



DISCIPLINE REGULATION

Centro de Aprendizaje Educarte

From September 2022

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ARTICLE 8562

Considerations

I. The Centro de Aprendizaje Educarte is an institution for the integral development of our children and adolescents. The school promotes, drives, and guides spiritual, academic, socio-effective, and sports instruction and training, for the benefit of homes, boys and girls, and adolescents in particular.

II. The Centro de Aprendizaje Educarte is an institution where values are highlighted, instilling respect for our Rule of Law, its legal system, traditions, and our way of life. These values contribute with love to the formation of enduring foundations and the development of the basic qualities in our children and adolescents that help them become conscious, dignified, and capable citizens of tomorrow.

III. The Centro de Aprendizaje Educarte is a private institution and with the powers granted to us by the Ministry of Public Education, the Political Constitution, the Laws of public order referring to this matter, and faithful attention to the Regulations for the Evaluation of Apprenticeships of the Ministry from current Public Education, we decree the following Internal Disciplinary Regulations will govern the Institution from September of 2022, in conjunction with the Regulation of Disciplinary Procedures of the Institution.

TITLE I

PRINCIPLES FOR THE APPLICATION OF DISCIPLINARY REGULATIONS

CHAPTER ONE

General Features

ARTICLE 1

The Institution ensures that the students acquire spiritual, socio-effective, moral, academic, and physical characteristics that favor their integral development, which will increase their potential, so that they can achieve the goals they set for themselves in life, becoming useful citizens in society.

ARTICLE 2

No student, parent or guardian, educator, administrative staff, worker, or authorities of the Centro de Aprendizaje Educarte, can deny the effects of the application of this Regulation.

ARTICLE 3

Conduct evaluation

Behavior including mutual respect, tolerance between members of the school and groups, compliance with student duties, and respect for rules and regulations, is a matter of learning as much as any other discipline and, consequently, must be evaluated and qualified within the entire educational process.

ARTICLE 4

Special considerations for conduct evaluation

In the evaluation of conduct, compliance with the rules, regulations, and duties inherent to the student's condition, as well as the individual differences of the students, must be considered as well as any special educational needs, whether associated with the

disability, the needs of age, the social environment, the family nucleus, and the characteristics of the educational institution.

ARTICLE 5

The rules of conduct

Clarify the limits that regulate the set of interpersonal relationships and the responsible exercise of the rights and responsibilities of the student in the educational community, as well as compliance with the institutional rules and regulations, the Ministry of Public Education Regulations for the Evaluation of Learning, the Political Constitution, the public laws of order and the duties inherent to their status as a student.

ARTICLE 6

Conduct Qualification

The qualification of student conduct in grades three to eleven will be summative, based on a numerical scale of 1 to 100 points using the instruments created for such purpose. Conduct qualification will be defined by Institution elements, through internal regulations, disciplinary reports sent home during the corresponding period, unjustified absences, and attitudes or events that affect the educational community will also be considered.

ARTICLE 7

Who rates the conduct?

1. EVALUATION OF BEHAVIOR IN PRESCHOOL

In Preschool, First, and Second grade, the evaluation is exclusively formative. However, the preschool student has the same duties and obligations; therefore, by the principles of due process and these regulations, a student may be subject to corrective actions. Likewise, in case of default in misconduct, the Institution may proceed in accordance with a case of deferred conduct.

2. EVALUATION OF BEHAVIOR FROM GRADES THREE TO ELEVEN

The qualification of student conduct from grades three to eleven will be summative, based on a numerical scale from 1 to 100. Teachers and the Disciplinary Committee will be responsible for issuing disciplinary-action tickets for violations of the Institution's disciplinary regulations. The conduct grade is based on the following items:

1. Attendance and punctuality 10%
2. Compliance with the discipline regulation 90%

The homeroom teacher is responsible for assigning the final grade taking into consideration the deduction for unexcused absences and student reports.

ARTICLE 8

Qualifying behavior based on the information-gathering process

The qualification of the conduct will be the result of a process of gathering information that allows determining, in each one of the periods and aspects indicated in the regulation of discipline, the fulfillment of duties, the norms, and the regulations, on the part of the student, punctuality, and class attendance and the practice of institutional values. This qualification regime will be applied to student actions in official curricular and extracurricular activities within the educational institution during school hours or non-school hours when wearing the Institution's uniform. However, any act of cyberbullying can be punished regardless of the time and place in which it occurs.

Although it does not constitute an academic "subject" in the strict sense, conduct as an exercise of healthy coexistence, mutual respect, tolerance among members of the school group, compliance with student duties, and respect for rules and regulations, is a matter of learning as much as any of the academic disciplines and, consequently, must be evaluated and qualified within the entire educational process. Few lessons are as important as coexistence, citizenship, and individual and collective ethical behavior. For the evaluation of behavior, it is assumed that the educational processes have as an essential component the integral student development. Therefore, the rules of coexistence must be promoted within a framework of respect and tolerance, promoting ethical values, good behavior, and the proper resolution of conflicts within the educational center.

ARTICLE 9

Minimum conduct grade for promotion

The minimum quarterly conduct grade for student promotion will be 70 (seventy) in the third grade and cycle II. In cycle III it will be 70 (seventy) and in Diversified Education it will be 75 (seventy-five). The minimum conduct grade that can be assigned to a student as a grade for the period will be 50 (fifty).

ARTICLE 10

Deferred conduct and approval requirements for third-grade and cycle II students

- 1) The student who obtains an average conduct grade of less than sixty percent each semester will, consequently, be considered conduct deferred.
- 2) A student deferred in conduct will be obliged to carry out a program of activities of institutional interest, of an educational nature defined and supervised by the Disciplinary Committee to acquire the full condition of passing the current grade level. The final student promotion will be subject to full and verifiable compliance, assigning the minimum passing grade according to the cycle that the student is taking. These actions constitute the equivalent of academic subject extension tests, and they will be carried out in the period established by the corresponding committee.

ARTICLE 11

Approval requirements for a student deferred in conduct in cycle III and Diversified Education. (Article 134 of the MEP 2018 Learning Assessment Regulations)

- 1) The secondary school student who, on the quarterly average, obtains a conduct grade lower than the established minimum, be it 70 in cycle III or 75 in the Diversified Education cycle, as appropriate, will consequently be considered deferred in conduct in said quarter. Therefore, the student will be obliged to carry out a program of activities of institutional or communal interest, of an educational nature, defined, scheduled, and supervised by the Evaluation Committee, the homeroom teacher, and the appropriate grade-level teachers.
- 2) This program will correspond to 30 hours of social or institutional work to be carried out during the month following the end of the quarter, or in the term established by the Disciplinary Committee.
- 3) A student who is deferred in conduct based on a weighted average or did not do the work corresponding to any quarter, is obliged to complete the pending work and carry out a project that will be assigned by the Disciplinary Committee and the final promotion is subject to its full and verifiable compliance. These actions constitute the equivalent of the exams for academic subjects.
- 4) The Disciplinary Committee will deliver a document to the student, with the respective project instructions and schedule. Once the project is completed, the Disciplinary Committee will evaluate said work and in turn notify the Academic Director through the respective minutes. This last entity will be the only one that can authorize the change of conduct grade to the established minimum and is responsible for giving the approval in conduct of the corresponding period.
- 5) The change of the student's status for conduct will be subject to verification and compliance with the program. These actions will be carried out in the period established by said committee. In this case, the provisions of this regulation will also apply. To qualify for the final promotion, the student must have the condition of approval in conduct.

TITLE II DISCIPLINE COMMITTEE

CHAPTER I

Constitution

ARTICLE 12

A Disciplinary Committee is created to discuss Primary and Secondary student issues and act in an advisory capacity for teachers, students, and their parents or guardians. It will be a group specialized in disciplinary and sanctioning matters, and its administrative dependency is attached to the corresponding Academic Board members. The Disciplinary Committee may be made up of a minimum of three teachers.

ARTICLE 13

The teachers that make up the Disciplinary Committee will be appointed by the corresponding Academic Board members, using the following criteria: their merits, their reflective and analytical capacity, the time of service within the Institution, and time spent as a homeroom teacher within the Institution, preferably, for at least one year, and an academic teaching degree.

ARTICLE 14

- a) When decision-making is required at the collegiate level, two members of the Disciplinary Committee are required for a quorum.
- b) The decisions of this body will be taken by the majority.
- c) In cases of serious infractions, the Committee will oversee the disciplinary investigation procedure including the possible application of sanctions.
- d) In applying due process correctly, the academic director will make decisions in the event of an appeal and will not be part of the Committee.
- e) This Committee may make suspension and expulsion decisions as they consider whether an infraction is a one-time event or a repetition of incidents by the student.

CHAPTER II

Duties and Responsibilities

ARTICLE 15

The duties and responsibilities of the Disciplinary Committee:

1. Review of the Disciplinary Regulations before the end of the school year to make the necessary modifications in preparation for the following school year:
2. Disseminate the Disciplinary Regulations within the Educational Community (teachers, Institution staff, students, and parents) and clarify any doubts that may arise regarding its interpretation.
3. Read the various MEP protocols for addressing school bullying available on its website:
 - a. Action protocol for bullying situations.
 - b. Action protocol in situations of physical, psychological, sexual violence, bullying, and sexual harassment.
 - c. Action protocol in situations of discovery, possession, and use of weapons.
 - d. General guidelines for action protocols in situations of violence and risk in Educational Centers.
4. Advise the Academic Director in the resolution of disciplinary action appeals and ensure the monitoring of due process.
5. Establish the guidelines for the preventive application of this Regulation, as well as the effective application of the same following the due process, constituting and/or naming the disciplinary directing body (teacher or personnel in charge of establishing the process).
6. Request the reports it deems pertinent on matters within its competence.
7. Prepare the reports that are requested and take minutes of what happened as required.
8. Recommend the final resolution of the disciplinary investigation procedure to the corresponding Academic Director, for the application of the definitive and justified sanctions with attention to the criteria of proportionality of the offense.
9. Strictly follow the Rules of Disciplinary Procedures to ensure the rights of the student.
10. Coordinate with the Academic Coordination training for teaching staff regarding the subject of discipline, protocols, disciplinary procedure, and others related to the teaching function in said matter.

