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Educational Centre High School - Cambridge School of Constanta

Code of Conduct

2025 – 2026

Preamble

Cambridge School of Constanta (ECHS-CSC) is dedicated to maintaining an educational environment which is suitable for the provision of a high standard of teaching and delivery of engaging lessons, as well as the personal growth and academic success of every student in accordance with his or her individual needs, capabilities and interests. This commitment to educational excellence as well as personal development is supported by our school community and the atmosphere we have cultivated as a school by:

- safeguarding the rights and security of the ECHS-ECHS-CSC community
- providing clear and consistent guidelines for student behaviour and the consequences for misdemeanours and disruptive or offensive conduct
- ensuring that intolerance, discrimination, bullying, abuse or violence of any sort is prohibited
- supporting the development of morally responsible and respectful behaviour in order to encourage appropriate behaviour in our learning environment and the community at large.

Policies on student behaviour

ECHS-ECHS-CSC has developed a set of policies, which are laid out in the school's Code of Conduct manual, to provide clear and consistent guidelines for members of staff, students and parents to follow, in order to maintain a safe, healthy and reputable educational environment.

This framework provides the support needed to maintain a work and learning environment for its staff and students, which fully encompasses the fundamental values we consider important, as we strive to create an atmosphere in which honesty, integrity, respect and cooperation are a key component of behavioural conduct.

It is the responsibility of all ECHS-CSC staff, students and parents to know and understand the expectations set out in this manual, and furthermore to uphold these standards and thus contribute positively to the school environment.

Adhering to the Code of Conduct

Students attending ECHS-CSC are expected to abide by the Code of Conduct and are expected to do so in a manner which results in behaviour that not only reflects positively on the student as an individual or the school as an educational facility, but also shows consideration for other members of the school community and assists in creating a school culture which allows for each and every student to feel safe, comfortable and able to learn effectively. Students are expected to show consideration for the impact that their behaviour has on others in the school community and the importance of their contribution towards maintaining a high standard of ethically correct and moral behaviour within our school.

The ECHS-CSC Code of Conduct is presented to students and parents in a manner which is binding, and all members of the ECHS-CSC educational community are expected to uphold these policies fully.

All ECHS-CSC Code of Conduct rules and regulations have been compiled in compliance with:

- **THE STUDENT STATUS** from August 1, 2024, Published in the OFFICIAL GAZETTE no. 795 from August 12, 2024
- **FRAMEWORK REGULATION** from August 6, 2024, on the organization and operation of pre-university educational institutions Published in the OFFICIAL GAZETTE no. 795 bis from August 12, 2024
- **The Cambridge International Education (CIE) Handbook (2025 Edition)**

Section A: Academic Rules & Regulations

A.1 High School and Cambridge Academic Rules & Regulations

1. All high school students are required to complete the coursework stipulated for each level of study by the Romanian Ministry of Education and Cambridge International Education (CIE).
- 1.1 Grade 9 – 12 students must complete all required subject content as per the Grade 9-12 catalogue / grade book subject list.
 - a) Subject work is compulsory and completed for the catalogue / grade book regardless of Cambridge subject choices.
 - b) All assigned work is to be completed on time and submitted to the required subject teacher.
 - c) Work which is submitted late will be penalised as per the conditions set by each subject teacher.
 - d) Failure to complete assigned work will result in a failing grade being awarded.
- 1.2 Grade 9 and 10 students must complete the prescribed IGCSE syllabus work for 7 subjects, culminating in the completion of the ICE Certificate.

IGCSE and ICE regulations are stipulated as follows by CIE:

Cambridge International Certificate in Education

Cambridge ICE is a group award for Cambridge IGCSE, recognising the achievements of learners who pass examinations in at least **seven Cambridge IGCSE subjects from five different subject groups**.

Cambridge ICE curriculum

The Cambridge IGCSE subjects are grouped into five curriculum areas. Learners must take two different languages from Group I, and one subject from each of Groups II, III, IV and V. The seventh subject credit can be taken from any of the five subject groups.

Please note that at ECHS-CSC Global Perspectives and co-ordinated sciences are compulsory subjects at IGCSE level.

- Group I: Languages
 - Arabic
 - English
 - French
 - German
 - Spanish
- Group II: Humanities and Social Sciences
 - **Cambridge Global Perspectives (Compulsory subject!)**
- Group III: Sciences
 - **Co-ordinated Sciences (Compulsory subject: Double Award – 2 credits/counts as two subjects)**
- Group IV: Mathematics
 - Mathematics
- Group V: Creative and Professional
 - Business Studies
 - Information and Communication Technology
 - Travel and Tourism

Subjects are graded from A* – G: A* – 90%; A – 80%; B – 70%; C – 60%; D – 50%; E – 40%; F – 30%; G – 20%. A result below 20% is **UNGRADED** and indicates that the subject has not been passed.

The **Cambridge ICE Certificate** is awarded upon completion of the students final IGCSE examination. Grading on the final certificate can be awarded with either a **distinction, merit or pass**, depending on the final grades achieved for each subject.

- **Distinction:** Grade A or better in five subjects and grade C or better in two subjects.
- **Merit:** Grade C or better in five subjects and grade F or better in two subjects.
- **Pass:** Grade G or better in seven subjects.

Please note that once a subject has been failed at IGCSE level, it will **no longer count towards the ICE Certification**. In addition, **first sitting of a subject, counts towards the ICE Certificate**, it is not possible to retake the subject.

Based on the rules and regulations as stipulated by CIE, ECHS-CSC states that:

- a) IGCSE students are required to take a minimum of 7 subject classes.
- b) Students are required to pass the set mock examinations in order to gain entrance to the Cambridge examination series. Students who fail the set mock examinations will NOT be entered for the June examination series. Their case will be revised, with the possibility of attending summer school or completing the examination the following year, if possible.
- c) Students who do not attend 80% of classes for a subject will not be entered for the Cambridge examination in that subject.
- d) We reserve the right to deny entry to student performing at dissatisfactory standards following disciplinary procedures and the required academic review process, as is best suited to each individual case.
- e) Students are required to pass an IGCSE subject with a minimum of 60% (C) in order to gain entry to the AS Level classes for that subject.
- f) Students who take CORE Mathematics or CORE Co-ordinated Science, have the ability to receive a maximum grade of "C", however due to the lower standard required for this option, these students will not be permitted to continue with Mathematics or any science (Biology, Chemistry or Physics) in Grade 11 (AS Level).
- g) ECHS-CSC is unable to adjust grades once awarded by CIE. An enquiry process is available but a change in results cannot be guaranteed. A fee will be charged for each enquiry made.
- h) Students who are caught plagiarising in coursework projects or cheating during examinations will be penalised in accordance with CIE standards.
- i) Refunds of examinations fees are not possible following the final entry deadline.
- j) Students who wish to withdraw from an exam following the final entries deadline or who are absent from an exam will have their case reviewed by the Cambridge Examinations Officer, who will follow CIE guidelines and regulations in order to resolve each case. A withdrawal or absence does not automatically result in a refund, each case will be resolved as per CIE regulations.
- k) Only two exam sessions are permitted at IGCSE level (Grade 9 - June series and Grade 10 - June series).
- l) Students who fail a subject at IGCSE level risk losing the ICE certificate due to the first sitting counting towards the group award.

