

REGULATION ON ORGANISATION AND FUNCTIONING



TITLE ONE
THE EDUCATIONAL COMMUNITY
CHAPTER ONE
EDUCATIONAL COMMUNITY

Art. 1. Members

1. The Centre is structured as an Educational Community made up of a group of people which, being interrelated and involved in the act of educating, share and enrich the objectives of the Centre.
2. Within the Educational Community, all functions and responsibilities are differentiated according to the specific contribution made to the common project by the Proprietor of the Centre, the students, the teachers, the parents, the administrative and service personnel, as well as other contributors.

Art. 2. Rights

The members of the Educational Community have the right to:

- a. Be respected in their rights, as well as in their personal integrity and dignity.
- b. Be informed of the Educational Project and the Regulation on Organisation and Functioning of the Centre.
- c. Participate in the functioning and life of the Centre, in accordance with the provisions set forth under this Regulation.
- d. Submit written suggestions, requests and complaints to the competent body in each case.
- e. Make a claim to the competent body in the event that their rights have been breached.
- f. Exercise any other rights recognised by law and by this Regulation.

Art. 3. Responsibilities

The members of the Educational Community are required to:

- a. Accept and respect the rights of the Proprietor of the Centre, the students, the teachers, the families, the administrative and service personnel, as well as the rights of the other members of the Educational Community.
- b. Respect the Educational Project, this Regulation, the rules of coexistence and other rules regarding the organisation and functioning of the Centre and its activities and services, as well as the authority and educational indications or guidelines of the teaching staff.
- c. Preserve and respect, both internally and externally, the image of the Centre.
- d. Attend and participate in the meetings of the bodies of which they form part.
- e. Perform the duties of representative positions for which they were chosen, contributing to the common good and the objectives of the Centre.
- f. Comply with the non-instructional working hours.
- g. Duly complete the records relating to their work.

Art. 4. Rules of coexistence

- a. Respect for the physical and moral integrity, as well as the property, of the people who form part of the Educational Community and of those other people and institutions that have a relationship with the Centre due to the performance of its activities and services.
- b. Tolerance and respect towards diversity and non-discrimination.
- c. Propriety as regards social relations, especially in the use of proper and polite language.
- d. Interest in carrying out their own work and duties in a responsible manner.
- e. Respect for the work and duties of all members of the Educational Community.
- f. Cooperation in educational, sport or coexistence activities.
- g. Proper care in respect of personal hygiene and image, as well as appropriate dress, in accordance with the dress code of the Centre.
- h. Positive attitude towards warnings and corrective measures.
- i. Proper use of the building in which the Centre is located, its furnishings, facilities and material, as well as respect for the fact that access to certain areas of the Centre is restricted.
- j. Correct use of the entrances to the School.
- k. Correct use of New Technologies: mobile phones, MP3, tablets, etc.
- l. Respect for the Centre's rules of organisation, coexistence and discipline.

- m. Respect for the privacy and good image of all members of the Educational Community, both inside and outside of the Centre.
- n. In general, proper compliance with the responsibilities set out under the legislation currently in force and contained in this Regulation.

CHAPTER TWO

THE STUDENT BODY

Art. 5. The student body

The student body is the main protagonist of their own education. Students shall actively participate, age accordingly, and shall assume responsibilities proportionate to their capacity to meet the same.

Art. 6. Rights

Students have the right to:

- a. Participate in the teaching and learning project.
- b. An all-round education that takes into account their learning capacity, pace and style, and which stimulates personal effort, motivation to learn and the sense of individual responsibility.
- c. An education that favours the development of a responsible lifestyle with a view to forming a free and equal society, as well as favouring the development of healthy habits, the conservation of the environment and sustainability.
- d. The objective evaluation and acknowledgement of their dedication, effort and school performance.
- e. Receive school and professional guidance.
- f. Receive protection against any type of physical or moral aggression.
- g. Participate in the functioning and daily life of the Centre, as well as in the corresponding bodies, and to the use of the school facilities.
- h. Privacy in the treatment of their personal data held by the Centre which, due to its nature, is confidential.
- i. Be informed of the Spanish Constitution and the Statute of Autonomy for Andalusia.
- j. Be informed of their rights and responsibilities, as well as of the rules of coexistence established in the Centre, in an age-appropriate manner.
- k. And to all other rights set out in the coexistence plan for the Centre.

