



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

PE_01.2

RULES OF PROCEDURE

MADE BY:	REVISED BY:	REVIEWED BY:
Executive Committee	Management	Director: P. Pablo Guerrero
DATE: 01/09/2017	DATE: 01/09/2021	DATE: 01/09/21
This document is the property of San Cayetano School, which reserves the right to request its return when it deems appropriate. It may not be copied in whole or in part, nor may it be shown to companies or individuals without the express written authorisation of the school management.		



ÍNDICE

- 1.-OBJECTIVE AND SCOPE
- 2.-EDUCATIONAL COMMUNITY
- 3.-COEXISTENCE RULES
- 4.-OWNING ENTITY
- 5 - PUPILS
- 6.-TEACHERS
- 7.- PARENTS
- 8.-NON-TEACHING STAFF
- 9.-PARTICIPATION
- 10.-TEACHING AND EDUCATIONAL ACTION
- 11.-GOVERNING AND MANAGEMENT BODIES
- 12.-RULES ON ENROLMENT, FORMATION OF GROUPS AND REPETITION OF THE YEAR
- 13.-RULES AND CRITERIA FOR PROMOTION FROM ONE YEAR TO THE NEXT
- 14.-TEACHING PROGRAMMES AND ASSESSMENT CRITERIA
- 15.-CONDUCT REGIME
- 16.- OWNERSHIP, EXPLOITATION RIGHTS and CONFIDENTIALITY
- 17.-FINAL PROVISIONS
- 18.- TRANSITIONAL PROVISIONS
- 19.- ANNEXES



0.- MISSION OF THE COLEGIO SAN CAYETANO.

The COLEGIO SAN CAYETANO, as an institution of the Order of Clerics Regular (Teatinos), confesses and professes to be a Christian.

This declaration includes the conviction that...

man has a transcendent dimension.

complete formation must include instruction in the faith, the explanation of the Christian meaning of life and the transmission of a coherent scale of human values.

helping pupils to develop skills, values and knowledge to create a better world, within a framework of mutual understanding and intercultural respect.

the educational process must be carried out within a framework of maximum respect for people, ideas, the material things that surround us and the environment.

Therefore, we aim to ensure a complete education of our students as free, responsible and ethically committed people, helping them to develop skills, values and knowledge to create a better world within a framework of mutual understanding and intercultural respect, paying special attention to the field of languages as well as the constant updating and training of technological resources.

1.-OBJECT AND SCOPE

The purpose of these Internal Regulations (RRI) is to regulate the organisation and functioning of COLEGIO SAN CAYETANO in all its areas, as well as to promote the participation and collaboration of all those who form part of the Educational Community in order to successfully develop the Centre's Mission expressed in the previous section.

The organisation and operation of COLEGIO SAN CAYETANO is in accordance with the provisions of its Quality, Environmental Management and R+D+i Policy (Mission, Vision and Values).

2.-EDUCATIONAL COMMUNITY

COLEGIO SAN CAYETANO is configured as an Educational Community made up of a group of people who, related to each other and involved in teaching and educational activities, share and contribute to the enrichment of the Centre's objectives.

Within the Educational Community, the functions and responsibilities are differentiated according to the particular contribution made to the Mission by the Head Entity, the pupils, the teachers, the parents, the non-teaching staff and any other collaborator.

- 2.1.-RIGHTS

- The members of the Educational Community have the right to :
- To be respected in their rights and in their personal integrity and dignity.
- To know the Quality Policy, Environmental Management and R+D+i, and the RRI of the Centre.



- To participate in the operation and development of the School, in accordance with the provisions of these Regulations.
- To hold meetings of the respective bodies at the School, to deal with matters of school life, with prior authorisation from the Head Entity.
- To submit written petitions and complaints to the corresponding body in each case.
- To claim before the competent body in those cases in which their rights are violated.
- Exercise those other rights recognised by law, in the Quality, Environmental Management and R+D+i Policy of the Centre and in this RRI.

- 2.2 DUTIES

- The members of the Educational Community are obliged to:
- Respect the rights of the School, the pupils, the teachers, the parents and the non-teaching staff.
- Respect the Mission, the present RRI and any rules of organisation and operation of the Centre and its activities and services.
- Respect and promote the image of the Centre.
- Attend and participate in the meetings of the bodies of which they form part.

3.-RULES OF COEXISTENCE

At COLEGIO SAN CAYETANO, respect for people and material objects is an essential requirement for a correct harmony and an adequate coexistence among all its members. Therefore, the rules of coexistence define the characteristics of the conduct and behaviour that should be promoted to achieve:

The integral growth of the person.

The educational aims of the Centre.

The functioning and development of the Educational Community.

A good and cordial educational and relational atmosphere in the Centre.

Respect for the rights of all those involved in teaching and educational activities.

These are rules of coexistence:

- A - Respect for the physical and moral integrity, and for the property of the people who make up the Educational Community and of those other people and institutions that relate to the Centre on the occasion of carrying out the activities and services of the same.
- B - Respect and tolerance for the diversity of ideas and non-discrimination.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- A - Correctness in social interaction, especially through the use of correct and polite language, avoiding expressions in bad taste.
- B - An interest in carrying out one's own work and duties responsibly.
- C - Respect for the work and function of all members of the educational community.
- D - Cooperation in educational or coexistence activities, and punctual attendance when required.
- E - The prohibition of smoking on school premises.
- F - The prohibition of the use of mobile phones during classes or any other school activity and throughout the school grounds.
- G - Care in grooming and personal image and observance of the school rules on this matter.
- H - A positive attitude towards warnings, attention calls and corrections.
- I - The appropriate use of the buildings, furniture, installations and material of the school, in accordance with their purpose and rules of operation, as well as respecting reserved access to certain areas of the school.
- J - Compliance with the duties that are indicated in current legislation and in this RRI for the members of the Educational Community and each of its members.
- K - Respect good environmental practices.

In compliance with regional and national legislation in this respect, smoking is strictly forbidden on all school premises. This prohibition extends to all members of the educational community, teachers and non-teaching staff, pupils and parents.

In order to protect privacy and image protection, **the use of cameras and video cameras (including recording devices incorporated into mobile phones) is strictly forbidden on school premises, except for institutional events or by duly authorised staff.**

In order to guarantee the safety of all members of the educational community, **the circulation of cars, motorbikes, bicycles and scooters is strictly forbidden.** Except for the school's own vehicles for maintenance, transporting food or students with reduced mobility.

4.-OWNER ENTITY

The COLEGIO SAN CAYETANO is owned by the Order of Clerics Regular (Teatinos) and the ordinary representation of the same is vested in the Director of the Centre, who in the use of his functions may delegate some responsibilities to third parties.



4.1 RIGHTS

The Governing Body has the right to:

- Establish the mission of the school, guarantee its respect and stimulate its effectiveness.
- Promote the drawing up of the School's Educational Project (PEC) and propose its approval to the Governing Board.
- To direct the School, represent it and assume ultimate responsibility for its organisation and management.
- To oversee the financial management of the School.
- To decide on applications for the authorisation of new courses, and the modification and termination of existing authorisation.
- To decide on the provision of activities and services, and to collect the fees paid for them.
- To promote the adaptation of the RRI to new needs and propose its approval by the Board of Directors.
- Appoint and dismiss the unipersonal governing and management bodies of the Centre.
- To appoint and dismiss the bodies responsible for coordinating teaching and educational activities.
- To recruit, hire, appoint and dismiss the school's staff.
- To establish the rules for the admission of students to the School and to decide on their admission and dismissal.
- To ensure compliance with the rules of coexistence.
- To take the initiative in the management of disciplinary conflicts.

