



Beverly Hills International School

Student Behavior Policy



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1- Beverly Hills International School Mission and Vision:

Mission:

Our mission is to deliver exceptional education to all students and the community, while fostering citizenship, ethical values, and social responsibility.

Vision:

Our vision is to nurture a generation that is creative, caring, and proud of its heritage. We strive to provide an inspiring environment that fosters critical thinking, creativity, empowerment, and the achievement of personal and academic excellence.



2- Purpose

Beverly Hills International School (BHIS) is committed to creating a respectful, safe, and engaging learning environment where students develop self-discipline, empathy, and responsibility. The purpose of this policy is to:

- Set clear behavioral expectations.
- Promote ethical conduct and social responsibility.
- Encourage positive behavior through recognition and consistent reinforcement.
- Implement fair and progressive disciplinary practices.

3- Core Behavioral Expectations

Students must:

- Arrive at school and attend all classes punctually.
- Respect peers, staff, visitors, and themselves at all times.
- Comply with school rules and regulations.
- Maintain cleanliness, orderliness, and personal hygiene.
- Refrain from physical aggression, inappropriate language, bullying, or unsafe behavior.
- Use only the authorized language of instruction in class.
- Refrain from bringing unauthorized items, including mobile phones and gum, without prior approval.
- Actively participate in academic and co-curricular activities with integrity and commitment.



4- Positive Behavior Reinforcement

To foster responsible citizenship, BHIS promotes and rewards positive behavior. Recognition includes:

- Verbal praise.
- Certificates and awards for outstanding behavior and leadership.
- Recognition during assemblies and school events.
- Tokens for demonstrated school values and learner outcomes.

Tokens of good behavior include:

- Participating enthusiastically in class.
- Showing recognizable progress in a certain subject.
- Helping a student in need.
- Helping the teacher in class.
- Presenting a project or craft to show extra effort.
- Exhibiting traits of good citizenship.
- Exhibiting great improvement in behavior.
- Finishing a task/assignment brilliantly.

Each time a student collects 10 tokens of good behavior, he/she will receive a special privilege.

5- Disciplinary Framework

Discipline at BHIS is progressive, aiming at behavior correction rather than punishment. It involves the student, teacher, parents, and admin team. All disciplinary decisions are guided by fairness, respect for student dignity, and a commitment to growth.



Behavior Levels and Procedures

Additional Sanctions

- Ineligibility for trips or extracurricular events.
- Behavior reports for tracking interventions.
- Restorative tasks and community service.
- Written pledges from students and parents.
- Financial compensation for vandalism.

6- Mobile Phones and Electronics

Mobile phones must not be used during school hours. Unauthorized devices will be confiscated and returned only to parents. Repeated violations may result in the device being held for an extended period or until the end of the academic year.

7- Uniform and Appearance

Students must adhere to the full school uniform policy. Repeated violations will result in written warnings, detention, or being sent home to correct the infraction.

8- Academic Integrity

Cheating and plagiarism are serious offenses. First incidents will result in partial mark loss; repeat offenses will lead to a zero and possible suspension. Misbehavior during exams will trigger admin intervention and possible removal from the exam room.



9- Cyber Conduct and Bullying

All forms of bullying—including cyberbullying—are strictly prohibited, whether occurring on or off campus. Any substantiated case will result in immediate pastoral response and potential disciplinary action up to and including expulsion.

10- Leaving Campus

Students may not leave campus during school hours without explicit authorization from school leadership or the nurse. Unauthorized departure will result in disciplinary consequences.

11- Appeals and Records

Parents may appeal expulsion decisions to the complaint committee. All behavior-related documentation is kept confidential in secure student records and monitored for follow-up.

12- Final Notes

This policy will be reviewed annually and is subject to updates in alignment with the Ministry of Education guidelines and BHIS’s educational values.

13- Student Behavior Violations by Severity

First-Degree Violations	Second-Degree Violations	Third-Degree Violations	Fourth-Degree Violations
1. Tardiness in attending class at the designated time.	1. Skipping classes.	1. Skipping school during the school day.	1. Possession, use, or promotion of drugs.



