



Instituto  
**Thomas Jefferson**  
Campus Querétaro

# Student Code of Conduct 2021 – 2022

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## **I. PHILOSOPHY, VISION, MISSION**

### **PHILOSOPHY**

To teach by experience and example so our students will be able to develop self-confidence, assume responsibility, and be aware of their family and society.

To be a "real life laboratory", and prepare students for a productive future, providing strong academic foundations and comprehensive training, so they can become happy and successful human beings.

### **VISION**

The Thomas Jefferson student has an excellent academic preparation, is self-confident, determined, has values, is healthy and full of vitality, is bilingual, multicultural, respectful, cheerful, and creative; has the desire for self-improvement, and loves others as much as him/herself.

The Thomas Jefferson student has an excellent preparation with a great vision of the future.

### **MISSION**

Our mission is to develop positive, happy and successful leaders who are agents of change, well prepared to compete and cooperate in a constantly changing world, and who consciously live by the values of respect, self-esteem and academic excellence.

At Instituto Thomas Jefferson, we are all governed by a core set of values such as respect, responsibility, and honesty. This Student Code of Conduct establishes the standards, procedures, terms, and conditions that students and parents/guardians, who are part of ITJ Family, agree to comply with and fulfill during the 2020-2021 school year. Instituto Thomas Jefferson, referred to hereinafter as the “School”, reserves the right to decide how to proceed on matters not described within this Code of Conduct.

## II.SCHOOL ENTRY AND EXIT TIME SCHEDULE

- Punctuality during School entry and exit times helps us guarantee the safety of our students, and helps them to develop a routine that facilitates learning.
- During entrance and exit procedures, the parent/guardian or person responsible to drop-off or pick up the student at the School must always remain in the car.
- During entrance and exit procedures, the current ramp color poster must remain in a visible place on the car dashboard for the vehicle to be allowed access to School. In case of not bringing the ramp color poster, the person who drops-off or picks up the student, must park in the places assigned by the roadway team, and will be asked to drop-off or pick up the student in the place indicated within this Code of Conduct.
- The schedule and Academic Tutoring exit ramp will be specified individually to the parents or guardians of the student who requires such support. The parent or guardian shall follow the roadway and punctuality guidelines established for exit procedure when picking up the student after Academic Tutoring sessions.
- Schedules for each section are as follows:

### *Kindergarten*

Entrance procedure: 08:15 to 08:30 hrs.

Class start time: 08:30 hrs.

Exit procedure: 1:00 p.m. to 1:25 p.m.

### *Elementary*

Entrance procedure: 07:10 to 07:50 hrs.

Class start time: 07:50 hrs.

Exit procedure: 2:00 p.m. to 2:30 p.m.

### *Middle school*

Entrance procedure: 06:50 to 07:10 hrs.

Class start time: 07:10 hrs.

Exit procedure: 2:45 p.m. to 3:15 p.m.

### *High School - 9th*

Entrance procedure: 07:30 to 08:00 hrs.

Class start time: 08:00 hrs.

Exit procedure: 3:00 p.m. to 3:15 p.m.

### *High School - 10th - 12th*

Entrance procedure: 07:30 to 08:00 hrs.

Class start time: 08:00 hrs.

Exit procedure: 3:00 p.m. to 3:15 p.m.

### *After School - Kindergarten*

Exit procedure: 1:50 p.m. to 2:30 p.m.

#### *After School – Elementary*

Exit procedure: 4:00 p.m. to 4:30 p.m.

#### *After School - Middle and High School*

Exit procedure: 4:30 p.m. to 5:00 p.m.

- At the end of classes, the students should go immediately with all their belongings to their corresponding exit ramp. The students are not allowed to return to their classroom to pick up forgotten things once the exit procedure begins.
- For students who have older siblings in a different section, school entry and exit schedule will be the one corresponding to the older sibling except for After School exit schedule.

### **III. ENTRY PRIOR TO TIME SCHEDULE AND DELAYS**

- When a student arrives at School before the time established for their entrance procedure, he/she must go directly to the corresponding classroom and wait outside. Students shall not arrive at School before 06:50 a.m.
- When a student arrives once the entrance procedure has ended, he/she must follow the procedure indicated for his/her section:

#### *Kindergarten*

The parent or guardian must show up with his/her child at the Front Desk where notice of arrival will be given to the section. The parent or guardian must stay with the student until the Section's Assistant takes the student to his/her classroom.

