

KNOWLEDGE HUB HANDBOOK & CODE OF CONDUCT



2021 - 2022

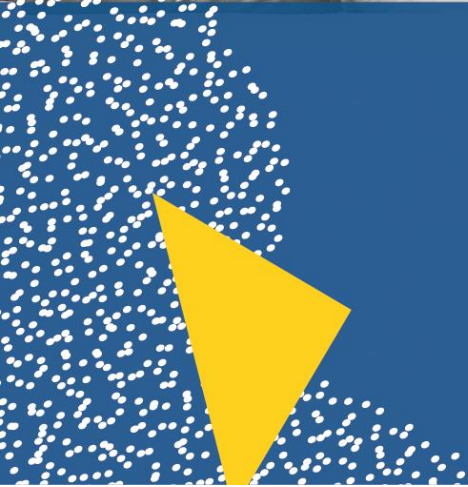


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What is the iCademy Middle East Knowledge Hub?

The iCademy Middle East Knowledge Hub in Dubai Knowledge Park offers a supportive and friendly environment where our individualized style of learning meets the strengths and needs of your child.

At our Knowledge Hub we provide a number of services which are tailored to the learning styles of different students. This personalized approach to education allows every student to feel supported and understood as they complete each stage of our comprehensive curricula.

Apart from the AMP for Education online curriculum, we offer ASDAN affiliated programs such as Personal and Social Development and Employability, which are suitable for teenagers and young adults following an alternative educational route.

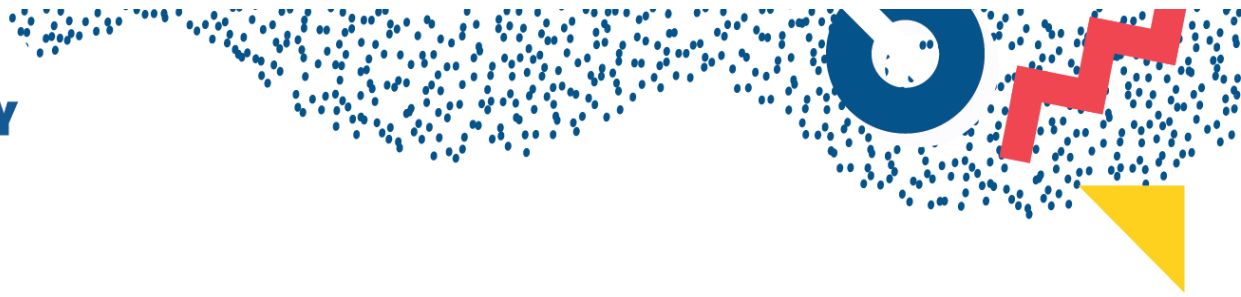
iCademy students who are in Grades K-8 work with the Learning Coach on both core and elective subjects such as Math, History, Science, English, World Languages, Art and Music. Learning Coaches also facilitate student participation in mandatory Arabic, UAE Social Studies and Islamic Studies lessons as applicable. Please note that Arabic, UAE Social Studies and Islamic Studies are KHDA courses that need to be completed at home. Learning Coaches will liaise with online teachers where necessary however Class Connect sessions are to be completed independently by the student out of Knowledge Hub hours. These courses will not be incorporated in the school day. In the iCademy High School program, students work more independently under the guidance and with assistance from the iCad Learning Coaches. The iCadPlus program (14-17 years) includes three core academic subjects in conjunction with an ASDAN accredited qualification in Personal and Social Development. The ASDAN Employability program (16+ students) offers either an Award or Certificate in two ASDAN accredited qualifications: Employability and Personal and Social Development.

iCademy and ASDAN are not ESL curricula and as such, a level of English competency will be required in order for students to succeed in their courses. However, ESL services are available separately through the MacMillan curriculum at the iCademy Middle East Knowledge Hub.

Our qualified Learning Coaches provide guided instruction and face to face support to ensure your child is fully aware of their daily assignments and subject requirements. They will provide instruction at a level that makes our curriculum more accessible and manageable for all of our students. Very often students can become overwhelmed when they first embark on the journey of virtual learning, where independence and self-motivation are key skills. Our Learning Coaches will provide that vital link between your child and their Online Teachers, aiding their development as self-directed learners.

Special needs do not necessarily disqualify a student from attending the Knowledge Hub; however, advance knowledge of any issues will allow us to make the most appropriate Learning Coach assignment and course placement for your child. Please note that the enrollment of students with a very high level of dependency or behavioral issues will be subject to appropriate assessments.

Parents / Guardians are required, at the time of enrolment, to inform Knowledge Hub staff of any medication the student is taking, behavioral issues, any learning disabilities, or anything that can affect student learning and interaction in the Center (i.e. Epilepsy, ADHD, Autism Spectrum, etc.).



Role of the iCademy Middle East Knowledge Hub Learning Coach (LC)

The Learning Coaches will assist by monitoring student progress through lessons and daily assessments. They will work actively with students to assist them in achieving mastery of their learning objectives.