4.2.-DUTIES

The Governing Body has the right to:

- To publicise the Centre's Mission and RRI.
- To take responsibility for the operation and management of the school before the educational community and society.
- Comply with the regulations governing the authorisation of the centre and academic planning.
- To ensure that the Centre's Quality, Environmental Management and R+D+i Policy is kept alive and dynamic.

The owning Entity, ordinarily, delegates the fulfilment of all these rights and duties to the Centre's Management Team. For Financial Management, a Power of Attorney is required that explains the scope of the delegated powers.



5.-STUDENTS

The admission and termination of pupils is the responsibility of the School.

5.1.-RIGHTS

The students have a right to:

- To receive an education that ensures the full development of their personality.
- To be respected in their freedom of conscience, as well as in their religious and moral convictions.
- To be assessed in their school performance in accordance with the evaluation criteria established by the Teaching Departments.
- To receive school and professional guidance according to their level and needs.
- To have their privacy respected in the treatment of personal data held by the Centre which, by their nature, are confidential.

5.2.-HOMEWORK

The students are obliged to:

- Observe a responsible attitude in their student work.
 - To strive for good academic performance.
 - Acquire intellectual and work habits in order to prepare them to continue their studies and subsequent professional activity.
 - Acquire habits that will make them recognise, respect and appreciate the values of the fundamental rights of the individual and of coexistence.
 - Remain within the school grounds and in the assigned areas when using the canteen service, and during break times. Likewise, they must remain outside the building before school starts and during break time.
-
- Junio, Primary and Secondary students must wear the school uniform (which must be marked for identification purposes).
 - Consider and bear in mind that you must dress appropriately wherever you go and here we are in a school (the following are not allowed: torn trousers, strident hair dyes and haircuts, earrings and other eye-catching beads, etc.).
 - Comply with the school timetable, the rules of coexistence and the RRI.
 - Treat all members of the educational community with due respect.
 - Respect good environmental practices.



6.-TEACHERS

The contracting and dismissal of teachers is the responsibility of the COLEGIO SAN CAYETANO.

6.1.-RIGHTS

The teachers have a right to:

To freely carry out their educational role in accordance with the characteristics of the post they occupy and with respect for the Centre's Quality, Environmental Management and R&D&I Policy.

To ongoing training.

To participate in the development of the School Curriculum Project (PCC) in the area of their competence.

To develop their methodology in accordance with the PCC in coordination with the corresponding teaching department.

Freely carry out their assessment activities in accordance with the criteria established in the Classroom Programmes.

To use the Centre's material resources and facilities for educational purposes, in accordance with the regulations governing their use.

6.2.-DEBERES

Los profesores están obligados a:

- To freely carry out their educational role in accordance with the characteristics of the post they occupy and with respect for the Centre's Quality, Environmental - Management and R&D&I Policy.
- To ongoing training.
- To participate in the development of the School Curriculum Project (PCC) in the area of their competence.
- To develop their methodology in accordance with the PCC in coordination with the corresponding teaching department.
- Freely carry out their assessment activities in accordance with the criteria established in the Classroom Programmes.
- To use the Centre's material resources and facilities for educational purposes, in - accordance with the regulations governing their use.
- In their relationship with all members of the educational community, but especially, as educators, with regard to their pupils, to be models and examples of coherence with the values and principles that the school is committed to transmitting to them and - which are set out in the school's Mission, Vision and Values.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- Perform their duties in accordance with the conditions stipulated in their contract and/or appointment, in accordance with current legislation and the procedures of the Centre's Quality and Environmental Management System and R&D&I (SGCAI).
- To be familiar with the Centre's Quality, Environmental Management and R&D&I Policy as well as those aspects of the Integrated Management System (IMS) that directly affect or concern them.
- To work towards continuous improvement in order to achieve the levels of competence and performance established for the post corresponding to their functions.
- To cooperate in the fulfilment of the objectives of the SOP and to follow, in the performance of their duties, the guidelines established in the CCP.
- Treat all members of the educational community with due respect.
- To draw up the specific Classroom Programme for the area or subject they teach, within the corresponding Department.
- Participate in the evaluation and monitoring of the different aspects of teaching and educational action.
- Guiding students in the work and study techniques specific to their area or subject, directing the practices related to them, as well as analysing and commenting with them on the tests carried out in accordance with the rules established in the Departments.
- Collaborate in maintaining order and discipline in the exercise of their duties.
- Comply punctually with the school timetable and demand compliance with the rules of coexistence.
- To strive for professional development and to keep the relevant confidentiality.
- Respect good environmental practices.
- Not to attend the Centre if they are suffering from an infectious or contagious disease.

6.3.-TEACHER'S PERFORMANCE REGULATIONS

- Be punctual, waiting for students at the door of the classrooms when they enter and attending at the appointed time to the meetings to which he/she is summoned.
- To end classes when the music indicates it, avoiding the departure of students before the corresponding time (whether or not there are controls), and to carry out changes of classes promptly.
- Involve students in the daily routines that take place in the classroom (say morning prayer, erase the blackboard, turn off lights, lower blinds, etc.).
- Always start classes with the classroom clean and tidy.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- Be rigorous in the performance of the assigned supervision, demanding responsibility from pupils in complying with the rules (use of litter bins, not playing with balls outside the designated areas, taking care of the garden areas, etc.).
- Show an active and positive attitude in the face of inappropriate behaviour, drawing the attention of pupils, regardless of their year.
- Communicate to the corresponding tutor or coordinator any material damage they notice so that it can be quickly repaired.
- Leave work for the students when he/she has to be replaced by another teacher.
- To arrange interviews, in agreement with tutors and coordinators, with the parents of pupils whose school performance, behaviour or other circumstances so require.
- Provide parents with the appropriate information on the academic performance and behaviour of their children, and the necessary explanations as to the reasons for a failure, a sanction, the withholding of enrolment, etc.
- To be a model and example for their pupils in terms of education and values.

Thus, the features that characterise the style of action of a teacher at COLEGIO SAN CAYETANO are:

- Be coherent with the Mission, Vision and Values of the School. tidy, punctual and works with enthusiasm.
- aware of a job well done and capable of transmitting enthusiasm.
- accepted by his students; they know they can count on him.
- identified with the rules of coexistence and transmits them by example.
- knows his pupils and is accessible to them, listening actively to them at all times.
- is able to resolve conflicts
- teaches how to learn, stimulates, motivates and reinforces
- takes initiatives and organises activities
- uses communication channels appropriately
- has a sense of humour and de-dramatises stressful situations
- knows and is aware of the environment in which he/she works at school.
- friendly and respectful with students, families and colleagues.
- Discreet, humble.
- Collaborative and proactive.
- Proactive in the use of new technologies and in the search for innovative educational methods.

Other aspects to be taken into account by San Cayetano teachers:

- ✓ Make good use of social networks: Do not post compromising photos. Have closed profiles. Students should not be part of their "friends" groups on social networks. In the case of the creation of "WhatsApp" groups in which the teacher and pupils participate, their use should be limited exclusively to educational topics.
- ✓ Avoid using mobile phones in front of children on school premises.
- ✓ Appropriate dress, which should serve as a reference for the pupils in the school.



Each teacher is, above all, an educator. Their task is carried out in a sphere of personal responsibility, being able to exercise their pedagogical work and their educational capacity freely, in accordance with the Quality, Environmental and R+D+i Policy, making it their own, by freely choosing to carry out their professional practice in this Centre.

