GUIDANCE AND DISCIPLINE REGULATIONS

I. Purpose

The purpose of these rules and regulations is to organize PAKTURK School’s function of guidance in school and to determine the roles and responsibilities that can lead to better methods and principles to regulate it.

The purpose of guidance services to students;

1- To develop their social, mental and physical abilities.
2 - To gain proficiency in solving problems arising from the impact of society, persons from within or outside the school, or the environment.
3- To recognize and be able to develop abilities in an effective manner.
4- To recognize interests, abilities and needs properly and to choose courses and extracurricular activities accordingly.
5- To utilize free time efficiently in order to gain future benefits.
6- To set an all around example of insightfulness, courtesy and restraint in relationships.
7- To develop the habit of planned work.
8- To raise respect for country, nation and national values.

Scope

The purpose of these regulations and principles of guidance activities in PAKTURK Schools is to cover the principles related to administration, personnel, education, student safety and health guidance activities such as work methods and principles.

II. PAKTURK Schools Expected Behaviors of Students.

To comply with the rules of communities and schools and the laws of the state of Pakistan in order to be a good example for the environment.
To be honest, truthful and diligent.
To be respectful, tolerant and set a good example around people, teachers, school administrators, officials, friends and the overall environment.
To note that students of other schools are the citizens of Pakistan and the Pakistani government and counting them of love and honoring and respecting their rights.
To protect their own property and the school’s.
Not to use harmful substances like drugs and cigarettes.
To note and be aware that it is their chance to achieve good jobs and that need a lot of work and time.
To stay away from gambling and similar games and to draw attention of people to their unintended consequences.
To not go to tipsy and harmful places.
To have a good and kind attitude and refrain from vulgar behavior.
Not to participate in political, harmful, divisive or destructive activities or to carry or have materials, related logos, posters, badges or materials.
To attend school and classes regularly and to do tasks related to education given by school administrators and teachers.
To contribute to the improvement and protection of the natural environment and historic beauty by acquiring the love and habit of reading and protecting books and spending their free time doing useful work.

Managing the body in accordance with their physical, mental and emotional strength to enhance their will power which in turn will increase the usefulness and productivity of their mental and emotional intelligence enabling them to develop their assets in a balanced manner and to use them in a positive way for nation, country and for humanity in general.

To comply with the laws, regulations and ethical rules of society and national, moral and cultural values.

To participate in social and cultural activities held in school.

III. DEFINITIONS

Excitation; Drawing attention, in writing that the student's behavior is flawed.

Deprivation; Taking away, for a certain period of time, student privileges to sports practice, school events and extracurricular educational and public activities such as trips.

Condemnation; Requiring notification, in writing, of students’ criminal behavior in order to avoid repetition.

Indefinite Suspension from school; Expulsion of the student from school, in order to continue learning in another school.

IV. Disciplinary Action;

For students who have defective or punishable behavior;

- Excitation - deprivation - Condemnation
- Term suspensions from school
- Indefinite suspension from school sanctions will be applied.

1 – Behavior requiring excitation/ deprivation/ reprimand

a) Behavior requiring a warning sanction;

- Failure to comply with the rules of etiquette.
- Polluting schools, dormitories and the environment.
- Lying or making a habit of lying.
- Not being on time for classes and extracurricular activities without a valid reason and repeating such behavior.
- Making a habit of unexcused absences from school without reporting or certification or unwarrantable extension of the permitted duration given by the school administration ( If students do not come to school on time, parents must be informed in person or by telephone by the school administration ).
- Misuse or failure to return materials, tools, books or supplies of school, library, laboratories, workshops, hostels or the gym.
- Talking loudly in a manner that disturbs others in school.

b) Behavior requiring a reprimand sanction;

- Rude or disrespectful behavior towards administrators, teachers, staff or friends
- Disregard of school rules, disruption of classrooms, courses and extracurricular activities
- To mislead or cheat school management and to make changes to official documents
- Failure to comply with dress codes
- Smoking in and around the school
- Damaging school tools
- Taking someone else's property without permission
- Deliberately damaging goods and equipments
- Not doing school assignments and tasks given by teachers and management
- To use goods belonging to someone else without the owner's permission
- Keeping tools and materials related to the course belonging to the school with them
- Spattering walls
- Unauthorized use of school-related space and materials for purposes other than education
- To skip or join school lessons, assemblies, study, other educational activities, examinations, laboratory experiments and practicals late.
- Engaging in conduct in order to disrupt the flow of lessons and extracurricular activities.
- To extend unwarrantable time permits as issued by the school administration

