

The City of Jyväskylä, basic education:

Plan for Educational Measures, Disciplinary Measures and Precautionary Measures

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1. General information

This is a shared plan of the basic education schools in the City of Jyväskylä regarding the use of educational measures, disciplinary measures and precautionary measures, and the associated operating procedures.

2. Purpose and application

- The goal is to safeguard the peace to learn and work at schools, the internal order in schools, the smooth progression of studies and the safety of the school and the school journeys.
- The aim is to ensure uniformity and fairness of the principles of teaching and learning when using educational measures, disciplinary measures and precautionary measures, and to engage the parties with the agreed operating methods.
- When using educational and disciplinary measures and precautionary measures, the general administrative principles of legal protection must be followed. Use of the measures must be based on appropriate, generally accepted and objective reasons.
- Similar actions must primarily lead to the imposing of similar consequences, regardless of who is breaking the rules. However, case-by-case discretion should always be used with consideration of the pupil's age and level of development. The repeated nature of actions can be taken into consideration when imposing measures.
- The educational and disciplinary measure and precautionary measure imposed must be in proportion to the pupil's action.
- Educational and disciplinary measures and precautionary measures can be used when a pupil distracts the teaching or otherwise disturbs school order or behaves in a deceitful manner, but the measures may not be used with an intent to retaliate or offend.
- This plan is valid for as long as the pupil participates in the teaching or other activities based on the curriculum. The plan is thus applied in school or when taking part in school activities outside the school. The plan is applied, for example, during class trips or school camp.

3. Legislation

- The educational and disciplinary measures, precautionary measures and the plan are set forth in Sections 29 and 35a to 36 i of the Act on Primary and Lower Secondary Education.
- Pursuant to the Act on Primary and Lower Secondary Education
 - educational measures include disciplinary discussions and clean-up duties.
 - disciplinary measures include leaving the pupil behind to do their homework after their workday has ended, detention, written warning and temporary suspension.
 - precautionary measures include ordering the pupil to leave, removal from class or the premises, denying participation in teaching, confiscation of items or substances, and inspection of belongings.
- The purpose of educational and disciplinary measures is to address and end undesired

behaviour. Awareness of the consequences as such also prevents unwanted behaviour.

- Precautionary measures aim to ensure the safety of the pupils and the smooth progression of studies. The precautionary measures are not educational or disciplinary measures, and they can be used together or separately from other consequences.

4. The pupil's rights and obligations

- The pupil has the right to a safe learning environment.
- The pupil has the right to be treated fairly and equally.
 - The pupil has the right to participate in teaching.
 - The pupil is responsible for performing their tasks conscientiously and behaving politely.
 - The pupil is responsible for taking part in lessons, unless they have been granted permission to be absent.
 - The pupil is responsible for behaving well, without bullying or discriminating anyone and acting in a manner that does not endanger the health and safety of other pupils, the school community or the learning environment.

5. The relationship with the school rules and regulations and the school-specific operating guidelines

The relationship of the use of educational and disciplinary measures and the school rules and regulations for primary and lower secondary education schools in the City of Jyväskylä:

- When using educational and disciplinary measures, the school rules and regulations for primary and lower secondary education schools in the City of Jyväskylä and the supplementary school-specific operating guidelines shall be taken into account.
- Educational and disciplinary measures can be used to address disturbances to teaching during classes and school activities and violating school order or acting deceitfully. Educational or disciplinary measures cannot be used for addressing events during the pupil's leisure time, such as incidents that occurred during school journeys.
- Educational or disciplinary measures cannot be imposed due to violating any unrecommended behaviours mentioned in the operating guidelines, but an educational or disciplinary measure can only be imposed due to breaking the unconditional regulations. A failure to follow recommendations can be discussed with the pupil and, when necessary, the guardian can be contacted.

6. Principles regarding the use of educational or disciplinary measures

The following principles are followed when imposing educational or disciplinary measures in school:

- Initially, a pupil's behaviour is addressed using pedagogical means, for example, by the

teacher or principal discussing good behaviour with the pupil.