#### *Elementary*

The parent or guardian must show up with his/her child at the Front Desk where notice of arrival will be given to the section. The parent or guardian must stay with the student until the Section's Assistant takes the student to his/her classroom.

#### *Middle school*

The student should go to Middle and High School Front Desk to get a delay notice, and take it to his/her classroom.

#### *High School - 9th*

The student should go to Middle and High School Front Desk to get a delay notice, and take it to his/her classroom.

#### *High School - 10th - 12th*

The student should go to his/her classroom considering that the delay will be taken as an absence in the corresponding class.

- When a student remains at School once the exit procedure has ended, he/she must follow the procedure indicated for his/her section:

#### *Kindergarten*

The students will be taken to Day Care classroom. The person who will pick up the student, should park in the places indicated by the roadway staff and pick him/her up directly in this classroom with the current ramp color poster.

### *Elementary*

The student will be taken to the Front Desk and then to the Section's Assistant office. The person who will pick up the student, should park in the places indicated by the roadway staff and pick him/her up directly at the Front Desk with the current ramp color poster.

### *Middle school*

The student must wait in the Middle and High School Front Desk. The person who will pick up the student, should park in the places indicated by the roadway staff and pick him/her up with the valid ramp color poster at the Middle and High School Front Desk. Starting at 4:00 p.m., the person who will pick up the student should park in the places indicated by the roadway staff and pick him/her up with the valid ramp color poster at the Front Desk.

### *High School - 9th*

The student must wait on ramp 1(one) for the person who will pick him/her up with the valid ramp color poster. Starting at 4:00 p.m., the person who will pick him/her up should park in the places indicated by the roadway staff and pick up the student with the valid ramp color poster at the Front Desk. This procedure applies only to students who are NOT authorized to leave school alone or with friends.

### *High School - 10th - 12th*

The student must wait on ramp 1(one) for the person who will pick him/her up with the valid ramp color poster. Starting at 4:00 p.m., the person who will pick him/her up should park in the places indicated by the roadway staff and pick up the student with the current ramp color poster at the Front Desk. This procedure applies only to students who are NOT authorized to leave school alone or with friends.

### *After school*

The student will be taken to the After School office. The person who will pick him/her up should park in the places indicated by the roadway staff and pick up the student at the After School office with the current ramp color poster.

- Entrance and exit delays will count from the next minute after the end of the procedure. The accumulation of delays will have the following consequences:

### *Kindergarten*

The student who accumulates three delays will be suspended for a day.

### *Elementary*

The student who accumulates three delays will be suspended for a day.

### *Middle school*

For the student who accumulates three delays, the grade for "Responsibility" subject will be affected with a decrease of five decimals.

### *High School - 9th*

For the student who accumulates three delays, the grade for "Responsibility" subject will be affected with a decrease of five decimals.

### *After school*

The student who accumulates three delays will be suspended for a day of After School activities.

## **IV. ABSENCES AND TRAVEL OR SPORTS / ARTISTIC EVENT PERMITS**

### 1. Absence due to Illness

- The School understands that in case of illness, it is necessary for the student to remain at home until their health is good enough to return to classes. To minimize the academic impact generated by illness absences, the procedure indicated by the corresponding section must be followed:

#### *Kindergarten*

The parent or guardian shall inform the Head Teacher, Project Leader and Section Principal by email about the student absence. In case the student needs to catch up with any activity or assignment, the Head Teacher will inform it by the same means of communication, and one day for each day of absence will be given to finish pending tasks.

#### *Elementary*

The parent or guardian shall inform the Head Teacher and the Project Leader by email about the student absence. In case of prolonged absences (3 days or more) an image of the medical prescription shall also be sent by email. When the student returns to class, he/she must approach his/her different teachers to receive indications about pending tasks. One day for each day of absence will be given to finish pending tasks. It is very important to realize that the absences will appear on the student report card. The justified absences will only allow reprogramming and submission of pending homework, extemporaneous assignments, and evaluation tests according to the USEBEQ calendar, subject to authorization from the Section Principal.

