



**RULES OF PROCEDURE KENSINGTON
SCHOOL**

KENSINGTON SCHOOL RULES OF PROCEDURE

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KENSINGTON SCHOOL RULES OF PROCEDURE

I.- NATURE AND PURPOSE OF THE CENTRE

Art. 1. Internal regime of the Centre

Kensington School is a private educational centre, not subsidised or subsidised with public funds, which in accordance with the provisions of Article 25 of Organic Law 8/1985, of 3rd July, regulating the Right to Education, enjoys autonomy to establish its internal regime, select its teaching staff, determine the admission procedure for pupils, establish the rules of coexistence and define its economic regime.

Kensington School is a Foreign Private Teaching Centre in Spain, authorised by Ministerial Order of 10 November 1981.

Art. 2. Address and registration

Kensington School is located at Avenida de Bularas, 2, 28224 Pozuelo de Alarcón, Madrid.

It is registered in the State Register of Teaching Centres of the Ministry of Education, Culture and Sport under number 28026626.

Art. 3. Holder

The owner of the Centre is Kensington School S.A., with legal personality, full capacity and autonomy, recognised by current legislation.

Art. 4. Authorisation and Autonomy

1. The Centre, duly authorised, provides education corresponding to the levels of 2nd Cycle of Infant Education, Primary Education, Secondary Education and Baccalaureate.
2. The Centre enjoys full academic powers and autonomy to establish optional subjects, adapt programmes to the characteristics of the environment in which it is located, adopt teaching methods and organise complementary and cultural, school and out-of-school activities and services.

Art. 5. Objectives

Its educational activity is aimed at achieving:

The full development of the pupil's personality, through a comprehensive education in knowledge, skills and moral values, in all areas of life: personal, family, social and professional.

2º.-Training in respect for fundamental rights and freedoms and in the exercise of tolerance and freedom, within the democratic principles of coexistence.

The acquisition of intellectual habits and work techniques, as well as scientific, technical, humanistic, historical and aesthetic knowledge.

4º.- The development of creative abilities and a critical spirit.

5º.- Preparation for active participation in social and cultural life. 6th -

Training for peace, cooperation and solidarity among peoples. 7º.- Training in respect and defence of the environment.

8º.- The participation of parents or guardians to contribute to the best achievement of the aforementioned educational objectives.

9º- Have a good command of modern languages, especially English.

10º.-To encourage sporting activities as a means of achieving physical wellbeing, balance, psychic and disciplined attitudes.

11º.- Encourage the responsible use of new technologies.

Art. 6. Community Educational

The school is configured as an educational community made up of all the different groups: pupils, parents, teachers, administrative and service staff and tenured staff, all of whom are interrelated in the exercise of their activities and interested in the achievement of the school's objectives.

II.- RULES OF COEXISTENCE

Art. 7. General rule :

In Education, the values that make life in society possible are transmitted and exercised, and the habits of coexistence and mutual respect are acquired. For this reason, training in respect for fundamental rights and freedoms and in the exercise of tolerance and freedom is one of the aims of KENSINGTON SCHOOL.

In order to achieve this aim, not only must the educational content transmitted in each of the stages of the educational system contribute, but also, and very especially, the rules of coexistence established in the school. Its rules of coexistence, which regulate the rights and obligations of the teaching staff and students, must foster a climate of responsibility, work and effort, which allows all students to obtain the best educational results.

Art. 8.- Obligations of the teaching staff :

The fundamental obligations of the teaching staff are respect for the Character of the Centre and the rules of these Internal Regulations; in general, the obligations inherent to their condition as educators.

In particular, it is obliged to:

- a) To follow in their educational training the guidelines of the various governing bodies, ensuring the achievement of the academic levels indicated in the school's Educational Project.
- b) Drawing up the programming of their own subjects.
- c) Guiding students in the learning techniques specific to their subject, as well as directing the practices or activities required by the learning process.
- d) Maintain an attitude of respect and correct treatment of students and other members of the educational community.
- e) Punctually comply with previously established timetables and schedules.

Art. 9.- Rights of the students:

These are the rights of students:

1. To receive an education that ensures the full development of their personality. 2º.- To have their school performance assessed with full objectivity.

3º.- To receive school and vocational guidance to achieve maximum personal, social and professional development, according to their abilities, aspirations or interests.

The right to respect for their freedom of conscience, their religious, moral or ideological convictions, as well as their privacy with regard to such beliefs.

5º. The right to respect for their physical and moral integrity and their personal dignity, and under no circumstances may they be subjected to humiliating or degrading treatment.

6º.- To use the school facilities during school and extracurricular activities, with the necessary precautions regarding the safety of people and the proper conservation of the facilities.

