

STUDENTS NORMS & REGULATIONS



EL ENCINAR

SIXTH  FORM

STUDENTS NORMS & REGULATIONS

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INTERNAL REGULATIONS - STUDENTS

1. PERSONAL & SOCIAL DEVELOPMENT

1.1. Punctuality attendance

Classes start at 8:40 a.m. Students must enter through the designated Sixth Form Entrance. Check-out time is 4:40 p.m. The school routes will leave at 4:40 p.m. and the rest of the students can be picked up until 5:00 p.m. The school is not responsible for students who are not carrying out an activity supervised by school trainers, whether inside or outside the school grounds after 5pm.

Punctuality is considered a core value; it is a habit of self-discipline that fosters the development and social and professional success of the student. Late arrivals interrupt learning and must be avoided.

Unjustified lateness will result in:

- Having to wait for the teacher to specify when to enter the lesson.
- Notification to parents.

1.2. Attendance

All students must attend daily classes and scheduled events (academic presentations, celebrations, course gatherings, cultural outings, closing of the course, etc.).

To reaffirm study habits and responsibility, students are not allowed to:

- Be absent from class without prior authorization from the Head of Studies. Such absences will not be justified after the fact.
- Entering or leaving the school during school hours without the authorization signed by the family. These permits can only be requested through the e-mail address of the dean of Sixth Form students Mrs. Anchisi, preferably in advance.
- Likewise, the student with signed authorization to be absent from school must wait for the class exchange to be able to leave the classroom, and it is not allowed to interrupt the class. Students will always be picked up at the door where the guard is located.

Absences from attendance may be justified for the following reasons: illness, death or illness of a family member, inexcusable administrative procedures. Any absence of this type that is accredited will be considered justified the next school day.

When a student does not attend school, it will be his/her responsibility to catch up on homework, assignments, notebooks directly with their peers or teachers.

The school management will evaluate the permanence in the school of those students who do not meet a minimum attendance throughout the course.

1.3. The Uniform

Our uniform helps to create a sense of belonging to the institution and highlights the personal qualities that should distinguish the student. When our students wear the uniform inside and outside the school, they must do so with propriety and dignity. All Regnum Christi private Schools in Spain share this uniform.

Full uniform must be worn at all times with shirts tucked in and tie as part of the students' code of conduct

The students' uniform consists of:

- White Highlands shirt or Highlands short-sleeved polo shirt in summer.
- Navy blue sweater Highlands model.
- Plaid skirt (girls) long grey trousers (boys)
- Navy blue tights or socks (girls) navy blue or black socks (boys)
- Navy blue Highlands blazer in winter and at special celebrations.
- Navy blue jacket (girls) blazer (boys) coat or raincoat.
- Black or navy blue school shoes.
- Sports shoes for the use of artificial turf fields.
- White undershirts only

Physical Education:

- Highlands polo, tracksuit and sweatshirt.
- White sneakers.
- White socks.

Students will only be able to wear sports shorts during Physical Education class and at recess, never in the classroom or to enter and leave school.

Students may wear sneakers during recess but only shoes are allowed in class.

Students must keep their hair clean, and tied up (ponytail or two ponytails, braid or two braids). No makeup, painted nails, or significant dyeing of their hair. In the event of a repeated break of code, the student might be refused access to the school.

Students should wear short hair in a classic style, clean and well combed. They must also come clean-shaven (beards and moustaches are not allowed). In the event of a repeated break of code, the student might be refused access to the school.

Excessively noticeable ornaments may not be brought into the school. Students will only be allowed to wear a pair of discreet earrings that do not exceed the earlobe and a discreet medal. The use of piercings is not permitted. Students may only wear one medal or crucifix. Any other garments, such as wristbands, will be removed and returned to them at the end of each quarter.

It is mandatory to have both the uniform and the Physical Education equipment marked with name and surname, written on tape, embroidery or with permanent ink, to avoid their loss. The school is not responsible for lost garments.

1.4. Code of Conduct

1.4.1. The school asks for and encourages its students to behave respectfully based on attitudes of civic behaviour, self-control and kindness towards principals, teachers, auxiliary staff and classmates, which favours a pleasant coexistence and mutual collaboration inside and outside the school. Students must observe disciplinary norms not so much out of fear of punishment, but out of personal conviction of the values contained in these norms, which will be the foundation that will make them achieve the ideal of people of integrity. The school puts all the means at its disposal to form positive behaviors in the students so that they reaffirm their habits of study and human coexistence.

1.4.2. Students will show respect and courtesy in their dealings with other students and adults: this will be reflected in the language they use, and their following of social norms (knocking before entering a room, walking orderly in corridors, etc.) They will always try to listen to the other person in a calm way and be predisposed to the reasoned solution of any problems, admitting that the other person may also be right and asking for forgiveness when necessary.