**c) Behavior requiring rustication sanction**

- Heist
  - To accommodate a person who is not associated with the school.
  - Tempering or forging any academic or official document in order to avail the rights of others.
  - To distribute, write, paste or hang on the walls and other places banned books, magazines, brochures, newspapers, leaflets, declarations, announcements etc. and using school tools and equipment for this purpose.
- Use of any location within the boundaries of the school for purposes other than education and training or aiding in any unauthorized use as deemed by the administration.
- Actions done to provoke friends to join in preventing courses, exams and other activities.
- To insult or go against, teachers, administrators, officers and other officials in their school or to prevent them from doing their jobs
- To bring or keep hurtful, lethal tools, weapons and explosives in school
- Ensuring cheating by using force, threat of withdrawal or other threats.
- Using or encouraging others to use drugs in school
- To provoke others to indulge in libelous, defamatory, threatening, harassing or other such behavior
- Deliberately setting fire around the school
- Habit of using school and education related space and material for unauthorized purposes
To actively participate in associations, political parties and trade unions and related actions to spread propaganda inside or outside the school.

Helping to raise money on behalf of any institution, association or organization.

To discredit any person or group based on language, race, sex, political opinion, belief, or to participate in such actions.

Damage to someone else’s property.

Deliberately destroying school property including the school building, plug-ins and hardware, movable or immovable.

Hindering others to enter classes and exams and negatively impacting their effectiveness.

To physically attack teachers, school administrators and other staff or to provoke such moves inside and outside school.

Taking the exam on behalf of someone else instead of or in addition to their own.

Disrupting courses of study or peace in general.

Noncompliance with the dress code.

V. Evaluation of Student Conduct

Student Behavior Monitoring, Evaluation and Development

V.1. Rewarding Developing policies and procedures to monitor, evaluate and reward students in PAKTURK Schools is to be carried out in cooperation with students, parents, teachers and administrators.

Determining the source of student behavior is to be established by the guidance and counseling services in cooperation with other relevant departments and functions within the school.

V.2. Behavior deserving prizes

Students showing exemplary behavior in classes with superiority, zeal and success; will be rewarded with a certificate of honor upon the recommendation of the teacher or the school administration and is to be recorded in the Honor student’s file. These behaviors are generally:

- Participating successfully in national and international social, cultural and sporting competitions.
- Demonstrating outstanding achievements in various social, cultural and artistic events held in schools and hostels.
- Having exemplary behavior with friends and all around.
- Exhibiting exemplary behavior in their protection and use of school tools and equipment.

VI. Establishment and Operation of the Board of Honor
At the beginning of the school year, a student from each class is selected by the class teacher to the ‘Honorary Board’ to work with the school management and school in order to help ensure the smooth running of day to day affairs. To the posts vacated for various reasons, new representatives are elected by the same procedure at the beginning of the period.

**VI.1. Honorary Board's Duties**

Honorary Board examines the behavior unbecoming a student in school and proposes measures to be taken to rectify it.

Honorary Board meets at least twice each semester.

Honorary Board representatives also select a student to the vice-presidency of the Honorary Board from the senior most class.

**VI.2. A student can be elected to the Honor board in case of;**

a) The absence of a violation of school discipline

b) Exemplary conduct with friends

c) Demonstration of effort, success and superiority in courses

d) Being hardworking, honest, truthful and reliable

A student must possess such qualities. The students who subsequently commit a disciplinary violation may lose membership.

**VI.3. Honorary chairman**

Honorary chairman of the board should be a non disciplinary board member teacher selected by the teachers.

**VI.4. Honor Board's Duties**

a) Meet at least twice in a semester and are to discuss issues regarding school discipline and orders issued by the school principal or the issues brought by the representatives and are to notify the school administration of its decisions and opinions.

b) Identify at least three students of different classes who have exemplary behavior in their classes and have successfully participated in social, cultural and educational activities; specify the students to be awarded to the school administration.

d) Suggest student leisure and discipline programs to management in order to prevent disruptive behavior in school.

e) Inform the management of school canteen not kept in appropriate condition necessary for the health and welfare of students and give advice on measures that need to be taken to achieve it

f) The duty and selection of the class monitors is done under the supervision of the class teacher in cooperation with the school administration.

g) If necessary, make activities and apply the plan for the cleanliness of the environment in cooperation with the heads of schools and educational arm.
h) Assume responsibility of students’ honesty, trustworthiness and respectfulness and contributing to their success; taking measures and collaborating with parents to avoid going to unfit places acquiring habits detrimental to health.

I) participate in keeping the school and the environment clean and tidy in accordance with health regulations.

VI.5. Written decisions of the Board of Honor

All decisions of the board are to be written in the Honor Board’s decision register.

VII. Negative behavior of students and Sanctions

One of the sanctions of warning, reprimand or changing school can be implemented for students outside the developmental characteristics depending on the nature of the negative behavior.

