Ozone School

Rules and Requirements Handbook



For Primary and High School Students
Version 2.0

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Ozone school's five pillars

1. **Learning –** is to accumulate knowledge.
2. **Discipline –** is to train someone by instruction and practice.
3. **Innovation –** is the act of innovating; the introduction of something new, in customs, rites, idea, etc.
4. **Collaboration –** is the act of sharing knowledge/working together.
5. **Critical Thinking -** is the ability to evaluate information and to be aware of biases or assumptions, including your own.

Ozone school's five simple rules to learn and practice in grades 1 to 3

1. I will be kind and respectful to my classmates and teachers.
2. I will always be ready to learn.
3. I will listen carefully.
4. I will keep my class clean and tidy at all times.
5. I will help others.

Ozone school's eight simple rules to learn and practice in grades 4 to 12

1. I will be considerate to others.
2. I will keep my hands, feet, and objects to myself.
3. I will respect adults by following their directions.
4. I will respect my school and I will respect mine and others personal property.
5. I will avoid unsafe situations.
6. I will be on time.
7. I will always wear uniform and keep it neat and clean.
8. I will keep my class clean and tidy at all times.

School rules and requirements for Ozone students

The following are a list of rules and requirements that must be followed by all Ozone School students and their parents. Refusal to comply with these rules and requirements will result in disciplinary action. These rules and requirements include and are not limited to:

1. All students are required to arrive to school by 7:45am/1:45 local time every day **(Start of assembly)**.
2. It is a must that students have two uniforms while attending Ozone School. These include the regular school uniform and the H.P.E. uniform. The regular uniform must be worn in the following manner.

- School's black trousers for boys. School's trousers or skirt for the girls
- Ozone shirts for both boys and girls;
- Ozone uniform sweater/vest for both boys and girls;
- Ozone H.P.E. uniforms for both boys and girls;
- Boys hair must be trimmed and girls hair neatly done;
- No jewelry are to be worn;
- Students must wear the proper footwear.

Uniforms are to be worn properly throughout the entire day. Students must attend every school day with regular uniform and on H.P.E. days with the H.P.E uniform. There will be strict enforcing of the uniform policy with no exceptions to the requirements.

3. All Ozone students are required to attend school every day with needed materials to learn. These include textbooks, exercise books, pencils/pens, pencil

sharpener, eraser/s, rulers and lunch kits with both snack and lunch.

4. Students are required to be present in each class through-out the entire day. Seven periods per day. Skipping class or being late for class is strictly prohibited.
5. All students are required to be present during assembly time each morning (7:45am).
6. Students are required to be in their respective lines and return to class together (lead by a teachers') after both snack time and lunch time.
7. Students are required to eat both snacks and lunch in the assigned dining area for their grades/classes.
8. Students are required to play on the playground that is assigned to their grade/s in the mornings, during snack break and during lunch break.
9. When walking in the hallways in the morning time, to and from snack and lunchtime, and at the end of the school day students are required to be in two lines. One line of boys and one line of girls.
10. Students are required to walk while moving in the hallways. No running is allowed in the hallways of the school.
11. Students are required to remain silent while walking in the hallways.
12. Students are not allowed to be roaming in the hallways.
13. While walking in the hallways, students are required to keep to the right side of the hallways.
14. Students are required to have a hall-pass if going to restroom, nurse office, admin office, etc.
15. All Ozone students are required to be fully respectful to all adults, their classmates, and themselves.

16. After eating their snacks and/or lunch students are required to leave the dining area and report to their respective playgrounds until it is time to lineup and return to their classes.
17. Students are required to have a pass to enter both the library and pedagogy room during snack break and lunch break, and must leave library and pedagogy room to lineup at the end of snack break or lunch break. Not doing so will result in the loss of privilege to use the library or pedagogy.
18. Classroom doors are to remain open between periods if there's no teacher in class.
19. When after school classes are offered for students by teachers, students are required to be in the class before 3:45pm/9:45 local time to 5pm/11 local time. No entry into after school classes will be allowed after the mentioned time without permission. No exceptions.
20. Students are required to bring their own healthy snacks and lunches to school every day. We strongly encourage students not to eat other students' lunches or snacks. **Jolly juice**, **soda** or **juice powder** is totally prohibited.
21. Students are required to be respectful, kind, and polite to other students.
22. Students are not allowed to eat or play during snack time or lunch time on the school driveway or playground.
23. Students are not allowed to roam the school hallways during school hours or afterschool.
24. Students are required not to be in classrooms without a teacher before school, snack time, lunch time or afterschool.
25. Students who travel on school buses are required to be well behaved and well mannered.