- 1.3 Grade 11 and 12 students must complete the prescribed AS Level and A2 syllabus work, as required for the completion of the Cambridge Advanced International Certificate of Education (AICE) Diploma. Students are required to gain a minimum of **seven credits** across their accumulated AS and A Level studies, in order to be awarded this diploma.

AS&A Level and AICE Diploma regulations are stipulated as follows by CIE:

Cambridge AICE Diploma curriculum

When selecting subjects, students follow the diploma guidelines, selecting subjects to be awarded a minimum of one credit from groups 1, 2 and 3. The remaining credits can be gained via the selection of

subjects from any group. Successfully passing a subject at AS Level will result in the student being awarded one credit, while one A Level subject is worth two credits. The **Cambridge International AS Level Global Perspectives and Research subject is a core subject which is compulsory** for the completion of the AICE Diploma. By successfully meeting this requirement, students will have one credit of the seven required.

- **Group 1: Mathematics and Sciences**
 - Mathematics
 - Biology
 - Chemistry
 - Physics
 - Information Technology (IT)
 - Psychology (group 1 or 3)
- **Group 2: Languages**
 - English (Language, Language and Literature or Literature)
 - Arabic, French, German, Spanish
- **Group 3: Arts and Humanities**
 - Travel and Tourism
 - Business
 - History
 - Psychology (group 1 or 3)
- **Cambridge core subject**
 - **Global Perspectives and Research (Compulsory subject)**



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Educational Center High School



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AS Level subjects are graded from a – e: a – 80%; b – 70%; c – 60%; d – 50%; e – 40%. A result below 40% is **UNGRADED** and indicates that the subject has not been passed.

Full A Level subjects are graded from A* – E: A* – 90%; A – 80%; B – 70%; C – 60%; D – 50%; E – 40%. A result below 40% is **UNGRADED** and indicates that the subject has not been passed.

Upon completion of their grade 12 year, should the student pass all of his or her exams, he or she will be awarded a **Cambridge International Advanced Certificate of Education (AICE) Diploma**. Grading on the final certificate can either be a **distinction, merit or pass**, depending on the final grades achieved for each subject.

Based on the rules and regulations as stipulated by CIE, ECHS-CSC states that:

- a) Grade 11 (AS Level) students are required to take a minimum of 5 AS Level subject classes while Grade 12 (A2 level) students are required to complete a minimum of 3 A2 subject examinations, in order to have completed 3 full A Levels by the end of Grade 12.
- b) Grade 12 students are required to have a workload which is equivalent to a minimum of 3 Cambridge subject classes. Thus, should any student complete an A Level early (Grade 11 or the Grade 12 November examinations series), he or she will be required to attend selected subject classes at AS or A2 level for the remainder of the academic year, completing all assigned work and examinations as prescribed to the class. Marks will be recorded in the catalogue / grade book, although it is not compulsory to take another Cambridge examination at the end of Grade 12.
- c) Students are required to pass the set mock examinations in order to gain entrance to the Cambridge examination series. Students who fail the January/February set mock examinations will NOT be entered for the June examination series. A second mock examination in March may be provided, at which time if students who previously failed pass, they can enter the June series with an additional late entry fee. Students who fail both sets of mock examinations will NOT BE ENTERED FOR THE JUNE EXAMINATION SERIES and will have their case reviewed, with the possibility of attending summer school to take the examination in the October series of Grade 12 or repeating the syllabus the following year, to take the exam in the June series of Grade 12. Students who do NOT take the exam in June and DO NOT attend summer school will NOT be entered for the November series and will automatically be required to complete the AS Level syllabus exams in June of Grade 12.
- d) Students who do not attend 80% of classes for a subject will not be entered for the Cambridge examination in that subject.
- e) We reserve the right to deny entry to student performing at dissatisfactory standards following disciplinary procedures and the required academic review process, as is best suited to each individual case.
- f) Students are required to pass an AS Level subject with a minimum of 40% (e) in order to gain entry to the A2 level classes for that subject. Students who receive an **UNGRADED** result will not be permitted to join A2 (Grade 12) classes in the failed subject.



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- g) ECHS-CSC is unable to adjust grades once awarded by Cambridge Assessment International Education. An enquiry process is available but a change in results cannot be guaranteed.
- h) Students who are caught plagiarising in coursework projects or cheating during examinations will be penalised in accordance with CIE standards.
- i) Examination fees are set by Cambridge each year and cannot be refunded following the final entry deadline. Any changes or revisions required after the final entry deadline may incur additional costs, all of which are charged in line with the Cambridge fee policy for each year.
- j) Students who wish to withdraw from an exam following the final entries deadline or who are absent from an exam will have their case reviewed by the Cambridge Examinations Officer, who will follow CIE guidelines and regulations in order to resolve each case. A withdrawal or absence does not automatically result in a refund, each case will be resolved as per CIE regulations.

1.4 Students who fail to meet the ECHS-CSC academic standards (as per the standards set by the Romanian Ministry of Education and CIE) will have their case reviewed by the school board to assess what disciplinary action must be taken.

- a) A students who fails a subject in the catalog / grade book through internal assessment may be required to attend summer school and pass the summer examination to be promoted to the next academic year.
- b) A student who fails a Cambridge examination through external assessment and moderation, may be required to attend summer school, reattend the classes for the failed subject, and / or retake the Cambridge exam.
- c) In cases where a student has failed to achieve the minimum passing grade for a subject during the course of the school year or set mock examinations, ECHS-CSC reserves the right to adjust Cambridge examination entries in accordance with the recommendation of teachers, the Cambridge Examinations Officer and Principal, following a review of a student's academic record, mock exam results and predicted grades.

