

LIITE 1 4.4 DISCIPLINE, CURRICULUM OF PORIN LUKIO GENERAL UPPER SECONDARY SCHOOL

Curriculum of Porin lukio general upper secondary school / 4.4 Discipline / paikallinen tarkennus (vanha ops)	Curriculum of Porin lukio general upper secondary school / 4.4. Discipline/ paikallinen tarkennus (uusi ops)
<p>Porin lukio general upper secondary school's plan of use of disciplinary measures and the procedures to be followed in connection with them</p> <p>Disruptive behavior, cheating, and violations of school rules</p> <p>A student who disrupts teaching, otherwise violates order, or commits academic dishonesty may be issued a written warning. If the violation is serious or if the student continues the inappropriate behavior after receiving a written warning, they may be suspended from the institution for a fixed period, not exceeding one year, and expelled from the dormitory either for a fixed period or for the remainder of their studies. These measures constitute disciplinary sanctions (Act on General Upper Secondary Education 714/2018, Section 41).</p> <p>The decision to expel a student from the school is made by the Education Committee. The decision, including information on how to appeal, is delivered in writing to the student and their guardian. The decision to issue a written warning is made by the principal. This decision is also delivered in writing to the student and their guardian with information on how to appeal.</p> <p>Before expelling a student or issuing a written warning, the action, neglect, or suspected crime leading to the measure must be clearly identified. The student must be heard, and other necessary information must be obtained. Before imposing a</p>	<p>Porin lukio general upper secondary school's plan of use of disciplinary measures and the procedures to be followed in connection with them</p> <p>Disruptive behavior, cheating, and violations of school rules</p> <p>A student who disrupts teaching, otherwise violates order, or commits academic dishonesty may be issued a written warning. If the violation is serious or if the student continues the inappropriate behavior after receiving a written warning, they may be suspended from the institution for a fixed period, not exceeding one year, and expelled from the dormitory either for a fixed period or for the remainder of their studies. A person within the scope of compulsory education may be suspended from the educational institution for a maximum period of three months. The aforementioned measures constitute disciplinary actions (Act on General Upper Secondary Education 714/2018, Section 41).</p> <p>The decision to expel a student from the school is made by the Education Committee. The decision, including information on how to appeal, is delivered in writing to the student and their guardian. The decision to issue a written warning is made by the principal. This decision is also delivered in writing to the student and their guardian with information on how to appeal.</p> <p>Before expelling a student or issuing a written warning, the action, neglect, or suspected crime leading to the measure must be</p>

<p>disciplinary sanction, the student's guardian must be given the opportunity to be heard.</p> <p>A decision to suspend a student can be enforced immediately despite an appeal, unless the education provider or administrative court decides otherwise. The decision on enforcement and its timing must be made simultaneously with the decision on suspension or dormitory expulsion.</p> <p>Under Sections 41–42 of the Act on General Upper Secondary Education, a teacher may require a student who is disrupting instruction to leave the classroom or other instructional space, or any schoolorganized event, for the remainder of the lesson. The teacher must record the removal in Wilma (the school information system) to inform the guardian.</p> <p>According to Section 41(3), a student's participation in teaching may be denied for up to three working days if there is a risk that the safety of another student or school staff member is compromised due to the student's violent or threatening behavior, or if the teaching or related activity is significantly disrupted by the student's behavior. The decision to deny access for up to three days is made by the principal (Act on General Upper Secondary Education 714/2018, Section 42, Subsection 5) and recorded in Wilma. The decision is also communicated to the student and their guardians by registered mail. If necessary, social welfare authorities responsible for services in the municipality where the school is located will be informed.</p> <p>The principal and teacher have the right to remove from the classroom or other teaching area, or from a school event, a</p>	<p>clearly identified. The student must be heard, and other necessary information must be obtained. Before imposing a disciplinary sanction, the student's guardian must be given the opportunity to be heard.</p> <p>A decision to suspend a student can be enforced immediately despite an appeal, unless the education provider or administrative court decides otherwise. The decision on enforcement and its timing must be made simultaneously with the decision on suspension or dormitory expulsion.</p> <p>Under Sections 41–42 of the Act on General Upper Secondary Education, a teacher may require a student who is disrupting instruction to leave the classroom or other instructional space, or any school-organized event, for the remainder of the lesson. The teacher must record the removal in Wilma (the school information system) to inform the guardian.</p> <p>According to Section 41(3), a student's participation in teaching may be denied for up to three working days if there is a risk that the safety of another student or school staff member is compromised due to the student's violent or threatening behavior, or if the teaching or related activity is significantly disrupted by the student's behavior. The decision to deny access for up to three days is made by the principal (Act on General Upper Secondary Education 714/2018, Section 42, Subsection 5) and recorded in Wilma. The decision is also communicated to the student and their guardians by registered mail. If necessary, social welfare authorities responsible for services in the municipality where the school is located will be informed. During the period of suspension from instruction, the student shall be provided with an opportunity for a personal discussion with the student welfare</p>
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student who does not comply with the removal order as outlined in Section 41(2). They may also remove a student from the school premises who does not leave after being informed of the denial of teaching participation under Sections 41(2) and 41(3).

