



KNOWLEDGE HUB HANDBOOK & CODE OF CONDUCT

2025–2026



iCADEMY
MIDDLE EAST

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WHAT IS THE ICADEMY MIDDLE EAST KNOWLEDGE HUB?

The Knowledge Hub in Dubai Knowledge Park is a supportive and friendly environment where our customized approach to education meets the strengths and needs of your child. At the Knowledge Hub, we provide several services tailored to the different learning styles of students. This personalized approach allows all our students to feel supported and acknowledged as they complete each stage of our comprehensive curricula.

Our qualified Learning Coaches provide guided instruction and face-to-face support to ensure students are fully aware of their daily assignments and subject requirements. Students often become overwhelmed when they first embark on the journey of virtual learning, where independence and self-motivation are key skills. Our Learning Coaches provide that vital link between your child and their online teachers, aiding their development as self-directed learners.

iCademy Middle East students work with our Learning Coaches on their online core subjects of English, Math, Science, and Social Studies. Learning Coaches also facilitate student participation in 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 liaise with online teachers where necessary; however, some Live Teaching and office hours sessions will not be incorporated into the school day at the Hub.

iCademy Middle East is an American curriculum school and all core classes are taught in English; therefore, a level of English competency is required for students to succeed.

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 placement and course assignments for your child. Please note that the enrollment of students with high levels of dependency or behavioral issues will be subject to appropriate assessments.

Parents and Guardians are required, at the time of enrollment, to inform Knowledge Hub staff of any medication the student is taking, any emotional, behavioral, or psychological issues, medical issues, learning disabilities, or any factors that might affect student learning and interaction in the Knowledge Hub (i.e. Epilepsy, ADHD, Autism Spectrum, etc.)

ROLE OF THE KNOWLEDGE HUB LEARNING COACH

The Learning Coaches (LCs) 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 LEARNING COACH WILL:

- Support students with curricular and instructional issues
- Track and support student academic progress and attendance
- Maintain an accurate and up-to-date attendance record
- Help to ensure assignments, tests, and quizzes are submitted to the online teachers for grading and feedback
- Attend conferences with the student's assigned course teachers, if required
- Provide regular progress reports to Parents or Guardians

TIMINGS AND HOLIDAYS

The iCademy Middle East office operates from 8am to 5pm Monday through Thursday. Academic staff are present from 8 am to 4 pm Monday through Thursday. Staff hours on Friday are from 7:30am-12:00pm.

Please note that Hub and Office timings will be reduced during Ramadan according to KHDA and UAE requirements. Parents and students will be notified of these timings in advance.

Students in all programs start at 8:30 am Monday through Thursday, and 7:30 am on Friday.

Students in KG and Grade 1 enrolled in the Early Years Program finish at 2:00 pm Monday through Thursday; there is an after-school program offered on Monday-Thursday from 2:00-3:00pm for an additional fee.

Grade 2 students, Lower School, Middle School, and High School students finish at 3:00 pm Monday through Thursday. **All student programs operate from 7:30-12:00 on Friday.**

The iCademy Middle East school year has specific start and end dates as well as scheduled holidays, Winter Break, and Spring Break. Students are encouraged to continue working through their assignments at home during times when the Knowledge Hub may be closed, when the online school calendar differs.

The 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 and Guardians of students who choose to take vacations outside of the scheduled holidays must inform their Learning Coach and Homeroom Teacher or Academic Advisor.

DROP-OFF AND PICK-UP PROCEDURES

The Knowledge Hub hours for students vary based on the program:

- **Early Years Program (KG & Grade 1)**
Monday-Thursday from 8:30-2:00 pm
Friday from 7:30am – 12 noon
- **Early Years Program (Grade 2)**
Monday-Thursday from 8:30-3:00pm
Friday from 7:30am – 12 noon
- **Lower School (Grades 3-5)**
Monday-Thursday from 8:30-3:00 pm
Friday from 7:30am – 12 noon
- **Middle School (Grades 6-8)**
Monday-Thursday from 8:30-3:00 pm
Friday from 7:30am – 12 noon
- **High School (Grades 9-12)**
Monday-Thursday from 8:30-3:00 pm
Friday from 7:30am – 12 noon

Parents or Guardians are required to drop-off students no earlier than 8:15am. *Please note that students and parents will not be permitted in the Hub before this time.*

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 once consent has been given by a Parent or Guardian. Parents who are accompanying students into the Knowledge Hub are requested to drop off their children at the reception area and allow them to walk to their classrooms independently.