Art. 7. Responsibilities

Students are required to:

- a. Maintain a responsible attitude towards their work as students.

- b. Carry out the school activities assigned to them by the teachers in order to consolidate what they have learned.
- c. Respect their classmates' and the other students' right to study.
- d. Actively and diligently participate in the activities aimed at the development of the school curriculum, following the guidelines provided by the teachers.
- e. Respect the freedom of conscience and the religious and moral convictions of all members of the Educational Community.
- f. Acquire intellectual and work habits in accordance with their abilities so as to permit the continuance of their studies and subsequent professional activity.
- g. Respect the authority and guidance of the teachers.
- h. Acquire the habits that allow them to recognise, respect and appreciate the values of fundamental human rights and coexistence.
- i. Care for and make correct use of the moveable property, facilities and documents of the Centre and respect the belongings of the other members of the Educational Community.
- j. Respect the rules of the educational Centre regarding organisation, coexistence and discipline, and contribute to the development of the Centre's educational project and activities.
- k. Strictly observe the school hours and calendar.
- l. Participate in the daily life and functioning of the Centre.
- m. Take responsibility for the proper care of their books and any other school material.
- n. Wear the school uniform, which shall be obligatory for all students of the Centre.
- o. During recess the classrooms shall remain closed and the students shall remain in the area of the schoolyard designated for each level.
- p. When classes have finished the students shall place special interest in maintaining the classes neat and orderly, without leaving objects on the floor.
- q. Respect shall be shown for all teachers and members of the Educational Community, as well as for all students of the Centre, and at all times a proper and appropriate attitude and vocabulary shall be used. Any type of improper behaviour is detected outside of school hours and/or the school grounds shall not constitute an obstacle for the application of the corresponding sanction.
- r. The Teaching Staff reserves the right to refuse admission of students to excursions and trips proposed by the Centre.
- s. Smoking is prohibited throughout the school grounds, as is the consumption and/or possession of alcohol and/or any other substance that adversely affects the health or integrity of the members of the Educational Community, or any conduct inciting the same.
- t. No electronic devices that are not authorised by the Centre shall be permitted. The use of the aforementioned electronic devices or of the

Internet to make videos, take photos, etc. shall be sanctioned in accordance with the legislation currently in force and the rules of the Centre, inasmuch as the Centre is subject to the provisions established under the Data Protection Act.

Art. 8. Admission

1. The admission of students is the responsibility of the Management Team of the Centre.

CHAPTER THREE

THE TEACHING STAFF

Art. 9. The Teaching Staff

The teaching staff is directly responsible for the education of the students in the Centre and for the teaching-learning process, and shares the global responsibility for the educational action of the Centre with the other sectors of the Educational Community.

Art. 10. Rights

The members of the teaching staff have the right to:

- a. Freely carry out their educational function in accordance with the characteristics of the position held and the educational principles specified in the Project for the Centre.
- b. Participate in the creation of the Educational Projects for the Centre.
- c. Freely carry out evaluations in accordance with the criteria established in the Curricular Projects for the Centre.
- d. Use the material resources and facilities of the Centre for educational purposes, in accordance with the rules regulating their use.
- e. Exercise their teaching functions freely and in coordination with their Area and Department. The exercise of these functions shall be oriented towards the realisation of the educational objectives.
- f. Be heard by the Management Bodies of the Centre.
- g. Submit their ideas and suggestions regarding the development of educational issues.
- h. Receive a response to their requests from the corresponding body.
- i. Be informed of all matters that could affect them in respect of the educational and economic aspects of the Centre.
- j. Receive the appropriate resources to perfect and update their skills.
- k. Be respected by all of the persons that form part of the Centre (teaching staff, students, parents and non-teaching staff).

Art. 11. Responsibilities

The members of the teaching staff are required to:

- a. Exercise their functions in accordance with the conditions set out in their contract and/or appointment.