11. Analyze cases, open disciplinary processes, and carry out investigations related to disciplinary matters.
12. Send communications addressed to parents to encourage compliance with the regulations specifically regarding the uniform and other necessary issues.
13. Deliver to the teachers the printed or digital material for the application of corrective actions, be they tickets or others as required.

ARTICLE 16

The duties and attributions of the homeroom teacher:

- a. Analyze and solve, following the established process, the different situations related to the behavior of students.
- b. Carry out the study and corresponding analysis of the problems presented by the Institution's staff and rule on the appropriateness or inadmissibility of applying the established corrective measures before sending any case to the Disciplinary Committee for its corresponding procedure, whenever warranted.
- c. Issue a reasoned and supported opinion in the Disciplinary Regulation, on the corrective measure that can be applied to a student for the assumed behavior that infringes the present regulation, depending on the degree of responsibility or seriousness of the infraction to determine whether to refer the case to the Disciplinary Committee.

ARTICLE 17

The duties and attributions of all teachers are:

- a. Officially report when aware of any behavior that violates these regulations for serious offenses and even for minor offenses. Transfer the complaint of the alleged offense to the Disciplinary Committee in writing.
- b. All staff members of the Institution are obligated to inform the Disciplinary Committee in writing of any behavior that violates the principles established in these Regulations and national regulations.
- c. Mandatorily review the uniform every day during the start of the lesson and sanction according to this Regulation.

TITLE III STUDENT'S DUTIES AND RIGHTS

CHAPTER I

General Layout

ARTICLE 18

The objective of this title is to establish the duties and rights of the students, to contribute to the normal development of the educational teaching process in the Institution, regulating obligations and prohibitions as well as behaviors that violate discipline both on the educational center campus as well as off-campus where the student represents the Institution.

CHAPTER II

Rights

ARTICLE 19

The norms of this Regulation will be applied and interpreted in accordance with the Political Constitution of Costa Rica, the Convention on the Rights of the Child, other international treaties and conventions on the matter, the customs of the sociocultural environment, and the general principles of Law, which implies the application of Due Process in the opening of disciplinary files. (Institutional Regulation of Disciplinary Processes)

ARTICLE 20

Right to liberty

Students have the right to freedom. This right includes the possibility to:

- a) Have their own ideas, beliefs, and religious worship, and exercise them under the guidance of their parents or guardians in the privacy of their home and environments that correspond to said worship, according to the evolution of their faculties and with the limitations and guarantees consecrated by the legal system, and that their customs do not contradict this Regulation.
- b) Express themselves adequately in the activities of daily life, especially in the family, the community, and the Institution, as users of all public services and with the

limitations of the law, in all judicial and administrative processes that may affect their rights.

ARTICLE 21

Right to integrity

Students have the right to have their physical, mental, and moral integrity respected. This right includes the protection of their image, identity, autonomy, thoughts, dignity, and values.

ARTICLE 22

Right to a quality education

- a. Receive adequate and effective teaching, with methodologies that allow the integral development of the student's personality.
- b. Receive fair, courteous, and dignified treatment from their teachers, officials, and colleagues.
- c. Be evaluated impartially and receive curricular adaptation in the learning process according to a recent evaluation (with a validity of fewer than two years) from a professional in the field of Psycho-pedagogy, Psychiatry, or Neurology.
- d. Have an adequate study environment that allows them to develop self-confidence without being yelled at, embarrassed, hit, or humiliated to achieve effectiveness in formative and academic pursuits.
- e. Request appeals when deemed necessary, within the regulatory deadlines.
- f. Replace exams or papers that, for justified reasons, have not been submitted at the appropriate time, provided they are submitted within three business days after returning to the Institution. In Secondary, the delivery of research work is subject to the Regulations written for this purpose in the Evaluation Regulations.
- g. Respect the time of recess breaks.
- h. Have the opportunity to choose their participation in sports or any activity that takes place inside and outside the Institution.
- i. Investigate and ask what information is needed during the teaching-learning process, always showing the rules of respect and order.
- j. Know the evaluation percentages at the beginning of the school year or each trimester as appropriate.

- k. Receive the evaluation topics and dates in writing at least eight calendar days in advance.
- l. Know the percentages or qualifications earned in exams, papers, assignments, and homework, conduct grade, quarterly average, and their respective breakdown.
- m. Receive a written, prompt, and timely response to any written request.
- n. Section presidents of high school students are entitled to assist in planning meetings by the homeroom teacher.
- o. The section presidents of the Secondary students have the right to attend the planning meetings of the integrated work with the faculty and participate in their observations.
- p. Have access to institutional regulations.
- q. The presidents of the Primary and Secondary Student Governments can present their concerns or those of their classmates to the Academic Director and the Teacher's Council, respectively.

CHAPTER III

Duties

ARTICLE 23

Duties and obligations of the student

The evaluation of the student's behavior includes the strict fulfillment of the duties and obligations that are related to the set of values of the school environment and the community. These duties and obligations include:

- a. Show conduct and behavior that demonstrates personal dignity, promotes the good name of the Centro de Aprendizaje EducarTE (Preschool, Primary, and Secondary), and that of the community.
- b. Collaborate and participate actively (with discipline), in the manner indicated by the educators, during breaks, lessons, or institutional activities to which the student is officially summoned (within or after hours) such as conferences, exhibitions, assemblies, meetings, parades, plays, and civic, cultural, religious, or sporting events, tours, excursions, camps, rehearsals, or any other extra-class activity scheduled inside or outside the Institution.

- c. Constantly practice the rules of respect (physical, emotional, moral, and material), courtesy, and good personal hygiene, which will be evidenced when interacting with other students, teachers, administrative, cleaning, maintenance, and security personnel, bus drivers, tour and camp staff, authorities of the Institution, cafeteria staff, parents, visitors and, in general, with all people inside and outside the Institution in any activity, be it personal, in writing, or by electronic means.
- d. Attend daily, with commitment, responsibility, seriousness, and effort, their obligations within the teaching and learning process. This implies arriving on time and being prepared with the necessary material to start the respective lesson, listening in silence while another person speaks, raising a hand to participate, staying in their place while the activity requires it, handing in tasks and papers in the stipulated time, carrying the institutional agenda and student card, being responsible for their belongings, and other obligations.
- e. Contribute, with their conduct and responsible participation, to the creation, maintenance, and strengthening of an adequate environment for learning, moral and spiritual development.
- f. Carefully protect and preserve the buildings, facilities, equipment, material, furniture, and, in general, all the assets of the Institution or those provided for the educational process, on tours, excursions, camps, retreats, or any activity of an institutional nature. This implies actions that promote cleanliness, decoration, and the integrity of both the physical plant and the furniture inside or in activities outside the Institution, facilitated for the educational process.
- g. Collaborate with the activities developed by the Ecological Committee and/or Blue Flag. Deposit the garbage in its place inside the classrooms, during recess, in the corridors, bathrooms, and around the physical plant. Recyclable materials must be deposited in containers labeled for this purpose.
- h. Refrain from destroying, scratching, painting, and sticking stickers on desks, lockers, restrooms, walls, concrete tables, planters, infrastructure, and furniture in general.
- i. Return recreational, sports, musical, and academic material on time and in good condition. Rental books must remain covered with plastic, clean, wrinkle-free, scratch-free, or free of tears, and complete. Students are responsible for paying for the cost of the material in its entirety or canceling the corresponding fine.
- j. Make correct use of the sanitary services, which implies not playing in them, wasting water or toilet paper or towels, among others.
- k. Be responsible for the student desk throughout the year and return it in good condition (without scratches, physical damage, pencil writing, corrections, or drawings) at the end of the course, otherwise students must replace the cost of the material in full or cancel the corresponding fine.

- l. Comply with the rules inside and outside the classroom established by teachers and institutional authorities in search of the proper teaching-learning process.
- m. Have available, for all school activities, the communications notebook in Primary and the institutional agenda in Secondary and deliver it when required by an educator, official, or the Director of the Institution.
- n. Promptly and completely inform their parents or guardians about the existence of reports, messages, tickets, circulars, or other written communications that are sent to the home. This implies returning the respective permission forms signed by their parents to the class teacher or homeroom teacher within three business days and delivering messages written by their parents to the teachers.
- o. Execute honestly and individually the evaluation tests to be submitted according to the evaluation criteria and procedures established.
- p. Respect every person without discrimination based on their sex or sexual orientation, physical appearance, abilities, ethnic group, religious creed, position held, or political philosophy.
- q. For participation in a club, team, curricular, or extracurricular activity on behalf of the school or college the student must commit to attending punctually and actively both in training sessions, as well as in presentations or matches to which they are called, whether inside or outside the Institution, and present themselves in clean full uniform, in good condition. In the case of primary school, participation as a member of a club or team is subject to the student's academic and disciplinary performance.
- r. Remain inside the classroom during lessons unless the teacher authorizes an exit.
- s. Strictly obey the Emergency Plan directions and health protocols.
- t. Show respectful and orderly conduct in the cafeteria or other areas authorized by the Management to sell food.
- u. Secondary students must carry their student card and Minor Identification Card (TIM) at the time of taking the academic tests or at any time that is required inside and outside the Institution.
- v. Remain in the areas indicated by the teachers and the administration during lessons, activities inside and outside the Institution, recess time, exam periods, club periods, and even when leaving classes.
- w. The student must not use the lockers during class periods. Access will only be allowed during free periods or with prior approval.
- x. The student must not use cell phones during class periods or until three in the afternoon, these will only be allowed in free periods or previously assigned to complete a school-related task, as previously indicated by the teacher. The teacher has the authority

to confiscate a student's cell phone and deliver it to the administration office where it will be kept until the end of the day.

y. Respect the name of the institution and the entire educational community, whether within the campus facilities, externally, or through social networks.