- The educational and disciplinary measures and precautionary measures used can only be those specified in the Act on Primary and Lower Secondary Education, and the school cannot impose educational and disciplinary measures not provided by law. All educational and disciplinary measures and precautionary measures pursuant to the Act on Primary and Lower Secondary Education are available to be used, in principle, regardless of the pupil or action or neglect.
- Use of educational and disciplinary measures and precautionary measures is always considered case-specifically, and an assessment is made on when their use is justified from a pedagogical or safety-related perspective.
- When considering educational and disciplinary measures and precautionary measures, the pupil's age and level of development are always taken into account.
- The imposing of detention, a written warning or temporary suspension is considered carefully in the case of a primary education pupil. Pedagogical means or a disciplinary discussion are often a more functional method of addressing a pupil's inappropriate or unwanted behaviour in such situations.
- Pupils are treated equally following the general administrative principles of legal protection, and when using educational and disciplinary measures and precautionary measures, the same consequence is primarily imposed for similar actions.
- The events, along with their backgrounds, that led to the violation of the rules are examined thoroughly. Sometimes there can be longer chains of events or conflict situations revealed in the background of the actions of an individual pupil, and several parties or needs for help or support can be associated with such events.
- When imposing educational and disciplinary measures and precautionary measures, the events that led to imposing the measure are discussed with the pupil who is then reserved a genuine opportunity to express their view on the occurred incident and the imposed consequence.
- Cooperation with the guardians is vital, and they are contacted with a low threshold. The guardians are notified about the violation or neglect, and they are reserved an opportunity to participate in the disciplinary discussion, if needed, and they are heard before making a decision on a written warning or temporary suspension.

7. Using disciplinary discussions and disciplinary measures in different situations

The following is a list of examples of various actions and cases of neglect, how they are addressed in schools and the potential consequences and precautionary measures imposed on them. The list is not exhaustive, because not all situations can be predicted, which means that the guidelines are applied case-specifically. Schools can also always use case-by-case discretion for justified reasons.

7.1 Homework and school supplies

- The teacher talks with the pupil to find out why the pupil has failed to complete their homework or forgotten their tools and supplies.
- If necessary, the teacher will contact the guardian.
- If the pupil's situation raises concerns, the pupil is referred to the pupil welfare services or, if the pupil requires support for learning or attending school, they are referred to the pupil welfare services or offered support in their difficulties related to learning or attending school.
- The pupil is requested to complete their homework and reminded that going forward, homework must be completed in time and tools and supplies brought to school.
- If the pupil repeatedly fails to do their homework, the teacher or principal can order the pupil to remain after school to finish them.
- If the pupil fails to do their homework or forgets their tools at home for five times during a single period (1), a disciplinary discussion is assigned for the pupil.
- If a pupil fails to do their homework or leaves their school tools or supplies at home for 10 times during a single (1) period, they are given detention.

7.2 Tardiness

- Pupils are instructed to arrive to school on time and to follow their lesson timetable.
- Schools have an operating model in place to prevent pupil absences and to systematically monitor and address the absences (absence intervention model). This operating model is applied for addressing school attendance issues.
- The teacher talks with the pupil to find out what caused them to be late.
- If necessary, the teacher will contact the guardian.
- If the pupil's situation raises concerns, the pupil is referred to the pupil welfare services or, if the pupil requires support for learning or attending school, they are referred to the pupil welfare services or offered support in their difficulties related to learning or attending school.
- If a pupil is late for five times during a single (1) period, a disciplinary discussion is assigned for the pupil.
- If a pupil is late for 10 times during a single (1) period, they are given detention.
- In repeated cases of neglecting to follow the rules, if other consequences used do not bring a change in the pupil's conduct, a written warning may also be considered.

7.3 Cheating

- The teacher talks with the pupil and finds out about the suspected cheating or other deceitful conduct.
- If necessary, the teacher will contact the guardian.
- If the pupil's situation raises concerns, the pupil is referred to the pupil welfare services or, if the pupil requires support for learning or attending school, they are referred to the pupil welfare services or offered support in their difficulties related to learning or attending

school.

- If the pupil cheats or engages in other deceitful acts, a disciplinary discussion is assigned for the pupil. The performance of the relevant exam or other work is failed as part of the evaluation.
- Repeated cheating leads to the pupil being given detention.
- If the previous consequences do not bring about a change in the pupil's actions, a written warning may also be considered.

7.4 Unauthorised absences

- Schools have an operating model in place to prevent pupil absences and to systematically monitor and address the absences (absence intervention model). This operating model is applied for addressing school attendance issues.
- If the pupil has unauthorised absences on five days during a single period, a disciplinary discussion is assigned for the pupil.
- If the pupil has unauthorised absences on 10 days during a single period, they are given detention.
- In repeated cases of neglecting to follow the rules, if other consequences used do not bring a change in the pupil's conduct, a written warning may also be considered.