The purpose of enforcing these sanctions is to be a deterrent to repetition of such behavior and the correction of student towards a positive direction in order to protect public order. Taking into account and being aware of student developmental stages, an appropriate sanction can be applied. The process of selecting a suitable sanction is as follows:

a) Warning;

- Oral motivation; The process of a teacher interviewing the student conveying the causes of unacceptable misbehavior; Try to clarify what is possible expected student behavior and what sanctions might be implemented if negative behavior is not corrected.
- If the negative behavior continues despite of oral motivation, the student will be asked to attend a meeting with teachers to demonstrate no change in negative behavior and subsequently will be asked to sign an undertaking promising to change negative behavior.
- If the negative behavior continues, parents will be invited to school for a meeting with teachers. One of the school managers will inform the parents of the student’s negative behavior and possible sanctions. In case the student’s negative behavior persists beyond this stage, teachers will prepare written documents, together with a report file that contains all related information and forward it to the school administration.

b) Reprimand; students are to be notified in writing by the school administration of the sanctions and behavior requiring avoidance of repetition.

VII.1. Practicing caution in sanction

Consider the following when sanctioning students;

- The nature of the behavior; the importance, place and conditions; the current psychological state and personal characteristics
- The general situation inside and outside school
- Age and sex
- interest and achievement in course
- Success in social and cultural activities in the school
Prior sanctions in the same academic year for negative behavior (a lower sanction can be given)
In case negative behavior may be due to a psychological cause, parents will be informed and be directed to the health, guidance and research centers.

VII.2. Practice Disclosures

The following description of the implementation of sanctions shall be complied with;

- Sanctions shall be determined in a manner consistent with corresponding negative behavior.
- The statement of defense of students detained or under supervision shall be taken by appeal to the relevant authorities.
- School administrators are to provide information to the relevant authorities regarding the legal investigation into a crime by students within the school and outside of school that requires processing.
- Multiple sanctions can be applicable due to the same negative behavior
- Sanctions are processed in the student's file.
- After the approval of the General Directorate of School District, PAKTURK can sanction indefinite suspension from school.
- In case of condemnation and sanctions or suspension from school or residence, students will not be awarded merit, honor, excellence or superior achievement certificates for the academic year.

Filing an appeal; the appeal will be made to the relevant authority and is to be delivered to the school director. The school administration must forward the appeal petition along with a letter petitioning their opinions within 5 business days from the date to the General Directorate. Sanctions are not applied until the conclusion of the appeal is under process.

VIII. Student Behavior Assessment Board (Disciplinary Board)

The Director or Assistant Director chairs the board and selects one or two classroom teachers and parent’s representative. The teachers committee selects a student representative from a student who had superior academic record and exemplary behavior in the previous year.

This board is to be formed within two weeks of beginning of school term. Board memberships will continue until the time of elections of new board. The members cannot separate themselves from the board without providing an acceptable reason to the school administration.

VIII.1. Duties of Student Behavior Assessment Committee

- To coordinate with the teachers, school support staff, students and parents and discuss the positive or negative behavior to ensure regular school attendance and the management of the school environment. Notify the school principal of the decisions taken.
- Identify and reward students who have demonstrated outstanding achievements in social, cultural and sporting activities and are found to be in exemplary behavior and ensuring success of lessons in school.
To examine the causes of student’s negative behavior and to investigate, evaluate, and give appropriate guidance on this issue. To ensure the implementation of the decision to sanction and sending the file to the school principal.

Identify and evaluate source of student behavior and if necessary to steer the family to collaborate with guidance and research centers.

To make referrals to health care institutions and to monitor their treatment and take related initiatives according to the characteristics of students with physical and mental ailments and their negative behavior.

Basic approach rendering positive behavior in students; With regards to criticism and self criticism; Develop the consciousness and concept of wrongdoing and to ensure the correct grasp of the concept in order to help avoiding punishment and persuade them towards positive behavior and the necessary measures to reward that positive behavior.

Give responsibility to students in order to encourage honesty, trustworthiness and respect and to contribute to success and to prevent them from acquiring harmful habits and going to inappropriate places. To ensure parent-environment cooperation for this purpose.

Prepare school scheme in order to ensure the functioning of the positive programs for the various activities and practices.

Working in coordination with the school guidance and counseling service.

VIII.2. Work of Student Behavior Assessment Committee

VIII.2.1. The committee, not later than five business days, is to review and evaluate the opinions and suggestions referred to them. The behavioral assessment shall be recorded and the latest is to be reported to the school principal within two business days.

VIII.2.2. In addition, the board, at least once a month, makes an overall assessment of student behavior and takes decisions by a majority vote.

VIII.2.3. To call a meeting when one of the members and the chairperson deems appropriate: a written request is sent to the chairperson.

