

# International Maarif School of Tunisia , LAC Campus

## IMST School Discipline Policies

*IMST wants each student to enjoy a secure learning environment and a rich educational experience.*

This discipline policy was developed to promote consistency and encourage appropriate behaviors requiring students to become increasingly more responsible. We believe that students can make intelligent choices if they clearly understand the rules and the consequences for inappropriate behaviors. We expect parents to recognize the importance of school rules and to cooperate with their enforcement. Hence, we ask that parents and students read and discuss this brochure.

We know that the vast majority of our students are considerate, well-behaved and responsible. We will make a consistent effort to notice, praise and reward these positive behaviors.

**Consequences for inappropriate behavior should include opportunities for the student to learn from his/her mistake. Whenever possible, students should be included in intervention programs that will help them acquire the skills to make positive choices in the future.**

### STUDENT RESPONSIBILITIES

- To attend school regularly
- To wear our school uniform daily
- To be on time and prepared to work
- To bring required materials and assignments
- To know and comply with school rules
- To treat staff and fellow students with respect regardless of ethnic group, religion, gender, color, race, national origin and physical or mental ability
- To respect public and private property
- To follow directions of school staff
- To behave in a way that does not disrupt the learning of others
- To leave all electronic devices at home

### PARENT RESPONSIBILITIES

- To send students to school neat, clean appropriately dressed in the school uniform
- To ensure that your child is on time to school every day and remains in school for the entire day
- To instill in students an attitude that school is important
- To schedule and attend school conferences when appropriate
- To inform the school of tardiness due to personal reasons
- To be available to school staff during the day by informing the school of current phone numbers for home, work or emergency
- To cooperate with school staff in helping students with academic, discipline or attendance problems
- To notify the school whenever a student cannot attend
- To know and comply with classroom and school rules and review the requirements with students
- To treat staff, students, fellow parents, and community partners with respect regardless of ethnic group, religion, gender, color, race, national origin and physical or mental ability

### TEACHER RESPONSIBILITIES

- To establish classroom expectations for behavior
- To require compliance with classroom and school rules and review consequences
- To teach the prescribed courses of study in a professional manner
- To maintain a safe and well-organized classroom environment conducive to learning
- To make every attempt to communicate with parents and administrators when student behavior is unsatisfactory
- To treat parents, students and fellow staff members with respect regardless of ethnic group, religion, gender, , color, race, national origin and physical or mental ability
- To be consistent in applying classroom and school rules

### ADMINISTRATOR RESPONSIBILITIES

- To inform staff, students, and parents regularly about school and district discipline standards
- To be consistent in applying the school discipline policy
- To thoroughly investigate before determining if a violation has been committed
- To treat students with respect and always allow them to tell their side of a discipline issue
- To treat teachers, parents, and staff members with respect regardless of ethnic group, religion, gender, color, race, national origin, and physical or mental ability.
- To inform parents immediately or as soon as possible about student discipline matters
- To provide parents with information regarding the process of any disciplinary procedure

### BEHAVIOR CATEGORIES

Unacceptable student behavior is grouped from the least serious to the most serious. Repeated disregard of school rules leads to increasingly serious consequences. These rules apply while students are on school grounds, while going to or coming from classes, during the lunch period and outside breaks in the playground area, and during, or while going to or coming from a school sponsored activity such as athletic events, school bus routes, and other extra/co-curricular activities.

### **CLASSROOM EXPECTATIONS**

Teachers will establish classroom rules and inform students and parents/guardians about these guidelines. Rules will specify both behavior and academic expectations that the student must meet to be successful. Examples are coming to class on time, bringing the required materials, and following teacher directions. If classroom rules are disregarded and learning is disrupted, the teacher will take one or more of the following actions:

- student/teacher conference
- teacher-held detention
- additional assignments
- send a student to school counselor
- exclusion room referral
- parent contact/conference
- office referral
- suspension from class

### **SCHOOL EXPECTATIONS**

Schools will establish standards of behavior that promote positive school climate and campus safety. Parents/guardians and students will be informed about these guidelines. Examples of behaviors that are disruptive and not acceptable are:

