



## INTERNAL REGULATIONS

### INTRODUCTION

Understanding that the purposes of education transcend the mere acquisition of knowledge, intellectual habits and work techniques, and extend to the integral formation of the personality with special emphasis on those values, principles, rights and duties that make up the democratic society.

Affirming that the integral formation of the personality is achieved with the acquisition of ethical values such as tolerance, mutual respect, cooperation, commitment, effort and solidarity strengthened with communion, which require the daily practice of the same and must permeate school life, to project itself in society in an active, responsible, free and participatory way.

Believing that democratic society carries values and manifestations of participation and dialogue in all social, cultural, political, religious, moral and educational spheres.

Considering that the Internal Operating Regulations must include a coexistence model inspired by collaboration, cooperation and the active and responsible participation of the Educational Community.

Aiming to provide us with an effective instrument to develop quality educational work in which students are aware that the rules of coexistence have been developed and adopted by the entire Educational Community, being the main recipients.

Understanding that the figure of the teacher is the essential basis of the learning process. Teachers are the guarantor of authority in the classroom and who direct, coordinate and guide academic activities, so it must be a moral reference for students and object of total respect by the entire educational community. Likewise, the administration and services personnel are fundamental in this educational work.

Valuing that the corrections of behaviors contrary to the norms should always be oriented in an educational and pedagogical way, aimed at the training and recovery of the student and aimed at achieving positive reinforcement and encouragement.

### CHAPTER I. GENERAL PROVISIONS

1. GENERAL PURPOSE. We will refer in these Internal Regulations as Internal Regulations of GSD International School Costa Rica. Its objective is to facilitate autonomy while captivating the collective interest, by pointing out the limits that regulate the set of interpersonal relationships and the responsible exercise of the rights and responsibilities of the student in the educational community, as well as the fulfillment of the institutional rules and regulations and the duties inherent to the condition of student.

2. **APPLICABILITY.** The provisions of this Regulation will apply to all regular students, guests, families or guardians or occasional visitors from the moment they register and while they retain such condition.
  
3. **KNOWLEDGE OF THE REGULATIONS.** The student, their parents or guardians, must know and accept this Regulation, and failing that, they accept the updated regulations that are carried out during the course. To do this, it is made official and publicized in a timely manner so that the entire GSD educational community can access it.

## CHAPTER II: IDENTITY OF THE INSTITUTION PROJECT AND EDUCATIONAL OBJECTIVES

The GSD ISCR is defined by its secular nature and is determined by the values and cooperative principles of ownership of the Centers: tolerance, inter-cooperation, self-responsibility, involvement, equity, equality, solidarity, democracy, honesty, transparency and social vocation, as well as respect and interest for the environment, comprehensive training, and which are developed in the following notes:

- A. **DEFINE** the duty to study as a consequence of the fundamental right to education.
- B. Conceive the work in the School as **COLLABORATION AND CORRESPONSIBILITY.**
- C. **COORDINATE** the educational agents and the programmed goals.
- D. Propose as a goal **THE INTEGRAL EDUCATION OF STUDENTS**, attending to their needs, starting from their abilities and fostering their motivations.
- E. Value the **WORK AND EFFORT** personal and collective as effective instruments for the training of the individual and improvement of society.
- F. **TO COMMIT** in the continuous search for innovative methodologies and improvement of the quality of student services.
- G. **GIVING US** progressively the best physical and environmental means to adequately address the completion of the Institution's Educational Project.
- H. Base on **RESPECT** the relationships between all members of the Educational Community.

The **PEDAGOGICAL OBJECTIVES**, depending on our educational project can be specified in:

- A. Respect fundamental rights and freedom.
- B. To foment the exercise of the tolerance and the responsible freedom.
- C. Promote the spirit of individual, cooperative and team work.
- D. Prepare to participate actively in social life.
- E. Promote personal growth and maturation.

- F. Acquire work habits, respect for rules, estimation of moral values, aesthetic tastes and appreciation for nature.
- G. Mastering modern languages, especially English, Spanish and Mandarin Chinese, to enable an understanding of our environment and a more direct participation in it.
- H. Encourage sports activities, as a means to achieve physical well-being, mental balance and discipline in attitudes.
- I. Promote activities that foment the cooperativism.
- J. Encourage activities that enhance reflection, concentration and aesthetic enjoyment, such as reading, music, chess, theater, dance...
- K. Promote the responsible use of new technologies.

### CHAPTER III. RULES OF THE EDUCATIONAL COMMUNITY. RIGHTS AND DUTIES

All the students of the GSD ISCR will be governed by these Internal Operating Regulations.

- 1.** The EDUCATIONAL COMMUNITY of the GSD ISCR School is made up by students, families, the Executive Council and the ownership, the teaching staff and the administration and services staff. Among them there must be the best climate of respect and a sense of co-responsibility. All its members must respect freedom of conscience and religious and moral convictions, as well as the dignity, integrity and privacy of all others.

Discrimination against any member of the Educational Community may not occur due to birth, race, sex or any other personal or social circumstance.

- 2.** The families, who are the main responsible for the education of their children, must collaborate in the development of the educational project, in school programs, guarantee the personal hygiene and feeding of their children. Likewise, they must reinforce the role of the Executive Council and the faculty and collaborate in all the programs that the School develops to ensure their maximum quality.

Your main right is to be regularly informed of the educational development of your children.

To make this possible, the School, once a quarter at least, will provide the appropriate channel of information.

The families of GREDOS SAN DIEGO INTERNATIONAL SCHOOL COSTA RICA must commit to respect before their children, the Executive Council, teachers and other workers of the Institution. Any discrepancy must be resolved directly with the Head of the School.

- 3.** The Teachers, the first link in the learning chain of the Institution and the prevention of conflicts, will ensure the correct compliance with the rules of coexistence by the students, both in the

School, inside and outside the classroom, and in extracurricular and complementary activities that are carried out outside the school facilities.

Individually and collectively, they have an obligation to motivate, instruct and educate their students so that they achieve the highest level in the proposed objectives. The climate of collaboration with the pedagogical team, the dedication to the student and the concern for their constant professional training must characterize the teachers of the Center.

The strictest respect to his / her person will be a requirement for students and families.