Students must be picked up at the designated times.

Students in KG and Grade 1 must be picked up by 2:00 pm Monday through Thursday unless they have been enrolled in the after-school program in advance. Students in Grade 2, the Lower School, Middle School, and High School programs should be picked up immediately after school at 3:00 pm on Monday through Thursday.

All students must be picked up by 12:00 pm on Friday.

KNOWLEDGE HUB CONTACT INFORMATION

Paula Treacy, Knowledge Hub Director/ Head of Inclusion
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Nabil Mohammed, Knowledge Hub Counselor
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Monica Mansour, Lower School LCP Lead
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Liana Kaafarani, Middle School LCP Lead
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Angela Johansson, 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 the Knowledge Hub.

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

I have the right to be myself and to be treated fairly in the Knowledge Hub.

This means that no one will treat me unfairly because of my age, gender, size, race, nationality, or religion.

I have the right to be safe in the Knowledge Hub.

This means that no one will hit, kick, push, pinch, or hurt me in any way. I will not be threatened or bullied by anyone.

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

This means that no one will take or damage my belongings.

I have the right to hear and be heard in the Knowledge Hub.

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

I have the right to learn in the Knowledge Hub.

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 of my age, gender, size, race, nationality, or religion.

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

This means that I will not hit, kick, push, pinch, or hurt others in any way. I will not threaten or bully anyone.

I have the responsibility to keep my belongings and the belongings of others safe and treated with respect in the Knowledge Hub.

This means I will look after my belongings, and I will not take or damage the belongings of others.

I have a responsibility to help maintain a calm and quiet atmosphere in the Knowledge Hub.

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

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

At iCademy Middle East, we believe that creating a positive and respectful learning environment is crucial for the personal growth and academic success of our students. To ensure this, we have established a comprehensive Code of Conduct that outlines the expectations and standards we hold for all students. This Code of Conduct serves as a guide to promote respect, responsibility, integrity, and a sense of community within our school.

EXPECTATIONS

Students and their Parents or 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 violate the Code of Conduct, they will be subject to the disciplinary process in accordance with the Code of Conduct. Admission to the Knowledge Hub comes at the discretion of the iCademy and Knowledge Hub administration.. School administration reserves the right to grant or deny admission to the Knowledge Hub.

CODE OF CONDUCT FOR PARENTS AND GUARDIANS

Responsibility for students' behavior rests with the students and their Parents or Guardians. It is expected that Parents or Guardians will:

1. Familiarize themselves with the Knowledge Hub's Code of Conduct and support the Knowledge Hub staff in implementing these regulations.
2. Be responsible for their child's regular attendance and punctuality and should support the Knowledge Hub in enforcing this valuable habit. Punctual pick-up is also very important.
3. Supply written notice for any absences in accordance with the Code of Conduct.

4. Ensure students have the required electronic devices, stationery, and other equipment needed for each day.
5. Participate in all meetings and activities that require their presence and regularly readschool email.
6. Follow up on the student's assignment schedule, extracurricular activities and the Learning Coach's remarks and instructions.
7. Check student progress daily to ensure that guidelines are followed and suggested exercises are completed.
8. Ensure students study and complete their homework daily without direct assistance, but with guidance and advice.
9. Refrain from entering the classrooms or learning areas during school hours and avoid unnecessary conversations with Learning Coaches before or after school. Parents may request meetings with Learning Coaches through the Knowledge Hub's administration office.
10. Communicate with Learning Coaches and Lead Learning Coaches through the following appropriate channels:
 - a. School Email
 - b. Scheduled Parent/Learning Coach meetings
 - c. Pre-organized meetings arranged through the administration office
 - d. Leaving a message with the office to request a call back
11. Inform Knowledge Hub staff of any medications 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 enrollment.
12. Support the Knowledge Hub staff while making decisions regarding their child and in reinforcing how important the educator's role is.