7º.- To be educated in an atmosphere of understanding, tolerance and cordial and humane coexistence.

Art. 10.- Obligations of the students:

Study and proper coexistence constitute the basic duties of the pupils, which are specified in the following obligations:

- 1º.- Attend classes punctually and participate in the activities aimed at the development of the syllabus.
- 2.- To comply with and respect the timetables established for the development of the school's activities.
- 3º.- Follow the guidance of the teaching staff with regard to their learning and show them due respect and consideration.
- 4th - Respect the right to study of their classmates.

To respect freedom of conscience and religious and moral convictions, as well as the dignity, integrity and privacy of all members of the Educational Community.
- 6º.- Not to discriminate against any member of the Educational Community on the grounds of birth, race, sex or any other personal or social circumstance.
- 7º.- To respect and comply with the school's Educational Project.
- 8º.- To take care of and make proper use of the school's facilities and equipment and to respect the belongings of other members of the educational community.
- 9º - To participate in the life and functioning of the

school. 10º.- To wear the uniform at all school events.
- 11º.- Respect all those around them, taking care of their attitudes, language, writing, etc.

Art 11.- The parents of the pupils:

- 1.- Parents, who are primarily responsible for the education of their children, form part of the School's Educational Community. Enrolment in the school implies compliance with the measures taken by the Management and the Management Team to promote education and improve the academic achievement of pupils; the knowledge and free acceptance of these Internal Regulations by all members of the Educational Community and, in particular, by parents or legal representatives.
- 2.- Parents should maintain frequent communication with the teaching staff, the Tutor and the Head of School to monitor the educational process of their children.

3.- Parents shall encourage and be responsible for ensuring that their children attending school at the Centre fulfil their obligations.

III.- SYSTEM OF MISDEMEANOURS AND PENALTIES

Art. 12.- General rule :

This section covers conduct that is contrary to the school's rules of coexistence, and establishes the corresponding corrections.

Failure to comply with the rules of coexistence will have to be assessed taking into account the age, situation and personal conditions of the pupil.

The corrections to be applied for non-compliance with the rules of coexistence must be of an educational and remedial nature, must guarantee respect for the rights of other pupils and will seek to improve relations between all members of the educational community.

Students who, individually or collectively, cause intentional or negligent damage to the school premises or its material, regardless of the sanction that may correspond to them, are obliged to repair the damage caused or bear the financial cost of its repair. Likewise, pupils who steal property belonging to the School or to any member of the Educational Community must return what has been stolen. In any case, the parents or legal representatives of the pupils will be held civilly liable under the terms established by law.

Repeated failure to attend class may make it impossible to apply correctly the general criteria used by the school for the assessment of pupils. Apart from the corrections to be adopted in the case of unjustified absences, the Heads of Studies at each educational level will establish the maximum number of unjustified absences allowed, both per year and per area or subject, which will result in the non-evaluation of the pupil if this maximum is reached.

Art. 13.- FAULTS AND PENALTIES OF PUPILS YEAR 3- 9

The following list exemplifies the categories of misconduct that exist in the College. However, it is impossible to list absolutely all cases that may arise.

13.1 MINOR OFFENCES:

Some of the following offences may be considered serious depending on the degree of indiscipline, the attitude of the pupil or recidivism.

- a) Come to school with rings, bracelets, make-up, an eye-catching haircut, etc.
- b) Attending school in an incomplete, incorrect or poorly maintained uniform.
- c) Keeping the desk untidy.
- d) Running in class or in the corridors.

- e) Throwing objects or food on the floor of the school premises.
- f) Playing ball in prohibited areas.
- g) Eating in class or in the corridors.
- h) Playing musical instruments in the building outside of music class.
- i) Bring chewing gum and pipes to school.
- j) Getting up without permission and walking around the dining room with food in hand.
- k) Going to the bathroom between classes.
- l) Failure to bring all the material necessary for the classes.

13.2 - SERIOUS MISCONDUCT :

The following offences may be considered very serious depending on the degree of indiscipline, the attitude of the pupil or recidivism.