1.5 As a student at ECHS-CSC, students will participate in CIE examinations. They are expected to follow the rules and regulations as set out by ECHS-CSC and CIE with regards to exam conditions:

- a) The school uniform is to be worn at all times, for any form of assessment (speaking, practical or written examinations).
- b) Each student is responsible for ensuring that he / she has the stationery required for each examination. No calculator covers are allowed in the venue. All stationery must be in a clear bag or not bag at all when entering in the venue.
 - i. In accordance with Cambridge rules, candidates must:
 - provide their own pens, pencils, ink, drawing instruments (including rulers) and erasers
 - write their answers clearly in permanent, non-erasable black or dark blue ink
 - use soft pencils (type B or HB) for multiple-choice tests
 - only use pencils or pens in other colours for diagrams and maps if the question paper says they can.
 - ii. During the exam candidates must not use:
 - red or green ink
 - correction fluid or correction tape



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- highlighter pens on answer sheets, answer booklets or in the answer sections of combined question and answer booklets.
- c) Students must be present 15 minutes before an exam's scheduled start time.
- d) No electronic devices or smart devices of any kind are permitted in the exam venue. This includes but is not limited to smart watches, cell phones, tablets and computers.
- e) No chewing gum or food is permitted in the venue. No cool drinks are allowed. Students may take a bottle of water into the venue, without the label on the bottle.
- f) Students are not permitted to remove any exam papers or scrap paper from the exam venue when they leave.
- g) Students are not permitted to leave before the scheduled finishing time for an examination, even if they have completed the exam. Students who complete their paper early and cause a disruption will face disciplinary action in accordance with CIE regulations.
- h) Students who arrive late to an exam are not guaranteed entrance. Each case of late arrival will be reviewed by the Cambridge Examinations Officer and handled in line with CIE rules and regulations. The Cambridge Examinations Officer has the right to inform a candidate that he / she is unable to sit the examination if the late arrival is considered unacceptable according to the CIE handbook.
- i) CAMBRIDGE EXAMINATIONS CANNOT BE RESCHEDULED. The timetable is set by CIE and not by ECHS-CSC. The exam dates are not negotiable and cannot be changed for any reason.
- j) Absent students will not be permitted to take the examination at another time. There is no guarantee that a student will pass a subject if he / she is absent from a component.
- k) **If CIE regulations have not been followed by a candidate in any way, including situations such as cheating, disruption of other candidates etc. a candidate can be asked to leave the exam room and Cambridge will be informed of the irregularity for disciplinary action to be taken. A candidate may be disqualified if the set regulations are not followed.**

A.2 CSC General Academic Rules & Regulations

2.1 ECHS-CSC has an internal assessment and examination system which supports the continuous evaluation of students throughout the school year and students are expected to follow ECHS-CSC rules at all times.

- a) Exam, assessments and projects are assigned by the subject teacher and are compulsory.
- b) Exams, assessments and project work are marked and a grade is awarded, which is then entered into the catalog / grade book and Kinderpedia.
- c) Each student is responsible for ensuring he / she has the stationery required for each examination / assessment / project presentation.
- d) Talking or communicating with other students during an exam or test is not permitted.
- e) Materials which may assist in the completion of an exam or test should be packed away and removed from the student's desk.
- f) Eating during an examination is not allowed.
- g) Electronic or communication devices (other than an approved calculator) and smart watches are prohibited.



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- h) Students are not allowed to borrow or lend stationery or other equipment to a colleague once the examination has begun.
- i) Students who are absent from an exam must adhere to Section B, 3 – Absenteeism, regarding absence during an assessment.
- j) Students caught cheating in an assessment / examination scenario, who plagiarise in coursework assessments or utilise AI to complete assigned tasks, will face disciplinary procedures. Any piece of work which is completed by cheating, using AI or plagiarising will receive 0 marks and is thus an automatic “fail”.

2.2 ECHS-CSC provides feedback on student performance throughout the academic year and has introduced an Educational Portfolio from the middle preschool group and continues throughout the student’s pre-university education.

- a) **At the end of each module during the school year, parents will receive all portfolio materials created by the student. Parents are responsible for carefully organising and preserving these documents throughout each academic year, and over the years, thereby maintaining the student’s Educational Portfolio.**
- b) At the end of secondary and high school education, the school counsellor and class teacher are required to issue a recommendation for each student regarding their placement in a higher level of education, serving as guidance for their educational path. For high school graduates, a vocational recommendation may also be provided, guiding them toward suitable career opportunities. These recommendations will be included in the Educational Portfolio.
- c) Cambridge School of Constanta prepares and distributes school reports for the parents of each student at the end of each academic module. The report presents the student’s academic accomplishments, skills and grades and reflect the student’s performance over the reported period. The end of year report shows the student’s year-round performance and promotion information noting a student’s advancement to the next grade.
- d) Feedback on student performance is also provided on the Kinderpedia platform.

2.3 Students are expected to complete the assigned classwork, homework and projects for each subject, as stipulated by their various teachers.

- a) All tasks and assignments will be visible on the Kinderpedia platform and students are expected to complete work fully and on time.
- b) Students who are caught simply copying homework from a colleague, enlisting someone else to do the set homework for him / her or using AI to complete the task, will face disciplinary action and the work will need to be repeated after school, under the supervision of a teacher.
- c) Timeous completion of work is required in order to ensure that students can learn effectively and participate in follow up lessons or receive a mark if the work is forming part of an assessment. It is the student’s responsibility to complete their assigned tasks, activities, exercises and projects and to hand work in on time.
- i. If homework is not completed for by the assigned time and date, the student will be required to remain after school to complete the assigned task or additional work.



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- ii. Projects or coursework which are not completed on time for assessment purposes will be penalised and the maximum possible mark will be lowered in accordance with how late the work is (a minimum of 1 point will be deducted for each day that the work is late).
- d) Parents are encouraged to be involved in the learning process but are asked to please refrain from doing schoolwork for the student, as this prevents him or her from learning effectively and learning valuable skills as are required for the successful completion of a set task.
- e) Support from teachers is available if a student finds a particular aspect of the learning programme troublesome.
- f) Students who continuously arrive at school without the required homework or assignments will face disciplinary action which can result in a verbal warning, written warning, parents' meeting and / or the lowering of the conduct mark.

2.4 Academic integrity is a key aspect of education at ECHS-CSC and it is thus essential for students to display good moral values and a sense of academic honesty.

- a) Cheating, the use of AI and plagiarism is not permitted and if caught, students will face immediate disciplinary procedures. Students will receive 0 points if they cheat, use AI or plagiarise and there is no guarantee that an additional attempt at the work will be given. Students may be allowed to complete the work again, however, the maximum possible grade will be lowered to reflect that the work is a retake and to penalise the student for the academic transgression.
- b) Should a student be caught aiding another student during an assessment or examination by providing information which can assist in completing any section of the assessment, regardless of whether or not the answers provided are correct, will face disciplinary action. He / she will face the same outcome as the individual receiving the help. The student will receive 0 marks for their work and there is no guarantee that an additional attempt at the work will be given. Students may be allowed to complete the work again, however, the maximum possible grade will be lowered to reflect that the work is a retake and to penalise the student for the academic transgression.
- c) Students caught cheating, using AI or plagiarising will receive an immediate written warning, and parents will be notified of the offence. The conduct mark may be lowered. Any work which must be redone will need to be completed after school, under the supervision of a teacher.
- d) Students must present work which they have completed on their own and we encourage parents to assist in the learning process without completing set tasks and assignment for students, as it hinders their learning experience.
- e) In any instance where the work of another individual has been used for research purposes, this work should be acknowledged appropriately with the correct references or citations. Failure to reference correctly will be viewed as plagiarism and will lead to disciplinary procedures. Students caught plagiarising may receive a grade of 1 for the work submitted and there is no guarantee that an additional attempt at the work will be given. Students may be allowed to complete the work again, however, the maximum possible grade will be lowered to reflect that the work is a retake and to penalise the student for the academic transgression.
- f) ECHS-CSC reserves the right to follow the appropriate disciplinary procedures as set out by CIE, when submitting a coursework project for examination by Cambridge, if the project has been



plagiarised or if any inappropriate means of completing the project have been used (e.g. if the project is not completed by the student).