7.5 Phones and other mobile devices

- If during class or during recess, against the rules and regulations, a pupil has their phone at hand or uses their phone or another mobile device without permission, the device will be confiscated for the rest of the school day.
- A pupil who refuses to give their phone or other mobile device to the teacher, can be ordered to leave the premises and, as a last resort, to be removed from the premises, if they object. Use of force in removing a pupil is the last resort.
- If necessary, the teacher will contact the guardian.
- If during the school day, a pupil stores or uses, against the rules and regulations, their phone or another mobile device without permission five times during a single (1) period, they are given detention.
- In repeated cases of neglecting to follow the rules, if other consequences used do not bring a change in the pupil's conduct, a written warning may also be considered.

7.6 Energy drinks, soft drinks, sweets or other equivalent products

- If a pupil consumes energy drinks, they are confiscated for the rest of the school day.
- If a pupil, against the rules and regulations, consumes energy drinks, sweets or other equivalent products during class, the teacher will primarily ask the pupil to put them away. If the pupil does not follow the orders, the teacher will ask the pupil to give the items to the teacher.

- If the pupil refuses to surrender the products, they can be ordered to leave the premises, and as a last resort, the pupil can be removed from the premises, if they resist. Use of force in removing a pupil is the last resort.
- If necessary, the teacher will contact the guardian.
- If a pupil, against the rules and regulations, consumes energy drinks, sweets or other equivalent products for five times during a single (1) period, a disciplinary discussion is assigned for the pupil.
- If a pupil, against the rules and regulations, consumes energy drinks, sweets or other equivalent products for 10 times during a single (1) period, they are given detention.
- In repeated cases of neglecting to follow the rules, if other consequences used do not bring a change in the pupil's conduct, a written warning may also be considered.

7.7 Unauthorised moving outside the school grounds

- The teacher discusses the occurred event with the pupil.
- If necessary, the teacher will contact the guardian.
- If the pupil's situation raises concerns, the pupil is referred to the pupil welfare services or, if the pupil requires support for learning or attending school, they are referred to the pupil welfare services or offered support in their difficulties related to learning or attending school.
- If a pupil, against the rules and regulations, leaves the school grounds during a single (1) period, a disciplinary discussion is assigned for the pupil.
- If a pupil, against the rules and regulations, repeatedly leaves the school grounds during a single (1) period, they are given detention.
- If the previous consequences do not bring about a change in the pupil's actions, a written warning may also be considered.

7.8 Inappropriate behaviour

- The teacher discusses the occurred event with the pupil.
- If necessary, the teacher will contact the guardian.
- If the pupil's situation raises concerns, the pupil is referred to the pupil welfare services or, if the pupil requires support for learning or attending school, they are referred to the pupil welfare services or offered support in their difficulties related to learning or attending school.
- If a pupil repeatedly behaves in an inappropriate manner, a disciplinary discussion is assigned for the pupil. The pupil may also be given detention.
- The pupil behaving inappropriately can be ordered to leave the classroom or other premises for the remainder of the lesson or an event organised by the school.
 - If the pupil to be removed tries to resist in order to avoid being removed, a principal or teacher can remove the pupil by using the necessary force that can be considered justifiable with regard to the pupil's age and the threat involved in the situation or the

severity of the resistance with consideration of the overall situation. Use of force is a last resort.

- In repeated cases, if other consequences used do not bring a change in the pupil's conduct, a written warning may also be considered.

7.9 Damaging or soiling the property of the school or another pupil

- The teacher discusses the occurred event with the pupil.
- The pupil is ordered to clean or tidy up the school property or facility that they have soiled or thrown into disorder.
- If necessary, the teacher is in contact with the guardian and the guardian is informed of the property damage.
- If the pupil's situation raises concerns, the pupil is referred to the pupil welfare services or, if the pupil requires support for learning or attending school, they are referred to the pupil welfare services or offered support in their difficulties related to learning or attending school.
- If the pupil has deliberately broken, damaged or soiled property, a disciplinary discussion will be held with the pupil. The pupil may also be given detention.
- In repeated cases, if other consequences used do not bring a change in the pupil's conduct, a written warning may also be considered.
- If necessary, the education provider and the guardian shall agree on compensation for the damages. The education provider may file a claim for damages in court.
- If a pupil has caused damages to the property of another pupil, the school may direct the pupils with their guardians to mutually agree on the compensation for damages.