To enable their work, teachers must diligently attend to any requests for information parents may require, as well as participate in meetings promoted by the Head of the School.

4. The personnel of administration and services also participates in the process of education of the student. They will ensure the correct compliance with the rules of coexistence in the School Center. Students and families will have to keep the due respect to them.

5. **RIGHT AND DUTIES OF THE STUDENT.** All students have the same basic rights and duties, with no distinctions other than those derived from their age and the stage in which they are studying.

Starting off of the assumption that: "all right is based on the exercise of duty", the Educational Community (students, teachers, personnel of administration and services, families and Executive Council) have as basic principle: the compliance with "CÓDIGO DE LA NIÑEZ Y LA ADOLESCENCIA" and the Learning Assessment Regulations, approved by the MEP under Decree 40862.

Assume, respect and fulfill the rights and duties of all its members.

This basic principle is broken down into the following CORRELATION OF RIGHTS AND DUTIES:

#### **A. Every student has the right:**

A full formation that enables the development of their personality, which includes a school, academic and professional orientation, according to their abilities and interests, treating with special attention to students with special educational needs and / or physical, sensory and mental disabilities. To exercise this right, the student has the **duty of:**

- Study and take responsibility autonomously for all the actions that this process requires.
- Follow the guidance of the teaching staff and respect their authority both within the class and in the rest of the school facilities, in the school environment and if the case arises, in the modality of distance or virtual education that is established in a timely manner to continue with the normal development of educational activity.

- To respect the right of classmates to study, maintaining a correct attitude in class. Not using any phones or electronic devices which are not permitted; or any object that may distract the student himself or his/her classmates, without prior permission from the teacher.
- Participate in the activities of the Center and carry out the work that the teachers ask to be done outside of class hours.
- Comply with and respect the established schedules.
- Consider and value as an option the indications received from the Counselling Department.
- Attend class on time and at all events scheduled by the School.

Absences of attendance, in addition to being an infraction liable to be sanctioned according to the provisions of this Regulation, it is necessary for parents to justify the absences and delays of their children.

When these absences add up to more than 20% of the total hours of a subject or area per trimester, it may imply, the loss of the right to continuous evaluation, evaluating, by the educational team, both the circumstances and the degree of application thereof, depending on what is agreed by the corresponding didactic department or departments.

## **B. Every student has the right:**

Equal opportunities and not being discriminated against for any reason of birth, race, sex, economic capacity, social level, political, moral or religious convictions, as well as physical, sensory and mental disabilities, or any other personal or social condition or circumstance.

This right will be promoted through:

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

For this purpose, students who suffer serious family misfortune, caused by the death or absolute disability of any of their parents or legal guardians, will have, once the state of need has been verified, the protection of the ownership of the GREDOS SAN DIEGO INTERNATIONAL SCHOOL COSTA RICA, to finalize the mandatory or non-mandatory learning process that they were studying.

To exercise this right, the student has the **duty of:**

Not to discriminate against any member of the educational community for any reason of birth, race, sex, economic capacity, social level, political, moral or religious convictions, as well as for physical, sensory and mental disabilities, or any other condition or personal or social circumstance. Therefore, the student will treat his/her classmates correctly, not exercising or allowing physical or verbal violence in any case.



### **C. Students have the right to:**

That their performance be evaluated objectively, that their evaluation process is transparent, that they know the qualification criteria, a formative evaluation, and complain against the decisions and qualifications that are adopted during their educational process.

To exercise this right, the student has the duty of:

Attend the evaluation tests that are established to overcome the objectives set and thus promote the course or cycle duly justifying, where appropriate, the lack of attendance, leaving the test postponed to another time.

### **D. Students have the right to:**

That their freedom of conscience, their religious, moral or ideological convictions be respected, as well as their privacy with regard to such convictions or beliefs. A critical attitude will be fostered to allow the choice of options in full freedom.

To exercise this right, the student has the duty of:

Respect the freedom of conscience, religious, moral or ideological convictions, as well as the right to privacy, of all members of the educational community.

### **E. Students have the right to:**

The right to have his/her physical, mental and moral integrity respected.

To exercise this right, the student has the duty of:

Respect the physical and moral integrity and personal dignity of all members of the Educational Community, communicating any circumstance that is at risk of their own integrity, or that of any other student.

### **F. Students have the right to:**

That the Institution takes reservations about the personal and family circumstances of the students, and must inform the competent authorities of the circumstances that jeopardize the physical or mental integrity of the student.

To exercise this right, the student has the duty to:

Notify the Center of any circumstance that threatens the physical or mental integrity of himself or another colleague.

### **G. Students have the right to:**

That their academic activity is carried out in proper safety and hygiene conditions.



To exercise this right, the student has the duty to:

Take care and correctly using the movable property and facilities of the School, taking special care in cleaning those facilities.

Take care of his / her personal hygiene, and respect all materials available to students and teachers.

#### **H. Students have the right to:**

Democratically elect their group delegates and be represented by them. These representatives could not be sanctioned by the exercise of their functions.

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

To exercise this right, the student has the duty to:

Respect the exercise of the right to vote for their colleagues.

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

#### **I. Students have the right to:**

Express themselves freely without prejudice to the rights of all members of the educational community and the respect that institutions deserve in accordance with constitutional principles and rights.

Express opinions regarding educational decisions that affect them and even express discrepancies about them, using the regulatory channels established by the Center.

To exercise this right, the student has the duty of:

Respect the freedom of expression of all members of the Educational Community.

Use the appropriate channels established by the Center to express your opinions, whether individual or collective.

#### **J. Students have the right to:**

Know the educational project and the character of the Institution.

To exercise this right, the student has the duty to:

Know the educational project and the character of the Institution.

#### **K. Students have the right to:**

Participate in the operation and life of the Center, Participate as a volunteer in the activities of the Center.

To exercise this right, the student has the duty to:



Participate in the life and functioning of the Center, following the guidelines indicated for the realization of the activities.

**L. Students have the right to:**

To be associated, creating associations, federations and confederations of students. Once their school term is over, they will be able to form and collaborate with alumni associations in the development of the Schools activities.

To exercise this right, the student has the duty to:

Respect the rules established by the School for the exercise of this right, in addition to the statutes of the association itself.