7.-PARENTS

7.1.-RIGHTS

Parents (or guardians if applicable) of pupils at COLEGIO SAN CAYETANO have the right to:

That the type of education referred to in the Quality, Environmental Management and R+D+i Policy is provided at the school.

To participate in matters related to the development of the educational process of their children at the Centre, in collaboration with the tutors.

To receive information about the educational process of their children.

To be received by the centre's teachers at the established times.

7.2.-HOMEWORK

Parents (or guardians if applicable) of pupils at COLEGIO SAN CAYETANO are obliged to:

- To be the first and foremost responsible for the education of their children.
- To know the Mission of the Centre.
- To seek appropriate collaboration with the Centre in order to achieve greater effectiveness in the educational task.
- To attend the interviews and meetings to which they are summoned by any member of the Management, the Coordinator, the Tutor or Teachers to deal with matters related to the education of their children.
- Favour circumstances outside the Centre that make the educational action of the Centre more effective.
- To inform teachers of those aspects of their children's personality and circumstances that are relevant to their education and integration into the school environment.
- To treat all members of the educational community with due respect.
- To fulfil the obligations arising from their contractual relationship with the school.
- Respect the exercise of the technical and professional competences of the school staff.
- To justify their children's absence or punctuality, as well as to sign their report cards.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- To send their children to school correctly uniformed and clean.
- Not to send their children to the School if they are suffering from any infectious or contagious disease.
- Respect good environmental practices.
- To respect the rules of the Centre and to contribute actively to their observance.

7.3.- INFORMED CONSENT

Enrolment in San Cayetano School implies the consent of the families to:

- a) that the communications containing grades, evaluations and other characteristics referring to the academic record, as well as administrative communications, are preferably communicated to them via e-mail and/or the educational platform that the Centre has contracted at any given time and, if necessary, through the pupil.
- b) that notifications of absences of pupils in primary, secondary and baccalaureate are sent by SMS to the mobile phone of both parents/guardians.
- c) that the invoices are sent by e-mail to the address given on the registration form: Banker's order.
- d) that in the event of non-payment of any of the invoices, notification of the same be sent by e-mail to the address detailed for this purpose on the enrolment form: Bank Order; and in the event of not receiving a reply by this means, that they be sent via the student.
- e) that general informative communications are sent to the e-mail address of both parents/guardians.

8.-NON-TEACHING STAFF

Non-teaching staff (Administration, Services and Monitors of Extracurricular Activities or Summer Camp) of COLEGIO SAN CAYETANO, will be hired and dismissed by the Entidad Titular. Coaches or other personnel hired by the San Cayetano School or by those responsible for any extracurricular activity must also comply with these regulations. Even if they are not direct educators of the pupils, they are also a reference for the rest of the San Cayetano Educational Community. For this reason, like the teaching staff, they must be models and examples of coherence with the values and principles that the school is committed to transmitting and which are set out in the Mission, Vision and Values of the school.



8.1.-RIGHTS

Non-teaching staff have the right to:

- To be integrated as a member of the educational community.
- To be informed about the Quality Policy, Environmental Management and R+D+i, objectives and general organisation of the Centre and to participate in its execution in those areas that affect them.
- Their ongoing training.

8.2.-HOMEWORK

Non-teaching staff are obliged to:

- To perform their duties in accordance with the conditions stipulated in their contract.
- To pursue their professional development.
- To be familiar with the mission of the Centre.
- To treat all members of the educational community with due respect.
- To respect good environmental practices.

9.-PARTICIPATION

Participation in COLEGIO SAN CAYETANO is the basic condition for its functioning and the instrument for the effective application of its Quality and Environmental Management Policy.

Participation is differentiated according to the different contributions to the aforementioned Quality Policy, Environmental Management and R+D+i of the different members of the Educational Community.

The areas of participation in the Centre are:

- a) Staff: each member of the Educational Community participates, with his or her own particular contribution, in the achievement of the School's objectives.
- b) Collegiate bodies: the different members of the educational community participate in the school's collegiate bodies as indicated in this RRI.

10.-TEACHING AND EDUCATIONAL ACTION

The teaching and educational action of COLEGIO SAN CAYETANO is based on the legislation in force, the Quality, Environmental Management and R+D+i Policy of the Centre, the characteristics of its agents and beneficiaries, the human and material resources available and the environment in which it is located.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

The members of the Educational Community, each according to their particular contribution, are the protagonists of the teaching and educational action of the Centre.

The teaching and educational action integrates and interrelates the academic, formative, pastoral and other aspects aimed at achieving the objectives of the Centre's mission.

The elements of teaching and educational action at COLEGIO SAN CAYETANO are:

- The Quality, Environmental Management and R&D&I Policy, which defines:
 - a) The Mission: the nature, characteristics and aims of the Centre.
 - b) The Vision: the orientation of the teaching and educational action.
 - c) The Values: attitudes, aspects and behaviours that strengthen the Centre.

The PEC (Educational Project of the Centre), which prioritises the objectives of the Quality Policy, Environmental Management and R+D+i of the Centre and is approved by the Board of Directors at the proposal of the Head of the Centre.

The PCC (Centre's Curriculum Project), which includes the objectives of each educational level, the sequencing of contents, the teaching methodology, the assessment and promotion criteria and the principles of organisation and operation of the tutorials. Its preparation, implementation and evaluation is directed by the Deputy Heads and is approved by the teaching staff in accordance with the procedure determined by the School Management.

The PLC (Language Project of the School), which will include the objectives and distribution by subjects and timetables in each of the vehicular languages of education at San Cayetano School. It is drawn up by the School Management and is approved by the Headmaster after consulting the teaching staff in accordance with the procedure determined by the School Management.

The Classroom Programme, which is drawn up by the teachers in accordance with what is determined in the PCC and in coordination with the other teachers of the same year and Department.

The evaluation of teaching and educational action (Measurement and Monitoring Plan Indicators), which is the instrument for verifying the fulfilment of the Centre's objectives and the basis for the adoption of the relevant corrective actions in order to better achieve its aims.

The Annual General Planning (PGA), the preparation and implementation of which is directed by the Director and approved by the Governing Board.

11.-GOVERNING AND MANAGEMENT BODIES

The governing and management bodies of COLEGIO SAN CAYETANO are unipersonal and collegiate and carry out their functions in accordance with current law, promoting the Quality Policy, Environmental Management and R+D+i,

The Principal, the Deputy Principal, the Quality, Environmental Management and R+D+i Coordinators, the Pastoral Action Coordinator, the Guidance Coordinator, the Course Coordinator, the Head of



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

Department, the Secretary and the Manager are unipersonal bodies. With the exception of the Director, the

Pastoral Action Coordinator and the Manager, who are appointed by the Order of Clerics Regular (Teatinos), all of whom are appointed by the Director, after hearing the Management Team, for a period of three years, renewable for an unlimited number of consecutive terms.

The collegiate bodies are the Board of Directors, the Quality and Environmental Coordinating Group (GCCA), the R+D+i Coordinating Group, the Pedagogical Coordination Commission (CCP), the Pastoral Council and the Teaching Staff.



11.1.-UNIPERSONAL BODIES

DIRECTOR

The Director is appointed and dismissed by the Head of the Centre.

His/her competences are:

- To hold the ordinary representation of the Centre's owning body with the powers granted to him/her by the latter.
- To ensure the effective implementation of the Quality, Environmental Management and R&D&I Policy.
- To convene and chair the meetings of the Board of Directors.
- To approve the documentation of the SIG.
- To chair, when in attendance, the meetings of the Centre, without detriment to the powers granted to other unipersonal bodies.
- Those indicated in this RRI.