26. No celebrations will be allowed on school premises unless they are sponsored or approved by Ozone. (e.g. birthdays, holidays, etc.)
27. Students are not allowed to bring smartphones, tablets or other unapproved electronic devices to school.
28. Destruction of school property is prohibited. Destruction of property will result in suspension and/or expulsion and reimbursement to the school for the fixing of property destruction.
29. Cigarettes, alcohol, khat or any other drugs is strictly prohibited.
30. Gang related activity or fighting is prohibited.
31. Sexual harassment, teacher to student or student to student is strictly prohibited with zero tolerance.

Parameters for evaluating a student's conduct

Grades and their reflections	
A	Students who always exhibit extraordinary discipline and character, which include following school rules and requirements without having to be coached? Exhibiting leadership skills. **(Points value 100 – 90)**
B	Students who best exhibit discipline and character including following school rules and requirements when reminded or redirected. **(Points value 89 – 80)**
C	Students who can exhibit discipline and character including following school rules and requirements, however this student has to be frequently redirected or sent to disciplinary officer as a consequence. **(Points value 79 – 70)**
D	Students who do not exhibit a positive discipline or character? Has a hard time following school rules and requirements. Frequently disturbs during the teaching and learning processes. Does not respond to redirecting from teachers and constantly being referred to the disciplinary officer for guidance. **(Points value 69 – 60)**

F	Students who fail to exhibit positive discipline or character when it comes to following school rules and requirements? Students who fight and frequently disturbs during the teaching and learning processes. Does not make any efforts to curve discipline or improve his/her behavior when being redirected by teachers and constantly being referred to the disciplinary officer for disciplinary action/s. **(Points value 59 – 0)**

Let it be noted: Any student at the end of the school year that earns a final grade of **"C" or below** for conduct will find themselves on the list of students being considered for not being allowed to return to Ozone School for the following academic year.

Incident List and their value on a 0-100 scale reflecting its severity or merit

Based on Ethiopian Ministry of Education guidelines (e.g. Addis Ababa Education Bureau directives), student behaviors are classified into **Minor Infractions**, **Major Infractions**, and **Dismissal Infractions/Acts** (expulsion-level offenses) for negative conduct, along with Positive Behaviors that are encouraged. Each incident is assigned a point value on a 0–100 scale reflecting its severity or merit. Higher point values indicate more severe infractions (closer to 100 signifies a very serious violation) or greater positive merit. Negative behaviors accrue penalty points, while positive behaviors earn bonus points. The table below presents these categories with incidents, descriptions, and point values, using standard language aligned with Ethiopian educational standards

Incident List			
Category	**Title**	**Point**	**Description**
Positive Behavior	Diligence in Academics	10	Completing classwork and homework on time and to a high standard and following teachers' academic guidance
Positive Behavior	Leadership and Service	20	Taking initiative in leadership roles or volunteering to help the school/community (being a role model for peers
Positive Behavior	Proper Language and Conduct	5	Using polite appropriate language and behavior, distributing to a respectful school environment

Positive Behavior	Positive Attitude and Cooperation	5	Exhibiting a positive attitude, good manners, and cooperation with teachers and classmates
Positive Behavior	Excellent Attendance & Punctuality	10	Consistently attending school on time every day, with no excused absences (demonstrating commitment to education)
Dismissal Act	Repeated Major Offense (After Suspension)	-100	Committing another serious infraction after returning from a prior suspension for misconduct
Dismissal Act	Assaulting Teacher or Staff	-100	Physically attacking or beating a teacher or school staff member
Dismissal Act	Forgery of Academic Documents	-95	Using or presenting fraudulent academic records or certificates
Dismissal Act	Impersonation in/on Examinations	-95	Impersonating another examinee or having someone else sit for an exam (exam fraud)
Dismissal Act	Rape or sexual Assault	-100	Committing rape or sexual assault against a student (if proven by legal authorities)
Dismissal Act	Deliberate Major Vandalism	-95	Intentionally causing serious damage to school property (major vandalism, arson, etc.)
Dismissal Act	Organizing Prohibited Events	-90	Conducting illicit or culturally inappropriate events at school (e.g. unsanctioned "Water Day/Water Fighting celebrations)
Dismissal Act	Group Violence (Riots/Faction Fight)	-95	Participation in any group fight, riot or quarrelsome group disturbance on the campus
Dismissal Act	Political or Religious Agitation	-90	Organizing or conducting unauthorized political or religious activities on the school campus
Dismissal Act	Severe Abuse of Students' Rights	-100	Unlawfully detaining or seriously violating the human rights of other students (e.g. holding a student against their will)
Dismissal Act	Exam Cheating with Electronic Devices	-95	Using a phone, tablet other electronic device to cheat during am exam or to spread

