



Student Guidelines and Code of Conduct



What is the school's mission and vision?

Mission

To equip students with exceptional levels of academic knowledge and skills.

We will nurture each student individually to bring out their optimal potential.

Our staff, teachers, students and parents will act as a family, working together for a common purpose. Our students will thrive in a safe, respectful and inclusive environment that builds a foundation for life-long learning.

Vision

To become the best school in Turkey and prepare our students for studies in the best universities worldwide. We will prepare confident individuals who are future leaders and innovators.

What is the school's slogan?

Exceptional Academics, Impeccable Behavior, Strong Family.

What does the school stress upon the most?

We stress upon behavior the most. When we have a community that loves, cares and respects its members, only then can real life learning and strong academic achievement take place.

What is the curriculum at Ihsan?

Our curriculum is based on the American Common Core Standards. The educational books and online platforms are published by Savvas Learning and Pearson. From grade 7 and above, students have access to e-books via tablets and Chromebooks. The content has a strong focus on STEM subjects (Science, Technology, Engineering, Mathematics), Applied Technology and Robotics. Literary and Humanities materials are selected from the best Arabic and Turkish curricula, in addition to a special curriculum for Islamic education for all stages in Arabic as well as English.

What kind of diploma do students graduate with?

Students graduate with an American Diploma after completing grades 9-12. Additionally, they receive intensive preparation for English and Turkish language tests, which are required for most prestigious Turkish and international universities.

In grade 11, students choose elective courses based on their interests under careful guidance of the academic team. Students can choose courses for Engineering, Medicine, Psychology, English language, Business or Art and Design in grades 11 and 12. We have AP courses introduced as well to support students prepare for the university admissions and get an edge in the admission processes.



Does the school prepare students for the SAT exam?

Our English and Math curriculum is shaped to prepare students for SAT exams and additionally we arrange preparatory classes and mock SAT exams to give our learners a chance to fully understand SAT exam settings and learn the skills to do well and score high in these exams.

Does the school prepare students for the YOS exam?

The YÖS Examination (Turkish: Yabancı Uyruklu Öğrenci Sınavı) is an entrance examination designed for foreign students who wish to enroll in higher education institutions in Turkey. Most universities conduct their own versions of the exam. The test is open only for students wishing to enroll in undergraduate programs. We arrange courses after school to prepare students for the YOS exam. The details of the program will be shared within the academic year.

Does the school prepare students for the AP exam?

There is no separate preparation for the AP exam rather preparation for the AP Exams occurs during the AP class time. The best way to prepare for an AP Exam is to participate in the classes. It also helps to set aside consistent study time, complete all assignments from the teacher, and become familiar with the exam by practising with exam questions created by the AP Program.

What are the graduation requirements?

In order to graduate from our school, you will need to pass the grade 12 school exam with more than 60% average. On top of that you have to take the SAT exam and score 1150 or above (67th to 74th Percentile); or take 2 AP subject exams or YOS exams and score more than 70% average. Failure to meet these requirements will result in a student having to repeat grade 12.

What type of student is the school looking for?

We are looking for polite, respectful students who love learning. They abide by all the school rules, respect all the members of our community, especially teachers. Our students are attentive and innovative, leaders of the future, independent learners willing to go the extra mile. They thrive when they are nurtured in environments where expectations are high.

What kind of student will not fit into the school?

Students who are rude, aggressive, lazy and without high academic and spiritual aims will not feel comfortable in our school. They will feel out of place and will, most likely, leave at the earliest opportunity.



What are the class sizes?

We try our best to maintain our class sizes to a maximum of 20. Where this is not possible, due to the high demand from families who insist on admission to our school, we may be forced to add a few more students to the class.

How much is tuition and what does it include?

The latest up to date tuition fees can be found on the school website using the following link

[School Fees – Ihsan International School.](#)

The fees include uniform and educational materials which differ depending on the school level.

What extracurricular activities does the school offer?

