



RULES OF INTERNAL PROCEDURES

PREAMBLE

We understand that the objective of education goes beyond the mere acquisition of knowledge, study skills and working methods and techniques, and extends to overall character building, with particular emphasis on those values, rights and obligations that make up democratic society.

We affirm that overall character building is achieved through the acquisition of ethical values such as tolerance, mutual respect, cooperation, commitment, effort and an ever-strengthening solidarity with the community, which requires the daily practice of said values, which should permeate school life, in order to project them into society in an active, responsible, free and participative way.

We hold that democratic society necessarily involves values and manifestations of participation in all its social, cultural, political, religious moral and educational spheres.

We consider that the Rules of Internal Procedures should spell out a model of harmonious coexistence that is inspired by the very nature of the COOPERATIVE ownership of the School and is elaborated in the sphere of the School Council with the active and responsible participation of the School Community.

We strive to provide ourselves here with an effective instrument to develop an educational endeavor of quality in which the students are aware that the rules on harmonious coexistence have been elaborated and adopted by the entirety of the School Community, principally for their benefit.

We understand that the figure of the Teacher is the irreplaceable foundation of the learning process. The Teacher is the guarantor of authority in the classroom and is the person who directs, coordinates and guides academic activities, and thus should be a role model for the students and the object of total respect by the whole school community. Equally important in this educational endeavor are the administrative and service staff.

We know that the correction of behavior in breach of the rules should always be oriented in an educational and pedagogical way to educate and return the student to the right path and should always be directed towards achieving positive stimulus and reinforcement.

CHAPTER I. IDENTITY OF THE SCHOOL PROJECT AND EDUCATIONAL OBJECTIVES

Article 1. The GSDISCR School is defined its secular character and is governed by the cooperative values and principles of the cooperative ownership of the School: tolerance, mutual cooperation, self-responsibility, involvement, equity, equality, solidarity, democracy, honesty, openness and caring for others, as well as respect and interest in our surroundings, a well-rounded education and in what is detailed in the following points:

- A. **DEFINING** the obligation to study as the legacy of the fundamental right to education.
- B. Regarding the work of the School as **COLLABORATION and CO-RESPONSIBILITY**.
- C. **COORDINATING** providers of education and planned objectives.
- D. Proposing as a goal **A WELL-ROUNDED EDUCATION OF THE STUDENT**, addressing their needs, using their capabilities as the starting-point and stimulating motivation.
- E. Valuing personal and collective **WORK** and **EFFORT** as effective instruments for the education of the individual and the improvement of society.
- F. **COMMITTING OURSELVES** to the continuous search for innovative methodologies and enhancing the quality of student services.
- G. **PROVIDING OURSELVES** continuously with better physical and environmental resources to carry out the delivery of the School Educational Project in ideal conditions.
- H. Basing the relationships between all the members of the School Community on **RESPECT**.

Article 2. PEDAGOGICAL OBJECTIVES, in accordance to the educational project, can be spelled out in the following points:

- A. Respect fundamental rights and liberties.
- B. Foster the exercise of tolerance and responsible liberty.
- C. Foment the spirit of individual work, cooperative work and teamwork.
- D. Prepare to participate actively in school community social life.
- E. Promote personal growth and maturity.
- F. Acquire work habits, respect for the rules, and regard for moral values, aesthetic taste and an appreciation of nature.
- G. Proficient use of modern languages, especially the English language, to make it possible to learn more about our world and more directly participate in it.
- H. Encourage sporting activities as a means of achieving physical fitness, psychological balance and a disciplined attitude.
- I. Foment activities that promote cooperativism.
- J. Encourage activities that strengthen reflection, concentration and aesthetic enjoyment, like reading, music, chess, theatre, dance, etc.
- K. Encourage the responsible use of new technologies.

CHAPTER II. RULES OF THE SCHOOL COMMUNITY, RIGHTS AND OBLIGATIONS

All students of the GSDISCR Center will abide by these Rules of Internal Procedures.

Article 3. The SCHOOL COMMUNITY of the GSDISCR School is comprised of the students, the parents, the leadership team and the owner-members, the teaching faculty and the administrative and service staff. Amongst them there should exist the best climate of respect and sense of co-responsibility. All members of the school community should respect the freedom of conscience and religious and moral convictions as well as the dignity, integrity and privacy of all the others.

Discrimination for reasons of place of birth, race, sex or any other personal or social circumstance against any member of the School Community will not be permitted.

Article 4. The parents, as the persons with the greatest responsibility in the education of their children, should collaborate in educational project as it progresses, in school programs, to guarantee the hygiene, nutrition and personal grooming of their children. At the same time, they should buttress the role of the leadership team and the faculty and collaborate in all the programs the School creates to ensure maximum quality.

Their main right is to be informed at all times on the academic progress of their children.

To make this possible, the School, once per trimester at least, will facilitate an appropriate channel to provide information.

The Parents of a GREDOS SAN DIEGO INTERNATIONAL SCHOOL COSTA RICA student should commit themselves to being respectful of the leadership team and the teachers in front of their children. Any disagreements should be resolved directly with school authorities.

Article 5. The teachers, first link in the chain of learning at school and in the prevention of conflicts, will ensure there is proper compliance with the rules of harmonious coexistence on the part of the students, both at school, in and out of the classroom, as well as during extracurricular and supplementary activities that take place off school property.

