



## **Green Valley School**

### **High School Discipline Handbook 2026-2027**

#### **Introduction:**

Welcome to Green Valley School's Discipline Policy Handbook for High School Students. This handbook outlines the expectations, guidelines, and consequences for student behaviour at GVS school. It is essential for students and parents to familiarise themselves with this policy to ensure a safe as well as respectful learning environment for all.

#### **School Rules and Expectations:**

At Green Valley School, we have established a set of rules and expectations to foster a positive and productive learning environment.

##### **These rules include the following:**

- **Respect:** Treat others with Kindness, Respect, and Empathy.
- **Responsibility:** Take ownership of your actions and their impact on others.
- **Safety:** Follow school rules and respect school property.
- **Attendance:** Arrive to school on time and attend all scheduled classes.
- **Dress Code:** Abide by the school's dress code guidelines.
- **Mobile Phone Usage:** -Comply with the school's mobile phone usage guidelines.  
-Smart watches that are not connected to any gadgets are allowed.

#### **Students Tardiness Policy**

- **When is the student considered late?**
  - Students are considered late any time after 7:30
- **What are the consequences of being late?**
  - **First 3 times** the student will be allowed to enter the school and will join the class provided that he/she is not interrupting the session, meaning if the student showed up at 8:00 am he will be allowed to join the class after the bell rings for the first session.
  - **The fourth and fifth time** the student will be allowed to enter the school and will be allowed to join the sessions provided that he/she is not interrupting a session, BUT THE STUDENT WILL BE CONSIDERED ABSENT IN OUR RECORDS (meaning that he/she will lose the attendance marks for these days)
  - **The Sixth time** the student will NOT BE ALLOWED TO ENTER THE SCHOOL

**Note:** every time the student is late the parents receive a notification so that they keep a record of the number of times the student is late and before the student is not allowed to enter the parents are already notified.

- **When is the student prohibited from entering the school?**

If the student showed up any time after 8:40, he/she will NOT BE ALLOWED TO ENTER THE SCHOOL. (even if it is the first time)
- If the student should leave the school because he/ she showed up after 8:40 or this is the sixth time he/she is late and the parents left the student and they did not come back to take the student, THE STUDENT WILL BE ISOLATED IN SCHOOL. (he will not be allowed to join the classes)

**Note:** term 2 we continue the count of the late times we do NOT start from the beginning.

### **Dress Code Guidelines:**

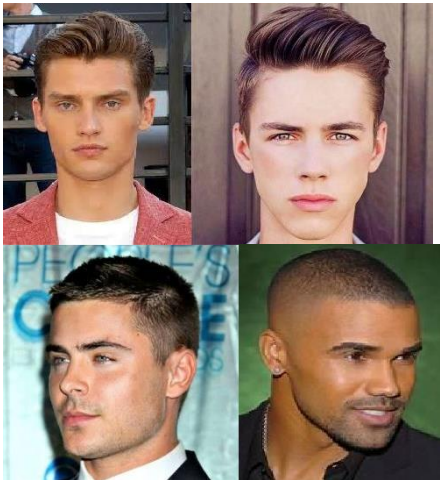
We have established dress code guidelines to promote a sense of School Identity and Equality among students.

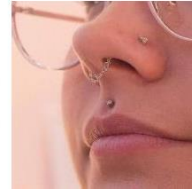
#### **The guidelines include the following:**

- **School Uniform:** Students are required to wear the designated school uniform.
- **Hair Length/Style:**
  - Boys:** Hair should be above the eyebrows, ears and back of the neck must be visible.  
Maze, cornrows, bold styles, and dyed hair are not allowed.
  - Girls:** Hair should be above the eyebrows (completely or partially tied), ears must be visible.  
Partially or fully and dyed hair are not allowed.
- **Nails:** Nails should be clean and trimmed, nail polish/ gel are not allowed.
- **Accessories:** Girls may wear stud earrings, white/navy blue hair bands/scarves.  
Olive green scarves are allowed in IG.  
Girls are not allowed to wear makeup during school hours.
- **School Shoes:** Black shoes (leather or sneakers) are required.

