

**SAGE COLLEGE – POLICIES AND PROCEDURES 2020/21**

DISCIPLINE POLICY

Based on "Decree 327/2010, of July 13, which approves the Organic Regulations of Secondary Schools.

1. *Compliance with duties and exercise of rights*

1.1. In order to guarantee both the exercise of the rights of the students and the fulfillment of their duties, Sage College's educational project will include rules of coexistence.

1.2. The following principles will be taken into account when drawing up these standards:

- a) Coexistence will be understood as a goal and a necessary condition for the proper development of the work of the students and teachers, ensuring that there is no segregation of students due to their beliefs, sex, sexual orientation, ethnicity or economic and social situation.
- b) The promotion of effective equality between male and female students.
- c) The prevention of risks and the promotion of safety and health as a social and cultural asset.

1.3 The rules of coexistence of the classroom of Sage College, will specify the duties and rights of the students, will specify the preventive measures and will include the existence of a system that detects the breach of said rules and the corrections or disciplinary measures that, in their case, they would apply.

2. *Non-compliance with the rules of coexistence.*

2.1. Corrections and disciplinary measures to be applied for non-compliance with the rules of coexistence must be educational and restorative, must guarantee respect for the rights of the rest of the students and seek to improve the relations of all members of the the educational community.

2.2 In any case, in the corrections and disciplinary measures for non-compliance with the rules of coexistence, the following must be taken into account:

- a) The student may not be deprived of the exercise of their right to education or, in the case of compulsory education, of their right to schooling.
- b) No corrections or disciplinary measures contrary to the physical integrity and personal dignity of the student may be imposed.
- c) The imposition of corrections and disciplinary measures provided for in this Handbook will respect the proportionality with the behavior of the student and must contribute to the improvement of their educational process.
- d) Likewise, in the imposition of corrections and disciplinary measures, the age of the student must be taken into account, as well as their personal, family or social circumstances. For these purposes, the reports deemed necessary on the aforementioned circumstances may be collected and, where appropriate, recommended to the parents or the legal representatives of the students, or to the competent public institutions, the adoption of the necessary measures.



3. Grading of corrections and disciplinary measures.

3.1. For the purposes of grading corrections and disciplinary measures, circumstances that mitigate responsibility are considered:

- a) The spontaneous recognition of the incorrect conduct, as well as the spontaneous repair of the damage produced.
- b) Lack of intentionality.
- c) The request for excuses.

3.2. Circumstances that aggravate liability are considered:

- a) Premeditation.
- b) When the person against whom the offense is committed is a professor.
- c) Damages, insults or offenses caused to non-teaching personnel and to minor classmates and to students who have just joined Sage College.
- d) Actions that imply discrimination based on birth, race, sex, sexual orientation, ideological or religious convictions, physical, mental or sensory disabilities, as well as any other personal or social condition.
- e) The incitement or encouragement to collective action that is harmful to the rights of the other members of the educational community.
- f) The nature and entity of the damages caused to the institute or to any of the members of the educational community.
- g) The dissemination, through the internet or by any other means, of images of conduct contrary to or seriously detrimental to coexistence, particularly if they are degrading or offensive to other members of the educational community.

3.3 In any case, the circumstances that aggravate the responsibility will not be applicable when they are found as conducts contrary to the rules of coexistence or as behaviors seriously detrimental to coexistence.

4. Areas of behaviours to amend

4.1. In accordance with the provisions of this Handbook, acts contrary to the rules of coexistence carried out by the students at Sage College, both in school hours and in those dedicated to transport and the school canteen and complementary and extracurricular activities, will be corrected. .

4.2. Likewise, the actions of students that, although carried out by any means and even outside the campus and school hours, are motivated or directly related to the exercise of their rights and the fulfillment of their duties as such, may be amended.



5. *Conduct contrary to the rules of coexistence and limitation period.*

5.1. Conducts contrary to the Handbook's regulations are those that are contrary to those established by Sage College in accordance with current regulations and, in any case, the following:

- a) Acts that disturb the normal development of class activities.
- b) The lack of systematic collaboration of students in carrying out activities aimed at developing the curriculum, as well as in monitoring the guidance of teachers regarding their learning.
- c) Behaviours that may prevent or hinder the exercise of the right or the fulfillment of the duty to study by their colleagues.
- d) Unjustified absences from punctuality.
- e) Unexcused absences from class attendance.
- f) The incorrectness and disregard for other members of the educational community.
- g) Causing minor damage to the facilities, material resources or documents of the center, or to the belongings of other members of the educational community.

5.2. Unjustified absences from class attendance or punctuality of a student are considered those that are not excused in writing by the student body or by their parents or legal representatives if they are a minor, under the conditions that are established in the coexistence plan.

5.3. Without prejudice to the corrections that are imposed in the case of unexcused absences, Sage College establishes the maximum number of absences per course or subject, for the purposes of evaluating and promoting students at 25% of total attendance.