- inappropriate dress
- disrespect to other students
- disrespect to school staff
- loitering in restricted areas
- profanity/abusive language
- littering
- possession of electronic devices such as tablets and/or laptops and cell phones
- defiance or disobedience
- forging or falsifying school information/correspondence

**All undesirable behaviors have been classified into three categories according to the level of the behavior. The consequences that are to be implemented need to be logical consequences meaning they are reasonable, related to the action, proportional to the severity of the infraction and carried away in a manner that remains respectful of the student. The consequences can either be carried through by the teachers or the administration according to course of action that will be detailed below. All teachers are required to document every infraction a student commits. Definitions of specific behaviors and terms have been attached below.**

#### **Level 1 Infractions: Minor Offenses**

Level 1 infractions are minor violations of school rules. These behaviors typically disrupt the learning environment but do not cause harm or pose a serious threat to the school community.

- ∄ Tardiness: Arriving late to class without a valid excuse (nurse) .
- ∄ Dress Code Violations: Wearing clothing that does not comply with the school's dress code policy. (not coming into the school as long as they don't wearing uniform)
- ∄ Disruptive Behavior: Talking out of turn, minor classroom disruptions(excessive talking), or distracting others.
- ∄ Failure to Complete Assignments: Consistently not turning in homework or classwork on time.
- ∄ Unauthorized Use of Electronics: Using mobile phones, tablets, or other electronic devices during class without permission.
- ∄ Eating/Drinking in Class: Consuming food or beverages in class where it is not allowed.
- ∄ Rough Play (obvious play without bad intention and it turns into physical)
- ∄ Refusal to participate in program of instruction
- ∄ Excessive calling out shouting / using inappropriate voice in the class
- ∄ Littering in the classroom / writing in desk
- ∄ Inappropriate use of electronics devices in ICT / Class projects
- ∄ Repeated failure to bring equipment to class

#### **Level 2 Infractions: Moderate Offenses**

Level 2 infractions involve more serious behaviors that disrupt the educational process or violate the rights of others. These actions may involve repeated Level 1

behaviors or more significant misconduct.

- ⊘ Chronic Tardiness: Repeated instances of arriving late to class.
- ⊘ Vandalism: Damaging or defacing school property or the property of others.
- ⊘ Not following directions given by school staff/ Defiant / Threats to adults
- ⊘ Defiance: Refusal to follow instructions from school staff, resulting in a disruption.
- ⊘ Inappropriate Physical Contact: Pushing, shoving, or other non-serious physical contact.
- ⊘ Inappropriate Language/Behavior: Using offensive language or gestures directed at others.
- ⊘ Failure to complete a minor consequence

**Level 3 Infractions: Severe Offenses**

Level 3 infractions represent serious violations that pose a threat to the safety and well-being of students, staff, or the school environment. These behaviors often result in immediate and significant disciplinary actions.:

- ⊘ Physical Assault: Intentionally causing physical harm to another person.
- ⊘ Weapons Possession: Possessing or using weapons or dangerous objects on school grounds.
- ⊘ Drug/Alcohol/ Tobacco/ Vapes Use or Possession: Possessing, using, or distributing drugs, alcohol, or other controlled substances.
- ⊘ Theft: Stealing school property or the property of others.
- ⊘ Major Vandalism: Causing significant damage to school property or the property of others.
- ⊘ Sexual Harassment/Assault: Engaging in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- ⊘ Threats: Making threats of violence or harm against others.
- ⊘ Arson: Deliberately setting fire to school property.
- ⊘ Gambling: Engaging in unauthorized betting or gambling activities on school premises.
- ⊘ Hate Speech/Discrimination: Engaging in behavior or speech that targets others based on race, gender, religion, or other protected characteristics.
- ⊘ Inappropriate use of chemicals, equipment, objects and machinery with the potential to cause harm
- ⊘ Leaving school without permission
- ⊘ Truancy : Leaving class or the school premises without permission.
- ⊘ Cheating/Plagiarism: Engaging in dishonest practices during tests or assignments.
- ⊘ Skipping Class/Hiding
- ⊘ Forgery: Signing or altering school documents without authorization.

