



GOBIERNO  
DE ESPAÑA

MINISTERIO  
DE EDUCACIÓN  
Y FORMACIÓN PROFESIONAL



ACCIÓN  
EDUCATIVA  
EXTERIOR



# BEHAVIOUR POLICY

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## LIST OF CONDUCTS INFRINGING RULES OF BEHAVIOUR

The following is a list of behaviours contrary to social harmony, grouped according to their level of importance and typifying the consequences of inappropriate behaviour, minor, serious and very serious misconduct.

Inappropriate behaviors will be recorded in Alexia with a negative and, on the other hand, minor, serious or very serious reports will also be recorded on the same platform.

The class teachers will review the record of the students for whom they are responsible and centralize the minor reports, the result of the accumulation of negatives, to apply the established sanctions. These measures will be communicated to the families, to the Deputy Headteacher and to the coexistence group.

Each teacher or staff of the School will directly manage the minor reports that may have been applied, registering the report in Alexia and communicating the sanction to the class teacher and the Deputy Headteacher.

Our school does not threaten or use corporal punishment and must not use or threaten any punishment which could adversely affect a child's well-being. It is a violation of children's rights to respect for human dignity and physical integrity.

### **Inappropriate behaviour. All will result in 1 “negativo”**

INAPPROPRIATE BEHAVIOUR
Leaving the classroom when the teacher is absent, without waiting for the arrival of the teacher or another teacher.
Not bringing to school material that the teachers deem necessary to follow a lesson.
Refusing to use the school material that the teachers consider necessary for lessons.
Not submitting the school work requested by the teachers or doing so without the necessary quality
Acting inappropriately during the development of the lesson, not paying attention to the explanations and indications of the teacher.
Speaking during explanations without permission.
Interrupting other students during their interventions. Distracting students or teachers.

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Disrespecting another pupil.
Leaving the desk without permission.
Eating or drinking without permission.
Chewing gum.
Writing or drawing on walls or school furniture.
Cluttering the school with personal items.
Running or jumping on stairs or corridors.
Pushing or shoving other pupils.
Carrying electronic devices: headphones, laptops... without permission from the teachers
Mobile phones can be seen anywhere in the school without the teacher's permission.
Disrespecting single files when using corridors.
Being late to a lesson.

**Minor misconduct. All will result in 1 “PARTE LEVE”**

MINOR MISCONDUCT
Adds 4 “NEGATIVOS”.
Not respecting the school's dress code
Secondary: Two lates in one month at the beginning of the school day without doctor slip or TFL disruptions.
Not following the school behaviour policy during extra-curricular activities.
Making noise during lectures, workshops.
Disrupting school activities.
Using electronic devices at school without teacher’s consent.

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Any actions that, inside or outside the school premises, premeditated or accidental, endanger the safety of others, as well as manifest unsuitable behaviour in the school and its surroundings in an accidental or unpremeditated manner.

Disrespecting a member of the school community.

Commits a minor physical or psychological aggression against students, teachers or non-teaching staff.

Mistreats or damages the property of a member of the school community.

Mistreats or damages the school facilities.

Covering for and/or collaborating in harmful conduct by others.

Not complying with the consequence that applies to a "PARTE".

Not attending free outings or extra-curricular activities without a valid reason.

Secondary: not attending the school without a reason.

Secondary: being late to school on an exam day.

### Serious misconduct. All will result in 1 "PARTE GRAVE"

#### SERIOUS MISCONDUCT

Acts of indiscipline, slander or serious abuse towards students, teachers or non-teaching staff.

Not complying with a sanction imposed by a teacher or misbehaviour when doing something which is a consequence of misbehaviour or "PARTE".

The recording or circulation of images of people and/or damage caused to property in the school.

Repeated failure to comply with uniform standards or violation of the dress code.

Behaviour that is harmful for the health and personal integrity of members of the school community, or incitement to such behaviour, as well as the use of forbidden substances.

Theft of goods or objects belonging to the school or members of the school community.

Bullying or cyberbullying.

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Leaving the school without the express permission of a member of the management team, class tutor or teachers on duty.
Not complying with a sanction imposed for not following the school behaviour policy.
Discrediting the school.
Identity theft.
Activating an alarm mechanism for no reason.
Forgery, modification or theft of school documents.
Serious physical or moral aggression to students, teachers or non-teaching staff.
Expressing opinions against human rights.
Any actions that seriously disrupt the normal development of the school's activities.