VIII.3. Acquisition of expression and Evidence Collection

The information is to be received in writing by the chairperson from students and witnesses who were referred to the Board. Gather relevant information and documents regarding events in the classroom, or where the event took place in the community, an expression of this community is to be recorded. The event file is submitted to committee.

VIII.4. Invitation to the Board to provide information for defense

Oral defense or, if necessary, in writing is to be given to the board and recorded in the minutes of the oral hearing.

VIII.5. Invitation to the Board again

The tribunal determines, if necessary, the students or witnesses needed to be heard again to be called. Called students are compelled to report to the designated location on
the established day and time. Unwarrantable failure to report will result in the formation of a decision based on the information and documents on file.

VIII.6. Expression of not wishing to defense

In case students decline to testify or defend themselves or do not appear even when called, the matter is decided based on the information and documents contained on file. Failure of witness to appear will be investigated in order to apply sanctions.

VIII.7. Writing the Decision

Reasoned written decision or judgment shall be registered or pasted in the Register of Decisions of the Disciplinary Board. Sanctions on the matter, if any, will be summarized in this book. The decision and the regulation which forms the basis of the decision will be mentioned and signed by all members. In case some members disagree with the decision, this must be mentioned and signed upon. the board chairman is responsible from the writing of the decision, it being signed and submitted to the school principal to the decision being recorded in the books and other writing from.

VIII.8. Appeals Committee on Student Behavior

Students' parents cannot appeal to condemn the sanctions. They may appeal for reconsideration and evaluation of indefinite suspension from the school’s sanctions and the school director is to be notified within five working days from the date of the decision.

To confirm or on appeal to the school principal, the file to be sent to the Directorate General must have the following documents;

- Written statements, defense, if any, court decisions and other documents related to the investigation.
- Certified copy of the decision of the student behavior evaluation board
- If contested, the documents related to it
- Documents regarding the decision and documents related to communication with students and parents are to be submitted to the authorities, together with the Turkish translation

VIII.9. Implementation of Decisions

Condemnation and term suspensions from school sanctions issued by the Board are finalized with the approval of the school administration and the students and their parents shall be informed and decision will be implemented.

For indefinite suspension from school, the parents are to be invited to school after the approval of the Directorate General of PAKTURK Schools. All sanctions are reported to
parents and acceptance of sanctions is taken in writing before sanctions are applied. This, along with other documents shall be recorded in the student behavior file.

**VIII.10. Processing of sanctions and Deleting Files**

The imposed sanctions will be recorded in the student’s file. On the promise of not repeating the behavior again and, if deemed of good behavior, at the meeting of the board at the end of the course, sanctions will be deleted from the students’ files. The decision to remove the sanctions can be carried forward to the end of semester or school year in case of insufficient monitoring of the student.

**VIII.11. be obliged to pay damages**

The student's parents are obliged to pay for any damage to the school and materials of the school and other students.

**VIII.12. Prize Distribution**

The student's behavior assessment board will announce names of the students in a prize distribution ceremony in front of administrators, teachers and parents. They will be appreciated with Merit, Excellence and Honor certificates along with prizes. The documents given to the students are to be delivered to the parents.

**IX. Admission of boarding students in hostel**

Admission of students to the hostel shall be determined by taking into account the distance of their homes from school (students living further away shall be given preference), their previous disciplinary record (if applicable), their class (if preparing for university).

**X. Mandatory to have a guardian**

Each student is required to have a guardian. Parents or one of the family members as guardians would be great. However, for students far away from family, at the location of the school, well qualified parents of other students can be closely involved with the student's learning and education.

**XI. Attendance**

Attending school is mandatory in PAKTURK Schools. Parents are obliged to ensure that students attend school.

**XI.1. Acceptable reasons for absence from school.**

It is acceptable for students to be absent from school in case of fire, earthquake, flood or other natural disaster, parents, siblings or close relatives’ serious illness (including treatment or surgery) or death. After recovering from aforementioned situation, student should resume school.
Leave will be granted to students attending domestic and foreign competition, artistic, social, sporting, cultural, scientific and similar activities with the guardian’s consent during the period of the activity. For urban and suburban participation, school administration may grant permission. For overseas activities, permission must be sought form the Director General.

In this case, measures will be taken by parents, teachers and school management to provide the student with the required training and preparation.

**XI.2. Allow**

In situations where parents require students to stay with them, verbal and written notification will be required for permission.

Permission can be given by the principal, assistant principal or hostel warden

**XI.3. Arriving late at school**

Parents, teachers, school administration, school guidance services in cooperation with the disciplinary board must take necessary measures to prevent students from making a habit of arriving late to school or class or leaving school without permission.