**Procedure for Handling minor Violations**

*One or more of the following shall occur:*

<i>Name of Offense</i>	<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>
Tardiness to class	<ul style="list-style-type: none"> <li>• <b>Action:</b> Immediate Referral to Admin Officer</li> <li>• <b>Documentation:</b> Write a report</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Immediate Referral to Admin.</li> <li>• <b>Documentation:</b> Follow up with Student Report</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Immediate Referral to Admin</li> <li>• <b>Documentation:</b> Write a report</li> <li>• <b>Communication:</b> Follow up with Call to Parents to inform of situation. If chronic tardiness occurs , the student will not be allowed into the courses he/she is late for .</li> </ul>
Dress Code Violation	<ul style="list-style-type: none"> <li>• <b>Action:</b> Immediate Referral to Admin Officer</li> <li>• <b>Communication:</b> Parents will be called to bring uniform to school</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Immediate Referral to Admin Officer. Student will wait in Admin Officer Office until the school uniform is brought to school.</li> <li>• <b>Communication:</b> Parents will be called to bring uniform to school</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Second Offence</li> </ul>
Disruptive Behavior	<ul style="list-style-type: none"> <li>• <b>Action:</b> Verbal Warning in class Issued by the teacher.</li> <li>• <b>Documentation:</b> Student Report is filed by teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> The teacher sends the student to Admin</li> <li>• <b>Documentation:</b> A second Student Report is written and added to student file.</li> <li>• <b>Action:</b> Admin warns verbally.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Loss of privileges ( . recess, Clubs ) for a determined amount of time.</li> <li>• <b>Documentation:</b> Third Student Report is written and filed.</li> <li>• <b>Communication:</b> Parents contacted for meeting with counselor, admin and any adult who witnessed the behavior.</li> </ul>
Eating in Class	<ul style="list-style-type: none"> <li>• <b>Action:</b> Teacher gives a verbal reprimand and reminds of the classroom rules.</li> <li>• <b>Consequence:</b> Confiscating the food until the next break</li> <li>• <b>Documentation:</b> Data</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Teacher issues a written student report.</li> <li>• <b>Consequence:</b> confiscating the food until break time</li> <li>• <b>Documentation:</b> Written student report.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• <b>Action:</b> Loss of classroom privileges (e.g., no participation in special activities).</li> <li>• <b>Consequence:</b> Parent(s) contacted via phone call.</li> <li>• <b>Documentation:</b> Written report sent to</li> </ul>

