

Grave misconduct procedure

1. The incident is reported, (suspected) offender(s) is/are identified.
2. The individual who receives the report of the incident (any employee of the school.) contacts the head international school.
3. If possible, the head international school ascertains the details, not only from the person reporting the incident but also from the suspected offender(s), if present. (If there is more than one individual involved, they should be kept in separate waiting rooms.)
4. The head international school, and if possible the team leader, carry out the initial investigation: they establish what happened through a detailed report by the victim; the same with possible witnesses; the (separately held) offender(s) is/are questioned separately, possibly in the presence of a third party, and establish the facts of the matter, the background and the details necessary to obtain a clear picture on paper (in absence of evidence: free); after the written report is prepared the student will be heard again.
5. The tutor of the student(s) involved is informed.
6. The head international school arranges an interview to meet with the principal, the head international school, and the team leader involved.
7. Only after parent/guardians have been contacted can the student(s) be sent home.
8. The student is then suspended, pending further investigation. If the parents/guardians are unavailable, the procedure is postponed and until a trusted individual to support the student(s) is found.
9. The incident is discussed by the senior management team of the school. The principal formulates a disciplinary decision and/or makes contact with the police.
10. If the disciplinary decision involves a suspension for more than one day, the inspectorate is informed in writing outlining known reasons for the decision. (Art.13 subsection 3 Inrichtingsbesluit V.O.).
11. If the disciplinary decision is to expel the student(s) from school, a meeting of the teachers of the student(s) involved must be called to advise whether or not to carry out the intended expulsion. The decision to expel a student is taken by the principal.
12. Parents and student(s) must be informed of the decision as soon as possible.
13. The senior management team is obliged to explain to the student, and if the student is not yet 21 also his or her parents, why the student has been expelled. There is a possibility to appeal the decision to expel, up to 6 weeks after the decision was made. This must be done in writing with the Executive Director of the Stichting Het Rijnlands Lyceum. The executive director must make his decision within four weeks, in which time the student, and in case the student is not yet 18 also his or her parents, have had the opportunity to be heard.
14. The executive director makes a final decision on the expulsion.
15. Teachers/staff members/students are informed of the motivation for the (punitive) measures.
16. The head international school has a discussion or discussions with the student(s) involved.
A report of the procedure is placed in the student file.

N.B. Expulsion from school is always in accordance with the regulations of the W.V.O. and the *Inrichtingsbesluit V.O.*

In article 27 subsection 1 W.V.O. the following is stated:

“Permanent expulsion of a student to whom the Compulsory Schooling Law (Leerplichtwet) of 1969 applies can not take place unless the authorities have also ensured that another school...is prepared to enrol the student.”

Article 14 subsection 2 of the “Inrichtingsbesluit Voortgezet Onderwijs” states as follows:

“Permanent expulsion of a student of compulsory school age is only allowed after consultation with the inspectorate. Pending this discussion the student may be suspended. Amongst other things, the discussion serves to establish in which other way the student involved will be educated.”