



# MRIS Code of Conduct

---

Concerning Behavior and Attendance Expectations & Consequences in  
Accordance with the Rules & Regulations of the Ministry of Education,  
Kingdom of Saudi Arabia

# Table of Contents

Summary of Violations.....	3
Procedures.....	4
First Degree Violations.....	4
Second Degree Violations.....	5
Third Degree Violations.....	6
Fourth Degree Violations.....	7
Fifth Degree Violations.....	8
Sixth Degree Violations.....	9
Behavior Marks.....	10
Table of Behavior Mark Deductions.....	10
Table of Behavior Mark Compensations.....	10
Attendance Marks.....	11
Attendance Evaluation.....	11
Deduction of Attendance Marks.....	11
General Rules for Attendance.....	11
Behavior Contract.....	12

# Summary of Violations

<p><b><u>First Degree Violations:</u></b></p> <ol style="list-style-type: none"> <li>1. Not wearing school uniform or appearing in a manner that contradicts school dress code</li> <li>2. Misbehaving or refusing to participate in the morning assembly.</li> <li>3. Lesson disruption, e.g., side talk, sleeping during the lesson, continuous interruptions without the purpose of getting a teacher explanation, eating/drinking during the lesson, entering his or another classroom without having sought permission or tardiness in coming to class</li> <li>4. Students repeatedly leaving or coming in through the school gates before the arrival of their cars/transportation; or that gathering at the gate</li> </ol>	<p><b><u>Second Degree Violations:</u></b></p> <ol style="list-style-type: none"> <li>1. Cheating on homework or quizzes/tests (other than end-of-term tests)</li> <li>2. Creating chaos inside the classroom or on campus or on school bus (e.g., playing with water, sprays, raising voices, writing on walls, etc.)</li> <li>3. Mistreating schoolbooks</li> <li>4. Vandalizing school property including writing on walls, chairs and desks.</li> <li>5. Ditching class, leaving it without permission, or not attending a scheduled lesson</li> </ol>	<p><b><u>Third Degree Violations:</u></b></p> <ol style="list-style-type: none"> <li>1. Not taking the performance of the prayer seriously in school, or misbehaving during it</li> <li>2. Vulgar gestures devoid of good manners, directed at colleagues, e.g., moving fingers, hands or the body</li> <li>3. Fighting or involvement in a fight; attacking colleagues or threatening them; speaking to them with inappropriate words.</li> <li>4. Intentionally damaging a colleague's belongings; stealing something from them; scaring them; spreading fear/horror among them</li> <li>5. Bringing (without actually using) dangerous materials or toys to the school, e.g., fireworks and spray paint (lit., colored gas sprays)</li> <li>6. Being in possession of prohibited media (for reading, listening, or seeing) or bringing prohibited objects [objectionable] in character</li> <li>7. Being in possession of cigarettes</li> <li>8. Forging parent signatures without their knowledge on documents exchanged between the school and the parent/guardian</li> <li>9. Bringing personal communication devices [e.g., mobile phones], whatever kind (in this case, the device does not contain any other violations)</li> </ol>
<p><b><u>Fourth Degree Violations:</u></b></p> <ol style="list-style-type: none"> <li>1. Persistently missing the prayer with students and teachers without a Shariah excuse</li> <li>2. Misusing dangerous materials or toys in the school, e.g., firecrackers and materials or toys that can cause fires</li> <li>3. Intentionally assaulting a student using hands or a blunt instrument causing a wound, bleeding or fracture/breakage</li> <li>4. Smoking on the school premises</li> <li>5. Leaving the school premises without permission</li> <li>6. Bullying</li> <li>7. Showing or distributing prohibited media (for reading, listening or seeing)</li> <li>8. Forging documents, certificates or official stamps</li> <li>9. Inappropriate, strange behavior, e.g., Emo, imitating the other sex</li> <li>10. Bringing someone else to take on his or someone else's behalf</li> <li>11. Bringing personal communication devices [e.g., mobile phones], whatever kind (in this case, the device contains inappropriate images or clips)</li> <li>12. Misusing/mistreating school equipment or property, e.g., computers, work tools, labs, school buses, etc.</li> <li>13. Taking photos of male students or recording their voices using electronic devices</li> <li>14. Using inappropriate words towards a teacher or member of administration, or those considered like them from school staff</li> <li>15. Making fun of a teacher, member of administration, or those considered like them from school staff with inappropriate behavior, e.g., throwing chalk, spraying carbonated drinks, or imitating the teacher's behavior to make fun of him</li> <li>16. Forging the signature of any staff member in a position of responsibility on any of the documents that are exchanged between the school and parents/guardians</li> <li>17. Taking photos of male teachers or employees, or recording their voices using an electronic device</li> </ol>	<p><b><u>Fifth Degree Violations:</u></b></p> <ol style="list-style-type: none"> <li>1. Intentionally damaging or destroying anything of school equipment or property, e.g., electrical equipment, computers, work tools, buses, safety/security installations</li> <li>2. Threatening students with firearms or the like</li> <li>3. Using and benefiting from forged documents, certificates, forged stamps, or official stamps [used without official permission]</li> <li>4. Sexual harassment</li> <li>5. Taking photos of female students or recording their voices using electronic devices</li> <li>6. Lighting a flame/fire on the school premises</li> <li>7. Being in possession of firearms or the like, e.g., knives, sharp tools, bullets (without a gun)</li> <li>8. Threatening school teachers, admin, or those considered like them, causing damage to their possessions, or stealing them</li> <li>9. Vulgar gestures devoid of good manners, directed at teachers, admin, or those considered like them from members of school staff</li> <li>10. Taking photos of female teachers or employees, or recording their voices using an electronic device</li> </ol>	<p><b><u>Sixth Degree Violations:</u></b></p> <ol style="list-style-type: none"> <li>1. Making fun of anything of Islamic significance</li> <li>2. Embracing destructive ideas or beliefs, or practicing prohibited religious rituals</li> <li>3. Being in possession of, exchanging, or distributing drugs or intoxicants</li> <li>4. Attempting to perform prohibited sexual practices or anything that leads into or starts that</li> <li>5. Performing depraved, immoral practices (vice, etc.)</li> <li>6. Leaving school to go out with a member of the opposite sex [impermissible relationships in Islam]</li> <li>7. Practicing magic or sorcery</li> <li>8. Using firearms or the like, or stabbing with a sharp tool</li> <li>9. Hitting school teachers, admin, or those considered like them</li> <li>10. Snatching photos of teachers, admin or those considered like them—or drawing unseemly pictures of them—and spreading that on the internet</li> </ol>