	<ul style="list-style-type: none"> <li>tracking</li> <li><b>Communication:</b> Not required</li> </ul>	<ul style="list-style-type: none"> <li><b>Communication:</b> Administration follows up with the student; no parental contact at this stage.</li> </ul>	<ul style="list-style-type: none"> <li>administration.</li> <li><b>Communication:</b> Teacher or administrator contacts parent(s) to discuss behavior and consequences.</li> </ul>
Rough Play	<ul style="list-style-type: none"> <li><b>Action:</b> Teacher gives a verbal reprimand and the student loses recess time (either immediately or during the next scheduled recess if in class).</li> <li><b>Consequence:</b> Loss of recess time.</li> <li><b>Documentation:</b>Data tracking</li> <li><b>Communication:</b> Not required unless repeated.</li> </ul>	<ul style="list-style-type: none"> <li><b>Action:</b> Teacher issues a student report.</li> <li><b>Consequence:</b> Loss of privileges and report sent to administration.</li> <li><b>Documentation:</b> Written student report.</li> <li><b>Communication:</b> Administration reviews and may inform parents depending on severity.</li> </ul>	<ul style="list-style-type: none"> <li><b>Action:</b> Immediate phone call to parents.</li> <li><b>Consequence:</b> Parent contact and further disciplinary action may follow.</li> <li><b>Documentation:</b> Report sent to administration.</li> <li><b>Communication:</b> Teacher or administrator contacts parent(s) for a discussion on behavior and next steps.</li> </ul>
Littering	<ul style="list-style-type: none"> <li><b>Action:</b> Teacher reprimands the student and requires them to pick up the trash.</li> <li><b>Consequence:</b> Student is responsible for cleaning up the litter.</li> <li><b>Documentation:</b> Not required.</li> <li><b>Communication:</b> Not required unless repeated.</li> </ul>	<ul style="list-style-type: none"> <li><b>Action:</b> Teacher issues a student report.</li> <li><b>Consequence:</b> Student is sent to administration and assigned a short-term community service task (e.g., cleaning a common area).</li> <li><b>Documentation:</b> Written student report.</li> <li><b>Communication:</b> Administration may inform parent(s) about the student's behavior.</li> </ul>	<ul style="list-style-type: none"> <li><b>Action:</b> Longer-term community service is assigned.</li> <li><b>Consequence:</b> Parent(s) are contacted, and student engages in extended community service.</li> <li><b>Documentation:</b> Report sent to administration.</li> <li><b>Communication:</b> Teacher or administrator contacts parent(s) for a conversation and outlines long-term consequences.</li> </ul>
Refusal to Participate in classroom activities	<ul style="list-style-type: none"> <li><b>Action:</b> Teacher gives a verbal reprimand and encourages participation.</li> <li><b>Consequence:</b> Student is reminded of participation expectations.</li> <li><b>Documentation:</b> Data tracking</li> <li><b>Communication:</b> Not required unless repeated</li> </ul>	<ul style="list-style-type: none"> <li><b>Action:</b> Teacher issues a written student report.</li> <li><b>Consequence:</b> Report is sent to administration for review and follow-up.</li> <li><b>Documentation:</b> Written student report.</li> <li><b>Communication:</b> Administration may contact parent(s) if behavior persists.</li> </ul>	<ul style="list-style-type: none"> <li><b>Action:</b> Teacher refers the student to the counselor.</li> <li><b>Consequence:</b> Counselor meeting arranged to discuss underlying issues, followed by a parent-teacher meeting.</li> <li><b>Documentation:</b> Report sent to administration and counselor.</li> <li><b>Communication:</b> Parent(s) are contacted to attend a meeting with the teacher and counselor.</li> </ul>

Failure to Complete Homework	<ul style="list-style-type: none"> <li>• <b>Action:</b> Teacher assigns a homework report.</li> <li>• <b>Consequence:</b> Student is expected to complete the missed assignment.</li> <li>• <b>Documentation:</b> Homework report recorded.</li> <li>• <b>Communication:</b> Not required unless behavior continues.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Teacher assigns a second homework report.</li> <li>• <b>Consequence:</b> Additional reminders to complete homework and potential loss of privileges related to assignments (study hall; detention done outside of school hours).</li> <li>• <b>Documentation:</b> Second homework report recorded.</li> <li>• <b>Communication:</b> Teacher may inform parent(s) via email about repeated issues.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Student report sent to administration.</li> <li>• <b>Consequence:</b> Notify parents through Weekly reports; parent(s) are contacted via email or phone for a meeting. Counselor may be involved to support student.</li> <li>• <b>Documentation:</b> Student and homework reports sent to administration.</li> <li>• <b>Communication:</b> Teacher, administration, and/or counselor arrange a parent meeting to discuss solutions.</li> </ul>
Excessive calling out shouting / using inappropriate voice in the class	<ul style="list-style-type: none"> <li>• <b>Action:</b> Verbal warning to the student, explaining the behavior's impact on others.</li> <li>• <b>Logical Consequence:</b> Short reflective activity and/or a temporary time-out to reset behavior.</li> <li>• <b>Documentation:</b> Brief note in the student's file or classroom behavior log.</li> <li>• <b>Communication:</b> None at this stage, unless severe.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Seat change or loss of a classroom privilege (e.g., participation in group work).</li> <li>• <b>Logical Consequence:</b> Short reflective activity and/or a temporary time-out to reset behavior.</li> <li>• <b>Documentation:</b> Written report noting the repeated behavior and actions taken.</li> <li>• <b>Communication:</b> Call or email parents to inform them of the recurring behavior.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Referral to administration or guidance for further intervention.</li> <li>• <b>Logical Consequence:</b> Loss of further privileges or additional consequences such as detention.</li> <li>• <b>Documentation:</b> Formal written incident report submitted to the administration.</li> <li>• <b>Communication:</b> Meeting with parents, teacher, and administration to address behavior.</li> </ul>
Repeated failure to bring equipment to class	<ul style="list-style-type: none"> <li>• <b>Action:</b> Verbal reminder to bring equipment and offer a loan if available.</li> <li>• <b>Logical Consequence:</b> Loss of participation points or a minor responsibility (e.g., borrow, but return items after class).</li> <li>• <b>Documentation:</b> Note in the student's behavior or participation log.</li> <li>• <b>Communication:</b> None for the first offense unless it impacts the student's performance.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Verbal warning with an explanation of how it affects their learning.</li> <li>• <b>Logical Consequence:</b> Require the student to stay after class to make up missed work.</li> <li>• <b>Documentation:</b> Written report noting the pattern.</li> <li>• <b>Communication:</b> Inform parents about the behavior, the impact on learning, and possible consequences if it persists.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Referral to administration or counselor.</li> <li>• <b>Logical Consequence:</b> Student may have to complete an additional task or detention.</li> <li>• <b>Documentation:</b> Formal written report with patterns and administrative referral.</li> <li>• <b>Communication:</b> Request a parent-teacher meeting to address the issue.</li> </ul>