- b. Cooperate in the fulfilment of the objectives of the Educational Project of the Centre and comply, in the performance of their functions, with the guidelines established in the same.
- c. Participate in the preparation of the programming for the specific area and subject taught, within the Teaching Staff of the corresponding course and Department, and maintain it up to date.
- d. Prepare the programming of the classroom activities.
- e. Participate in the evaluation of the different aspects of the educational action.
- f. Attend the meetings convened by the collegiate bodies of the Centre: assessment, department, cycle and stage meetings, etc.
- g. Accompany the students on the excursions programmed by the department, stage, cycle, etc.
- h. Provide students with guidance as regards work and study techniques specific to their area or subject, direct the training or seminars relating to the same, as well as analyse and discuss the evaluations carried out with them.
- i. Work together with the form teachers in the education of the students and in the realisation of the annual educational program.
- j. Strictly comply with the school calendar and schedule.
- k. Complete, in a timely manner, all documentation relating to their professional activity, both that required by the Educational Administration, as well as that established by the Centre, in any format.
- l. Endeavour towards professional perfection.
- m. Observe professional secrecy.
- n. Maintain appropriate communication channels with the parents of their students.
- o. Adapt to and receive training for any changes to be implemented, as established by the Board of Education or the Centre.
- p. Ensure that order and discipline are kept in their class and outside of the same, as well as ensuring the correct use and cleanliness of the school facilities.
- q. Provide all of the information required to maintain the management platform of the Centre up to date, controlling absences and tardiness, introducing information regarding parent-teacher interviews requested by the form teachers, grades, etc.
- r. Provide documentary justification of school absences and tardiness to the Head of Studies or Headmaster.
- s. Know the Regulation on Organisation and Functioning and comply with its precepts.
- t. Cooperate with the collegiate and individual governing bodies to improve general coexistence in the Centre.

- u. Comply with the time periods or deadlines established for the different activities included within the general organisation of the Centre.
- v. Request from and/or communicate to the Head of Studies or Headmaster any type of sporadic or one-time change to their personal schedule.
- w. Take responsibility for the appropriate use of the material resources of the Centre, leaving them in their initial state and location.

CHAPTER FOUR

PARENTS OR LEGAL GUARDIANS OF THE STUDENT BODY

Art. 12. The parents or legal guardians of students

The families, which have the primary responsibility for the education of their children, form part of the Educational Community of the Centre.

Art. 13. Rights

The families have the right to:

- a. Receive the respect and consideration of all personnel of the Centre.
- b. Participate in the education of their children, supporting the teaching-learning process of the same.
- c. Receive from the Centre the type of education defined under the Educational Project for the Centre.
- d. Be heard in respect of the decisions that affect the progress of their children at school.
- e. Be regularly informed of their child's absences from the Centre or incidents of tardiness.
- f. Know the Plan of the Centre.
- g. Be informed of the rules established in the Centre regarding coexistence.
- h. Receive prompt notification of any conduct by their child that may be harmful or seriously detrimental to coexistence in the Centre.
- i. Receive information regarding the Centre's activities and operating system.
- j. Receive information regarding the textbooks and teaching materials used in the Centre.
- k. Receive information regarding the education of their children.
- l. Be able to meet with the teachers of the Centre at the established times.

Art. 14. Responsibilities

The parents or legal guardians are required to:

- a. Ensure adequate cooperation between the family and the Centre so as to achieve greater educational effectiveness. For this purpose:
 - They shall attend the interviews and meetings to which they are called by the Headmaster, the Head of Studies, the Coordinator of the Educational Cycle, the Form Teachers or teaching staff to deal with matters relating to the education of their children, respecting the time and location established by the Centre.
 - Encourage their children to carry out school activities in order to consolidate what they have learned during the classes, as assigned by the teachers.
 - Inform the educators as to the aspects of and circumstances affecting their children that are relevant to their education and integration into the school environment.
 - Participate in an active way in the activities established by virtue of the educational commitments that the Centre has with the families, in order to improve their child's performance.
- b. Fulfil the obligations deriving from the contractual relationship with Centre, especially in respect of payment of the non-refundable inscription rights and the fees that are established by the Centre for the services of education, meals, material and the like.
- c. Respect the exercise of the technical-professional competencies of the personnel of the Centre.
- d. Respect the authority and guidance of the teaching staff.
- e. Provide written justification for their child's absences or tardiness.
- f. Take responsibility for the correct use by their child of books and other materials.
- g. Respect the rules of the Centre regarding the aspects of organisation and coexistence that concern them.

