

MLS Code of Conduct



Violation	1st Incident	2nd	3rd
First Level			
SkippingClass	<ul style="list-style-type: none"> *Warning from period teacher(s) *Log of incident with supervisor *Student signs pledge of no repeat – parent informed 	<ul style="list-style-type: none"> *Student and parent sign pledge of no repeat *1 day in school suspension Warning of grade deduction signed by student and parent *Student sent to counselor 	<ul style="list-style-type: none"> *1 day out of school suspension with parent summoned – both sign pledge of no repeat *School considers depriving deducting grades(TBD)
Second Level			
SkippingSchool	<ul style="list-style-type: none"> *1 day out of school suspension *Parent and student both sign pledge of no repeat 	<ul style="list-style-type: none"> *3 days out of school suspension Student sent to counselor Warning of 15 days temporary dismissal 	<ul style="list-style-type: none"> *5 days temporary dismissal
Vandalism (breaking, damaging or grafting school property)	<ul style="list-style-type: none"> *Guidance and warning by discipline team *Parent bears cost of replacement or repair *Parent and student both sign pledge of no repeat 	<ul style="list-style-type: none"> *Parent summoned and signs pledge of no repeat *Parent bears cost of replacement or repair * Student sent to counselor * One day in-school suspension (Community Service) 	<ul style="list-style-type: none"> *Parent bears cost of replacement or repair * One day out of school suspension
Violation of School Dress Code	<ul style="list-style-type: none"> *Guidance 	<ul style="list-style-type: none"> *Student deprived of first lesson 	<ul style="list-style-type: none"> *Student to be sent home

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	and warning by supervisor *Student signs pledge of no repeat *Warning sent to parents (Class- Dojo)	Parents informed that it is 2nd incident. Parents warned that 3 rd incident student will be sent home	
Use of Banned Technology (Mobile phones, laserpens, etc...)	*Confiscation of item until end of school day *Parent informed *Student signs pledge of no repeat	*Confiscation of item –given to parent *Parent summoned *Parent and student sign pledge of no repeat	*Confiscation of item until end of school year
Damage to School Environment (Littering, soiling, abuse of green spaces, water waste, etc...)	*One day correction of violation (Community Serviced)	* Two days Community Service *Student signs pledge of no repeat *Violation documented in student file	*Three days Community Service
Undisciplined Behavior (Class disruption, disorderly conduct, unruliness, etc...)	*Guidance and warning by staff *Violation documented in student file *Student signs pledge of no repeat *Parent informed	*1 day in school suspension (TBD) *Parent summoned and signs pledge of no repeat	*Student sent to counselor *1-3 out of school suspension

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Possession of Tobacco Products	<ul style="list-style-type: none"> *Confiscation *Warning *Student signs pledge of no repeat 	<ul style="list-style-type: none"> *Confiscation *Parent informed *1-day out of school suspension 	<ul style="list-style-type: none"> *Confiscation *1-3 days out of school suspension *Parent signs pledge of no repeat
Third Level			
Physical Violence, Aggression & Incitement	<ul style="list-style-type: none"> *Guidance and warning *Parent and student both sign pledge of no repeat *Violation documented in student file *Student apologizes to witnesses *1-day suspension 	<ul style="list-style-type: none"> *1-3 days suspension *Parent and student both signpledge of no repeat *Student apologizes to witnesses *Student sent to counselor 	<ul style="list-style-type: none"> *Student sent to counselor *Student apologizes to witnesses *Board examines student case for 15 days temporary dismissal *Legal procedures may apply
Theft	<ul style="list-style-type: none"> *Guidance and warning *Return of stolen items *Student signs pledge of no repeat *Parent informed Student sent to counselor 	<ul style="list-style-type: none"> *Student sent to counselor *Return of stolen items *Parent summoned *Case examined 	<ul style="list-style-type: none"> *Student case referred to administration for legal examination
Impoliteness Toward Any Staff Member	<ul style="list-style-type: none"> *Guidance and warning *Parent informed *Student apologizes *Student signs pledge of no repeat *1-3 days suspension 	<ul style="list-style-type: none"> *Case examined by counselor *Cased examined by administration *3-5 days suspension 	<ul style="list-style-type: none"> *15 days temporary dismissal