			misinformation during tests)
Dismissal Act	Possession of Dangerous Weapons	-100	Being found with dangerous sharp instruments or weapons on school grounds
Major Infraction	Repeating Minor Offenses	-55	Habitual minor infractions without improvement, even after prior warnings or penalties (escalation of repeated misconduct)
Major Infraction	Chronic Truancy	-50	Being absent for a significant portion of the school days (e.g. 10% of days) without convincing explanation that can be verified
Major Infraction	Gambling	-50	Engaging in gambling activities on school premises
Major Infraction	Trespassing (Leaving School Grounds)	-50	Jumping over school fence or otherwise leaving campus without authorization (or passing items through the fence or window/s)
Minor Infraction	Unauthorized Gathering	-10	Participating in or organizing any student meeting not approved by the school
Minor Infraction	Unauthorized Electronics Use	-10	Bringing or using banned electronic devices (e.g. a phone) in class without permission
Minor Infraction	Non-compliance with instructions	-10	Failing to follow teachers' or school officials' direction and guidance
Minor Infraction	Disrespectful Behavior	-15	Showing lack of respect towards teachers, staff, or peer (e.g. rude remarks)
Minor Infraction	Instigating Minor Quarrels	-10	Causing unnecessary arguments or conflicts among students
Minor Infraction	Skipping Mandatory School Assembly	-5	Failing to attend required school events (e.g. not attending or singing at flag ceremony) as expected
Minor Infraction	Unexcused Tardiness/Absenteeism	-10	Repeatedly arriving late or being absent without a valid excuse beyond allowed limits
Positive Behavior	Showing Leadership in Group Project	20	Guides peers towards academic or extracurricular goals. This behavior promotes teamwork, accountability, and problem-

			solving
Minor Infraction	Unbecoming behavior/s	-15	Running around after the school bell rings, eating in classroom, not lining up properly, unacceptable behavior during assemblies, rationalizing wrong behavior/s, etc.
Minor Infraction	Selling things in school	-30	Selling of any item to another student or students: gum, candy, necklace/s, bracelet/s toys, etc.
Minor Infraction	Horse Playing in the classroom	-15	Playing in the classroom. Example: playing football with classmates, playing tag, Play fighting, etc.
Positive Behavior	Participating in a School Club	20	Engagement in extracurricular activities enriches the school experience and develops valuable skills.
Positive Behavior	Organizing a Charity Event	20	Taking the initiative to organize events for a good cause demonstrates compassion and organizational skills.
Major Infraction	Smoking/Drinking Alcohol or Drug use/Contraband	-70	Being found with alcohol, tobacco, controlled substance, Chat, vaporizer, etc.
Minor Infraction	Punctuality	-15	Not reporting to school or class on time
Minor Infraction	Behavior on School Bus	-20	Inappropriate behavior on school transportation
Minor Infraction	Dining Hall Decorum	-15	Inappropriate behavior in the dining hall
Minor Infraction	Disrespect to All	-20	Disrespecting of staff/administration/other students.
Major Infraction	Roaming	-25	Roaming hallways during break time/lunchtime/H.P.E. time/recess time
Minor Infraction	Plagiarism on worksheets	-10	Copying other people's work is unacceptable and similar to stealing their work. This will result in immediate report and correction.
Minor Infraction	Using Inappropriate Language	-10	Inappropriate language is unprofessional and can offend others.

Major Infraction	Harassing/Bullying Another Student	-60	Threating, insulting, or hazing fellow students (serious Harassment)
Minor Infraction	Failure to bring the necessary school supplies, including textbook, writing instruments (pen or pencil), exercise books, and ID card	-10	Missing one of the listed supplies is equal to whole incident
Minor Infraction	Changing seating plan of the classroom without permission	-10	This should be monitored together with the homeroom teacher for the specific class.
Dismissal Act	Sexual Misconduct or Harassment-related Behavior	-90	Engaging in any sexual acts on the school premises (e.g. sexual intercourse or inappropriate sexual contact at school
Minor Infraction	Possessing Prohibited Items (Being found with money/mobile phone/smart watches/other form of technology without proper approval. Phone, Gadgets, etc.)	-20	Items that distract from learning or compromise safety must be confiscated and the incident reported.
Minor Infraction	Lying or Giving False Information	-15	Dishonesty leads to trust issues, if persistent, the student must be guided through counseling or parental involvement
Minor Infraction	Classroom Disruption	-15	Disruptive behavior in class (e.g. shouting, turning off lights) that interferes with teaching and learning
Minor Infraction	Not Wearing Proper School Uniform of H.P.E. Attire **(Warning)**	0	Uniform violations reflect non-compliance. Repeated cases should involve parent notification
Minor Infraction	Unacceptable Haircut or Appearance **(Warning)**	0	Extreme or distracting hairstyles, dyed hair, or styles outside school policy should be reported and corrected
Minor Infraction	Not Wearing Proper School Uniform of H.P.E. Attire	-20	Uniform violations reflect non-compliance. Repeated cases should involve parent notification
Minor	Unacceptable Haircut or	-20	Extreme or distracting