CODE OF CONDUCT FOR STUDENTS

GENERAL RULES

1. Students will be good ambassadors of the Knowledge Hub and will conduct themselves in accordance with the Code of Conduct at all times.
2. Students will be courteous and respectful in all interactions with the Knowledge Hub staff.
3. Students will practice self-restraint and display mutual respect and tolerance. Students will 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 will refrain from instigating/provoking a fight (including teasing/ bullying).
4. 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.
5. Knowledge Hub staff have the same rights as a Parent regarding 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.
6. Students will comply with any reasonable instructions from any member of the Knowledge Hub staff.
7. Students may not eat or drink in the classroom outside the regular lunch time unless authorized to do so by a member of staff.
8. Students may not ask for, share or take other students' food or belongings.
9. The smoking, possession and/or use of tobacco or vaping products while at the Knowledge Hub, at any school activity, or while students are representing the Knowledge Hub, are strictly prohibited.
10. In case of a reasonable suspicion that students have violated this Code of Conduct or the laws of the UAE, 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. Students' dignity will be respected, and the search carried out by persons of the same sex, and in the presence of another person.
11. Students are to treat their fellow students 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. Behavior such as kissing, holding hands or cuddling.
12. All students who participate in activities during school time, breaks or after school must show respect towards their fellow participants and officials involved.
13. Students who represent the Knowledge Hub, in any capacity, will always be courteous towards, and comply with the instructions of any person in charge.
14. Students who participate in games or sports activities should do so with commitment and dedication. 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.
15. Acts 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 limited to their right to learn;
 - b. Possessing, threatening with or using any kind of 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 gender-based harassment or violence, and possession of inappropriate material or material of an adult nature;
 - l. Victimization, bullying and intimidation of other students;
 - m. Violation of Academic Integrity 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 offense in a court of law will be regarded as a violation of this Code of Conduct;
 - p. Refusal to follow fair instruction from a member of the Knowledge Hub staff;
 - q. Being in possession of fireworks or any other explosives;
 - r. Non-adherence to disciplinary sanctions.
- 2. Students must complete and turn in coursework on a timely basis
 - 3. Laptops, chargers, etc. must be brought daily ;
 - 4. Students may not talk, shout, sing, or behave in any manner which is inconsistent with the learning process of other students, while the Learning Coach is speaking, while somebody else is talking or while other students are working;
 - 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. Any violations of the class rules will be regarded as violation of this Code of Conduct and Knowledge Hub rules.

APPEARANCE AND DRESS CODE

Respectful attire is always required, 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 the UAE by ensuring they follow these guidelines:

- 1. Skirts / pants no shorter than 10 cm above the knee (this also includes shorts);
- 2. Shirts / T-shirts with sleeves which cover the shoulders. Vest tops are not acceptable for either male or female students;
- 3. 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;
- 4. 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, he or she will receive a first warning and if possible, remove or cover any inappropriate attire. Further offences will result in Parents or Guardians being contacted and asked to bring a change of

CLASS RULES

Students are expected to comply fully and promptly with the rules as well as any verbal instructions given by any member of the Knowledge Hub staff, which are necessary for ensuring a positive and productive learning environment at the Knowledge Hub.:

- 1. Students must arrive on time, so as not to disturb other students' learning;

appropriate clothing to the Hub. Continued offences may result in temporary removal from the Knowledge Hub.

KNOWLEDGE HUB PROPERTY & SURROUNDING DUBAI KNOWLEDGE PARK

1. Knowledge Hub property includes the following:
 - a. The premises occupied by the Knowledge Hub and iCademy administrative offices.
 - b. All other property that the Knowledge Hub owns, rents or stores, or for which the Knowledge Hub could be held legally liable in case of any loss or damage.
2. No student is allowed to operate any equipment belonging to the Knowledge Hub or iCademy without the prior permission from a member of the teaching or administration staff.
3. No student may remove any Knowledge Hub or iCademy property from the premises without the prior consent from a member of the Knowledge Hub staff.
4. Students may not 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 the Knowledge Hub premises, in the immediate vicinity of the Knowledge Hub, and any vehicle in which students are transported,:
 - a. Students may not enter the Hub 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 reception;
- 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 items belonging to the Knowledge Hub from the premises without permission from a Lead Learning Coach;
- h. Students may not loiter in the toilets;
- i. The Knowledge Hub may only be accessed by students after 8:15 am and must be vacated by 3:15 pm Monday through Thursday. Early Years Program students must be picked up by 2:15 pm, unless enrolled in the after-care program in advance. All students may enter by 7:30am and must leave by 12:15pm on Fridays.
- j. The following areas are off limits to students:
 - i. IT Server Room
 - ii. Staff areas
 - iii. Other offices / companies in Dubai Knowledge Park
- 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 or 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 unless given specific permission from a Learning Coach.
 4. The use of phones and headphones to listen to music 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. Students are expected to hand these into their Learning Coach 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 final exam periods there is a strict no phone rule for High School students; 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.

SCHOOL WORK AND HOMEWORK

1. There shall always be an orderly atmosphere in the classroom. Students may not disrupt or hinder learning.
2. Students must promptly carry out instructions in class.
3. All students must complete their course assignments by the due date, unless provisions have been made in the event of illness or other extenuating circumstances.
4. Students should catch up as soon as possible on any work that they have missed due to absences or tardiness.