SUBDIRECTOR

The Deputy Director is appointed and dismissed by the Head of the Centre on the proposal of the Director.

- His/her competences are:
- To direct and coordinate the educational activities of the assigned level.
- To head the teaching staff of the level assigned to him/her in educational matters.
- To carry out the agreements of the Governing Board within the scope of his/her powers.
- Conducting admission interviews with a view to the enrolment of new pupils.
- To conduct the first interview of potential candidates for teaching posts at the School and to propose to the Headmaster the most suitable candidates for a new interview.
- Propose the appointment of Coordinators, Heads of Department and Tutors to the Director.
- To encourage and stimulate coexistence, as well as to try to correct any alterations that may occur in the terms indicated in this RRI.
- To inform the Board of Directors of the general functioning of the level for which he/she is responsible.
- Those entrusted to him/her by the Director in the educational field.

QUALITY, ENVIRONMENTAL MANAGEMENT AND R&D&I COORDINATORS

They are appointed and dismissed by the Director of the Centre.

Their competences are:

- To direct and coordinate the activities derived from the Centre's IMS.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- To convene and direct the meetings of the respective Coordinating Groups and take minutes of the same.
- Assign Quality, Environmental and R+D+i tasks to the different levels of the Centre.
- To involve the members of the Educational Community in the objectives of the Quality and Environmental Management Plan.

PASTORAL ACTION COORDINATOR

He/she is appointed and dismissed by the Head Entity of the Centre.

His/her competences are:

- To coordinate and activate the programming and development of the pastoral activities of the educational action of the Centre, including leisure and free time volunteer activities.
- To convene, and preside in the absence of the Director, the meetings of the Pastoral Council, and to take minutes of the same.
- To coordinate the Religion Department, promoting its activities.
- To collaborate in the planning and implementation of the teaching and educational activities of the Centre and the guidance work of the tutors, respecting the competences of both the tutors and the teachers and guidance counsellors of the Centre.

GUIDANCE COORDINATOR

He/she is appointed and dismissed by the Head of School.

His/her responsibilities are:

- To establish the system for the application of psycho-pedagogical tests and examinations, to detect, prevent and guide, on an individual level, the possible causes of school failure.
- To advise teachers and the school's governing and management bodies in the area of guidance.
- To coordinate the general aspects of the guidance function.
- Advising and coordinating the planning and activating the development of the guidance activities of the teaching and educational action of the school.-
- To develop guidance programmes with groups of students

COORDINATOR

He/she is appointed and dismissed by the Director of the Centre on the proposal of the Deputy Director.

His/her responsibilities are:

- Coordinating the development, by teachers, of academic activities (inside and outside the classroom) and the assessment of students in their area:



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- Limiting the number of tests.
- Planning and organising academic outings outside the school.
- Monitoring of the proportionality (to age, subject, year and pupil) in daily tasks.
- Propose to the Deputy Director the provision of the necessary material for the development of the tutorial action within his/her competence, as well as whatever he/she considers necessary in order to train the teachers.
- Promote and coordinate, through the tutors, the development of the Tutorial Action Plan and the Classroom Control Manual, within the scope of their competences. They must ensure that all teachers in their class comply with them, correcting any possible deviations that may occur (punctuality when entering or leaving the classroom, respectful treatment of pupils, strictness in uniforms, turning off lights, closing windows, etc.).
- Conduct the evaluation meetings of the students in their class, taking minutes of them.
- Assess and, where appropriate, propose to the school management the correction of any alterations or misconduct by pupils that are contrary to the rules of coexistence and ensure that they are complied with.
- Analyse, together with the tutors of their class, the degree of compliance with the RRI with regard to the rules of coexistence and take the results of this analysis to the Coordinators' Council.
- Promote a good atmosphere in their work team (personal and work).
- Tutoring new teachers and/or tutors with regard to Classroom Control, Tutorial Action, Special Educational Needs, Style of the Centre's Teacher and informing the Deputy Director of their progress.
- To carry out, within the scope of their competences, the agreements of the Coordinators' Council.

HEAD OF DEPARTMENT

He/she is appointed and dismissed by the Director of the Centre on the proposal of the Deputy Director.

He/she shall have the following responsibilities:

- To call and direct the meetings of the Department, taking minutes of them.
- Coordinate the work and tasks of the Department in the preparation of the Classroom Programmes for each year, ensuring coherence in the distribution of content between levels, as well as in the establishment of assessment and correction criteria and in the selection of curricular materials.
- Drawing up the appropriate Department reports.
- To make the appropriate proposals on the needs of the Department in order to ensure its smooth running.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- Assist the Deputy Director in the coordination and development of educational activities.
- Determine the complementary measures and recovery activities necessary to achieve the objectives in the case of students who have failed a subject. He/she will do so in agreement with the teachers of the Department and may delegate this responsibility to them.
- Conduct, together with the Deputy Director or Director, interviews of candidates for teaching posts in the area of his/her competence in order to determine their technical competence.
- Those established in the Teaching Coordination Procedure Manual.

COORDINATOR OF EXTRACURRICULAR ACTIVITIES

- Conduct the necessary interviews with potential candidates for the posts of monitors of any extracurricular activity at the school and propose the most suitable candidates for recruitment to the Headmaster.
- Manage and coordinate, together with the directors of the sports and music schools, the spaces available for the correct development of the activities.

DIRECTOR OF SPORTS AND MUSIC SCHOOLS

Conduct the necessary interviews with potential candidates for the posts of headmaster of a particular school, teacher and monitor of any of the schools in the school and propose to the Headmaster the most suitable candidates for recruitment.

SECRETARY

He/she is appointed and dismissed by the Director of the Centre.

He/she is responsible for:

- To endorse academic certificates and documents.
- To supervise and ensure compliance with the legal provisions on educational matters that directly affect the Centre.
- To supervise the enrolment process for new students.
- Those entrusted to him/her by the Director within the scope of the Educational Community.

MANAGEMENT/OWNER

He/she is appointed and dismissed by the Head of the Centre.

His/her competences are:

- Drawing up the budget of the Centre for each financial year.
- To organise, administer and manage the services of purchasing and storage of consumables, conservation of buildings, works, installations and, in general, the services of the Centre.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- To supervise the Centre's compliance with its tax and social security obligations.
- To order payments and dispose of the Centre's bank accounts in accordance with the powers of attorney granted by the Head of the Centre.
- To keep the Director informed of the economic development of the Centre.
- To manage the administration, accounting and inventory of the Centre.
- To coordinate the administration and services staff.
- To supervise compliance with the legal provisions relating to health and safety.
- To carry out the recruitment of those candidates who, in the different phases of the selection process, have been considered by the Director to be the most suitable to fill any of the posts to be filled.

11.2.-COLLEGIATE BODIES

BOARD OF DIRECTORS

The Governing Board is made up of the Headmaster, who convenes and chairs it, the Deputy Heads, the Secretary and the Manager.

The meetings of the Governing Board are held fortnightly and other members of the educational community may be invited to attend.

The Governing Board has the following powers:

- To advise the Director in the exercise of his functions.
- To coordinate the development of the different aspects of the operation of the Centre in order to achieve its objectives, without prejudice to the competences of the respective governing bodies.
- To draw up, monitor its execution and evaluate the Centre's PGA.
- To draw up the PEC, the PCC and the PLC and ensure their development.
- To review all the documentation generated by the SIG.
- To sanction any disruption of coexistence or very serious misconduct.
- To ratify the hiring and dismissal of staff.