CHAPTER IV

Prohibitions of Conduct

ARTICLE 24

Conduct Prohibitions

Under no circumstances can the student carry out, among other actions, the following, either inside or outside the facilities, during face-to-face or virtual classes, in curricular or extracurricular activities (cultural, sports, religious, excursions, or others) in which the Institution participates, organizes, sponsors or represents; on the school bus or means of transportation, in any other place where the student attends with or without a uniform, even if the student is of legal age:

- a. Whistling, shouting, or making strange sounds, getting up without permission, interrupting, and any other disrespectful actions that interfere with the normal development of the lessons and activities in general.
- b. Hiding, registering, using the belongings of others without authorization, or taking them without asking for permission, whether they belong to students, teachers, other Institution staff, or visitors.
- c. Carry out any type of sale of items without authorization from the management within the facilities.
- d. Financially defraud or trade through deception with other students, teachers, fathers, or mothers of families or the public.
- e. Appropriate foreign objects found within the facilities or its surroundings, on means of transportation, or places where extracurricular activities are carried out.
- f. Using vocabulary that is not consistent with high moral standards and respect or of an offensive or defensive nature, whether profane by itself or by its connotation.
- g. Eating food in class, chewing gum, leaving the class without the respective permission of the teacher, and other actions not allowed within the classroom during the lessons.

- h. Plagiarize tasks or assignments in whole or in part, use third parties to comply with student obligations; forge signatures, copy the work of other students during exams or short tests, alter grades or other institutional documents, whether in written or digital form, steal evaluations, reports, grade records, attendance books, blank disciplinary form, or other material of a private nature, either from the teaching and administrative staff.
- i. Using sarcasm, mockery, humiliation, or insulting, mistreating, and calling students, teachers, Institution staff, parents, bus drivers, neighbors, passersby, and any other person who provides services or visits the Institution either verbally, in writing or on social networks at any time.
- j. Hitting, kicking, using inappropriate hand gestures, pulling, pushing, pulling out of line, throwing objects and rough play, or any other form of aggression against students, teachers and Institution staff, parents, and the public.
- k. Bring sharp objects, firearms, artifacts, or substances in general that endanger the physical and/or emotional integrity of other students, staff, or institutional property.
- l. Perform amorous scenes that exceed the limits of decency.
- m. Sexually or otherwise harass other students and Institution personnel orally, in writing, physically, or by electronic means where the image or integrity of the person and the Institution is involved.
- n. Asking questions or comments related to sex to other classmates orally, in writing, or by electronic means, in private or in front of other students or people, outside of an academic context.
- o. Making fun when referring to sexual, physical, or performance aspects of any person.
- p. Self-touching the genitals, buttocks, or breasts or those of others for improper purposes.
- q. Sitting or lying on another person.
- r. Rubbing one's own intimate parts or against those of another individual.
- s. Showing one's own private parts or those of others, whether to colleagues, Institution staff, or visitors, in print, photographic form, by electronic means, or on social networks.
- t. Consume, distribute, or disseminate pornographic material or any items related to it with implicit or explicit sexual content.
- u. Show up drugged or under the influence of liquor or any other illicit or legal substance consumed illicitly in general. The Institution reserves the right to do the doping test on students or to request it from a clinical laboratory staff designated by the Institution to do so and the family or legal guardian must cover the cost and submit the respective results. The refusal to submit to a test for disciplinary purposes will be considered synonymous with guilt.

v. Carry or consume liquor, cigarettes, or any other legal and illegal substances or any food or substance that contains them.

w. Carrying or consuming illegal and/or legal drugs.

x. Supply legal drugs or substances that alter behavior to any student, teacher, Institution staff, or person directly or indirectly.

y. Supply illegal drugs, to any student or person directly or indirectly, in any food or substance that contains them.

z. Establish direct or indirect contact or communication with people outside the Institution. Talk, deliver, or receive items from them, without the proper permission of management.

aa. For the Preschool and Primary grades, it is prohibited to use and carry implements unrelated to educational work or technological accessories such as radios, pagers, compact disc players, cell phones, cameras, music players of any kind, computers of any kind, video games, toys, magazines with violent or sexual content, videos, or other types of objects that cause disorder or distraction in the classrooms or within the lessons, scheduled activities and during breaks during school hours. If, for reasons of communication at home, the parent decides that the child must bring a cell phone to the Institution, he must comply with this article and use it outside of school hours. The Institution is not responsible for the loss or deterioration of said devices. Any aspect not considered in this regulation, as well as sanctions and exemplifications will be governed by national regulations and current constitutional and national laws.

In the case of Secondary, the use of music players and cell phones will not be allowed during breaks, until the time of departure. Their use is prohibited during school hours, execution of tests, and curricular activities (except when it is for academic purposes supervised by the teacher).

Violation of this rule in any of the aforementioned cycles will result in a disciplinary report.

Likewise, students will be responsible for ensuring the safety of their technology devices, releasing the Institution from responsibility for their loss or deterioration. In the case of laptops used as a teaching resource by students in the classroom, they will be allowed when authorized by the subject teacher and their respective care is the sole responsibility of the student.

bb. Visit public or private places for improper activities, legal or illegal, prohibited for minors. or contrary to high moral standards, wearing the school uniform.

cc. Carry out homework, write papers, study, or prepare materials for other subjects during the current lesson.

dd. Promote slander among colleagues by any oral, written, or electronic means, social networks, cell phone, and the like, about other students, teachers, administrators, or any other person linked to the Institution.

ee. Author, co-author, or be complicit in any violation of this Regulation or other regulations of the Institution and regulations of the current legal system. The sanction will depend on the type of violation committed.

ff. Threaten or practice any other form of bullying (bullying or cyberbullying) against students and other staff of the Institution orally, in writing, physically or by electronic means, or on social networks.

gg. Obstruct or hinder in any way the application of this Regulation. The sanction will depend on the type of violation committed.

hh. Failure to respect the safety and health regulations established by the national government authorities and by the educational center.

ii. Use cell phones during class periods or before three in the afternoon.

jj. Use the name of the Institution, its logo, or any situation related to the Institution for personal use, whether within the Institution's facilities, externally, or by social media.

kk. Issuing false and/or disrespectful information towards other students and professors of the Institution, whether it is within the Institution's facilities, externally, or through social networks.

TITLE IV
RIGHTS AND DUTIES OF THE
FATHER/MOTHER OF THE FAMILY OR
GUARDIAN
CHAPTER I
General Provision

ARTICLE 25

The participation of the mother, the father, or those in charge of the students, will be governed by the norms of this Regulation in what corresponds to them.

CHAPTER II

Rights

ARTICLE 26

Parents or guardians have the following rights regarding the qualification of conduct:

- a. Know the institutional regulations, without the possibility of claiming ignorance of them.
- b. Know the criteria for conduct assessment.
- c. Formulate, in writing, the objections to the grades awarded to their children within a three-day appeal period.
- d. Promptly receive communications from teachers, the Disciplinary Committee, and Management.
- e. In case of sanctions, receive treatment from the appropriate person who complies with due process.
- f. Have open communication with the teacher or teachers in charge of the student's education by prior appointment or institutional email.
- g. Use the institutional agenda for both primary and secondary school for the appropriate purposes.
- h. Any other specific to your status as parent or guardian.

CHAPTER III

Parent or Guardian Obligations

ARTICLE 27

The father or mother of the family or guardian, at the time of formalizing the enrollment of the student in the Institution, must comply promptly with the delivery of all the documents requested for this purpose. A parent or guardian must sign, separately, the registration document declaring awareness of these regulations, and agree to comply and respect them, confirming, that the commitment to the Institution is a voluntary act, and to also know and respect the Doctrinal Framework of the Institution and all the regulations therein.

ARTICLE 28

The following are the duties of the parents:

- a. Deliver to the Secretary all the registration documents duly completed and signed before starting the school year.
- b. Ensure that their children have the clothing and materials required by the Institution and that they wear the correct uniform.
- c. Know, respect, comply with and ensure that their children comply with the Institution's regulations and provisions.
- d. Ensure compliance with the school duties of the student in all aspects of these regulations, especially those that must be carried out at home and the punctual attendance of their children to lessons and extracurricular activities.
- e. Punctually attend meetings, appointments, and other activities to which they are summoned by the Institution.
- f. Promote student development of attitudes and values that favor the integral growth of the student and support the actions carried out by the Institution in this regard.
- g. Ensure compliance with the rules stipulated in all documents sent by the Institution and acknowledge by signing a receipt. The Institution will notify the parents or guardian when acceptance or not is necessary.
- h. Maintain constant communication with the teachers who give lessons to the student, to stay informed about their overall performance.
- i. Punctually comply with the financial obligations of the Institution and payment of clubs and activities as appropriate.
- j. Punctually pay the invoices for the current student grade activities according to the agreement of most of the parents.
- k. Pay the Institution the amount determined by the Administration if the student causes material damage to the facilities.
- l. Arrive at the Institution's facilities with appropriate clothing, not wearing shorts, plunging necklines, leggings, miniskirts, transparent clothing, flip-flops, sportswear, shorts, or tops, among others regardless of the reason for the visit or the activity, be it curricular or extracurricular.
- m. Request permission from the Secretary of the Institution to enter the facilities and meet with teachers.
- n. Respect the appointment of teachers designated to teach lessons at the student's level and the section in which they are placed.
- o. Respect in an integral way, those student regulations detailed in the present Regulation. Parents or guardians are not allowed to enter the classrooms and pavilions of the Institution without the respective permission of the Director or Secretary's Office, nor to ingest any type of drug or alcohol or carry them, or be under the influence of any of them. nor carry weapons or smoke inside the Institution.
- p. Respect the road signs that exist inside and around the Institution and the rules of access to the facilities indicated by the Academic Director.