- 2.5 A conduct grade or evaluation is assigned at the end of each module, based on the student's behaviour. The final conduct grade or evaluation for the school year is calculated as the average of the grades given for each learning period. The final grade may be reduced based on the number of unmotivated / unauthorised absences (each 20 unmotivated absences = 1 point deduction), reflecting appropriate adjustments for conduct.**

SECTION B: General School Rules and Regulations

Students must follow all rules and guidelines stipulated in the Disciplinary Procedure, the School Code of Conduct and the Educational Contract.

1. Attendance

- 1.1 Students must attend school in face-to-face format and are thus expected to be physically at school.**
- a) Attending Hybrid Classes can only be considered at the request of the parent/legal representative, with the approval and specific recommendations of the attending physician, in cases where the student suffers from conditions that affect oxygenation capacity, severe chronic respiratory diseases, cardiovascular diseases, severe obesity, type I diabetes, inflammatory diseases, immune/autoimmune diseases, rare diseases, hereditary metabolic disorders, immunosuppressive treatment, other chronic conditions, conditions associated with moderate or severe immunosuppression such as transplant, oncological conditions under immunosuppressive treatment, primary or acquired immunodeficiencies, other types of immunosuppressive treatments.**
- b) No full online learning option is available.**
- 1.2 Students are expected to attend school as per the school calendar and the set school programme. Each assigned day of school and every class in a student's schedule on each of those days is considered compulsory.**
- 1.3 Attendance is monitored each day, with manual attendance registers checked by designated staff members before the start of the first lesson. Students should check-in and check-out as per the school requirements each day**
- 1.4 Every day, all students will be marked as "present" or "absent" in the Kinderpedia platform, and the record will be submitted during every class by the teacher who records each absence.**
- 1.5 Student absences will be handled in accordance with ECHS-CSC Code of Conduct Section B: 3 Absenteeism.**

2. School arrival / Being late for school or class

- 2.1 Students are expected to arrive at school on time and also to be punctual for all subsequent lessons**



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and school activities. Students are expected to be at school and present in their classroom by 08:20, before their first lesson begins. The first lesson of the school day begins at 08:30 and all students are expected to be in attendance for the beginning of the school day.

- a) Students who arrive at school late, after 08:30, without being excused in advance, must report to the secretary's office in order to record the student's attendance.
- b) Students who arrive late but have a written note excusing the tardiness or whose parent notified the school by calling the secretary's office, may go directly to class.
- c) Arriving late repeatedly, without being excused will lead to disciplinary action and will result in a higher number of recorded absences. This can lead to a verbal warning, written warning, parent's meeting and / or the lowering of the conduct mark.
- d) Students who arrive late due to delays with the school transport provided, may go directly to the classroom, as teachers will be informed of the delay by the school secretary.

2.2 Parents dropping off children at school should be considerate of the traffic flow in the area and avoid parking in the private parking area or creating traffic jams on the school alley.

2.3 To enter the school yard and the school, students will use the designated entrances and the access paths to their respective classes.

2.4 Students are expected to attend all classes in their schedule, on time.

- a) Should the student need to talk to a teacher or the school principal, this can be done during break time or after the day's lessons have been completed.
- b) Should a meeting be scheduled and take longer than expected, leading to a student being late for class, the teacher or principal is required to give the student a note excusing their late arrival to their lesson.
- c) Students must return promptly to class at after a break to ensure that he / she is in the classroom when the next class begins.
- d) Students who arrive late for class may be marked as absent depending on the circumstances involved.
- e) Should a student miss a full class during the course of the school day without explanation or consent from his or her parents and the school, it will be considered as a transgression against the ECHS-CSC Code of Conduct (See Section B: 3 Absenteeism).

2.5 Parents are not allowed to enter the school or classes. For administrative problems parents can use the big gate to get to the secretariat, accounting or uniforms shop between 09:00 – 11:00. We encourage email communication, Kinderpedia messages, scheduled meetings.

2.6 Parents are not permitted access to the classrooms or school halls while waiting for students to prepare to leave the premises for the day. Parents are to wait in the designated pickup zone outside the school gate or in the school yard in front of the school. Any parents who need to go to a classroom to assist a student in any way, must first go to the secretary's office and notify the school of their presence. ECHS-CSC reserves the right not to permit access to the school property and facilities should the intrusion be inappropriate, intrusive, threatening or harmful in any way.

3. Absenteeism



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- 3.1 **Parents/legal guardians must ensure that the minor primary beneficiary attends classes throughout the length of compulsory education. Failure to comply with this obligation constitutes an infringement of the law and shall be sanctioned according to the provisions of the law.**
- 3.2 When a child is absent from a class or school day, the absence will be recorded in Kinderpedia and by the class teacher in the catalog / grade book.
- a) An absence can be either “motivated / authorised” or “unmotivated / unauthorised”.
- MOTIVATED / AUTHORISED absence: Any absence which is supported by a written doctor’s note, parent’s written request (signed and approved by ECHS-CSC), sports club / organisation request (signed and approved by ECHS-CSC), excusing the student from school for a valid medical reason, as presented to the school upon the student’s immediate return to school following an absence for medical reasons or submitted to the school prior to the absence (for example, in the case of a national sporting event).
 - UNMOTIVATED / UNAUTHORISED absence: Any absence for a reason other than a valid and school approved excuse.
 - Under no condition will the following reasons for an absence be accepted: any holiday or travel which takes place during scheduled school time; doctor or dentist appointments which are not critical and can thus be scheduled outside of school hours; any cosmetic appointments such as the hairdresser, nail technician etc; driving school, tests and exams; or a job of any kind.
- b) **Authorising a student’s absence requires the following:**
- Medical documents: Medical documents which allow for absence authorisation are: notes issued by the school nurse, general practitioner or specialist, notes/medical certificates/discharge papers/medical letters issued by the health institution in which the student has been hospitalized. All medical documents must be signed by the school nurse or the general practitioner assigned with keeping the medical records of the primary beneficiaries. Parents must hand in all supporting documents for their children’s absences within 7 days from starting to attend classes again.
 - Parent’s written request, signed by the school principal authorising the equivalent of no more than 40 class hours per school year, not exceeding 20% of the allotted class hours for any subject.
 - Written request issued by the sports club/organization, signed by the school principal for authorising participation in training camps and sports competitions at a local, regional, national or international level.
- c) **20 unauthorised absences per school year or unauthorised absences constituting 20% of class time for a single subject will result in the lowering of the conduct average by 1 point (lowering of the conduct grade as a result of failing to attend class).**
- Note: 1 absence is equal to one class hour. Thus, if a student has 6 scheduled hours of classes in a day and is absent on that day, he / she will have 6 unmotivated absences. Thus, any student absent for 20 subject classes or more, without the required documentation, will face disciplinary action and their conduct mark will be decreased accordingly.
- d) Only a parent is able to excuse a child from school (see Section A 3.2). A parent is required to contact the school secretary to excuse the child 24 hours before the child will be absent. In an emergency, the school should be contacted as soon as it is evident that the child will be absent.



