

Disciplinary Measures | Record Keeping

1. Aim and Objective

The aim of this document is to clearly explain to all stakeholders of EEB3 what record keeping measures the school will be taking with records emanating from disciplinary measures taken by the school. Any disciplinary measure taken is always intended to educate and be a learning experience for the student concerned.

2. Background

In accordance with the [General Rules of the European Schools \(2014-03-D-14-en-14\)](#), Disciplinary measures are clearly explained and the procedure to be taken by European Schools is outlined. Chapter VI of this document clearly explains the procedures and actions that can be taken by a school in the case of serious breaches of discipline.

Article 42 of Chapter 6 outlines the main types of disciplinary measures a school can take:

1. Reprimand.
2. Extra work or educational tasks.
3. Detention.
4. Warning and/or sanction by the Director.
5. Warning and/or sanction by the Director on a proposal from the Discipline Council.
6. Temporary exclusion from lessons with or without presence at school - by the Director, for a maximum of three working days - by the Director, on a proposal from the Discipline Council, for a maximum of 15 working days.
7. Exclusion decided by the Director from one or more school trips or outings organised during the current school year, on a proposal from the Discipline Council.
8. Exclusion decided by the Director from participation in extra-curricular activities or events including large events (EUROSPORT, FAMES, MEC, European Science Symposium, etc.), on a proposal from the Discipline Council.
9. Expulsion from the school decided by the Director on a proposal from the Discipline Council (*Only for secondary cycle students*).

This does not exclude the school from taking other measures that are considered educational and beneficial for the student concerned.

The General Rules of the European Schools also state that:

"All disciplinary measures from detention onwards shall be entered in the pupil's personal file and kept for a maximum of three years".

Since there are certain disciplinary measures that are to be entered into a student's personal file, then it is very important to have clear record keeping procedures for the sake of fairness, transparency, and harmonization.

The following section will give information about the length of time each record is to be kept before being destroyed.

The record keeping terms are based on the principle of proportionality, thus reflecting also the severity of the breach of discipline.

3. Record Keeping Time Frames

1. Reprimand.	No record in student's file
2. Extra work.	No record in student's file
3. Detention.	Record kept for 6 months
4. Warning and/or sanction by the Director.	Record kept for 1 to 3 Years (depending on the sanction given)
5. Warning and/or sanction by the Director on a proposal from the Discipline Council.	Record kept for 3 years
6. Temporary exclusion from lessons with or without presence at school - by the Director, for a maximum of three working days - by the Director, on a proposal from the Discipline Council, for a maximum of 15 working days.	Record kept for 3 years
7. Exclusion decided by the Director from one or more school trips or outings organised during the current school year, on a proposal from the Discipline Council.	Record kept for 3 years
8. Exclusion decided by the Director from participation in extra-curricular activities or events including large events (EUROSPORT, FAMES, MEC, European Science Symposium, ...), on a proposal from the Discipline Council.	Record kept for 3 years
9. Expulsion from the school decided by the Director on a proposal from the Discipline Council.	Record kept for 3 years

4. Removal of disciplinary sanction from the pupil's individual file

Once the time lapse for a disciplinary sanction has passed, the record of the sanction will be permanently deleted from the pupil's file.