- a) Disrupt or interrupt classes or other school activities.
- b) Tardiness to class without justification.
- c) Lying to teachers or other school employees.
- d) Attending school without uniform.
- e) Remaining in the classroom unattended or staying in the corridors during breaks.
- f) Repeatedly annoying colleagues.
- g) Using the Internet or other communication systems in an inappropriate manner within the school or outside if it affects the school community.
- h) Intentionally causing slight or significant damage to the school building or property, or to the belongings of any member of the school community.
- i) Intimidating or threatening, either physically, psychologically or emotionally, colleagues.
- j) Disrespecting school staff, including fellow pupils: foul language, impertinence, or inappropriate gestures.
- k) Entering non-student premises without permission.
- l) Spilling water in the courtyard or in the toilets.
- m) Bringing unauthorised mobile phones, cameras, smart watches or other electronic devices into the school.
- n) Playing football with a hard and heavy ball.
- o) Leaving the school before the bus leaves without being accompanied by their parents or siblings from 3rd year ESO onwards.
- p) Being in the car park at 16:40 without permission from the school.
- q) Physical aggression towards any member of the educational community.
- r) Racist and sexist attitudes and acts.
- s) The theft of objects belonging to any member of the Educational Community.
- t) Coming to school with dangerous objects.
- u) Repeatedly arriving late for school.
- v) Leaving the school before participating in an extra-curricular club.

13.3.- VERY SERIOUS OFFENCES :

- a) Using or possessing drugs on school premises.
- b) Leaving the school grounds without authorisation.
- c) Cheating during exams and assessments.
- d) Forging signatures, letters or any other writing.
- e) Causing injury by an act of physical aggression.
- f) Smoking on school premises during school hours.
- g) Making unauthorised recordings on school premises.

13.4.- SANCTIONS FOR YEAR 3-9 PUPILS

- FOR MINOR OFFENCES

- a) Private or written reprimand with notification to the pupil's tutor, as well as to the pupil's parents or guardians, if applicable.
- b) Loss of breaks.
- c) Carrying out specific work during teaching and non-teaching hours.
- d) Carrying out tasks of a social nature at the Centre.

- FOR SERIOUS OR VERY SERIOUS MISCONDUCT

- a) Carrying out specific work during teaching and non-teaching hours.
- b) Change of place in class.
- c) Loss of breaks.
- d) Expulsion from class for five minutes, plus written homework.
- e) Repairing any damage caused to the School's installations or equipment or to the belongings of any member of the Educational Community.
- f) Suspension from entitlement a to participate on the activities extracurricular activities or complementary activities of the school.
- g) Change of pupil's group.
- h) Suspension of the right to attend certain classes for a maximum period of 5 days. During the period of suspension, the student must carry out the work determined.
- i) Suspension of the right to attend school for a minimum of 5 days and a maximum of one month. During the period of suspension, the pupil must carry out the work determined. Failure to do so will constitute a new serious offence.
- j) Permanent expulsion from the College.

13.5.- POWERS TO DECIDE ON AND IMPOSE PENALTIES

Each teacher is responsible for discipline in all areas of the school. Minor incidents are dealt with on the spot by the teacher witnessing the incident. In cases where pupils do not behave properly, in the first instance, the Tutor is informed. In the case of repeated or more serious misbehaviour, the teacher fills in an Incident Sheet and the pupil concerned is always informed that he/she has received such a sanction. A

The tutor then adds details of any action he/she has taken to the sheet and hands the Incident Sheet to the Heads of Stage or Sub-Directorate, who decide whether further action is required.

Each Incident Sheet is filed and recorded. Pupils who misbehave frequently or who are involved in more serious incidents are followed up. Parents are informed of their children's misbehaviour and, when deemed necessary, an interview is arranged with them. As a general rule, a letter is sent home after every three or four incidents, depending on the seriousness and the time between incidents. In the case of very serious incidents, parents are contacted directly regardless of the number of Incident Sheets received previously. In the case of very serious incidents or repeat offenders, sanctions are used such as, for example, non-participation in school trips or expulsion notices. In addition, the use of temporary expulsions may be used in exceptional cases if this is deemed necessary or if the pupil reoffends after having received an expulsion notice.

- **FOR MINOR OFFENCES:** The pupil's teachers or any other teacher at the school who witnesses the incident, who must inform the pupil's tutor and the Head of Studies at the educational level.
- **FOR SERIOUS OFFENCES:** The Deputy Head of School, having heard the pupil, teachers or non-teaching staff who have witnessed the events and, where appropriate, the pupil's tutor. Parents or guardians will be informed of the offence committed by the pupil and of the correction imposed, if deemed necessary.
- **FOR VERY SERIOUS OFFENCES:** The Headmaster or Deputy Headmaster of the School, having heard the pupil, the Tutor, teachers or non-teaching staff who have witnessed the events. Parents or guardians will be informed of the offence committed by the pupil and of the correction imposed.

13.6.- STATUTE OF LIMITATIONS FOR MISDEMEANOURS

Sanctions for conduct contrary to the rules of coexistence and corrections imposed as a consequence of this conduct will expire at the end of the school year.

IV. RULES OF COEXISTENCE FOR 3RD AND 4TH YEAR OF SECONDARY EDUCATION

1) Students must attend classes and participate in activities aimed at curriculum development and personal development.