1.4.3. The physical, moral, mental or emotional integrity of all members of the educational community shall be respected. Aggression, insults, threats, humiliating attitudes or gestures or any type of abuse by any member of the educational community will not be tolerated. In this sense, we remind you of the need to inform the student support team of the centre of any conduct that implies any of the behaviours described above. The act of reporting helps to detect and be able to solve this type of situation. Regnum Christi schools have protocols in place for situations of bullying and sexual abuse for the protection of the minors in their care, following the guidelines set out in Spanish legislation and in our internal regulations. The whistleblowing channel for Spain is organised through the management ambienteseguros@serviciosrc.es

1.4.4. Students must respect the authority of the teacher, those responsible for pastoral care and any other member of staff and must follow their instructions whilst at school.

1.4.5. The facilities, furniture and materials of the centre, as well as its physical environment, will be respected. Walls, floors, doors and desks should not be scratched or painted. If a student negligently breaks or deteriorates school property, he or she will receive a disciplinary notice via their parents/guardians and will have to fix the damage.

1.4.6. In case of suspicion of possible theft, the school reserves the right to search the student's material and belongings.

1.4.7. After the start time, it is not allowed to leave material of any kind that has been forgotten at home at the school receptions. In the event that the family member decides to bring it, staff at reception will be exempt from the responsibility of guarding these belongings.

1.4.8. In order to facilitate and guarantee communication with parents through students, all circulars, invitations, notes, etc., which bear an acknowledgement of receipt, must be signed by the parents. Students must turn it in the next school day.

1.4.9. It is forbidden to jump the fences that delimit any of the areas of the school grounds.

1.4.10. **Use of devices at school.** The school provides a personal surface device for each student, and this is the only electronic device to be used during school hours.

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- The use of mobile phones or smart watches equipped with such functionality is not allowed in the centre. If the student does not comply with this rule, the phone, with its SIM card, will be taken away for two weeks and in case of express need of the family, the device will be given to the parents who will have to go to the center to pick it up. In the event of a repeat offence, the sanction will be extended to one month.

- The use of audio and video playback devices is prohibited. It is forbidden to photograph or record audio and video throughout the school grounds. Photography and recording may only be carried out when the corresponding authority has allowed it and with the means provided by the College. Failure to comply with this rule will be considered a serious misdemeanour. If a student uses the mobile phone on the school grounds, it can be taken away and returned after fifteen days. Students are not allowed to bring magazines, comics, newspapers, electronic games, headphones or any other object to school that may distract them from their school activities. The dean of students may temporarily or permanently remove any of these elements.

1.4.11. Behaviour expectations in the classroom:

In class, students should contribute to an atmosphere conducive to learning.

- Must arrive ready to learn; in time, with the correct materials and homework completed.
- No student may get up or leave the room without permission during class.
- Students should always raise their hands when they wish to ask questions or participate in the teacher's explanation
- No food or drink allowed in class (except for water in the summer term).
- Students should keep their desks and drawers tidy and contribute to the upkeep of their tutor and study rooms.

1.4.12. Behaviour expectations in the dining room:

Sixth Form Students will use the 16-18 dining room – as this is a shared spaced with other members of the Highlands School Community, they need to ensure they carry themselves appropriately, with composure and be a role model to the lower school. They must respect and listen to the canteen staff. In case of non-compliance with these expectations and the rules below, students may be sanctioned with dining room duties or receive a disciplinary notice.

Dining room rules

Students must:

- Enter the dining room in an orderly manner and respect the queue.
- Leave trays on carts
- Not litter
- Speak in a low tone, without shouting
- Leave their seat tidy

For health and safety reasons, **nowhere in the school** can you take chewing gum or nuts with shells.

During recess, students must go to their assigned places and not remain in classrooms or hallways.

1.5. Discipline

In order to maintain a formative atmosphere and to encourage positive attitudes; the school has recognitions, warnings and conduct reports. These notices and reports help to keep families informed about students' performance and attitudes and must be signed by them to ensure safe receipt.

Any student who fails to comply with the rules, whether at school, in the vicinity or on the buses, will be given a warning. In the event of this reoccurring or a serious offence, parents will also be notified and the student may be temporarily or permanently suspended from the school or school-bus, at the discretion of the Management.

The types of notices are:

Praise note: It is a recognition to the student for their outstanding work, for their good conduct, for their support to the school in different activities, etc.

Note of Concern: The dean of students, at the request of any teacher who requests it, may issue this notice to inform parents of the student's poor progress for various reasons such as not being properly uniformed, being late repeatedly or any other reasons that may be affecting his/her performance and behaviour at school.

Disciplinary Notice: This is a notice for the accumulation of minor offences that the student must bring signed by their parents the next day. A disciplinary report and the corresponding corrective measure will be received.