#### *Middle School*

The parent or guardian shall inform the Academic Leader by email about the student absence. In case of prolonged absence (2 days or more) an image of the medical prescription shall also be sent by email. With this information, the Middle School Principal will determine if the absence may be justified. If so, it is very important to realize that the absences will appear on the student report card. The justified absences will only allow reprogramming and submission of pending homework, extemporaneous assignments, and evaluation tests according to the USEBEQ calendar, subject to authorization from the Section Principal.

Justified absences will not be taken into account to have the right to period evaluation.

When the student returns to class, he/she must approach his/her different teachers to receive indications about pending tasks. Up to five business days will be given to complete these tasks. If the absence due to illness occurs during evaluation periods, the student will only be able to present these tests during periods of extemporaneous evaluations. If they fail to do so, a mark of 0 (zero) will be given.

#### *High School - 9th*

The parent or guardian shall inform the Academic Leader by email about the student absence. In case of prolonged absence (2 days or more) an image of the medical prescription shall also be sent by email. With this information, the High School Principal will determine if the absence may be justified. If so, it is very important to realize that the absences will appear on the student report card. The justified absences will only allow reprogramming and submission of pending homework, extemporaneous assignments, and evaluation tests according to the USEBEQ calendar, subject to authorization from the Section Principal.

Excused absences will not be taken into account to have the right to the current evaluation period.

When the student returns to class, he/she must approach his/her different teachers to receive indications about pending tasks. Up to five business days will be given to complete these tasks. If the absence due to illness occurs during evaluation periods, the student will only be able to present these tests during periods of extemporaneous evaluations. If they fail to do so, a mark of 0 (zero) will be given.

### *High School - 10th - 12th*

Absences due to illness are not justified, unless the student is unable to attend School due to a contagious illness, accident or surgery, and should notify immediately by email his/her Academic Leader, attaching the corresponding medical prescription.

Justified absences will not be taken into account to have the right to evaluations in the corresponding period, nor for final semester exemption. The justified absences will only allow reprogramming and submission of pending homework, extemporaneous assignments, and examinations according to the USEBEQ calendar, subject to authorization from the Section Principal. When the student returns to class, he/she must approach his/her different teachers to receive indications about pending tasks. Up to five business days will be given to submit these assignments.

If the absence due to illness occurs during a period of evaluations, the student will only be able to present these tests during periods of extemporaneous evaluations. If they fail to do so, a mark of 0 (zero) will be given.

### *After school*

The parent or guardian shall notify the corresponding Sports/Cultural Coordinator by email about the absence. In case of prolonged absence (3 days or more) an image of the medical prescription shall also be sent. When the student returns to class, he/she must approach his/her Coordinator to receive indications about pending tasks.

### 2. Permission for family trips or sporting / artistic event

- The School promotes family life, and therefore family trips and/or events for students with high athletic and/or artistic performance. When planning trips out of holiday periods established in the school calendar, the procedure indicated by the corresponding section must be followed:

### *Kindergarten*

The parent or guardian shall inform by email to the Head Teacher, Kindergarten Principal and Assistant about travel dates. This notice shall be given at least three weeks in advance. Upon returning from the trip, in case the student needs to catch up with any activity or task, the Head Teacher will inform the parent or guardian by email and one day for each day of absence will be given to finish pending tasks.

### *Elementary*

The parent or guardian shall inform by email to the Head Teacher, Project Leader and Elementary Principal about travel dates. This notice must be given at least three weeks in advance. When the student returns to class, he/she must approach his/her different teachers to receive indications about pending tasks. One day for each day of absence will be given to finish pending tasks. If the trip takes place during an evaluation period, the parent or guardian must request an appointment with the Project Leader at the time of giving notice about the trip in order to establish the dates on which the student will present his/her evaluation tests. It is very important to know that the absences will appear on the student report card. The justified absences will only allow reprogramming and submission of pending homework, extemporaneous assignments, and evaluation tests according to the USEBEQ calendar, subject to authorization from the Section Principal.

### *Middle School*

The parent or guardian shall inform by email to the Academic Leader about travel dates. This notice should be given preferably one week in advance. With this information, the Middle School Principal will determine if the absence can be justified. If so, it is very important to know that the absences will appear on the student report card. The justified absences will only allow reprogramming and submission of pending homework, extemporaneous assignments, and examinations according to the USEBEQ calendar, subject to authorization from the Section Principal.