Infraction	Appearance		hairstyles, dyed hair, or styles outside school policy should be reported and corrected
Major Infraction	Gross Insubordination to staff, Disrespecting Teachers, Staff, or Peers	-80	Gravely disrespecting or defying school staff (e.g. insulting or attempting to attack a teacher or staff member of the school)
Minor Infraction	Using Inappropriate Language or Gestures	-15	Vulgar, disrespecting or harmful words or signs affect peer relationships and classroom atmosphere.
Major Infraction	Stealing or Theft	-60	Taking or attempting to steal property or others belongings on or off campus
Major Infraction	Cheating During Exams or Classwork, Exam Misconduct	-70	Cheating or causing disruption during examinations (e.g. causing disorder in a test session)
Major Infraction	Vandalism of School Property	-60	Not carefully handling school property or deliberately damaging school equipment, furniture, etc.
Major Infraction	Skipping Class Without Permission/Loitering	-25	Roaming the school premises or staying out of class during school hours without sufficient reason
Major Infraction	Fighting with Student/s (Same or Different Class) or Assaulting Student/s	-70	Physical violence against other students or extorting their property (fighting, “Students beating or property grabbing”)
Major Infraction	Hitting or Physically Attacking Another Student	-30	Physical aggression is a serious offense, It disrupts safety and must be reported immediately to the school administration
Positive Behavior	Honesty and Integrity	15	Acting responsibly and honestly (e.g. academic integrity – no cheating or lying) in all activities)
Positive Behavior	Respect for Others and Property	10	Treating fellow students, staff, and school property with dignity and respect at all times
Positive Behavior	Keeping the School Clean and Organized	5	Taking part in cleaning or maintaining neatness shows respect for shared environments and responsibility.

Positive Behavior	Mentoring or Supporting Younger Students	7	Older students who help new or younger peers adjust and feel welcomed model empathy and leadership.
Positive Behavior	Active Participation in Class & Activities	10	Engaging actively in lessons and school activities (e.g. participating in class, joining clubs or teams)
Positive Behavior	Completing Homework and Assignments on Time	2	Demonstrates time management and responsibility. Teachers should praise such consistency to reinforce the habit.
Positive Behavior	Consistently Wearing the Correct Uniform	4	Displays readiness and respect for school policies. Builds a sense of equality and discipline in the school community.
Positive Behavior	Reporting Unsafe or Inappropriate Behavior	5	A student who speaks up about harmful or unethical behavior helps maintain school safety and discipline
Positive Behavior	Returning Lost Property	5	Shows integrity and honesty. Acts like this builds a culture of trust and should be acknowledged by the school.
Positive Behavior	Participating in a school Club or Activity	20	Involvement in extracurricular activities enhances personal growth and develops talents outside academics.
Positive Behavior	Demonstrating Leadership in Group Projects	4	Taking a leadership role helps guide peers towards success and exemplifies initiative.
Positive Behavior	Winning a Competition	10	Reflects excellence, discipline, and determination. Should be celebrated to motivate both the winner and peers.
Positive Behavior	Organizing a Charity or School Event	9	Demonstrates leadership, initiative, and a strong sense of purpose to serve others. Recognize students who plan, lead, or assist in organizing successful events.
Positive Behavior	Volunteering in Community Service	7	Participating in service activities outside regular classes promotes social responsibility, compassion, and maturity.

Positive Behavior	Helping a Fellow Student Understand a Difficult Concept	4	Encouraging and assisting classmates with academic topics builds collaboration and shows empathy. Such acts contribute to a positive learning environment

Some common infractions and how consequences can be escalated:

1. Not wearing school uniform appropriately or not wearing the proper uniform including H.P.E. uniform will result in only one recorded warning with a notice going home to parents to be returned back to M.S.C.M. office signed by parents.