2. Causing chaos in the classroom or school (e.g., playing with water, loud noise, tampering with equipment, side conversations).	2. Bringing mobile phones.	2. Damaging learning resources or stealing school/others' property.	2. Possession or use of prohibited items (cigarettes, 'Sweika').
3. Eating or drinking during class without permission.	3. Tribal or sectarian bias.	3. Disrespecting teachers/staff/visitors verbally or with inappropriate gestures.	3. Physically assaulting teachers/staff/visitors.
4. Repeatedly interrupting the teacher's explanation.	4. Minor physical altercations without harm.	4. Bringing and using dangerous materials or toys (e.g., fireworks, colored sprays).	4. Gathering with the intent to harm others – bullying.
5. Sleeping in class.	5. Verbally abusing peers with inappropriate language.	5. Fistfights resulting in harm.	5. Possession or use of weapons or sharp tools (e.g., knives).
6. Morning tardiness or missing morning assembly.	6. Damaging the classroom or school environment.	6. Refusing administrative procedures.	6. Bringing and distributing indecent materials.
7. Eating during class without permission.	7. Leaving or entering class without permission.		7. Misuse of mobile phones.
8. Not bringing textbooks, supplies, or sportswear.	8. Failure to complete schoolwork.		8. Taking and publishing photos inside or outside the school.
9. Not maintaining a proper general appearance.	9. Not following school uniform policy.		9. Cross-dressing (appearing as the opposite gender).
10. Signing on behalf of a parent.	10. Not following bus rules and regulations.		10. Verbal sexual harassment.
	11. Improper internet use.		11. Physical sexual harassment.



			12. Forgery of official documents.
			13. Reckless driving or car shows near school entrances.

14- Code of Conduct

- **Disciplinary Procedures for First Degree Violations**

Violation	Teacher's Role	School Administration's Role	Executor of Action	Disciplinary Procedures
1. Eating or drinking during class without permission.	Verbal individual warning by the teacher at the moment of the incident in a wise educational manner to reinforce positive behavior.	Referral to school administration starting from the second occurrence.	Teacher, Administrative Supervisor, Social/Psychological Counselor, Head of Department, Behavior Evaluation Committee	<ol style="list-style-type: none"> 1. Written pledge from the student not to repeat the violation. 2. Notify and coordinate with parents for behavior correction. 3. Written warning and keeping the student after school for 45 minutes on Thursday. 4. Case study and guidance plan by the counselor. 5. Temporary suspension and referral to student guidance department if repeated.



2. Continuous non-constructive interruption of the teacher.	Same as above.	Same as above.	Same as above.	Same as above.
3. Sleeping in class.	Verbal individual warning by the teacher. Referral to nurse on second occurrence.	Referral to administration on third/fourth occurrence.	Teacher, Administrative Supervisor, Social/Psychological Counselor	1. Written pledge by student and parent if no medical issue. 2. Referral to nurse. 3. Case study and proper counseling. 4. Referral to administration for repeated violations.
4. Morning tardiness.	N/A (handled by administration)	1. Verbal individual warning and notify parents on first occurrence. 2. Written pledge on second occurrence. 3. Request parent meeting to investigate reasons and solve issue. 4. Continued repetition results in full-day absence counted without excuse and notify parents.	Administrative Supervisor, Counselor, Student Affairs Coordinator, Behavior Evaluation Committee	1. Verbal warning and parent communication. 2. Written pledge and notify parents. 3. Coordination with parents to find solutions. 4. Escalation leads to recording absence and parent retrieval of the student.



5. Causing chaos in class/school (e.g., playing with water, loud noises, tampering with devices, side talks).	Same as violation 1.	Same as violation 1.	Same as violation 1.	Same as violation 1.
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• **Disciplinary Procedures for Second Degree Violations**

Violation	Teacher's Role	School Administration's Role	Responsible Personnel	Disciplinary Procedures
1. Skipping classes	Initial verbal individual warning from teacher	1. Case study and guidance plan 2. Written pledge not to repeat 3. Notify parents	Teacher, Social Counselor, Student Affairs Coordinator, Behavior Committee	1st time: Warning 2nd time: Refer to administration and hold 45-minute detention on Thursday 3rd time: Temporary suspension, pledge upon return, and possible referral to Student Guidance Department
2. Bringing mobile phones or electronic devices	Confiscate device and submit to administration	1. Notify parents, get written pledge 2. Hold device until end of academic year 3. Refer to Student Guidance if repeated	Student Affairs Coordinator, Behavior Committee	Progressive steps from device confiscation to referral to specialized department after multiple offenses
3. Sectarian or tribal intolerance	Educational warning and	1. Case documentation 2. Parent	Social Counselor, Head of Section,	From educational warning to documentation,