Any non-compliance with these responsibilities or conduct considered to be seriously detrimental to coexistence on the part of the parents or legal guardians may give rise to the application of the disciplinary measures deemed appropriate by the Management Team and even to the permanent expulsion of the student from the Centre.

CHAPTER FIVE

ADMINISTRATIVE AND SERVICE STAFF

Art. 15. Administrative and Service Staff

This includes educators who carry out functions that are not specifically academic in the Centre, taking on joint responsibility, along with the members of the Educational Community, for the overall act of educating.

Art. 16. Rights

The Administrative and Service Staff have the right to:

- a. Have at their disposal the resources necessary to carry out the functions they have been entrusted with.
- b. Be informed of the general objectives and organisation of the Centre, and participate in the execution thereof in the areas that affect them.
- c. Receive the appropriate professional training and qualifications.

Art. 17. Responsibilities

The Administrative and Service staff is required to:

- a. Carry out their functions in accordance with the conditions set out in their contract and/or appointment.
- b. Endeavour towards professional perfection.
- c. Observe professional secrecy.

Art. 18. Admission

The Administrative and Service Staff shall be appointed and terminated by the Proprietor of the Centre.

CHAPTER SIX

OTHER MEMBERS OF THE EDUCATIONAL COMMUNITY

Art. 19. Other members

Other members of the Educational Community may include persons (collaborators, former teachers, students, volunteers and others) that participate in the Centre's educational action, in accordance with the programmes established by the Management Team of the Centre.

Art. 20. Rights

These members of the Educational Community have the right to:

- a. Make public their status as collaborators or volunteers throughout the school.
- b. Carry out their functions in the terms established by the applicable law and by the Management Team of the Centre.

Art. 21. Responsibilities

These members of the Educational Community shall be required to:

- a. Carry out their functions in the terms established by the Management Team of the Centre.
- b. Not interfere with the normal activity of the Centre.

TITLE TWO

COEXISTENCE

CHAPTER ONE. GENERAL RULES

Art. 24. The value of coexistence

An appropriate atmosphere of coexistence within the Centre is an indispensable condition for the progressive development of the different members of the Educational Community, particularly of the students, and of the Community as a whole and, as a result, for the attainment of the objectives of the Educational Project of the Centre.

Art. 25. Alteration and corrective measures

- a. The coexistence in the Centre is deemed to be altered by the members of the Educational Community who, by their actions or omissions, violate the rules of coexistence referred to in this Regulation and/or those set forth in the Coexistence Plan.
- b. Any behaviour that alters coexistence in the Centre shall be corrected in accordance with the means and procedures set forth in the legislation currently in force, this Regulation and the Coexistence Plan.
- c. At the beginning of each school year, the Coexistence Plan shall be reviewed and modifications may be made.

CHAPTER TWO

RULES FOR THE STUDENT BODY

Art. 26. Performance of responsibilities and exercise of rights

With a view to guaranteeing both the exercise of their rights as well as the performance of their responsibilities, all students of the Centre are required to observe the rules of coexistence included in this Regulation, as well as the specific rules for each stage, set forth under the Plan for Coexistence, and the individual classroom rules.

In the preparation of these rules, the following principles shall be taken into account:

- a. Coexistence shall be understood as an objective and necessary condition for the successful performance by the students and teachers of their work, guaranteeing that no student shall be segregated by reason of their beliefs, gender, sexual orientation, ethnic group or economic or social condition.
- b. The encouragement of true and effective equality between male and female students.
- c. The prevention of risks and the promotion of health and safety as a social and cultural asset.

Art. 27. Non-compliance with the rules of coexistence.

1. The corrective and disciplinary measures to be applied in the event of non-compliance with the rules of coexistence shall guarantee the respect for the rights of the rest of the students and seek to improve relations between all members of the educational community.

2. In any event, the following points should be taken into account in respect of corrective and disciplinary measures for non-compliance with the rules of coexistence:

- a. The student may not be deprived of his/her right to an education, nor, in the case of obligatory education, of his/her right to schooling, for an indefinite period of time.
- b. No corrective or disciplinary measures that are contrary to the moral and physical integrity of the student may be imposed.
- c. The corrective and disciplinary measures provided for under this regulation shall be applied proportionally to the student's behaviour and should contribute to the improvement of their educational process.

Art. 28. Degrees of corrective and disciplinary measures.

