

Disciplinary Actions and Procedures for Violations Described in the Student Code of Conduct

At LATAM Global School (LGS), we maintain high standards of behavior to ensure a safe and productive learning environment for everyone. The following policies and procedures outline the disciplinary actions that will be taken in response to violations of the [Student Code of Conduct](#).

LGS considers the following actions as offenses:

1. Misconduct During Tutoring Sessions

- Ignoring or challenging the teacher's instructions.
- Exhibiting negative attitudes such as shouting, crying, or disruptive behavior during the session.
- Refusing to participate in assigned activities or not completing exercises.
- Speaking disrespectfully, using a sarcastic tone, or inappropriately interrupting the teacher.

2. Misconduct During Live Classes

- Deliberately speaking out of turn and mocking, rudely interrupting the teacher and classmates.
- Making derogatory or inappropriate comments towards others.

3. Misconduct in Any Extracurricular Activity

- Not following the established rules for the activity.
- Behaving inappropriately or disrespectfully.
- Ignoring the instructions of organizers or activity leaders.

4. Disrespectful Messages

- Using inappropriate or vulgar language when addressing teachers, staff, or classmates.
- Making sarcastic, ironic, or derogatory comments towards any member of the educational community.
- Deliberately ignoring staff instructions and responding disrespectfully.

5. Second Attempt at Plagiarism

LGS considers the following actions as serious offenses:

1. Third Attempt at Plagiarism

- Copying and presenting someone else's work as your own for the third time.
- Using sources without proper credit or citation.
- Submitting complete works downloaded from the internet as your own.

2. Cyberbullying

- Sending threatening or intimidating messages to other students or staff members.
- Posting personal or private information about others without their consent.
- Creating fake profiles to harass or deceive others.

3. Academic Dishonesty

- Cheating on exams or quizzes.
- Attempting to deceive by altering the reality of progress and grades of assessments or final course grades.
- Facilitating other students in cheating or committing plagiarism.

4. Blasphemy, Insults, and Discrimination

- Using offensive, blasphemous, or vulgar language on any school platform.
- Insulting or making derogatory comments based on race, gender, sexual orientation, religion, disability, or any other personal characteristic.
- Participating in acts of discrimination or exclusion based on personal characteristics.

Procedures for Violations During Tutoring Sessions

- **First Offense:** The student receives a warning during the session. The teacher may ask the parents to join the call at the end to inform them of the incident and warn that the behavior must not be repeated. The teacher will send an email to the parents and the Student Service Representative (SSR) informing them of the infraction, agreements, and commitments. If the parents cannot be contacted immediately, the teacher may schedule a meeting as stipulated in the [Meeting and Conference Policy with Parents and/or Students](#).
- **Second Offense:** If a student commits a second offense, they will not be allowed to use the remaining tutoring sessions for that month. Additionally, the school will change the student's tutoring plan to the homeschool plan for the following month. If the student wishes to return to tutoring sessions after fulfilling this penalty, they may only access the available plans at that time.
- **Serious Offenses:** Regardless of whether it is a first or second offense, an out-of-school suspension (OSS) will be implemented.

Procedures for Violations During Online Activities

Sometimes, a student's behavior may require their temporary removal from an online class or activity to ensure the well-being and academic growth of others. Teachers may issue a temporary suspension of ten to fifteen minutes, during which the student must mute their microphone and turn off their camera. If necessary, the student will meet with the school psychologist to discuss the situation and seek solutions. Parents will be notified by phone and email if the removal is due to serious or repetitive conduct issues.

In special activities and events, the meeting moderator has the authority to remove any participant whose behavior is inappropriate.

Consequences

- **First Offense:** The student must mute their microphone and turn off their camera for 15 minutes. They will receive a warning via email, and parents and the SSR will be notified.

- **Second Offense:** May result in an in-school suspension (ISS).
- **Serious Offenses:** Regardless of whether it is a first or second offense, an out-of-school suspension (OSS) will be implemented.

In-School Suspension (ISS)

At LATAM Global School (LGS), we reserve the right to apply in-school suspension (ISS) in cases of code of conduct violations by students. ISS is a disciplinary measure that excludes students from internal school activities, allowing them time to reflect on their inappropriate behavior. During the suspension, students will not be able to participate in any extracurricular activities, tutoring sessions, live classes, or collaborative chats. Depending on the severity of the offense, the student may be required to attend sessions with the school psychologist and complete additional activities, such as writing essays. **Acts that may result in ISS are described as offenses in this policy.**

Out-of-School Suspension (OSS)

An out-of-school suspension (OSS) results in the permanent expulsion of the student, meaning their enrollment in the program is terminated. **OSS will be applied when a student commits a serious offense as described in this policy.**