<p>Inappropriate use of electronics devices in ICT / Class projects</p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Verbal warning, explaining acceptable vs. inappropriate use during projects.</li> <li>• <b>Logical Consequence:</b> Device use restricted for the remainder of the lesson or project.</li> <li>• <b>Documentation:</b> Brief note in the student's behavior log.</li> <li>• <b>Communication:</b> None for a first offense unless severe.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Confiscate the device for the rest of the lesson or day.</li> <li>• <b>Logical Consequence:</b> Device privileges suspended for the next project session.</li> <li>• <b>Documentation:</b> Written report on inappropriate device use.</li> <li>• <b>Communication:</b> Notify parents via email or call about the repeated behavior.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Referral to administration for formal intervention.</li> <li>• <b>Logical Consequence:</b> Extended suspension of device privileges or further disciplinary action.</li> <li>• <b>Documentation:</b> Formal incident report submitted.</li> <li>• <b>Communication:</b> Meeting between parents, administration, and teacher to discuss the student's behavior and future consequences.</li> </ul>
<p>Unauthorized Use of Electronics: Using mobile phones, tablets, or other electronic devices during class without permission.</p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Verbal warning</li> <li>• <b>Logical Consequence:</b> Confiscation of the device to admin for a set period of time</li> <li>• <b>Documentation:</b> Brief note in the student's file or behavior log.</li> <li>• <b>Communication:</b> None unless severe.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send student to admin</li> <li>• <b>Logical Consequence:</b> Confiscation of the device</li> <li>• <b>Documentation:</b> Written report on the second offense.</li> <li>• <b>Communication:</b> Notify parents of the repeated infraction and action taken.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Referral to administration.</li> <li>• <b>Logical Consequence:</b> Further consequences such as detention.</li> <li>• <b>Documentation:</b> Formal incident report.</li> <li>• <b>Communication:</b> Parent meeting to discuss behavior and establish a plan for improvement.</li> </ul>