# Procedures

## First Degree Violations

1. Not wearing school uniform or appearing in a manner that contradicts school dress code
2. Misbehaving or refusing to participate in the morning assembly.
3. Lesson disruption, e.g., side talk, sleeping during the lesson, continuous interruptions without the purpose of getting a teacher explanation, eating/drinking during the lesson, entering his or another classroom without having sought permission or tardiness in coming to class
4. Students repeatedly leaving or coming in through the school gates before the arrival of their cars/transportation; or that gathering at the gate

<b>Instance</b>	<b>Procedures (School Staff/Administration)</b>
First	1. teacher or administrator counsels student verbally, encouraging positive behavior
Second	1. teacher or administrator counsels student verbally, encouraging positive behavior
Third	1. teacher records the violation; student signs next to it
Fourth	1. school admin informs parent/guardian (call and letter) to cooperate in redressing the incorrect behavior 2. student referred to school counselor to study his case
Fifth	1. school admin obtains a written guarantee from the student that he will not repeat the violation 2. parent/guardian called with notification of the student's violation 3. one behavior mark deducted, with the possibility of earning it back; parent informed of deduction

## Second Degree Violations

1. Cheating on homework or quizzes/tests (other than end-of-term tests)
2. Creating chaos inside the classroom or on campus or on school bus (e.g., playing with water, sprays, raising voices, writing on walls, etc.)
3. Mistreating schoolbooks
4. Vandalizing school property including writing on walls, chairs and desks.
5. Ditching class, leaving it without permission, or not attending a scheduled lesson