We offer a range of activities and experiences to ensure that our students get the most out of their time with us and that they are enriched both educationally and personally. Students get the opportunity to visit a range of workplaces and industries to get a feel for the world of work, as well as some of Istanbul's top universities, where they can look around, ask questions and experience the environment of a top-class tertiary education institution. One of our main focuses is to equip students with a range of new skills outside the classroom as well as inside. We use this opportunity to engage with seven learner types, from kinesthetic to aural.

What are the school address and contact details?

Esenyurt Campus	Atakent Campus
Yeşilkent Mahallesi 2011 Sokak No: 23 34515 Esenyurt / İstanbul - Türkiye	Atakent, 4. Cd. 24/1, 34295 Küçükçekmece / İstanbul - Türkiye

School Phone Number:

+90 (501) 006 00 00; info@ihsan.school

What teaching methods and materials are used?

We use a student-centered approach to learning. While teachers are still an authority figure in a student-centered teaching model, teachers and students play an equally active role in the learning process. The teacher's primary role is to coach and facilitate student learning and overall comprehension of material, and to measure student learning through both formal and informal forms of assessment, like quizzes, group projects, homework, and class participation. In the student-centered classroom, teaching and assessment are connected because student learning is continuously measured during teacher instruction.

Our English Language curriculum focuses on a blended experience of systems, skills and technological and situational learning.



How much time is spent on each subject such as English, Math, Science?

Each grade has at least one hour for each core subject on a daily basis.

How does the school measure student progress? What tests does it use?

The school uses a mixture of formative and summative assessments to measure students' growth and individual needs. Grade 11 and 12 students are required to take the SAT exam or YOS or AP.

Are classes divided by capability, for example, lower set and upper set?

No, our classes are mixed ability and the students are assigned classes on a random basis.

Is the teaching staff diverse?

We have teachers from 15 different nationalities. They are from diverse backgrounds and cultures, and bring with them a wealth of teaching experience and knowledge to our school.

What happens in cases where you find that bullying is happening between students?

Ihsan school has a no-tolerance-policy towards all forms of bullying. We have developed programs for bullying prevention. School staff have a responsibility to support students in case of any bullying identified at school. We have behavior supervisors and counselors on board to implement early intervention and support for students.

How much homework do students get?

The amount of homework students are assigned depends on their grade level and can range from 35 minutes in primary school to 90 minutes in high school every evening.

What is the place of technology in the curriculum and the way that the kids learn? Is the teaching technologically forward?

We value the benefits of modern technology in both educational and global social context. Therefore, we have invested heavily in educational technology and take pride that our building is certified by Microsoft as a smart building. We use smart boards in all classes, and our teachers receive regular training on functionality, apps and opportunities for students' engagement. We use smart-enabled course books and materials, allowing students to communicate directly with the board and benefit from another level of audiovisual and kinesthetic activity. Grade 7 to grade 12 students have chromebooks and have access to digital books.

What languages are offered?

We offer Arabic and Turkish language. These classes are level based. Students take a diagnostic test at the beginning of the year and are assigned classes based on their language level in Arabic and Turkish.



What form of pastoral care is available for students?

We are aware that many students will require emotional and pastoral support at some point in their educational journeys. This is exactly why pastoral care at Ihsan has become a priority.

To ensure the physical and emotional welfare of our pupils we have behavioral supervisors and student counselors available to guide students throughout their educational journey.

Our programs are aimed to keep children feeling safe, happy, involved in the school community and able to perform to their full potential. Advisory lessons in school contribute towards students' wellbeing. They teach important life skills that students can implement in their own lives to develop themselves. Good pastoral care at our school ultimately helps to build character in students which will help them in their adult life.

Will the children get recess/physical activity time to develop gross & fine motor skills?

We have PE lessons in addition to 2 short breaks and 1 extended lunch break. Students have a 15 minute morning break, a 5 minute break at mid-day, 40 minute lunch break and a 20 minute prayer break.

How many days can a student be absent from school?

As per the Turkish Ministry of Education, students can take only 20 days off in an academic year.

What are the illness policies?