**M. Students have the right to:**

Meet at the Center for school or extracurricular activities that are part of the Center's Educational Project. Likewise, they will be able to use the facilities of the Center with the limitations derived from the programming of school and extracurricular activities.

To exercise this right, the student has the duty of:

Take care of the facilities assigned for this purpose, as well as conserve resources and their correct destination.

**N. Students have the right to:**

In the event of an accident or prolonged illness, students will have the right to precise assistance, either through the required guidance, teaching materials and the necessary aids, so that the accident or illness does not affect their school performance.

## CHAPTER IV: SCHOOL ORGANIZATION

The **SCHOOL ORGANIZATION** is: (see organization chart contained in Annex I).

Their competencies are determined by the legal regulation and other applicable normatives, taking into account the organization and regulations of the cooperative ownership, and will basically result in guaranteeing, within their respective areas of competence, the effective exercise of rights and duties of the students, promoting the learning and practice of behaviors of responsibility and respect, as one of the primary purposes of all educational activity.

## CHAPTER V. OPERATING RULES

### 1. SCHEDULES.



- a. School schedules are the responsibility of the Executive Council. The school day will be from 7:30 am to 3:30 pm. Starting at this time, the Center offers extracurricular activities, which vary their exit time depending on the day. The last hour is at 8:00 pm.
- b. Its exact compliance and punctuality in the development of activities are a guarantee of efficiency and a show of courtesy.
- c. The entire Educational Community, especially teachers and students, must make every effort to respect and enforce the schedules.
- d. Any absence always must be justified. In the case of a teacher, before the Head of the School; and in the case of students, before their guide teacher, and must be in writing and signed by the parents.
- e. Students will follow the teacher's guidance regarding their learning and will show them due respect and consideration. Respect the exercise of the right to vote of their colleagues.

2. The **RECESS** should be considered as the space dedicated by the students to rest and coexistence. During this time, students must remain in the playgrounds or places established for this purpose, leaving the school facilities is prohibited.

The teacher must be responsible for accompanying the students in this activity, ensuring that a climate of healthy fun, respect and companionship prevails among them.

3. The **SCHOOL FACILITIES** have a material value, but, above all, they must be considered as an essential mean for the effective development of school activity and their correct use and conservation define the educational style of the Center.

4. Therefore, the facilities of the GSD International School Costa Rica must be **CLEAN AND WELL PRESERVED**. The entire educational community must commit itself to this. The teacher must instill in his students this spirit of cleanliness and respect for the facilities. The Head of the School will arbitrate opportune means to demand it and to evaluate the fulfillment degree.

The use of the facilities must have the permission of the person in charge of the corresponding department.

Deterioration and repairs due to normal use of the facilities will be taken care of by the Institution. However, the Head of the School will notify the parents of any damage caused by misuse of the facilities, who will have to pay the appropriate amounts for the damage caused.

5. **DINING ROOM**. The Center, offering the meal service, will ensure that the students' diet is healthy and balanced. It will educate the student in eating habits appropriate to their age.

In this activity, the Center's staff will ensure respect for the rules of civility and coexistence.

The students, during the lunch period, will not be able to leave the school facilities. To enable a better organization, the School will determine the activities and places that students can occupy.

- 6. LIBRARY.** The Library service is considered by the School of the highest importance to guarantee the educational quality that is proposed. Its use must be regulated by the rules that the Head of the School determines in order to ensure its effective operation.
- 7. UNIFORM.** The school uniform is an external sign that allows the students of the Gredos San Diego Schools to be identified and avoids the promotion of other signs that may signify discrimination or distinctions outside the educational project of the School.

Therefore, students have the obligation to go to the Center and to whatever acts the Head of the School determines, with the complete, neat school uniform and without amendment or alteration in its form.

This uniformity is detailed in Annexed the III of the present regulation, also this annex details the official clothes of the School for the Physical Education activities. Within the facilities of the Center this uniformity will be maintained at all times, not being substituted by other superimposed clothes. Also, the head will not be covered with anything.

As is logical, and if it were the case, the students of educational stages in which the uniform is not required should wear a decent dress. The use of clothing that incites division, confrontation or violence, such as paramilitary uniforms, offensive messages and, in general, any piece of cloth with inappropriate labels for our group at any age will also be avoided.

## **8. PRESENTATION AND PERSONAL CARE.**

**Hair and accessories:** It will be the Head of School, together with the Executive Council, who determines what is appropriate in each case.

As for **hair**, and taking into account the free development of the personality, our students will be able to wear the haircut that they consider appropriate, respecting and taking care of the grooming and care of it at all times.

Special mention regarding discolorations and dyes. The use of these is prohibited and, in any case, is subject to consultation by the student with the authorities of the institution before taking the action.

**Accessories.** Students may not use any type of makeup, eyeliner or lip paint during their school day. As for the use of earrings, it can only be used on the earlobe.

The use of caps, hats or any other accessory that is put on the head or covers the face of the student is not allowed.

## **9. TRANSPORTATION.**

*In the morning:* The bus will arrive at the meeting point set with the family waiting at most two minutes, after which the service will continue. The student must be waiting 5 minutes before the established time. If the bus arrives too early, it will wait until the agreed time. Drivers should not honk to avoid disturbing their neighbors.

*In the afternoon:* It will be the student's obligation to arrive at the transport in a timely manner at the end of the school day, as the departure will take place at the time set by each route. The bus will not leave the School without the attendance of the students traveling on the route having been verified, with a record of absences. The bus will arrive at the student's home at the scheduled time, waiting at most one minute, after which the service will continue. The "Route Manager" will only deliver the student to a person previously authorized in writing or who knows personally. In the absence of the authorized person, the student will continue the route until his final stop to be taken to the School.

## **10. ECONOMIC REGIME.**

- a. The School and its activities will be financed by the economic contribution of the families.
- b. The ownership of the Center will determine, at the beginning of each course, the fee that families must pay for schooling and different services that the student wishes to use. If at the end of each quarter, the student has more than two monthly payments pending, educational services may be suspended.
- c. In order to facilitate the administrative functioning of the Center, school receipts must be paid by families by direct debit, direct payment (both through the paybac system), by card or bank transfer. The family will choose, at the beginning of the course, the currency ("colones" or dollars) in which they wish to pay and must respect it until the end of the course.
- d. In the second semester, a receipt will be issued for annual enrollment, non-payment of this concept will entitle the School to consider the student out of school for the following year.

