



مدرسة الآفاق الحديثة ذ.م.م.
NEW HORIZON SCHOOL W.L.L.

ACCOUNTABILITY SYSTEM FOR VIOLATIONS



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ACCOUNTABILITY SYSTEM FOR VIOLATIONS

This document outlines the formal accountability framework of NHS aligned with Bahrain regulations and BQA standards.

1. Purpose

To ensure transparency, fairness, and legal compliance in addressing violations of school policies and regulations.

2. Scope

Applies to Governing Body, Principal, staff, students, vendors, and PTA members.

3. Reporting Mechanism

Violations may be reported in writing, email, or official complaint form to the Principal, HR, Safeguarding Officer, or Governing Body representative.

4. Investigation Procedure

Includes preliminary review, committee formation (if required), evidence collection, hearing opportunity, and documented decision.

5. Disciplinary Levels

Level 1: Warning/Counseling

Level 2: Written Warning/Suspension

Level 3: Termination/Reporting to Authorities

6. Appeals

Written appeal permitted within 7 working days.



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ACCOUNTABILITY PROCESS FLOWCHART





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VIOLATION REPORTING FORM

Date of Report: _____

Name of Complainant (Optional): _____

Designation/Student Grade: _____

Description of Incident:

Date of Incident: _____

Witnesses (if any): _____

Signature: _____



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STUDENT-FRIENDLY ACCOUNTABILITY GUIDELINES

At NHS, we believe in fairness and responsibility.

If a rule is broken:

1. The matter will be listened to carefully.
2. Both sides will get a chance to explain.
3. A fair decision will be made.
4. Consequences will match the seriousness of the action.
5. Students may request a review if they feel unheard.

Our goal is correction, learning, and growth — not punishment alone.