Suspension Report (Red): Parents are notified that the student has seriously failed to comply with the rules, has behaved inappropriately or has accumulated three disciplinary warnings. The student will be suspended; a disciplinary file may be opened - as established by law - which may result in the student being expelled.

1.5.1 Misbehaviours.

a) Types of misbehaviours

- Not bringing subject materials (books, notes) stationary to class.
- Ignoring a prompt from any adult in the school community.
- Lateness.
- Disruptive behaviour.
- Incorrect attitude in class: distracted, no notes, poorly sitting, swinging, sleeping, eating.
- Failing to complete homework
- Not wearing the full uniform or unkept uniform.
- Wearing piercings, haircuts or garish hair colours, makeup, or coloured contact lenses.
- Make visible and/or use the mobile phone or any electronic device not allowed by the school.
- Failure to comply with the rules of use of the dining room, bus, extracurricular activities and educational visits.
- Going to the infirmary without proof and/or accompanying others there without authorization.

b) Consequences to minor misbehaviours

- Disciplinary verbal warning (three warnings will result in one disciplinary warning)
- Sanctions
 - Lunchtime or after school detention
 - The removal of the mobile phone or the device or the electronic device (*See Code of Conduct*).
 - Carrying out educational tasks or activities
 - Losing their early exit permit during exam time.
 - In the case of more than 15% of unjustified absences in the same subject, the school will reserve the right to withdraw the student from their A Level external examination for that subject.

All sanctions will aim to be formative, and teachers will aim to support the student keeping up with subject content (materials and homework)

1.5.2 Misconducts

a) Types of misconducts:

- Repeated lateness or unjustified absences.
- Disobeying a direct request from any adult in the school community
- Conduct that prevents or hinders other classmates from exercising the right or fulfilling the duty of study.
- Disrupting classes or walking the hallways in other buildings within the Highlands school community.
- Breaking exams rules and regulations.
- Acts of impropriety or inconsideration of peers or other members of the school community.
- Physically or verbally assaulting a colleague in a mild or one-off manner.
- Renouncing the school's regulations.
- Causing damage to property, facilities or belongings of members of the educational community.
- Incitement or encouragement to commit an offence against to the Code of Conduct.
- Altering the normal development of school activity
- Smoking in your school uniform on Calle San Enrique de Ossó.
- Having more than three minor offences within 1 term
- Failure to comply with the sanction imposed for the commission of a minor offence.
- The use of mobile phones and other electronic devices during the school day, understood as the space of time that includes school hours, recess time and periods dedicated to the development of complementary and extracurricular activities, unless the school management allows it for didactic purposes.

b) Consequences and Sanctions to misconducts

- After school detention
- Carrying out tasks that contribute to the better development of the centre's activities or, if appropriate, aimed at repairing the damage caused, or aimed at improving the centre's environmental environment.
- Suspension from certain classes for a maximum period of six school days.

All sanctions will aim to be formative, and teachers will aim to support the student keeping up with subject content (materials and homework)

1.5.3 Very serious misconduct

Types of misconduct

- Lack of respect or disobedience to the school's management, teachers and staff.
- Three or more serious offences with the same term
- Failure to comply with sanctions.
- Damaging the image while wearing the school uniform.
- Proven theft.
- Marked aggressiveness in word or deed towards colleagues. Vandalism.
- Physical or moral harassment, bullying or cyberbullying of other classmates or members of the educational community.
- Impersonation and falsification of documents.
- Consumption or sale of alcoholic beverages, tobacco or narcotics within school grounds, its surroundings and/or during trips organised by the school.
- Leaving school grounds without authorization.
- Record and/or publish images/sounds of any member of the educational community.
- Going to school with symptoms of drunkenness or under the influence of drugs.
- Disseminate images of immoral content, incite hatred, make racist or homophobic comments.

Sanctions for serious misconduct

- Suspension and or permanent exclusion from the centre at the discretion of the Management.
- Carrying out tasks that contribute to the better development of the centre's activities or, where appropriate, aimed at repairing the damage caused, or aimed at improving the environmental environment of the centre.
- Change of subject(s) or student group (programme).
- Suspension from classes for a period of more than six days and less than two weeks.

In order not to interrupt the educational process, when sanctions are applied, the student will carry out the tasks and activities determined by the teaching staff.

2. ACADEMIC REGULATIONS

Students commit to work and try to fulfil their academic tasks by attending, studying, doing work, internships, research and participating in class.