## **11. ADMISSION, REGISTRATION AND SELECTION PROCESS.**

The entrance of the students in the School will be considered formalized by means of the corresponding enrollment and signature of the contract of provision of educational services. Enrollment will be done in the second semester for new students.

Students who wish to enroll must provide the documentation required of them, and will expressly accept the current Internal Regulations.

The enrollment of any student who maintains a non-payment with the Center will not proceed.

**Protocol and instructions for the entry and final formalization** of the registration (see Annex IV).

- a. The admission of students will be competition of the Direction of Admissions.



- b. When finalizing the "Educación General Básica", the School will be able to carry out selection tests to accede to diversified.

To choose the modality, student's skills and knowledge will be assessed, and the report from the Counselling Department will be taken into account.

## **12. CRITERIA OF EVALUATION, PROMOTION AND RECOVERY.**

All students will be assessed at least once a trimester. This evaluation will be continuous and objective. The corresponding evaluation teams will participate in it following global criteria.

In order for the continuous assessment to be carried out, the student's regular attendance at classes and scheduled activities is required. It will be understood that the student does not have regular attendance to class when in a quarter they exceed 20% of absences in an area or subject.

This will imply the loss of the right to continuous evaluation of the student, arbitrating an extraordinary evaluation system. The educational team will assess both the circumstances and the degree of application thereof, depending on what is agreed by the corresponding department or departments.

**REGULATION OF EVALUATION.** The teaching staff will follow the established norms regarding the promotion of students, as established in the Evaluation Regulations, Annex V.

Students who do not pass one of the evaluations satisfactorily must undergo remedial activities during the next one or, where appropriate, during the summer period. GSDISCR will organize these activities.

## **13. SCHOOL-FAMILY COMMUNICATION AND SCHOOL GUIDANCE.**

GSD ISCR considers essential, in its educational work, to maintain the highest level of information and collaboration with the parents of students.

- a. For this reason, the Head of the School and Division Heads will establish a schedule of meetings with families for each school year. The attendance of the teaching staff involved is mandatory, considering the presence of the parents necessary.

In these meetings, the agenda that the Head of the School or Division Heads have drawn up will be strictly followed.

- b. Regardless of this, the tutor of each group will be in charge of holding the necessary individual meetings with the students and their families.

For this, the Head of the School or Division Head will establish for each tutor a specific weekly schedule for the development of this function.

- c. All claims that families want to formulate, referring to the teaching staff or the pedagogical operation of the School, must be addressed, in the first instance, to the Division Head of the corresponding stage. If necessary, it is escalated to the Head of the School later. It will be

their responsibility to take measures, as well as the procedure they deem most convenient to clarify, where appropriate, the facts.

- d. At the end of each evaluation, the families will personally receive the corresponding report and grades. The document in which these are collected must be signed by the student's legal guardians and returned to the guide teacher.
- e. Within the responsibilities of communication with families, GSD ISCR will annually organize activities dedicated to the orientation of students who finish "Educación General Básica, Educación Diversificada" academic (high school) and technical (Middle Technician / high school).

The Counselling Department will create the appropriate channels to guide, reinforce and collaborate in education.

## CHAPTER VI: BEHAVIORS CONTRARY TO THE RULES OF COEXISTENCE OF THE CENTER, CORRECTIVE MEASURES AND COMPETENT BODIES

### 1. RULES OF COEXISTENCE.

Students have the right and duty to comply with the rules set forth in chapter 3, point number 5 of these Regulations, considering behaviors contrary to the rules of coexistence of the Center all those that imply a breach of the provisions of these Regulations.

The acts contrary to the norms, carried out by students on the school facilities or during the completion of complementary, extracurricular activities and complementary educational services, will be considered as lack of discipline and will be corrected according to what is established in this chapter.

Likewise, all those acts of students carried out outside the school facilities may be corrected when they originate or are directly related to the school activity or affect the members of the educational community. The disciplinary and sanctioning regime in the case of opening a file, will guarantee the rights of information and defense of those affected.

### 2. GENERAL CRITERIA.

- A. In the adoption of DISCIPLINARY SANCTIONS AND PROVISIONAL MEASURES, the following criteria will be due to consider:
  - a) The imposition of sanctions will have an educational purpose and character, and will seek to improve coexistence in the Center.
  - b) The rights of the majority of the members of the educational community and those of the victims of antisocial acts, aggression or harassment must be taken into account as a priority.
  - c) No student may be deprived of his right to education.

- d) Corrections contrary to the physical integrity and personal dignity of the student may not be imposed.
  - e) The age, personal, family and social circumstances of the student and other factors that may have influenced the appearance of behaviors or acts contrary to the established norms will be assessed. For this purpose, the reports deemed necessary will be collected. Where appropriate, the competent bodies may recommend to the parents or guardians or to the corresponding public authorities the adoption of the necessary measures.
  - f) The psychological and social consequences of those who have been attacked, must be taken into account, as well as the alarm or social repercussion created by the punishable behaviors.
  - g) The sanctions must be proportional to the nature and severity of the offenses committed, and must contribute to improving the coexistence climate of the Center and improving the educational process of the student.
  - h) The competent bodies will take into account the age of the student when making decisions about the initiation or dismissal of the files, as well as when graduating the application of the appropriate correction.
  - i) The corresponding sanctioning procedure will be applied in each case, taking into account the type of fault and circumstances. The sanctioning procedure is attached as Annex II.
- B. RESPONSIBILITY AND REPAIR OF THE DAMAGES.** Students are obliged to repair the damages that they cause, individually or collectively, intentionally or through negligence, to the facilities, materials of the School and the belongings of other members of the educational community, or to pay the cost of their repair. Likewise, they will be obliged to restore, where appropriate, what was stolen. The families or legal representatives will assume the civil responsibility that corresponds to them in the terms provided by the Law.
- Exceptionally, the material repair of the damage will be replaced by the performance of tasks that contribute to the better development of activities in the Center or to the improvement of the environment of the School in the cases so determined by the competent body in the imposition of the fault.
- In any case, the economic repair will not exempt of the sanction.
- C. COMPETENCES OF THE COLLEGE BODIES AND HEAD OF THE SCHOOL IN THE FIELD OF COEXISTENCE AND DISCIPLINE OF THE CENTER. SANCTIONING PROCEDURE (ANNEXED 2)**
- 1. **HEAD OF THE SCHOOL/ASSOCIATE HEAD OF THE SCHOOL.** The Head of the School and Associate Head of the School (also Academic Director) oversee the performance of the

activities programmed in general at the School, supervise, collaborate and guarantee compliance with the standards set in these Regulations.