QUALITY AND ENVIRONMENTAL CO-ORDINATING GROUP

The Quality and Environmental Coordinating Group is made up of the Quality and Environmental Management Coordinators, the Headmaster and the Deputy Heads.

The meetings of the CAQG are held monthly and other members of the educational community may be invited to attend.

The GCCA has the following competences:

- Support the work of the Quality and Environmental Management Coordinators.
- Representing all the educational functions and levels of the Centre.
- Drawing up and monitoring the evolution of the Improvement Plan.
- Defining and disseminating the Quality and Environmental objectives.
- To assign Quality and Environmental tasks to the different sectors.
- To train those responsible for the Improvement Groups.
- To involve all the members of the Educational Community in the objectives of the Plan.
- To implement the Continuous Improvement Process.
- To prepare and submit to the Board of Directors the annual review report of the EQAS.

R+D+i COORDINATING GROUP

The R+D+i Coordinating Group is made up of the Director, the R+D+i Coordinator and the members appointed by the Director from among the Management Team and the teaching staff of the Centre.

PEDAGOGICAL COORDINATION COMMITTEE (CCP)

Among other functions, this committee works as the Coexistence Committee and will be responsible for analysing the coexistence within the school and proposing corrective measures to the school management. In order to carry out this responsibility, it will meet at least once a month.

The CCP is made up of two different working groups:

1-COORDINATORS' COUNCIL

The Coordinators' Council is made up of the Headmaster, who chairs it, the Course Coordinators, the Deputy Headmaster, the Secretary, the Pastoral Action Coordinator and the Guidance Coordinator. As such, it will assist the Management Team in making decisions within the scope of the procedures for Tutoring, Coexistence and Discipline and Classroom Control, among others.

The meetings of the Coordinators' Council are weekly and other members of the Educational Community may be invited to attend.

The Coordinators' Council is responsible for

- To evaluate the development, by the teachers, of the academic activities (inside and outside the classroom) and tutorials.
- Coordinate and evaluate the functioning of the tutorial action of the corresponding section, unifying criteria in accordance with the RRI.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- Propose as many improvements as are considered appropriate and suitable for the proper functioning of school and tutorial activities.
- Evaluate the degree of compliance with the RRI with regard to the rules of coexistence and propose the corresponding areas for improvement (corrective actions), after analysing the causes of conflict (in no case will individual cases be discussed).
- Cooperate in the development of the Quality Policy, Environmental Management and R+D+i of the Centre, in its area of competence.
- To serve as a channel for sharing positive experiences, in its area of competence, that allow learning and greater development of school life in all its dimensions.
-

2-PEDAGOGICAL COORDINATION COMMITTEE

The PCC is made up of the Headmaster, who chairs it, the Deputy Heads, the Pastoral Action and Guidance Coordinators and the Heads of Department.

The meetings of the CCP will be held at least once a month, and other members of the Educational Community may be invited to attend.

The CCP is responsible for

To carry out the interdisciplinary connection of the different courses and levels.

Collaborate in the preparation and adaptation of the PCC.

Those established in the Teaching Coordination Procedure Manual.



PASTORAL COUNCIL

The Pastoral Council is made up of the Headmaster, the Pastoral Action Coordinator, and the members of the Educational Community that he/she considers appropriate to fulfil its objectives more effectively.

It meets at least once a year, in order to know the pastoral programme for the academic year and to coordinate the different pastoral activities and the people who carry them out. Other members of the educational community may be invited to the meetings.

The Pastoral Council is responsible for

To plan the pastoral activities of the educational action.

To know, make suggestions and approve the planning of the pastoral activities of the educational action of the Centre.

To be an instrument of communion between all those who contribute to the education of the Faith in the Centre.

To serve as a place where all pastoral agents can exchange their experiences and points of view on the education in the Faith of the pupils and other members of the Educational Community.

TEACHING STAFF

It is made up of all the teaching staff of the school. The teaching staff as a whole is constituted in year groups according to educational needs.

It is convened and chaired by the Director at least at the beginning and end of each academic year.

The Teachers' Cloister has the following powers

To be informed of all matters affecting the Centre as a whole.

To make relevant proposals for the improvement of the general running of the School in all areas.

The Teaching Staff of each of the courses or cycles meets ordinarily after each evaluation period and is responsible, among other things, for deciding, after evaluating the academic performance and attitude of the students, whether or not they should continue at the School, as well as their promotion to the next year, with the approval of the Director.



12.-RULES ON ENROLMENT, GROUP FORMATION AND REPETITION OF COURSES

12.1.-WITHHOLDING AND NON-RENEWAL OF ENROLMENT

COLEGIO SAN CAYETANO wishes to be a place of study and learning in order to achieve its objectives and to guarantee, as far as possible, the adequate academic and human formation of its pupils. Therefore, in view of the cases in which minimum requirements are not fulfilled, we have established rules for the withholding of enrolment (as a serious warning to rectify) and the definitive non-renewal of enrolment.

Withholding of enrolment means that, in the event of failure to change attitude, a student's continuity at the Centre is not assured. This sanction is reviewed periodically and at the beginning of each school year it is decided whether it remains in force (because there has been no significant change in behaviour) or is definitively cancelled.

Non-renewal of enrolment means that a student cannot continue at the Centre.

Registration will be withheld or not renewed, depending on the cases and circumstances, when any of the following situations occur:

Registration will be withheld:

Those pupils with serious behavioural deficiencies and who have not rectified their behaviour after appropriate warnings and those pupils who habitually hinder the normal functioning and development of school activities, their parents always being informed. Except in the case of very serious misbehaviour as set out in these Regulations, no pupil will be refused enrolment unless he/she and his/her family have been notified beforehand.

Pupils with serious deficiencies in school performance or lack of work habits, due to manifest disinterest, idleness and/or laziness, their parents being informed at all times.

Except in the case of very serious misconduct as set out in these Regulations, no pupil will be refused enrolment unless he/she and his/her family have been notified beforehand.

Registration will not be renewed

A student whose enrollment has been withheld and whose sanction has not been suspended, but who maintains attitudes that are seriously contrary to the school's rules of coexistence.

Students who do not collaborate in any way with the educational work of the school, including: repeated non-attendance at tutorial meetings to which they are summoned, systematic disqualification of the school's professionals, failure to provide the necessary means to improve the performance or attitude of their children

- a) The renewal of enrolment for the following academic year will be cancelled for those who have returned more than TWO monthly bills, without having reached a payment agreement and without prejudice to exercising their rights to collect them.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

In any case, the tutors and, where appropriate, the Directorate, will hold an interview with the pupil's parents to clarify the reason for the withholding or non-renewal of enrolment, confirming one or the other decision before 30 June.

12.2.- Formation of groups.

At the beginning of the school year, all pupils at the School will be divided into as many groups as there are lines assigned to the School, unless extraordinary circumstances make it necessary to split them up or group them together. In order to encourage the socialisation of the pupils, the groups will be distributed periodically according to the following chronology:

- 1- Pupils in the first cycle of Infant Education (1-2 years): they will remain in the same group for the whole cycle.
- 2- At the beginning of the second cycle of Infant Education (3-5 years) the pupils will be distributed among all the groups, remaining in the same group for the whole cycle.
- 3 - At the beginning of each cycle of Primary Education (1st, 3rd and 5th), the pupils will again be redistributed among all the groups, remaining in the same group for the two years of the cycle.
- 4 - At the beginning of each year of Compulsory Secondary Education, pupils will be redistributed among all groups.

