

## Official Policy for Addressing Behavior and Attendance Violations

### Encyclopedia of Science Schools — American (Diploma) Section

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#### 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

Violation Type	1st Occurrence	Threshold 2	Threshold 3	Threshold 4
<b>Absence Without Excuse</b>	<b>1st Occurrence</b> Verbal warning to student + guardian notified via Natej system	<b>5 Days</b> Written pledge from student + official notification to guardian	<b>More than 5 Days</b> Written pledge from guardian to ensure regular attendance	<b>More than 10 Days</b> Recommendation for non-renewal or dismissal
<b>Morning Tardiness</b>	<b>1st Occurrence</b> Verbal warning + notifying parents via Natej	<b>8 Days</b> Written pledge from student	<b>10 Days</b> Written pledge from guardian to ensure commitment	<b>More than 10 Days</b> Summon guardian to school
<b>Leaving School During Academic Hours</b>	<b>3 Days (Unexcused)</b> Verbal warning + notifying parents via Natej	<b>5 Days</b> Violation notice to student + official notification to guardian	<b>More than 5 Days</b> Written pledge from guardian not to repeat unjustified early leave	<b>More than 10 Days</b> Temporary ban on early leave
<b>Group Absence</b>	<b>1st Occurrence</b> Notifying the guardian	<b>In Case of Repetition</b> Written pledge from student + notifying guardian via Natej	<b>Further Violation</b> Written pledge from guardian	—
<b>Absence from Monthly Tests Without Excuse</b>	Retests will 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

Level 1 (Least Severe)	Level 2	Level 3	Level 4	Level 5 (Most Severe)
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	Arguing with / displaying verbal aggression towards teachers or counsellors	Property theft	Hacking or using others' electronic accounts without permission	Distributing inappropriate content related to school environment inside or outside school
Using electronic devices without permission	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 1st 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 per 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 form
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 + 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
<b>Teacher</b>	Direct classroom monitoring, keeping records, sending notifications, in-class follow-up	Parent notification via Natej platform — Reporting to administration or counselor
<b>Floor Supervisor</b>	Hallway monitoring, immediate reporting, daily behavior tracking	Daily follow-up report — Student violations log
<b>Counsellor</b>	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
<b>Vice Principal (Student Affairs)</b>	Implementing administrative actions, issuing pledges, enforcing school sanctions	Official pledge form — Student's administrative file
<b>Principal</b>	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 environmental changes. Overstepping assigned responsibilities is prohibited.