They are in charge of ensuring the proper functioning of the Center from an administrative and academic point of view, directing the different work teams.

2. **THE DIRECTOR OF ADMISSIONS.** It works on attracting students: which requires personal interviews with families, campus tours, explanation of the educational project and answering questions of all kinds (both administrative and pedagogical). It is also in charge of coordinating the events and dissemination of the educational project inside and outside the school.

The director and co-director of admissions can make decisions, together with management, regarding the continuation of the Center for students with negative disciplinary records. The same for cases of new admissions that contribute negative baggage on conduct issues from other schools.

3. **DISCIPLINE AND COEXISTENCE COMMITTEE.** Composed of the Coordinator of the Counselling Department and a Pre-School, Primary and Secondary teacher. Generally, it meets once a month in ordinary session. The discipline committee proceeds to review and assign points or corrective action that corresponds within its competence. It is the ultimately responsible for compliance with discipline in the Institution.
4. **DIVISION HEAD.** The Division Head is one of those directly responsible for the application of the rules of conduct and school discipline. It keeps track of the offenses that are committed against the aforementioned rules and the sanctions imposed ("office referral form" ballot), and must inform families and guardians of them if necessary.
5. **THE TEACHER.**

The Teachers of the Institution, in their teaching work, exercise authority over their students, and have the right and duty to enforce the standards of conduct established in the Center and correct behaviors contrary to them in accordance with this Regulation and the active legislation in this matter.

It is the responsibility of the Tutor Teacher (guide) to assess the justification for the absences of their students, encourage participation in the activities programmed in the Coexistence Plan and maintain the necessary contact with the families in order to meet the objectives of this Plan.

The Faculty of Teachers must inform their students about the Rules of Conduct and Coexistence Plan of the School. Likewise, it knows the resolution of disciplinary conflicts and the imposition of sanctions.

6. **COUNSELLING DEPARTMENT** Composed of three psychology and psychopedagogy professionals assigned to each stage.



It works in coordination with the other competent bodies. Knows the regulations of the institution and ensure its implementation. It promotes actions and measures aimed at the prevention of violence and conflict resolution, as well as good social practices within the members of the educational community.

### **MINOR FOULS FOR CONDUCT CONTRARY TO THE RULES OF COEXISTENCE OF THE CENTER, CORRECTION OF THE SAME AND COMPETENT BODIES.**

Behaviors that violate the present rules of coexistence of the Center will be considered lack of discipline.

**A.** Any infraction of the rules of conduct established in the Coexistence Plan will be classified as a minor offense, when by its entity it will not be considered a serious or very serious offense, and especially:

a. Three unexcused lateness (exceeding the class start time in five minutes), absences of lessons and curricular activities programmed by the institution.

b. Unexcused absence from class.

c. Do not go to the School and to whatever acts the Head of the School determines with the full school uniform.

d. Those acts carried out inside and outside the school facilities, on the occasion of activities related to school life, that slightly harm the health of the members of the school community.

e. The misuse or slight deterioration of the facilities, furniture and material of the institution or of the objects and belongings of other members of the educational community.

f. Any other unjustified act that slightly disturbs the normal development of the activities of the School. This is:

1. Use of unauthorized personal accessories according to the disposition established by the institution.

2. Use of communications notebook, subject notebook and books for actions other than the objective for which it was established.

3. Failure to inform the family about the existence of academic communications to the home.

4. Misuse of official documents of the institution (practices, exams, circulars, among others).

5. Disrespectful behavior during civic acts, assembly or institutional events inside and outside the institution.

g. Use of vulgar vocabulary against any member of the school community: fellow students, families and workers of the institution.





**B.** Minor offenses will be corrected immediately, and may be sanctioned with one or more of the following measures:

- a. Verbal or written warning.
- b. Absence from a class session with immediate appearance before the Division Head, deprivation of recess time or any other similar measure of immediate application.
- c. Stay at the Center after the school day.
- d. Carrying out academic or restorative tasks or activities.
- e. Economic repair of the material, object or deterioration in question.
- f. For cases of unexcused absence, always with the loss of 10% of the grade in the corresponding subject.
- g. Loss between 2 and 10 points in the conduct grade, in that quarter, if it is not the first time.
- h. Loss of 1 point for any of the items in section A (f).
- i. Loss of 1 to 5 points for section A (e).
- j. Loss of 1 to 5 points for section A (g).
- k. Loss of 1 to 5 points for section A (g).

**C.** They are competent bodies to apply the correction measures contemplated in the previous section:

- a. The teacher of the student, notifying this to the tutor and, with the exception of the verbal admonition, to the Division Head.
- b. The tutor of the group, reporting to the Head of Studies.
- c. The teacher of the School, notifying this to the tutor and, with the exception of the verbal admonition, to the Division Head.

**D.** Minor faults shall be prescribed within three months from the date of their commission, excluding holiday periods. The penalty imposed for minor offense shall be prescribed within six months from the date of communication of the penalty.