Individually and collectively, they have the duty to motivate, instruct and educate their students so that they attain the greatest achievement possible in the objectives set for them. The atmosphere of collaboration with the pedagogical team, dedication to the students and teachers' interest in their continuing professional enrichment should characterize the school faculty.

Students and parents will be required to show teachers the utmost respect.

To make their work possible, the teachers should diligently respond to all demands for information parents make, as well as participate in all the meetings the school leadership organize.

Article 6. The administrative and service staff also participate in the educational progress of the student. They will ensure the correct compliance with the rules of harmonious coexistence in the school. Students and parents should show them the necessary respect.

Article 7. RIGHTS AND OBLIGATIONS OF THE STUDENT. All students have the same rights and basic obligations, with no distinctions made based on age or the type of studies they are enrolled in.

Starting from the assumption that: *“all rights are founded on the exercise of duty”*, the School Community (students, teachers, administrative and service staff, parents and leadership team) have as their basic principle: to comply with the CODE ON CHILDHOOD AND ADOLESCENCE and the Regulation on the Evaluation of Learners, approved by the Ministry of Public Education under Decree 35355.

To assume, respect and comply with the rights and obligations of all members of the School Community.

This basic principle is detailed in the following section **LIST OF RIGHTS AND OBLIGATIONS:**

A. All students have the right:

To a full education that allows them to develop their personality, which includes scholastic, academic and professional guidance in accord with their capabilities and interests, treating with special attention students with special educational needs and/or mental, sensorial and physical disabilities. To exercise this right, the student has the obligation to:

- Study.
- Follow the guidance provided by the teachers and respect their authority both in the classroom and on the rest of the school grounds and in the school environment.
- Respect classmates' right to study, behaving correctly in class, and obeying the prohibition on the use of mobile phones and electronic devices or any other object that could distract the student themselves or their classmates.
- Participate in School activities and complete the work that the teachers assign to be done outside class hours.
- Follow and respect timetables.
- Consider and value as an option the recommendations received from the Guidance Department.
- Come to class and all the events planned by the school on time.

Absences, in addition to being an infraction leading to a sanction under what is stated in these Rules, when they add up to more than 25% of the total hours in a subject or area in a trimester, could imply, the loss of the right to ongoing assessment, a step that could be taken by the educational team, which will consider the circumstances of the case and the degree to which the sanction will be applied, according to what is agreed upon with the corresponding department or departments.

B. All students have the right to:

Equality of opportunity and the right to not be discriminated against on the basis of place of birth, race, sex, economic means, social status, political, moral and religious beliefs, or physical, sensorial and mental disabilities, or any other personal or social condition or circumstance.

This right is promoted through:

- The establishment of measures that guarantee real and effective equality of opportunity.
- The execution of educational policies of integration and special education.
- The development of positive action plans that guarantee the full integration of all students.

With this aim, students that suffer from some serious family adversity, caused by the death or total incapacity of any of their parents or legal guardians will have, once a needs study has so determined it, the protection of the member-owners of the GREDOS SAN DIEGO INTERNATIONAL SCHOOL COSTA RICA to complete and finalize the mandatory or non-mandatory education that they are enrolled in.

To exercise this right they have the obligation:

To not discriminate against any member of the school community on the basis of place of birth, race, sex, economic means, social status, political, moral and religious beliefs, or physical, sensorial and mental disabilities, or any other personal or social condition or circumstance. Therefore, the student will treat their classmates correctly, neither exercising nor permitting in any case physical or verbal violence.

C. The students have the right:

To have their performance evaluated with objectivity, that the process of evaluation be transparent, to know the marking criteria, to a formative assessment and to appeal the decisions and marks they receive during their educations.

To exercise this right the student has the obligation:

To attend the evaluation assessments that are established to pass the objectives set and in this way to be promoted through courses or education stages, duly justifying any instance of lack of attendance. In such cases the assessment will be put off to another time.

D. Students have the right:

To have their freedom of conscience, their religious, moral and ideological beliefs be respected, as well as their privacy with regard to such convictions and beliefs. A critical attitude will be encouraged so that the student can choose from their options with complete freedom.



To exercise this right the student has the obligation:

To respect the freedom of conscience the religious, moral and ideological beliefs, as well as the right to privacy of the other members of the educational community.

E. The students have the right:

To have their physical and moral integrity and their personal dignity respected.

To exercise this right they have the obligation:

To respect the physical and moral integrity and the personal dignity of all members of the School Community, and to make known any circumstance that infringes on their own integrity or that of some other student.

F. The students have the right:

To have the school maintain confidentiality about the personal and familial circumstances of the students, with the obligation to make known to the proper authorities the circumstances that threaten the physical and psychological integrity of the student.

To exercise this right the students have the obligation:

To communicate to the school any circumstance that threatens the physical and psychological integrity of themselves or another classmate.

G. The students have the right:

To pursue their educations in suitable conditions of security and hygiene.

To exercise this right the student has the obligation:

To care for and use correctly the furnishings and the installations of the school, taking special care with the cleanliness of said installations.

To take care in personal grooming and be respectful of all the materials placed at the disposal of students and teachers.

H. The students have the right:

To choose democratically their group delegates and to be represented by them. Said representatives cannot be sanctioned for exercising their functions.

To be informed by the members of the Board of Delegates and by the representatives of the student associations.

To exercise this right they have the obligation:

To respect the exercise of the right to vote of their classmates.

The Board of Delegates should inform the students of the decisions and agreements adopted.