The iCademy Middle East Learning Coach will:

- Support students with curricular and instructional issues
- Track student academic progress and attendance with iCademy
- Maintain an accurate and up-to-date attendance record
- Ensure assignments, tests, quizzes are submitted to Online Teachers for grading
- Ensure emails are reviewed and responded to as necessary
- Attend conferences with the student's assigned Teachers, if required
- Report to Parents / Guardians regarding student progress

Timings and Holidays

The Knowledge Hub operates from 8am to 5pm and hours for students may vary, depending on their program (Early Years, Lower School, Middle School, High School, iCad+, Employability and Private Tuition).

The iCademy ME school year has specific school start and end dates as well as scheduled breaks. Students are encouraged to continue working through their assignments even during scheduled breaks, as necessary, as the online school is available 24/7.

The iCademy Middle East Knowledge Hub has set winter, spring and summer holidays which are included in the Knowledge Hub calendar. Students and families are strongly encouraged to schedule any vacation time in accordance with the Knowledge Hub calendar. Parents / Guardians of students who choose to take vacations outside of the scheduled holidays must seek permission from their Learning Coach and High School Academic Advisor as applicable.



Drop-Off and Pick-Up Procedures

As mentioned above the Knowledge Hub hours for the students vary based on the program:

- 5 Day Per Week Students
Monday-Thursday from 8:30-3:00pm and
Friday from 7:30am – 12 noon
- 3 Day Per Week Students:
Monday and Wednesday from 8:30-3:00pm and
Friday from 7:30-12 noon
- 2 Day per Week Students
Tuesday and Thursday from 8:30-3:00pm

Parents / Guardians are required to drop-off students no earlier than 15 minutes before their session starts. Students in Grades KG through 5 must be accompanied to the Knowledge Hub. Students in Grades 6 through 12 may be dropped in front of the Knowledge Hub only once the consent has been given by a Parent / Guardian.

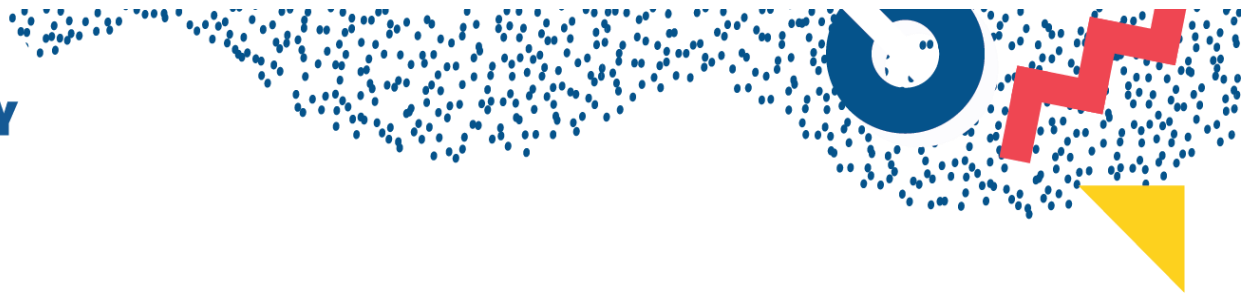
Knowledge Hub Contact Information

Paula Treacy, iCad+, Employability and Lower School LCP Lead
ptreacy@icademymiddleeast.com

Angela Johansson, Middle School and High School LCP Lead
ajohansson@icademymiddleeast.com

Should a parent wish to contact the Knowledge Hub they may do so at this number. They will then be directed to the relevant staff member.

Office Phone: +971-4-440-1212



Student Rights and Responsibilities

RIGHTS

I have the right to be comfortable and to be treated with respect in this Center.

This means that no one will laugh at me, tease me, or hurt my feelings.

I have the right to be myself in this Center.

This means that no one will treat me unfairly because I am a child or adult; young or old; boy or girl; fat or thin; tall or short; of any race or nationality; or because of my religion.

I have the right to be safe in this Center.

This means that no one will treat me unfairly because I am a child or adult; young or old; boy or girl; big or thin; tall or short; of any race or nationality; or because of my religion.

I have the right to expect my belongings to be safe and treated with respect in this Center.

I have the right to hear and be heard in this Center.

That means that no one will scream, shout, and make loud noises or disturb me in any way.

I have the right to learn self-control in this Center.

This means that no one will stand by silently while I abuse my rights.

I have the right to learn in this Center.

This means that no one has the right to disrupt me or make it difficult for me to learn. Learning Coaches should be free to teach and students free to learn.

I have the right to expect that these rights will be mine in all circumstances as long as I am exercising my full responsibilities.

RESPONSIBILITIES

I have the responsibility to treat others with respect.

This means that I will not laugh at, tease, or hurt the feelings of others.

I have the responsibility to respect others as individuals and not to treat them unfairly.

This means that I will treat no one unfairly because they are children or adults; young or old; boys or girls; big or thin; tall or short; of any race or nationality; or because of their religion.

I have the responsibility to make the Center safe for myself and others.

by not hitting anyone; kicking anyone; pushing anyone; pinching anyone; hurting anyone; threatening or bullying anyone.

I have the right to expect my belongings to be safe and treated with respect in this Center.

I will look after my belongings.

I have a responsibility to help maintain a calm and quiet Center.

This means that I will not scream, shout, and make loud noises or disturb others in any way.

I have the responsibility to practice self-control in this Center.

This means I will expect to be corrected and respond positively when addressed.