5.4. Conduct contrary to the rules of coexistence contained in this Handbook will prescribe within thirty calendar days from the date of its commission, excluding the holiday periods established in the corresponding Andalusian school calendar.

6. *Corrections of conduct contrary to the rules of coexistence.*

6.1. For the conduct contemplated in the previous articles, the correction of suspension of the right of attendance of a student may be imposed. The application of this measure will imply that:

- a) The school must provide for the educational attention of the student to whom this correction is imposed.
- b) Tutors and Head of Stage must be informed during the school day about the measure adopted and the reasons for it. Likewise, the guardian must inform the father, mother or legal representatives of the student. The adoption of this measure will be recorded in writing at the school.

6.2. For the behaviours previously collected other than that provided for in the previous section, the following corrections may be imposed:



DISCIPLINARY ACTIONS PROTOCOL

Scale 1 - MINOR

a) Oral reprimand.

Scale 2 - BREAK DETENTION

b) Written warning.

Scale 3 - AFTER SCHOOL DETENTION

c) Carrying out tasks within and outside of school hours that contribute to the improvement and development of the center's activities, as well as to repair the damage caused to the facilities, material resources or documents of Sage College.

Scale 4 - SCHOOL SUSPENSION

d) Suspension of the right to attend certain classes for a maximum period of three school days. During the time that the suspension lasts, the student must carry out the training activities that are determined to avoid the interruption of their training process.

e) Exceptionally, the suspension of the right to attend the center for a maximum period of three school days. During the time that the suspension lasts, the student must carry out the training activities that are determined to avoid the interruption of their training process.

Scale 5 - SCHOOL EXPULSION

7. Competent bodies to impose corrections of conduct contrary to the rules of coexistence.

- The staff member who is teaching the class will be competent to impose the correction of behaviors considered MINOR.
- They will be competent to impose the corrections considered SERIOUS
 - a) For the one provided for in letter a), all the professors of Sage College.
 - b) For the one provided for in letter b), the student's tutor.
 - c) For those provided for in letters c) and d), Head of Stage.
 - d) For that provided for in letter e), the School Head, who will inform the Inspector of Education.

8. Behaviours seriously detrimental to coexistence.

- The following are considered behaviors seriously detrimental to coexistence in the school:
 - a) Physical aggression against any member of the educational community.
 - b) Insults and offenses against any member of the educational community.
 - c) School bullying, understood as the psychological, verbal or physical abuse towards a student produced by one or more classmates repeatedly over a specified period of time.
 - d) Actions that are detrimental to the health and personal integrity of the members of the educational community of the center, or incitement to them.
 - e) The harassment or humiliation against any member of the educational community, particularly if they have a sexual, racial, religious, xenophobic or homophobic component, or are carried out against students with special educational needs.
 - f) Threats or coercion against any member of the educational community.
 - g) The impersonation of personality in acts of teaching life and the falsification or theft of academic documents.



- h) Actions that cause serious damage to the institute's facilities, material resources or documents, or to the belongings of the other members of the educational community, as well as the theft thereof.
 - i) The repetition in the same school year of conduct contrary to the rules of coexistence referred to in this Handbook.
 - j) Any act aimed directly at preventing the normal development of the centre's activities.
 - k) Failure to comply with the corrections imposed, unless the management of the center considers that this failure is due to justified causes.
- Conducts seriously detrimental to coexistence in the institute will prescribe sixty calendar days from the date of its commission, excluding the holiday periods established in the corresponding school calendar of the province.

9. Disciplinary measures for behaviors seriously detrimental to coexistence

- For behaviors seriously detrimental to coexistence contained in this Handbook, the following disciplinary measures may be imposed:
 - a) Carrying out tasks outside of school hours that contribute to the improvement and development of the center's activities, as well as to repair the damage caused to the facilities, material resources or documents of secondary education institutes, without prejudice to the duty to assume the amount of other repairs that had to be carried out due to the facts subject to correction and the civil liability of the student or their parents or legal representatives in the terms provided by law.
 - b) Suspension of the right to participate in extracurricular activities of the school for a maximum period of one month.
 - c) Change of group.
 - d) Suspension of the right to attend certain classes for a period greater than three school days and less than two weeks. During the time that the suspension lasts, the student must carry out the training activities that are determined to avoid interruption in the training process.
 - e) Suspension of the right to attend school for a period greater than three school days and less than one month. During the time that the suspension lasts, the student must carry out the training activities that are determined to avoid the interruption of their training process.
 - f) Change of school.
- When the disciplinary measure provided for in letter e) is imposed, the director may lift the suspension of their right to attend the center before the expiry of the period provided for in the correction, after confirming that there has been a positive change in the attitude of the male or female student.

10. Competent body to impose disciplinary measures for conduct seriously detrimental to the rules of coexistence.

It will be the responsibility of the School Head to impose the disciplinary measures provided for in this Handbook, which will be transferred to the Educational Inspection.