7.10 Intoxicants

- A teacher or principal has the right to confiscate any tobacco and nicotine products, electronic cigarettes (vape), alcohol, drugs or other intoxicants from a pupil.
- If the pupil tries to resist in order to prevent the intoxicants or alcohol from being confiscated, the principal or teacher has the right to confiscate the items by using the necessary force that can be considered justifiable with regard to the pupil's age and the threat involved in the situation or the severity of the resistance with consideration of the overall situation. Use of force is a last resort.
- If tobacco and nicotine products or vape is used for disturbing learning or teaching activities, the principal or teacher has the right to confiscate the items by using the necessary force that can be considered justifiable with regard to the pupil's age and the threat involved in the situation or the severity of the resistance with consideration of the overall situation. Use of force is a last resort.
 - A teacher or principal has the right to check the pupil's belongings, the pupil's locker and, on the surface, the pupil's clothing in order to confiscate any alcohol and intoxicants, if possession is obvious and the pupil refuses, regardless of requests, to surrender the

items or does not reliably prove that they are not in possession of the said items. (Refer to Chapter 8 Operating procedures: Confiscation of items or substances and inspection of belongings)

- If a pupil is found in possession of drugs or the situation is otherwise serious, the matter is reported to the police and the child welfare services.
- The teacher will be in contact with the guardian, if tobacco and nicotine products, vape, alcohol or other intoxicants are found in the possession of the pupil.
- If the pupil's situation raises concerns, the pupil is referred to the pupil welfare services or, if the pupil requires support for learning or attending school, they are referred to the pupil welfare services or offered support in their difficulties related to learning or attending school.
- If during the classes, the pupil is found in possession of alcohol, tobacco and nicotine products, vape or other intoxicants, or if the pupil is using them during the school day, a disciplinary discussion will be held with the pupil or the pupil is given detention. In repeated cases, if other consequences used do not bring a change in the pupil's conduct, a written warning or temporary suspension may also be considered.
- If a pupil is found in possession of intoxicants or they are using them during the school day, the police and the child welfare services shall be contacted. The pupil is also ordered to attend a disciplinary discussion, given detention or issued a written warning. Temporary suspension shall be considered if, regardless of the imposed disciplinary measures, the pupil continues their inappropriate behaviour. In serious violations, temporary suspension may also be the primary disciplinary measure.

7.11 Dangerous items and substances

- In urgent situations, if a pupil is using a bladed weapon or other dangerous item or substance to threaten people, or in otherwise serious situations, the police is contacted immediately.
- A teacher or principal has the right to confiscate a bladed weapon, such as a knife, or another prohibited item or substance, from the pupil.
- If the pupil tries to resist in order to prevent the confiscation, the principal or teacher has the right to use the necessary force that can be considered justifiable with regard to the pupil's age and the threat involved in the situation or the severity of the resistance with consideration of the overall situation. Use of force is a last resort.
- Restricting a pupil physically, such as by holding them or by confiscating a prohibited item or substance, can in individual cases be used as a last resort measure, as laid down in the Penal Code, as excessive self-defence or as an action permitted as a defence of necessity. It is then a matter of the right to intervene in a situation using physical means, which all actors in the school environment have, regardless of their professional title.
- A teacher or principal has the right to check a pupil's belongings, the pupil's locker and, on the surface, the pupil's clothing in order to confiscate a bladed weapon, such as a knife, or another dangerous item or substance, if possession of the item or substance is obvious and

the pupil refuses, regardless of requests, to surrender the items or does not reliably prove that they are not in possession of the said items. (Refer to Chapter 8 Operating procedures: Confiscation of items or substances and inspection of belongings)

- The teacher is always in contact with the guardian, if a pupil is found in possession of a bladed weapon, such as a knife, or other prohibited items or substances.
- If necessary, child welfare services are notified.
- If the pupil's situation raises concerns, the pupil is referred to the pupil welfare services or, if the pupil requires support for learning or attending school, they are referred to the pupil welfare services or offered support in their difficulties related to learning or attending school.
- If a pupil brings a bladed weapon, such as a knife, or other prohibited items or substances on school grounds, a disciplinary discussion will be held with the pupil or the pupil is given detention.
- In a single grave incident or in repeated cases, if other consequences used do not bring a change in the pupil's conduct, a written warning may also be considered.
- Temporary suspension shall be considered if, regardless of the imposed disciplinary measures, the pupil continues their inappropriate behaviour. In serious violations, temporary suspension may also be the primary disciplinary measure.