On a day when a student is absent, it is the responsibility of the parent to call the behavior supervisor (contact list is provided) and inform them about the absence. Upon return, the student should submit the doctor's report which goes into the student file.

Are meals and snacks provided?

We offer optional school meals at school. In addition, we have canteens at school and students can buy healthy meals on a daily basis.

Can the school accommodate kids with special diets/allergies?

It is possible to accommodate kids with special dietary needs but it is the responsibility of the parents to notify the school and cafeteria staff in writing before the academic year starts.

Can children bring their own meals?

Yes, but parents should send healthy meals. Junk food and sugary drinks are not allowed at school.

**Do you offer field trips?**

Yes, we offer field trips for all grades during the academic year.

Do you offer any parent workshops?

We have workshops for parents on how to help their children with studies and develop their emotional intelligence.

Do you provide transportation?

We have transportation company offices at our campuses. We provide buses to most of the locations around the school area. For more information, you can contact the transportation coordinator.

Can parents come into the classroom?

Parents cannot visit the classrooms or the school corridors at any time during the day. For any appointments, they should contact the receptionists.

Are parents expected to help in class, and how often?

For Kindergarten and Grade 1, parents may be asked to come to the class for Reading Day or other activities. They are informed about such activities in advance through the school event calendar.

What forms of communication do you utilize?

Google classroom and K12 are used to contact the students. Parents should update their contact details on K12 since the school sends K12 messages and emails to parents. Supervisors call parents as needed.

Have you planned for virtual learning, if it becomes necessary again?

We have cameras and microphones installed in classrooms for any such needs. Teachers and students are trained to use Google Meet and Zoom for virtual classes.

What is the best way for parents to be involved?

Parents should stay in touch with the school through K12 and call the supervisors for anything urgent. Parents can also volunteer to help with the field trips.

How do you approach discipline?

Our Code of Conduct document that is shared with parents and students has details about what we expect from students and what could be expected from the school for disciplinary issues.

How does the school create a community?

Children learn best when parents are involved in their education. Our school offers you opportunities to be involved at various levels, as well as transparent communication between parents and the school.

What is the typical tenure of the school faculty?

Ihsan has first-year teachers, as well as teachers who have taught for 4-50 years. The average tenure is around 10 to 15 years.



What activities do you have to help transition new students into the academic and social life of the school?

We plan the orientation sessions with students before the academic year starts. They meet their class advisors and peers, and get involved in icebreaker activities. Throughout the school year, counselors and teachers work together to help students feel comfortable and focused at school.

Is the school accredited, and if so, by what accrediting agency?

The school is accredited by Cognia (previously known as AdvancEd), which is a non-governmental organization that accredits primary, secondary and high schools throughout the United States and internationally. In addition, we are accredited by the Ministry of Education in Turkey. We are also approved by the College Board as an SAT and AP exam centre. For more information, please visit our website: <https://ihsan.school/accreditation/>

How many students does the school have? How diverse is the student body?

We have the capacity for 1250 students, as approved by the Ministry of Turkey. We have 20-25 students in each section of the class from grade 1 to 12. We have students from diverse backgrounds and cultures. Students belonging to 35 different nationalities are enrolled at our school. Kindergarten class sizes tend to be around 10 to 12 students in a class. There will not be more than 15 students in a Kindergarten class at Ihsan. We want to get to know each

child individually, as well as their strengths, and areas that need a little more attention in order to provide a nurturing environment for every student. The small classes give us the opportunity to know the parents as well.

What is the process for applying to the school?

To register your child at your school, you need to book an appointment on our website. Students are required to take an admission test and attend an interview with the academic team. For more details, you can visit our website: <https://ihsan.school/registration-admission/>

What is the school's kindergarten program best known for?

Ihsan is known for having wonderfully engaged teachers, small class sizes and a curriculum that focuses on the developmental and academic growth of each of the students.

What processes does your program have in place to ensure the safety of my child?