I. The students have the right:

To express themselves freely without prejudice to the rights of all members of the school community and the respect that the institutions deserve in accord with constitutional principles and rights.

To express opinions with respect to educational decisions that affect them, including manifesting disagreement with such decisions, using approved channels that the school establishes.

To exercise this right the student has the obligation:

To respect the freedom of expression of all members of the school community.

To use the appropriate channels that the school establishes to express their opinions, be they individual or collective.

J. The students have the right:

To know the educational project and the unique character of the school.

To exercise this right they have the obligation:

To respect the educational project and the unique character of the school.

K. The students have the right:

To participate in the functioning and the life of the schools and participate as a volunteer in the Center's activities.

To exercise this right they have the obligation:

To participate in the life and functioning of the school, following the procedures designated for the carrying out of the activities.

L. The students have the right:

To associate, creating associations, federations and confederations of students. When their education is completed, they will be allowed to form associations of former students and collaborate through them in the activities of the school.

To exercise this right they have the obligation:

To respect the rules the school establishes for the exercise of this right, in addition to the statutes of the association itself.

M. The students have the right:

To meet at school for activities of a curricular or an extracurricular nature that form part of the Educational Project of the School. Furthermore, they will be able to use the installations of the school within limits imposed by the programming of curricular and extracurricular activities.



To exercise this right the students have the obligation:

To take care of the installations provided to them for such reasons, as well as maintain the resources in good condition and apt for the use for which they are intended.

N. The students have the right:

In the case of an accident or prolonged illness, the students will have the right to the necessary assistance, be it through whatever guidance they may require, didactic materials or necessary assistance, so that the accident or illness does not become a detriment to their school performance.

CHAPTER III. ORGANIZATION OF THE SCHOOL

Article 8. The ORGANIZATION OF THE SCHOOL is: (see organizational chart in Annex 1).

Its powers will be determined by legal regulations and other applicable regulatory bodies, keeping in mind the specific organization and regulations on cooperative ownership, which should redound basically in guaranteeing, in the respective areas over which they have authority, the effective exercise of rights and obligations of the students, fostering the learning and the practice of behaviors of responsibility and respect, one of the primordial aims of all educational activity.

CHAPTER IV. RULES OF OPERATION

Article 9. TIMETABLES. School timetables are the responsibility of the educational team. The school will be open from 7 am until 5 pm.

Article 10. Faithful compliance with timetables and punctuality in the development of the activities are a guarantee of effectiveness and a demonstration of collegial courtesy.

The entire Educational Community, especially the teaching staff and students, should make maximum effort to follow and have others follow the timetables.

Article 11. Any absence should be justified. In the case of a teacher, it will be justified to the Principal's Office; in the case of students, to their homeroom teacher, which should be made in writing and signed by the parents.

Article 12. The students will follow the instructions of the teachers with respect to their learning and they will show them due respect and consideration. They will likewise respect their classmates' exercise of their right to study.

Article 13. The RECESSES should be considered to be a space where the students can relax and socialize in a peaceful environment. During this time the students should stay in the playgrounds and places designated for this purpose, and leaving the school grounds is prohibited.

The teacher should assume the responsibility of accompanying the students in this activity, ensuring that during recess there exists an atmosphere of healthy enjoyment, respect and camaraderie.

Article 14. The school INSTALLATIONS have a material value, but, above all, should be considered as a necessary means for the effective development of the activity of a school and their correct use and conservation define the educational style of the School.

Article 15. Therefore, the installations of GSD International School Costa Rica should be CLEAN and WELL CARED FOR. In this task the entire school community should take part. The teacher should instill this spirit of cleanliness and respect for the installations in the students. The School Leadership Team will decide the means necessary to require it and evaluate the degree of compliance.

The use of the installations requires the permission of the head of the corresponding department.

The deterioration and repairs due to normal use of the installations will be the responsibility of the School. Nevertheless, the Principal's Office will notify parents about damages caused by incorrect use of the installations, in which case the parents must pay the amounts that correspond to the damages caused.

Article 16. LUNCHROOM. The School, in its offering of a lunchroom service, will ensure that the diet of the students is balanced and healthy. It will educate the students in appropriate nutritional habits for their age.

In this activity, the staff of the School will ensure respect for the rules of good manners and harmonious coexistence.

The students, during the lunch period, will not be able to leave school grounds. To make good organization possible, the School will determine the activities and the spaces students can utilize.

Article 17. LIBRARY. The Library service is considered by the School as having the highest importance to guarantee the educational quality that is pursued. Its use should be regulated by the rules that the Leadership Team sets with the aim of ensuring its effective operation.

Article 18. UNIFORM. The school uniform is an external sign that allows the identification of the student body of Gredos San Diego Schools and avoids encouraging other outward signs that can lead to discrimination or distinctions separate from the educational project of the School.

Therefore, the student body has the obligation to arrive at school and at all events that the Leadership Team deems appropriate in complete school uniform, clean and in good condition without any kind of amendment or alteration in its makeup. This uniform is detailed in Annex III of these Rules of Internal Procedures, and at the same time this annex details the official clothing of the School for Physical Education activities. Inside the School installations this uniform will be worn at all times, and will not be substituted by other outerwear. Also, heads will not be covered by any piece of clothing.

As is logical, students in the educational stages in which a uniform is not required should wear decorous clothing. This will also preclude the use of clothing that would incite division, confrontations or violence, like paramilitary uniforms, shirts identifying the wearer as a supporter of a soccer club, as well as clothing with designs and words inappropriate for children.