- q. Collaborate with an effort to speed up traffic when picking up and dropping off students.
- r. In general, provide the best example to the students, avoiding all behavior contrary to these Regulations and those established in the Doctrinal Framework of the Institution.
- s. Ensure that students return in due time, books, sports equipment, musical instruments, lockers, desks, electronic devices, and any other material that the Institution has provided them. Otherwise, a payment in the amount of the object's replacement cost must be made to the Treasury of the Institution.
- t. Show due respect when attending or participating in civic, sports, cultural, and religious activities and ensure the same behavior from students and companions.
- u. Inform the homeroom teacher and the secretary in writing of any reason for the student's absence within three business days of the absence. The tuition must be paid for the entire period of a student's absence. Extemporaneous justifications and those without a real probative basis will be rejected.
- v. Review daily the Institution's means of communication with the home, such as the communication notebook, and agendas, among others. Ensure that the student carries it every school day. The parent or guardian must sign the qualified measuring instruments of their students and circulars or documents sent in print, as well as promptly respond to the messages that are sent to them personally by electronic means.
- w. Appeals of disciplinary tickets for serious and very serious offenses must be submitted in writing to the homeroom teacher, within three business days after the notification of the possible sanction.
- x. In the event of the student's absence, take responsibility for the student catching up with the material missed, or activities carried out during the absence. The parents or guardians must go to the Institution by appointment or request make-up materials by electronic means. Any required photocopies of written material will be made at the parent's or guardian's expense including missing notebooks, books, or other materials. Parents must justify in writing to the administration office late arrivals on the same day and absences within three days after the student has returned to school. Extemporaneous justifications without real probative grounds will be rejected.
- y. Address the educator, or other members of the Institution, with the respect that they deserve as a person, whether orally or in writing or by electronic means. Respect the order of the appeals, according to the following line:
 - Professor of the subject (First academic incident) Revocation Appeal.
 - Lead Professor (Second Academic incident) Appeal for Revocation.
 - Disciplinary Committee (First Disciplinary incident) Revocation Appeal.
 - Academic Director (Second Academic and Disciplinary incident) Appeal.
 - MEP or other appropriate resources. (Administrative and Jurisdictional incidents)

Appeals or resources that do not adhere to the established due process will not be heard.

Students, parents, or guardians and those interested in a disciplinary investigation process may appeal the formality or final procedural acts, in writing, and duly substantiated for reasons of legality or opportunity, filing the ordinary resources in the following order:

- a) **First Occurrence: Appeal for Revocation (Professor of the Subject)** before the instructing professor of the disciplinary investigation procedure, for acts of procedure, to open the procedure, and its final resolution.
- b) **Second Occurrence: Appeal** before the instructing Professor, who will be limited to summoning the parties before the corresponding Academic Director (highest hierarchy who will personally resolve the appeal) and will forward the file without admitting or rejecting the appeal, accompanied by a report on the reasons for the appeal made to the disciplinary committee.
- c) **Double Occurrence: Revocation appeal** with subsidy appeal before the instructing professor of the disciplinary investigation procedure. If this appeal is filed, that is, both appeals at the same time, the appeal will be processed once the revocation has been declared inadmissible.

Ordinary Appeals must be submitted in writing no later than the third business day after notification of the final resolution of the disciplinary procedure that contains the corrective action or sanction that will be applied to the student involved and must be resolved no later than eight days from its submission. Once the term of three days has elapsed without the filing of any appeal, the resolution remains firm, and its compliance will be irrevocable.

An appeal will be resolved on aspects of form and substance duly justified and will be resolved on its admissibility. The contested act will be confirmed, modified, or revoked. If there is any formal defect, a retraction will be ordered.

- z. Inform the Director and the homeroom teachers, in writing, of any change of address or telephone number, persons authorized to withdraw their children from the Institution permanently or temporarily, modification of parental authority, guardians, the regime of visits, and restraining orders in the jurisdiction, travel plans of parents or guardians, as well as special situations that may affect the emotional development of the student.
- aa. Send written permission to travel with another person or attend excursions and sign the student's withdrawal ticket during school time if the student withdraws before the departure time in the respective Secretary offices (primary or secondary).
- bb. Inform or denounce in writing before the corresponding personnel of the Institution of any possible disciplinary offense committed by students of the Institution.

- cc. Report any physical and mental illness of the student or special situation that the family is going through.
- dd. Reveal, at the time of first admission, any curricular inadequacy and important information from the disciplinary file.
- ee. Withdraw information, guidelines, manuals, list of supplies or other corresponding materials from the secretary's office before starting the school year.
- ff. Commit to providing all educational materials on time that the Institution requests from students.
- gg. Promptly request an appointment with the teacher of the subject in which the student presents difficulties in their performance or, failing that, contact them through the institutional platform or email.
- hh. Communicate by written means, either in the communications notebook or institutional platform, the request for the corresponding permit or justification for lack of uniform before the end of the first lesson of the day corresponding to said permit. In the case of high school, these requests must be processed by the parent or guardian and submitted to the corresponding Secretary in the first lesson, otherwise, a corresponding ticket will be prepared, without exception.

ARTICLE 29

Violations of the previous articles have an impact on the correct student performance, therefore the parents or guardians must recognize that these breaches can be dealt with in a possible disciplinary process with their respective sanctions.

TITLE V

ASSISTANCE AND PUNCTUALITY

SINGLE CHAPTER

Mandatory compliance for the entire student, teacher, and family community:

ARTICLE 30

Attendance to lessons:

Comply with the school calendar punctually and attend the calls communicated by the Director.

Respect the established hours of entry, exit, and recess determined by the Institution during the current year. The Directions and Academic Coordination has informed the

parents of these hours, in writing, and reserves the right to modify said hours during the academic year. The official time will be that of the Institution's marker clock, which will be adjusted to the official time of the State of Costa Rica (-06:00 GMT/UTC/CST offset) and its margin of error may be up to one minute.

ARTICLE 31

Permanence in the Institution

- a. Stay inside the Institution during school time.
- b. Maintain order and discipline during breaks:
 - i. Leave the class in order when the teacher concludes the lesson or activity and so indicates, without untimely interruptions.
 - ii. Students must not stay inside the classroom playing or making a mess or doing tasks or jobs that are not specific to educational work.
 - iii. When there is a change of lesson or departure to classes of a complementary subject, the student must leave the classroom in line maintaining order and silence or must remain inside the classroom patiently waiting for the arrival of the teacher.
- c. Keep the classroom completely clean throughout the day, at lesson changes, and the end of the day. Before leaving the classroom, students are responsible for leaving their space clean, free of garbage, and without books or notebooks on the desk.
- d. Return punctually to the classroom or where indicated, to continue with the lessons.
- e. Refrain from physically or verbally assaulting anyone. Refrain from playing in a way that physically disrespects other students (push, pull, climb on top of another student, play fights, play games with water, mud, or other liquids, throw objects at each other, hit each other, trip other students, horseplay, and the like.
- f. Refrain from playing with other people's personal items without the owner's permission, whether during school time or at recess.
- g. Use the garbage cans to deposit the trash and leave the recreation area clean (green areas, gym, bleachers, corridors, cafeteria, play areas, restrooms, among others).
- h. Maintain order when leaving lessons, clubs, and teams, respecting the following guidelines:
 - i) When leaving the school grounds at the end of the day's lessons, students remain in line in the area indicated by the Director, to board the school bus or van in the company of the person in charge of transporting the bus or van.

ii) At the end of the day's lessons, students must leave and always remain in line, in the area assigned for their grade level and wait to be picked up by their parents or authorized guardians.

ii) After the lessons are finished, students must stay with their packages and belongings. They must remain within the assigned area and not wander around the Institution, show appropriate behavior, and follow the instructions of whoever oversees the Institution's gates, whether they are teachers or other personnel. They must wear the full uniform and remember that expressions of love are not allowed.

ARTICLE 32

Absences and late arrivals.

Students must go to the classroom immediately when they hear the entrance bell and during breaks according to the schedule established by the Academic Offices or Academic Coordination. The only justifiable late arrival is that of the first lesson, confirmed within the next three business days in writing unless justified by force majeure in writing.

ABSENCE OF EXAMS FROM THIRD TO ELEVENTH GRADE

a. Any absence from evaluations, presentation of work, and oral or written assignments must be justified to the respective professor with a doctor's certification without exception, within three business days from the last day of absence. Otherwise, the student will lose the percentage corresponding to that work, evaluation, or assignment in his quarterly grade.

b. Absence from an exam, other than due to illness, may be justified by the Director, Academic Coordination, or Evaluation Committee only in exceptional cases (fortuitous event or force majeure) after the presentation of the excuse, in writing, by the parents or guardians.

c. It is the responsibility of the student and parents to catch up with assignments missed during the absence, be it due to illness or explicit permission.

d. In case of arriving late for an exam, the student must adjust to the completion time established previously.

e. In the event of any anomaly regarding the delivery of research projects and finished activities, action must be taken according to the Investigation Procedures Manual.

PRIMARY SCHOOL

- f. The student who enters the classroom at the beginning of the school day, after three minutes from the official start time and one minute from the start time after breaks is considered tardy.
- g. Three tardies equal one unexcused absence.
- h. For each unexcused absence, a percentage point is deducted from the final conduct grade.
- i. In elementary school, one absence equals one school day.
- j. The parent or guardian may justify, in writing by email, the absences of the student in the next three business days after a tardy notice was issued by the homeroom teacher.

HIGH SCHOOL

- k. The student who enters in the first lesson, after three minutes of the official entry time will be considered tardy, and the student who enters after ten minutes, will be considered absent.
- l. For late arrival to any of the other lessons, the student will be considered tardy after 3 minutes from the lesson call and absent after 5 minutes.
- m. Unexcused late arrivals of less than ten minutes will be counted as a half unexcused absence. Unexcused tardies greater than ten minutes are considered unexcused absence.
- n. Three tardies are equivalent to a reduction of one percentage point in the semester grade of conduct.
- o. For each unexcused absence, a percentage point is deducted from the semester conduct grade.
- p. One absence is equivalent to one lesson, therefore, the student who is absent for a full day will add the number of absences according to the lessons missed that day.
- q. The parents will be able to justify the absences in writing in the next three business days after the student's reinstatement, this justification must be made in writing and delivered to the secretary's office for processing. The student will be responsible for showing said justification processed, to the teachers of the absent subjects, to the homeroom teacher, and to the Evaluation Committee in the cases in which it applies.
- r. The student who enters the classroom and leaves it without any reason or permission from the teacher will be considered as escaped. In addition, the student who enters the Institution and does not comply with the required attendance to lessons without justification will be considered escaped.