## **SERIOUS FAULTS FOR THE COEXISTENCE IN THE CENTER AND THEIR CORRECTION.**

**A.** Classified as serious faults:



- a. Repeated failures of punctuality or class attendance that, in the tutor teacher's view, are not justified.
  - b. Behaviors that prevent or hinder other colleagues from exercising the right or fulfilling the duty of study.
  - c. Acts of impropriety or inconsideration with classmates or other members of the school community.
  - d. The misuse of the mobile phone or electronic device.
  - e. The acts of indiscipline and those that disturb the normal development of the activities of the School.
  - f. Damage caused to the facilities or material of the Center.
  - g. Damage caused to property or belongings of members of the educational community.
  - h. The incitement or encouragement to the commission of an offense contrary to the rules of conduct.
  - i. Any other misconduct of equal severity that alters the normal development of school activity that does not constitute a very serious offense, according to this Decree.
  - j. The repeated commission, within one year, of two or more faults qualified as minor.
  - k. The breach of the penalty imposed by the commission of one minor offense.
  - l. The attendance to School under the effects of substances harmful to health.
  - ll. Fraudulent action in evaluation tests and schoolwork, both in face-to-face and virtual mode. This is, alteration, falsification or plagiarism of those evaluations for the own benefit or of another student.
- B.** Serious offenses for conduct seriously detrimental to coexistence in the Center may be corrected with one or more of the following measures:
- a. Absence to the class session with immediate appearance before the Division Head or the Dean of Students, the deprivation of recess time or any other similar measure of immediate application.&tD;
  - b. Stay at the Center after the end of the school day.
  - c. Carrying out tasks that contribute to the better development of the activities of the Center or, if applicable, aimed at repairing the damage caused, or aimed at improving the environmental environment of the Center.
  - d. Economic repair of the material, object or deterioration in question. &tD;
  - e. Temporary prohibition to participate in extracurricular or complementary activities of the Institution, for a maximum period of one month.



f. Absence to certain classes for a maximum period of six school days.

g. Absence to to the School for a maximum period of six school days.

h. Student's group change.

i. Loss between 2 and 10 points in the conduct grade, in that trimester, if it is not the first time.

j. In the case of letter ll, it implies the minimum scale grade of 1 point in that test or work.

In order not to interrupt the educational process, when the measures provided for in letters e), f) and g) of the previous section are applied, during the time determined by the teaching staff, who will periodically monitor them. The competent body to decide the application of those measures will assess the social and family context of the student and, when advisable, may determine that those tasks and activities are carried out in the Center, taking into account, in any case, the organizational resources of the same. Also, it will be possible to determine in each case if it is the student, on his own initiative, who must catch up with the subject given in his absence.

For the *case of misuse of the mobile phone or electronic devices* the regulations of the School's mobile device policy are applied, informed and signed by the families.

**C.** Competent bodies:

a. The student's teachers, for the sanctions established in letters a, b, c and ll.

b. The student's advisor, for the sanctions established in letters a, b, c and ll.

c. The Division Head and the Discipline and Coexistence Committee, after hearing the advisor, the provisions for letters d and g.

d. The Division Head and the Discipline and Coexistence Committee, after hearing the advisor, the provisions for letters e and f.

e. The Division Head and the Discipline and Coexistence Committee, after hearing the advisor, the provisions for letters h and i.

**D.** The serious offenses will prescribe within six months, excluding vacation periods, from the date of their commission. &tB; &tA;The sanction imposed for serious misconduct shall prescribe within a period of six months from the date of communication thereof. &tB; &tC; &tD;

**E.** In the case of section A (ll), fraudulent action in the evaluation tests or school work, the teacher of the subject, after hearing the tutor and Division Head, informs the parents in writing within a period of no more than three business days on the established sanction, informing them of their right to access the information collected.

**SERIOUS FAULTS FOR THE COEXISTENCE IN THE CENTER AND THEIR CORRECTION.**



**A. They are very serious offenses:**

- a. Serious acts of indiscipline, inconsideration, insults, lack of respect or defiant attitudes, committed towards teachers and other School staff.
- b. Physical or moral harassment of colleagues.
- c. The use of violence, aggression, serious offenses and acts that seriously violate privacy or good social customs, against colleagues or other members of the educational community.
- d. Discrimination, harassment or humiliation to any member of the educational community, whether due to birth, race, sex, religion, sexual orientation, opinion or any other personal or social condition or circumstance.
- e. The recording, advertising or dissemination, through any medium or medium, of attacks or humiliations committed.
- f. Serious damage caused intentionally or by improper use in the School's facilities, materials and documents or in the belongings of other members of the educational community.
- g. The impersonation of personality and the falsification or theft of academic documents.
- h. The use, consumption, incitement to the same or the introduction into the Center of objects or substances harmful to health or dangerous for the personal integrity of the members of the educational community.
- i. Serious disruption of the normal development of the Center's activities and, in general, any serious breach of the rules of conduct.
- j. The reiteration in the same quarter of two or more serious offenses.
- k. Failure to comply with the sanction imposed for the commission of a serious offense.
- l. Carrying weapons or explosives, as well as other potentially dangerous objects for people.

**B. Very serious faults can be corrected with one or more of the following measures:**

- a. Carrying out tasks at the Center outside of school hours, which may contribute to the better development of the Center's activities or, if applicable, aimed at repairing the damage caused.
- b. Temporary prohibition to participate in extracurricular or complementary activities of the Institution, for a maximum period of three months.
- c. Student's group change.
- d. Loss between 20 and 32 points in the behavior grade in that quarter.
- e. Absence of certain classes for a period greater than six days and less than two weeks.
- f. Absence to the School for a period of more than six school days and less than a month.



g. Definitive expulsion from the Institution.

**C.** In order not to interrupt the educational process, when the sanctions provided for in letters b, e and f of the previous section are applied, the student will carry out the tasks and activities determined by the teaching staff.

**D.** The application of the sanctions provided in letter f of section B will occur when the seriousness of the acts committed and the presence of the student who commits them in the Center imply impairment of the rights or dignity of other members of the educational community. Also, this sanction will be adopted in case of physical aggression, threats or serious insults to a teacher.

The Discipline and Coexistence Committee will be competent to adopt a very serious sanction, after hearing the Division Head. Very serious offenses will prescribe within a period of twelve months from the date of their commission, excluding vacation periods. The penalty imposed for very serious offenses will prescribe within a period of six months from the date of communication thereof.

### **CONDITION OF APPROVAL IN CASE OF "APLAZADO" IN CONDUCT.**

1. If the student is "aplazado" in conduct, to acquire the status of approved in this case, they must carry out a program of actions of institutional or community interest, supervised by the Evaluation Committee.