1. The circumstances that may be considered to attenuate responsibility are as follow:
 - a. Spontaneous recognition of the incorrect nature of the behaviour, as well as the spontaneous repair of the damage produced.
 - b. Lack of intention.
 - c. The offering of apologies.
2. The circumstances that may be considered to aggravate responsibility are as follow:
 - a. Premeditation.
 - b. When the person against whom the violation is committed is part of the Centre's teaching or non-teaching staff.
 - c. Damages, insults or offences caused to non-teaching staff and younger classmates, as well as to students that are new to the Centre.
 - d. Actions that imply discrimination by reason of birth, race, gender, sexual orientation, ideological or religious beliefs, physical, psychological or sensory disabilities, or any other personal or social condition.
 - e. Incitement or encouragement of collective action that damages the rights of the other members of the Educational Community.
 - f. The nature and scope of the damages caused to the Centre or to any of the members of the Educational Community.
 - g. The dissemination, over the Internet or by any other means, of texts or images of behaviour that is harmful or seriously detrimental to coexistence, particularly if they are degrading or offensive to other members of the Educational Community.
3. In any event, the circumstances that aggravate responsibility shall not be applicable when they are included as conduct that is contrary to the rules of coexistence or as conducts that are seriously detrimental to coexistence.

Art. 29. Scope of conduct subject to corrective measures.

1. Corrective measures shall be taken, in accordance with the provisions of this Regulation, in relation to acts carried out by students in the Centre that are contrary to the rules of coexistence, both during class time as well as during the time spent in the school cafeteria and in complementary and extracurricular activities.

Art. 30. Conduct deemed to be contrary to the rules of coexistence and corrective measures for the same.

The conducts that are deemed to be contrary to the rules of coexistence are those that oppose the rules established by the Centre, in accordance with the current regulations, and, in any case, the following:

- a. The acts that disturb the normal course of class activities.
- b. The lack of systematic cooperation on the part of the student body in the realization of activities directed towards the development of the curriculum, as well as in following the indications given by teachers in relation to their education.
- c. Any conduct by classmates that may prevent or hinder the exercise of the right to study or compliance with the duty to do so.
- d. Unexcused tardiness.
- e. Unexcused absences from class.
- f. Incorrect or inconsiderate behaviour towards the other members of the Educational Community.
- g. The causing of minor damage to the facilities, material resources or documents of the Centre, or to the property of the other members of the Educational Community.

1. Cases of unexcused absence from class or tardiness are deemed to be those that are not excused in writing by the parents or legal guardians, as per the guidelines set forth in the plan for coexistence in the Centre.
2. Without prejudice to the corrective measures imposed in relation to unexcused absences, the Centre's plan for coexistence shall establish a maximum number of absences per year or subject, for the purposes of the assessment and advancement of the student.

Art. 31. Criteria for corrective measures.

1. In the corrective measures applied to students who in some manner alter the coexistence in the Centre, the following criteria shall be taken into account:

- a. The age and personal, family and social condition of the student.
- b. The educational assessment of the alteration.
- c. The proportionality of the corrective measure.

d. The manner in which the alteration affects the fundamental objectives of the Educational Project of the Centre, specific aspects of the curriculum and the General Annual Programming of the Centre.

In no event may the procedure for corrective measures affect the student's right to privacy, honour, dignity or reputation, guaranteeing that no student shall be segregated by reason of their beliefs, gender, sexual orientation, ethnic group or economic or social condition.

Art. 32. Corrective measures for conduct contrary to the rules of coexistence.

1. In the case of any conduct contrary to the rules of coexistence set out under point 1, section a), the corrective measure of suspension of the right to attend that class may be imposed on a student. The application of this measure shall imply that:

- a. The form teacher and Head of Studies shall be informed within the course of the school day of the measure adopted and of the reasons therefor. Furthermore, the form teacher shall inform the student's parents or legal guardian of the measure. Written evidence shall likewise be kept in the Centre of the adoption of the measure. The student expelled from class shall go to the Library, provided that there is a responsible teacher there.