<p>Remarks:</p> <ul style="list-style-type: none"> - It is not allowed to go to the toilet except during break times. - In case of planned absence, the family will inform the tutor in writing. - If the student needs to go out during the school day, he/she must ask the tutor (or the person in charge of discipline) for a signed permission slip to be presented to the secretary's office. - To go to the infirmary, students need a signed note from the teacher they are in class with. - Unforeseen absences must be justified in writing to the tutor the following day. - The family will be informed at each assessment of the number of classes missed by their child during the assessment through the report card and the digital platform. 	<p>Consequences:</p> <ul style="list-style-type: none"> • Missing a class without a justified reason while at school will result in the student making up the work for that class in the necessary breaks. • Missing classes prior to an exam (without justification issued by an official body), will deprive the student of the right to take the exam, although he/she will remain in the classroom doing other work. • Missing an assessment test will deprive you of the right to take that test (unless a justification issued by an official body is provided). • Leaving the school without presenting the signed permission slip will result in the family being notified and class work being made up in the necessary breaks. • If the number of absences without a justified cause exceeds 15% of the teaching hours of a subject in a term, the student will not be graded in that assessment.
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2) During breaks, students are not allowed to remain in the school buildings, except in the library.

Remarks:

- Students with signed authorisation given to their tutors will be allowed to leave the school grounds at lunch break.
- If it rains, pupils may be in the classrooms or in the playground, but not in the corridors, stairwells or entrances to the building.

Consequences:

- Remaining in the corridors, stairwells or at the entrance to the building at break times will mean that the pupil will not be allowed to go out for lunch break during the period set by the disciplinarian.
- If a pupil leaves the school at lunch break without authorisation, he/she will not be allowed to leave the school at lunch break during the period established by the disciplinary officer.

3) Students must attend class punctually.

Remark:

- The pupil may not enter the classroom after the teacher.

Consequences:

- If a student arrives late to class, he/she will not be allowed in until the teacher gives permission and the delay will be noted in Alexia.
- After the sixth accumulated delay, the student will not be allowed to enter the classroom and will have to go to the library.
- For both partial and total loss of the class, the student will have to make up the work done in the necessary breaks.

4) Pupils must attend school wearing the school uniform established by the school, which must be clean and in a good state of repair.

<p>Remarks:</p> <ul style="list-style-type: none"> - No similar garments may be substituted for other similar garments. - Accessories (scarf, gloves, etc.) must be navy blue. - Skirts should have a length of at least 10 cm from the knee. - Piercing, tattoos, earrings (other than the two earrings worn in the ears by girls), brightly coloured hair and, in the case of pupils, hair extensions covering the eyes or ears are not permitted. 	<p>Consequence:</p> <ul style="list-style-type: none"> • Failure to comply will result in the pupil being sent home to return to school in correct uniform within a limited period of time.
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5) Classrooms should be clean and tidy.

<p>Remarks:</p> <ul style="list-style-type: none"> - There must be no books or school materials on the floor. - At the beginning of the lesson, students should be seated for roll call. - At the end of the day all school material must be collected in the lockers, leaving the tables empty with the chairs on top. 	<p>Consequence:</p> <ul style="list-style-type: none"> • If at the end of the day there is any material left out of the lockers, the pupil(s) responsible will spend the following week's breaks tidying up and cleaning the classroom.
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<p>6) It is not permitted to disturb or disrupt classes or other school activities.</p>	
	<p>Consequences:</p> <ul style="list-style-type: none"> • The teacher will make up for lost class time at the next break with the whole group. • Pupil(s) who persistently disrupt the rhythm of the class will be deprived of participation in the school's complementary activities (lectures, excursions, etc.).
<p>7) Physical or verbal aggression towards any member of the educational community is not permitted.</p>	
<p>They will be considered as aggression as well:</p> <ul style="list-style-type: none"> - Repeatedly annoying - Bullying - Threatening, physically or mentally - Making inappropriate gestures - Racist, sexist and discriminatory attitudes and acts - Failure to respect the freedom of conscience and religious, moral and political convictions and gender identity, as well as the dignity, integrity and privacy of all members of the educational community. 	<p>Consequences:</p> <ul style="list-style-type: none"> • The pupil or pupils responsible for the aggression will be expelled for a period of not less than two school days. They will attend school for social work. • All students involved in the aggression will have to make a written reflection on what happened. • Activation, if appropriate, of the bullying protocol and referral of the case to the educational and judicial authorities. As a last resort, the aggressor may be expelled from the school.

8) The use of mobile phones is not permitted inside the school during school hours unless authorised by the disciplinary officers.