Every staff member has a code to enter the locked doors. There are cameras on all of the entrances/exits and there is a large fence surrounding the play areas, with card access as well. Students' safety is the top priority. The students and staff practice a variety of drills throughout the year. All procedures are fine-tuned each year with the assistance of public safety officials.



Are there financing options available to help make the school more affordable?

Our fees are transparent and designed to be affordable for parents. We have regular finance reviews to see where we can offer savings to parents so that they can afford to send their children to Ihsan. Our tuition fees are in Turkish Lira and are paid in installments over 8 months.

What additional costs can my family expect throughout the year aside from tuition?

Other than the registration and tuition fees, students have to purchase stationary as required by their teachers. The cost is not very high. There could be some additional affordable costs for field trips.

How do teachers adapt their schedules to meet student needs?

The structure of the classroom allows students to have individual and smaller group time with the teachers to meet the various academic levels in the classroom. Also, many teachers will meet with students prior to school hours throughout the week, should that be needed to assist a student or challenge them.

Does your program have year-round offerings?

With our school year, summer camp and childcare offerings, or some type of classroom experience is offered at Ihsan nearly every day. There are a select number of days that the school is closed, which falls on various holidays.

How does the program balance age-appropriate academic and development growth?

The students' age and ability are considered when planning the curriculum and differentiating for students. State and national standards are considered, and oftentimes are exceeded. The teachers teach in a way that is fun, engaging and appropriate to Kindergarten as well as higher grades.

Does your program conduct regular assessments throughout the year?

The teachers are constantly assessing throughout the year on various skills and abilities. There are formal assessments a few times a year, as well. Details of these assessments are provided separately.

How are the transitions between activities handled?

Students will transition throughout the day to different specials and activities. They go over their schedule each day, so they know what to expect next. Students travel the halls with their teachers to the various activities.

Are there additional academic offerings for my child throughout the school day?

Students attend Arabic and Technology classes two times a week and Library once a week. They also attend PE class every day that they are at school. Technology is integrated into classroom projects in Kindergarten, as well.



What methods of redirection/discipline are used?

Each student is different in which approach works best for them. Some students do well with redirection, some may need a brain break and others may need goals set to meet each day. If a student has a behavior pattern that is consistently distracting throughout the day, the teacher and the parents will work together to determine the best methods for the student. Should a child harm another child or have more severe behavior issues, then the student discipline would follow our handbook procedures.

How will I be told of my child's academic progress?

Students receive report cards quarterly and there are parent-teacher conferences scheduled twice a year. Student supervisors and counselors communicate with parents via phone call, email and we have an open door policy for parents who need to drop in and chat about their child's progress.

Is the atmosphere competitive?

Ihsan is a very nurturing and caring community, but the students work hard! They are learning at a higher level and putting their best effort in all that they do at school.

How will I know if my child is ready academically or socially to advance a grade level?

There will be communication letting you know where your child is and how they are doing. The teacher's individual time, with a student who excels, may look different from that of other students if they have mastered the skill that is being taught. There are no roadblocks in a student's education at Ihsan and the teachers work to meet each student where they are academically while keeping them in the appropriate peer group.



Time Management Policy

What are the responsibilities of students with regards to Time Management?

1. Time management is one of the primary responsibilities of students.
2. Arriving late at the classroom is counted as irresponsibility and misconduct.
3. Managing time wisely is a basic expectation from high school students who are supposed to have acquired this basic habit.
4. Time for personal needs, such as bathroom use or buying foods or drinks, are only under the responsibility of students.
5. Asking for permission for personal needs is against Ihsan International Community's work ethics.
6. Dealing with other personal issues such as visiting the administration for different types of purposes is also against our work ethics.
7. Students who ask for permissions for these sorts of purposes will be punished after one or two notices.
8. Teachers will have enough reason to reduce classwork marks for the mentioned points.

How will the students take notes?

Taking notes of lectures in the classrooms is under students' responsibility. Notebooks may be used for note taking. However, mobile phones are not allowed for note taking under any circumstances.

Is self-study required?