#### **Consequences for violating the dress code guidelines are as follows:**

- **In case of repeated violations** Parents will be notified by phone to either pick up the student or deliver the uniform to the school premises.

| Accepted                                                                           | Unaccepted                                                                          |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |



**Earrings:**



### **Mobile Phone Usage Guidelines:**

To ensure a **focused and distraction-free learning environment**, we have established guidelines for mobile phone usage

1. Mobile phones should not be used or visible on school premises or on bus. Also, all mobile devices should be set to silent mode.
2. Limited Usage on bus: Students are encouraged to use their devices only for listening to songs using Headphones.
3. Limited Usage During Lessons: Students are encouraged to use their devices only for educational purposes in case it was requested by their teachers. Non-educational activities, such as social media and games, are prohibited.
4. Responsibility and Security: Students are responsible for the security of their devices. The school will not be liable for any lost or damaged items.

### **Violations will result in the following consequences:**

- **In case of repeated violations**, the mobile phone will be confiscated and collected by the parent during a physical meeting.

### **Bus Regulations Guidelines:**

These guidelines help maintain a safe and respectful environment on the school bus, ensuring that students understand the importance of following rules and the consequences of not doing so.

#### **1. Respect for Authority:**

- Students must follow the instructions given by the bus driver and monitors.
- Any form of disrespect toward the driver or monitors is not tolerated.

#### **2. Behavioural Expectations:**

- Students must remain seated while the bus is in motion.
- Loud talking, shouting, or engaging in disruptive behaviour is prohibited.
- Physical altercations or bullying are strictly forbidden.

#### **3. Mobile Phone Usage:**

- Mobile phones are to be kept on silent mode.
- Using mobile phones for calls or texting is discouraged unless for emergencies with permission.
- Taking photos or videos on the bus is prohibited to ensure the privacy of all students.
- Limited Usage on bus: Students are encouraged to use their devices only for listening to songs using Headphones.

#### **4. Interaction with Other Students:**

- Students should maintain appropriate interactions with peers, avoiding any form of harassment or physical contact.
- No items should be thrown on the bus.
- Students are encouraged to speak kindly to one another and resolve conflicts peacefully.

### **Violations “Bus Regulations/ Mobile Usage” will result in the following consequences:**

#### **1. Misuse of Mobile Phones:**

- **In case of repeated violations** Loss of mobile phone privileges on the bus for a week and a written reflection on the importance of rules.

#### **2. Disrespecting the Driver or Monitors:**

**In case of repeated violations** Suspension from bus privileges for a specified period, with a requirement to complete a community service task at school.

#### **3. Inappropriate Interaction with Other Students:**

- **In case of repeated violations** Temporary suspension from bus privileges and mandatory participation in a peer mediation program or conflict resolution workshop.

### **Reward System:**

To encourage positive behaviour, we have implemented a rewarding system for both classes and individuals.

#### **Bi-weekly rewards for a whole class**

The class with the highest points that is calculated every 2 weeks, will receive one of the following rewards:

- Themed out of uniform day: Students propose fun themes, subject to approval of discipline acting principal.
- Pizza day.
- Free field trip (during school day): A visit to a nearby orphanage. Games and entertainment based.
- Trendy Challenge: Anything but a school bag day.
- Extra Activity session.

#### **Rewards for individuals:**

Individual rewards include daily and monthly rewards for the best-behaving students nominated by teachers based on daily commitment.

- **Daily rewards**

After each session, the subject teacher nominates the best three behaving students and shares names with the class teacher. At the end of each day that will be held during the reflection time, only ONE student with highest nominations from each class wins the **golden key** and gets to keep it for ONE WHOLE DAY!

- **Monthly rewards**

Every Thursday the class teacher announces the best three behaving students based on daily commitment during the reflection time. On the last Thursday of the month, the class teacher announces the overall winner who will receive one of the following rewards:

- Certificate: for students with outstanding behaviour records.
- Homework pass.
- Being a teacher assistant for one session.
- Extra activity session.
- Free one-day trip.
- Good behaviour honour wall: A designated area in school where photos and names of students who demonstrate good behaviour or improvement are displayed.

**Parents will be notified of their child's class or monthly individual rewards by email.**

## **Consequences for Misbehaviour :**

We believe that by establishing clear expectations, guidelines, and consequences, we can create a safe and respectful learning environment for all students.

We aim that students and familiarise themselves with this Discipline Policy Handbook and work together with the school to ensure a positive educational experience.