2.1 Exams and assignments

Assessment criteria followed by the Sixth Form teaching body complies with A Level syllabus from the Cambridge International Examinations exam board

1. All Sixth Form assessments are purely **formative**; mock exams and assignments are designed to train students to perform successfully in the external examinations – they will be graded to show students progress but are not part of the overall grade which results solely from their performance in the external examinations.
2. The official exam calendar will be shared 3 months prior to the summer examinations which take place between the 20th April and the 20th June each year.
3. The exam dates and times are set globally and cannot be changed. PLEASE REVIEW EXAM CALENDAR CAREFULLY to ensure that there are no family holidays or events planned that might clash with examinations.
4. Students who are absent from an exam due to a major incident (family bereavement, hospitalization...) and have documented evidence, might be considered by the exam board for “extenuating circumstances claim” if they sit at least 60% of the subject (i.e.: 2 of 3 papers) Please notice it is at the discretion of the exam board (Cambridge International) and NOT the school’s decision.

2.2 Academic Integrity

See [Academic Integrity Policy](#)

3. SPIRITUAL DEVELOPMENT

Highlands School is a Catholic school in Regnum Christi, which wants its students and the entire educational community to reach a living, natural and profound experience of God. The Sixth Form, will join the rest of the Highlands Community by starting their day with prayer or reflection.

The school provides students and parents with a pastoral team (chaplains, instructors, advisors) for human and spiritual accompaniment, as well as sacramental support and spiritual direction.

The school gives special importance to the religion classes and the programme of spiritual coexistence and experiences; therefore, it encourages students to participate.

To support the education in virtues, we have programs and activities from ECYD (Encounter, Convictions and Decisions) and Regnum Christi as part of the integral education approach for every student.

In order for the students to seek a personal encounter with Christ, Saviour and Friend, the school periodically organises celebrations in which they are called to participate.

- a) Year group mass (1st Friday monthly), which can be attended by parents and relatives too
- b) Beginning & Closure Masses, special dates in liturgical calendar and for special intentions.
- c) Penitential celebrations and Eucharistic liturgies.

For the Regnum Christi Schools, there is no integral education without a concrete action of selfless dedication to others. For this reason, students must participate in community engagement and apostolate activities organised by the school and invites them to join other complementary activities that Regnum Christi offers through its apostolic programs.

4. OTHER ASPECTS OF INTEREST TO PARENTS

4.1. Enrolment and renewal of enrolment

Registration

- a) The school receives new students through an admissions process.
- (b) Preference is given to siblings of students already enrolled.
- c) The Management reserves the right of admission

Enrolment Renewal

- a) Behaviour must be in accordance with the school's ideology.
- c) Be up to date with the payment of school fees.

Grants

The centre has a policy of annual financial aid to families who request it and provide the required documentation. The school will respond according to the urgency and the financial balance of the school planned for the school year.

See:

1. Scholarships for large families with discounts on tuition fees from the third child onwards.
2. Scholarships in the event of the death of the student's father or mother or total and permanent disability of either of them.
3. Scholarships for families who are going through a delicate economic situation.

Appointments and Tutorials

Interviews with the Management must be made by appointment at the reception.

The school coordinates the tutoring schedules so that they are held at least once a year with each family and the tutee

4.2. Private Classes

Sixth Form Teachers are not allowed to offer private tuition to students within the Sixth Form or their siblings.

The headteacher may authorise a teacher to give private lessons to students from the school under specific conditions:

- The responsibility lies with parents and teacher; therefore, the relationship established is external to the school.
- The teacher must inform the Management of the private lessons he/she gives.
- Private lessons from other Highlands School teachers, will be given outside school hours and outside the school premises.

4.3. Parent Involvement

As parents are the main educators, it is essential for them to participate in the activities that the school organises for them: parents' school, conferences, seminars, festivals, etc.

Likewise, it is essential for parents to attend the extraordinary meetings convened by the principalship.

We will endeavour to offer at least 1 tutor-family-student meeting per academic year, as well as respond to any requests for individual meetings or updates on student progress as promptly as possible.

The Sixth Form faculty will issue 2 full academic reports per year and the Head of Sixth Form will update parents on important milestones regarding the A level public examination schedules.

4.4. Miscellaneous

1. Health, safety and hygiene:

1.1. For their own good and that of their classmates, students who have a fever higher than 37°C, skin rashes, lice and/or nits, conjunctivitis and, in general, any ailment that may be contagious should not attend school.

1.2. Our nursing service only provides the first care in case of discomfort or accident occurring during the school day. It also responds to students with chronic or permanent pathologies that require follow-up and continuous health care.

1.3. Students are not allowed to go to the infirmary without authorization.

2. It is strictly forbidden for any person who is not a student or teacher to enter the classrooms, corridors and courtyards during the school day.

3. When they urgently need to communicate with their children or with the school staff, they must go to the Reception, where they will be duly attended.

4. The sale of items within the school between pupils or between teachers and pupils is prohibited unless written consent is given by the school management.

5. The agenda and the school manager Alexia are means of communication between families and the school, so it is necessary for parents or guardians to review it daily.

6. Situations not contemplated in these regulations will be resolved by the school management.