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- e) If a student will be absent for a planned, extended period during an assessment window, the school must be notified by a parent a minimum of 2 weeks before the absence, or as soon as possible in the case of an emergency.
- f) Students who plan to be absent during an internal test or exam window will be required to sit any test and exams before the absence.
- g) Failure to attend a minimum of 80% of a subject class will exclude a student from being eligible for entrance to the Cambridge exam series for that subject.
- h) Repeated absenteeism without a valid reason and recurrent tardiness or the skipping of lessons is deemed as unacceptable behaviour and will lead to disciplinary action which can include a verbal warning, written warning, parents' meeting and / or the lowering of the conduct mark.
- i) Absence for any reason does not excuse students from academic duties: homework, papers, tests, etc. Students are responsible for ensuring that they check Kinderpedia and return to school after an absence with all required work complete.
- j) Students who miss an assessment for unexpected reasons will be required to take the test or exam on their first day back at school following the absence. The test will not be taken during normal class time, thus the student will be required to remain after school in order to complete their work.

4. Health

- 4.1 Parents must ensure that the student enters the school community in a condition of perfect health.
- 4.2 Parents must inform the school of any changes in the student's health condition (such as illnesses etc), especially in the case of contagious diseases.
- 4.3 If students show the first symptoms of the disease at home, parents are required to go to the family doctor or specialist. Absences will be motivated based on the medical certificate issued or endorsed by the family doctor, with the student returning to school upon a medical professional's recommendation and clearance that he / she is healthy and able to return to the classroom.
- 4.4 If students show the first symptoms of illness at school (pain, fever, skin inflammation, cough, etc.), at the beginning of classes or during the course of the school day, they will be sent to the school's medical office where the doctor / nurse will decide if the student will stay in class or go home, after contact with his / her parents has been established.
- 4.5 **Students exempted from physical effort are required to provide a medical exemption; the medical document will be attached to the student's personal file, kept at the school's secretariat.**
 - a) Students exempted from physical effort are required to attend physical education and sports classes.
 - b) They are not required to wear sports gear to these classes, but they must have appropriate footwear for gym spaces.
 - c) They may be assigned organisational tasks, taking into account the medical recommendations, such as refereeing, timing, measuring, recording technical elements, keeping score, etc.
 - d) Absences from these classes will be recorded in the attendance register.

5. Leaving the school premises during the day



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- 5.1 The school functions as a closed campus and as such, students are not permitted to leave the school grounds without permission during the course of the school day.
- 5.2 Should a student be required to leave the school grounds at some point prior to the scheduled end of their school day, he or she must be excused by their parent with the provision of a valid reason for the departure. All excuses will be reviewed and recorded, with any class absences being reflected as "motivated / authorised" or "unmotivated / unauthorised" as per Section b: 3 Absenteeism.
- 5.3 The student should be excused in advance (unless leaving due to unforeseen circumstances e.g. illness or an emergency situation) with notice being given to the school secretary before the student begins his or her first class on the day in question.
- 5.4 A parent is required to collect the student when leaving the school early.
- 5.5 Leaving the educational spaces (classroom, laboratory etc) during scheduled classes can only be done with the approval of the teacher or with the consent of the parent / guardian.
- 5.6 Any student who leaves the grounds without permission will face disciplinary action appropriate for the transgression, which may include a verbal warning, written warning, parents' meeting and / or the lowering of the conduct mark.
6. School uniform and general appearance
 - 6.1 Students must wear the school uniform and show consideration for the nature of our institution as a formal education facility at all times. Gala attire must be worn every Monday and for all formal school events. The PE kit and appropriate sports sneakers must be worn for PE.
 - 6.2 Clothing, shoes, hair and nails should be clean and neat, with the student appearing well-presented and suitably groomed at all times.
 - a) Shoes should be a neutral colour, either white, black, grey or a dark colour. No bright or colourful shoes are permitted. Shoes must be school appropriate, no slippers and flip flops.
 - b) Excessive piercings are not permitted. No facial piercings are allowed. Students may have small earrings, no bars.
 - c) Excessive jewellery is not permitted and any accessories worn should be school appropriate.
 - d) Hair must be tied back, out of the student's face, with long hair being tied up or braided.
 - e) Makeup or false eyelashes and false nails are not permitted.
 - f) Fingernails should be short and neat. For students who wish to have painted nails, short, nude or natural tone nails are allowed. Lengthily false nails are not permitted.
 - g) Caps and hats should not be worn indoors, and hoodies should not cover the student's head during lessons.
 - h) Alterations to the school uniform which are not in accordance with school regulations are not allowed. **Gala skirts cannot be shorter than knee length.**
 - i) Winter coats, scarves, winter hats and gloves are permitted in the winter months but should be removed and suitably stored on the hooks provided in the classrooms during lessons.
 - j) We do not support the modification of the bodies of young students, thus, we ask that parents be aware of piercings, tattoos and other cosmetic procedures being done by their children.



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Body modifications if insisted upon and allowed by a family should not be visible at school.
Facial cosmetic procedures such as lip enhancements are not permitted.

7. Stationery, books and personal belongings

- 7.1 Students are expected to arrive at school each day, prepared for the lessons that they will be undertaking. This means that they are expected to have all of the necessary materials and equipment with them that they will require to learn successfully. It is each student's responsibility to ensure that he or she has what is needed to participate properly in each lesson.
- 7.2 Text books, workbooks and novels are distributed to each student at the beginning of the school year to ensure that each student has the correct books for each subject.
 - a) The books prescribed for each subject should be present in each lesson for that subject in order to allow the student to engage fully in said lesson.
 - b) Should a book be misplaced or lost during the course of the school year, it should be reported to the teacher so that steps can be taken to replace the book and thus not hinder the student's learning. In such a scenario, the cost involved in replacing the book will fall to the student's parents.
- 7.3 Students are responsible for maintaining a clean and organised work environment, including their own stationery, books and notes.
 - a) ALL STATIONERY is the responsibility of each student, they are required to ensure it is either clearly labelled or stored safely while not being used.
 - b) The school cannot be held responsible for the loss or damage of stationery, books, notebooks, valuables or pocket money and parents are therefore asked to monitor what students bring to school with them.
 - c) Any clothing items which may become confused with another student's clothing, such as uniform caps, hoodies or tracksuits, should be marked with the student's name (e.g. written on the clothing label) in case such a mix up occurs and to avoid loss of clothing items.
 - d) If a student chooses to use a bicycle, motorcycle or their own car as transport to school, they should be parked appropriately, so as not to interfere with teacher parking or the school buses and student activities which take place in the outside courtyard in front of the school.