If a student resists removal, the principal and teacher are entitled to use necessary and reasonable physical force to remove the student, considering the student's age, the level of threat, the severity of the resistance, and the overall situation. However, no use of physical restraint devices is allowed. If the situation permits, another school staff member should be called to act as a witness.

A teacher or principal who has used physical force must submit a written report to the education provider. The student's removal from instruction, school events, or the school area must be reported to the guardian and, when appropriate, to social services if the student is under 18.

If a student is under investigation for a crime, they may be suspended from studies during the investigation if this is justified based on the suspected crime or related circumstances. If criminal proceedings are pending in court, no disciplinary process may be initiated or continued for the same reason.

If the student is acquitted in court, no disciplinary action may be taken for the same incident unless it involves conduct not classified as a crime but still subject to school discipline. If the court issues a conviction, no disciplinary sanction may be imposed for the same matter. However, the student may be suspended if the crime or related circumstances justify it.

psychologist or school social worker. Under the leadership of the principal, a plan shall be drawn up concerning the support for the student during the period of suspension from instruction and upon returning to instruction (Act on General Upper Secondary Education 714/2018, Section 41, subsection 3, as amended by Act 165/2022). In preparing the plan, the student shall be heard, as well as the guardian of a minor student.

The principal and teacher have the right to remove from the classroom or other teaching area, or from a school event, a student who does not comply with the removal order as outlined in Section 41(2). They may also remove a student from the school premises who does not leave after being informed of the denial of teaching participation under Sections 41(2) and 41(3).

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The decision to suspend a student from studies is made by the Education Committee. Before suspension, the student and the guardian of a student under 18 must be heard. A record of the hearing is made. The decision on suspension, along with instructions for appeal, is delivered to the student and guardian by registered mail.

Dangerous objects

According to Section 45 of the Act on General Upper Secondary Education, the principal and teachers, either together or individually, have the right during the school day to confiscate from a student any object or substance that is prohibited by other laws or that may endanger the safety of the student or others, or that is particularly suitable for damaging property and for which there is no acceptable reason for possession.

Taking into account the age and level of development of upper secondary school students, staff are not entitled to confiscate items or substances that merely disturb teaching or learning. In such cases, a disruptive student may be removed from the classroom in accordance with Sections 41 and 43 of the Act.

If a student attempts to resist the confiscation of an object or substance, the principal and teacher have the right to use such necessary and reasonable force to carry out the confiscation as can be deemed justifiable, considering the student's age, the level of threat, the severity of the resistance, and an overall assessment of the situation.

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The right to use force only applies to objects or substances that endanger the safety of the student or others. No physical restraint devices may be used during the confiscation.

Right of teachers and the principal to search a student's belongings

According to Section 46 of the Act on General Upper Secondary Education, during the school day, a teacher or the principal has the right to inspect a student's belongings, storage spaces under the student's control within the school, and the student's outer clothing for the purpose of seizing an object or substance that could endanger the safety of the student or others, provided it is evident that the student is in possession of such an item and refuses to surrender it upon request or cannot reliably demonstrate that they are not in possession of it.