Self-study is absolutely essential for personal and academic development of students. Teachers and course instructors may give students parts of lessons for self-study. If the topics of self-study are clearly assigned to students, performing the required study is students' responsibility and they will be held responsible for those topics and parts in exams, quizzes, and projects.



Assignment Submission Policy

What is the assignment submission policy?

Assignments play a big role in evaluating and grading students. They must be submitted on time while noting that late submissions may not be taken into consideration by the teachers, or may cause mark reduction. Assignments should be conducted within the borders of instructions by the teachers. Not matching the standards and criteria, may lead to the assignment may not be taken into consideration or may get mark reduction.

Why this much emphasis on complying with rules?

Every institute has their own rules and regulations in order to establish and sustain order and justice. Ihsan School, like all other well-established institutes, has its own culture, traditions, manners, rules and regulations which each and every single member must comply with. Under the umbrella of this institution, everyone must abide by its rules. The school rules are based on scientific foundations and research. Students who refuse to comply with these rules will face severe penalties involving contacting families, suspension or expulsion,

What are the regulations for device use?

Any type of electric devices are NOT allowed in school, classrooms, and all school premises. Unauthorized Devices in school are as follows:

- Mobile Phone
- Headphones
- Earbuds
- Chromebooks (except during lesson times)
- Any type of laptop
- Smart watches
- Any type of gaming devices
- Any type of device that is defined as distractive

If the students are caught with unauthorized electronic devices in school, the school management has the right to confiscate the devices and only legal guardians can get them back with an official letter.

Is it important to follow up on announcements?

The announcements are made in classrooms and on Google Classrooms regularly and are accessible by all students. Students must follow up with the announcements from their teachers and school administration. Not receiving, hearing, seeing, or knowing the announcements will not be accepted as an excuse. The announcements are made to be checked and acknowledged by students. After the announcement of any rules or news, students will be held responsible for them.



Managing Conflicts with Teachers Policy

When can a conflict or problem be resolved with a teacher?

The most common conflict between students and teachers is grading. If students believe there is an issue with their grades, they may only request to get to know the reasons. This request only should be via email to the teacher.

What is the correct time to discuss issues with teachers?

It is important to remember that lessons are not times for problem solving. Additionally, students must not interrupt lessons for their personal issues. Catching teachers at break times is not a proper timing for issue solving. Teachers can arrange a time and place to meet students who should be at the designated meeting venues and times. Scheduling meetings should only be via email or requesting face to face. Without scheduling meetings, teachers cannot accept responsibilities for conflicts and are not obliged to meet students.

What must students consider when dealing with teachers?

Students must be mindful of their behavior and attitude when dealing with the teachers. Careless, insubordinate, and disrespectful behavior, attitudes, gestures, or language will not be tolerated. Nagging, calling out, raising voices, aggressive tones and word choices will NOT be tolerated at all.

What is the policy in regard to repeated offences?

In case of occurrences of these offenses, the relevant individuals will be given mark reductions, official warnings, suspensions, or expulsion. Respecting teachers is an utmost priority in our school and we have a zero tolerance for disrespect of students, staff and teachers.



The Attendance Policy

The attendance policy will be applied throughout the year without any exception.

The policy should be read and adopted by the students. Attending the courses regularly is mandatory. Skipping the classes is strictly forbidden and those students who skip classes will be given several types of measures after the first notice. Measures will include: mark reduction, getting official warnings, writing official defenses, failing the courses, detention, suspension, and expulsion in case of continuity after the notice and measures.

Attendance Policy

1. Students must attend all of the courses unless they have a valid and official excuse.
2. The valid excuses are as follows:
 - a. Medical Condition
 - b. Being out of the country
 - c. Urgent Cases with supervision of staff or legal guardians
3. Students cannot skip any courses.
4. Time management is the students' responsibility.
5. Arriving at the classroom later than the teacher is not allowed and it will cause being marked late in the first five minutes.
6. If the student is late to the class longer than five minutes, it will cause being marked absent.
7. Reaching ten days of unexcused absence in one semester (one semester consists of two quarters) will result in failure of that academic semester.
8. Reaching twenty days of unexcused absence in the academic year will cause the failure of that academic year.
9. Students who fail in a semester or in academic years must take the makeup exams in the summer, before the next academic year begins.
10. Ten hours of unexcused absence in one course in a semester will cause failure of the course.
11. Three late comings are equal to half day absence.