2. In relation to any conduct contrary to the rules of coexistence other than those set out under point 1, section a), the following corrective measures may be adopted:

- a. Verbal reprimand.
- b. Written warning.
- c. Performance of tasks during and outside of school hours that contribute to the improvement and development of the activities of the Centre, as well as to the repair of damages caused to the facilities, material resources or documents of the Centre.
- d. Suspension of the right to attend certain classes for a maximum period of three school days. During the period of the suspension the student shall carry out the educational activities to be determined at that time so as to avoid the interruption of their education.
- e. Exceptionally, the suspension of the right to access the Centre for a maximum period of three days. For the duration of the suspension the student shall carry out the educational activities to be determined at that time so as to avoid the interruption of their education.

3. The educational activities established under letters d) and e) of the preceding point may be carried out in the “Coexistence Classroom” (*Aula de Convivencia*), as established by the Centre in the coexistence plan.

Art. 33. Bodies with competence to impose corrective measures for conduct that is contrary to the rules of coexistence.

1. Competence to impose the corrective measures set out under point 1, section a) shall correspond to the teacher that is giving the class, as well as the “Coexistence Classroom” (*Aula de Convivencia*) teacher.

2. Competence to impose the corrective measures set out under the remaining points shall correspond to:

- a. For the corrective measure provided for under letter a), all teachers of the Centre.
- b. For the corrective measure provided for under letter b), the form teacher of the student.
- c. For the corrective measure provided for under letters c) and d), the Head of Studies.
- d. For the corrective measure provided for under letter e), the Headmaster, who will inform the Coexistence Committee.

Art. 34. Conduct that is seriously detrimental for coexistence and corrective measures for the same.

The conducts that are deemed to be seriously detrimental for coexistence are those indicated below:

- a. Any physical aggression against any member of the educational community.
- b. Any type of slander or insults against any member of the educational community.
- c. Bullying, understood as psychological, verbal or physical abuse, towards a student carried out by one or more classmates in a reiterated manner over a specific period of time.
- d. Any acts that are detrimental to the health and personal integrity of the members of the Centre’s educational community, or any act inciting the same.

- e. Acts of harassment or humiliation against any member of the educational community, particularly those acts with a sexual, racial, xenophobic or homophobic component, or against students with special educational needs.
- f. Threats or coercion against any member of the educational community.
- g. The possession or use of illegal substances or devices, or those seriously harmful to the health of students.
- h. Impersonation in acts of teaching life and the falsification or removal of academic documents.
- i. Any act that may cause serious damage to the Centre's facilities, materials or documents, or to the personal belongings of the other members of the educational community, as well as the removal of the same.
- j. The reiteration in one school year of conducts contrary to the rules of coexistence of the Centre.
- k. Any act directly aimed at preventing the normal development of the activities of the Centre.
- l. Failure to comply with the corrective measures imposed, unless the Coexistence Committee considers that the reasons for this non-compliance are justified.

Art. 35. Disciplinary measures for conducts that are seriously detrimental for coexistence.

The following disciplinary measures may be imposed for conducts that are seriously detrimental for coexistence:

- a. Performance of tasks that contribute to the improvement and development of the activities of the Centre, as well as to the repair of damages caused to the facilities, material resources or documents of the Centre, without detriment to the responsibility to cover the cost of other repairs to be made as a result of the facts giving rise to the corrective measures and the civil liability of the student or his/her parents or legal guardian as provided for by law.

- b. Suspension of the right to participate in the extracurricular activities of the Centre.
- c. Change of group.
- d. Suspension of the right to attend classes at the Centre for a period of more than three school days and less than one month. During the period of suspension the student shall carry out the educational activities to be determined at that time so as to avoid the interruption of their education.
- e. Permanent expulsion from the Centre.

Art. 36. Competent body to impose disciplinary measures for conducts that are seriously detrimental for the rules of coexistence.

The Management Team of the Centre shall be competent to impose the disciplinary measures for conducts that are seriously detrimental for coexistence and shall communicate these to the Coexistence Committee, always under the supervision and guidance of the Guidance Department.

CHAPTER THREE

REST OF THE MEMBERS OF THE EDUCATIONAL COMMUNITY

Art. 37. Corrections.

1. Without detriment to the regulation deriving from the specific system governing the relationship between different members of the Educational Community and the Proprietor of the Centre, the alteration of the coexistence of these members of the Educational Community may be corrected by the Proprietor of the Centre and the Management with:

- a. Private reprimand.
- b. Public reprimand.
- c. Restriction of access to the facilities, activities and services of the Centre.