Article 19. ECONOMIC FRAMEWORK. The School and its activities will be financed primarily by the financial contribution of the parents.



Article 20. The ownership of the School will determine, at the beginning of each academic year, the fees that the parents should pay for the enrollment and different services that the student desires to use.

Non-payment of three invoices will give the Leadership Team the right to deny use of services mentioned in the previous paragraph.

Article 21. With the aim of facilitating the smooth operation of the School, the School invoices should be satisfied by the parents via automatic bank deposit, cash, bank card...

Article 22. In the months of June/July, the School will issue a bill for the annual tuition for the amount of \$650 or 370,000 colones.

The non-payment of this quantity will give the School the right to consider the student not enrolled for the following academic year.

ENROLLMENT and SELECTION. The admittance of students to the School is considered formalized through the corresponding enrollment. This will be done in July for first-time admission students. Students that wish to enroll should provide the documentation required and will expressly accept these Rules of Internal Procedures.

Article 23. The School Leadership Team will have authority over the admission of students.

Article 24. On completing General Basic Education, the School will administer selection tests for admission to Diversified Education levels.

To choose the course of study, students' aptitudes and knowledge will be evaluated, and the report of the Guidance Department will be taken into account.

Article 25. **CRITERIA FOR EVALUATION, PROMOTION and MAKING UP FAILED WORK.** All students will be assessed at least once a trimester. Said assessment will be continuous and objective. The corresponding assessment teams will participate in the assessment following criteria of comprehensiveness.

To carry out continuous assessment, regular attendance to class and programmed activities by the student is necessary. It is understood that the student has not maintained regular attendance to class when they are absent 25% of the time in a subject or area. This will imply the loss of the right to continuous assessment of the student, and the adjudication of an exceptional system of assessment. The educational team will evaluate both the circumstances and the degree to which said assessment will be applied, according to what is agreed upon by the corresponding department or departments.

Article 26. The faculty will follow norms established with respect to the promotion of students.

The students who do not satisfactorily surpass an evaluation should receive activities to make up the failed work during the following evaluation period or, in such cases, in summer GSDISCR Schools will organize said activities.

Article 27. **SCHOOL-PARENT COMMUNICATION and SCHOOL GUIDANCE.** GSD ISCR believes maintaining a high level of information and collaboration with the students' parents to be fundamental in their educational work.



For this reason, the Leadership Team will establish a calendar of meetings with the parents of each school year level. Attendance is obligatory for the teachers involved in that level, and the presence of the parents is also considered necessary.

At these meetings the order of the day previously elaborated by the Leadership Team will be strictly followed.

Article 28. Independent of the previously stated, it will be the homeroom teacher of each group who will be in charge of holding individual meetings with their students and parents.

To this end, the Leadership Team will establish for each homeroom teacher a specific weekly schedule for the carrying out of this function.

Article 29. All grievances that the parents want to express, in reference to teachers or the pedagogical operation of the School, should be made known to the Leadership Team. It will be their responsibility to take measures, as well as to follow the procedure they deem most appropriate to clarify the facts in a given case.

Article 30. At the end of each assessment period, the parents will receive the corresponding report and marks. The document in which this information is found should be signed by the parents and returned to the homeroom teacher.

Article 31. Among the responsibilities of communication with the parents, GSD ISCR will organize annual activities devoted to guidance of the students that are finalizing Basic General Education, Diversified Academic Education (Baccalaureate) and Technical Education (Medium level technical/Baccalaureate).

The Orientation Department will create the appropriate channels to orient, reinforce and collaborate in the educational process.

CHAPTER V. BEHAVIOURS CONTRARY TO THE RULES ON HARMONIOUS COEXISTENCE AT SCHOOL, CORRECTIVE MEASURES AND DISCIPLINARY BODIES

Article 32. RULES ON HARMONIOUS COEXISTENCE. Students have the right and the obligation to comply with the rules set out in Article 7 of these Rules, with the consideration that behaviors contrary to rules of harmonious coexistence of the School are all those that imply the non-compliance of what is spelled out in these Rules.

Acts contrary to the norms, committed by students on school grounds or during supplementary and extracurricular or supplementary educational services will be considered infractions of discipline and will be corrected according to what is established in this chapter. In equal measure, all those acts of students committed outside the school property can be corrected when they have their origin or are directly related with school activity or affect members of the school community. The disciplinary and sanctioning system in the case of opening up a disciplinary report will safeguard the rights of confidentiality and defense of the affected parties.

Article 33. GENERAL CRITERIA.