General Attendance Policy Table			
Period	Days of Absence	Lesson Hours of Absence	Result
1 Semester	10 Days	60 Lesson Hours	Failure
2 Semesters	20 Days	120 Lesson Hours	Failure

Course-Wise Attendance Policy Table		
Period	Lesson Hours of Absence	Result
1 Semester	10 Lesson Hours	Failure
2 Semesters	20 Lesson Hours	Failure



The Language Policy

Do you have a policy of language use and its ethics?

We have language ethics in our community and we are committed to it.

Why do you need a policy of Language Ethics?

Language ethics is the code that we apply in our diverse community in order to ensure a well-mannered, disciplined, respectful, thoughtful, and decent generation. We understand the diversity and differences and their values and aim to protect all of them. We do not tolerate any sort of acts that are defined offensive against these values and the language use is one of the keys to establish and maintain it.

What is the policy?

The official language of our school is English. Though there is diversity in language, the official language must be used in all official papers, emails, and conversations.

Using a language that the other parties do not understand is strictly forbidden and will be counted as an offense even if the things that have been said are not offensive. Students must use only the English language in the classroom and in school premises.

What is the policy regarding inappropriate language?

Using inappropriate language will not be shown any tolerance. Swearing and cursing will lead to severe consequences including suspension and expulsion.

Is tone of voice important?

It is essential to ensure that the tone of the voice when speaking to peers and school staff must be respectful. Raising a voice at any school staff has no tolerance in our community and the offenders will be given suspension and expulsion in the case of repetition.

Can I use my native language at all?

Yes, of course you can. Amongst friends or with people who speak the same language with you, it is the most natural thing to use your native language. Nevertheless, when there are others that do not understand what you talk about, this is rude behavior because that causes the impression and feeling of being excluded. It also may cause misunderstandings and misinterpretations.



The Examination Policy

1. Students must arrive at the examination hall fifteen minutes before the start of the examination. This is to allow examination proctors to check in students and distribute the examination materials before the examination begins.

- i. The School Examination Board is not responsible for any late comings.
- ii. Late examinees will not be allowed to enter the examination hall.

2. Examinees are to submit all the electronic devices before the start of the examination.

- i. Mobile phones and other electronic devices are left outside the examination hall.
- ii. Mobile phones and all other electronic devices must be powered off.
- iii. The examinees who refuse to submit their phones or electronic devices will not be allowed to enter the examination hall.
- iv. If the examination proctors discovers that an examinee kept the phone or electronic

device, this will cause the cancellation of the examination score.

3. The attendance will be taken by the proctors five minutes before the start of the examination.

4. The examination rules will be declared after the attendance.

5. Students are to be seated in their assigned seats. Students may not select their own seats.

6. After the examination starts, students who are not present will be marked as absent and their score will be zero.

Examination Rules

i. Ihsan International School Examination Board Terms and Conditions include rules and policies to ensure all students have a fair and equal test experience.

ii. The subject teachers, and proctors will explain all the needed areas about the examinations and expectations.

iii. School proctors will be at the examination hall during the examination.

iv. If anyone disturbs others or tries to gain unfair advantage, they will be asked to leave the examination hall and their scores will be canceled.

v. They may also have other evaluation component scores canceled.

vi. Examinees are not allowed to ask questions out loud. When there is a conflict in the examination paper, the examinees are to silently raise their hands and wait for the proctor to come.

vii. Personal distance must be applied.



viii. A number of spare masks should be brought.

ix. Examinees are to bring their examination materials. Needed examination materials are a number of pens, pencils, erasers, and pencil sharpeners.

x. Examinees should bring their own water bottles.

xi. Water bottles must not be kept on the examination tables.

xii. No other devices or tools should be on the examination tables other than the allowed examination materials.

xiii. Examination Rules must be followed by all examinees.