   A second occurrence will result in a parent/guardian being called to the school for a parent's conference with the M.S.C.M. Officer. A **-20** point loss on behavioral incidents, and an automatic **"B-"** grade for conduct in the respective quarter, will be given if there is no more point's loss for behavioral incidents.

   A third occurrence can result in another **-20** point loss on behavioral incidents, and an at home suspension. An automatic **"D-"** grade for conduct in the respective quarter will be given if there is no more point's loss for behavioral incidents.

2. Fighting/assaulting, play fighting and/or accidental fighting in school, on the school bus or while wearing the school uniform in the community is strictly prohibited. Any fighting will result in a minimum automatic **3 school days** at home suspension, a **-70** point loss on behavioral incidents, and an automatic

"F" grade for conduct in the respective quarter will be given. Not including when or if a student has no choice but to defend themselves.

A second occurrence of fighting will result in a minimum **10 school days** at home suspension. An additional **-70** point loss on behavioral incidents and an automatic **"F"** grade for conduct in the respective quarter will be given. Second occurrence may lead to expulsion based on the circumstance.

A third occurrence of fighting will result in expulsion from the school effective immediately.

3. Being sent out of class for repeated disturbance behavior will result in only one recorded warning from M.S.C.M. Officer and **-15** points loss on behavioral incidents.

   A second occurrence will result in a parent/guardian being called into the school for a parent's conference, with the M.S.C.M Officer. An additional **-15** points loss on behavioral incidents and an automatic **"C-"** grade for conduct in the respective quarter will be given if there is no more point's loss for behavioral incidents.

   A third occurrence will result in an additional **-15** points loss on behavioral incidents, an at home suspension, and an automatic **"F"** grade for conduct in the respective quarter will be given.

4. Being rude, unkind or disrespectful to another student will result in only one recorded warning from the

M.S.C.M. Officer and **-15** points loss on behavioral incidents.

A second occurrence will result in an additional **-15** point loss on behavioral incidents and a parent/guardian being called into the school for a parent's conference, with the M.S.C.M. Officer. Including an automatic **"C-"** grade for conduct in the respective quarter will be given if there is no more point's loss for behavioral incidents.

A third occurrence will result in an additional **-15** point loss on behavioral incidents, an automatic **"F"** grade for conduct in the respective quarter will be given if there is no more point's loss for behavioral incidents.

5. Roaming/skipping classes in hallways or on the compound will result in only one recorded warning from M.S.C.M. Officer with a writing assignment.

   A second occurrence will result in an additional **-25** point loss on behavioral incidents, and a parent/guardian being called into the school for a parent's conference, with the M.S.C.M. Officer. Including an automatic **"C"** grade for conduct in the respective quarter will be given if there is no more point's loss for behavioral incidents.

   A third occurrence will result in an additional **-25** point loss on behavioral incidents, an at home suspension and an automatic **"F"** grade for conduct in the respective quarter will be given.

6. Being grossly insubordinate or disrespectful to a teacher or any member of the school staff will result in a parent/guardian being called into school for a meeting with the M.S.C.M. Officer. A **-80** point loss on behavioral incidents, **5 school days** at home suspension and an automatic **"F"** grade for conduct in the respective quarter will be given.

   A second occurrence will result in a minimum of **10 school days** at home suspension, an additional **-80** point loss on behavioral incidents and an automatic **"F"** grade for conduct in the respective quarter will be given.

   A third occurrence will result in expulsion from the school effective immediately.

7. Insulting and/or rough playing on the school playground is an unbecoming behavior and will result in one recorded warning from M.S.C.M. Officer with a writing assignment.

   A second occurrence will result in a parent/guardian being called into the school for a parent's conference with the M.S.C.M. Officer. An additional **-15** point loss on behavioral incidents and an automatic **"B"** grade for conduct in the respective quarter will be given if there is no more point's loss for behavioral incidents.

   A third occurrence will result in an additional **-15** point loss on behavioral incidents, an at home suspension and an automatic **"D"** grade for conduct in the respective quarter will be given.

8. Stealing of others property will result in parent/guardian being called into a meeting with the M.S.C.M. Officer. A **-60** point loss on behavioral incidents, **3 school days suspension** at home, and an automatic **"D-"** grade for conduct in the respective quarter will be given if there is no more point's loss for behavioral incidents.

   A second occurrence will result in an additional **-60** point loss on behavioral incidents, a **minimum 10 school days** at home suspension and an automatic **"F"** grade for conduct in the respective quarter will be given.

   A third occurrence will result in expulsion from the school effective immediately.

"If there is no dull and determined effort, there will be no brilliant achievement."

(Xunzi)

"Learning without thought is labor lost, thought without learning is perilous."

(Confucius)