**Misbehaviours** are categorised into **three categories: A, B, and C** , each with specific set of **behaviours and corresponding consequences**. The consequences may include warnings, community service projects, suspensions, and even expulsion, depending on the severity of the misbehaviour.

### **Category A:**

#### **Behaviours**

1. Horseplay “careless, unsafe behaviour”.
2. Disrespectful actions “intentionally ignoring instructions, replying back disrespectfully, mumbling with words, throwing a file, slamming the door.”
3. Showing lack of respect to the morning line and/or flag salute.
4. Misuse of technology “Gaming, accessing unauthorised material or websites, working on course work during another class without permission”.
5. Giving false information “such as, incident reports, etc....”.
6. Video or audio recording of another student on school grounds, without permission and knowledge of that individual.
7. Cheating or copying of another student’s work (Including the intimidation of others to share or do assignments.)
8. Tardiness between sessions/ skipping sessions.
9. Leaving the building without a written permission while sessions are in progress (going to the canteen, clinic, playground).

#### **Consequences:**

Disrespect requires an apology note.

- **1st referral:**
  - Warning notice and giving an apology.
  - School-related community service project in 1 break.
- **2nd referral:**
  - School-related community service project in 2 breaks.
  - Parent notification by email.
- **3rd referral:**
  - Deprived from 2 breaks and 1 P.E. session.
  - Behaviour agreement sent to parents by email.
- **4th referral:**
  - 1-2 days out of school suspension.
  - Behaviour contract during physical parents' meeting.

### **Category B:**

#### **Behaviours**

1. Slander and/or libel; name-calling, offensive behaviour, or insulting another student/staff member /adult including on social media.
2. Theft/possession of known stolen items.
3. Bullying “persistent harassment or physical, written, or verbal abuse/intimidation).
4. Producing, possessing, or distributing offensive/indecent materials.
5. Unapproved collection of money/sales (e.g., to non-school approved events).
6. Vandalism/destruction (minor damage) (unrepairable damage less than LE 200).
7. Not following instructions during exams.

#### **Consequences:**

Vandalism requires financial compensation.

In case of a student who is not following instructions during exams, the student will be moved directly to finish the exam outside class.

- **1st referral:**
  - School related community service project during 2 breaks.
  - Reflection form filled by concerned individuals.
  - Warning notice.
- **2nd referral:**
  - Deprived from 2 breaks and 1 P.E. session.
  - Behaviour agreement sent to parents by email.
- **3rd referral:**
  - 2-3 days out of school suspension (student creates a project on effects of the misbehaviour done and how to prevent it).
  - Behaviour contract during physical parents' meeting.
  - One-month probation.

### **Category C:**

#### **Behaviours**

1. Disrespect towards any adult (mocking / imitating -teachers, using any unacceptable tone of voice or body language, etc)
2. Leaving the classroom with no permission.
3. Physical interaction with injury/Unplanned/sudden Fighting.
4. Use of Profanity/vulgarity (using bad language or even vulgar gestures etc).
5. Defaming the school image outside campus when representing school in different venues (official exams, field trips, sports events etc) or, on social media.
6. Harassment of any kind, including but not limited to; touching, or invasion of personal space.
7. Attempting to leave school grounds during academic operational hours without permission.
8. Blackmailing and threatening leading to physical or emotional harm.
9. Video or audio recording of an adult without their permission or knowledge being used in malicious acts towards that individual.
10. Fighting and/or inciting collective group harmful behaviour (fight causing severe injuries).
11. Possession of any smoking substances such as tobacco, vape and cigarettes / dangerous instruments of any kind for personal use or with the intent of distribution.
12. Vandalism/ destruction (major damage, unrepairable damage worth more than LE 500)
13. The distribution and/or collection of content that is considered of a mature nature on social media or direct messaging (email, SMS, WhatsApp, etc...)

#### **Consequences**

- **1st referral:**
  - One day doing school-related community service.
  - Behaviour agreement sent to parents by email.
- **2nd referral:**
  - 2-3 days out of school suspension (student creates a project on effects of the misbehaviour done and how to prevent it).
  - Behaviour contract during physical parents' meeting.
- **3rd referral:**
  - Up to 5 days out of school suspension.
  - Recommendation for expulsion.
  - Subsequent Referral (if applicable): deprived from any coming event if needed.