Unauthorized Items

a. Mobile phones

b. Smartwatches

c. Fitness trackers

d. Other wearable technology (simple analog watches are acceptable)

e. Audio players or recorders, tablets, laptops, all Bluetooth devices, or any other personal computing devices

List of Examples of Exam Misconduct

i. Giving or receiving any help of any kind.

ii. Looking through the examination papers before the time starts.

iii. Marking or changing any answers after the time is called.

iv. Disturbing others, making noise, attempting to look at another examinee's papers.

v. Attempting to ask questions to the proctors loudly.

vi. Using a mobile phone or any unauthorized device during the examination or in the breaks.

vii. Leaving the examination hall without permission.

viii. Attempting to take the examination for someone else.

ix. Eating or drinking something during examination without an approved request to do so.

x. Changing designated seats.

xi. Failing to follow examination procedures.



Breaktimes

1. Breaktime durations are shared with all examinees and are strictly adhered to.
2. In break times students are only allowed to spend their time in designated areas.

Collection of the Examination Papers

1. Examinees quietly remain in their seats as proctors come to collect the examination papers.
2. Examinees have to wait until all examination papers have been collected and are given permission to leave by the proctors.
3. The leaving times will be declared to the examinees. Examinees are not allowed to leave before the declared leaving times.
4. Examinees are not allowed to leave the examination hall without the proctors' approval.
5. Examination papers are under examinees' responsibility.
6. The proctors are not responsible for unsubmitted examination papers.

Leaving the Examination Hall

1. Examinees leaving the examination hall, while another exam is ongoing, should leave quietly without distracting other examinees.
2. All examinees must submit their examination papers to the proctors before they leave.
3. The materials and trash must be picked up by the examinees when leaving the hall.



Student Code of Conduct

Section 1: Before Classes Start

These offenses can lead to written warnings or detention. In extreme cases, or if repeated often, they may lead to suspension.

A student shall:

- 1.1 Be on time to the bus stop.
- 1.2 Be seated at all times in the bus and wear a seatbelt.
- 1.3 Not use bad language or disturb the hostess/driver.
- 1.4 Not play ball games in the backyard in the morning or home time, ride skateboards or do anything that endangers others.
- 1.5 Only use the staircase assigned to them.

Section 2: During the Day

These offenses can lead to written warnings or detention. In extreme cases, or if repeated often, they may lead to suspension.

A student shall:

- 2.1 Not leave the class without permission from the teacher. Bathroom only at break times.
- 2.2 Not leave the floor without valid reason and a hall pass from the Supervisor. It is not allowed to visit Admin offices during class times.
- 2.3 Not be late to any session.
- 2.4 Not disobey, or argue with a teacher or a member of school staff.
- 2.5 Not stand on furniture.
- 2.6 Not play ball games inside the class.
- 2.7 Not use the smartboard without the presence of a teacher.
- 2.8 Not litter inside the class.



Section 3: Uniform and Food

These offenses can lead to written warnings or detention. In extreme cases, or if repeated often, they may lead to suspension.

A student shall:

3.1 Wear official school uniform - black pants, white or black shirt, purple or black hoodie all with the Ihsan logo.

3.2 Boys shall not wear shorts, chains or bracelets and have properly combed hair (long hair to be in a ponytail and moved back from the face). Earrings are not allowed for boys.

3.3 Girls should tie their hair in a ponytail, braid or a bun, not wear makeup, keep the original length of uniform shirts, remove any face piercings, not wear any accessories including colored lenses and have clean, short nails without nail polish.

3.4 Not wear denim jeans of any color.

3.5 Not order food from outside the school. Any ordered food will be sent back.

Section 4: In the Class

These offenses can lead to written warnings or detention. In extreme cases, or if repeated often, they may lead to suspension.

