

Official Policy for Addressing Behavior and Attendance Violations in the School

Introduction:

The school is committed to implementing a clear and organized behavioral policy aimed at promoting discipline and ensuring a safe, fair, and educational learning environment. This policy also defines the roles of the educational team through a progressive approach that ensures guidance and redirection before administrative escalation.

Classification of Attendance and Punctuality Violations

<u>Absence without excuse</u>	First occurrence: Verbal warning to student + guardian notified via "Natej" system	5 days Written pledge from the student + official notification to guardian	More than 5 days Written pledge from guardian to ensure regular attendance	More than 10 days Recommendation for non-renewal or dismissal
<u>Morning tardiness</u>	First Occurrence: Verbal Warning+ notifying parents Via Natej	8 days written pledge from student	10 Days Written pledge from guardian to ensure commitment	More than 10 days Summon guardian
<u>Leaving school during academic hours</u>	3 days(unexcused) Verbal Warning+ notifying parents Via Natej	5 days Violation notice to student + official notification to guardian.	More than 5 days Written pledge from guardian not to repeat unjustified early leave	More than 10 days Temporary ban on early leave
<u>Group absence</u>	First Occurrence Notifying the guardian	In case of repetition Written pledge from student + notifying the guardian Via Natej	In case of further violation Written pledge from guardian	
<u>Absence from monthly tests without excuse</u>	Retests would not be allowed unless an official medical excuse is provided; unofficial notes are not accepted	Official guardian notification + individual follow-up plan for student		

Classification of Behavioral Violations by Level

<u>Level 1 (Least severe):</u>	<u>Level 2:</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
Non-compliance to classroom or non-classroom rules.	Vandalism of school facilities or property.	Photographing classmates	Possession of harmful/ sharp tools	assault against national or religious values.
Not wearing school uniform or bringing school bag	Minor physical altercations/ rough play.	Verbal assault on school staff	Intentional physical aggression causing harm.	Repeated acts of intimidation or extortion.
Sleeping in class	Using inappropriate language toward classmates	Threatening or blackmailing.	Physical or verbal incitement.	Physical assault leading to bodily harm.
Leaving class without permission Using electronic devices without permission	Arguing with/ displaying verbal aggression towards teachers or counsellors	Property theft	Hacking or using others' electronic accounts without permission.	Distributing inappropriate content related to the school environment inside or outside the school.
	Moving between classes without permission	Sharing inappropriate, school-related content.	Deliberately spreading chaos to undermine the school system.	Using electronic devices without permission
Eating in class	Reoccurrence of a 1 st level violation despite warnings	Forging school documents.	Repeated Level 3 violations despite disciplinary actions.	

Procedures to be followed in case of 1st level violations

Procedure	frequency	Executing party	Documentation
Verbal Warning	1-2	Teacher /Floor Supervisor	Class follow-up record
Notification to parent	3	Teacher /Floor Supervisor	Natej- Student misconduct log
Educational behavioral pact	4	Counselor	Student's signature in counsellor's record
Behavior modification plan	5	Counselor in collaboration with Teacher	Official follow-up file
Case is submitted to principal	6+	Counselor	Comprehensive Report of Previous Procedures

Procedures to be followed in case of 2nd level violations

Procedure	frequency	Executing party	Documentation
Warning+ notifying parents	1	Teacher/ supervisor	Natej + remarks log
Counselling meeting+ signing a pact	2	counsellor	Personal counselling log
Taking action according to signed pact+ Internal Disciplinary Action Form	3	counsellor	Internal Disciplinary Action Form
Weekly Behavior Modification Plan	4	Counsellor+ teacher	Action Plan form
Case is submitted to vice principal	5+	counsellor	Comprehensive Report of Previous Procedures

Procedures to be followed in case of 3rd level violations

Procedure	Frequency	Executing party	Documentation
Summoning the guardian	1	Vice Principal + counsellor	Parents meeting minutes + student signs a written pledge
class transfer, grade deduction, and educational tasks	2	Vice Principal	class transfer, grade deduction, and educational tasks
Case is submitted to principal	3	Vice principal	Recommendation of temporary expulsion

Procedures to be followed in case of 4th level violations

Procedure	frequency	Executing party	Documentation
Formal counselling session+ a strongly worded warning	1	Vice principal	Signed action plan + written pledge
Intensive Behavior modification plan +	2	Vice principal	Parental Advisement – Guardian's Pledge
Recommendation for non-renewal of enrollment or expulsion	3+	principal	Official Written Notice

Procedures to be followed in case of 5th level violations

Procedure	frequency	Executing party	Documentation
Immediate summoning of parent/guardian	1	Vice principal	Official Incident Report
Temporary suspension from studies + educational monitoring	2	School Principal	Suspension Report + Monitoring Form
Recommendation for permanent expulsion	3+	Senior management	Panel Report + Final Recommendation

Educational Team Roles in Policy Implementation + Documentation Tools

Role	Core responsibilities	Documentation
Teacher	Direct classroom monitoring, keeping records, sending notifications, in-class follow-up	Parent notification via Natej platform - Reporting to administration or counselor
Floor supervisor	Hallway monitoring, immediate reporting, daily behavior tracking	Daily follow-up report - Student violations log
Counselor	Receiving referrals from teachers/supervisors, studying behavioral background, conducting guidance sessions, creating behavior contracts, designing/implementing behavior modification plans, periodic follow-up, submitting official recommendations when needed	-Counseling log -Code of Conduct Log- Intervention plan -Formal recommendation report
Vice Principal (Student Affairs)	implementing administrative actions, issuing pledges, enforcing school sanctions	- Official pledge form - Student's administrative file
Principal	Issuing high-level decisions for serious cases	Official administrative form including supporting reports

Compliance with this policy is part of the professional duties of all educational team members. It is periodically reviewed to ensure effectiveness and alignment with school environment changes. Overstepping assigned responsibilities is prohibited..