### **IN CASE OF NOT APPROVING CONDUCT.**

1. The student who does not pass in conduct will lose the status of regular student of the institution. Students, in this case, will not have the right to enroll in the institution for the following school year.
2. However, in relation to this situation, the Head of the School may authorize the conditional enrollment. In this case, the parents or guardians of the student and the student must sign a document stating the commitments and conditions that must be met.

Likewise, except for material or arithmetic errors, the qualification of the conduct cannot be changed.

### **ATTENUATING AND AGGRAVATING CIRCUMSTANCES**

For the graduation of the sanctions, the mitigating or aggravating circumstances that concur in the breach of the rules of conduct will be appreciated.

#### **They are extenuating circumstances:**

- a. Spontaneous repentance.
- b. The absence of intentionality.
- c. Immediate reparation of the damage caused.

#### **They are aggravating circumstances:**



- a. Premeditation and reiteration.
- b . The use of violence, threatening, defiant or disrespectful attitudes, continuous contempt and harassment inside or outside the School.
- c. Causing harm, injury or offenses to colleagues who are younger or recently incorporated to the School.
- d . Conduct that violates the right not to be discriminated against, for reasons of birth, race, sex, political, moral or religious convictions, as well as for suffering from physical or mental disability, or for any other personal condition or social circumstance.
- e. Acts carried out in groups that violate the rights of any member of the educational community.
- f. The publicity of conduct contrary to the rules of coexistence.
- g. The incitement to any of the acts mentioned above in articles 35 and 36 of these regulations.

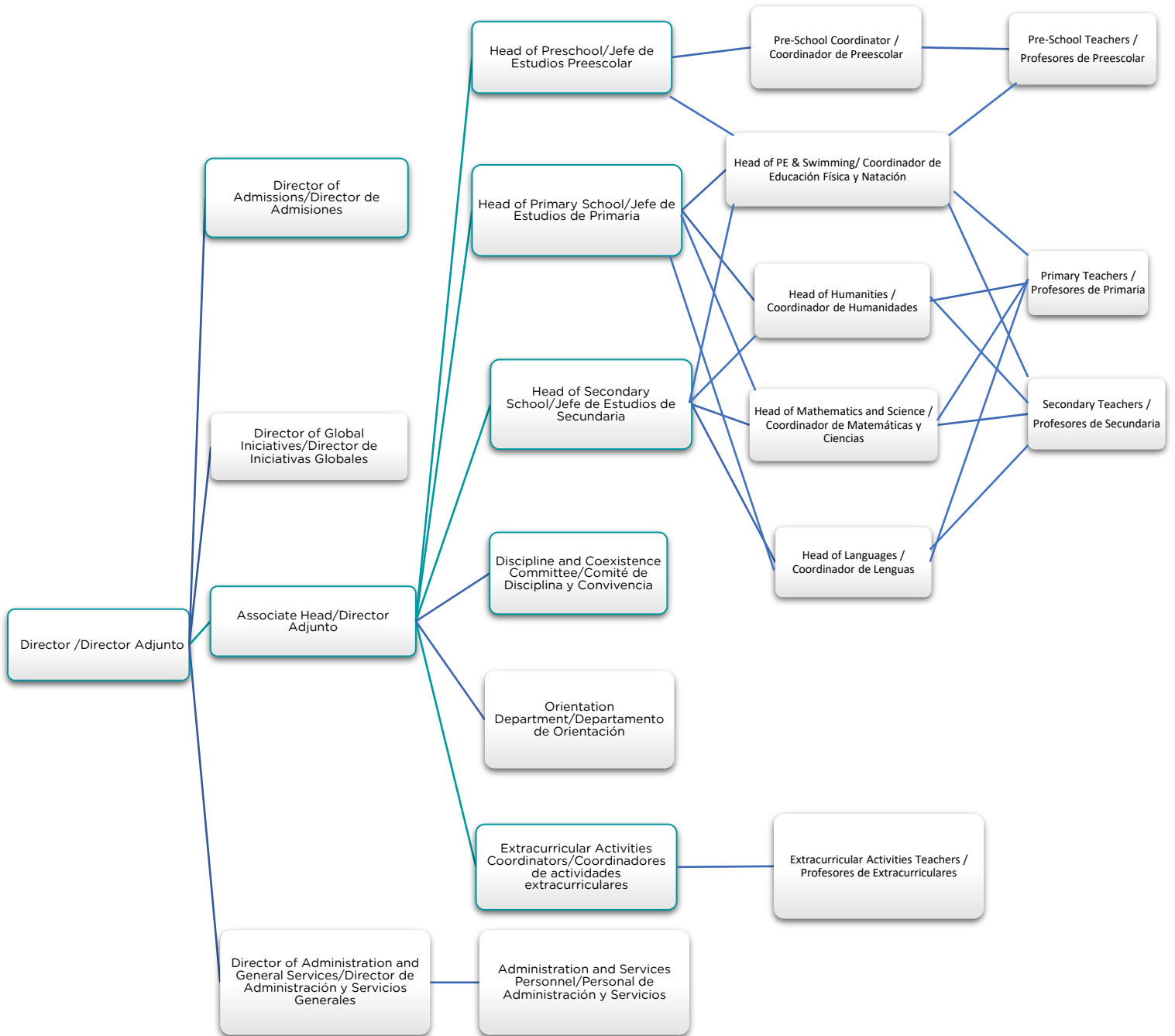
### **FIRST FINAL PROVISION**

The reforms or modifications of these regulations will coincide with the beginning of the school year, but if its reform or modification becomes essential during the course of the year, they will come into force fifteen calendar days after their communication to the parents or guardians of the students and the students themselves.

### **SECOND FINAL PROVISION**

These Regulations will be developed with the operating regulations of the different facilities, activities or actions of the Center (classrooms, dining room, library, swimming pool, patios, laboratories, classrooms for specific subjects, distance or virtual education, etc.).

## ANNEX I. ORGANIZATION CHART OF THE CENTER









## ANNEX II. DISCIPLINARY PROCEDURE

In general, the ordinary procedure will be applied with respect to minor offenses, as well as serious offenses, when it is unnecessary to clarify their authorship and the acts committed.

For very serious offenses, the special procedure will always be conducted, unless they are flagrant and clarification of their authorship and acts committed is not required, in which case the ordinary procedure may be substantiated.