<p>Remarks:</p> <ul style="list-style-type: none"> - The use of social networks is not allowed. - If a pupil comes to school with a mobile phone, it must remain switched off or on silent mode in the backpack or in the locker so as not to disturb the study and work environment. 	<p>Consequence:</p> <ul style="list-style-type: none"> • Failure to comply with the established rule will mean that the mobile phone will be kept in the management office until the established time has elapsed. It will then be handed directly to the family in the secretary's office.
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9) It is not permitted to publish images, personal information or opinions of any member of the educational community on social networks.

<p>Remarks:</p> <ul style="list-style-type: none"> - The publication of images or personal information of minors requires the express permission of the family or guardians. - Students are responsible for helping to protect their fellow students by not participating in the dissemination or forwarding of offensive messages or images and will inform those responsible for discipline of the situation should it arise. 	<p>Consequences:</p> <ul style="list-style-type: none"> • The pupil(s) responsible for the publication or dissemination will be expelled for a period of not less than two school days. They will attend school for social work. • All students involved in the dissemination will have to make a written reflection on what happened. • Activation, if appropriate, of the bullying protocol and referral of the case to the educational and judicial authorities.
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10) Cheating in exams and school work is not allowed.

	<p>Consequence:</p> <ul style="list-style-type: none"> • The student will receive a 0 as a mark for the exam or paper.
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11) It is not permitted to forge signatures of parents, guardians or teachers on letters or any other documents.	
	<p>Consequence:</p> <ul style="list-style-type: none"> The student will have to complete a homework assignment on the rule broken and its consequences for at least two breaks to present to his/her parents, the tutor or the teacher concerned together with the signature document.
12) It is not permitted to intentionally cause damage to the building or property belonging to the school or to the belongings of any member of the school community.	
	<p>Consequence:</p> <ul style="list-style-type: none"> Restore, tidy or clean to return the object to its former state.

13) It is not permitted to remove objects belonging to the school or any member of the educational community.	
<p>Remark:</p> <ul style="list-style-type: none"> The school is not responsible for loss or theft. 	<p>Consequence:</p> <ul style="list-style-type: none"> The pupil will be expelled, the family will be notified and the pupil will not be allowed to attend classes until the stolen object is returned or paid for.

14) It is not permitted to bring dangerous objects to school, or to use or possess tobacco, alcohol or drugs on or near the school premises during school hours.	
	<p>Consequences:</p> <ul style="list-style-type: none"> Failure to comply will result in the confiscation of the hazardous material in the management office until it is delivered directly to your family. The student will have to organise a presentation on the broken rule and its consequences in order to present it as a preventive measure to his/her peers.

15) It is only allowed to eat in the playgrounds and in the canteen at the established times.

Remarks:

- No food may be taken out of the dining room.
- Pupils who must use the canteen service may not eat outside it without prior authorisation from their families.
- Students cannot use the canteen service without their family having contracted it. It can be requested on the same day.
- Chewing gum and pipes may not be brought to school.

Consequences:

- Failure to comply with the established rule will mean that they will have to return to the dining room or to the playground until they are told to do so.
- Students who do not use the canteen service when they should have done so will be forbidden to leave the school at lunchtime for one week.
- Students who use the canteen service without having it contracted will have to pay for it.
- If a pupil brings chewing gum or pipes they will be permanently removed.

16) An authorisation is required to bring a motorbike, bicycle or scooter to school.

Remarks:

- You must always walk in and out of the site.
- To leave, you must wait until the routes have left.

Consequence:

- Failure to comply will result in a one-week ban from the school grounds.

V. BACCALAUREATE COEXISTENCE RULES

RULES OF COEXISTENCE FOR THE 1ST YEAR OF BACCALAUREATE

1) Students must attend classes and participate in activities aimed at curriculum development and personal development.

Remarks:

- It is not allowed to go to the toilet except during break times.
- In case of planned absence, the family will inform the tutor in writing.
- If the student needs to go out during the school day, he/she must ask the tutor (or the person in charge of discipline) for a signed permission slip to be presented to the secretary's office.
- To go to the infirmary, students need a signed note from the teacher they are in class with.
- Unforeseen absences must be justified in writing to the tutor the following day.
- The family will be informed at each assessment of the number of classes missed by their child during the assessment through the report card and the digital platform.

Consequences:

- Missing a class without a justified reason while at school will result in the student making up the work for that class in the necessary breaks.
- Missing classes prior to an exam (without justification issued by an official body), will deprive the student of the right to take the exam, although he/she will remain in the classroom doing other work.
- Missing an assessment test will deprive you of the right to take that test (unless a justification issued by an official body is provided).
- Leaving the school without presenting the signed permission slip will result in the family being notified and class work being made up in the necessary breaks.
- If the number of absences without a justified cause exceeds 10% of the teaching hours of a subject in a term, the student will not be graded in that assessment.