Instance	Procedures (School Administration)
First	<ol style="list-style-type: none"> <li>1. school admin obtains a written guarantee from the student that he will not repeat the violation</li> <li>2. parent/guardian notified in writing of the student's violation and actions taken by the school</li> <li>3. student required to fix or replace anything he damaged/destroyed</li> <li>4. student referred to school counselor to study his case</li> </ol>
Second	<ol style="list-style-type: none"> <li>1. parent/guardian invited for conference; school admin obtains a written guarantee from the student that he will not repeat the violation; parent/guardian signs showing acknowledgment of misconduct and readiness to cooperate to change the problem behavior(s)</li> <li>2. student required to fix or replace anything he damaged/destroyed</li> <li>3. two behavior marks deducted, with the possibility of earning it back; parent informed of deduction</li> <li>4. student referred to school counselor to study his case</li> </ol>
Third	<ol style="list-style-type: none"> <li>1. all second instance procedures repeated</li> <li>2. student transferred to another class</li> <li>3. student referred to the school's counseling committee for appropriate solutions based on the counselor's report</li> </ol>
Fourth	<ol style="list-style-type: none"> <li>1. parent/guardian invited for conference; parent/guardian informed in writing that another occurrence of similar misconduct will result in a decision to transfer the student to another school</li> <li>2. all second instance procedures repeated</li> <li>3. after carrying out counselor recommendations, the student is to be transferred to an MOE guidance center for specific further actions (see MOE original documents)</li> </ol>
Fifth	<ol style="list-style-type: none"> <li>1. all second instance procedures repeated</li> <li>2. student's case raised to MOE to transfer him to another school</li> </ol>

### Third Degree Violations

1. Not taking the performance of the prayer seriously in school, or misbehaving during it
2. Vulgar gestures devoid of good manners, directed at colleagues, e.g., moving fingers, hands or the body
3. Fighting or involvement in a fight; attacking colleagues or threatening them; speaking to them with inappropriate words.
4. Intentionally damaging a colleague's belongings; stealing something from them; scaring them; spreading fear/horror among them
5. Bringing (without actually using) dangerous materials or toys to the school, e.g., fireworks and spray paint (lit., colored gas sprays)
6. Being in possession of prohibited media (for reading, listening, or seeing) or bringing prohibited objects [objectionable] in character
7. Being in possession of cigarettes
8. Forging parent signatures without their knowledge on documents exchanged between the school and the parent/guardian
9. Bringing personal communication devices [e.g., mobile phones], whatever kind (in this case, the device does not contain any other violations)

Instance	Procedures (School Administration)
First	<ol style="list-style-type: none"> <li>1. parent notified in writing of misconduct and actions thus far taken</li> <li>2. school admin obtains a written guarantee from the student that he will not repeat the violation</li> <li>3. student apologizes to those affected</li> <li>4. student required to fix or replace anything he damaged/destroyed</li> <li>5. MOE confiscation procedures (see original MOE documents)</li> <li>6. any hurt/injured students taken to the nearest medical center</li> <li>7. three behavior marks deducted, with the possibility of earning it back; parent informed of deduction</li> <li>8. student referred to school counselor to study his case</li> </ol>
Second	<ol style="list-style-type: none"> <li>1. all first instance procedures repeated</li> <li>2. parent/guardian called for conference and to sign acknowledgment</li> <li>3. student moved to another class based on counselor's recommendation</li> <li>4. student referred to the school's counseling committee for appropriate solutions based on the counselor's report</li> </ol>
Third	<ol style="list-style-type: none"> <li>1. all first instance procedures repeated</li> <li>2. parent/guardian notified of parent conference; warned in writing of transfer to another school if similar misconduct is repeated</li> <li>3. MOE guidance center procedures (see MOE original documents)</li> </ol>
Fourth	<ol style="list-style-type: none"> <li>1. all third instance procedures repeated except #2</li> <li>2. student's case raised to MOE to transfer him to another school</li> </ol>

## Fourth Degree Violations

1. Persistently missing the prayer with students and teachers without a Shariah excuse
  2. Misusing dangerous materials or toys in the school, e.g., firecrackers and materials or toys that can cause fires
  3. Intentionally assaulting a student using hands or a blunt instrument causing a wound, bleeding or fracture/breakage
  4. Smoking on the school premises
  5. Leaving the school premises without permission
  6. Bullying
  7. Showing or distributing prohibited media (for reading, listening or seeing)
  8. Forging documents, certificates or official stamps
  9. Inappropriate, strange behavior, e.g., Emo, imitating the other sex
  10. Bringing someone else to take on his or someone else's behalf
  11. Bringing personal communication devices [e.g., mobile phones], whatever kind (in this case, the device contains inappropriate images or clips)
  12. Misusing/mistreating school equipment or property, e.g., computers, work tools, labs, school buses, etc.
  13. Taking photos of male students or recording their voices using electronic devices
- 
14. Using inappropriate words towards a teacher or member of administration, or those considered like them from school staff
  15. Making fun of a teacher, member of administration, or those considered like them from school staff with inappropriate behavior, e.g., throwing chalk, spraying carbonated drinks, or imitating the teacher's behavior to make fun of him
  16. Forging the signature of any staff member in a position of responsibility on any of the documents that are exchanged between the school and parents/guardians
  17. Taking photos of male teachers or employees, or recording their voices using an electronic device