- s. A student who shows up to classes with or without a uniform and is absent from lessons or from the Institution without parental permission or approval from the Director or Academic Coordination is classified as escaped.
- t. Each escape from classes will be penalized as a slight to serious offense as appropriate and cannot be justified.
- u. To leave the classroom students must ask the teacher in charge for the corresponding pass, otherwise any teacher who encounters them in the corridors must prepare a ticket.
- v. In the case of showing up at the Institution after 7:20 am, entry time, the student must report and sign the corresponding sheet at the secretary's office, for control purposes. This late arrival can be justified in writing by the parent or guardian, within the following three business days, at the secretary's office.

ARTICLE 33

Permissions

- a. In the case of Primary and Secondary, the student must submit the respective authorization written and signed by a parent or guardian to the Secretary's office before the first class. It must specify when the student needs to leave the classroom, the Institution, or travel at the end of the school day with another person. This authorization can be sent by the parent or guardian in writing or can be accomplished by filling out the slips found in the Secretary's office.
- b. In the case of secondary school students, at the beginning of the course they must present to the Secretary the Annual Permission Form signed by their parents or guardians with the authorization that specifies how (bus, on foot, taxi, others) they will exit the Institution. Said permit must specify in detail the form of withdrawal and the persons authorized to carry out said withdrawal, either during school hours or after. In the event of making any changes in this regard, it is the responsibility of the legal guardian of the student to communicate in writing to the Director or Academic Coordination.
- c. A permission request is required in advance and submitted to the Director or Academic Coordination if students need to bring guests to the Institution.
- d. All exchange or temporary visiting students who remain in regular classes must comply with the provisions established in the Institution's regulations.
- e. All primary school students who leave the lessons on foot, by private bus or taxi, (on a particular day or during the entire school year) must bring a written authorization from their parents or guardian and present it at the Secretary's office.

f. When a parent or guardian needs to withdraw the student during school time, an exit permission slip filled out at the corresponding secretary's office, must be presented to the personnel in charge at the main gate.

g. For the Secondary school, a teacher, administrator, psychologist, coordinator or the Director may justify a late arrival or absence of a student, only when the corresponding appointment slip is presented in advance, except for cases that the teacher considers special.

TITLE VI PERSONAL PRESENTATION

CHAPTER I

General Layout

ARTICLE 34

The correct use of uniform and personal presentation

The student must strictly comply with the regulations established by the Institution regarding uniform and personal appearance both inside and outside the Institution when representing it.

CHAPTER II

Preschool Uniform

ARTICLE 35

The preschool student will wear the following garments as an official uniform approved by the Director:

- a. Red shorts with elastic waist for boys and petticoat pants or red shorts for girls. These are for sale at the Institution.
- b. Polo shirt with an exclusive design and the school crest, for sale at the Institution.
- c. Red, white, or blue socks without patterns.

d. Closed-toed black school-type or tennis-type sports shoes (preferably black, white, blue, or gray). The use of Swedish-type shoes or sandals is not allowed for the safety of the students. Exceptional cases must be duly justified by medical order to the teacher in writing, who will request final authorization from the Disciplinary Committee.

CHAPTER III

Elementary Student Uniform

ARTICLE 36

Elementary students will wear the following items as an official uniform approved by the Administration:

- a. For girls, dark blue school-type shorts, or petticoat, for boys, dark blue school-type shorts. No jeans, leggings, or tight-fitting pants are allowed.
- b. Official gray and green t-shirt, exclusive design, for sale at the Institution.
- c. White or blue socks without patterns.
- d. Closed-toed black school-type shoes or tennis-type sports shoes (preferably black, white, blue, or gray). The use of Swedish type shoes or sandals is not allowed for security reasons for the safety of the students. Heels greater than three centimeters are not allowed for girls.
- e. The use of a short-sleeved shirt worn inside the Institution's shirt is allowed, only white.

CHAPTER IV

High School Student's Uniform

ARTICLE 37

High school students will wear the following items as an official uniform approved by the Administration:

- a. For girls, petticoat pants, shorts, or dark blue collegiate pants, and for boys, shorts, or dark blue collegiate pants. Denim pants or leggings are not allowed. Denim pants, skirts, or shorts that are too short or too tight to the body are not allowed.
- b. Official gray and blue t-shirt, exclusive design, for sale at the Institution.
- c. White or blue socks without patterns.
- d. Closed-toed black school shoes or tennis-type sneakers (preferably black, white, blue, or gray). The use of Swedish type shoes or sandals is not allowed for security reasons for the safety of the students. Heels greater than four centimeters are not allowed for girls.
- e. The use of a short-sleeved shirt worn inside the Institution's shirt is allowed, only white.

In eleventh grade, students can choose a t-shirt in a color voted for by the majority of the students in the class. The color must be approved by the Director.

CHAPTER V

PERMITTED HAIR AND ACCESSORIES

ARTICLE 38

1. For girls the following is allowed:

I. Long hair if it does not fall over the face or eyes. It should always be maintained with good hygiene standards, which implies cleaning and combing. Highlights will be allowed if they are in discreet colors and match the original hair color. Blue, green, orange, pink, purple, red, or other similar dyes that conflict with the original natural hair color are not permitted.

II. The use of tails, presses, bows, headbands, or other accessories in accordance with the colors used in the school uniform. The use of a cap is only allowed during breaks and in open areas.

III. A slim wristwatch understated in value and size.

IV. A single pair of small earrings in the earlobes.

V. A discreet bracelet and necklace (in primary and secondary). The use of thick bracelets, rings, chains, or long charms on the student's neck is not allowed for their own safety. In Preschool, the use of bracelets or chains is not allowed.

VI. A small, simple purse-type bag that can be used during breaks to store money or other feminine hygiene items.

VII. In cycle II and secondary: nails painted with transparent enamel or light colors such as nude, beige, and light pink are allowed.

VIII. The use of piercings or fashion accessories in the eyebrows, nose, lips, tongue, or other visible parts of the body will not be allowed.

2. For boys the following is allowed:

I. Long hair if it does not fall over the face or eyes. It should always be maintained with good hygiene, which involves cleaning and combing. The hair can be tied in a tail if it is discreet. Highlights will be allowed if they are in discreet colors and match the original hair color. Blue, green, orange, pink, purple, red, or other similar dyes that differ from the original natural hair color are not allowed.

II. Discreet hair decorations and accessories. The use of caps is only allowed during recess and in open areas.

III. A discreet watch in value and size.

IV. A single pair of small earrings in the earlobes.

V. A thin bracelet or ribbon (in primary and secondary).

VI. A thin chain or discreet cord (in primary and secondary), a small pendant that adheres to the ethics and moral standards of the Institution. The use of thick bracelets, rings, chains, or long pendants on the neck of the students is not allowed for their own safety. In Preschool, the use of bracelets or chains is not allowed for the safety of the students.

VII. A small, simple purse-type bag that can be used during breaks to store money or other feminine hygiene items.

VIII. In cycle II and secondary: nails painted with transparent enamel or light colors such as nude, beige, and light pink are allowed.

IX. The use of piercings or fashion accessories in the eyebrows, nose, lips, tongue, or other visible parts of the body will not be allowed.

CHAPTER VI

Preschool, Elementary, and Secondary uniforms for Physical Education and Swimming

ARTICLE 39

The Physical Education uniform is specified below:

- a. T-shirt with exclusive design and for sale in the Institution according to grade level
- b. Red shorts, or sweatpants for preschool. For primary and secondary, blue shorts, with the design of the Institution. The shorts may not be modified to fit the body or shortened.
- c. Students can use lycra material, blue or plain black for secondary and primary.
- d. White socks for all grade levels without prints.
- e. Tennis-type sports shoes (preferably black, white, blue, or gray). The use of "Crocs", Swedish shoes, or sandals is not allowed for security reasons for the safety of the students.
- F. Accessories for primary and secondary school: those mentioned in articles 37 and 38 respectively are allowed.
- g. The use of sunscreen and a bottle of water is recommended.

ARTICLE 40

To attend swimming classes, students will be required to comply with the following: wear a sports bathing suit, water goggles, swimming cap, and sandals, and bring a cloth. Students without caps or those with skin infections, fungi, or the flu cannot attend swimming class. The use of sunscreen and a bottle of water is recommended.

CHAPTER VII

Special situations

ARTICLE 41

In high school, for the Science, Chemistry and Physics and Biology laboratory lessons, students must always attend with a long-sleeved white coat and wear protective equipment as requested.

ARTICLE 42

For proper use of the uniform, the student at all grade levels of the Institution must refrain from wearing or carrying the following garments or articles:

- a. Caps, hats, or any accessory on the head during the lessons.
- b. Faded, torn, or missing garments.
- c. Chokers and pendants on the neck such as shells, ribbons, piercing (perforations) in any part of the body.
- d. Non-traditional hairstyles (mohawk type, several spikes, fringes that cover one or both eyes), dreadlocks, punk, shaved heads with or without drawings or letters,
- e. Full or partial dyeing, including highlights, or any hair color other than natural.
- f. Visible tattoos, including eyebrow tattoos or eyeliners,
- g. Makeup on the face or any other visible part of the body, including mascara, foundation, powder, eye shadow, and extravagant lipstick, eyeliner, or other.
- h. All those accessories or items that the Management does not endorse.