I have the responsibility to contribute to a positive learning environment.

This means that I will not disrupt others or make it difficult for them to learn.

I have the responsibility to protect my rights and the rights of others by exercising my full responsibility in all circumstances.



Code of Conduct

INTRODUCTION

This document is the Code of Conduct of the iCademy Middle East Knowledge Hub, as approved by the Knowledge Hub Management and in accordance with UAE KHDA documentation and recommendations.

OBJECTIVE

This Code of Conduct aims to establish a disciplined and purposeful learning environment which is dedicated to promoting and maintaining the quality of the learning process.

Students and their Parents / Guardians are expected to acquaint themselves with the Code of Conduct and its provisions. As soon as students are enrolled at the Knowledge Hub, they are subject to the Code of Conduct, and must adhere to it. Should students transgress or violate the Code of Conduct, they will be subject to the relevant sanctions in accordance with the disciplinary procedure for students.

CODE OF CONDUCT

For Parents / Guardians

The responsibility of Parents / Guardians regarding the Code of Conduct

The ultimate responsibility for students' behavior rests with the Parents / Guardians. It is expected that Parents / Guardians will –

- Support the Knowledge Hub and require students to observe all rules and regulations and accept responsibility for any behavior on their part.
- Take an active interest in their child's schoolwork and make it possible for him / her to complete assigned homework.

1. Parents / Guardians should familiarize themselves with the Knowledge Hub's Code of Conduct and support the Knowledge Hub staff in implementing these regulations.

2. Parents / Guardians are responsible for their child's regular attendance and punctuality and should support the Knowledge Hub in enforcing this valuable habit. Punctual pick up after school is also of the utmost importance.

3. Parents / Guardians are requested to supply written confirmation for any absences in accordance with the Code of Conduct.

4. Parents / Guardians are responsible for students having the required stationery and other equipment for each school day.

5. Parents / Guardians are requested to participate in all meetings and activities that require their presence and to take note of all correspondence sent to them.

6. Parents / Guardians need to follow up the student's assignment schedule, extracurricular activities and the Learning Coach's remarks and instructions.

7. Parents / Guardians should check homework diaries on a daily basis and ensure that guidelines are followed and suggested exercises are done.

8. Parents / Guardians must see to it that students study and complete their homework on a daily basis without direct assistance, but with guidance and advice.

9. Parents / Guardians should not enter into the classrooms or learning areas during school hours and should not hold unnecessary conversation with Learning Coaches before or after school regarding their children. Regular Parent / Learning Coach meetings are scheduled at the end of each term. Parents may request additional meetings with Learning Coaches through the Center's administration office.

10. Parents / Guardians can communicate with Learning Coaches and Lead Learning Coaches through the appropriate channels:

- a) Homework diaries
- b) Letters addressed to the relevant member of staff
- c) Scheduled Parent / Learning Coach meetings
- d) Pre-organized meetings arranged through the administration office
- e) Email

11. Parents / Guardians must inform Knowledge Hub staff of any medication the student is taking, behavioral issues, any learning disabilities, or anything that can affect student learning and interaction in the Knowledge Hub. Relevant documentation and reports must be submitted at the time of enrolment.

12. We ask Parents / Guardians to support the Center while making decisions regarding their child and in reinforcing how important the educator's roles is.



For Students

General Rules

1. Students shall be good ambassadors of the Knowledge Hub, and shall conduct themselves in accordance with the Center's Code of Conduct at all times.
2. While representing the Knowledge Hub in the public eye, either directly or indirectly, students shall refrain from any behavior that could bring the Knowledge Hub, staff or their fellow students into disrepute.
3. In their interaction with the teaching staff, and other staff of the Knowledge Hub, students shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness.
4. In their interaction with one another, students shall practice self-restraint and shall display mutual respect and tolerance. In particular, students shall refrain from any action aimed at harming, or that could possibly cause harm to, any other student's physical, spiritual and moral well-being. Students shall refrain from instigating / provoking a fight (including teasing / bullying).
5. Any improper physical contact between students inside the Knowledge Hub, or in any other place where they could be identified as students of the Knowledge Hub, is strictly prohibited.
6. Knowledge Hub staff shall have the same rights as a Parent with regard to controlling and disciplining students according to the Code of Conduct, both during such student's Knowledge Hub attendance as well as at any Knowledge Hub activity.
7. Students shall comply with any reasonable instruction from any member of the Knowledge Hub staff.
8. Students should not eat or drink in the classroom / at their learning stations unless authorized to do so by a member of staff.
9. Students may not ask for, share or take other students' food or belongings.
10. The smoking, possession and/or use of tobacco products while at the Knowledge Hub, at any school activity, or while students are representing the Knowledge Hub, are strictly prohibited.
11. In case of a reasonable suspicion that students have violated this Code of Conduct or the laws of the country, the Knowledge Hub's management or a member of the teaching staff is entitled to search such student and/or the property in their possession for any dangerous weapons, drugs or other harmful and dangerous substances, stolen goods or inappropriate material that the students may have brought into the Knowledge Hub. Throughout, students' dignity will be respected, and the search carried out by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.
12. Students are to treat their fellow students and Learning Coaches with respect. The following behavior towards fellow students is not allowed:
 - a) Pushing, kicking, bumping, tripping, spitting, causing an obstruction and threatening the safety of another student;
 - b) The provocation of another student;
 - c) Courting behavior such as kissing, holding or cuddling.
13. All students who participate in activities during school time, breaks or after school shall show loyalty and respect towards their fellow participants and officials involved.