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		*student and parent sign pledge of no repeat	
Contempt for National Sovereignty (refusal to salute the flag, etc...)	*Verbal warning and guidance	*3 days Saluting Flag *Student instructed on the value of national pride	*In-school suspension for 1 day (Community Service)
Moral Deviancy (bullying, any form of sexual depiction, Offensive language, incitement, harassment, etc...)	*Guidance and warning *Parent informed *Student signs pledge of no repeat *Violation documented in student file *1 day in school suspension	*1-2 days out of school suspension *Parent and student sign pledge of no repeat	*Student referred to administration *3 days out of school suspension
Unauthorized Selling	*Sold item and purchase money confiscated and returned to parents of both students. *Student signs pledge of no repeat	*Parents of both students informed but the sold item(s) and the purchase money will be confiscated, not returned. *Parents sign pledge of no repeat *1 day out of school suspension	*3 Days out of school suspension
Disorderly Behavior (such as disobedience, belligerence, hooliganism, etc...)	*Warning *Parent signs pledge of no repeat	*1 day in school suspension *Parent signs pledge of no repeat Warning of out of school suspension of 3 days	*3 Days out of school suspension
Smoking on Campus	*1 day suspension *Parent informed *Student signs pledge of no repeat	*2 days suspension *Parent summoned *Expulsion warning	*3 days suspension *Parent summoned *Expulsion warning

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Lying, Forgery or Deception	Students who commit lying, forgery or any other acts intended to deceive face serious disciplinary actions ranging from suspension to expulsion depending on the degree of the offense and at the discretion of a disciplinary council. If lying occurs while an offense is being investigated, the maximum penalty related to the offense under investigation will be applied.
Possession of a Weapon	During the first semester: Expulsion During the second semester: Home-schooling until the end of the year (student studies independently and is only allowed on campus for end-of-year exams). The student will not be allowed to remain at MLS for the remainder of his/her school years
Use of a Weapon	Expulsion + the school will inform the authorities
Substance Abuse	Selling, purchasing, possession or consumption of drugs or alcohol on campus: Expulsion Coming to school under the influence of drugs, alcohol or any controlled substance: The suspected student will be subjected to a lab test. If the lab test results are positive: 1-Student receives an expulsion warning and the school reserves the right to require further tests at any random date(s). 2-A second positive result will lead to expulsion.
Violation of Computer Technology & Internet Use	Playing games, searching the Internet without teacher's permission, unauthorized downloads, installing or using unauthorized software, vandalizing computer software, changing passwords or permissions, hacking or attempting to hack any of our school systems: Action ranges from detention to expulsion depending on the degree of the offense and at the discretion of a disciplinary council. Student will pay for any damages rendered in sum or in kind.

Academic Integrity Policy:

Violations of the Academic Integrity Code:

1. Cheating on an exam, quiz or other forms of assessment, by directly/indirectly accessing another student's work or external source.
2. Copying or plagiarizing HW or other assignments.

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3. Tampering with another student's work preventing the student from obtaining a fair grade.
4. Dishonestly obtaining and/or distributing a copy of an exam or other form of assessment.
5. Any form of system hacking which results in changing student grades.

Consequences of Violations:

- For instances of breaking the academic honor code, the below consequences will apply.
- In cases of dispute, the Academic Honor Council will convene to investigate. The AHC consists of HOD, teacher, AC , Head of Discipline & Guidance counselor.

A) Copying/Plagiarism

Any sign of copying or plagiarism on assignments/assessments will result in an automatic ZERO for all offenders involved in the incident. A note will be added on Think wave.

- The student will be informed when a teacher suspects that she/he has violated the Academic Honor Code. The teacher will first discuss the matter with the student and may require him/her to take additional work
- If the student's additional work proves that he/she is not guilty of the violation, the teacher will grade the student's original work, which he/she will be allowed to complete/submit. If the teacher had accused the student of the violation in public, he/she will also restore the student's dignity in public.
- If the student's additional work proves that he/she is guilty of the violation, the student will receive a zero and an academic penalty shall be put in writing, signed by teacher and student, and reported to the head of department and administration. The student shall not be further penalized based on this report alone.

B) Cheating:

- If a student is caught cheating from another student for the first time: the offender will receive an automatic ZERO provided the other student was NOT helping him cheat.
- If a student is caught cheating from another student for the first time: both offenders will receive an automatic ZERO provided the other student was helping him cheat.
- If a student is caught cheating from an external source for the first time: he/she will receive an automatic ZERO and be put on social probation.
- If a student is caught cheating for the second time – whether from another student or an external source: he/she will receive an automatic zero and be suspended in school for 2 days.

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- If a student is caught *cheating* for the **third time** – whether from another student or an external source: he/she will fail the quarter for that subject
- If a student is caught *cheating* for the **fourth time** – whether from another student or an external source: he/she will fail the quarter for that subject and receive 2 days of out of school suspension as well as an expulsion warning.
- If a student is caught *cheating* for the **fifth time**: he/she will be expelled from school.

- Undisciplined Behavior: Since this field is quite broad, each incident will be dealt with separately.
- Any violations beyond third incident will be dealt with by the School Disciplinary Committee
- Any student who proves improvement in disciplinary records, will be given the advantage of reviewing the grades deducted due to out of school suspension.