- A. In the adoption of DISCIPLINARY SANCTIONS AND OF PROVISIONAL MEASURES, the following criteria should be taken into account:
- a. The imposition of sanctions will have an educational character and finality and will seek to improve harmonious coexistence in the School.
 - b. As a priority, the rights of the majority of the members of the school community and those of the victims of bullying, aggressions and anti-social acts will be taken into account.
 - c. No student shall be deprived of their right to obligatory education.
 - d. Corrections contrary to the physical integrity and personal dignity of the student may not be imposed.
 - e. The age and personal, family and social situation and circumstances of the student and other factors that could have had an influence on the triggering of behaviors or acts contrary to established norms will be evaluated. To this end, the reports that are deemed necessary will be elicited. In cases where necessary, the disciplinary bodies with authority in the matter will have the power to recommend to parents and legal representatives or governmental authorities that the adoption of necessary measures are incumbent in the given situation.
 - f. Psychological and social repercussions on the victims should be taken into account, as well as the public concern or repercussion created by punishable behaviors.
 - g. The sanctions should be proportionate to the nature and seriousness of the offences committed and should contribute to an improvement in the atmosphere of harmonious coexistence in the School and the improvement of the educational progress of the student.
 - h. The disciplinary bodies with authority in the matter should keep in mind the age of the student when making decisions on the initiation or dismissal of disciplinary report, as well as choosing the degree of application of the appropriate correction.
 - i. In each case the corresponding sanctioning procedure will be applied keeping in mind the type of infraction and the circumstances. The sanctioning procedure is attached as Annex II.
- B. RESPONSIBILITY AND REPAIR OF DAMAGES. The students are obliged to repair the damages they cause, individually or collectively, intentionally or because of negligence, to installations, to School material, and to belongings of other members of the school community, or to be responsible for paying the financial cost of their repair. Also, they will be obliged to make restitution, in such a case, for theft. The parents and legal representatives will assume the civil responsibility that corresponds to them under the terms foreseen by the Law.
- C. In exceptional cases the material repair of the damages will be substituted for the performance of work that contributes to the bettering of the activities of the School or to the improvement of the natural environment of the same in cases in which the disciplinary authority thus decides in the imposition of the punishment.
- D. In any case, the financial reparation will not remove the sanction.
- E. POWERS OF THE COLLEGIAL BODIES AND THE LEADERSHIP TEAM IN THE AREA OF HARMONIOUS COEXISTENCE AND DISCIPLINE AT SCHOOL
1. THE PRINCIPAL. The Principal will ensure the carrying out of the planned activities in the School Plan for Harmonious Coexistence, and will guarantee compliance with the norms spelled out in these Rules and will resolve conflicts in school, imposing the sanction that corresponds in each case, without prejudice to powers attributed directly to the faculty.
 2. THE DIRECTOR OF ADMISSIONS. Will work in the recruitment of students: this will require personal interviews with the families, campus tours, explanation of the educational project and responding to doubts of all kinds (administrative, payment issues, as well as pedagogical, etc.). This person will also be in charge of coordinating recruitment campaigns and disseminating information about the

educational project inside and outside of the school. Once the school year has begun, this person will organize informational meetings and campus tours for families interested in getting to know the installations and register their children. Interviewing and evaluating candidates: designs along with the heads of study and the principal the criteria and standards of admission, gathering and filing documentation and holding interviews by telephone or in person. Follow-up: once students have been recruited, evaluated and selected the DOA (Director of Admissions) will take care of all paperwork having to do with admission, clearing up doubts, and keeping the files up to date, as well as other types of matters (applications for aid and scholarships, payments and late payments, managing appeals for refunds and complaints, etc.)

3. **THE ACADEMIC DIRECTOR.** This person will be in charge of ensuring the proper functioning of the school with respect to academics, directing the different teams in the different work areas and guaranteeing the execution of the educational project, receiving families, resolving conflicts, etc., as well as assuming the role of vice-principal when their superior deems it necessary. This does not mean an automatic promotion in place of the principal but rather a normal way to fill the role of highest authority in the school in case of necessity and to observe the person's progress for possible future evaluation. This person will also coordinate the "daily assemblies", so that each week the students can meet up with their homeroom teachers, the leadership team and the principal. Normally international schools dictate that for four days a week this assembly is held at the beginning of classes by the homeroom teachers for 10 minutes during which time news is commented and reflected on, or some illness is spoken about or some matter of common interest. If any student has participated in any international, cultural or sporting event, etc., it is usually mentioned and the student is given a couple of minutes to comment on it. The heads of study, academic director and director of admissions alternate being present at such meetings, so that students become accustomed to hearing their voices and feeling their daily presence in the school. On Fridays a general assembly is held for the primary school and another for the secondary school where the student body comes together in the assembly hall, where the principal, teachers, school staff, parents and outstanding students participate. In these cases, the assembly has a duration of 20-25 minutes, usually taking place between the end of one class and the beginning of another.
4. **THE HEAD OF STUDIES.** The Head of Studies is the person responsible for the application of the Rules of Behavior and school discipline. The Head of Studies will keep the list of infractions committed against said norms and of the sanctions imposed and should periodically inform parents and course tutors about them.
5. **THE FACULTY.** The School Faculty, in their educational endeavor, exercise authority over the students and have the right and obligation to ensure that the Code of Conduct established in the School are respected and to correct behaviors contrary to the code in conformance with these Rules and the in-force legislation in this area.

The judgment on the justification of absences in attendance by the students corresponds to the Course Tutor teacher, as well as encouraging participation in the activities designated in the Plan for Harmonious Coexistence and maintaining contact with the families with the objective of completing said Plan.

The Faculty Council should inform the School Community about the Code of Conduct and the School Plan for Harmonious Coexistence and will know the results of the resolutions of disciplinary conflicts and the imposition of sanctions.

Article 34. MINOR INFRACTIONS FOR BEHAVIOUR CONTRARY TO THE SCHOOL'S RULES ON HARMONIOUS COEXISTENCE, CORRECTION OF SAID INFRACTIONS AND DISCIPLINARY BODIES

Those behaviors which infringe on these norms of harmonious coexistence of the School will be considered infractions of discipline.

