

## **Student Management and Disciplinary Measures Internal Regulations**

### **Article 1**

These are the official regulations concerning student management and disciplinary measures of the Elite Japanese Language School.

### **Article 2**

The following actions correspond to Article 6 Clause 3 No. 6 of the school regulations

#### **Clause 1** Non-attendance / actions disturbing lessons

1. Misuse of smartphones and/or electronic devices
2. Studying material that differs from the class curriculum
3. Dozing off
4. Whispering
5. Leave class without permission
6. Eating
7. Non-attendance

#### **Clause 2** Dangerous behavior

1. Bringing in dangerous artifacts such as lethal weapons or inflammable substances
2. Drinking or smoking in the classrooms
3. Violent behavior on school grounds or property damage
4. Abusive language towards teaching staff or other students

#### **Clause 3** Human rights violations

1. Racist behavior
2. Sexual harassment behavior

### **Article 3**

Behavior corresponding to school regulations Article 18 Clause 3 No. 6 will be dealt with in the following way:

#### **Clause 1** Behavior falling under Article 2 Clause 1

1. In the case of not seeing a betterment in attitude despite having been reprimanded many times by the homeroom teacher or the school staff, the student will be reprimanded by the school educational department for an hour.
2. In the case of not seeing a betterment after the educational department reprimand, the student will be reprimanded by a senior staff member.

3. In the case of not seeing a betterment after the senior staff member reprimand, the student will be reprimanded by the school principal.

4. In the case of not seeing a betterment after the principal's reprimand, the student might be expelled after a thorough deliberation.

**Clause 2** Behavior falling under Article 2 Clause 2 & 3

1. After a thorough deliberation, the student might be reprimanded by either a senior staff member or the school principal, or expelled from school.

**Article 4**

Behavior corresponding to school regulations Article 18 Clause 3 No. 4 will be dealt with in the following way:

1. In the case of grade retention, the student will be warned verbally or through a letter.
2. In the case of repeating two consecutive terms, the student will be warned verbally or through a letter more severely.
3. In the case of repeating three consecutive terms, the student might be expelled after a thorough deliberation.

**Article 5**

Behavior corresponding to school regulations Article 18 Clause 3 No. 5 will be dealt with in the following way:

**Clause 1** Regarding attendance rate

1. In the case of being lower than 85 %, the student will be warned.
2. In the case of being lower than 80 %, the student will be issued a warning letter.
3. If, despite not having been absent due to exceptional reasons (e.g. hospitalization due to a serious illness or wound), the attendance rate is lower than 80% after the first year finishes, the student might be expelled after a thorough deliberation.

**Issue of recommendation letter**

1. Students with a total attendance rate lower than 90% will not be issued a recommendation letter.

**Clause 2** Regarding monthly attendance rate

1. In the case of being lower than 80 %, the student will be issued a warning letter.
2. In the case of being lower than 70% two consecutive times, the student will be reprimanded by the school principal.

3. In the case of not seeing a betterment after the principal's reprimand, the student might be expelled after a thorough deliberation.

**In the case of having a monthly attendance lower than 50 %**

1. The student will be reprimanded by the school principal after being inquired.
2. The result of that inquiry will be reported to the immigration bureau.
3. In the case of not seeing a betterment after the principal's reprimand, the student might be expelled after a thorough deliberation.

**Article 6**

The senior staff reprimand will be carried out by the educational affairs section as well as the school advancement senior staff and vice president.

**Article 7**

History of reprimands will be accumulated through the stay in school.

History of reprimands off all of the school terms, the attitude points of that period will be converted, will be treated as an ingredient for further education.

The history of reprimands will be accumulated through the stay in school. The history of reprimands will be reflected in the student's attitude point chart and will be taken into consideration when advancing class.

**Article 8**

School expenses will not be reimbursed in the case of being expelled.

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