8. Electronic and smart devices

- 8.1 **Cell phones, other electronic /smart device MUST be handed in at the beginning of each school day and collected upon completion of the academic schedule.**
 - a) Cell phones must be handed in immediately upon arrival at school and before the start of the first class at 08:30. Cell phones should be switched off or left on silent mode.
 - b) Cell phones may not be used at any point during the school day.
 - c) Cell phones which are found with a student in any capacity during the course of the school day, will be confiscated according to the Disciplinary Procedure 4.1 & 4.2.
- 8.2 **EarPods and headphones are not permitted** and if brought to school must be stored in a student's bag throughout the school day.
- 8.3 **NO ELECTRONIC / SMART DEVICES ARE PERMITTED TO BE USED IN A CLASSROOM UNLESS**



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SPECIFICALLY INSTRUCTED BY A TEACHER.

- a) If permitted to have a device in the classroom, all devices (iPad, computers etc.) must be packed away and stored in the student's backpack when not required by the subject teacher. Devices are not to be left on the desk or used in any way which is not directly requested by the teacher.
- b) **THE USE OF DEVICES DURING BREAKS IS NOT PERMITTED.**
- c) Laptops and tablets may be used for academic purposes only, as permitted by each individual teacher, according to the learning requirements of each subject. Any other use of these devices by a student will result in disciplinary action. Any student who fails to follow the teacher's instructions and ECHS-CSC rules regarding electronic and smart devices will face the disciplinary procedure points 4.1 & 4.2.
- d) ECHS-CSC will not be held liable for any personal devices brought onto school property, with students being fully responsible for their property.
- e) **STUDENTS ARE NOT PERMITTED TO USE SCHOOL LAPTOPS, COMPUTERS OR ANY OTHER SCHOOL DEVICES unless under the direct supervision of a teacher.**
- f) **Students are NOT PERMITTED to connect to school Wi-Fi networks with their personal devices.**

9. Food and beverages

- 9.1 Food and beverages may be brought from home or obtained from the school cafeteria.
- 9.2 Food is not to be eaten during class but can be consumed during the tea and lunch breaks.
- 9.3 Students are not permitted to order food from outside of the school during the school day.
- 9.4 Food and beverage items which are banned at school:
 - Chewing gum
 - Fast food
 - Energy drinks (Red Bull etc.); Soft drinks (E.g. Coca Cola); coffee
- 9.5 Students who eat lunch served by the school cafeteria will behave in a civilized manner. They are expected to wait their turn to be served and must not push other students, cut in front of another student or save a space for another student in the line. After a student is finished eating, he / she must take the food tray to the designated area for used dishes.
- 9.6 Students are not permitted to eat lunch in the classroom, they must go to eat their food outside or in the cafeteria.

10. Banned substances, dangerous items and weapons

- 10.1 It is strictly forbidden for students to bring or consume cigarettes, vaping devices and accessories, IQOs devices and cigarettes, alcohol or illegal drugs on school property.
- 10.2 It is forbidden for students to bring cigarette lighters and matches to school.
- 10.3 It is strictly forbidden to bring a weapon of any kind onto school property.
- 10.4 Students are forbidden from using school materials in a violent manner.
- 10.5 Banned substances, dangerous items and weapons which are found in the possession of a student will be confiscated immediately and will result in disciplinary action which will include a parent



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being informed of the incident and the necessary disciplinary procedure will be applied. ECHS-CSC reserves the right to take additional action, should a case require it.

11. Respect school grounds, facilities, equipment and materials
 - 11.1 Students are expected to show respect for school facilities, equipment and materials. This means that they are forbidden from damaging or abusing ECHS-CSC facilities, equipment and materials in any way.
 - 11.2 Desks and shelves in each classroom must be kept clean, neat and tidy at all times, without the addition of any stickers or markings.
 - 11.3 Students who mark, deface, break or damage school property will be held responsible for their actions and will be required to clean, repair or replace what they have vandalised or destroyed.
 - 11.4 In a case where vandalism or damages are serious or incurs a cost, parents will be notified in order to ensure that the student responsible covers the cost of the damage.
 - 11.5 Students are expected to show environmental awareness by means of caring for the school environment both inside and outside of the school building. Thus, litter must be disposed of appropriately and an effort should be made to follow the concept of reduce, reuse and recycle in conjunction with consumable products and the use of materials and resources.
12. General behaviour as a ECHS-CSC student
 - 12.1 It is the right of all students and teachers to feel secure and respected while learning and teaching at ECHS-CSC. ECHS-CSC students are therefore expected to cooperate with their teachers at all times, adhering to teacher requests and instructions so as to create an atmosphere of safety and collaboration.
 - a) A blatant display of disrespect, insolence or rudeness is not acceptable within the classroom setting, nor are snide comments or a lack of proper manners and moral behaviour.
 - b) Any student who fails to adhere to a teacher's instructions or who disrupts the learning of others in any way, will face disciplinary action which may involve, being removed from the classroom, a verbal warning, a written warning, a parents' meeting and / or the lowering of the conduct mark.
 - c) Any student whose behaviour during class hinders in any way the teaching-learning-evaluation process may consequently be required (by the teacher) to carry out certain tasks outside the classroom, within the allotted time of the respective class. This will happen under the supervision of the designated teacher or a designated auxiliary teaching staff in an enclosed, video-monitored space such as a reading hall suitable for independent work. Should this happen, the student's parent / legal guardian will receive a written / electronic notice. As an exception, students with special educational needs shall be assisted by a qualified member of the staff in carrying out independent work.
 - d) Intolerance, discrimination or demeaning behaviour towards another student is prohibited.
 - e) Students are not to engage in inappropriate affection or contact with other students.
 - f) Inappropriate language is not permitted.
 - g) Inappropriate, aggressive or violent behaviour is not permitted.