In Baccalaureate, the fundamental criterion for the formation of groups will be grouping by Modality and optional subjects.

The following criteria will be taken into account when forming groups:

- The report that the tutors of the previous year and the Guidance Department have drawn up on the students and possible conflicts inside or outside the classroom detected during the year.
- A distribution as balanced as possible of students with Specific Educational Support Needs and/or learning difficulties.
- A distribution as balanced as possible of pupils according to curricular competence, with a similar number of pupils in all groups according to performance and autonomy.
- A distribution as balanced as possible of pupils with behavioural problems that affect the coexistence of the group and/or interfere with the normal development of classes.
- As balanced a distribution as possible of male and female students.
- As a general rule, siblings who attend the same year will be in different groups, except in exceptional situations where it is necessary to form stable coexistence groups (COVID-19) or where a psycho-health report recommends otherwise.

Except in the case of conflicts between students, reported to the tutor or the Guidance Department during the previous academic year, or an official psycho-health report recommending otherwise, provided that their opinion has been checked with the school's Guidance Department, requests for a student to go or not to go with one or other students from other groups will not be accepted.

**12.3.-REPETITION OF THE YEAR**

At COLEGIO SAN CAYETANO the repetition of a year will be considered in accordance with the following conditions (the promotion criteria are set out in 13):

Primary Education: At the end of each cycle and as a consequence of the evaluation process, if the teaching team of each group, taking into account the information and criteria of the tutor and the Guidance Department, considers that a pupil has not developed the basic competences corresponding to the cycle, it will decide whether or not to promote him/her to the next cycle. In the decision, it must be taken into account that the pupil can only remain in the same year once in the whole Primary Education stage and therefore it must be considered at what point it is more convenient not to promote him/her to the next year.

If the teaching staff meeting in a partial assessment session at the end of the second term, or earlier, considers that the pupil has the possibility of not being promoted to the next cycle, the families must be informed of this possibility and a work plan must be established so that the pupil can achieve the basic competences at the end of the cycle. In any case, the final decision will be taken at the final assessment meeting and will be communicated to the family before 30 June.

Compulsory Secondary Education: At the end of each year and as a result of the assessment process, if the teaching team of each group, taking into account especially the information and criteria of the tutor and the Guidance Department, considers that a pupil has not developed the basic competences corresponding to the year, it will decide whether or not to promote him/her to the following year. In the decision, it must be taken into account that the pupil, throughout the whole of Compulsory Education (Primary and Secondary), may only be promoted twice, and a third time, exceptionally, in the 4th year of ESO. Students who repeat a year must obtain a positive evaluation in sufficient areas or subjects in order to be promoted to the next year, otherwise they will not be able to continue their studies at Colegio San Cayetano.

National Baccalaureate: Students who, after the extraordinary exam of the first year, have more than two subjects pending, must repeat the whole year. In the second year, students who have not obtained the Baccalaureate diploma may choose either to register for the full year or only for the subjects pending, in which case, to facilitate the learning process and subsequent development of the PBAU, attendance at classes and the completion of the assessment tests of the remaining subjects will be compulsory, with only the marks obtained in the pending subjects being taken into account for the transcript of records.

International Baccalaureate Diploma Programme: governed by the School's Assessment Policy.

In any case, repeating a year at the school, in Compulsory Secondary Education and Baccalaureate, will be conditional on the student's attitude to their studies and their behaviour, and will be assessed by the teaching staff. In the event that a possible repetition is foreseen and the student has not shown a positive attitude during the course, the coordinator and the tutor will hold an interview with the families where they will inform them in writing that if there is no change of attitude, in the event of repetition, the student will not be able to repeat the course at the school.



13.-RULES AND CRITERIA FOR PROMOTION FROM ONE YEAR TO THE NEXT.

At COLEGIO SAN CAYETANO, the teaching team of each group, after assessing and evaluating the academic situation of each pupil, will decide whether or not it is appropriate to promote them from one year to the next depending on their school level.

The basic criteria for promotion and qualification will be governed by the state and regional regulations in force. These basic criteria are developed annually by the Conselleria d'Educació in the Evaluation and Promotion Instructions for each of the educational stages (those corresponding to the academic year 2021-22 are pending publication in the Official State Gazette and in the BOCAIB).

CHANGES OF MODALITY IN BACCALAUREATE

Students may request a change of subjects or modality, without any type of restriction, as long as the organisation of the school allows it, before the start of classes, by contacting the Secretary's Office.

Once classes have started and before the 1st October, the request must be made to the Baccalaureate Coordinator and authorised by the Sub-Directorate.

From that date onwards, the criteria established in the following points will be applied:

1st BACCALAUREATE: Students who wish to change from one Modality or Modality or optional subjects before the end of the first evaluation, considering this date as the date established for the beginning of the exam week, will be examined in the new subject at the same time as the rest of the students in the same subject (whatever the date the change is authorised); once they have passed the first evaluation, they must take an exam that includes all the subject that those who have taken it since the beginning of the course have examined and which they will take five days after the change has been authorised. In no case may changes be made after the first week of January.

2nd BACCALAUREATE: Students who wish to change subjects of Modality or optional subjects before the end of the first evaluation will be examined in the new subject at the same time as the rest of the students in the same subject (whatever the date the change is authorised); once they have passed the first evaluation they must take an exam that includes all the subject that those who have taken it since the beginning of the course have been examined in and which they will take five days after the change has been authorised. In no case may changes be made after the first week of January.

Students who wish to take a subject in Second Baccalaureate that they have not taken in the first year and which will be continued in the second year must apply for it before the end of the 30th June of the year in which they are taking the first year of Baccalaureate and must take a level exam in September (the same as that taken by students who have not passed the exam).

The change of modality from First to Second Baccalaureate will be governed by the official regulations established by the Regional Ministry of Education.



In all cases, the deadlines are conditioned by the instructions issued by the Conselleria d'Educació each academic year.

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

To change from the International Baccalaureate Diploma Programme to the National Baccalaureate, this can only be done in the first year and within the deadlines established for enrolment by the Conselleria d'Educació. Under no circumstances can changes be made after the first week of January.

Since the PD requires a certain number of hours taken in each subject, the change of subjects taken or the change from Intermediate to Advanced Level can only be made up to 1st October of the First Year of the Programme.

14. TEACHING PROGRAMMES, EXAMINATIONS AND ASSESSMENT CRITERIA

14.1.- Teaching programmes and assessment criteria:

All teachers are obliged to prepare a classroom programme for each of the subjects they teach. The criteria for the preparation of these programmes are defined in the Classroom Programme Procedure Manual (MP-PC_03.1). Among other aspects, the classroom programme must include the general assessment criteria for each teaching unit as well as the final assessment criteria.

At the beginning of the academic year, each teacher will inform their students of these criteria, which must be updated in the classroom of their subjects.

These general assessment criteria, as well as the criteria that will govern the final assessment, will be published on the Colegio San Cayetano website for the general knowledge of pupils and families. These criteria will be published before the end of October of each academic year.

14.2.- Performance of assessment tests.

All assessment tests are compulsory for pupils, except in cases of exemptions provided for in educational laws, and must be taken on the dates scheduled and communicated sufficiently in advance. Families should try to schedule their activities to avoid coinciding with these dates.

Students who miss an assessment test will not be retaken except in the following cases:

Absence due to illness with a medical report, as long as this has been communicated prior to the exam;

Family trips for serious reasons (not holidays);

High-level sporting competitions, with prior certification from the organising body of the competition (corresponding Federation); Official exams at another institution that coincide with the exam.