	notification to administration	communication and pledges 3. Up to 3-day suspension	Behavior Committee	parent meetings, and short-term suspension
4. Minor fights or physical scuffles without injury	Same as above	Same as above	Same as above	Same as above
5. Verbal quarrels or inappropriate language towards peers	Same as above	Same as above	Behavior Committee, Social Counselor, Head of Section	Progressive steps ending in referral to Student Guidance if persistent
6. Damaging school property or environment (e.g., tearing posters, graffiti)	Refer to administration	1. Written pledge 2. Financial compensation 3. Parent notification	Social Counselor, Head of Section, Behavior Committee	Repeat offenses lead to warnings, compensation, counseling, and temporary suspension
7. Leaving or entering classroom without permission	Initial verbal educational warning	Case follow-up and notify parents	Teacher, Admin Supervisor, Counselor, Behavior Committee	Repeat offenses lead to referral and escalating consequences
8. Not doing homework or bringing required materials	Same as above	Same as above	Same as above	Same as above
9. Not wearing school uniform or being poorly groomed	Verbal warning by teacher	Pledge and possibly send student home to change, mark as absent	Admin Supervisor, Counselor, Behavior Committee	Repeat offenses lead to formal warnings, referrals, and absence without excuse
10. Misbehavior on school buses	Refer to administration	1. Document offense 2. Parent communication 3. Suspension from bus for increasing durations	Admin Supervisor, Counselor, Behavior Committee	Escalates from compensation to 3-day, 5-day, or full-term bus bans



11. Forging parent signature	Confiscate forged document and warn student	Document offense, notify parents, counseling, and temporary suspension	Teacher, Counselor, Head of Section, Student Affairs, Behavior Committee	Progressive steps ending with 3-day suspension and pledge
12. Improper use of internet or devices	Verbal warning	1. Notify parents 2. Written pledge 3. Temporary internet ban (3 days) 4. Temporary suspension	Teacher, Admin Supervisor, Behavior Committee	Record violation, notify parents, implement internet ban or suspension

• **Disciplinary Procedures for Third Degree Violations**

Violation	Teacher's Role	School Administration's Role	Responsible Personnel	Disciplinary Procedures
1. Skipping school during the school day	1. Verbal individual warning by teacher 2. Notify administration	1. Verbal warning by administration 2. Notify parents and take written pledge 3. Case study and guidance	Teacher, Admin Supervisor, Counselor, Head of Section, Behavior Committee	Repeat violations escalate to written warnings, suspension up to 3 days, and referral to Student Guidance Department
2. Vandalizing or stealing school/others' property	Send student to administration and confiscate stolen items	1. Document offense 2. Notify parents and get pledge 3. Repair or replace damages 4. Return stolen items 5. Case study 6. Restriction from	Admin Supervisor, Counselor, Learning Resources Coordinator, Student Affairs, Behavior Committee	Repeat offenses lead to further documentation, restitution, temporary suspension, and guidance department referral



		borrowing resources		
3. Disrespecting staff/visitors with words or inappropriate gestures	Refer to administration	<ol style="list-style-type: none"> 1. Document offense 2. Parent notification 3. Temporary suspension (up to 5 days) 4. Apology and pledge 5. Case study 	Admin Supervisor, Counselor, Behavior Committee	Second offense leads to referral to Student Guidance Department
4. Bringing and using dangerous materials or games (e.g., fireworks, spray cans)	Refer to administration	<ol style="list-style-type: none"> 1. Document offense 2. Confiscate and destroy items 3. Notify parents and get pledge 4. Restitution 5. Temporary suspension (up to 5 days) 6. Referral to guidance if repeated 	Admin Supervisor, Counselor, Behavior Committee	Escalation includes suspension and behavioral modification plan
5. Physical fights resulting in harm	Refer to administration	<ol style="list-style-type: none"> 1. Notify authorities if needed 2. Document and notify parents 3. Suspension (3–5 days) 4. Written pledges and apology 5. Case study and restitution 	Admin Supervisor, Counselor, Head of Section, Behavior Committee	Second offense leads to repetition of steps and referral to Student Guidance Department



6. Refusing administrative procedures	N/A	<ol style="list-style-type: none"> 1. Parent meeting and pledge 2. Case study and behavioral support 3. Temporary suspension if repeated 	Admin Supervisor, Counselor, Behavior Committee	Second offense leads to suspension and parent notification
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• **Disciplinary Procedures for Fourth Degree Violations**

Violation	Teacher's Role	School Administration's Role	Responsible Personnel	Disciplinary Procedures
1. Possession, use, or promotion of drugs	Send student to administration immediately	<ol style="list-style-type: none"> 1. Document the incident 2. Notify Ministry leadership 3. Confiscate drugs and hand over to authorities 4. Notify parents 5. Call law enforcement 	Principal, School Administration	Immediate referral and documentation, including coordination with authorities
2. Possession or use of prohibited substances (e.g., cigarettes, smokeless tobacco)	Send student to administration and help record incident	<ol style="list-style-type: none"> 1. Document incident 2. Notify and summon parents 3. Written pledge 4. Temporary suspension 5. Counseling and treatment plans 	Admin Supervisor, Counselor, Section Head, Behavior Committee	Escalates from suspension (up to 5 days) to referral to Student Guidance Department
3. Physical assault on teachers, staff, or visitors	Refer to administration if student does not comply	<ol style="list-style-type: none"> 1. Document the incident 2. Notify law enforcement if injuries occur 3. Notify parents 4. Suspend student until further notice 	Admin Supervisor, Counselor, Behavior Committee	Handled immediately with law enforcement and internal referral steps