2) During breaks, students are not allowed to remain in the school buildings, except in the library.

<p>Remarks:</p> <ul style="list-style-type: none"> - Students with signed authorisation given to their tutors will be allowed to leave the school grounds at lunch break. - If it rains, pupils may be in the classrooms or in the playground, but not in the corridors, stairwells or entrances to the building. 	<p>Consequences:</p> <ul style="list-style-type: none"> • Remaining in the corridors, stairwells or at the entrance to the building at break times will mean that the student will not be allowed to leave for lunch break during the period set by the disciplinarian. • If a student leaves the school during the lunch break without authorisation, he/she will not be allowed to leave again during the period established by the Disciplinary Officer.
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3) Students must attend class punctually.

<p>Remark:</p> <ul style="list-style-type: none"> - The pupil may not enter the classroom after the teacher. 	<p>Consequences:</p> <ul style="list-style-type: none"> • If a student arrives late to class, he/she will not be allowed in until the teacher gives permission and the delay will be noted in Alexia. • After the sixth accumulated delay, the student will not be allowed to enter the classroom and will have to go to the library. • For both partial and total loss of the class, the student will have to make up the work done in the necessary breaks.
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4) Pupils must attend school wearing the school uniform established by the school, which must be clean and in a good state of repair.

<p>Remarks:</p> <ul style="list-style-type: none"> - No similar garments may be substituted for other similar garments. - Accessories (scarf, gloves, etc.) must be navy blue. - Skirts should have a length of at least 10 cm from the knee. - No piercing, tattoos, earrings (other than the two earrings worn in the ears by girls), brightly coloured hair and, in the case of boys, hair extensions covering the eyes or ears. 	<p>Consequence:</p> <ul style="list-style-type: none"> • Failure to comply will result in the pupil being sent home to return to school in correct uniform within a limited period of time.
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5) Classrooms should be clean and tidy.

<p>Remarks:</p> <ul style="list-style-type: none"> - There must be no books or school materials on the floor. - At the beginning of the lesson, students should be seated for roll call. - At the end of the day all school material must be collected in the lockers, leaving the tables empty with the chairs on top. 	<p>Consequence:</p> <ul style="list-style-type: none"> • If at the end of the day there is any material left out of the lockers, the pupils responsible will spend the following week's breaks tidying up and cleaning the classroom.
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6) It is not permitted to disturb or disrupt classes or other school activities.

Consequences:

- The teacher will make up for lost class time at the next break with the whole group.
- Pupil(s) who persistently disrupt the rhythm of the class will be deprived of participation in the school's complementary activities (lectures, excursions, etc.).

7) Physical or verbal aggression towards any member of the educational community is not permitted.

They will be considered as aggression as well:

- Repeatedly annoying
- Bullying
- Threatening, physically or mentally
- Making inappropriate gestures
- Racist, sexist and discriminatory attitudes and actions
- Failure to respect the freedom of conscience and religious, moral and political convictions and gender identity, as well as the dignity, integrity and privacy of all members of the educational community.

Consequences:

- The pupil or pupils responsible for the aggression will be expelled for a period of not less than two school days. They will attend school for social work.
- All students involved in the aggression will have to make a written reflection on what happened.
- Activation, if appropriate, of the bullying protocol and referral of the case to the educational and judicial authorities. As a last resort, the aggressor may be expelled from the school.

8) The use of mobile phones is not permitted inside the school during school hours unless authorised by the Disciplinary Officer.

Remarks:

- The use of social networks is not allowed.
- If a pupil comes to school with a mobile phone, it must remain switched off or on silent mode in the backpack or in the locker so as not to disturb the study and work environment.

Consequence:

- Failure to comply with the established rule will mean that the mobile phone will be kept in the management office until the established time has elapsed. It will then be handed directly to the family in the secretary's office.

9) It is not permitted to publish images, personal information or opinions of any member of the educational community on social networks.

Remarks:

- The publication of images or personal information of minors requires the express permission of the family or guardians.
- Students are responsible for helping to protect their fellow students by not participating in the dissemination or forwarding of offensive messages or images and will inform those responsible for discipline of the situation should it arise.

Consequences:

- The pupil or pupils responsible for the publication or dissemination will be expelled for a period of not less than two school days. They will attend school for social work.
- All students involved in the dissemination will have to make a written reflection on what happened.
- Activation, if appropriate, of the bullying protocol and referral of the case to the educational and judicial authorities.