A student shall:

4.1 Not leave the class without permission from the teacher.

4.2 Not leave the floor without valid reason and a hall pass from the Supervisor.

4.3 Not be late to any class.

4.4 Not disobey, or argue with, a teacher or a member of school staff.

4.5 Not stand on furniture.

4.6 Not play ball games inside the class.

4.7 Not use the smartboard without the presence of a teacher.

4.8 Not litter inside the class.



Section 5: In the corridors and bathrooms

These offenses can lead to written warnings or detention. In extreme cases, or if repeated often, they may lead to suspension or even permanent expulsion from the school.

A student shall:

- 5.1 Not run in the corridors.
- 5.2 Not bounce, throw or play with a ball inside the school building.
- 5.3 Not disrespect or disobey the floor supervisors.
- 5.4 Not waste school materials such as water or napkins in the bathroom etc.
- 5.5 Not use a bathroom that is not designated for their level.
- 5.6 Not stray away from their PE teacher while going to PE.
- 5.7 Not deface any posters or notice boards.
- 5.8 Not intentionally vandalize, scratch, mark, or damage the property of the school.

Section 6: Aggression

These offenses are the most serious and can lead to immediate suspension or even permanent expulsion from the school without prior warning.

A student shall:

- 6.1 Never hit, kick, punch, fight, intentionally harm or threaten to harm another student.
- 6.2 Not encourage or watch any fight. A student is disciplined in the same manner as those students engaging in the fight. Any fight must be reported to a supervisor.
- 6.3 Not use profanity, fighting or abusive words, disrupt the classroom or other school activities.
- 6.4 Avoid conflict by walking away and reporting aggressive behavior to a supervisor. A student may, in a defensive manner, restrain the other student but kicking or hitting the other student is considered fighting.
- 6.5 Not take the property of another person or the school without permission.
- 6.6 Not communicate a threat to another person or their belongings.
- 6.7 Not bully, harass, or discriminate against others.
- 6.8 Not have in their possession any object that could be used as a weapon designed to cause bodily harm.



Section 7: Gross Misconduct

These offenses are the most serious and can lead to immediate suspension or even permanent expulsion from the school without prior warning.

A student shall:

7.1 Not wrongfully break and/or enter into school buildings, school buses, classrooms, storerooms, or lockers.

7.2 Not trespass on school grounds when told not to do so by authorized school personnel.

7.3 Not possess, display or use, give away, attempt to sell or purchase, or be under the influence of any tobacco products or vape or any illegal narcotic drug or alcoholic substance at any time in any building, facility, or vehicle owned, leased, rented or chartered by the school, on any school grounds and property, including athletic fields and parking lots, or at any school-sponsored or school-related event on-campus or off-campus.

7.4 Not engage in intimate conduct or inappropriate public displays of affection, at school or on the school bus or school-related activities.

7.5 Not falsely accuse anyone of any indecent behavior.

7.6 Not make false statements to teachers and school officials or forge or delete a signature on any papers or documents.

Section 8: Financial Matters

These offenses can lead to written warnings or detention. In extreme cases, or if repeated often, they may lead to suspension or even permanent expulsion from the school.

A student shall:

8.1 Not gamble nor possess playing cards unless approved by a teacher or supervisor for an educational purpose.

8.2 Not buy or sell on school grounds or at school-sponsored events.

8.3 Only collect money for charity subject to certain regulations and following approval.

8.4 Not bring large amounts of cash (in any currency) or expensive personal items to school.



Section 9: Digital Devices

These offenses can lead to written warnings or detention. In extreme cases, or if repeated often, they may lead to suspension or even permanent expulsion from the school.

A student shall:

9.1 Not record any other student or teacher either by photo, video or audio.

9.2 Not send, take, disseminate, transfer, share, or receive of obscene, lewd, indecent, or explicit messages, photographs or images on or by electronic devices.

9.3 Not use or display mobile phones or cameras during regular school hours except as approved. 'Regular school hours' means from the beginning of the student instructional day to the end of the student instructional day.

9.4 Not use a Chromebook for other than educational purposes. If a Chromebook is used for other than educational purposes, it will be confiscated.