5. Students shall move swiftly and quietly to and from their classrooms.

TESTS AND EXAMINATIONS

Assessments such as assignments, quizzes and tests are a critical part of any academic program. They offer important information about the students' progress toward mastery.

1. All students are to abide by the test/assessment and examination regulations.
2. Absences during final exams for High School students must be followed by a written explanation from the Parent or Guardian and any assessment will be completed upon the student's return.
3. Students will 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. Assignments submitted in all courses 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.

USE OF AI IN ASSIGNMENTS AND TESTS

At iCademy, we recognize the potential of AI tools to support learning while emphasizing the importance of academic integrity and independent skill development. To ensure fairness and maintain high academic standards, the following rules apply:

Assignments:

AI tools may be used for brainstorming, proofreading, and research assistance but not for generating responses, essays, or solving problems unless directly specified by the course teacher. Students must clearly cite AI-generated content if used as part of their work. Grammarly and Quillbot may be used only for grammar and punctuation purposes, when permitted by the course teacher.

Plagiarism, including submitting AI-generated work as one's own without proper acknowledgment, will be considered a violation of iCademy's Academic Integrity and Digital Ethics Policy.

Tests and Examinations:

AI tools must not be used in any quizzes, tests, or exams. Any unauthorized use of AI during assessments will be treated as academic dishonesty, leading to disciplinary action.

Teacher Discretion:

Teachers may specify when and how AI tools can be used in specific assignments. Any uncertainty about AI use should be clarified with the course teacher before submission.

Our goal is to equip students with critical thinking, research, and writing skills while responsibly integrating technology into learning.

ABSENCES

iCademy policy states 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. When a student fails to login and access online coursework for more than ten school days, without a valid reason such as illness or an emergency, this may be regarded as truancy.
2. When a student is absent from the Knowledge Hub for one or more days, Parents/Guardians must notify the Learning Coach as soon as possible and submit an explanation.
3. Should a student need to leave the Knowledge Hub for a specific reason during the day, a verbal or written request from the Parents/Guardians is required.

PUNCTUALITY

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

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. .

LEARNING ENVIRONMENT

1. Students have the right to a safe environment 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 classrooms and eating areas 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 people must be avoided.
6. The application of slogans, graffiti, stickers, posters, etc. to any surface in the Knowledge Hub is strictly prohibited, unless the Learning Coach has given consent.
7. Students must comply with any reasonable instruction from members of the staff regarding maintaining a clean and hygienic environment.

PROCEDURE FOR DISCIPLINARY ACTION

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 MISCONDUCT

Category A misconduct:

Any violation of 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
- Class work and homework
- Punctuality and absence
- 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.

The violation will be referred to a Learning Coach who will impose one or more of the disciplinary measures below:

- A verbal or written warning;
- Supervised schoolwork that will contribute to the student's progress at school as well as improve the Knowledge Hub environment, provided that the Parents or Guardians are informed in a timely manner and the child's safety is ensured;
- Completing a task or apology to make amends with the person or group who was wronged
- Supervised break detention separated from other students.

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 interactions 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 vaping or tobacco products while at the Knowledge Hub or within Knowledge Park
- Displaying bad sportsmanship, the frequent 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 Knowledge Hub or iCademy property without permission.
- Dishonesty during tests or examinations. (May result in a zero mark or failing the course).
- Unauthorized absence and truancy in online studies.
- Inappropriate use of the Internet.
- Bullying.

The violation will be referred to a Lead Learning Coach and/or Knowledge Hub leadership, who will impose one or more of the disciplinary measures below:

- 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 from the Knowledge Hub and completing schoolwork at home;
- 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 from the Hub.

MAJOR MISCONDUCT

Category C Misconduct

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

The violation will be referred to the Knowledge Hub Director and/ or Head of School, who will inform the Parent or Guardian by phone, arrange a meeting and document incidents in writing. One or more of the disciplinary measures below will be imposed:

- 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, disciplinary measures may include removal of the student from the Knowledge Hub with loss of paid tuition, or expulsion of the student from iCademy with loss of paid tuition.
- Should suspension be deemed appropriate, the Knowledge Hub Director or Head of School may suspend the student from the Knowledge Hub, for up to ten school days.
- Should expulsion from the Hub be deemed appropriate; the student will be allowed to complete scheduled assessments or final examinations at home, unless the student is fully expelled from iCademy Middle East.
- Involvement with law enforcement agencies and possible legal action.