14. Students who represent the Knowledge Hub, in any capacity, will at all times be courteous towards, and comply with the rulings, prescriptions and instructions of any person in charge.

15. Students who participate in games or sports activities shall do so with commitment and dedication. Such students are expected to practice self-restraint and self-discipline. In particular, no student may display bad sportsmanship, use of foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

16. Any conduct that unfairly prejudices the administration, discipline or efficiency of the Knowledge Hub shall be regarded as a violation of this Code of Conduct.

17. Transgressions that might lead to suspension and/or expulsion include, but are not limited to:

- a) Conduct that poses a threat to others' safety and infringes upon others' rights including, but not limit to their right to learn;
- b) Possessing, threatening with or using dangerous weapons;
- c) The possession, use, trading, or any visible sign of narcotic or unauthorized drugs, alcohol and intoxicating substances of any nature;
- d) Fighting, assault or abuse (verbal or otherwise) of a member of staff, fellow student or member of the public;
- e) Indecent behavior, an example of which could include sexual harassment;
- f) Harmful graffiti, hate speech, sexism or racism;
- g) Theft, or the possession of stolen goods, including the theft or possession of test or examination papers;
- h) Unlawful conduct towards and/or vandalizing, destroying or damaging Knowledge Hub property;
- i) Disrespectful, offensive behavior and verbal abuse aimed at teaching staff, other Knowledge Hub staff or students;
- j) Repeated violation of Knowledge Hub rules or this Code of Conduct;

k) Criminal or oppressive behavior, such as rape, gender-based harassment and possession of inappropriate material or material of an adult nature;

l) Victimization, bullying and intimidation of other students;

m) The transgression of test or examination rules;

n) Intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage;

o) A conviction of a criminal offence in a court of law shall be regarded as a violation of this Code of Conduct;

p) Refusal to follow fair instruction from a member of the Knowledge Hub staff and / or to carry out punishment given;

q) Being in possession of fireworks or any other explosives;

r) Non-adherence to disciplinary sanctions.



Class Rules

Students are expected to comply fully and promptly with the class rules as well as any verbal instruction given by any member of the teaching staff that is reasonably essential to give effect to this Code of Conduct and / or for the sound and professional management of the Knowledge Hub. The rules are specified hereunder:

1. Students must arrive on time in order not to disturb the lesson;
2. Students must do homework given for each lesson punctually;
3. Textbooks / reading books / drawing equipment, etc. must be in the class for each lesson;
4. Students may not talk, shout, sing, move around or behave in any manner which is inconsistent with the learning process of other students, while the Learning Coach is teaching, while somebody else is talking or while other students are working; (special allowances will be made where necessary)
5. Students may not leave the classroom without permission from the adult in charge;
6. Students must with follow given instructions immediately;
7. Students should not eat or drink in the classroom unless authorized to do so by a member of staff;
8. Students must return reply slips as they are needed for the smooth running of the Knowledge Hub;
9. Any violations of the class rules shall be regarded as violation of this Code of Conduct and Knowledge Hub rules.

Appearance and Dress Code

Respectful attire is required at all times, in accordance with the guidelines in the UAE. Students and staff must wear clothing that covers the midriff, chest and shoulders. At the Knowledge Hub we insist that our students respect the culture of our host country by ensuring they follow the below guidelines:

- Skirts / pants no shorter than 10 cm above the knee (this also includes shorts);
- Shirts / T-shirts with sleeves which cover the shoulders. Vest tops are not acceptable for either male or female students;
- No part of a student's attire may have slogans or pictures which may be offensive to others – this includes, but is not limited to, foul language, explicit scenes or words and drug-related symbols;
- Students should be dressed in a neat fashion, therefore see through clothing, midriff revealing tops and low hung trousers are not acceptable.

If a student arrives dressed inappropriately, they will receive a first warning and if possible, remove or cover any inappropriate attire. Further offences will result in Parents being contacted and asked to bring a change of appropriate clothing to school. Continued offences may result in temporary removal from the iCademy Knowledge Hub Program.

Knowledge Hub Property & Surrounding Dubai Knowledge Park

1. Knowledge Hub property includes the following:

- a) The premises occupied by the Knowledge Hub.
- b) All other property, including equipment, books, stock, motor vehicles and the like that the Knowledge Hub owns, rents or stores, or with regard to which the Knowledge Hub could be held legally liable in case of any loss or damage.

2. As the Knowledge Hub has been developed for the use of all students who attend it, all students are obligated to do everything in their power to protect the property in order for it to be utilized to the benefit of all current and future students of the Knowledge Hub. No student is allowed to operate any equipment of the Knowledge Hub without the prior permission from a member of the teaching or administration staff.

3. No student may remove any Center property from the premises without the prior consent from a member of the Knowledge Hub staff.