1. An infraction of the Code of Conduct established in the Plan on Harmonious Coexistence will be classified as a minor infraction when because of its nature it is not considered either serious or very serious, and especially:
 - a. Three unexcused infractions for lack of punctuality (exceeding by five minutes the class starting time).
 - b. Unjustified absence from class.
 - c. Attendance without complete school uniform to school or any events at which the Leadership Team requires the student's presence.
 - d. Those acts occurring inside or outside the school grounds, on occasions when activities related with school life take place which jeopardize in a minor way the health of members of the school community.
 - e. Minor damage to the School installations, its materials or the objects that belong to other members of the educational community.
 - f. Any other unjustified act that disturbs the normal development of the activities of the School.
2. Minor infractions that will be corrected immediately, being punishable with the following measures:
 - a. Verbal or written warning.
 - b. Expulsion from the class session followed by an immediate meeting with the Head of Studies or the Principal, the loss of recess time or any other similar measure of immediate application.
 - c. Staying after school after the school day has ended
 - d. The performance of schoolwork or activities of an academic character.
3. The bodies authorized to apply the corrective measures as contemplated in the previous section:
 - a. The student's teacher, who then informs the Homeroom Teacher, and, except for verbal warning, to the Head of Studies.
 - b. The Homeroom Teacher, who then informs the Head of Studies.
 - c. Any teacher in the School, who will then inform the Homeroom Teacher, and, except in cases of verbal warning, the Head of Studies.
4. The minor infractions will cease to be counted as infractions three months after the date the infraction was committed, excluding holiday periods. The sanction imposed for a minor infraction will lapse in a period of six months counting from the date of communication of the sanction.

Article 35. MAJOR INFRACTIONS TO THE HARMONIOUS COEXISTENCE OF THE SCHOOL AND CORRECTION OF SUCH INFRACTIONS

1. Serious infractions are considered to be:
 - a. Repeatedly coming to class late or repeated absence from class that, in the judgment of the Homeroom Teacher, is not justified.
 - b. Behavior that hinders or makes it more difficult that other classmates to exercise their right and accomplish their obligation to study.
 - c. Acts of rudeness or lack of consideration towards classmates or other members of the school community.
 - d. Inappropriate use of a mobile telephone or of an electronic device or gadget.
 - e. Acts of indiscipline and those that disturb the normal development of School activities.
 - f. Damage caused to the installations or School material.
 - g. Damages caused to the goods and belongings of members of the School community.
 - h. Inciting or motivating the commission of acts contrary to the code of conduct.

- i. Any other misbehavior of equal seriousness that alters the normal development of school activity that does not constitute a very serious infraction, under this Decree.
 - j. The repetition in one trimester of two or more minor infractions.
 - k. The failure to complete the sanction imposed by the committee for a minor infraction.
 - l. Coming to school under the influence of substance harmful to the student's health.
- b. Serious infractions for behaviors seriously detrimental to harmonious coexistence in the School can be corrected with the following measures.
- a. Expulsion from the class session followed by immediate meeting with the Head of Studies or the Principal, the loss of recess time or any other similar measure of immediate application.
 - b. Staying after school after the school day has ended.
 - c. Performance of work that contributes to the bettering of the activities of the School or, if it is deemed appropriate, to repair the damages caused, or directed to the improvement of the natural environment.
 - d. Temporary prohibition from participating in extracurricular or supplementary activities of the School, for a maximum period of one month.
 - e. Expulsion from specific classes for a maximum time period of six school days.
 - f. Expulsion from School for a maximum period of time of six school days.
 - g. Change of class group.
- c. With the objective of not interrupting the educational process, when the measures foreseen in letters d), e) and f) of the previous section are applied, during the time that the suspension or expulsion of the student lasts, the student will do the learning tasks and activities that the faculty assigns to them, and the teachers will make a periodic check-up on this work. The body authorized to decide on the application of such measures will evaluate the social and family context of said student, and, when it is advisable, it will be able to determine what tasks and activities will be done at School, taking into account in all cases, the organizational resources of the School.
- d. Authorized disciplinary bodies:
- a. The student's teachers, for sanctions established in letters a), b) and c).
 - b. The student's homeroom teacher, for sanctions established in letters b) and c).
 - c. The Head of Studies and the Principal, after consulting the homeroom teacher, for what is foreseen in letters d) and g).
 - d. The Principal of the School, after consulting with the homeroom teacher, can establish sanctions in letters e) and f).
- e. Serious infractions will cease to be counted as infractions six months after the date the infraction was committed, excluding from the calculation holiday periods. The sanction imposed for a serious infraction will lapse in a period of six months counting from the date of communication of the sanction.

Article 36. VERY SERIOUS INFRACTIONS, DETRIMENTAL TO HARMONIOUS COEXISTENCE IN THE SCHOOL AND THE CORRECTION OF SUCH SERIOUS INFRACTIONS

1. Very serious infractions are:
 - a. Serious acts of indiscipline, lack of consideration, insults, lack of respect or defiant attitudes, committed against teachers or other staff of the School.
 - b. Physical or moral harassment of classmates.
 - c. The use of violence, aggressions, serious offence and acts that infringe greatly on the privacy or accepted social behavior, against classmates or other members of the educational community.
 - d. Discrimination, taunting or humiliation of any member of the school community, whether it be on the basis of birth, race, sex, religion, sexual orientation, opinion or any other personal or social condition or circumstance.