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- h) Violence, aggressive behaviour, fighting, bullying and abuse of any kind (physical, mental or verbal) is not tolerated at ECHS-CSC and will be dealt with as is necessary to protect the safety of our students and staff members.
 - i) Students are expected to respect another student's right to privacy and confidentiality, while also showing respect for their property and the safety. Thus, any student caught violating the rights of other student will face disciplinary action which may include a verbal warning, a written warning, a parents' meeting and / or the lowering of the conduct mark.
 - j) Students are not permitted to buy or sell any products or services from each other, to borrow money from each other or engage in any other form of exchange of money or objects. (Organised school events under the supervision of teachers are excluded from this rule.)
- 12.2 Students should be aware that they are members of our school community, as well as the wider community that our school belongs to.
- a) Students must remember that showing respect for others, caring for the environment and behaving appropriately extends beyond the school grounds and into the world beyond our school gates.
 - b) Students should endeavour to exemplify the standards of behaviour we have established at ECHS-CSC during their interactions with others both within and outside of our school, so that their behaviour positively reflects on them as individuals and our school, as a community which supports the development of well-rounded, respectable members of society as well as an educational institution which focused on academic learning and personal growth simultaneously.
13. Meetings and communication with parents
- 13.1 ECHS-CSC organises parent meetings for the discussion of the student's progress, so that the parent is able to receive and provide feedback regarding the student's performance in each subject. These meetings take place periodically, with no less than 2 meetings being scheduled for each academic year.
- 13.2 Parents are not permitted to approach teachers unannounced to discuss a student's performance, rather we ask that if a matter is urgent and requires immediate attention, the parent contact the school secretary to arrange a meeting with the teacher or school principal. Parents are advised to use the secretary phone numbers for school related issues only, and not for personal reasons.
- 13.3 Parents can check their Kinderpedia account to receive information from ECHS-CSC.
- 13.4 Parents are not permitted to offer gifts to school staff in exchange for favours regarding a student. We do not condone unethical behaviour and promote virtuous and moral approach to education.
14. School bus (transportation)
- 14.1 Only students who have registered to make use of the school bus will be able to utilise the service.
- 14.2 An established route is noted every year and there are designated landmarks for picking up students. Drivers are only allowed to stop at the established official points.
- 14.3 Students who do not cooperate or behave properly and thus fail to comply with the rules in place



for safe use of the school bus, will be banned from using the buss for 1 – 3 days and the parents will be responsible for arranging transportation for that period of time. If the behaviour is repeated, the student will no longer be able to use the school transport service for the remainder of the school year.

Disciplinary system

The purpose of the School Code of Conduct is to ensure that students are aware of the rules and expectations of the school, while providing guidance on how to deal with deviations from school rules and unacceptable behaviour. This is a tool to demonstrate that behavioural choices have consequences and strengthen LTEC-CSC's ability to protect the safety of its community members, while ensuring that all students are treated equally and fairly if they do not comply with school rules and regulations.

LTEC-CSC believes that the consequences of students' incorrect behaviour should enable personal development and should support behavioural learning, so that positive behaviour can be developed and encouraged. This ideology is the basis of any consequential action, since the methods of dealing with a deviation from the school code of conduct or school rules must be:

- correct and according to the Code of Conduct and school rules
- the age of the pupil and the gravity of the offending behaviour
- re reasonable and consistent in implementation
- help students learn from experience to support the development of more responsible behaviour

As educational facilitators at LTEC-CSC, our teachers have the authority to implement disciplinary procedures and to ensure that violations are dealt with in an appropriate manner and in accordance with the Code of Conduct. Students are responsible for their behaviour and must follow the school's disciplinary system, as established, to maintain a safe and healthy school environment for all community members. We ask parents to support us in applying the disciplinary system and encourage the development of responsible behaviour of our students.

Disciplinary Procedures

Nr.	MISCONDUCT	DISCIPLINARY ACTION
1.	Attendance	
1.1	Late for school (Arrival after 08:30)	- Verbal warning / individual observation - Absence recorded in Kinderpedia for the first class - Upon repetition of the behaviour: the student is sent to meet with the school director who notifies his / her parents via Kinderpedia - Upon repetition of the deviation in case of unmotivated absences, Section B, item 3, shall apply
1.2	Late for class (Arrival after class officially begins)	- Verbal warning / individual observation - Tardiness recorded in Kinderpedia - Tardiness of more than 15 minutes results: an absence is recorded in Kinderpedia



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		- Upon repetition of the behaviour, the student is required to meet with the school director and parents - Upon repetition of the deviation in case of unmotivated absences, Section B, item 3, shall apply
1.3	Unmotivated / unauthorised absence from school	- Verbal warning / individual observation - Absence recorded in Kinderpedia - More than 10 unmotivated absences: written warning; meeting with parents and the school director - More than 20 unmotivated absences: 1 point decrease in student behaviour (conduct) mark - The student will be sent to meet with the school psychologist - Parents will be informed of all unmotivated absences
2.	Examinations & homework	
2.1	Cheating, copying, use of AI and plagiarism - during tests/exams - projects - essays - assignments * Writing /verifying a task using the work of another student or other sources of information; submitting work without crediting the source; using any additional sources when it is forbidden.	- Copying homework / assignment or using AI to complete the task = Detention and redoing the work after school - Copied / cheated in exams = A grade of 1 awarded - Permission to redo a piece of work is not guaranteed; if the request is granted, it will be done at an hour specified by the teacher (not to interfere with classes, e.g. at lunch break or after school) and the grade will be adjusted with a penalty. - Copied / AI usage / plagiarism in essays, projects, papers = Detention, redoing the task with a penalty for the final grade - Parents notified in Kinderpedia - Written warning - Repeat offences: meeting with parents and the school director - Repeat offences: written warning and meeting with the school psychologist
2.2	Failure to comply with the deadline for submitting work assigned in class * This includes work not presented by the assigned time, on the set date	- Record of offence/s in Kinderpedia - Communication with parents about non-compliance with the established deadline - Completion of incomplete work at lunch break or after school - Detention - 2 sessions of detention result in a discussion with the school psychologist - Repeating the offence results in a written warning - Repeating the offence leads to a 1 point decrease in the student's behaviour (conduct) mark
2.3	Failure to comply with the deadlines for delivering projects / work and requirements.	- 1 point will be deducted for each day when the task / project is delayed, down to a grade of 4 - Record the offence in Kinderpedia