4. Students may not handle, mark, deface or destroy any property of the staff of the Knowledge Hub, fellow students, visitors to the Knowledge Hub, or members of the public. This rule applies to property on the Center premises, in the immediate vicinity of the Center, as well as any vehicle with which students are transported, and the property contained therein. The basic rules regarding Center Premises are:

- a) Students may not enter the Center or classrooms without permission;
- b) Students may not damage, deface or destroy any Knowledge Hub property. Any student who deliberately misuses, damages or vandalizes any Knowledge Hub property shall replace or pay for such property. Destruction of and/or damage to property is considered to be a criminal offence;
- c) No animals are allowed on the Knowledge Hub premises, unless permission has been granted by a Lead Learning Coach;
- d) Students must make use of designated entry and exit points to enter and leave the Knowledge Hub. Students may not climb on or over fences or through windows and must refrain from loitering in the foyer;
- e) Students must obtain permission from a Lead

Learning Coach before displaying posters on the premises;

- f) Students must obtain permission from a Lead Learning Coach before selling any goods on the premises;
- g) Students may not remove any item belonging to the Knowledge Hub from the premises without permission from a Lead Learning Coach;
- h) Students may not loiter in the toilets; i) Knowledge Hub buildings / property may only be entered into by students at 8:00 and must be vacated by 15:15 Sunday to Thursday, unless otherwise authorized by the Learning Coaches;
- j) The following areas are out of bounds for the students:
 - IT Server Room
 - Staff areas
 - Other offices / companies in Dubai Knowledge Park
 - Middle and Lower School students are not allowed to go to the Food Court except on Thursdays during second break while accompanied by Learning Coaches
 - Middle and Lower School students who have permission to leave the Knowledge Hub during break times are not to go beyond the nearby coffee shops and are to return to the Knowledge Hub as soon as their purchases have been made.
- k) Students may not leave the Knowledge Hub premises without permission and / or accompaniment of a member of staff.



I.T. and Electronics Policy

1. Students may not use desktops or laptops to access any inappropriate / prohibited sites on the Knowledge Hub-Internet-Network.
2. Checking personal email, Facebook or other social networking sites is not allowed during class time.
3. Students may not use cameras, phones or other devices to make recordings of any kind during school hours unless with specific permission from a Learning Coach.
4. The use of iPods, MP3 players and headphones must be discussed and cleared with individual Learning Coaches.
5. Cell phones, electronic games and any other recording devices are strictly prohibited during class time. Lower and Middle School students are expected to hand these in to the class teacher for safekeeping at the beginning of the day and after break times. Emergency calls may be made from the school office. Cell phones, electronic games or any other recording devices found, will be confiscated and returned to the student at the end of the day on a first offence. In case of continued infringements, devices will be returned only to a Parent / Guardian.
6. During exam periods there is a strict no phone rule, where all phones must be kept at home or handed in upon arrival at the Knowledge Hub.
7. Special allowances will be made, on recommendation and with approval from the Learning Coach, for the use of electronic devices during class time. Misuse of such allowances will result in the confiscation of relevant equipment.

Notices / Letters to Parents

1. All students are required to hand to their Parents / Guardians, all notices that are distributed.
2. Students and Parents should ensure the prompt return of any acknowledgement of receipt / reply slips that requires Parents' / Guardians' signatures.

School Work and Homework

1. There shall be an orderly atmosphere in the classroom at all times. Students may not disrupt or hinder teaching.
2. Students must promptly carry out instructions in class.
3. Students should have a homework diary.
4. All students must do their prescribed homework and promptly return it to the relevant member of staff by the due date. Failure to comply with this rule shall be excused only if, on the day which homework was to be completed, the student hands to the relevant member of staff, a written note from his/her Parents / Guardian with an acceptable excuse for such failure.
5. All students must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic.
6. Students are obliged to catch up as soon as possible on any work that they have missed due to absences or tardiness.
7. Students shall move swiftly and quietly from one class to the next.

Tests and Examinations

Assessments such as quizzes and tests, are a critical part of any academic program. They offer important information about the students' progress toward mastery. However, this information is only helpful and reflective of learning if it is accurate; and it can be accurate only if assessments represent the work of the student and the student alone.

1. All students are to abide by the test / assessment and examination regulations.
2. Absences must be indicated / followed up by a written explanation from the Parents / Guardians and any assessment will be done upon the student's return.
3. Students shall refrain from any form of dishonesty when tests and examinations are conducted.
4. No talking or disruption during tests or examinations will be tolerated.
5. Unless otherwise instructed by a Learning Coach or by a specific assessment, students are expected to honor the following principles while taking assessments:
 - a) The student will take assessments independently.
 - b) They will not copy or redistribute any part of the assessment in any way – electronically, verbally or on paper.
 - c) Assessments will be treated as “closed book” – meaning that they may not use any textbooks, references, or other materials (printed or electronic) during assessments – unless the Learning Coach or the specific assessment otherwise instructs.
 - d) Assessments will be treated as “single browser” – meaning that during the assessment, students may not log in a second time to their course, open their course or related materials on another browser or another computer or electronic device – unless the Learning Coach or the specific assessment otherwise instructs.
 - e) The answers must reflect the student's and only the student's work, free of outside assistance. Students may not plagiarize in any way.
 - f) Students may not confer with other students, family members, or acquaintances, either in person or through electronic equipment, during assessments.