Written records of all events and actions will be kept.

SUSPENSION PROCEDURES

Suspension from the Knowledge Hub will be initiated according to the following procedures:

- A conference will be held with the Parent or Guardian, Student and the Knowledge Hub Director and/or Head of School.
- Written notice will be given to the Parent or Guardian and the Student regarding the duration of suspension. Suspension, when not including a recommendation of expulsion, will not exceed ten consecutive school days per suspension.
- Students will complete school work from home in order to remain on task in their courses.

EXPULSION PROCEDURES

A student may be expelled from the Knowledge Hub by the Knowledge Hub Director, Head of School or his/her authorized designee. Expulsion from iCademy may be imposed by the Head of School.

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

EXPULSION APPEALS

Appeals must be made in writing within three working 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 would do differently if admitted back in the school. This letter can be written by the Parent or 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.

THE 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

WHAT IS BULLYING?

Bullying is when someone aggressively and repeatedly targets another individual by offensive words or actions.

- It is the misuse of power
- It is uninvited aggressive words or actions
- It is hurtful

WE DO NOT TOLERATE BULLYING

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

- Students and Parents or Guardians will be notified of the Policy on Bullying and Harassment annually through receipt of the Knowledge Hub's Handbook and Code of Conduct;
- Counselors and Knowledge Hub Staff understand the importance of staying up to date with the most current information and up-to-date information on issues relating to bullying; and agree to

participate in training and sharing information on this important topic;

- Any training in the Knowledge Hub will include all staff members who are engaged in interacting with students on a regular basis;
- 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;

BULLYING COMES IN MANY FORMS

- 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, cell phones, computers, websites, electronic networks, 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, 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 iCademy sponsored activities and events;
- Deliberately punching, hitting, bumping, obstructing or blocking access to Knowledge Hub property or facilities;
- Stealing, hiding or defacing other students' personal possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, gender, ancestry, religion, disability, or other personal characteristics, 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: 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.
- The expression of ideas or beliefs, so long as such expression is not lewd, profane, or intended to intimidate or harass another, is not considered bullying for the purposes of this policy.

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 a 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 will then be submitted to the Lead Learning Coach who will conduct a thorough investigation of the alleged incident.
- Discipline or other intervention appropriate to the outcome of the investigation will be imposed in alignment with the Knowledge Hub and iCademy's adopted discipline code.
- Anyone who witnesses any conduct that could constitute bullying should make such report as soon as possible to any Knowledge Hub staff member;
- Written documentation of bullying will be kept on file.

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 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, 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 OFFICIAL USE ONLY

**Name of person receiving
Bullying Complaint Form**

Reported to:

CODE OF CONDUCT STUDENT PLEDGE

I, _____, as a student at the Knowledge Hub, agree to observe the expectations outlined below in the Knowledge Hub Code of Conduct:

1. I will conduct myself, while on the school premises or outside of school, in a positive manner that will be a credit to the image of the school.
2. I will attend the iCademy Knowledge Hub regularly as scheduled and arrive on time at the beginning of the day and after breaks to ensure minimal disruption.
3. I will submit all required assignments daily to the best of my ability. I will complete all assignments and exams honestly, without cheating, plagiarism, or unauthorized assistance.
4. I will dress appropriately, adhering to the school's dress code policy, while at the Knowledge Hub and at any school function.
5. I will follow school policies regarding the use of personal electronic devices and refrain from accessing or sharing inappropriate or offensive content.
6. I will refrain from bringing or using any unauthorized or prohibited items to the Knowledge Hub that may jeopardize the safety and wellbeing of myself or others.
7. I will respect and take care of school property and the property of others, refraining from damaging, stealing or vandalizing it.
8. I will treat all individuals, including peers, staff, and visitors, with respect and consideration and use appropriate and polite language when communicating with others.
9. I will be mindful of personal space and boundaries, refraining from any form of harassment, bullying, or discrimination.
10. I will resolve conflicts and disagreements through respectful and non-violent means. I will seek assistance from learning coaches, counselors, or administrators when needed.

By following this Code of Conduct, students contribute to maintaining a positive, safe, and respectful learning environment for all members of the school community.

I understand that failure to comply with the iCademy Knowledge Hub Code of Conduct will be dealt with according to the Knowledge Hub's discipline regulations.

SIGNATURE OF STUDENT

SIGNATURE OF PARENT

DATE:

DATE:

To be signed and returned to school.