ARTICLE 43

Any breach of uniform due to situations of force majeure or health problems must be justified by the parents or guardians in writing with the proper medical certification and authorized by the Disciplinary Committee. The permits for the use of other garments will be temporary, valid for a maximum of three days, and will be granted only 3 times per year.

ARTICLE 44

It is prohibited to scratch, paint, or stain any part of the student's body or uniform, except for the graduating grade levels (sixth grade and eleventh), who at the end of the school year, with written authorization from their parents, may sign one of their t-shirts as a souvenir.

ARTICLE 45

During the school year, the uniform must always be clean, in good condition, and without alterations. Changes in clothing will not be justified due to physical development, changes in weight and build, as well as foot growth.

ARTICLE 46

The Institution is not responsible for the loss of jewelry or any personal accessory, such as money, cell phones, music players, computers, tablets, etc.

ARTICLE 47

The uniform accessories not allowed will be confiscated by the teaching staff, members of the Disciplinary Committee, administrative staff, the Academic Coordinator, and/or the Director. They will be returned to the parents or guardians when they come to pick them up at the Secretary's office. The Institution is not responsible for any lost object.

ARTICLE 48

Uniform pants are not allowed to be worn below the waist or show undergarments, or private parts of the student's body.

ARTICLE 49

During the activities that the Institution schedules, inside or outside its facilities, students are allowed to attend without uniform, but they must present themselves with decorum, which means not wearing clothing that is very tight to the body, translucent, extremely short pants (maximum 5 centimeters above the knee for high school students) or fitted, very low with open necklines, short tops that show the navel or breasts or with straps, see-through pants that expose undergarments, leggings, clothing extremely large, clothing with satanic, vulgar, sexual images or messages that go against biblical Christian principles or that violate morality and decency, makeup, flip-flops, high heels, and tank tops. For boys, the use of flip-flops or open shoes, both sports and dress pants,

tube-type jean pants, tank tops, or sleeveless is prohibited. These regulations are valid for national team training, excursions, tours, camps, and other groups that represent the Institution.

TITLE VII

DISCIPLINARY ORDER, CORRECTIVE MEASURES, AND RESOURCES

CHAPTER I

Levels of misconduct

ARTICLE 50

Written notices

From the third to the eleventh grade, the Institution's teachers, members of the Disciplinary Committee, Academic Coordinator, or Director may choose to send home a written notice as the first corrective measure for misconduct. The notice is a request to the parents for cooperation in correcting a disciplinary situation and does not impact the student's conduct grade. If the misbehavior is repeated, Institution authorities will initiate a disciplinary procedure with its respective sanction, according to the offense. Disciplinary procedures may be instituted within a period of 15 days after learning of the inappropriate activity.

The student behavior that will prompt a written notice are:

- a. Misbehavior during breaks, special activities, the start and end time for lessons, complementary subjects, training, and other scheduled activities.
- b. Constant interrupting and annoying classmates.
- c. No desire to complete the work, does not bring the appropriate materials, does not bring homework to class, and leaves work unfinished.
- d. Incorrect use of the proper uniform required for regular classes, Physical Education, Clubs, and National Teams.
- e. Violation of the other articles of this regulation, considered very minor offenses, or a breach of their duties.

ARTICLE 51

Misconduct evaluation

Misconduct committed by students will be classified as very minor, minor, serious, very serious, and extremely serious for purposes of this regulation. Due to the individual differences in maturity for different student grade levels, an absence can be categorized in one way for Preschool, First, and Second grade and in another way for Third grade, cycles II and III, and the Diversified Cycle.

ARTICLE 52

Rating misconduct severity

The seriousness of any student misconduct will be classified according to the descriptions in Articles 22, 23, 27, 30, 31, 34 to 48, and 54 to 58 of this Regulation.

ARTICLE 53

Approval requirements for a third-grade and cycle II student deferred in conduct

1. The student who obtains an average conduct grade lower than seventy percent in any semester will be deferred in conduct.
2. The student who is deferred in conduct may reacquire a passing grade by participating in a program of activities of institutional interest and educational nature, defined, and supervised by the Disciplinary Committee. A minimum conduct passing grade will be assigned in the current cycle when the program has been completed and verified. The actions are considered the equivalent of academic subject extension tests and they will be carried out in the period established by the corresponding committee.
3. Enrollment for the following school period will be conditional, based on the attendance of an external professional according to the recommendations of the psychologist, homeroom teacher, or Disciplinary Committee.

ARTICLE 54

Approval requirements for a student deferred in conduct in cycle III and Diversified Education. (Article 134 of the MEP 2018 Learning Assessment Regulations)

1. The secondary school student who, on the quarterly average, obtains a conduct grade lower than the established minimum, be it 70 in cycle III or 75 in the Diversified Education cycle, as appropriate, will consequently be deferred in conduct in said quarter. Therefore, the student will be obligated to carry out a program of activities of institutional or communal interest and educational nature, defined, scheduled, and supervised by the Evaluation Committee, the homeroom teacher, and the grade-level teachers.
2. The program will have a minimum of 10 hours and a maximum of 20 hours in addition to other corrective actions that apply. This must be completed during the month following the end of the semester, or within the period established by the Disciplinary Committee. If a student does not comply with the assigned project within the established period or does not complete it at all, it is considered postponed or failed as appropriate.
3. A student who is deferred in conduct in the weighted average or did not do the work corresponding to any semester, is obligated to comply with the pending work and carry out a project that will be assigned by the Discipline Committee. The student's final promotion is subject to full and verifiable compliance. These actions constitute the equivalent of the exams for academic subjects.
4. The Disciplinary Committee will deliver a document to the student, with the respective instructions and schedule of the project to be completed. Once the project is finished, the Disciplinary Committee will evaluate said work and in turn notify the Academic Director through the respective minutes. This last entity is required to authorize a change of conduct grade to the established minimum.
5. A change in the student's conduct condition will be subject to verification and compliance with the program. These actions will be carried out in the period established by said committee. The provisions of this regulation will also apply. A student must have an approved condition of conduct for final promotion.
6. Enrollment for the following school period will be conditional, based on the attendance of an external professional according to the recommendations of the psychologist, homeroom teacher, or Disciplinary Committee.

ARTICLE 55

Misconduct

The behaviors that are considered inappropriate in the Institution are all those activities that are inconsistent with the principles and purposes of education. All student actions that negatively affect the educational process, student growth and personal, social, and academic development, emotional and physical well-being, human relations, or are contrary to the philosophy of the Institution and the good of the educational community of the Centro de Aprendizaje Educarte, will be sanctioned under this regulation.

ARTICLE 56

VERY MINOR offenses and the corresponding reduction of points in the conduct grade

Failure to comply with the following behaviors described in these articles and subsections of this Regulation are considered VERY MINOR offenses:

- a. Incorrect use of the uniform and accessories, according to Articles 35 to 40, 41, subparagraphs a) b), h), and k), 44 and 47 of these Regulations.
- b. Actions described or breach of conduct in Article 23 in subsections a), c), g), v), aa), cc) and breach of Article 22 subsections g), j), m), n) q), r), s) and article 30 paragraphs b), c), d), g), and h).
- c. Failure to present the communications notebook in primary, or the communications notebook or the student card in secondary.
- d. Breach of Article 22 paragraph V
- e. Other offenses that are considered very minor and that are not rated as minor, serious, very serious, or extremely serious in this Regulation
- f. Each minor offense implies a reduction of 1 to 5 points of the final conduct grade.

VERY MINOR MISBEHAVIOR
Incorrect use of the uniform
Use of unauthorized accessories
Inadequate personal presentation
Garbage not deposited in the garbage cans
Show up to the lessons without the appropriate material
Not carrying the communications agenda in the Primary grades
Not bringing any required signed documents on the required date
Disruptions to the teaching-learning process
Not returning or delivering found objects
Show disrespect or inconsideration in transit areas
Play in prohibited areas
Manipulating other people's belongings without permission
Eating food in educational spaces without express authorization
Using electronic devices during times not allowed
Using cell phones during class periods or before 3:00 p.m. late. (#1)

ARTICLE 57

MINOR offenses and the corresponding reduction of points in the conduct grade

Failure to comply with the following behaviors described in these articles and subsections of these Regulations are considered MINOR faults:

- a. The repetition of two very minor offenses of the same nature in the same quarter.
- b. Unjustified absences from activities duly convened and not regulated, in articles 22, 27, and 28 of the MEP Learning Assessment Regulations.
- c. Breach of articles 43 and 48 of these Regulations.
- d. Failure to comply with article 41 in subparagraphs c) d), e), f), and g).
- e. Incorrect interruptions to the learning process in the classroom or breach of article 22 paragraphs b), d), e), f), and l).
- F. Breach of article 30 paragraph a).
- g. Making jokes or not following instructions during emergency drills.
- h. Bringing or using chemical farts in the Institution or any other substance that harms the normal performance of the lessons or the health of the student community.
- i. Other offenses that are considered minor and that are not rated as very minor, serious, very serious, or extremely serious in this Regulation.
- j. Each minor offense implies a reduction of 6 to 10 points in the final conduct grade.

MINOR MISBEHAVIOR
Repetition of very minor offenses in the same semester
Hinder communication between the home and the Institution, inappropriately using the agenda or other means used to send communications or acknowledging the existence of communications.
Disregarding orders given by any official, including the school transportation.
Use of vulgar or profane vocabulary.
Not showing due respect to national symbols.
Escaping from lessons or any activity scheduled by the Institution, leaving without permission from the classroom or facilities during official hours.
Telling lies or defaming any member of the education community.
Use of skates, shoes with wheels, skateboards, bicycles, or others in areas and days not allowed.
Scratch or damage institutional or personal property.
Use of facilities, educational, or sports material without proper authorization.
Use cell phones during class periods or before three in the afternoon. (#2)
Other infractions considered serious offenses and are not classified as very minor, minor, very serious, or extremely serious.