6. When submitting written assignments to Online Teachers / Learning Coaches to grade, these assignments must be completely free from plagiarism. Plagiarism is copying another person's work without providing direct reference to the author, original print material, or website. The same applies for oral assignments.

7. In order to uphold the integrity of the Knowledge Hub, High School students are required to complete formal End of Semester Examinations at the Knowledge Hub, under supervision. Should a student undertake the exam outside of the Knowledge Hub, the test will result in a zero grade being issued. The Academic Coach will get the passwords from all teachers for End of Semester Exams.

Punctuality

1. Students are expected to arrive at the appointed time at the beginning of the school day and the start of any other school activity.
2. Parents / Guardians must inform the relevant staff if a student is going to be late – this should only happen under exceptional circumstances.



Absence from School

The KHDA stated that students should not be absent from school for more than 21 days in an academic year.

Absence in excess of KHDA regulations could result in exclusion from the iCademy Knowledge Hub Program and loss of paid tuition.

Regulations state that absence from accessing lessons for more than ten consecutive days, without prior arrangement, may result in the removal of the student from the program. Arrangements for extensions can be made under exceptional circumstances.

1. Students may be absent from school in exceptional cases only, and only with the written consent of the Parents.
2. When any student is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
3. When a student is absent from school for one or more days, Parents / Guardians must notify the Learning Coach on the day and submit a written explanation as soon as possible.
4. Should a student need to leave the school for a specific reason during the school day, a verbal or written request from the Parents / Guardians, is required.

Lunches and Food Regulations

1. All students are encouraged to bring in a water bottle so they can have access to water throughout the day. Water fountains are provided in the Knowledge Hub for additional access to drinking water.
2. No fizzy drinks or energy drinks are allowed in the Early years, Lower & Middle School Knowledge Hub and will be confiscated and returned to the students at the end of the day.
3. Parents are kindly advised to choose healthy options as everyday snacks or as part of lunch boxes. Excessive junk food will also be confiscated and returned to the students at the end of the day.
4. Although the High School Students are allowed more leniency in this regard, students and parents are advised to avoid junk food and unhealthy beverages.

School Environment

1. Students have the right to a safe environment in school that is conducive to education.
2. Students may not litter in the Knowledge Hub or the surrounding areas.
3. Students are expected to leave the school and eating area in a neat and clean condition, and must ensure that all litter is picked up and placed in bins.
4. Students must leave restrooms in a clean condition.
5. Any action or failure by students that constitutes or could constitute a health risk to other persons must be avoided.
6. The application of slogans, graffiti, stickers, posters and the like to any surface in the Knowledge Hub is strictly prohibited, unless it is done with the Learning Coach's consent.
7. Students shall comply with any reasonable instruction from any members of the iCademy staff with regard to maintaining a clean and hygienic school environment.

Appendix A - Procedure for Disciplinary Action against Students

In case of a violation of any provision prescribed in the Code of Conduct for students, this disciplinary procedure is to be followed. In order to enforce this disciplinary procedure, misconduct is divided into three categories. These correspond with various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct.

Disciplinary Action

MINOR TRANSGRESSIONS

1. Category A misconduct

Any violation regarding the following:

- Being a good ambassador of the school
- Basic respect for staff, adults or fellow students
- Rules regarding electronic equipment
- Begging for or taking of food
- Class rules
- Rules regarding appearance and dress code
- Knowledge Hub notices
- Class work and homework
- Punctuality and absentee letters
- Littering, cleaning and following instructions
- Dress code
- Displaying bad sportsmanship, lack of commitment, the use of foul or offensive language and/or foul or improper play.

In case of the violation of any of the abovementioned provisions; such violation shall be referred to a Learning Coach who will be entitled to impose the following sanctions where relevant:

- A verbal or written warning;
- Supervised school work that will contribute to the student's progress at school as well as improve the Knowledge Hub environment, provided that the Parents are informed in a timely manner and the child's safety is ensured;
- The performance of a task by the transgressor in favor of the person/institution who has been wronged by the transgression;
- Supervised break detention separated from other students.

2. Category B misconduct

Any violation regarding the following:

- Repeated transgressions of Category A misconduct.
- Bringing the Knowledge Hub, staff or fellow students into disrepute.
- Disrespectful and aggressive behavior in their interaction with the iCademy staff.
- Harming staff or other students' physical, spiritual and moral well-being; instigating, provoking or getting involved in fighting; teasing or improper physical contact.
- Smoking or possession of tobacco products while at the Knowledge Hub.
- Displaying bad sportsmanship, the continuous use of foul or offensive language and/or foul or improper play, getting involved in fights or incidents.
- Vandalism, damage, defacing, destruction or removing of school property without permission.
- Dishonesty during tests or examinations. (May result in a zero mark)
- Unauthorized absence and truancy.
- Inappropriate use of the Internet.
- Bullying.

In case of violation of any of the abovementioned provisions, such violations shall be referred to the Lead Learning Coach, who will inform the Parents either by phone or in writing, and be entitled to impose the following sanctions:

- Any of the sanctions listed in Category A misconduct, to which the following could be added:
- Exclusion from taking part in Knowledge Hub social events;
- Short term suspension;
- Agreed, reasonable compensation in case of damage or destruction of property;
- The repair or replacement of damaged property;
- In cases of violent and aggressive behavior: separation from the class or immediate suspension

Written record of all events and actions will be kept.