Excused absences will not be taken into account to have the right to the period evaluation. Up to 5 absences



per family trip and 3 absences per sporting/artistic event will be justified.

When the student returns to class, he/she must approach his/her different teachers to receive indications about pending tasks. Up to five business days will be given to complete these tasks. If the trip takes place during evaluation periods, the student will only be able to present these evaluation tests during extemporaneous periods. If they fail to do so, a mark of 0 (zero) will be given.

#### *High School - 9th*

The parent or guardian shall inform by email to the Academic Leader about travel dates. This notice shall be given preferably one week in advance. With this information, the High School Principal will determine if the absence can be justified. If so, it is very important to know that the absences will appear on the student report card. The justified absences will only allow reprogramming and submission of pending homework, extemporaneous assignments, and examinations according to the USEBEQ calendar, subject to authorization from the Section Principal. Excused absences will not be taken into account to have the right to period evaluation. Up to 5 absences per family trip and 3 absences per sporting/artistic event will be justified.

When the student returns to class, he/she must approach his/her different teachers to receive indications about pending tasks. Up to five business days will be given to complete these tasks. If the trip takes place during evaluation periods, the student will only be able to present these evaluation tests during extemporaneous periods. If he/she fail to do so, a mark of 0 (zero) will be given.

#### *High School - 10th - 12th*

Absences due to trips are not justified. In case of an absence due to a sporting or artistic event, the student must show to his/her Academic Leader a letter from the association or team to which he/she belongs, indicating the competition in which he/she will participate and the dates in which this event will take place, preferably one week in advance. With this information, the High School Principal will determine if the absence can be justified. The student should know that the absence(s) are not canceled, and will appear on the student report card, but will not be taken into account to have the right to evaluation period and the exemption of final semester.

The justified absences will only allow reprogramming and submission of pending homework, assignments, and examinations according to the USEBEQ calendar, subject to authorization from the Section Principal.

When the student returns to class, he/she must approach his/her different teachers to receive indications about pending tasks. Up to five business days will be given to complete these tasks. If the competition or event takes place during evaluation periods, the student will only be able to present these evaluation tests during extemporaneous periods. If he/she fails to do so, a mark of 0 (zero) will be given.

## **V. INVITATIONS AND PERMITS, LEAVING DURING SCHOOL HOURS, PARTIES**

### 1. Invitations and Permits

- Under no circumstances the School will allow a student to leave without the ramp color poster corresponding to the current school year or without the corresponding permission for each section. In the event that the person who will pick up the student, does not present the valid ramp color poster or in case the student does not have the corresponding permit, the person who picks up the student must park in the areas indicated by the roadway staff and go to the Front Desk or M&H Front Desk, depending on the student's section, and present official proof of identity (passport or National ID), so the School can authorize the exit of the student or the invited guest.
- In case of being invited to the house of a classmate, the procedure indicated by the corresponding section must be followed:

#### *Kindergarten*

The parent or guardian must send an email one day in advance to the Head Teacher, Kindergarten Principal, Assistant, and Project Leader informing their consent. The email must include the applicable date for the permission, as well as the complete information (name, grade and group) of the student invited and the one who invites. In case of not carrying the valid ramp color poster, the person who picks up the student must show up at the Front Desk. To solve any unexpected situation, the parent or guardian must contact the Kindergarten Assistant by telephone.

#### *Elementary*

Students shall bring the School Permission Slip found in the virtual classroom (PF to 3th) and in Google Classroom (4th and 5th) previously filled out and signed by the parent or guardian. The students shall show this permission to the Head Teacher at the beginning of the day and give it to the teachers in charge of exit procedure at the time of getting into the car of the friend who invited them. In case of not carrying the valid ramp color poster, the person who picks up the student must show up at the Front Desk. To solve any unexpected situation, the parent or guardian must contact the Elementary Assistant by telephone.

#### *Middle School*

Students shall bring the School Permission Slip found in Google Classroom previously filled out and signed by the parent or guardian. The students shall give this permission to the teachers in charge of exit procedure at the time of getting into the car of the friend who invited them. If the invited student has a credential that authorizes his/her departure with friends<sup>1</sup>, it will not be necessary to present the School Permission Slip. In case of not carrying a valid ramp color poster, the person who picks up the student must show up at the M&H Front Desk. To solve any unexpected situation, the parent or guardian must communicate by telephone to the M&H Front Desk or by email to the Academic Leader before noon.