**Very serious misconduct. All will result in 1 “PARTE MUY GRAVE”**

VERY SERIOUS MISCONDUCT
Repeatedly engaging in behaviour that is seriously detrimental to coexistence being a clear breach of school's behaviour policy.
Recording and dissemination of images of people and/or damage caused to school property.
Possessing or bringing drugs to school, or during an extracurricular activity.
Selling or offering drugs to any member of the school community.
Bringing weapons, replicas of weapons or dangerous and banned objects to the school.
Arson or other serious damage to the school's premises.
Criminal behaviour, inside or outside the school.
Serious violence or threat of violence against another student or staff member.
Sexual violence and sexual harassment or abuse, (online or offline and physically or verbally)

## SEARCHING AND CONFISCATION

If a member of the school's staff suspects that a student is in possession of a 'prohibited object', that student may be searched. This search must be carried out by the head teacher or a member of staff authorised by the head teacher (usually the head of studies, the SGL protection officer or the tutor). The search must be carried out by a person of the same sex as the student, and with another adult present (if possible of the same sex). Where there is suspicion of a "prohibited item" under English law (knives or weapons, alcohol, drugs or stolen goods), the student may be searched without his/her consent.

When inappropriate items are found, they may be confiscated if the center deems it reasonable or they are not allowed by the center's rules. When the object found is a weapon or drug, it must be turned over to the police.

Under English law, families do not have to be informed before or after a search, nor do they have to be asked for their consent to proceed. Instead, the parents or legal guardians of the student will be contacted when the object found constitutes a significant violation of school rules, and especially when it is a "prohibited item".

The right to search without parental or guardian consent for "prohibited items" includes the existence of reasonable suspicion of possession of knives or weapons, alcohol, drugs, stolen items, tobacco, incendiary objects, pornography, or any other item prohibited by school policy.

During the searches, students will only be asked to remove their outer layers (coats, scarves, sweaters). The search may also include the student's possessions: case, backpack, wallet, locker, mobile phone... Searches should be conducted in such a way as to minimize discomfort or stress.

For more information on the protocols during the search of students, or procedures to follow if prohibited objects are found, please consult the Department for Education's website.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/674416/Searching\\_screening\\_and\\_confiscation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf)

In any case, and in compliance with British legislation, the Headteacher of the Spanish school will consider informing the metropolitan police, social services or other external agencies involved in education in the United Kingdom.

## INVESTIGATION OF INCIDENTS

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The school is equipped with CCTV cameras that can be consulted if necessary. Once the investigation of a serious incident has begun, it may be necessary to keep the student away from the rest of the group and under adult supervision. The student being interviewed must be informed of the reason for the questioning, or the subject matter of the investigation.

During the investigations, precise notes should be taken of the matters discussed and the statements made, which should then be signed by the staff members present. Whenever possible, individual written statements should be collected, dated and signed by the student in question.

If, during the investigation of a serious offence, it is considered that it may be an offence within the competence of the social services or the police, the teaching staff must immediately discontinue the internal investigation and refer the matter to the Headteacher or the person responsible for Safeguarding, as appropriate. The Headteacher will consider contacting the family to inform them of the referral, unless in their opinion it is inappropriate to do so.

## **LIST OF CONSEQUENCES AND DISCIPLINARY MEASURES**

Effective teaching and learning requires students to maintain appropriate behaviour in all aspects of their school life. The following are the sanctions used in response to different kinds of behaviours.

At the beginning of the school year, the group tutor will go over the behaviour policy of the school with his/her group of students and will make them aware of the range of behaviours that are considered to be contrary to coexistence, as well as their corresponding consequences or disciplinary measures.

The class tutors are in charge of reviewing the registration in Alexia on a weekly basis and centralizing the “PARTE LEVE” to apply the prescribed consequences. These measures will be communicated to the families, to the Head of Studies and to the “GRUPO DE CONVIVENCIA”. In addition, the class tutors will download the “PARTE LEVE” to send it by e-mail to the family. The class tutor will inform the family of the misconduct, the established consequence and the date to carry it out.

In the event that the disciplinary measure involves a detention in the “AULA DE CONVIVENCIA”, the class tutor will be responsible for reserving a space for the pupil in the register of that classroom.

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In the case of referral or exclusion (both internal and external), the tutor will make a table in a shared document so that the group's teachers can write down the task to be carried out by the student. The tutor will send the family, the student and the Deputy Headteacher the corresponding task at the latest on the day of the referral/exclusion.

The Deputy Headteacher will inform the teaching staff of the referral host group of this circumstance.

Teachers will assess the tasks to be carried out by the students during the referral.