MAJOR TRANSGRESSIONS

3. Category C Misconduct

Any violation / transgression that may lead to long term suspension and/or expulsion as listed in the Code of Conduct.

In case of any violation of any of the above mentioned provisions, such violation shall be referred to the Head of School or his/her authorized designee who will inform the Parents by phone, arrange a meeting and document such incident in writing.

The Center Manager, Head of School or his/her authorized designee will be entitled to impose the following sanctions:

- Any of the sanctions listed in Category A and B misconduct, to which the following could be added:
- Following either an informal or formal hearing in which any student is found guilty of violating the provisions of the Code of Conduct, the Center Manager, Head of School or his/her authorized designee may impose any of the aforementioned sanctions on such student, or suspend the student, or expel the student from the Knowledge Hub with loss of paid tuition.
- Should suspension be deemed as the only sanction; the Center Manager, Head of School may suspend the student, for up to ten school days. Suspension could be an in-school suspension or an out-of-school suspension depending on the circumstances.
- Should expulsion be deemed as the only sanction; the student will be allowed to complete scheduled assessments or final examinations at the Center Manager's or Head of School's discretion.
- Removal of student access to instructional computing resources, which could result in his/her inability to complete learning activities.
- Involvement with law enforcement agencies and possible legal action.

Written record of all events and actions will be kept.

SUSPENSION PROCEDURES

Suspension shall be initiated according to the following procedures:

- A conference will be held with the Parent / Guardian, Student and Head of School or his/her authorized designee.
- Written notice will be given to the Parent / Guardian and the Student regarding the duration of suspension. Suspension, when not including a recommendation of expulsion, shall not exceed ten consecutive schooldays per suspension.
- Students will work to complete as much school work from home in order to remain on task in assigned courses.

EXPULSION PROCEDURES

A student may be expelled by the Center Manager, Head of School or his/her authorized designee.

- A hearing will be held with the Parent / Guardian, Student, the Center Manager and the Head of School, within 30 calendar days after the expellable offense has been committed. Another member of the Knowledge Hub Staff and any witnesses both parties deem appropriate may be invited. Detailed notes will be taken.
- Parents / Guardians and the Student will be notified within three calendar days as to the decision reached by the Head of School.
- Students who are not expelled will work with the Knowledge Hub Staff to create a 3-month behavioral contract which details good conduct and includes measurable goals.



EXPULSION APPEALS

Appeals must be made in writing within three business days of the decision. Within the body of the letter should be noted why the decision should be overturned, what was learned by the student from this incident, and what he / she will do differently if admitted back in the school. This letter can be written by the Parent / Guardian but is suggested to be written by the student.

POLICY ON BULLYING AND HARASSMENT

We aim to establish a community in which everybody feels valued and safe, and where individual differences are appreciated, understood and accepted. Everybody has the right to enjoy their time at the Knowledge Hub. The Knowledge Hub community does not tolerate bullying or harassment. Respect for others is expected.

OUR KNOWLEDGE HUB AIMS TO:

- Promote a warm, caring atmosphere and ethos in the Knowledge Hub.
- Promote in each student respect and empathy for others and respect for the environment.

RIGHTS

To feel safe
To learn and grow
To be respected
To be valued
To be different

RESPONSIBILITIES

To respect yourself
To respect others
To use common sense
To support others
To show compassion and understanding

WE DO NOT TOLERATE BULLYING

It is your right and responsibility to report bullying, whether it happens to you or to someone else.

WHAT IS BULLYING?

It is your right and responsibility to report bullying, whether it happens to you or to someone else.

BULLYING COMES IN MANY FORMS, INCLUDING:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; and destruction or damage to property of another;
- Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
- Verbal threats made to another, blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive or menacing gestures;
- Direct or indirect aggressive behavior such as social isolation, ignoring and avoiding, rumor spreading, or damaging someone's reputation;
- Any of the above conduct which occurs off Knowledge Hub grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the Knowledge Hub setting and/or at Knowledge Hub sponsored activities and events;
- Deliberately punching, hitting, bumping, obstructing or blocking access to Knowledge Hub property or facilities;
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of Knowledge Hub activities or that results in a hostile educational environment for the student;
- Cyber-Bullying: This involves the use of information and communication technology to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others;
- A bystander to bullying is a witness to bullying conduct and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by or otherwise actively encouraging the bully.



CONDUCT THAT WOULD NOT ORDINARILY BE CONSIDERED BULLYING FOR PURPOSES OF THIS POLICY INCLUDES:

- The expression of ideas or beliefs (freedom of speech), so long as such expression is not lewd, profane, or intended to intimidate or harass another.