7.12 Violence and bullying

- In urgent cases involving violence, the police shall be called immediately.
- A pupil behaving violently can be ordered to leave the classroom or other premises for the remainder of the lesson or an event organised by the school.
- If the pupil to be removed tries to resist in order to avoid being removed, a principal or teacher can remove the pupil by using the necessary force that can be considered justifiable with regard to the pupil's age and the threat involved in the situation or the severity of the resistance with consideration of the overall situation. Use of force is a last resort.
- Restricting a pupil physically, such as by holding them, can in individual cases be used as a last resort measure, as laid down in the Penal Code, as excessive self-defence or as an action permitted as a defence of necessity. It is then a matter of the right to intervene in a situation using physical means, which all actors in the school environment have, regardless of their professional title.
- A pupil can be denied participation in teaching at the most for the remainder of the school day, if there is a danger that the pupil's violent or threatening behaviour jeopardises the safety of another pupil or a person working in the school or other teaching premises, or teaching or associated activities are made unreasonably difficult due to the pupil's disturbing behaviour. Based on the above grounds, the pupil's participation in teaching can also be denied for the following school day, if the education provider requires time to plan the pupil's return to classes and to offer the pupil the pupil welfare services and support for a safe return to school activities.

- The teacher talks with the pupil about the bullying and violence and finds out what has happened.
- The teacher always contacts the guardian.
- If the pupil's situation raises concerns, the pupil is referred to the pupil welfare services or, if the pupil requires support for learning or attending school, they are referred to the pupil welfare services or offered support in their difficulties related to learning or attending school.
- Using violence on others, such as hitting, kicking, pushing or name-calling, a disciplinary discussion will be held with the pupil or the pupil is given detention.
- Due to a single grave incident or repeated actions, if other consequences used do not bring a change in the pupil's conduct, the pupil is issued a written warning.
- Temporary suspension shall be considered if, regardless of the imposed disciplinary measures, the pupil continues their inappropriate behaviour. In serious violations, temporary suspension may also be the primary disciplinary measure.

8. Operating procedures

Disciplinary discussion

- A discussion is arranged with the pupil as soon as possible after the incident, and they are reserved an opportunity to express their view on the occurred incident.
- A disciplinary discussion is imposed by the teacher or principal.
- If needed, the guardian is reserved an opportunity to participate in the disciplinary discussion.
- The guardian is notified about the disciplinary discussion.
- The disciplinary discussion is entered into the records.
- The practical arrangements for disciplinary discussions are set forth in the school-specific operating guidelines of the school rules and regulations.

Obligation to clean

- A discussion is arranged with the pupil as soon as possible after the incident, and they are reserved an opportunity to express their view on the occurred incident.
- Clean-up duties are imposed by the teacher or principal.
- If a pupil is assigned clean-up duties and the task is to be completed outside the school day, the guardian will be notified.

Ordering homework to be completed after the school day

- A discussion is arranged with the pupil as soon as possible after the incident, and they are reserved an opportunity to express their view on the occurred incident.

- The decision on ordering the pupil to stay behind after the school day to complete their homework is made by the teacher or principal.
- If the pupil is ordered to stay behind to complete their homework, the guardian will be notified.
- Ordering homework to be completed after the school day is entered into the records.

Detention

- The pupil is heard as soon as possible after the incident, and they are reserved an opportunity to express their view on the occurred incident.
- Detention is imposed by the teacher or principal.
- The guardian is informed of the pupil's detention.
- The detention is entered into the records.
- The practical arrangements for detention are set forth in the school-specific operating guidelines.

Written warning

- The pupil is heard as soon as possible after the incident, and they are reserved an opportunity to express their view on the occurred incident.
- Before making a decision on a written warning, the guardian is reserved an opportunity to be heard.
- The decision on a written warning is made by the principal.
- A decision will be issued on a written warning.
- The necessary pupil welfare services are arranged for the pupil.

Temporary suspension

- The pupil is heard as soon as possible after the incident, and they are reserved a genuine opportunity to express their view on the occurred incident.
- Before making a decision on a temporary suspension, the guardian is reserved an opportunity to be heard.
- The decision on a temporary suspension is made by the local education and culture committee.
- A decision will be issued on a temporary suspension.
- The teaching of a pupil that has been temporarily suspended shall be arranged so that they are not left behind in their studies. A personal study plan based on the curriculum is drawn up for the pupil, so that the planned teaching can be implemented and the learning results monitored.
- The necessary pupil welfare services are arranged for the pupil.

Ordering a pupil to leave

- A teacher or principal can order a pupil to leave.