10) Cheating in exams and school work is not allowed.

Consequence:

- The student will get a 0 as a mark for the exam or paper.

11) It is not permitted to forge signatures of parents, guardians or teachers on letters or any other documents.

Consequence:

- The student will have to complete a homework assignment on the rule broken and its consequences for at least two breaks to present to his/her parents, the tutor or the teacher concerned together with the signature document.

12) It is not permitted to intentionally cause damage to the building or property belonging to the school or to the belongings of any member of the school community.

Consequence:

- Restore, tidy or clean to return the object to its former state.

13) It is not permitted to remove objects belonging to the school or any member of the educational community.

Remark:

- The school is not responsible for any loss or theft.

Consequence:

- The pupil will be expelled, the family will be notified and the pupil will not be allowed to attend classes until the stolen object is returned or paid for.

14) It is not permitted to bring dangerous objects to school, or to use or possess tobacco, alcohol or drugs on or near the school premises during school hours.

Consequences:

- Failure to comply will result in the confiscation of the hazardous material in the management office until it is delivered directly to your family.
- The student will have to organise a presentation on the broken rule and its consequences to present it as a preventive measure to his/her peers.

15) It is only allowed to eat in the playgrounds and in the canteen at the established times.

Remarks:

- No food may be taken out of the dining room.
- Pupils who must use the canteen service may not eat outside it without prior authorisation from their families.
- Students cannot use the canteen service without their family having contracted it. It can be requested on the same day.
- Chewing gum and pipes may not be brought to school.

Consequences:

- Failure to comply with the established rule will mean that they will have to return to the dining room or to the playground until they are told to do so.
- Students who do not use the canteen service when they should have done so will be forbidden to leave the school at lunchtime for one week.
- Students who use the canteen service without having it contracted will have to pay for it.
- If a pupil brings chewing gum or pipes they will be permanently removed.

16) An authorisation is required to bring a motorbike, bicycle or scooter to school.

Remarks:

- You must always walk in and out of the site.
- To leave, you must wait until the routes have left.

Consequence:

- Failure to comply will result in a one-week ban from the school grounds.

COEXISTENCE RULES - 2ND YEAR OF BACCALAUREATE

1) Students must attend classes and participate in activities aimed at curriculum development and personal development.

Remarks:

- It is not allowed to go to the toilet except during break times.
- In case of planned absence, the family will inform the tutor in writing.
- If the student needs to go out during the school day, he/she must ask the tutor (or the person in charge of discipline) for a signed permission slip to be presented to the secretary's office.
- To go to the infirmary, students need a signed note from the teacher they are in class with.
- Unforeseen absences must be justified in writing to the tutor the following day.
- The family will be informed at each assessment of the number of classes missed by their child during the assessment through the report card and the digital platform.

Consequences:

- Missing a class without a justified reason while at school will result in the student making up the work for that class in the necessary breaks.
- Missing classes prior to an exam (without justification issued by an official body), will deprive the student of the right to take the exam, although he/she will remain in the classroom doing other work.
- Missing an assessment test will deprive you of the right to take that test (unless a justification issued by an official body is provided).
- Leaving the school without presenting the signed permission slip will result in the family being notified and class work being made up in the necessary breaks.
- If the number of absences without a justified cause exceeds 10% of the teaching hours of a subject in a term, the student will not be graded in that assessment.

2) During breaks, students are not allowed to remain in the school buildings, except in the library.

<p>Remarks:</p> <ul style="list-style-type: none"> - Students with a signed authorisation given to their tutors will be allowed to leave the school grounds at break times. - If it rains, pupils may be in the classrooms or in the playground, but not in the corridors, stairwells or entrances to the building. 	<p>Consequences:</p> <ul style="list-style-type: none"> • Remaining in the corridors, stairwells or at the entrance to the building during breaks will mean that the student will not be allowed to leave the building during breaks during the period established by the disciplinarian. • If a student leaves the school at break time without authorisation, he/she will not be allowed to leave again during the period established by the Disciplinary Officer.
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3) Students must attend class punctually.

<p>Remark:</p> <ul style="list-style-type: none"> - The pupil may not enter the classroom after the teacher. 	<p>Consequences:</p> <ul style="list-style-type: none"> • If a student arrives late for class, he/she will not be allowed in until the teacher gives permission and the delay will be noted in Alexia. • After the sixth accumulated delay, the student will not be allowed to enter the classroom and will have to go to the library. • For both partial and total loss of the class, the student will have to make up the work done in the necessary breaks.
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4) Pupils should come to school dressed in a manner appropriate for a school, taking care that their clothing is clean and in good repair.