	CONSEQUENCE	NOTES
1 parte leve	2 breaks at Aula de Convivencia. In Primary the pupil will be with the "GUARDIA" teacher.	The class tutor will be responsible for informing the family and reserving a space for the pupil in the register of that classroom. Pupils will be offered a reflection session with ad-hoc material.
2 partes leves	4 breaks at Aula de Convivencia. In Primary the pupil will have 2 breaks with the "GUARDIA" teacher.	The class tutor will be responsible for informing the family and reserving a space for the pupil in the register of that classroom. Pupils will be offered a reflection session with ad-hoc material.
3 partes leves	1 after school detention.	The class tutor will be responsible for informing the family The Head of Studies will set the date.
4 partes leves	2 after school detentions.	The class tutor will be responsible for informing the family. The Head of Studies will set the date.
5 partes leves	4 breaks at "Aula de convivencia" + 2 after school detentions.	The class tutor will be responsible for informing the family and reserving a space

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		for the pupil in the register of that classroom. The Head of Studies will set the date for detentions.
6 partes leves	1 referral to another group + break at "Aula de convivencia" the same day	The class tutor will be responsible for informing the family. The Head of Studies will set the date.
7 partes leves	2 after school detentions + 3 breaks at "Aula de convivencia"+ loss of right to participate in extracurricular activities during that half-term.	The class tutor will be responsible for informing the family and reserving a space for the pupil in the register of that classroom. the Head of Studies will set the date.
8 partes leves	1 day internal exclusion with community work	The class tutor will be responsible for informing the family. The Head of Studies will set the date.
9 partes leves	1 day internal exclusion with community work + loss of right to participate in extracurricular activities during that half-term.	The class tutor will be responsible for informing the family. The Head of Studies will set the date.
10 partes leve	1 day external exclusion + 1 day internal exclusion with community work + loss of right to participate in extracurricular activities during that half-term.	The class tutor will be responsible for informing the family. The Head of Studies will set the date.
11 partes leve	3 days external exclusion + loss of right to participate in extracurricular activities during that half-term.	The class tutor will be responsible for informing the family. The Head of Studies will set the date.
12 partes leve	5 days external exclusion + loss of right to participate in extracurricular activities during that half-term.	The class tutor will be responsible for informing the family.

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		The Head of Studies will set the date.
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Rules will fall in line with any health requirements and regulations. Students who attend "AULA DE CONVIVENCIA" will be allowed to visit the bathroom or have breakfast in the corridor outside the classroom. This should never take more time that is strictly necessary.

## LIST OF MAJOR DISCIPLINARY MEASURES AND CONSEQUENCES

The Deputy Headteacher or Headteacher may modify the corresponding disciplinary measure according to each case and circumstance. The measures adopted will be:

CONSEQUENCE	
1 Parte grave	2 after school detentions.
2 Partes graves	1 day internal exclusion 1 day community work
3 Partes graves	3 school days external exclusion + 1 day internal exclusion with community work + loss of right to participate in extracurricular activities during that half-term.
4 Partes graves	5 school days external exclusion + loss of right to participate in extracurricular activities during that half-term.
5 Partes graves	10 school days external exclusion + loss of right to participate in extracurricular activities during that half-term.
6 Partes graves	15 school days external exclusion + loss of right to participate in extracurricular activities during that half-term.

## LIST OF VERY SERIOUS SANCTIONS AND DISCIPLINARY MEASURES

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In addition to the measures described above, the following measures may apply:

CONSEQUENCES AND VERY SERIOUS DISCIPLINARY ACTION
Internal exclusion (1-5 school days). Community service (cleaning playground, classroom, canteen...).
Exclusion 1-29 school days. During the temporary suspension of the right to attend school, the student must carry out the tasks assigned by the teaching staff, to avoid interruption in the educational process, and must attend school to take the corresponding exams.
Exclusion from the school due to disciplinary proceedings. The Headteacher, after consulting with the Heads of Studies, will decide to initiate disciplinary proceedings, for which purpose an instructor will be appointed. The initiation of the procedure will be communicated to the family of the child, the Spanish Inspection Service and the Spanish Ministry of Education. The procedure will follow the protocol established by current Spanish regulations. Likewise, the Headteacher, after hearing the Head of Studies, may, exceptionally, adopt whatever provisional measures are deemed from appropriate, which will be communicated to the family.
Non-renewal of enrolment. Due to low achievement, persistent absence, or repetition of behaviour that is seriously detrimental to coexistence in the school.

## OTHER POSSIBLE DISCIPLINARY MEASURES

Other possible measures that may be applied by the Deputy Headteacher or Headteacher, depending on the misconduct committed, are

MINOR CONSEQUENCES AND DISCIPLINARY ACTION
Failure to take the scheduled test(s) or examination(s) if students arrive at the school late on the same day without accredited justification.
MAJOR CONSEQUENCES AND DISCIPLINARY ACTION
Loss of right to participate in extracurricular activities until the end of the school year, including study trips.
Exclusion from some subjects. The pupil will be provided with learning tasks assigned by the corresponding teachers so that learning and education continue.
Repairing or financial compensation for damage caused to facilities, equipment or property of the school, or belonging to other members of the school community

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Change of class group.
Loss of the right to continuous assessment.

**Procedure:** The Deputy Headteacher communicates in writing to the family the agreed disciplinary measure(s), listing the conduct that has led to the application of the said measure(s), and requesting acknowledgement of receipt. When sending the written statement, the Head of Studies will send a copy to the class tutor and to the School Counsellor.