ARTICLE 58

SERIOUS offenses and the corresponding reduction of points in the conduct grade

SERIOUS offenses are considered non-compliant with the following behaviors described in these articles and subsections of this Regulation:

- a. The repetition of the same minor offense in the same quarter.
- b. Behaviors described in Article 23 subsections f), h), i), j), l), m), n), o), q), u), x), z), dd) and breach of Article 30 paragraph e).

- c. Serious actions and attitudes of indiscipline such as disrespectful phrases or acts against the director, teachers, students, and other personnel of the educational center according to article 22, subparagraph c).
- d. Intentional damage to the decoration, equipment, furniture, infrastructure of the Institution, or vehicles used to transport students or others in the surroundings. The provisions of Article 22, subparagraphs f) and h) are considered, including the use of the walls, tables, chairs, desks, or other goods and objects of the Institution, for placing unauthorized signs, drawings, or graphics.
- e. Removal of institutional or personal assets, and breach of Article 23 paragraphs b) and e).
- f. Inciting colleagues to participate in actions that harm health, individual or collective safety, or being a co-perpetrator of the act.
- g. Fraudulent actions according to articles 59 and 23 paragraph d.
- h. Use the name of the Institution, its staff, parents, or students, to damage their image or reputation, in any information or communication media, whether public or private, related to matters contrary to public morality and the principles of the Institution.
- i. Other offenses that are considered serious and that are not rated as minor, very minor, very serious, or extremely serious in this Regulation.
- j. Each serious offense implies a reduction of 11 to 15 points in the final conduct grade.

SERIOUS MISCONDUCT
Repetition of minor offenses in the same quarter.
Forging the signature of the parents, or responsible for altering official documents.
Any proven or attempted fraudulent action.
Actions or attitudes against the physical or moral character of any member of the educative community
Any act of cyberbullying.
Prevent other members of the educational community from participating in the normal development of institutional activities.
Encourage other members of the educational community to participate in actions harmful to physical or moral integrity.
Theft of personal belongings and goods of any nature.
Use cell phones during class periods or before three in the afternoon. (#3)
Display of affection scenes that exceed limits according to an educational center.
Other infractions considered as serious offenses and not classified as very mild, mild, very serious or extremely serious.

ARTICLE 59

VERY SERIOUS offenses and the corresponding reduction of points in the conduct grade

Failure to comply with the following behaviors described in these articles and subsections of this Regulation are considered VERY SERIOUS offenses:

The following behaviors are considered "very serious offenses":

- a. The deliberate destruction of property belonging to the educational institution, the staff, or other members of the educational community, whether this action is carried out individually or in a group.

- b. The public staging of conduct contrary to what is stipulated in this regulation, appropriate public morality, or good customs.
- c. Prevent other members of the educational community from participating in the normal development of the regular activities of the Institution, as well as encourage others to act in the same manner.
- d. Smoking or drinking alcoholic beverages in the following situations: i) inside the Institution, ii) outside the Institution during school hours, iii) outside the Institution if wearing the uniform, and iv) in officially convened extracurricular activities.
- e. Carrying weapons or explosives as well as other potentially dangerous objects for people, except those expressly authorized by the Institution for educational purposes.
- f. Any type of discriminatory action for reasons of ethnicity, creed, gender, disability, or any other action contrary to human dignity.
- g. Repetition of the same serious offense in the current quarter
- h. Other offenses that are considered "very serious" according to the Regulations of the MEP and that are not rated as very minor, minor, serious or extremely serious in these Regulations.
- i. Physical or psychological aggression and harassment in its modalities committed against the director, teachers, students, parents, and other members of the educational community.
- j. Actions described in Article 23 subsections p), r), s), t), v), x)
- k. Other offenses that are considered very serious and that are not rated as very minor, minor, serious, or extremely serious in this Regulation.
- l. Each very serious offense implies a reduction of 16 to 20 points in the final conduct grade.

VERY SERIOUS MISCONDUCTS
Repetition of serious offenses
Harassment or school bullying.
Smoking or drinking alcoholic beverages during any school activity inside or outside of the Institution.
Carrying weapons or sharp or explosive objects.
Reporting to the Institution under the influence of alcohol or drugs.
Any type of discriminatory action based on creed, race, gender, disability, or any other contrary to human dignity.
Access on the Internet to sites with illegal or inappropriate content: pornography, racism, aggression, or gambling among others.
Destruction of assets belonging to the Institution, staff, or other members of the educational community, whether the action is carried out individually or in a group.
Consuming or possessing illegal drugs.
Using the name of Educarte or Centro de Aprendizaje Educarte in connection with activities not officially endorsed.
Physical or psychological aggression against any member of the educational community.
Harass or sexually harass any member of the educational institution.
Make use of another individual's mail or any other medium, whether physical or cybernetic.
Other infractions considered very serious offenses and not classified as very mild, mild, serious, or extremely serious.
Recidivism in acts of intimidation and/or cyberbullying.

ARTICLE 6o

EXTREMELY SERIOUS offenses and the corresponding reduction of points in the conduct grade

Failure to comply with the following behaviors described in these articles and subsections of this Regulation is considered EXTREMELY SERIOUS offenses:

- a. Subtraction, alteration, or falsification of official documents.
- b. Serious physical assault against any member of the educational community, Director, staff, students, parents, or visitors.
- c. Carrying weapons or explosives as well as other potentially dangerous objects.
- d. Repeated ingestion of alcoholic beverages in the following cases: i) inside the Institution, ii) outside the Institution during school hours iii) outside the Institution if wearing the uniform; iv) in officially convened extracurricular activities.
- e. Repeatedly using or carrying legal and illegal drugs within the Institution, during officially convened activities, or in any other of the circumstances described in article 130 of the 2018 MEP Learning Assessment Regulations
- f. Distribute, induce, or facilitate the use of any type of illegal drugs within the Institution, during officially convened activities.
- g. Traffic or disclosure of material contrary to public morality.
- h. Actions described in Article 23 subsection bb.
- i. Other offenses that are considered extremely serious according to the Regulations of the MEP and that are not rated as very minor, minor, serious, and very serious in these regulations.
- j. The offenses committed and typified in the juvenile penal code for students whose age is within its scope.
- k. Other faults that are considered extremely serious and that are not rated as very minor, minor, serious, or very serious in this Regulation.
- l. Each very serious offense implies a reduction of 21 to 35 points in the final conduct grade.

EXTREMELY SERIOUS MISCONDUCTS
Repetition of serious offenses.
Harassment or school bullying.
Smoking or drinking alcoholic beverages during any school activity on or off campus.
Carrying weapons or sharp or explosive objects.
Reporting to the Institution under the influence of alcohol or drugs.
Use the name of the Institution, its logo, or any situation related to the Institution for personal use, within or outside the Institution's facilities, externally, or through social networks.
Issuing false and/or disrespectful information towards other students and professors of the Institution, either within the Institution's facilities, externally, or through social networks.
Any type of discriminatory action based on creed, race, gender, or disability or any other action contrary to human dignity.

CHAPTER II

Sanctions

ARTICLE 61

Assessment of the behaviors in the note of conduct

Misconduct by students of any Primary and Secondary levels of the Centro de Aprendizaje EducarTE Institution, regardless of the other corrective actions for each type of misconduct, will impact the conduct grade for each period, as follows:

- a. Each very minor misconduct will result in a reduction of 1 to 5 points from the total.
(Art.56)
- b. Each minor misconduct will result in a reduction of 6 to 10 points from the total.
(Art.57)

- c. Each serious misconduct will result in a reduction of 11 to 15 points from the total. (Art.58)
- d. Each very serious offense will result in a reduction of 16 to 20 points from the total. (Art.59)
- e. Each extremely serious fault will result in a reduction of 21 to 35 points of the total. (Art. 60)

At the Preschool, First, and Second grade levels, the absences incurred by the students will be reported in the Semester Home Report under the heading of Discipline.

Article 62

Sanctions for fraudulent actions in the evaluation tests and in schoolwork

Any fraudulent action carried out by one or several students, for their own benefit or that of a third party, executed during the administration of tests, the completion of projects, tasks, or other assigned work, and identified during the application process itself or the review by the teacher, will imply, as a sanction, the minimum rating of the scale (one point) in the test, project, task or respective assigned work for all the students involved in the fraudulent action. In addition, an information slip will be recorded in the student's file. Within a period of no more than five business days, after the fraudulent activity has been committed, the educator in charge of the subject or grade teacher will notify the student and the parent or guardian in writing of the action taken and will inform them of their right to access the respective information.

CHAPTER III

Corrective actions

ARTICLE 63

The nature of the corrective actions

These regulations and corrective actions at all grade levels of the Institution will have student educational purposes. The decision to apply corrective action should be made only after approval by the disciplinary committee and clear communication with the student's legal guardian.

ARTICLE 64

Application of corrective actions

Regardless of the qualification of each period, when the student commits an offense identified in this Regulation, corrective action must be applied, whose essential purpose is education and training. In addition, this action must address the best interests of the student, respect their rights, be in accordance with the offense committed, and must seek a positive change in the student's social behavior.

ARTICLE 65

The corrective actions that are established must not exceed in their effects the essential educational purposes that characterize them, nor cause the student academic damages not authorized or provided for in these Regulations. In any case, no corrective measures may be applied that are contrary to the physical, mental, and moral integrity or personal dignity of the student.

ARTICLE 66

Guarantees of communication and defense in the application of corrective actions

The student, parents, or legal guardians have the right to be informed of any misconduct facts and circumstances that result in a punitive action or a loss of conduct points. They also have the right to review the respective file describing corrective actions.

Similarly, the application of corrective actions must guarantee the student's right to a defense, the right to make a statement freely without any kind of coercion, to be accompanied by an adult of choice, or the right to refuse to testify.

ARTICLE 67

Conditions to apply corrective actions

The application of corrective actions to the student will be made according to the fulfillment of the duties indicated in Title III of these Regulations and in accordance with the assessment indicated in Article 61.