- e. The recording, broadcast or diffusion, through any means or medium, of aggressions or humiliations committed.
 - f. Serious damage caused intentionally or by incorrect use of School installations, material and documents or to the belongings of other members of the school community.
 - g. The impersonation of another identity and the falsification or removal of academic documents.
 - h. The use, consumption, the incitation to the same or the introduction into School of objects and substances harmful to health and dangerous for the personal integrity of members of the School community.
 - i. Serious disturbance of the normal development of School activities and in general any serious non-compliance with the code of conduct.
 - j. The repetition in the same trimester of two or more serious infractions.
 - k. The non-fulfilment of a sanction imposed due to the commission of a serious infraction.
2. Very serious infraction can be corrected with the following sanctions:
 - a. Carrying out of tasks in the School outside the normal class time, which will contribute to the improved development of the activities of the School or, if it is deemed appropriate, to repair the damages caused.
 - b. Temporary prohibition from participating in extracurricular or supplementary activities of the School, for a maximum period of three months.
 - c. Change of student's class group.
 - d. Expulsion from specific classes for a period greater than six days or less than two weeks.
 - e. Expulsion from the School for a period greater than six class days and less than one month.
 - f. Definitive expulsion from the School.
 3. With the objective of not interrupting the educational process, when the measures foreseen in letters b), d) and e) of the previous section are applied, the students will do the learning tasks and activities that the teacher who gives that subject assigns to them.
 4. The application of sanction foreseen in the letter f) of section 2 will occur when the seriousness of the acts committed and the presence of the student committing them in the school suppose an erosion of rights and dignity for the other members of the school community. Similarly, this sanction will be adopted in cases of physical aggression, threats and serious insults to a teacher.
 5. The Principal of the School will have the power to adopt a very serious sanction.

Very serious infractions will cease to be counted as infractions twelve months after the date the infraction was committed, excluding from the calculation holiday periods. The sanction imposed for a serious infraction will lapse in a period of six months counting from the date of communication of the sanction.

Article 37. ATTENUATING AND AGGRAVATING CIRCUMSTANCES

To establish a graduated scale of sanctions, attenuating and aggravating circumstances which accompany non-compliance with the codes of conduct will be taken into account.

Attenuating circumstances are:

- a. Immediate remorse.
- b. The absence of intentionality.
- c. The immediate restitution of the damage caused.

Aggravating circumstances are:

- a. Premeditation and repetition.
- b. The use of violence, threatening, defiant and disrespectful attitudes, showing continuous belittling and harassment, inside and outside of the School.

- c. Causing harm, slander and offense to schoolmates of minor age or recently enrolled in the School.
- d. Conducts that infringe upon the right to not be discriminated against for reasons of place of birth, race, sex, political, moral and religious beliefs, as well as physical or mental disability, or for any other personal reason or social circumstance.
- e. Actions carried out in groups that infringe upon the rights of any member of the school community.
- f. Disseminating conduct contrary to the norms of harmonious coexistence.
- g. Incitation to any of the actions mentions above cited in Articles 35 and 36 of these Rules.

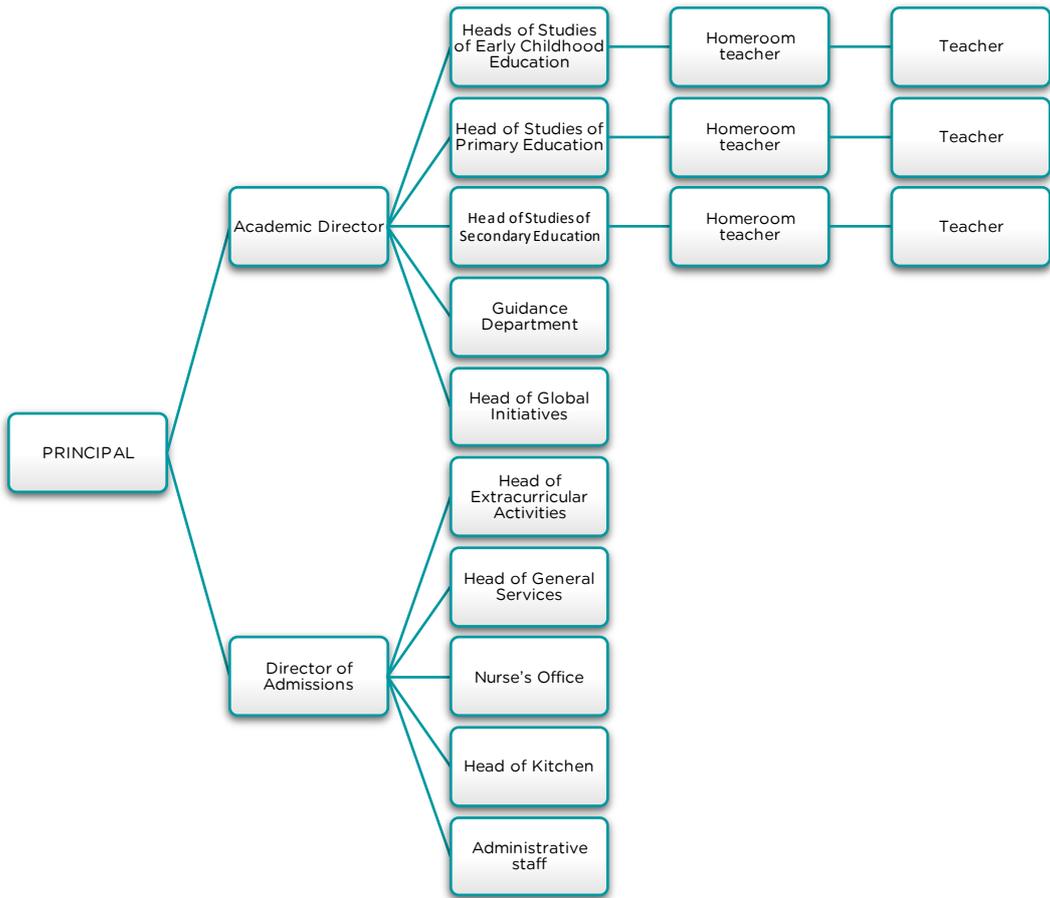
FIRST FINAL PROVISION

The Leadership Team of the School may modify these Rules.