**Procedure for Handling Moderate Violations**

<i>Name of Offense</i>	<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>

<p><b>Chronic Tardiness</b></p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Issue a verbal warning.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence based on the specific violation (e.g staying after school to make up missed time).</li> <li>• <b>Documentation:</b> Record the incident in the student's file for future reference.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to the administration.</li> <li>• <b>Logical Consequence:</b> Apply a logical consequence similar to the first violation.</li> <li>• <b>Documentation:</b> Write a formal report detailing the incident and the actions taken.</li> <li>• <b>Communication:</b> Inform the student's parents/guardians about the incident and the steps taken.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to see the school counselor.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence.</li> <li>• <b>Documentation:</b> Update the student's file with details of the third violation and the counseling session.</li> <li>• <b>Communication:</b> Call the student's parents/guardians to discuss the repeated violations and involve them in creating a plan for improvement.</li> </ul>
<p><b>Vandalism</b></p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Issue a verbal warning.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence based on the specific violation (.e.g., cleaning or repairing the damage).</li> <li>• <b>Documentation:</b> Record the incident in the student's file for future reference.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to the administration.</li> <li>• <b>Logical Consequence:</b> Apply a logical consequence similar to the first violation.</li> <li>• <b>Documentation:</b> Write a formal report detailing the incident and the actions taken.</li> <li>• <b>Communication:</b> Inform the student's parents/guardians about the incident and the steps taken.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to see the school counselor.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence.</li> <li>• <b>Documentation:</b> Update the student's file with details of the third violation and the counseling session.</li> <li>• <b>Communication:</b> Call the student's parents/guardians to discuss the repeated violations and involve them in creating a plan for improvement.</li> </ul>
<p><b>Defiance/Not Following Directions</b></p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Issue a verbal warning.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence based on the specific violation (e.g., loss of privileges ; free time).</li> <li>• <b>Documentation:</b> Record the incident in the student's file for future reference.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to the administration.</li> <li>• <b>Logical Consequence:</b> Apply a logical consequence similar to the first violation.</li> <li>• <b>Documentation:</b> Write a formal report detailing the incident and the actions taken.</li> <li>• <b>Communication:</b> Inform the student's parents/guardians about the incident and the steps taken.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to see the school counselor.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence.</li> <li>• <b>Documentation:</b> Update the student's file with details of the third violation and the counseling session.</li> <li>• <b>Communication:</b> Call the student's parents/guardians to discuss the repeated violations and involve them in creating a plan for improvement.</li> </ul>
<p><b>Inappropriate Physical Contact</b></p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Issue a verbal warning.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence based on the specific violation (e.g., the student will be removed from the environment where the incident occurred, such as being sent outside the classroom, or</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to the administration.</li> <li>• <b>Logical Consequence:</b> Apply a logical consequence similar to the first violation.</li> <li>• <b>Documentation:</b> Write a formal report detailing the incident and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to see the school counselor.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence.</li> <li>• <b>Documentation:</b> Update the student's file with details of the third violation and the counseling</li> </ul>

	<p>they will lose their break time.).</p> <ul style="list-style-type: none"> <li>• <b>Documentation:</b> Record the incident in the student's file for future reference.</li> </ul>	<p>the actions taken.</p> <ul style="list-style-type: none"> <li>• <b>Communication:</b> Inform the student's parents/guardians about the incident and the steps taken.</li> </ul>	<p>session.</p> <ul style="list-style-type: none"> <li>• <b>Communication:</b> Call the student's parents/guardians to discuss the repeated violations and involve them in creating a plan for improvement.</li> </ul>
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<p><b>Inappropriate Language/Behavior</b></p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Issue a verbal warning.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence based on the specific violation (e.g., the student will be removed from the environment where the incident occurred, such as being sent outside the classroom, or they will lose their break time.).</li> <li>• <b>Documentation:</b> Record the incident in the student's file for future reference.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to the administration.</li> <li>• <b>Logical Consequence:</b> Apply a logical consequence similar to the first violation.</li> <li>• <b>Documentation:</b> Write a formal report detailing the incident and the actions taken.</li> <li>• <b>Communication:</b> Inform the student's parents/guardians about the incident and the steps taken.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to see the school counselor.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence.</li> <li>• <b>Documentation:</b> Update the student's file with details of the third violation and the counseling session.</li> <li>• <b>Communication:</b> Call the student's parents/guardians to discuss the repeated violations and involve them in creating a plan for improvement.</li> </ul>
<p><b>Failure to Complete a Minor Consequence</b></p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Issue a verbal warninfg.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence based on the specific violation (e.g., escalation of consequences. )</li> <li>• <b>Documentation:</b> Record the incident in the student's file for future reference.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to the administration.</li> <li>• <b>Logical Consequence:</b> Apply a logical consequence similar to the first violation.</li> <li>• <b>Documentation:</b> Write a formal report detailing the incident and the actions taken.</li> <li>• <b>Communication:</b> Inform the student's parents/guardians about the incident and the steps taken.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Send the student to see the school counselor.</li> <li>• <b>Logical Consequence:</b> Apply an appropriate logical consequence.</li> <li>• <b>Documentation:</b> Update the student's file with details of the third violation and the counseling session.</li> <li>• <b>Communication:</b> Call the student's parents/guardians to discuss the repeated violations and involve them in creating a plan for improvement.</li> </ul>