BULLYING

- Is the misuse of power
- Is uninvited aggressive words or actions
- Is hurtful

WHAT TO DO IF YOU ARE BULLIED

- Tell the bully to stop.
- Seek help. Talk about it to someone you trust.
- Anyone who experiences any conduct that could constitute bullying must make such report as soon as possible to any Knowledge Hub staff member.
- Written documentation of bullying will be kept on file.
- Complete the 'Bullying Reporting Form'. A member of staff will always be willing to help.
- This report shall then be submitted to the Lead Learning Coach who, as soon as practicable, shall conduct or cause to be conducted a thorough investigation of the alleged incident.
- Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the Knowledge Hub's adopted discipline code.
- Feel confident that any incident can be resolved satisfactorily.
- Anyone who witnesses any conduct that could constitute bullying shall make such report as soon as possible to any Knowledge Hub staff member;

- Written documentation of bullying will be kept on file;
- Complete the 'Bullying Reporting Form'. A member of staff will always be willing to help;
- This report then shall be submitted to the Lead Learning Coach who, as soon as practicable, shall conduct or cause to be conducted a thorough investigation of the alleged incident;
- Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the Knowledge Hub's adopted discipline code;
- Feel confident that any incident can be resolved satisfactorily;
- REMEMBER: A bystander to bullying is a witness to bullying conduct and could be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by or otherwise actively encouraging the bully.

TO PREVENT BULLYING

- Respect yourself and others;
- Work to create a pleasant environment for everybody;
- Learn to tolerate and accept individual differences;
- Support the Knowledge Hub policy on bullying.

THE ICADEMY MIDDLE EAST KNOWLEDGE HUB OPPOSES BULLYING:

- Students and Parents / Guardians will be notified of the Bullying Policy annually through receipt of the Knowledge Hub's Handbook and Code of Conduct;
- All partners to this agreement understand the importance of the most current and up-to-date information on issues relating to bullying and agree to utilize their best efforts in participating in training and sharing information on this important topic;

- Any training in the Knowledge Hub will include training for all staff members who are engaged in interacting with students on a regular basis;
- The Knowledge Hub expects a high standard of behavior at all times;
- We aim to provide a safe and caring environment for everyone;
- We have a policy for detecting, preventing and dealing with bullying;
- We educate learners about issues related to bullying behavior;
- We offer support to all learners.



Bullying Complaint Report Form

This report **MUST** be completed to file a complaint relating to an incident of alleged bullying (for the purpose of this form, bullying encompasses bullying, harassment, and discrimination) and turned in to the Lead Coach/ designee responsible for student discipline.

Date: _____

Reported to: _____

	Name	Surname	Class/ Title
Complainant			
Victim			
Accused			

Place/location where incident occurred:

Describe the incident:

List all witnesses' names and grades:

List evidence of bullying (i.e. Letters, photos, etc. – Attach evidence if possible):

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant

Date:

Name of person receiving Bullying Complaint Form

Be sure to attach any supporting documentation/evidence/investigation.



Anonymous Bullying Complaint Report Form

If you have information regarding bullying and would like to report this information anonymously, please fill out the following form to the best of your knowledge. Please note that this form is completely anonymous.

(For the purpose of this form, bullying encompasses bullying, harassment, and discrimination.)

Date:

Reported to:

	Name	Surname	Class/ Title
Victim			
Accused			

Date, Time and Place /Location where incident occurred:

Describe the incident:

Do you know any of the witnesses involved? If so, please provide as much detail as possible about these people.

List evidence of bullying (i.e. letters, photos, etc. – attach evidence if possible):

Be sure to attach any supporting documentation/evidence/investigation.

If you have information regarding bullying and would like to report this information anonymously, please fill out the following form to the best of your knowledge. Please note that this form is completely anonymous.

FOR OFFICE USE ONLY

Name of person receiving Bullying Complaint Form

Reported to:



CODE OF CONDUCT STUDENT PLEDGE

I, _____, as a student at this Center, agree to abide by the stipulations of the following code of conduct:

1. I accept the prescribed iCademy Knowledge Hub Code of Conduct as detailed on the pages of this document and will strive, to the best of my ability, to obey them or to execute them.
2. My general behavior and actions, when representing the iCademy Knowledge Hub, both during and after school hours, will be beyond reproach.
3. I will not use or access any inappropriate / prohibited sites on the Knowledge Hub-Internet-Network.
4. I undertake to never steal, vandalize or damage any iCademy Knowledge Hub property or anyone else's property on the iCademy Knowledge Hub premises or outside.
5. I respect the authority of all the iCademy teaching staff.
6. I will endeavor to treat Knowledge Hub staff, visitors and my fellow students with the necessary respect. I expect to receive the same treatment in return.
7. I understand that no provocation or challenging, or demeaning behavior or comments towards the iCademy Knowledge Hub, staff, or fellow students will be tolerated.
8. I will attend the iCademy Knowledge Hub regularly, as prescribed. I undertake to be on time for the start of every school day and lesson period.
10. I undertake to do my homework daily to the best of my ability.
11. I will prepare myself thoroughly for assessments and under no circumstances will I be guilty of behaving in a dishonest manner.
12. I undertake to dress neatly and appropriately while at the Knowledge Hub and at any school function.
13. I understand that, if I am found guilty of contravening any of the stipulations of the iCademy Knowledge Hub Code of Conduct, it will be dealt with according to the Knowledge Hub's discipline regulations.

SIGNATURE OF STUDENT

SIGNATURE OF STUDENT

DATE

DATE

To be signed and returned to school