		5. Refer to Student Guidance Department		
4. Bullying or group targeting to cause harm	N/A	1. Document the incident 2. Notify parents 3. Suspension 4. Case study and referral	Admin Supervisor, Counselor, Behavior Committee	Repeat offenses result in referral to Student Guidance and law enforcement if needed
5. Possession or use of weapons or sharp objects (e.g., knives)	N/A	1. Document and notify guidance department 2. Notify police if harm occurs 3. Confiscate weapon 4. Suspend student until response from department 5. Notify parents and start case study	Admin Supervisor, Counselor, Behavior Committee	Serious action including immediate suspension and referral
6. Inappropriate materials or misuse of mobile phone (e.g., photos taken in school)	Individual advice and moral guidance	1. Document and notify parents 2. Confiscate and reset phone 3. Suspend student 4. Refer to guidance department	Admin Supervisor, Counselor, Section Head, Behavior Committee	Repeat offenses handled progressively, from suspension to referral
7. Cross-dressing or gender impersonation	Moral counseling with Islamic studies department and behavioral activities	1. Notify parents 2. Written pledge 3. Counseling and treatment plan 4. Referral after second offense	Counselor, Behavior Committee	Gradual escalation from guidance to referral if behavior persists
8. Sexual harassment (verbal or physical)	Refer to administration	1. Document incident 2. Notify parents 3. Suspension 4. Counseling 5. Referral to Student Guidance Department	Counselor, Behavior Committee	Handled as a serious offense from the first time



9. Forgery of official documents	Confiscate forged papers and notify administration	1. Document incident 2. Notify and summon parents 3. Written warning and pledge 4. Temporary suspension 5. Referral to guidance department if repeated	Admin Supervisor, Counselor, Section Head, Behavior Committee	Includes suspension and behavior monitoring
10. Dangerous car stunts or reckless driving near school	N/A	Notify law enforcement	Principal	Immediate referral to authorities

• Students' Absence Policy

1. Student Absence

Student absence is defined as the student's complete absence for a full school day without an acceptable excuse, whether on regular school days or on days immediately before or after official holidays, without a valid medical or emotional reason, or any other justification approved by the school administration.

A. Preventive Measures:

1. Daily, accurate, and continuous monitoring of student absences.
2. Informing students about the official procedures and consequences of absenteeism.
3. Creating a warm and welcoming atmosphere in the school.
4. Preparing an attractive and engaging school environment for students.
5. Raising awareness among students about the negative impact of absenteeism on academic performance.



B. Disciplinary Procedures:

1. The application of Ministerial Decision No. (23) of 2014 concerning student absenteeism in schools.

Sanctions According to Ministerial Decision No. (23) of 2014:

A. Without prejudice to the provisions in the student assessment policies for grades 4–12, the student is denied access to the following exams if absent without an acceptable excuse:

1. First Evaluation Exam (Mid-Semester 1 – All subjects):
 - If the student exceeds 7 unexcused school days (consecutive or non-consecutive) from the beginning of the academic year.
2. Second Evaluation Exam (End of Semester 1 – All subjects):
 - If the student exceeds 10 unexcused school days (consecutive or non-consecutive) from the beginning of the academic year.
3. Third Evaluation Exam (Mid-Semester 2 – All subjects):
 - If the student exceeds 13 unexcused school days (consecutive or non-consecutive) from the beginning of the academic year.
4. Final Exam (End of Semester 2 – All subjects):
 - If the student exceeds 15 unexcused school days (consecutive or non-consecutive) throughout the academic year.
 - The student is allowed to take the second round of exams with full marks (100%) of the subject's total score.

The Teaching and Assessment Authorities are responsible for establishing the necessary procedures to enforce the above provisions.

B. Students denied access to exams under Article 1 shall have the word “Denied” recorded and will be subject to the regulations applied to students absent without an excuse.

Note:

The school must follow up, record, and document absences daily and verify the validity of excuses submitted.



Early Leave:

Students may be allowed to leave school early for reasons deemed acceptable by the school, such as attending medical appointments at health centers, Hamad Hospital outpatient clinics, or private clinics. The school must be informed one day in advance, and an appointment card or official proof must be presented to the administrative supervisor.

Students will only be allowed to leave school in the presence of a parent or guardian, who must present a valid ID card.