TITLE VIII

PROCEDURE AND RESOURCES

SINGLE CHAPTER

ARTICLE 68

Procedure for the application of corrective actions

At all grade levels, branches, and modalities of the formal educational system, the application of the corrective actions indicated in this regulation for the commission of serious, very serious, and extremely serious offenses, will be established, in the following way with respect to the guarantees of the Due Process:

- a. A third party, teacher, or administrative official, or member of the section board of directors will notify the homeroom teacher or the teacher in charge of the offense committed by the student.
- b. The homeroom teacher or teacher in charge, as the case may be, together with the counselor (if any), will carry out the respective investigation, analyze, verify, and classify the alleged offense committed and will transfer the written case to the Disciplinary Committee for the opening of the disciplinary investigation procedure, within a period of no more than fifteen business days after the fact is known.
- c. The Disciplinary Committee is the body in charge of carrying out the disciplinary investigation procedures with respect to these regulations and the Institution's Regulation of Disciplinary Procedures that contains due process in cases of serious, very serious, and extremely serious offenses.

ARTICLE 69

Responsibilities of the Institution and of the student to whom a corrective action is applied

The educational institution, through the homeroom teacher or teacher in charge, and the counselor, if any, must give guidance and follow-up to the student who has committed an offense, with an explanation of the student's responsibilities. These actions are conducted with the intent of modifying the student's behavior and attitude making them favorable to a harmonious social coexistence. When a corrective action is applied to a student, it is their responsibility to guarantee, by their own means, the elements that allow the continuity of the educational process.

ARTICLE 70

Application of the immediate interruption of the educational process as a precautionary measure

Without prejudice to what is stated in Article 63 of these Regulations, in cycle III, in Diversified Education, and in exceptional cases in which the presence of the student in the Institution disturbs the order in an extremely serious way or endangers the physical integrity of any member of the school community, the Director of the Institution may, as a precautionary measure, order the immediate interruption of the student's educational process for up to 5 calendar days, while the investigation and the student's right of defense are granted. In cases involving the Public Ministry by virtue of an offense at the criminal level, the disciplinary procedure will be suspended until further notice from the judicial authorities.

ARTICLE 71

Nature of the corrective actions

Applying these regulations, corrective actions at all grade levels, branches, and modalities of the educational system will essentially have educational purposes.

ARTICLE 72

Oral or written communication in the correction of behaviors

The Centro de Aprendizaje Educarte staff is responsible for reminding students of their obligations and duties, and keeping the calendar updated through the Institution's electronic portal. If a student does not complete their duties and obligations and commits a very minor misconduct, the corresponding official will advise the student immediately. If the situation is not resolved, the official will inform the parents or guardian in writing. If the conduct in question persists, the student will be subject to a disciplinary sanction. In the case of serious, very serious, or extremely serious offenses, the due disciplinary process will be applied. In addition, the Disciplinary Committee will specify the possible disciplinary measures that may be applied, even if it is a first-time offense.

ARTICLE 73

Conduct information form

The form is an evaluation instrument used to notify the student, parents, or guardian, about any misconduct. Each slip is indicative of corrective action and any reduction in points on the student's quarterly conduct grade. This instrument complies with the right

of the student and the home to be notified of the offense. Regardless of the offense or its seriousness, the student has the right to discharge. The reduction of points and the corrective action indicated in the ticket will be effective from the third business day after the delivery of said ticket if no discharge is presented. In the case of very minor and minor offenses, the homeroom educator will proceed immediately.

To apply the respective reduction of points to the report card, the student must deliver a copy to the homeroom educator, the primary coordinator, or the Director in secondary as appropriate.

ARTICLE 74

Corrective actions for very minor and minor offenses

For very minor and minor offenses, the teacher who is directly linked to the incident will classify the offense, define the corrective action, and follow up with the student. Corrective action will take the form of an oral or written reprimand and physical, or moral reparation for the damage caused.

ARTICLE 75

Corrective actions for very minor offenses

Students who commit misconducts considered as very minor offenses, in addition to what is stipulated in Article 61 of these Regulations, will be subject to the following corrective action: verbal or written reprimand by the teacher with whom the offense was committed, with a copy to the parents or guardian, the student's personal file, the Disciplinary Committee, and the Lead teacher.

ARTICLE 76

Corrective actions for minor offenses

Students who commit misconducts rated as minor offenses will be subject to any of the following corrective actions, in addition to what is stipulated in Article 61 of these Regulations:

- a. Verbal or written reprimand by the teacher concerned, with a copy to the parents or guardian, to the student's personal file, to the Disciplinary Committee, and the Lead teacher.
- b. Written reprimand in the above terms an obligation to repair in an effective and verifiable way, the moral, material, or personal damage caused.

ARTICLE 77

Corrective actions for serious offenses

Students who commit a misconduct or display attitudes rated as serious offenses will be subject to any of the following corrective actions, depending on the magnitude of the offense, in addition to what is stipulated in Article 61 of these Regulations:

- a. Transfer of the student to another section.
- b. Repair or replacement of damaged material or equipment.
- c. Reparation of the verbal or moral offense to persons, groups internal or external, and the Institution, through a timely public retraction and the corresponding apologies.
- d. Loss of authorization to represent the Institution in any of its official delegations.
- e. Loss of credentials in the Student Government, the Assembly of Representatives, the section board, and any other institutional committees.
- f. Carrying out actions of an educational nature and institutional or community interest, that are verifiable and that maintain proportionality and relevance to the offense committed.
- g. Conditional enrollment for the following period, in which case the Institution reserves the right to deny admission by virtue of the offenses committed.

ARTICLE 78

Corrective actions for very serious offenses

Students who commit a misconduct or display attitudes rated as a "very serious offense" will be subject to any of the following corrective actions, depending on the magnitude of the offense, in addition to what is stipulated in Article 61 of these Regulations:

- a. Obligation to repair, in a verifiable manner, the material, moral, or personal damage caused to individuals, groups, or the Institution.
- b. Carrying out actions of an educational nature and institutional or community interest, that are verifiable and that maintain proportionality and relevance to the offense committed.
- c. Conditional enrollment for the following period, in which case the Institution reserves the right to deny admission by virtue of the offenses committed.
- d. Suspension of the student from attending lessons for 3 days.

ARTICLE 79

Corrective actions for extremely serious faults

Students who commit a misconduct or display attitudes rated as "extremely serious offenses" will be subject to one of the following corrective actions, depending on the magnitude of the offense, in addition to what is stipulated in Article 61 of these Regulations:

- a. Obligation to repair, in a verifiable manner, the material, moral, or personal damage caused to persons, groups, or institutions.
- b. Carry out actions of an educational nature and institutional or community interest, that are verifiable and that maintain proportionality and relevance in relation to the offense committed.
- c. Definitive rejection under the right of admission of the Enrollment for the following school year.

TITLE IX GENERAL PROVISIONS

SINGLE CHAPTER

ARTICLE 80

Application of the immediate interruption of the educational process as a precautionary measure

In education and in exceptional cases in which the presence of the student in the Institution seriously affects order or endangers the physical integrity of a member of the school community, the Director of the corresponding grade level may, as a precautionary measure, suspend the student for up to eight calendar days, while an investigation is carried out and the student's right of defense is granted. In these cases, the provisions of the previous articles shall apply.

ARTICLE 81

Rescheduling of exams or delivery of work carried out during a student suspension

The exams or the delivery of work that are carried out during the interruptions of the regular educational process indicated in the previous articles, must be rescheduled by the respective teacher.

The rescheduling of exams or delivery of work must be communicated to the student within the period established in the internal regulations of the Institution, and, in any case, the communication must be made at least eight calendar days in advance.

Students to whom the interruption of the educational process is applied for the remainder of the school year will only take the tests for failing in all subjects and their promotion will be defined based on the result of these tests only.

ARTICLE 82

Computation of absences due to an interruption of the educational process

Absences from face-to-face educational activities that occur as a result of the execution of one of the interruptions of the regular educational process indicated in the previous articles, will not be considered for purposes of grading in any of the subjects.

ARTICLE 83

Action protocols

Bullying, sexual harassment, physical assault, possession of weapons, and the use and sale of drugs

A professor or other collaborator of the Institution is not allowed to touch, seize, or extract any object from the student in question. Only the director, Academic Coordinator, PANI officials, or Public Force are permitted to do so if possession of questionable items is confirmed. In addition, the respective form must be filled out. According to the MEP Action Protocols website, the steps to follow are:

1. Detection
2. Communication to the Management
3. Fill out the form
4. Communication with parents and/or guardians
5. Action measures to restore coexistence

ARTICLE 84

Policy for the use of drugs and the application of tests

The Centro de Aprendizaje Educarte declares itself as an institution free of tobacco, alcohol, and drugs, which means that no student, parent, visitor, staff member, or member of the services subcontracted by the administration, can promote the use, consumption, possession, or sale of any legal or illegal drug (tobacco, alcohol, drugs) at the Institution, or academic activities outside the Institution, and are prohibited from being present on the physical campus under the influence of any of these substances. The Centro de Aprendizaje Educarte declares that it does not endorse or favor the performance of any social activity that brings together the students of the Institution where the consumption of tobacco (in the form of cigarettes or vaporizers), alcohol, and drugs is facilitated. In this sense, the Institution does not support farewells between generations, serenades, or intercollegiate parties. The Academic Directorate or Coordinator may carry out tests to detect the consumption of alcohol and/or drugs at random or specific times.

ARTICLE 85

In case of absence or legal gap, the regulations of the MEP, the supplementary laws, and the general principles of law will apply. In addition, the interpretation of the national Jurisprudence in this matter may be an evaluative element for the instructors of the disciplinary procedures of the Institution.

Issued in Tamarindo, Santa Cruz, Guanacaste on February 10, 2008, with the endorsement of the members of the Disciplinary Committee. Modified in June 2022 with the endorsement of the Academic Direction and Coordination, members of the teaching staff, Psychology and Guidance units, and members of the Discipline Committee (Primary and Secondary). It will take effect on the first day of lessons of the 2022-2023 school year.