**Procedure for Handling major Violations**

Infraction	Measure 1	Measure 2	Main Referral	Referral Role
Physical Assault	1. Separate the students involved and refer them to the administration. 2. Contact parents/guardians to inform them about the situation and outline the forthcoming disciplinary procedures.	Disciplinary committee should have a meeting on that day where they decide suspension (1-3 days initially, 1-5 days for repeated offenses)	Admins and Disciplinary Committee	Meeting with the disciplinary committee Out-of-school suspension; mandatory meeting with parents/guardian
Weapons Possession	1. Confiscation of the weapon;	Disciplinary committee should have a meeting	Admins and Disciplinary	Manage weapon confiscation and



	2. Contact parents/guardians to inform them about the situation and outline the forthcoming disciplinary procedures.	on that day where they decide suspension (1-3 days initially, 1-5 days for repeated offenses)	Committee	suspension decision
Drug/Alcohol/Tobacco/Vapes Use or Possession	1. Take the substances away; 2. Contact parents/guardians to inform them about the situation and outline the forthcoming disciplinary procedures.	Disciplinary committee decides suspension (1-3 days initially, 1-5 days for repeated offenses)	Admins and Disciplinary Committee	Manage substance confiscation and suspension decision length
Theft	1. Return what was stolen or pay for it; 2. Contact parents/guardians to inform them about the situation and outline the forthcoming disciplinary procedures.	A written report will be formally sent to the parents/guardians.  Suspension is generally not required unless the behavior is repetitive.)	Admins and Disciplinary Committee	Oversee restitution Oversee community service
Major Vandalism	1. Record the damage to be recuperated; 2. Call parents/guardians to inform them of the situation	Disciplinary committee decides suspension (1-3 days initially, 1-5 days for repeated offenses)	Admins and Disciplinary Committee	Assess damages, manage suspension, and enforce repairs
Sexual Harassment/Assault	1. Separate the students involved to see the Admins 2. Call parents/guardians to inform them of the situation and the upcoming procedures	Disciplinary committee decides suspension (1-3 days initially, 1-5 days for repeated offenses)	Admins and Disciplinary Committee	Conduct investigation and decide on appropriate suspension
Threats	1. Investigate the threat; 2. call parents/guardians to inform them of the situation	Disciplinary committee decides suspension (1-3 days initially, 1-5 days for repeated offenses)	Admins and Disciplinary Committee	Oversee community service
Arson	1. Immediate evacuation; 2. notification of fire services 3. Call the parent to inform them of the situation and the upcoming procedures	Disciplinary committee decides suspension (1-3 days initially, 1-5 days for repeated offenses)	Admins and Disciplinary Committee	Assess damages, manage suspension, and enforce repairs
Gambling	1. Confiscation of gambling materials; 2. Contact parents/guardians to inform them about the situation and outline the forthcoming disciplinary procedures.	In-school suspension; loss of privileges	Admins and Disciplinary Committee	Disciplinary committee decide on the type of privileges lost Out-of-school suspension for repeated offenses;
Hate Speech/Discrimination	1. Immediate separation of involved parties; 2. Documentation of incident 3. Contact parents/guardians to inform them about the situation and outline the forthcoming disciplinary procedures.	In-school suspension; discussion with a meeting with parents/guardians about the seriousness of the infraction  Provide training and advise on further action	Admins	Suspension for severe/repeated offenses

