



EL ALTILLO
INTERNATIONAL
SCHOOL



International
Schools
Partnership

COEXISTENCE MANAGEMENT POLICY

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ORGANISATION OF COEXISTENCE AT THE CENTRE

The school aims to achieve a climate of coexistence based on respect, work and fluid communication, especially bearing in mind that students of very different ages live together in the school. From this point of view, the teaching staff must be coherent in their principles in action, as well as projecting the values of justice, tolerance, respect, democracy and non-violence onto the pupils. Efforts must be made to maintain tolerant and deeply respectful human relations between the different members of the community.

The rules of coexistence aim to guarantee the correct development of academic activities, respect among all members of the educational community and the appropriate use of the school's facilities, always in coherence with the school's pedagogical line.

Conduct contrary to the rules of coexistence may be classified as:

- Conduct contrary to the rules of coexistence. Minor misconduct.
- Behaviour that is seriously detrimental to coexistence. Serious misconduct.

CONDUCT CONTRARY TO THE RULES OF COEXISTENCE - MINOR OFFENCES

In general terms, the following conduct is contrary to the rules of coexistence:

- a. Acts that disturb the normal development of class activities.
- b. The systematic lack of collaboration of the pupils in carrying out the activities aimed at developing the curriculum, as well as in following the teacher's instructions regarding their learning.
- c. Conduct that may impede or hinder the exercise of the right or the fulfilment of the duty to study by their classmates.
- d. Unjustified lack of punctuality.
- e. Unjustified absence from class.
- f. Unjustified failure to wear uniform.
- g. Incorrect and inconsiderate behaviour towards other members of the educational community.
- h. Irresponsible behavior in the care of one's own material and belongings.
- i. Cause minor damage to the facilities, material resources or documents of the Center, or to the belongings of other members of the educational community.

Unjustified absences from class attendance, punctuality or uniformity of a student are considered to be those that are not excused in writing by the student, or their legal representatives if they are a minor.

Corrections.

1. For the conduct contemplated in point 1.a. The correction of suspension of a student's right to attend that class may be imposed. The application of this measure will imply:
 - a. The teacher must provide educational attention to the student to whom this correction is imposed.
 - b. The teacher must complete the minor report with the story of the facts that justify said report, which will be recorded in accordance with the corresponding protocol. Likewise, the tutor must inform the student's legal representatives of this.

2. For conduct contrary to the rules of coexistence, other than that provided for in the previous section, the following corrections may be imposed:
 - a. Oral warning.

 - b. Written warning (LIGHT PART).

 - c. Carrying out tasks inside and outside of school hours that contribute to the improvement and development of the Center's activities, as well as to repair damage caused to the Center's facilities, material resources or documents.

In reiteration:

- d. Suspension of the right to attend certain classes for a maximum period of three school days. During the time the suspension lasts, the student must carry out the training activities determined to avoid interruption of their training process.

- e. Exceptionally, the suspension of the right to attend the Center for a maximum period of three school days. During the time the suspension lasts, the student will carry out the training activities determined to avoid interruption of their training process.

Bodies competent to impose corrections for conduct contrary to the rules of coexistence.

1. The teacher who is teaching the class will be competent to impose the correction provided for in point 1.
2. They will be competent to impose the corrections provided for in section 2:
 - a. For that provided in letters a. and b., all the teachers of the Center.
 - b. For that provided for in letters c. and d., the stage coordinator having heard the opinion of the student's tutor.
 - c. For what is provided for in letter e., the director has heard the opinion of the stage coordinator and the student tutor.

BEHAVIORS SERIOUSLY HARMFUL TO COEXISTENCE - SERIOUS OFFENSES

The following are considered behaviors seriously detrimental to coexistence in the Center:

- a. Physical aggression against any member of the educational community.
- b. Insults and offenses against any member of the educational community.
- c. Actions harmful to the health and personal integrity of the members of the Center's educational community, or incitement to them.
- d. Harassment or humiliation against any member of the educational community, particularly if they have a sexual, racial or xenophobic component, or are carried out against students with special educational needs.
- e. Threats or coercion against any member of the educational community.
- f. Impersonation and falsification or theft of academic documents.
- g. The serious deterioration of the facilities, material resources or documents of the Center, or the belongings of other members of the educational community, as well as the theft of the same.

- h. The repetition in the same school year of conduct contrary to the Center's rules of coexistence.
- i. Any act directly aimed at preventing the normal development of the Center's activities.
- j. Non-compliance with the imposed corrections, unless the Center Management considers that this non-compliance is due to justified causes.
- k. For conduct that is seriously detrimental to coexistence, a written record will remain in the Center (SEVERE PART).

Disciplinary measures for conduct seriously detrimental to coexistence.

For conduct seriously detrimental to coexistence listed in point 1., the following disciplinary measures may be imposed:

- a. Carrying out tasks outside of school hours that contribute to the improvement and development of the Center's activities, as well as repairing damage caused to the Center's facilities, material resources or documents.
- b. Suspension of the right to participate in the Center's extracurricular activities for a maximum period of one month.
- c. Group change.
- d. Suspension of the right to attend the Center for a period of more than three school days and less than one month. During the time the suspension lasts, the student must carry out the training activities determined to avoid interruption of their training process.
- e. Suspension of the right to attend the Center for a period of more than three school days and less than one month. During the time the suspension lasts, the student must carry out the training activities determined to avoid interruption of their training process.
- f. Change of teaching center.

Body competent to impose disciplinary measures for conduct seriously detrimental to the rules of coexistence.

The director of the Center will be responsible for imposing the disciplinary measures provided for in point 1, after hearing the opinion of the stage coordinator and the student's tutor.

PROCEDURE FOR IMPOSING CORRECTIONS AND DISCIPLINARY MEASURES

Teachers and the tutor must inform the stage coordinator of the corrections they impose for conduct contrary to the rules of coexistence.

In any case, there will be a written record and the parents or legal representatives of the student will be informed of the corrections and disciplinary measures imposed.

ABOUT THE PARTIES

The reports, whether they involve minor offenses or serious offenses, are recorded in accordance with the corresponding protocol, informing the tutor and the stage coordination.

Very important: avoid reflecting subjective comments in the report, limiting yourself to the description of the fault, its repetition, etc.