### A. *Ordinary Procedure.*

Minor offenses whose acts and authorship are evident may be sanctioned immediately by the Teacher. The Teacher will notify the Advisor and the Division Head of the sanction imposed.

The foregoing shall not apply when it is necessary to obtain information for a correct assessment of the facts and their consequences. In this case, the advisor, once the communication of the offense has been received, will hear the offending student, and, where appropriate, as many people as deemed necessary. Subsequently, it will impose the corresponding sanction immediately, unless the competent body to sanction is the Division Head or the Discipline and Coexistence Committee, in which case it must propose to these bodies the sanction it deems appropriate.

In any case, the right to a prior hearing of the student or, where appropriate, of their legal representatives will be respected prior to the adoption of the sanction.

This procedure may not exceed seven calendar days from the start, leaving a written record of the sanction imposed, and the facts and grounds that support it.

### B. *Special Procedure.*

1. It will be applicable in the case of very serious offenses, except when they are flagrant and the authorship and acts committed are evident, in which case the ordinary procedure may be substantiated.
2. The Head of the School or Dean of Students (as representative of the Discipline Committee) immediately, within two school days from when they became aware of the commission of the offense, will initiate the file, either on his own initiative or on a proposal of the teaching staff, and will designate an instructor, who will be a professor of the Institution.
3. It may temporarily suspend the student from attending the Center or certain activities or classes for a period not exceeding five school days. This period may be extended until the end of the file in exceptional cases.

Instruction of the file:

- a. The initiation of the file and the appointment of the instructor will be communicated to the student and, if he is a minor, also to his parents or legal representatives.
  - b. The Teacher will initiate the actions leading to the clarification of the facts, and within a period not exceeding four school days from when he / she was appointed, he will notify the student, and his / her parents or legal representatives if he is a minor, the statement of charges, in which The imputed facts, as well as the sanctions that could be imposed, will be exposed with precision and clarity, giving them a period of two school days to allege what they deem pertinent. In the brief of allegations, the test that is considered appropriate may be proposed, which must be provided or substantiated within a period of two school days.
  - c. Once the instruction of the file is concluded, the instructor will formulate, within two school days, the resolution proposal, which must contain the facts or behaviors that are attributed to the student, their qualification, the extenuating or aggravating circumstances, if any, and the sanction that is proposed.
  - d. The instructor will give an audience to the student and, if he is a minor, also to his parents or legal representatives, to communicate the proposed resolution and a period of two school days to claim how much they deem appropriate in his defense. In case of conformity and waiver of this period, it must be formalized in writing.
4. Resolution of the file:
- a. The instructor will elevate, to the Head of the School or Dean of Students, the complete file, including the proposal of resolution and all the allegations that had been formulated. The Head of the School or Dean of Students will adopt the resolution and will notify the same one according to indicates themselves in section 5.
  - b. The maximum period for resolving the file is fourteen school days from the date of its initiation.
  - c. The decision adopted shall be sufficiently reasoned and shall contain the facts or conduct attributed to the student, the mitigating or aggravating circumstances if any, the legal basis on which the penalty imposed is based, the content thereof, its date of effect, and the body and time before which a complaint can be lodged.
5. Citation and notification:
- a. All subpoenas to the student's parents shall be made by any means of immediate communication which allows a reliable record of their having been made and their date. For the notification of decisions, interested parties will be summoned - as indicated above - and they must appear in person for the receipt of such notification, leaving written record of this.



- b. The unjustified non-appearance of the parent or legal representative, if the student is a minor, or the refusal to receive communications or notifications, during the sanctioning procedure, shall not prevent the continuation of the procedure and the adoption of the sanction where appropriate.

### ANNEXED III. The UNIFORM

The *UNIFORM* of the School will consist of the following pieces for the different educational stages:

#### **Pre-School (Level 2, 3, 4, 5 and 6):**

- Orange fabric gabacha, GSD logo.
- White cotton t-shirt with a cross-billed collar and adorned with turquoise and orange stripes with an embroidered logo on the chest and GSD letters on the back in turquoise blue.
- Dark blue and orange tracksuit with turquoise and white blue ornaments and GSD label on the left sleeve.
- Children's sport short, navy blue with orange and white side stripes and GSD letters on one of the legs.
- White socks with GSD logo.
- Women's swimsuit with GSD logo and/or male swim trunks with GSD logo.
- Orange swimming cap with GSD inscription.
- Shoes or tennis of any color.

#### **Primary and Secondary Education :**

- Short boxes in orange and brown tones, GSD model. On the other hand, long trousers or dark blue shorts of "sincatex" with orange stitching finishes and GSD logo.
- Orange-shingle button knit jacket with the Center logo embroidered on the chest.
- White polo shirt with stripes in blue, orange and green on the edge of the neck. The Center logo is embroidered on the chest.
- Orange-shingle stockings for use with skirt and blue socks for trousers or shorts.
- White cotton t-shirt with a cross-billed collar and adorned with turquoise and orange stripes with an embroidered logo on the chest and GSD letters on the back in turquoise blue.
- Dark blue and orange tracksuit with turquoise and white blue ornaments and GSD label on the left sleeve.
- Sport short, navy blue with orange and white side stripes and GSD letters on one of the legs.
- White socks with GSD logo.
- Women's swimsuit with GSD logo and/or male swim trunks with GSD logo.
- Orange swimming cap with GSD inscription.
- Black leather shoes or all-black sneakers including sole and brand.
- Shoes or tennis of any color for Physical education.



## ANNEX IV. REGISTRATION ADMISSION AND FORMALIZATION PROCESS

1. The Admissions Directorate contacts the interested party. We attach documents of interest to the future family of income. An appointment is set-up and a tour of the facilities is made while explaining our educational model.
2. Second interview, face-to-face or virtual, with the Counselling Department. Data concerning the family and student from all areas are collected.
3. Third interview, face-to-face or virtual, with the relevant Division Head. It explains the dynamics of the stage and all the specific issues of the degree where the future student chooses.
4. Fourth face-to-face meeting with the Administration Area. Enrollment is officially formalized, providing all the requirements requested by our institution. The linkage contract with GSD International School is also signed.
5. Fifth final decision of whether the student will enter the school will remain with the Deputy Director.