Inappropriate Use of Chemicals/Equipment	1. Take away harmful items 2. Documentation of incident 3. Contact parents/guardians to inform them about the situation and outline the forthcoming disciplinary procedures.	Review safety procedures with the student. The student should prepare a presentation on safety, and will receive a formal written warning.	Admins	Suspension for severe/repeated offenses
Leaving School Without Permission	1. Bring back the student 2. Call the parent to inform them of the situation and the upcoming procedures 3. The student will be assigned a detention / support	In-school suspension  Or  The student will be assigned detention / support and will receive a formal written warning.	Admins	Suspension for severe/repeated offenses
Truancy	1. Call the parent to inform them of the situation and the upcoming procedures 2. The student will be assigned a detention / support	In-school suspension  Or  The student will be assigned detention / support and will receive a formal written warning.	Admins	Suspension for severe/repeated offenses
Cheating/Plagiarism	1. Give a zero on the test or assignment; call parents/guardians 2. Call the parent to inform them of the situation and the upcoming procedures 3. The student will be assigned a detention / support	In-school suspension  Or  The student will be assigned detention / support and will receive a formal written warning	Admins	Suspension for severe/repeated offenses;
Skipping Class/Hiding	1. Call the parent to inform them of the situation and the upcoming procedures 2. The student will be assigned a detention / support	In-school suspension  Or  The student will be assigned detention / support and will receive a formal written warning	Admins	Suspension for severe/repeated offenses;
Forgery	1. Cancel the forged document 2. Call the parent to inform them of the situation and the upcoming procedures 3. The student will be assigned a detention / support	In-school suspension  Or  The student will be assigned detention / support and will receive a formal written warning	Admins	Suspension for severe/repeated offenses;
Cyberbullying	1. Separate the students involved and refer them to the administration 2. Document incidents. 3. Contact parents/guardians to inform them about the situation and outline the forthcoming disciplinary	Disciplinary committee decides suspension (1-3 days initially, 1-5 days for repeated offenses)	Admins and Disciplinary Committee	Decide on suspension length (Provide support the victim and educate the offender)

	procedures			
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### DEFINITIONS OF SPECIFIC BEHAVIORS AND TERMS

**Abusive Language/Malicious Teasing** - Any words or gestures intended to insult, hurt feelings or show defiance. Remarks or actions intended to harm another student or see him/her suffer.

**Aggressive/Intentional Fighting** – Willful intent to injure another student. A student who aids or abets the infliction or attempted infliction of physical injury to another person may be suspended.

**Appropriate Dress** : School Uniform as determined by International Maarif Schools of Tunis.

**Bullying** - A student or group of students that through repeated physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel (

**Cyberbullying** – The transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation

**Detention/ Study Hall** : Restriction from normal school activities such as recess and lunch, for disciplinary or other reasons as determined by the school administration. Detaining a student beyond the normal school day as determined by the teacher or principal as allowed under district policy.

**Disruption of School Activities** – Irresponsible interruptions of the learning process of other students will be followed by a consequence. Repeated disruptions may lead to suspension.

**Disrespect to Others Students/Staff** - Failure to be courteous or thoughtful towards other students/staff. Behavior and/or language which degrades the unique qualities of an individual such as race, ethnicity, culture, heritage, sexuality, physical/mental attributes, religious beliefs or practices, will not be tolerated and may be cause for suspension and/or expulsion. Individuals who believe they have been subjected to such language or behavior should report the incident to a teacher or administrator.

**Expulsion** - Students can be denied attendance at all schools within the school district for a specified period of time. The reasons and procedures for expulsion are prescribed by State law. Students can be expelled only by the Board of Education,

**Fighting** - Students are responsible to settle their differences in a civil manner. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight.

- **Assault** – Assault is the unlawful attempt, coupled with the present ability, to commit a violent injury on the person of another. The injury does not have to occur; an attempt to do so constitutes an assault.
- **Battery** – Battery is striking or touching another person with the intent to harm. If the assault or battery is serious enough, it will be classified as a Level III offense and the student will be recommended for expulsion.

**Sexual Harassment** - Unwelcome sexual advances and other verbal or physical contact of a sexual nature constitutes sexual harassment when it creates an intimidating, hostile or offensive environment. Students should report such incidents to school staff. Sexual Harassment, are available at each school site. Only students in grades 4-12 may be suspended for sexual harassment, per education code.

**School Property** – Includes, but is not limited to, electronic files and databases.

**Suspension From School** - Removal of a student from school for 1-5 days. Students may not be on or near any school campus or may not participate in any school-sponsored activity during the period of suspension

**Suspension On Campus** – Removal from class and/or other school activities.

**Willful Defiance** - Students are responsible for hearing and following the directions of adults in authority without undue delay. All adults who work at the school have the right and responsibility by law to supervise student behavior.