Instance	Procedures (School Administration/Counseling-Guidance Committee)
First	<ol style="list-style-type: none"> <li>1. parent/guardian called for conference and to sign acknowledgment</li> <li>2. school admin obtains a written guarantee from the student that he will not repeat the violation</li> <li>3. student apologizes to those affected</li> <li>4. student moved to another class based on counselor's recommendation</li> <li>5. student required to fix or replace anything he damaged/destroyed</li> <li>6. MOE confiscation procedures (see original MOE documents)</li> <li>7. any hurt/injured students taken to the nearest medical center</li> <li>8. student referred to school counselor to study his case</li> <li>9. ten behavior marks deducted, with the possibility of earning it back; parent informed of deduction</li> </ol>
Second	<ol style="list-style-type: none"> <li>1. all first instance procedures repeated other than moving the student to another class</li> <li>2. student suspended from school for one week</li> <li>3. MOE guidance center procedures (see MOE original documents)</li> </ol>
Third	<ol style="list-style-type: none"> <li>1. all first instance procedures repeated other than moving the student to another class</li> <li>2. parent/guardian notified of parent conference; warned in writing of transfer to another school if similar misconduct is repeated</li> </ol>
Fourth	<ol style="list-style-type: none"> <li>1. all third instance procedures repeated except #2</li> <li>2. student's case raised to MOE to transfer him to another school</li> </ol>

## Fifth Degree Violations

1. Intentionally damaging or destroying anything of school equipment or property, e.g., electrical equipment, computers, work tools, buses, safety/security installations
  2. Threatening students with firearms or the like
  3. Using and benefiting from forged documents, certificates, forged stamps, or official stamps [used without official permission]
  4. Sexual harrasment
  5. Taking photos of female students or recording their voices using electronic devices
  6. Lighting a flame/fire on the school premises
  7. Being in possession of firearms or the like, e.g., knives, sharp tools, bullets (without a gun)
- 
8. Threatening school teachers, admin, or those considered like them, causing damage to their possessions, or stealing them
  9. Vulgar gestures devoid of good manners, directed at teachers, admin, or those considered like them from members of school staff
  10. Taking photos of female teachers or employees, or recording their voices using an electronic device

Instance	Procedures (School Administration/Counseling-Guidance Committee)
First	<ol style="list-style-type: none"> <li>1. emergency/police services called immediately as required</li> <li>2. MOE confiscation procedures (see original MOE documents)</li> <li>3. school guidance committee to confer and proceed with MOE special procedures (see MOE original documents)</li> </ol>
Second	<ol style="list-style-type: none"> <li>1. emergency/police services called immediately as required</li> <li>2. MOE confiscation procedures (see original MOE documents)</li> <li>3. school guidance committee to confer and proceed with MOE special procedures (see MOE original documents)</li> </ol>
Third	<ol style="list-style-type: none"> <li>1. emergency/police services called immediately as required</li> <li>2. MOE confiscation procedures (see original MOE documents)</li> <li>3. school guidance committee to confer and proceed with MOE special procedures (see MOE original documents)</li> </ol>



## Sixth Degree Violations

1. Making fun of anything of Islamic significance
  2. Embracing destructive ideas or beliefs, or practicing prohibited religious rituals
  3. Being in possession of, exchanging, or distributing drugs or intoxicants
  4. Attempting to perform prohibited sexual practices or anything that leads into or starts that
  5. Performing depraved, immoral practices (vice, etc.)
  6. Leaving school to go out with a member of the opposite sex [impermissible relationships in Islam]
  7. Practicing magic or sorcery
  8. Using firearms or the like, or stabbing with a sharp tool
- 
9. Hitting school teachers, admin, or those considered like them
  10. Snatching photos of teachers, admin or those considered like them—or drawing unseemly pictures of them—and spreading that on the internet

<b>Instance</b>	<b>Procedures (School Administration/Counseling-Guidance Committee)</b>
First	<ol style="list-style-type: none"> <li>1. emergency/police services called immediately as required</li> <li>2. MOE confiscation procedures (see original MOE documents)</li> <li>3. school guidance committee to confer and proceed with MOE special procedures (see MOE original documents)</li> </ol>
Second	<ol style="list-style-type: none"> <li>1. emergency/police services called immediately as required</li> <li>2. MOE confiscation procedures (see original MOE documents)</li> <li>3. school guidance committee to confer and proceed with MOE special procedures (see MOE original documents)</li> </ol>
Third	<ol style="list-style-type: none"> <li>4. emergency/police services called immediately as required</li> <li>5. MOE confiscation procedures (see original MOE documents)</li> <li>6. school guidance committee to confer and proceed with MOE special procedures (see MOE original documents)</li> </ol>

