

VISION

Global Academy International regards its students as future knowledge-equipped pioneers and global citizens who effectively contribute to their societies.



Al Rayyan Branch

MISSION

Global Academy International provides an effective, caring, healthy, safe, and joyful educational environment that upgrades the cognitive, social, emotional, and physical wellbeing of each student. Global Academy International promotes students' creative and critical thinking and prepares them to play a constructive role in their community.

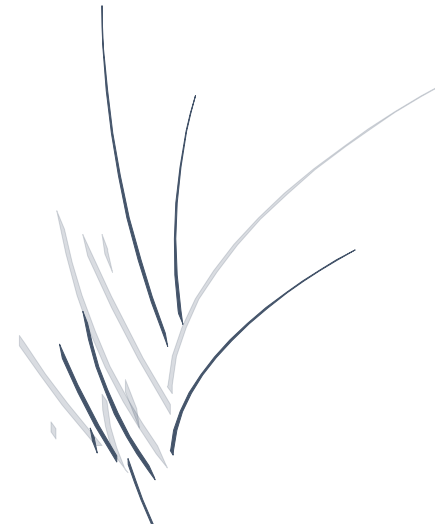
Behavioral policy

Primary School

2026 - 2027



Global Academy International- Branch Al Rayan



Disciplinary Procedures for the Behavioral Policy

-Educational Stages (from Grade 1 to Grade 6)

❑ Behavioral Violations and Their Classification

Violations are classified into four levels, ranked according to their severity in ascending order from the first degree to the fourth degree, as follows

First-Degree Violations	Second-Level Violations	Third-Level Violations	Fourth-Level Violations
1. Being late to classes during the school day. 2. Causing chaos in the classroom. 3. Eating and drinking during the lesson. 4. Constantly interrupting the teacher's explanation without reason. 5. Sleeping in class. 6. Being late in the morning / late for the morning assembly. 7. Not participating in the morning assembly.	1. Entering or leaving the classroom without permission 2. Neglecting to do homework 3. Not bringing books, school supplies, or sportswear 4. Not maintaining a proper appearance 5. Using offensive language toward classmates 6. Fighting or causing minor harm to classmates 7. Skipping class 8. Bullying others 9. Misusing the internet and electronics 10. Frequent absence without excuse 11. Forging a parent's signature 12. Bringing mobile phones 13. Not following bus rules and regulations	1. Fist fights that cause harm. 2. Bringing dangerous or sharp materials or toys to school. 3. Being rude to teachers, administrators, or staff, either by words or inappropriate gestures. 4. Damaging learning resources and school property or stealing others' belongings. 5. Tampering with school property (desks, doors, walls, etc.). 6. Running away from school during the day. 7. The student refusing administrative measures taken against them. 8. Not following safety and security activities and instructions.	1. Slander and defaming the school's reputation or its members, or physical assault. 2. Behavioral harassment, verbally or physically. 3. Cheating or causing chaos during exams. 4. Gathering with the intention to harm others. 5. Forging official documents and stamps. 6. Possession of prohibited items like smoking materials, sharp weapons, and similar banned items. 7. Showing off with cars or reckless driving inside the school. 8. Violence against students or threatening them. 9. Imitating the opposite gender.

	14. Tribal or sectarian bias 15. Not adhering to the school uniform according to school regulations (color, school logo) and failing to wear it during all events, activities, and official photo sessions at school		10. Taking and sharing photos inside and outside the school. 11. Bringing and distributing inappropriate materials.
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Disciplinary Procedures for Behavioral Policy

- School Grades (from Grade 1 to Grade 6)

First-degree violations:

Note: All violations listed under the same degree are counted within one category, and repeating any of them will lead to moving on to the next stage of procedures.