Procedimiento general

- Para la imposición de las correcciones y de las medidas disciplinarias previstas en el presente Handbook, será preceptivo, en todo caso, el trámite de audiencia al alumno o alumna.



- Cuando la corrección o medida disciplinaria a imponer sea la suspensión del derecho de asistencia al centro, y el alumno o alumna sea menor de edad, se dará audiencia a sus padres, madres o representantes legales.
- Las correcciones y medidas disciplinarias que se impongan serán inmediatamente ejecutivas y, una vez firmes, figurarán en el expediente académico del alumno o alumna.
- Los profesores y profesoras y el tutor del alumno o alumna deberán informar a al director del centro, en su caso, al tutor o tutora, de las correcciones que impongan por las conductas contrarias a las normas de convivencia. En todo caso, quedará constancia escrita y se informará a los padres, madres o representantes legales del alumno o de la alumna de las correcciones y medidas disciplinarias impuestas.

11. Reclamaciones

- El alumno o alumna, así como sus padres, madres o representantes legales, podrá presentar en el plazo de dos días lectivos, contados a partir de la fecha en que se comunique el acuerdo de corrección o medida disciplinaria, una reclamación contra la misma, ante quien la impuso.
- En el caso de que la reclamación fuese estimada, la corrección o medida disciplinaria no figurará en el expediente académico del alumno o alumna.
- Asimismo, las medidas disciplinarias adoptadas por el director en relación con las conductas de los alumnos y alumnas a que se refiere el presente Handbook, podrán ser revisadas por el Comité Ejecutivo de Sage College a instancia de los padres, madres o representantes legales del alumnado.

12. Inicio del expediente

Cuando presumiblemente se haya cometido una conducta gravemente perjudicial para la convivencia que pueda conllevar el cambio de centro del alumno o alumna, el director del colegio acordará la iniciación del procedimiento en el plazo de dos días, contados desde que se tuvo conocimiento de la conducta. Con carácter previo podrá acordar la apertura de un período de información, a fin de conocer las circunstancias del caso concreto y la conveniencia o no de iniciar el procedimiento.

13. Instrucción del procedimiento

- La instrucción del procedimiento se llevará a cabo por un profesor o profesora del colegio designado por el director.
- El director notificará fehacientemente al alumno o alumna, así como a su padre, madre o representantes legales en caso de ser menor de edad, la incoación del procedimiento, especificando las conductas que se le imputan, así como el nombre del instructor o instructora, a fin de que en el plazo de dos días lectivos formulen las alegaciones oportunas.
- El director comunicará al servicio de inspección de educación el inicio del procedimiento y lo mantendrá informado de la tramitación del mismo hasta su resolución.
- Inmediatamente antes de redactar la propuesta de resolución, el instructor o instructora pondrá de manifiesto el expediente al alumno o alumna y, si es menor de edad, a su padre, madre o representantes legales, comunicándoles la sanción que podrá imponerse, a fin de que en el plazo de tres días lectivos puedan formular las alegaciones que estimen oportunas.



14. Recusación del instructor

El alumno o alumna, o su padre, madre o representantes legales en caso de ser menor de edad, podrán recusar al instructor o instructora. La recusación deberá plantearse por escrito dirigido al director, que deberá resolver previa audiencia al instructor o instructora.

15. Medidas provisionales

Excepcionalmente, y para garantizar el normal desarrollo de la convivencia en el colegio, al iniciarse el procedimiento o en cualquier momento de su instrucción, el director o la directora por propia iniciativa o a propuesta del instructor o instructora, podrá adoptar como medida provisional la suspensión del derecho de asistencia al centro durante un período superior a tres días lectivos e inferior a un mes. Durante el tiempo que dure la aplicación de esta medida provisional, el alumno o alumna deberá realizar las actividades que se determinen para evitar la interrupción de su proceso formativo.

16. Resolución del procedimiento

- A la vista de la propuesta del instructor o instructora, el director dictará y notificará la resolución del procedimiento en el plazo de veinte días a contar desde su iniciación. Este plazo podrá ampliarse en el supuesto de que existieran causas que lo justificaran por un periodo máximo de otros veinte días.
- La resolución de la dirección contemplará, al menos, los siguientes extremos:
 - a) Hechos probados.
 - b) Circunstancias atenuantes y agravantes, en su caso.
 - c) Medida disciplinaria.
 - d) Fecha de efectos de la medida disciplinaria.

17. Recursos

Contra la resolución a que se refiere el artículo 46 se podrá interponer recurso de alzada en el plazo de un mes, ante la persona titular de la Delegación Provincial de la Consejería competente en materia de educación, de conformidad con lo establecido en los artículos 114 y 115 de la Ley 30/1992, de 26 de noviembre. La resolución del mismo, que pondrá fin a la vía administrativa, deberá dictarse y notificarse en el plazo máximo de tres meses. Transcurrido dicho plazo sin que recaiga resolución, se podrá entender desestimado el recurso.