The student must always first be given the opportunity to voluntarily surrender the object or substance or prove that it is not in their possession. The reason for the inspection must be explained to the student in advance. The person conducting the inspection must be of the same gender as the student. In addition to the person conducting the inspection, a second adult staff member of the school must be present. At the student's request, a staff member of the student's choosing must be present, if available. This procedure may be deviated from only if, due to the urgency of the situation, it is strictly necessary for safety reasons. All inspections and confiscations must be carried out as safely as possible.

These procedures must not interfere with the student's personal integrity and privacy more than is necessary to ensure safety and

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order in the learning environment. Inspections and confiscations must be carried out with the discretion required by the circumstances.

Objects and substances confiscated from a student must be returned to the student's guardian or other legal representative, or to the student directly if they are of legal age. However, the objects or substances must be handed over to the police or other competent authority if the student, their guardian, or another legal representative does not have the legal right to possess them. Until their return or transfer, such items must be stored securely. The return of the item or substance must be arranged as soon as possible after confiscation. Any confiscated drugs, firearms, firearm parts, cartridges, ammunition, gas sprays, or explosives must be handed over to the police immediately. Items to be returned to the student are returned at the end of the school day. If the guardian does not retrieve the item or substance within three months of the notification, it may be disposed of in a documented and verifiable manner. The return or disposal of confiscated items must be recorded.

Written report on the use of physical force

A teacher or principal who has resorted to the use of physical force must, without undue delay, submit a written report of the incident to the Education Division and to the guardians of the underage student. The Education Division shall inform the social welfare services (Perusturva) of the matter. The case is also addressed in the upper secondary school's case-specific student welfare team.

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Written report on the use of physical force

<p>Any inspection of a student or the confiscation of objects or substances must be documented. Guardians of underage students must be notified of the inspection or confiscation as soon as possible. Forms provided by the Education Division have been attached to this plan for submitting these reports.</p> <p>Violation of the matriculation examination regulations</p> <p>According to Section 15 of the Matriculation Examination Act (502/2019), the following is stipulated:</p> <p>If a candidate disrupts the examination session or otherwise violates order during the session and does not cease the behavior despite a warning from the principal or teacher, the candidate's performance in the examination is deemed failed. If the behavior is repeated or causes significant disturbance to other candidates, all the candidate's performances in that examination session are deemed failed, and the candidate loses the right to participate in any remaining examinations of the same examination session. If the behavior is particularly serious and harmful, the candidate also loses the right to participate in the examinations of the next examination session.</p> <p>If a candidate engages in fraudulent conduct or attempts fraud during the examination, or assists another in doing so, all of the candidate's examination performances from that session will be deemed failed, and the candidate loses the right to participate in any remaining examinations of that session. If the conduct is repeated or otherwise particularly serious and harmful, the candidate also loses the right to participate in the examinations of the next examination session.</p>	<p>A teacher or principal who has resorted to the use of physical force must, without undue delay, submit a written report of the incident to the Education Division and to the guardians of the underage student. The Education Division shall inform the social welfare services (Perusturva) of the matter. The case is also addressed in the upper secondary school's case-specific student welfare team.</p> <p>Any inspection of a student or the confiscation of objects or substances must be documented. Guardians of underage students must be notified of the inspection or confiscation as soon as possible. Forms provided by the Education Division have been attached to this plan for submitting these reports.</p> <p>Violation of the matriculation examination regulations</p> <p>According to Section 15 of the Matriculation Examination Act (502/2019), the following is stipulated:</p> <p>If a candidate disrupts the examination session or otherwise violates order during the session and does not cease the behavior despite a warning from the principal or teacher, the candidate's performance in the examination is deemed failed. If the behavior is repeated or causes significant disturbance to other candidates, all the candidate's performances in that examination session are deemed failed, and the candidate loses the right to participate in any remaining examinations of the same examination session. If the behavior is particularly serious and harmful, the candidate also loses the right to participate in the examinations of the next examination session.</p> <p>If a candidate engages in fraudulent conduct or attempts fraud during the examination, or assists another in doing so, all of the</p>
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Before imposing a sanction due to a violation of the examination regulations or disruption of the examination session, the behavior leading to the action must be clearly identified, the candidate must be heard, and other necessary information must be gathered. The decision to impose a sanction is made by the principal of the upper secondary school. However, the decision that a candidate loses the right to participate in the examinations of the session following the current one is made by the Education Committee of the City of Pori.