Official exams at another institution that coincide in time with those of the Centre and that are duly certified. Examinations related to obtaining a driving licence are not considered for this purpose.

While taking the assessment tests, students must avoid any type of action that may be detrimental to their academic integrity. Students who are caught copying, plagiarising or cheating in any kind of assessment test will be assessed, the first time, with a ZERO in that test, and with that mark the



assessment criteria that the teaching programme for the subject has established will be applied. If he/she is caught a second time, in the same subject, apart from obtaining a zero in the test, he/she will be evaluated as failing in the final grade of the exam session to which the test belongs.

15.-BEHAVIOUR REGIME

Appropriate coexistence at COLEGIO SAN CAYETANO is a value and an indispensable condition for the progressive maturity of the different members of the Educational Community - especially the pupils - and, consequently, for the achievement of the objectives of the Centre's Quality, Environmental Management and R+D+i Policy (Mission, Vision and Values).

In accordance with current legislation and given its status as a private, non-subsidised school, COLEGIO SAN CAYETANO has the autonomy to establish its rules of coexistence and to determine the bodies to which disciplinary powers correspond in cases of alteration or transgression of those rules. Therefore, those who, by action or omission, violate the rules of coexistence at the school, alter the coexistence of the school.

15.1.-PUPILS

Correction criteria

The following criteria will be taken into account when correcting pupils who disrupt coexistence:

- The age, personal, family and social situation of the pupil.
- The educational assessment of the disturbance.
- The educational and formative nature of the correction, not merely punitive.
- The proportionality of the correction.
- The way in which the alteration affects the Centre's Quality, Environmental Management and R+D+i Policy and the PEC.
- Under no circumstances may the correction procedure affect the student's right to privacy, honour or reputation.
- Types of alteration and gradation of corrections
- Violations of the rules of coexistence may be minor, serious or very serious.

For the purposes of the gradation of punishments:

The following are extenuating circumstances:

- Spontaneous acknowledgement of the misconduct.
- Lack of intentionality.
- The observance of correct habitual conduct that is conducive to coexistence.
- The following are not extenuating circumstances:
 - premeditation and repetition.
 - causing harm, marginalising, humiliating, insulting or offending other classmates.
 - any act that involves or encourages violence, discrimination, racism, xenophobia or contempt for the Centre's mission.

Minor offences

Minor offences are those which violate the rules of coexistence and which are not classified as serious or very serious in this RRI.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

The correction of these is the responsibility of the teachers, Tutor (who must always be duly informed), Coordinator and/or Deputy Headmaster, by means of corrective actions such as the following:

- Private, verbal or written reprimand.
- Appearance before the Deputy Director or Director.
- Carrying out academic work during non-school hours.
- Carrying out tasks that contribute to the improvement and development of the Centre's activities.

Serious misconduct

Serious misconduct is defined as

- Serious actions or omissions contrary to the Quality Policy, Environmental Management and R+D+i of the Centre.
- Acts of indiscipline or serious offences against members of the Educational Community.
- Physical or moral aggression or serious discrimination against other members of the school's educational community, or against other people who have dealings with the school.
- Actions that are seriously detrimental to the health, personal integrity and morality of the members of the school's educational community, or incitement to such actions.
- Serious damage caused by improper or intentional use to the premises, material or documents of the Centre, to the property of other members of the Educational Community or to the installations or belongings of persons or institutions with which the Centre is related.
- Serious unjustified acts that seriously disrupt the normal development of the Centre's activities.
- Cheating in exams or academic work (see chapter 13).
- Smoking in any area of the Centre.
- The use of mobile phones in any part of the school premises without the express permission of a teacher.
- Making unauthorised video and/or photographic recordings.
- Repetition of behaviour that disturbs coexistence.
- The correction of these is the responsibility of the Tutor, Coordinators' Council, Deputy Headmaster and Headmaster. In the case of both serious and very serious misconduct, the person or persons responsible for correction will listen to the pupil and talk to the parents in order to correct the behaviour that is contrary to the rules of coexistence. In any case, the Tutor must always be informed and must record the corresponding RID in the pupil's report.
- Corrective actions will be of the following type:
 - Private, verbal or written reprimand.
 - Appearance before the Board of Coordinators, Management or the Director.
 - Performance of academic work during non-school hours.
 - Carrying out tasks that contribute to the improvement and development of the Centre's activities.
 - Carrying out tasks aimed at repairing damage caused to the installations or material of the Centre or to the belongings of other members of the Educational Community, or to the installations or belongings of persons or institutions with which the Centre has relations.
 - Suspension of the right to participate in extracurricular activities, complementary activities or other activities carried out by the School, for a maximum period of five school days.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- Suspension of the right to participate in the Centre's services, for a maximum period of five school days.
- Suspension of the right to attend the Centre for a maximum period of three school days.
- In the case of the use of mobile phones inside the school premises, the corresponding sanction will be the custody of the phone in the corresponding tutor's office for one week or - one day's suspension of the right to attend school.
- Withholding of registration.
- Notice of non-renewal of registration.

Very serious misconduct

These are very serious offences:

- Situations of bullying will always be considered very serious misconduct.
- Very serious actions or omissions contrary to the Centre's Quality, Environmental Management and R+D+i Policy.
- Acts of indiscipline or very serious offences against members of the educational community.
- Physical or moral aggression or very serious discrimination against other members of the School's Educational Community, or against other people who are related to the School.
- Actions that are very seriously detrimental to the health, personal integrity and morality of the members of the school's educational community, or incitement to such actions.
- Impersonation in teaching activities and the falsification or theft of academic or SGCAI documents.
- Very serious damage caused by improper or intentional use to the Centre's premises, material or documents, to the property of other members of the educational community or to the facilities or belongings of persons or institutions with which the Centre has relations.
- Very serious unjustified acts that seriously disrupt the normal development of the Centre's activities.
- Repetition of conduct that seriously disturbs coexistence.
- Failure to comply with the imposed corrections.
- Those that are typified as such in current legislation.
- The correction of these is the responsibility of the Board of Directors. In any case, the Tutor must always be informed and must record the corresponding RID in the student's report.
- Corrective actions will be of the following type:
- Appearance before the Board of Directors.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

- Performance of tasks aimed at repairing damage caused to the facilities or material of the school or to the belongings of other members of the educational community, or to the facilities or belongings of persons or institutions with which the school has relations.
- Suspension of the right to participate in extracurricular activities, complementary activities or other activities carried out by the Centre.
- Suspension of the right to participate in the Centre's services.
- Suspension of the right to attend the Centre for a period of more than three school days and less than fifteen.
- Change of Centre.
- Non-renewal of enrolment.
- Any others determined by current legislation.
- If appropriate, the following procedure will be followed:
 - 1) Disciplinary proceedings shall be opened at the request of the pupil's guardian, an instructor shall be appointed at the proposal of the Head of School and the pupil and parents shall be informed of the opening of such proceedings.
 - 2) At any time during the investigation process, the Director, by his/her own decision or at the proposal, where appropriate, of the instructor, may adopt such provisional measures as he/she deems appropriate, which may consist of the temporary suspension of the pupil's attendance at the School for a period of no more than five school days; this must be communicated to the Governing Board, which may revoke such a decision.
 - 3) The investigation of the proceedings shall be agreed within a period of no more than ten days from when the facts or conduct that merit the initiation of the proceedings came to the attention of the Board of Directors.
 - 4) Once the case has been investigated, the pupil and his or her parents will be given a hearing and informed of the corrective measures decided by the Board of Directors.
 - 5) The resolution of the case will be communicated to the Technical Inspection Service of the Department of Education of the Balearic Islands Government.