Violations	The procedures that need to be carried out by the supervisor
1. Being late to classes during the school day.	• <u>First violation:</u> 1. Verbal warning from the teacher • <u>Second violation:</u> 1. Verbal warning 2. Notify the parent by phone and email with a summary of the discussion • <u>Third violation:</u> 1. Written warning to the student 2. Notify the parent by phone and email with a summary of the discussion 3. Refer to the social-psychological specialist • <u>Fourth violation:</u> 1. Written commitment from the student 2. Notify the parent by phone and email with a summary of the discussion • <u>Fifth violation:</u> 1. Referral to the Behavior Control Committee (parent commitment) • <u>Sixth violation:</u> 1. Referral to the Behavior Control Committee (the administration has the right to take necessary action)
2. Causing chaos in the classroom	
3. Eating and drinking during the lesson.	
4. Continuous unhelpful interruption of the teacher's explanation.	
5. Sleeping in class.	
6. Morning tardiness / being late for the morning lineup.	
7. Not participating in the morning lineup.	

Second-degree violations:

Note: All violations listed under the same degree are counted as one category, and repeating any of them will lead to moving on to the next stage of procedures.

Violations	The procedures that need to be carried out by the supervisor
1. Leaving the classroom without permission	• <u>First time violation:</u> 1. Verbal warning from the teacher • <u>Second time violation:</u> 1. Verbal warning 2. Notify the parent by phone, email with a summary of the discussion • <u>Third time violation:</u> 1. Written warning for the student 2. Notify the parent by phone, email with a summary of the discussion 3. Refer the student to the social-psychological specialist • <u>Fourth time violation:</u> 1. Written commitment from the student 2. Notify the parent by phone, email with a summary of the discussion • <u>Fifth time violation:</u> 1. Referral to the Behavioral Control Committee (parental commitment) • <u>Sixth time violation:</u> 1. Referral to the Behavioral Control Committee (the administration has the right to take necessary action)
2. Skipping lessons	
3. Not bringing books, school supplies, or sports uniform	
4. Not maintaining a proper appearance	
5. Neglecting homework	
6. Fighting and causing minor harm to classmates	
7. Bullying others	
8. Misusing the internet and electronics	
9. Using offensive language towards classmates	
10. Sectarianism	

Second-degree violations:

Note: All violations listed under the same degree are counted under one category, and repeating any of them will lead to the next stage of procedures.

Violations	The procedures that need to be carried out by the supervisor
1. Repeated absence without excuse	<u>Absence of 2 days:</u> 1. Verbal warning to the student 2. Informing the parent <u>Absence of 3 days:</u> 1. Verbal warning to the student 2. Informing the parent <u>Absence of 4 days:</u> 1. Written pledge from the student 2. Notify the parent 3. Refer to the social-psychological specialist (set an appropriate action plan including guidance and awareness sessions) <u>Absence of 7 days:</u> 1. Pledge signed by the parent <u>Absence of 10 days:</u> 1. Final pledge 2. Refer to the Behavioral Control Committee (apply Ministerial Decision No. 23 of 2014)
2. Forging a parent's signature	<u>First time the violation is repeated:</u> 1. Confiscate the forged paper 2. Written warning 3. Notify the parent

	<u>Second time the violation is repeated:</u> 1. Confiscate the paper 2. Student's written commitment 3. Call the parents 4. Refer to the social-psychological specialist (create an appropriate action plan including counseling and awareness sessions) <u>Third time the violation is repeated:</u> 1. Temporarily suspend the student for no more than three days 2. Written commitment upon returning from suspension to adhere to good behavior
3. Bringing a mobile phone to school	• <u>First-time violation:</u> 1. Written warning 2. Confiscation of the phone for one day and handing it over to the parent • <u>Second-time violation:</u> 1. Student's pledge 2. Confiscation of the phone for one week 3. Parent's pledge • <u>Third-time violation:</u> 1. Confiscation of the phone and handing it to the parent at the end of the semester
4. Not adhering to the approved school uniform according to school regulations (color, school logo), and wearing it on all occasions, events, school activities, and during official photos at the school	• <u>First offense:</u> 1. Verbal warning 2. Notify parent/guardian • <u>Second offense:</u> 1. Written warning 2. Notify parent/guardian

•Third offense:

1. Parent/guardian commitment

•Fourth offense:

1. Sending the student home

•Fifth offense:

1. Referral to the Behavior Control Committee

Third: Third-degree violations:

Note: All violations listed under the same degree are counted as the same category, and repeating any of them will lead to moving to the next stage of procedures.