A candidate who disrupts the examination session may be ordered to leave the premises. If the candidate refuses to comply, the principal or teacher may remove the candidate as specified in Section 43 of the Act on General Upper Secondary Education.

The written decision, including information on the right to appeal, is delivered to the candidate in an officially verifiable manner.

Liability for damages

A student is liable to compensate for any damage they cause to the property of another student, the education provider, a staff member, or a third party in accordance with the Tort Liability Act (412/1974).

If the damage is caused by a person under the age of eighteen, they are liable to compensate an amount considered reasonable, taking into account their age and level of development, the nature of the act, the financial situation of both the person causing the damage and the injured party, as well as other relevant circumstances (Tort Liability Act, Chapter 2, Section 2).

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<p>Principles for compliance with general legal safeguards in the use of disciplinary measures</p> <p>A written decision in accordance with the law, including instructions for appeal, must be issued when disciplinary measures are used. A decision to issue a warning, impose a fixed-term suspension, or suspend a student from education during a criminal investigation may be appealed to an administrative court (Act on General Upper Secondary Education, Section 50). The appeal must be submitted within 14 days from the date the student receives the written decision. Appeals are handled as a matter of urgency by the administrative court.</p> <p>According to Section 54 of the Act on General Upper Secondary Education, no appeal may be made against other decisions made under Section 41 — with the exception of decisions concerning warnings, fixed-term suspensions, expulsion from a dormitory, or suspension of the right to study.</p> <p>Under Section 21 of the Matriculation Examination Act, an appeal may be lodged with the administrative court against a decision by the principal under Section 15(1) or 15(2) concerning sanctions for cheating or other violations of examination regulations. The decision is enforceable despite an appeal, unless the appellate authority suspends its enforcement. The appeal must be filed within 14 days of receiving notice of the decision. Appeals are processed urgently.</p> <p>If the administrative court or the supreme administrative court overturns the principal's decision, any missed examination registrations resulting from the decision will be annulled without a separate application, and the examination fees will be refunded.</p>	<p>If the damage is caused by a person under the age of eighteen, they are liable to compensate an amount considered reasonable, taking into account their age and level of development, the nature of the act, the financial situation of both the person causing the damage and the injured party, as well as other relevant circumstances (Tort Liability Act, Chapter 2, Section 2).</p> <p>Principles for compliance with general legal safeguards in the use of disciplinary measures</p> <p>A written decision in accordance with the law, including instructions for appeal, must be issued when disciplinary measures are used. A decision to issue a warning, impose a fixed-term suspension, or suspend a student from education during a criminal investigation may be appealed to an administrative court (Act on General Upper Secondary Education, Section 50). The appeal must be submitted within 14 days from the date the student receives the written decision. Appeals are handled as a matter of urgency by the administrative court.</p> <p>According to Section 54 of the Act on General Upper Secondary Education, no appeal may be made against other decisions made under Section 41 — with the exception of decisions concerning warnings, fixed-term suspensions, expulsion from a dormitory, or suspension of the right to study.</p> <p>Under Section 21 of the Matriculation Examination Act, an appeal may be lodged with the administrative court against a decision by the principal under Section 15(1) or 15(2) concerning sanctions for cheating or other violations of examination regulations. The decision is enforceable despite an appeal, unless the appellate authority suspends its enforcement. The appeal must be filed</p>
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Upon accepting the appeal, the administrative court or supreme administrative court may also decide that the candidate is allowed to restart the matriculation examination process.

Staff orientation and ensuring competence in the use of disciplinary authority

Staff are oriented on the use of disciplinary authority during induction discussions and annually during the review of the school's safety plan.

Communication of the disciplinary plan, school rules, and legally mandated disciplinary measures

The disciplinary plan, school rules, and legally defined disciplinary measures are available on the upper secondary school's website. New students are introduced to them by their group tutor at the beginning of their studies.

Cooperation with authorities and guardians

Before a student is expelled or issued a written warning, both the student and, in the case of a student under 18 years of age, their guardian must be heard. A written record of the hearing is made.

Items and substances confiscated from a student are returned to the student's guardian or other legal representative, or if the student is of legal age, to the student directly. If the guardian does not collect the item or substance within three months of being notified of the confiscation, it may be disposed of with proper documentation.