# Behavior Marks

- There are 100 marks for behavior (50 per semester)
- Behavior marks are recorded on student report cards
- The student can score 100 marks if he/she has no behavior violations
- The student can earn back some or all lost behavior marks according to the compensation opportunities allowed (see below)

**Table of Behavior Mark Deductions**

Degree of Violation	Deducted Marks from Behavior Marks
First degree violations	1 mark only
Second degree violations	2 marks only
Third degree violations	3 marks only
Fourth degree violations	10 marks only
Fifth degree violations	15 marks only
Sixth degree violations	Suspension/Expulsion from school

**Table of Behavior Mark Compensations**

Degree of Violation	Deducted Marks from Behavior Marks
If the student's behavior is straightened for one whole week without any behavior violations.	From 1 to 2 marks
If the student is punctual in performing prayer in the first row for one week.	From 1 to 2 marks
If the student attends a training program in life skills with a minimum of 5 credit hours.	From 1 to 3 marks
If the student effectively participates in three school activities.	From 1 to 3 marks
If the student obtains certificates from two different teachers signed from the vice principal or school principal that show improvement in his/her behavior.	From 1 to 3 marks
If the student's behavior improves within a week after obtaining a report from the counselor or from a government unit concerned with behavior modification.	From 1 to 3 marks

# Attendance Marks

## Attendance Evaluation

Attendance evaluation for students is done as follows:

1. There are 100 marks for attendance (50 per semester)
2. The marks of attendance is recorded in a specified cell in the report card.
3. The attendance mark is added to the student's total mark at the end of the year.
4. The student can score 100 marks if he/she has no attendance violations.

## Deduction of Attendance Marks

1. Half a mark will be deducted for every day in the week for absence without acceptable excuse.
2. A mark will be deducted for absence during the week before or after a holiday without acceptable excuse.
3. A mark will be deducted for absence during the week before the exams without acceptable excuse.
4. Quarter a mark will be deducted for tardiness for morning assembly without acceptable excuse starting the third time of every semester.

## General Rules for Attendance

1. Attendance rules are applied at all stages of education except the primary stage.
2. The school administration deducts attendance and tardiness marks after ensuring that there is no excuse for absence and tardiness. The parents are notified in writing, telephone, and short messages which is documented in records and taking the necessary actions to solve the problem.
3. In case of absence for three consecutive days or five separated days, the student is referred to the counselor to study his/her case.
4. The school deals with tardiness and absences without acceptable excuse as follows:
  - If the student's absence reaches 10% of the school year in consecutive or separated days without acceptable excuse, the school administration notifies the parents in writing to attend a parent conference and sign acknowledgment
  - If the student's absence reaches 15% of the school year in consecutive or separated days without acceptable excuse, the school administration warns the student, calls the parent or guardian for a parent conference, explains procedures and consequences, gets a parent signed guarantee that the student will be regular in his attendance; then the case is raised to MOE Guidance.
  - If the student's absence reaches 20% of the school year in consecutive or separated days without acceptable excuse, the parent is called for a conference to explain procedures and consequences; then the case is raised to MOE to handle expulsion/transfer to another school.
  - If the student's absence reaches 25% of the school year in consecutive or separated days without acceptable excuse, MOE is informed and special procedures followed regarding suspension and expulsion.
  - Attendance marks are registered in the student's attendance record which is provided to the student on the student's report card; lost attendance marks may not be made up.

# Behavior Contract

## Student Only

I \_\_\_\_\_ (write name here), a student at Manarat Al Riyadh International Boys School, in grade/class \_\_\_\_\_ (write your grade and class here), have read or had explained to me the MRIS Code of Conduct.

I will follow this code of conduct and am prepared to accept the consequences set by the Ministry of Education for the Kingdom of Saudi Arabia.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian Only

I \_\_\_\_\_ (write name here), the parent/guardian of the student at Manarat Al Riyadh International Boys School whose name and details appear above have read or had explained to me the MRIS Code of Conduct.

I agree to work with the school administration, for my child's own benefit, in ensuring he follows the MRIS Code of Conduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job: \_\_\_\_\_ Work Contact Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Other Contact Number: \_\_\_\_\_

## School Admin Only

### Vice Principal

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### School Leader

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_