- Sufficient supervision shall be arranged for the pupil based on their age and level of development.
- The guardian shall be informed when a pupil is ordered to leave.
- The necessary pupil welfare services are arranged for the pupil.
- The order for a pupil to leave shall be entered into the records.

Removing a pupil from the classroom or premises

- A pupil may be removed from a classroom or premises by a teacher or principal.
 - If the pupil to be removed tries to resist in order to avoid being removed, the teacher or principal, either together or separately, have the right to remove the pupil by using the necessary force that can be considered justifiable with regard to the pupil's age and the threat involved in the situation or the severity of the resistance with consideration of the overall situation.
- A teacher or principal who has resorted to forceful measures must submit a written account of the events to the education provider.
- The guardian is notified of the pupil being removed from the classroom or premises.
- The necessary pupil welfare services are arranged for the pupil.
- The pupil being removed from the classroom or premises is entered into records.

Denying participation in teaching

- A pupil being denied from participating in teaching is a decision to be made by the principal.
- Being denied participation in teaching is notified to the guardian and, if necessary, to the child welfare services.
- The pupil is directed to leave the school grounds under supervision.
- During the time the pupil is denied participation in teaching, the pupil is arranged an opportunity to talk with a psychologist or school counsellor from the pupil welfare services.
- The support required by the pupil during the time they are denied participation in teaching and when returning to participate in teaching, is planned in cooperation with the pupil welfare services, if needed.
- The denying of participation in teaching is entered into the records.

Confiscation of items or substances

- A principal or teacher has the right to confiscate a prohibited item or substance from a pupil or an item or substance that they are using to disturb learning or teaching activities.
- If the pupil in possession of an item or substance to be confiscated tries to resist in order to prevent the confiscation, the teacher or principal has the right to confiscate the item or substance by using the necessary force that can be considered justifiable with regard to the pupil's age and the threat involved in the situation or the severity of the resistance with consideration of the overall situation.

- A teacher or principal who has resorted to forceful measures must submit a written account of the events to the education provider.
- The guardian is notified if an item or substance is confiscated from the pupil.
- A prohibited item or substance confiscated from a pupil is handed back to the pupil after the lesson or after the school event has ended. If it is likely that the disturbance will continue after lesson, the item or substance used for causing the disturbance shall be returned to the pupil at the end of the school day.
- A tobacco product, alcohol, bladed weapon or another dangerous item or substance confiscated from the pupil is submitted to the guardian as soon as possible.
- Prohibited items and substances that the guardian is not entitled to have in their possession shall be surrendered to the police. Drugs, firearms, parts of weapons, cartridges, ammunition and gas sprays and explosives are always handed over to the police without delay.
- Before the item or substance is handed over, they are stored in a locked space.
- If the guardian has not picked up the item or substance within three months, it shall be disposed of.
- The disposal of items and substances shall be entered into the records.

Inspection of belongings

- A principal or teacher has the right to check a pupil's belongings, any school storage spaces controlled by the pupil and, on the surface, the pupil's clothing in order to confiscate a prohibited item or substance that could endanger the safety of the pupil or another person, if possession of such an item or substance is obvious.
- The pupil is notified of the reason for the inspection.
- The person performing the inspection must be of the same sex as the pupil. In addition to the person performing the inspection, another adult member of the school staff must be present during the inspection. At the pupil's request, a member of the school staff selected by the pupil must be present in the inspection, if they are available. However, deviations can be made from the method of performing the inspection, if it is absolutely necessary due to safety reasons with consideration of the urgent nature of the matter.
- The inspection of belongings must be carried out as safely as possible. The procedure may not interfere with the pupil's privacy and right to physical integrity any more than necessary in order to ensure safety and peace of learning. The pupil shall be inspected with the sensitivity demanded by the situation.
- The guardian is notified of the inspection of a pupil's belongings.
- The inspection of belongings is entered into records.

9. Communications regarding the plan and the cooperation involved

- The school staff, pupils and guardians are informed of the plan, the rules and regulations

and the educational and disciplinary measures and precautionary measures provided by law.

- New staff members are introduced to the plan, and the plan is reviewed with the staff at the beginning of the school year.
- Whenever imposing educational and disciplinary measures, the work is done in close cooperation with the guardians.
- The school works in close cooperation with various authorities, such as pupil welfare services, child welfare services, social services, youth work and the police.

10. Monitoring

- A local pupil-welfare group at the school will monitor the plan for educational measures, disciplinary measures and precautionary measures and the implementation and effectiveness of associated operating procedures by school year in cooperation with the safety working group for growth and learning.