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		- Communication with parents about non-compliance with the established deadline - Repeating the offence leads to detention and a discussion with the school director, parents and school psychologist - Repeating the offence results in a written warning - Repeating the offence can lead to a 1 point decrease in student's behaviour (conduct) mark
3.	School Uniform	
3.1	Failure to comply with set school uniform	- The student must report to reception where he / she can receive the required attire from the uniform shop or from home - Repeat offence results in detention - Repeat offence results in the parents being notified - Repeat offence results in the student's behaviour (conduct) mark being lowered by 1 point
4.	Personal conduct (Behaviour)	
4.1	Possession of the mobile phone and any other equipment / communication means (Smartwatch, iPad, tablet, computer etc.) during the school program	- Keeping the device in the school safe for minimum 1 and maximum 5 working days - Record inappropriate behaviour in Kinderpedia and notify parents - Repeated behaviour leads to a written warning and a 1 point decrease in the student's behaviour (conduct) mark
4.2	Abuse of technology / use for non-academic purposes (cell phone, tablet, laptop etc.)	- Keeping the device in the school safe for minimum 3 and maximum 10 working days - Record the offence in Kinderpedia and notify parents - Repeat offence results in the removal of the privilege for 2 weeks - Repetition of the offence results in notifying the parents and remove the privilege until the end of the academic year - Repeated behaviour leads to a written warning and a 1 point decrease in the student's behaviour (conduct) mark
4.3	Abuse of technology / use for inappropriate social conduct or at-risk behaviour, resulting in child abuse, bullying and any other harmful activity	- Record the offence in Kinderpedia and notify parents - Behaviour leads to a written warning, detention and a decrease in the student's behaviour (conduct) mark
4.3	Use of language, physical gestures, behaviour, written messages, drawn messages, nicknames or any other derogatory terms or behaviour that are inappropriate to teachers, colleagues or school staff	- Verbal warning / individual observation - Record of misconduct in Kinderpedia - Parents are notified - Detention - Serious misconduct or repeat behaviour results in a discussion with the parents and the school principal and, where appropriate, a sanction: written



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		warning; final written warning; decrease of the behaviour (conduct) mark; and a meeting with the school psychologist
4.4	Inappropriate behaviour for the school environment - Refusal to listen to a teacher's instructions - Disruption of class	- Verbal warning / individual observation - Record of misconduct in Kinderpedia - Parents are notified - Removal from the classroom, sending the student to the library under supervision - Repeating the offense leads to detention, discussion with the school principal and parents, written warning and, where appropriate, a meeting with the school psychologist and / or a sanction: written warning; final written warning; decrease of the behaviour (conduct) mark
4.5	Consumption of food, soft drinks or chewing gum during class	- Verbal warning / individual observation - Record of misconduct in Kinderpedia - Parents are notified - Repeat offence results in detention and a discussion with the school principal
4.6	Running on the halls, pushing colleagues / school staff, any other disruptive behaviour	- Verbal warning / individual observation - Record of misconduct in Kinderpedia - Parents are notified - Repeating the offense leads to detention, discussion with the school principal and parents, written warning and, where appropriate, a meeting with the school psychologist and / or a sanction: written warning; final written warning; decrease of the behaviour (conduct) mark.
4.7	Involvement in any form of abusive, violent or threatening behaviour e.g. verbal aggression, physical aggression, bullying etc.	- Parents are notified and a meeting is held with the school director, parents and the student; written warning; decrease of the behaviour (conduct) mark - Detention (or multiple detentions if the crime is serious) - Second offense: parents are notified and a meeting with the school director, parents and the student is held (suspension or expulsion is considered) - The student's behaviour (conduct) mark is reduced by 1 - 3 points, depending on the severity of the offense - Each offence requires the student to meet with the school psychologist - Suspension and expulsion may be considered immediately if the offence is considered serious
4.8	Bringing dangerous objects or weapons, of any nature, onto the school premises	- Parents are notified and a meeting is held with the school director, parents and the student; written warning; decrease of the behaviour (conduct) mark - Detention (or multiple detentions if the crime is serious) - In serious or repeat cases, parents are notified and a



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		meeting with the school director, parents and the student is held (suspension or expulsion is considered) - The student's behaviour (conduct) mark is reduced by 1 - 3 points, depending on the severity of the offense - Each offence requires the student to meet with the school psychologist - Suspension and expulsion may be considered immediately if the offence is considered serious
4.9	Possession or consumption of alcohol, drugs, illegal substances or the use of any form of cigarettes (including e-cigarettes) on the school premises	- Parents are notified and a meeting is held with the school director, parents and the student; written warning; decrease of the behaviour (conduct) mark - Detention (or multiple detentions if the crime is serious) - In serious or repeat cases, parents are notified and a meeting with the school director, parents and the student is held (suspension or expulsion is considered) - The student's behaviour (conduct) mark is reduced by 1 - 3 points, depending on the severity of the offense - Each offence requires the student to meet with the school psychologist - Suspension and expulsion may be considered immediately if the offence is considered serious
4.10	Sexual misconduct / inappropriate sexual behaviour in any incidence including but not limited to: internet, verbal or physical, in person or online, virtual, expressions or gestures with sexual connotations, or, any form of bullying and discrimination on sexuality.	- Parents are notified and a meeting is held with the school director, parents and the student; written warning; decrease of the behaviour (conduct) mark - Detention (or multiple detentions if the crime is serious) - In serious or repeat cases, parents are notified and a meeting with the school director, parents and the student is held (suspension or expulsion is considered) - The student's behaviour (conduct) mark is reduced by 1 - 3 points, depending on the severity of the offense - Each offence requires the student to meet with the school psychologist - Suspension and expulsion may be considered immediately if the offence is considered serious
4.11	Destruction of school property and facilities	- Parents are notified and a meeting is held with The school director, parents and student; written warning - Detention (or multiple detentions if the offence it is serious) - The student's behaviour (conduct) mark is reduced by 2 points, depending on the severity of the offence



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		- Each offence requires the student to meet with the school psychologist - Student / parents are required to cover the cost damage caused
4.12	Unauthorized access to electronic resources (computers, e-mail accounts, school platform, etc.) or school documents	- Parents are notified and a meeting is held with the school director, parents and the student; written warning; decrease of the behaviour (conduct) mark - Detention (or multiple detentions if the crime is serious) - In serious or repeat cases, parents are notified and a meeting with the school director, parents and the student is held (suspension or expulsion is considered) - The student's behaviour (conduct) mark is reduced by 1 - 3 points, depending on the severity of the offense - Each offence requires the student to meet with the school psychologist - Suspension and expulsion may be considered immediately if the offence is considered serious
4.13	Involvement in actions that harm the image of the school - In school or out of school, including virtual and online environment, posts, verbal observations, gestures, etc.	- Parents are notified and a meeting is held with the school director, parents and the student; written warning; decrease of the behaviour (conduct) mark - Detention (or multiple detentions if the crime is serious) - In serious or repeat cases, parents are notified and a meeting with the school director, parents and the student is held (suspension or expulsion is considered) - The student's behaviour (conduct) mark is reduced by 1 - 3 points, depending on the severity of the offense - Each offence requires the student to meet with the school psychologist - Suspension and expulsion may be considered immediately if the offence is considered serious

Detention may be:

- Removing the privilege of playing / socialising with other students during the break
- Additional homework / tasks to be performed at home
- Additional tasks in the school, including after the student's normal class schedule

Detention at school is conducted under supervision.