is expected that students will treat each other and stakeholders in a manner that maintains each other's dignity.
- **Productivity and Performance** It is expected that all students will subscribe to excellence in all aspects of work acknowledging each other's contributions.

Guidelines for Students

Expectations for appropriate behavior are classified under the following basic headings. Failure to adhere to, or refrain from, these behaviors will result in disciplinary action:

1. **Attendance**: Students are expected to arrive at school on-time. Classes begin at 8:00 a.m. It is highly advised that a student arrive no later than 7:45 a.m. to make any necessary preparations such as use of the restroom or preparing for class prior to the commencement of the first period.
2. **Tardiness**: Students are expected to be in each designated class on-time. Tardiness disrupts the flow of a lesson and as such is to be avoided. The daily time-table clearly outlines the start and finish time of each period's lesson. There are 5 minutes between classes and that has been found to be enough time for students to prepare for their following class.
3. **Truancy**: A student who is officially on campus during a school day who then subsequently fails to attend one class period or more, and or leaves the school without permission is considered to be truant.
4. **Uniform Violations**: The school uniform is designed to create a sense of pride in one's self and the school in general. As such, the maintenance of the proper uniform as per the school's guidelines is a requirement.
5. **Classroom materials and supplies**: Items required for the proper execution of a class such as books, pens, paper, etc., are a necessity and must be brought to every lesson unless otherwise instructed.
6. **Electronic devices**: Any items that are constructed or working by electronic means are in this

category. These items include, but are not limited to: cell phones, iPods, mp3 players, gaming devices etc. *There are procedures for students to contact parents and parents to contact students in place that do not require students to carry electronic devices. Baccalaureate Schools will bear no responsibilities to any damages incurred to devices while in our possession.*

7. **Disruption**: Any act that throws a situation into a state of disorder and affects the harmony or peacefulness of an atmosphere is considered disruption. This applies to the classroom, hallways, lunchroom, outing, bus, or any area under the direct influence of the school.
8. **Disrespect**: The demonstration of respect is the lynchpin to the creation of an atmosphere conducive to learning. It is also a skill that is required in the successful navigation of day-to-day life. Therefore, disrespect will not be condoned or tolerated.
9. **Profanity**: The use of foul or hurtful language directed towards anyone is a sign of immaturity and is injurious to the school's atmosphere. Its use is not allowed.
10. **Refusal**: A student who fails to comply with a reasonable request or acts in an obstinate manner is demonstrating Refusal. Refusal severely undermines the authority of the individual requesting compliance and as such is considered a major infraction.
11. **Cheating/Plagiarism**: Gaining unfair advantage during testing or taking credit for another's work is universally recognized as inappropriate and can have severe effects on one's academic career. As such it is considered a major breach of ethics.
12. **Fighting/Bullying/Intimidation**: These behaviors severely disrupt the school environment and are considered major infractions.
13. **Vandalism**: The destruction or defacement of private or public property is considered vandalism. Graffiti, removal of desk tops, purposeful breaking of windows, etc. are considered under this heading.
14. **Tobacco & Nicotine**: Any tobacco and nicotine products or paraphernalia associated with tobacco use is strictly forbidden. This includes any electronic nicotine devices.

15. **Public Display of Affection:** Any inappropriate physical interaction between any two or more students is forbidden.
16. **Bullying:** A serious consequence will be taken if any form of bullying ‘verbally, physically or cyber bullying’ occurred according to BAS general disciplinary guide.
17. **Other:** The above guidelines are a sampling and as such are not comprehensive. Other unacceptable behaviors include such things as theft, horseplay, fireworks, unauthorized use of a vehicle and failure to report to detention. **The object of adherence to acceptable behavior is to develop an intrinsic self discipline within the character of each student.**

Due Process and Levels of Disciplinary Action

Teachers are expected to exhaust all means available to correct a student’s misbehavior before referring them for administrative action. When a student is referred to the administration the first thing conducted is a due process.

Due process serves two basic goals. One is to produce, through the use of fair procedures, more accurate results: to prevent the wrongful deprivation of interests. The other goal is to make people feel that the school has treated them fairly by listening to and objectively evaluating their side of the story.

Due Process is essentially a guarantee of basic fairness. Fairness can, in various cases, have many components: notice, an opportunity to be heard at a meaningful time in a meaningful way, a decision supported by substantial evidence, etc. In general, the more important the

individual offense in question, the more process that must be afforded. No student can be summarily given a punishment for something they may not have done.

If a student is found in violation of the principles of the School Code of Conduct, then there are several actions that may result. Many of these actions are used in combination with other actions (for example, a student may receive a break detention *and* a verbal warning).

1. **Verbal Warning:** Verbal warnings are documented and placed in the student's file. Further infractions as described in the warning will result in more severe consequences.
2. **Written Notification:** A formal written notification sent to parents and guardians, it is also documented and placed in the students file.
3. **Letter of Apology:** A letter of apology may be required. A template will be provided to the student and kept on file.
4. **Mandatory Counseling:** Most infractions require the intervention of the Guidance Department. The counseling is designed to be rehabilitative in nature and may result in further follow-up counseling, behavior contracts or reward systems being recommended.
5. **Parents' Notification/Meeting:** In many instances parents will be informed electronically or will be required to attend a meeting in regards to their child's behavior, repeated behavior violations and/or suspension.
6. **Break Detention:** A student will serve a supervised detention during their daily scheduled break under the supervision of a teacher or an

administrator.

7. **After School Detention:** A student will serve detention after school for an assigned period of time during which school work will be completed under the supervision of a teacher or administration.
8. **In-School Suspension:** ISS is an in-school suspension that normally lasts from 1-3 days. It is an alternative to Out-of-School suspension and allows students to gain daily credit for academic work and attendance and is often given for any type of physical altercation. It is designed to not only be punitive but rehabilitative as well. A student who successfully scores a 20 on The ISS rubric is released from further attendance of ISS.
9. **Out of School Suspension:** OSS is punitive in nature. While on OSS, the school is relieved of the requirement to provide academic support and the student does not receive attendance credit. Students on OSS are banned from all school sponsored events including sports, plays, trips, etc. until the completion of the assigned days.
10. **Referral to School Principal:** Some infractions may surpass the administrator's authority to take action. These infractions are referred to the School Principal. This step is usually reserved for major or habitual infraction
11. **Ministry of Education Warning Letter:** A MOE warning letter is reserved for the most egregious violations of the Code of Conduct. 3 MOE warning letters usually result in immediate expulsion.
12. **Expulsion:** Expulsion is the permanent removal or banning of a

student from the school for the continuous violations of major policies. When a student repeatedly defies rules and displays unacceptable behavior the administration has the right to issue an expulsion.

It is the hope of both the teachers and the administration that all students follow the basics of the Code of Conduct and be a positive influence in the school. No one enjoys either the administration of, or the receiving of, corrective action. If a student abides by the precept to, **“Do the right thing even when no one is looking,”** everyone’s school year will be productive and enjoyable.