

**SAGE COLLEGE – POLICIES AND PROCEDURES**

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 **teacher**
- 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****List of Minor/Serious/Gross incidents****Non exhaustive list of minor breaches of discipline**

- a) Talking in Spanish
- b) Interrupting the rhythm of the class, not remaining seated when asked to and not following basic instructions from the teacher
- c) Not completing homework assignments (with no justification)
- d) Failure to comply with the uniform policy
- e) Chewing gum
- f) Lates in a week

First incident will be a warning/Minor - Then it becomes a break time detention and Serious

Non exhaustive list of examples serious/gross breaches of discipline

- a) Making an unnecessary noise in class (shouting, whistling, banging, knocking etc)
- b) Entering and leaving the classroom without permission
- c) Insulting or mocking other students
- d) Swearing or using lewd gestures
- e) Taking the belongings of other students
- f) Using threatening behaviour towards other students
- g) Damaging school property and materials, or that of other students
- h) Challenging a member of staff verbally
- i) Threatening a member of staff verbally
- j) Being disrespectful to any member of staff
- k) Behaving in a manner which seriously disturbs the class
- l) Abusing the Wi-Fi access by viewing inappropriate material
- m) Copying/cheating in an exam.
- n) Plagiarism any work - whether it is classwork/homework
- o) Improper use of phone in school

First incident will be a break time detention/serious and then it becomes a gross and after school detention

Typical incidents that could lead to immediate suspension or expulsion

- a) Any action which could be considered a criminal act e.g. theft,
- b) Assault, drug supply
- c) Fighting with another student
- d) Assaulting another student or member of staff
- e) Any action that may be considered as sexual harassment or assault
- f) Leaving the school grounds without permission
- g) Being under the influence of alcohol or drugs



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.

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

8. Behaviours seriously detrimental to coexistence.

- o 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.
- o 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

- o 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.
- o 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.

General Procedure

- For the imposition of corrections and disciplinary measures outlined in this policy, it shall be mandatory, in all cases, to provide the student with a hearing. When the correction or disciplinary measure to be imposed is the suspension of the right to attend the center, and the student is a minor, their parents or legal representatives shall be given a hearing.
- The corrections and disciplinary measures imposed shall be immediately enforceable and, once final, shall be recorded in the student's academic record.
- Teachers and the student's tutor shall inform the school principal, if applicable, or the tutor, of any corrections they impose for behaviours contrary to the rules of coexistence. In any case, written records shall be kept, and the student's parents or legal representatives shall be informed of the corrections and disciplinary measures imposed.

11. Claims

- The student, as well as their parents or legal representatives, may submit a complaint against the correction or disciplinary measure within a period of two school days, starting from the date the decision of correction or disciplinary measure is communicated, to the authority who imposed it.
- If the complaint is upheld, the correction or disciplinary measure will not be included in the student's academic record.
- Likewise, disciplinary measures taken by the principal regarding the behavior of students as referred to in this Handbook may be reviewed by the Executive Committee of Sage College upon the request of the students' parents or legal representatives.

13. Initiation of the Proceedings

When presumably a behavior severely detrimental to coexistence that may lead to the student's transfer to another school has been committed, the school principal will agree to initiate the procedure within two days from becoming aware of the behavior. Prior to this, the opening of an information period may be agreed upon to understand the circumstances of the specific case and the advisability of initiating the procedure.

13. Instrucción del procedimiento

- a) The procedure instruction will be carried out by a teacher designated by the principal.
- b) The principal will duly notify the student, as well as their father, mother, or legal representatives if they are minors, of the initiation of the procedure, specifying the behaviors



attributed to them, as well as the name of the instructor, so that they may make relevant allegations within two school days.

- c) The principal will inform the education inspection service of the initiation of the procedure and keep them informed of its processing until its resolution.
- d) Immediately before drafting the resolution proposal, the instructor will present the file to the student, and if they are a minor, to their father, mother, or legal representatives, informing them of the sanction that may be imposed, so that they may make allegations they deem appropriate within three school days.

14. Recusal of the instruction

The student, or their father, mother, or legal representatives if they are minors, may challenge the instructor. The challenge must be made in writing addressed to the principal, who must resolve it after hearing from the instructor.

15. Provisional Measures

Exceptionally, and to ensure the normal development of coexistence in the school, at the beginning of the procedure or at any time during its instruction, the principal, on their own initiative or at the proposal of the instructor, may adopt as a provisional measure the suspension of the right to attend the school for a period exceeding three school days and less than one month. During the time this provisional measure is in place, the student must undertake activities determined to avoid interrupting their educational process.

16. Procedure resolution

Upon reviewing the instructor's proposal, the principal will issue and notify the resolution of the procedure within twenty days from its initiation. This period may be extended in the event that there are justifiable reasons for a maximum period of another twenty days.

The resolution of the principal will include, at least, the following points:

- a) Proven facts.
- b) Attenuating and aggravating circumstances, if any.
- c) Disciplinary measure.
- d) Effective date of the disciplinary measure.

17. Appeals

Against the resolution referred to in Article 46, an appeal may be filed within one month, before the person in charge of the Provincial Delegation of the competent Department in education matters, in accordance with the provisions of Articles 114 and 115 of Law 30/1992, of November 26. The resolution thereof, which will conclude the administrative process, must be issued and notified within a maximum period of three months. If this period elapses without a resolution, the appeal may be considered dismissed.