

# Procedure for application of disciplinary measures



CRAIGHOUSE  
SCHOOL

## **Procedure for application of disciplinary measures**

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 between Craighouse School and parents, information regarding misconducts and disciplinary measures will be included in Alexia (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. She/he will also record the measures in Alexia.

### **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.

Whoever is informed of the misconduct must notify the Tutor and the Head of Section (or Deputy Head, when appropriate), who in turn must listen to the pupil who has committed the misconduct, apply any appropriate measures, inform the tutor about them, and record them in Alexia.

The Head of Section or her/his replacement 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 measure 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 and/or other end-of year ceremonies and/or activities will be

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

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

### **4. Request to reconsider**

A request to reconsider disciplinary measures may only be submitted for measures applied for serious and very serious misconducts. Such a request will have to be addressed to the Headmaster or his replacement by the pupil or her/his parents (only one request may be submitted for each affected pupil), within five school days from the date of the application of the measure.

The Headmaster will discuss this request with the Educational Council and the Teachers Council of the relevant section.

The Headmaster will have ten school days to reply to the pupil and her/his parents in writing, regardless of who submitted the request.

During the procedure and before the possible application of a disciplinary measure for a very serious misconduct, the school will adopt the protective and supportive measures that it deems necessary.

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