SECOND FINAL PROVISION

These rules will be developed along with the norms of operation of the different installations, activities or actions of the School (classrooms, lunchroom, library, pool, playgrounds, laboratories, computer labs, etc.).

ANEXO I. ORGANIGRAMA DEL CENTRO



ANNEX II. SANCTIONING PROCEDURE

As a general rule, the ordinary procedure will be applied with respect to minor infractions as well as with serious ones, when further investigation to clarify what acts were committed and who committed them is not necessary.

For very serious infractions, the special procedure will be commenced, except when the acts are flagrant and do not require clarification as to who the perpetrator is and what acts were committed, in which case the ordinary procedure can be commenced and always if the sanction contained in letter f) of Article 36 of these Rules is not going to be imposed.

A. Ordinary Procedure

Minor infractions whose facts and perpetrator are obvious can be sanctioned in an immediate way by the Teacher. The Teacher will communicate to the Homeroom Teacher and to the Head of Studies the sanction imposed.

The previously stated will not be applied when it is necessary to obtain information for a correct evaluation of the facts and their consequences. In such a case, the homeroom teacher, once they have received communication of the infraction committed, will hear the student perpetrator, and, according to the case, will hear from as many persons as they feel necessary. Afterwards the homeroom teacher will impose a sanction that will be imposed immediately, unless the authorized figure for imposing the sanction be the Head of Studies or the Principal, in which case the homeroom teacher should propose to such persons the sanction that they believe appropriate for the incident.

In any case, the student's right to a previous hearing will be respected or, in such a case, of their legal representatives, previous to the imposition of the sanction.

This procedure will not exceed seven natural days from the time it is begun, and a written record will be kept of the sanction imposed, and of the facts and grounds for the decision made.

B. Special Procedure

1. These will be applied in cases of very serious infractions, except those that are flagrant and where the perpetrator and acts committed are evident, in which case the ordinary procedure can be commenced and always if the sanction contained in letter f) of Article 36 of these Rules is not going to be imposed.
2. The Principal, in an immediate way, in a period of two school days from the time he or she has knowledge of the committing of the infraction, will begin the disciplinary report, either at their own initiative, or at the behest of the teachers, and will designate an investigator, who will be a teacher at the School.
3. The Principal can provisionally suspend the student from attending the School or from specific activities or classes for a period not greater than five school days. This period can be lengthened to last until the finalization of the disciplinary report in exceptional cases.

Investigating the disciplinary report:

- a. The commencement of the disciplinary report and the appointment of the investigator will be communicated to the student and, if the student is a minor, also to the parents or legal representatives.
- b. The Investigator will initiate actions leading to the clarification of the facts, and, in a period of no more than four days from when the investigator is designated, they will notify the student and the parents and legal representatives, if the student is a minor, of a statement of the charges, in which the facts alleged are laid out with precision and clarity, as well as the sanctions that could be imposed, giving them two school days to argue anything they

believe to be pertinent to the case. The brief of the allegations can introduce any evidence that is considered relevant, which should be provided or substantiated within a period of two school days.

- c. When the investigation of the disciplinary report is concluded, the investigator will draft, in a period not exceeding two school days, the proposal for resolution of the incident, which should contain the acts or behaviors the student is alleged to have committed, an appraisal of said acts and behaviors, the attenuating or aggravating circumstances if there are any, and the sanction proposed.
 - d. The investigator will give the student a hearing, and, if the student is a minor, also to their parents or legal representatives, to communicate to them the proposal for how the case will be resolved and that they have two days to propound any arguments they deem relevant in the student's defense. In case of conformity and a renouncing of said period to appeal, this should be formalized in writing.
4. Resolution of the disciplinary report:
- a. The investigator will deliver the complete report to the Principal, including the proposal for resolution and all the allegations that have been formulated. The Principal will adopt the resolution and will notify the parties concerned of the resolution according to what is contained in section 5.
 - b. The maximum period to resolve the disciplinary report is fourteen days from the date of its initiation.
 - c. The resolution adopted will be sufficiently grounded and will contain the facts and behaviors alleged to the student, the attenuating and aggravating circumstances if there are any, the legal foundation on which the imposed sanction is based, the content of the sanction, the date it goes into effect, the body to which and the time period during which an appeal can be made.
5. Summons and notification:
- a. All summons to the parents of the students will be carried out by any method of immediate communication that will permit leaving a reliable record of it having been carried out and its date. For the notification of resolutions the interested parties will be summoned – as has been explained previously – and these parties should appear in person for the reception of said notification, and leave a written record of having done so.
 - b. Failure to appear by the parent or legal representative without justifiable cause, in the case of a minor student, or the refusal to receive communications or notifications during the sanctioning process, will not delay the advancement of the procedure or, as the case may be, the adoption of the sanction.

ANNEX III. 1. The **UNIFORM** of the School will be that which corresponds to each stage of education.