

Procedure for the application of disciplinary measures



CRAIGHOUSE
SCHOOL

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The application of disciplinary measures will abide by this procedure in cases of minor, serious or very serious misconduct, as established in the School Life Guide.

Independently of any other communication channels, information regarding misconducts and disciplinary measures will be included in SchoolTrack (or the academic management system used by the school), which parents should check daily.

1. In cases of minor misconducts

The disciplinary measures will be applied by the teacher who witnessed the misconduct, after listening to the pupil who has committed it.

The teacher who applies disciplinary measures will have to inform the pupil who has committed the misconduct, the relevant tutor and the appropriate authorities. He/She will also record the measures in SchoolTrack.

2. In cases of serious misconducts

The disciplinary measures will be applied by the relevant head of section (or the deputy head, when appropriate), after consulting with the Educational Council.

The head of section (or the deputy head, when appropriate) must have previously listened to the pupil who has committed the misconduct, and will record the measures in SchoolTrack.

The tutor will inform the parents of the pupil who has committed the misconduct, in writing, about the application of the measure. The tutor will also inform the pupil about the applied sanction.

If the misconduct is an aggression, the Protocol for cases of accusations of aggression and/or violation of pupils' rights will also be applied. If the misconduct consists of sexual assault or actions of a sexual connotation, the Protocol for action in case of accusation of sexual assault and other sexual offences towards a pupil will also be applied.

The disciplinary measures of conditional registration will be communicated to the headmaster and the Teachers Council. The maintenance or termination of this measure will be revised by the relevant head of section, after consulting with the Educational Council and the Teachers Council, after the end of the semester in which it has been applied.

The disciplinary measures of cancellation of registration and prohibition to attend the graduation ceremony will be applied by the headmaster, after having listened to the pupil who has incurred in the misconduct, to the relevant head of section, to the

Educational Council of the relevant section, to the Teachers Council and to the Formative Council.

3. In cases of very serious misconducts

The disciplinary measures will be applied by the headmaster, after having listened to the pupil who has incurred in the misconduct, to the relevant head of section, to the Educational Council of the relevant section, to the Teachers Council and to the Formative Council.

The headmaster will inform the pupil involved and his/her parents, in an interview and in writing, of the disciplinary measure already defined in the School Life Guide, and will record them in SchoolTrack.

4. Request to reconsider

A request to reconsider disciplinary measures may only be submitted for measures applied by the headmaster or when the conditional registration is applied by the Head of Section. Such a request will have to be addressed to the headmaster by the pupil or his/her parents (only one request may be submitted for each affected pupil), within five school days from the date of the application of the measure. Once the request has been received, the Headmaster will have ten school days to reply.

November 2021