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Communication of the disciplinary plan, school rules, and legally mandated disciplinary measures

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Cooperation with authorities and guardians

Before a student is expelled or issued a written warning, both the student and, in the case of a student under 18 years of age, their guardian must be heard. A written record of the hearing is made.

<p>The return and disposal of confiscated items and substances must be documented. Guardians of students under 18 years of age are informed via Wilma about their child's removal from class or temporary suspension from instruction.</p> <p>Items and substances must be handed over to the police or other legally authorized authority if the student, their guardian, or other legal representative is not permitted by law to possess them. Confiscated narcotics, firearms, firearm parts, cartridges, ammunition, gas sprays, and explosives must be immediately turned over to the police.</p> <p>If, during disciplinary proceedings, it becomes evident that a staff member has learned, in the course of their duties, about a minor student whose care, endangering circumstances, or behavior indicate a need to assess the need for child welfare services, every staff member is legally obligated to submit a child welfare notification to the municipal social services authority, in accordance with the Child Welfare Act (88/2010, Section 25).</p> <p>In addition, all school personnel are required, under Section 25(3) of the same act, to notify the police without breaching confidentiality if they have reason to suspect that a child has been subjected to a criminal offense punishable under Chapter 20 (sexual offenses) or to a serious offense under Chapter 21 (offenses against life and health) of the Finnish Criminal Code (39/1889), with a maximum sentence of at least two years of imprisonment.</p> <p>The duty to submit a child welfare or police notification must not be delayed or delegated to a superior. The responsibility lies with</p>	<p>Items and substances confiscated from a student are returned to the student's guardian or other legal representative, or if the student is of legal age, to the student directly. If the guardian does not collect the item or substance within three months of being notified of the confiscation, it may be disposed of with proper documentation.</p> <p>The return and disposal of confiscated items and substances must be documented. Guardians of students under 18 years of age are informed via Wilma about their child's removal from class or temporary suspension from instruction.</p> <p>Items and substances must be handed over to the police or other legally authorized authority if the student, their guardian, or other legal representative is not permitted by law to possess them. Confiscated narcotics, firearms, firearm parts, cartridges, ammunition, gas sprays, and explosives must be immediately turned over to the police.</p> <p>If, during disciplinary proceedings, it becomes evident that a staff member has learned, in the course of their duties, about a minor student whose care, endangering circumstances, or behavior indicate a need to assess the need for child welfare services, every staff member is legally obligated to submit a child welfare notification to the municipal social services authority, in accordance with the Child Welfare Act (88/2010, Section 25).</p> <p>In addition, all school personnel are required, under Section 25(3) of the same act, to notify the police without breaching confidentiality if they have reason to suspect that a child has been subjected to a criminal offense punishable under Chapter 20 (sexual offenses) or to a serious offense under Chapter 21 (offenses against life and health) of the Finnish Criminal Code (39/1889), with a maximum sentence of at least two years of imprisonment.</p>
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<p>the individual who has become aware of the potential need for child protection.</p> <p>Procedures for monitoring and evaluating the implementation and effectiveness of the plan</p> <p>The implementation and effectiveness of the disciplinary plan are assessed annually within the school's communal student welfare team.</p> <p>Reports on incidents involving violence and the use of physical force, as well as decisions regarding actual disciplinary sanctions (written warnings, fixed-term suspensions), are submitted to the Education Department's student welfare team for monitoring purposes.</p>	<p>(offenses against life and health) of the Finnish Criminal Code (39/1889), with a maximum sentence of at least two years of imprisonment.</p> <p>The duty to submit a child welfare or police notification must not be delayed or delegated to a superior. The responsibility lies with the individual who has become aware of the potential need for child protection.</p> <p>Procedures for monitoring and evaluating the implementation and effectiveness of the plan</p> <p>The implementation and effectiveness of the disciplinary plan are assessed annually within the school's communal student welfare team.</p> <p>Reports on incidents involving violence and the use of physical force, as well as decisions regarding actual disciplinary sanctions (written warnings, fixed-term suspensions), are submitted to the Education Department's student welfare team for monitoring purposes.</p>
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