EL ALTILLO INTERNATIONAL SCHOOL

iSP International Schools Partnership

POLICY ON SCHOOL CONDUCT

Publication date: September 2002

Revision date: July 2025

MANAGING CONDUCT AT THE CENTRE

The Centre aims to foster an environment of harmonious coexistence based on respect, work and open communication, taking particular account of the wide range of ages among its students. From this perspective, teachers should act consistently with these principles and instil in students the values of justice, tolerance, respect, democracy and non-violence. Every effort should be made to maintain tolerant and deeply respectful relationships among all members of the community.

The rules of conduct are intended to ensure that academic activities proceed properly, that all members of the educational community respect one another, and that the Centre's facilities are used appropriately, in keeping with its educational approach.

Conduct that breaches the rules of conduct may be classified as:

- Breaches of the rules of conduct. Minor offences.
- Conduct seriously detrimental to harmonious coexistence. Serious offences.

BREACHES OF THE RULES OF CONDUCT – MINOR OFFENCES

In general, the following constitute breaches of the rules of conduct:

a. Acts that disrupt the normal conduct of classroom activities.
b. A persistent failure by students to cooperate in activities designed to deliver the curriculum or to follow teachers' guidance concerning their learning.
c. Conduct that may prevent or hinder classmates from exercising their right, or fulfilling their duty, to study.
d. Unexcused lateness.
e. Unexcused absence from class.
f. Unexcused failure to comply with uniform requirements.
g. Rudeness or disrespect toward other members of the educational community.

h. Irresponsible handling of one's own materials and belongings.

i. Causing minor damage to the Centre's premises, materials or documents, or to the belongings of other members of the educational community.

A student's absence from class, lateness or failure to comply with uniform requirements is considered unexcused unless the student, or their legal representatives if the student is a minor, provides a written explanation.

Corrective measures.

1. For the conduct described in point 1(a), the student may be suspended from attending that class. Applying this measure entails the following:

a. The teacher must arrange educational supervision for the student to whom this measure is applied.

b. The teacher must complete a minor-offence report setting out the facts that justify it; the report will be recorded in accordance with the applicable procedure. The form tutor must also inform the student's legal representatives.

2. For breaches of the rules of conduct other than those covered by the preceding paragraph, the following corrective measures may be imposed:

a. Verbal warning.

b. Written warning (MINOR-OFFENCE REPORT).

c. Completion of tasks during or outside school hours that contribute to improving and developing the Centre's activities and to repairing damage caused to the Centre's premises, materials or documents.

In the event of repeated misconduct:

d. Suspension from attending certain classes for up to three school days. During the suspension, the student must complete the educational activities assigned to prevent disruption to their learning.

e. Exceptionally, suspension from attending the Centre for up to three school days. During the suspension, the student must complete the educational activities assigned to prevent disruption to their learning.

Authorities responsible for imposing corrective measures for breaches of the rules of conduct.

1. The teacher teaching the class has authority to impose the corrective measure provided for in point 1.

2. The following have authority to impose the corrective measures provided for in paragraph 2:

a. For those provided for in points (a) and (b), all teachers at the Centre.

b. For those provided for in points (c) and (d), the stage coordinator, after hearing the views of the student's form tutor.

c. For the measure provided for in point (e), the headteacher, after hearing the views of the stage coordinator and the student's form tutor.

CONDUCT SERIOUSLY DETRIMENTAL TO HARMONIOUS COEXISTENCE – SERIOUS OFFENCES

The following conduct is considered seriously detrimental to harmonious coexistence at the Centre:

a. Physical assault against any member of the educational community.
b. Insults or abuse directed at any member of the educational community.
c. Acts harmful to the health or personal safety of members of the Centre's educational community, or incitement to such acts.
d. Harassment or humiliation of any member of the educational community, particularly where it has a sexual, racial or xenophobic element, or is directed at students with special educational needs.
e. Threats or coercion against any member of the educational community.

f. Impersonation, and the falsification or theft of academic documents.

g. Serious damage to the Centre's premises, materials or documents, or to the belongings of other members of the educational community, as well as theft of such belongings.

h. Repeated breaches of the Centre's rules of conduct within the same school year.

i. Any act directly intended to prevent the Centre's activities from proceeding normally.

j. Failure to comply with imposed corrective measures, unless the Centre's management considers the failure to be justified.

k. Conduct seriously detrimental to harmonious coexistence will be recorded in writing at the Centre (SERIOUS-OFFENCE REPORT).

Disciplinary measures for conduct seriously detrimental to harmonious coexistence.

For the conduct seriously detrimental to harmonious coexistence listed in point 1, the following disciplinary measures may be imposed:

a. Completion of tasks outside school hours that contribute to improving and developing the Centre's activities and to repairing damage caused to the Centre's premises, materials or documents.

b. Suspension from participation in the Centre's extracurricular activities for up to one month.

c. Transfer to another class group.

d. Suspension from attending the Centre for more than three school days but less than one month. During the suspension, the student must complete the educational activities assigned to prevent disruption to their learning.

e. Suspension from attending the Centre for more than three school days but less than one month. During the suspension, the student must complete the educational activities assigned to prevent disruption to their learning.

f. Transfer to another school.

Authority responsible for imposing disciplinary measures for serious breaches of the rules of conduct.

The headteacher has authority to impose the disciplinary measures provided for in point 1, after hearing the views of the stage coordinator and the student's form tutor.

PROCEDURE FOR IMPOSING CORRECTIVE AND DISCIPLINARY MEASURES

Teachers and the form tutor must inform the stage coordinator of any corrective measures they impose for breaches of the rules of conduct.

In all cases, a written record must be kept, and the student's parents or legal representatives must be informed of the corrective and disciplinary measures imposed.

ABOUT INCIDENT REPORTS

Reports of both minor and serious offences are recorded in accordance with the applicable procedure, and the form tutor and stage coordinator are notified.

Very important: Subjective comments must not be included in the report; it should be limited to a description of the offence, whether it has been repeated, and so on.