Violations	The procedures that need to be carried out by the supervisor
1. Fights with physical harm involved	• <u>First-time offense:</u> 1. Student pledge 2. Parent pledge 3. Referral to the social-psychological specialist (to set up an appropriate action plan including guidance and awareness sessions). • <u>Second-time offense:</u> 1. Student pledge 2. Referral to the Behavioral Control Committee: • Parent pledge • Suspension for two to three days • <u>Third-time offense:</u> Referral of the file to the Behavioral Control Committee (the school administration has the right to take appropriate measures due to repeated behavior)
2. Bringing dangerous or sharp materials or toys to school	
3. Being rude to teachers, administrators, or staff through words, gestures, or inappropriate actions	
4. Damaging learning resources and school property, or stealing others' belongings	
5. Running away from school during the school day	
6. Refusing to follow administrative actions taken against the student	
7. Not following safety and security rules and instructions	
8. Tampering with school property (desks – doors – walls....)	

Fourth: Fourth-degree violations:

Note: All violations listed within the same degree are counted as part of one category, and repeating any of them leads to moving to the next stage of procedures.

Violations	The procedures that need to be carried out by the supervisor
1- Slander and defaming the school's reputation or its members, or physically assaulting someone.	<u>First-time violation:</u> 1. Student pledge 2. Parent pledge 3. Referral to the social-psychological specialist (to set up an appropriate action plan including guidance and awareness sessions). <u>Second-time violation:</u> 1. Student pledge 2. Referral to the Behavior Control Committee: • Parent pledge • Suspension for two to three days <u>Third-time violation:</u> Referral of the file to the Behavior Control Committee (the school administration has the right to take appropriate measures due to repeated behavior)
2- Behavioral harassment, whether spoken or acted out.	
3- Cheating or causing chaos during exams.	
4- Gathering with the intention of harming others	
5- Forging official documents and stamps.	
6- Possession of prohibited items like smoking materials, sharp weapons, or similar forbidden things.	
7- Showing off cars or reckless driving inside the school.	
8- Violence against students or threatening them.	

9- Imitating the opposite gender.	
10- Taking photos or sharing pictures inside and outside the school.	
11- Bringing and spreading materials that go against decency.	

Actions taken in case of absence

The violation	The procedures followed for frequent absentees	
Repeated absence without an excuse	Duration of absence	The action taken
	- Absent for 2 days - Absent for 3 days - Absent for 4 days - Absent for 7 days - Absent for 10 days	1. Verbal warning to the student + informing the parent 2. Verbal warning to the student + informing the parent 3. Written commitment signed by the student + informing the parent 4. Commitment signed by the parent 5. Final commitment signed by the parent + not allowing the student to retake the specified exams during their absence

Note: If a student misses an exam without a valid medical excuse (like traveling, weddings, etc.), 10% will be deducted from their score when they retake it the first time, and 20% if they retake it a second time. If they keep missing, they won't be allowed to retake the exam. However, make-up arrangements will be made for students representing Qatar in sports events, those representing the school, or participating in external sports and science competitions for any lessons or exams they miss.

Measures taken in case of morning lateness

The violation	The procedures followed for frequent absentees	
Repeated absence without an excuse	Duration of tardiness	The action taken
	1- Being late once 2- Being late twice 3- Being late three times 4- Being late four times 5- Being late five times	1. Verbal warning to the student + informing the parent 2. Verbal warning to the student + informing the parent 3. Written commitment signed by the student + informing the parent 4. Commitment signed by the parent 5. Final commitment signed by the parent + not allowing the student to retake the specified exams during their absence

Note: A 5% deduction will be applied to the activity marks (Student performance) for the subject you are late in.