<p>Remarks:</p> <ul style="list-style-type: none"> - Shorts (for men) and short skirts or trousers (for women) are not permitted. Underwear must not be visible under any circumstances. - No piercing, tattoos, earrings (other than the two earrings worn in the ears by girls), brightly coloured hair and, in the case of boys, hair extensions covering the eyes or ears. 	<p>Consequence:</p> <ul style="list-style-type: none"> • Failure to comply will result in the pupil being sent home to return to the Centre properly dressed within a limited period of time.
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5) Classrooms should be clean and tidy.

<p>Remarks:</p> <ul style="list-style-type: none"> - There must be no books or school materials on the floor. - At the beginning of the lesson, students should be seated for roll call. - At the end of the day all school material must be collected in the lockers, leaving the tables empty with the chairs on top. 	<p>Consequence:</p> <ul style="list-style-type: none"> • If at the end of the day there is any material left out of the lockers, the pupil(s) responsible will spend the following week's breaks tidying up and cleaning the classroom.
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6) It is not permitted to disturb or disrupt classes or other school activities.

Consequences:

- The teacher will make up for lost class time at the next break with the whole group.
- Pupil(s) who persistently disrupt the rhythm of the class will be deprived of participation in the school's complementary activities (lectures, excursions, etc.).

7) Physical or verbal aggression towards any member of the educational community is not permitted.

They will be considered as aggression as well:

- Repeatedly annoying
- Bullying
- Threatening, physically or mentally
- Making inappropriate gestures
- Racist, sexist and discriminatory attitudes and acts
- Failure to respect the freedom of conscience and religious, moral and political convictions and gender identity, as well as the dignity, integrity and privacy of all members of the educational community.

Consequences:

- The pupil or pupils responsible for the aggression will be expelled for a period of not less than two school days. They will attend school for social work.
- All students involved in the aggression will have to make a written reflection on what happened.
- Activation, if appropriate, of the bullying protocol and referral of the case to the educational and judicial authorities. As a last resort, the aggressor may be expelled from the school.

8) The use of mobile phones is not permitted inside the school during school hours unless authorised by the Disciplinary Officer.

Remarks:

- The use of social networks is not allowed.
- If a pupil comes to school with a mobile phone, it must remain switched off or on silent mode in the backpack or in the locker so as not to disturb the study and work environment.

Consequence:

- Failure to comply with the established rule will mean that the mobile phone will be kept in the management office until the established time has elapsed. It will then be handed directly to the family in the secretary's office.

9) It is not permitted to publish images, personal information or opinions of any member of the educational community on social networks.

Remarks:

- The publication of images or personal information of minors requires the express permission of the family or guardians.
- Students are responsible for helping to protect their fellow students by not participating in the dissemination or forwarding of offensive messages or images and will inform those responsible for discipline of the situation should it arise.

Consequences:

- The pupil(s) responsible for the publication or dissemination will be expelled for a period of not less than two school days. They will attend school for social work.
- All students involved in the dissemination will have to make a written reflection on what happened.
- Activation, if appropriate, of the bullying protocol and referral of the case to the educational and judicial authorities.

10) Cheating in exams and school work is not allowed.

Consequence:

- The student will receive a 0 as a mark for the exam or paper.

11) It is not permitted to forge signatures of parents, guardians or teachers on letters or any other documents.	
	<p>Consequence:</p> <ul style="list-style-type: none"> • The student will have to complete a homework assignment on the rule broken and its consequences for at least two breaks to present to his/her parents, the tutor or the teacher concerned together with the signature document.

12) It is not permitted to intentionally cause damage to the building or property belonging to the school or to the belongings of any member of the school community.	
	<p>Consequence:</p> <ul style="list-style-type: none"> • Restore, tidy or clean to return the object to its former state.

13) It is not permitted to remove objects belonging to the school or any member of the educational community.	
<p>Remark:</p> <ul style="list-style-type: none"> - The school is not responsible for loss or theft. 	<p>Consequence:</p> <ul style="list-style-type: none"> • The pupil will be expelled, the family will be notified and the pupil will not be allowed to attend classes until the stolen object is returned or paid for.

14) It is not permitted to bring dangerous objects to school, or to use or possess tobacco, alcohol or drugs on or near the school premises during school hours.

Consequences:

- Failure to comply will result in the confiscation of the hazardous material in the management office until it is delivered directly to your family.
- The student will have to organise a presentation on the broken rule and its consequences in order to present it as a preventive measure to his/her peers.

15) An authorisation is required to bring a motorbike, bicycle or scooter to school.

Remark:

- Always walk in and out of the site.

Consequence:

- Failure to comply will mean that you will not be able to enter the school grounds with your vehicle for one week.