All actions that violate the privacy of computer data, such as impersonation of digital identity, theft or misuse of passwords, improper access and removal or modification of other people's material, etc., will be considered serious or very serious offences and will be corrected in the same way as the rest of the serious or very serious offences.

Misconduct committed in complementary activities organised by the school outside the school.

Complementary activities are considered to be any activity carried out by the school, during non-school hours or days, which forms part of the education of our pupils (study or leisure trips with or without overnight stays, excursions, cultural outings, etc.).



- Any misconduct committed by any member of the educational community during the duration of the activity will be subject to these regulations and will be dealt with in accordance with the above categories.
- In particular, the following acts will be considered serious or very serious misconduct:
- Failure to comply with the safety rules established for the activity.
- In the case of overnight stays, failure to comply with the timetables established for being at the place of stay or escaping from the place of stay.
- In the case of overnight stays, not respecting the distribution of rooms made by the organisation and/or organising parties in the rooms.
- The consumption of alcohol, tobacco or any other type of substance during the entire duration of the activity.
- Apart from the sanctions foreseen above, the following corrective actions will be applied for serious or very serious misconduct in this type of activity:
- If it is an evaluable activity it may be sanctioned with a reduction in the grade of the activity ranging from one point to a grade of zero depending on the seriousness of the offence committed.
- The prohibition to participate in any type of non-compulsory complementary activity for at least one year, which may be indefinite in the case of very serious misconduct.

Misconduct in extracurricular activities organised by the school

Extracurricular activities are considered to be all those activities which take place outside school hours, which are voluntary and which do not fall within the scope of what is understood to be complementary activities to teaching activities.

For this purpose, extracurricular activities are considered to be all those offered annually by the school, whether they are competitive or non-competitive sporting, artistic or other activities. This catalogue includes football teams under the name CD San Cayetano, Atco. San Cayetano or other similar teams.

All those listed in the previous sections will be considered misdemeanours and may be sanctioned in the same way, including temporary or permanent expulsion from the activity in the case of serious or very serious misdemeanours.

15.2.- TEACHERS AND NON-TEACHING PERSONNEL

Apart from what is set out in the Collective Agreement for Private Education in force and in labour legislation, the conduct set out in the PROTOCOL FOR THE PREVENTION OF SEXUAL OFFENCES BY SCHOOL STAFF TOWARDS THE PUPILS OF THE SCHOOL will be considered very serious misconduct, and will be sanctioned in accordance with current labour legislation and the same protocol.

15.3.-OTHER MEMBERS OF THE EDUCATIONAL COMMUNITY

Without prejudice to the regulation derived from the specific regime of the type of relationship of the members (non-students) of the Educational Community with the School's Governing Body, the



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

alteration of the coexistence of these members of the Educational Community may be corrected by the School's Governing Body with:

A private oral or written warning.

Appearance before the Director.

Limitation of access to the Centre's facilities, activities and services.

The corrections imposed on the parents of students will require the approval of the Centre's Board of Directors.

The following will be considered serious or very serious misconduct:

Actions by families involving physical or verbal aggression, threats, coercion or attempted bribery of any member of the educational community, especially the School staff, being attitudes or behaviour that go against the correct development of the educational process,

Failure to comply with the safety rules inside the school that pose a danger to any member of the educational community, such as riding scooters, bicycles, motorbikes or cars inside the school without the express authorisation of the school management.

Repeated non-payment or reimbursement (at least two consecutive or three non-consecutive monthly payments) of school fees and services contracted with the school.

All of these may be sanctioned, in the opinion of the School's Board of Directors, with the withholding or non-renewal of the children's enrolment or, if the circumstances so require, immediate withdrawal from the School. The latter sanction must be communicated at least one week before the date of withdrawal, while the withholding or non-renewal will be communicated at the latest at the end of the school year.

In the case of falsification, concealment, inaccuracy or omission of personal data and/or signatures in the student's enrolment process by any of the parents and/or legal guardians, the student will be automatically withdrawn from the Centre and no refund of any of the amounts paid for enrolment or schooling will be made.

16.- OWNERSHIP, EXPLOITATION RIGHTS and CONFIDENTIALITY

All materials produced for teaching or management support purposes are the property of San Cayetano School, which will consider in each case whether it is appropriate to officially register them. This section includes not only R+D+i projects but also all material produced for uploading to educational platforms, Google Workspace (csc.edu.es) or for printing, whatever the medium used. The deletion of files or computer records without the express consent of the School Management will be a very serious offence.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

Only the School Management or those authorised in writing are authorised to distribute any document of the School Management System, and it will be considered a very serious offence to contravene this rule.

It is strictly forbidden by the Organic Law on Data Protection to pass on any personal data without due written authorisation from the interested parties (e.g. telephone lists for birthday parties or similar).

17.-FINAL PROVISIONS

Colegio San Cayetano is not responsible for the loss, breakage, theft or subtraction of the pupil's property.

Without prejudice to what is stated in the present RRI, the labour relations between the Parent Company and the contracted personnel will be regulated by their specific legal regulations. Likewise, the representation of the workers in the company.

The modification of the present RRI is the responsibility of the Centre's Governing Body.

With regard to evaluation and promotion regulations, the present RRI is subject to any change in the legislation applicable in each case.

This RRI comes into force at the beginning of the academic year 2018-19.

Any subsequent modification of these regulations will come into force at the time of their publication on the school's website.

18.- TRANSITORY PROVISION:

While the health alert situation derived from COVID-19 lasts, non-compliance, whether repeated or not, with the mandatory regulations derived from the instructions given by the different health and/or educational authorities that are explicit in the School's contingency plans, which may endanger members of the educational community, will be considered serious or very serious misconduct.

19.-ANNEXES

Annex 1: Control of modifications.



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

ANNEX 1 CONTROL OF MODIFICATIONS

Revision	Modification	Date
0	Initial editing of the document. No changes	11/05/2005
1	Inclusion of a ban on smoking and video and/or photographic recording.	26/04/2006
2	Criteria for promotion in secondary and high schools	10/05/2006
0	Due to the integration of the Environmental Management System into the existing Quality System.	15/04/2009
1	Modification of the functions of the Coordinators and Coordinators' Council.	27/09/2010
0	On the occasion of the integration of UNE-166002 in the SIG. Modification of the functions of the Coordinators, Department Heads, Pedagogical Coordination Commission and other unipersonal functions. Inclusion of the Coordinator of R+D+i, Extracurricular Activities, and the Director of Sports and Music Schools. Modification of Evaluation Standards and Criteria to include the case of cheating and falsifying the results of an evaluation test of any kind. New wording regarding withholding and non-renewal of enrolment.	13/09/2013
1	Modification of the composition of the Governing Board	7/11/2013
2	Modification of part 15.2	02/03/2015
0	Adaptation of the Management System to ISO 9001:2015 and 14001:2015 standards.	30/05/2016
1	Adaptation to LOMCE regulations. Inclusion of regulations for the change of modality in Bachillerato.	01/09/2017
2	Inclusion of Additional Provision 1.	01/09/2018
3	Modification of section 15.2 (new wording) and 15.3 (change of section).	01/12/2018



RULES OF INTERNAL PROCEDURE

PE_01.2

Revision: 4

Date: 01/09/2021

4	Inclusion of section 7.3 on informed consent by families. 15.3 Added to falsification of personal data. Revision of different aspects related to COVID 19, security, invoicing, evaluation, promotion and group changes.	01/09/2021
---	---	------------