#### *High School - 9th*

Students shall bring the School Permission Slip found in Google Classroom previously filled out and signed by the parent or guardian. The students shall deliver the School Permission Slip to the teachers in charge of exit procedure at the time of getting into the car of the friend who invited them. If the invited student has a credential that authorizes his/her departure with friends, it will not be necessary to present the School Permission Slip. In case of not carrying a valid ramp color poster, the person who picks up the student must show up at the M&H Front Desk. To solve any unexpected situation, the parent or guardian must communicate by telephone to the M&H Front Desk or by email to the Academic Leader before noon.

#### *High School - 10th - 12th*

Students shall bring the School Permission Slip found in Google Classroom previously filled out and signed by the parent or guardian. The students shall deliver the School Permission Slip to the teachers in charge of exit procedure at the time of getting into the car of the friend who invited them. If the invited student has a credential that authorizes his/her departure with friends, it will not be necessary to present the School Permission Slip. In case of not carrying a valid ramp color poster, the person who picks up the student must show up at the M&H Front Desk. To solve any unexpected situation, the parent or guardian must communicate by telephone to the M&H Front Desk or by email to the Academic Leader before noon.

#### *After school*

Students shall bring the School Permission Slip found in the classroom's SITE (PF to 4th) or Google Classroom (5th to 12th) previously filled out and signed by the parent or guardian. The students shall deliver the School Permission Slip to the teachers in charge of exit procedure at the time of getting into the car of the friend who invited them. If the invited student has a credential that authorizes his/her departure with friends (6<sup>th</sup> to 12<sup>th</sup>),

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<sup>1</sup> In order for the student to go alone and / or with friends at the exit time without a School Permission Slip during the entire School Year, the parent or guardian must complete and sign the authorization form AS01 (Exit Authorization 01 ), issued by the Section's Principal. This format specifies the different options in which the student may leave School, and shall be delivered at the beginning of the school year. With the information in this format, a credential will be given indicating the conditions under which the student may leave the School. In case the student forgets his her credential, he/she will need a School Permission Slip.

it will not be necessary to present the School Permission Slip. In case of not carrying a valid ramp color poster, the person who picks up the student must show up at the After School office. To solve any unexpected situation, the parent or guardian must communicate by telephone to the After School Department or by email with the corresponding Coordinator before noon.

## 2. Leaving During Class Schedule.

- The School understands that there are situations in which it is necessary for the student to leave before the end of the school day. These exits affect the academic performance of the student so we kindly ask that they are the least possible. In case the student needs to leave before the normal time of exit, the procedure indicated by the corresponding section must be followed:

### *Kindergarten*

The parent or guardian shall request authorization by email from the Project Leader in case of requiring an early exit. The person who picks up the student must park in the area indicated by the roadway team and show up at the Front Desk with a valid ramp color poster. To pick up the student, an Early Exit Pass must be given by the School and then delivered at the security booth at the time of leaving.

### *Elementary*

The parent or guardian shall request authorization by email from the Project Leader in case of requiring an early exit. The person who picks up the student must park in the area indicated by the roadway team and show up at the Front Desk with a valid ramp color poster. To pick up the student, an Early Exit Pass must be given and then delivered at the security booth at the time of leaving.

### *Middle school*

The parent or guardian shall request authorization by email from the Academic Leader in case of requiring an early exit. The person who picks up the student must park in the area indicated by the roadway team and show up at the Front Desk with a valid ramp color poster. To pick up the student, an Early Exit Pass must be given and then delivered at the security booth at the time of leaving.

### *High School - 9th*

The parent or guardian shall request authorization by email from the Academic Leader in case of requiring an early exit. The person who picks up the student must park in the area indicated by the roadway team and show up at the Front Desk with a valid ramp color poster. To pick up the student, an Early Exit Pass must be given and then delivered at the security booth at the time of leaving.

### *High School - 10th - 12th*

In case of having the AS02 exit authorization<sup>2</sup>, the student must deliver the credential to the Security Booth and this will be returned upon his/her return to School. In case of forgetting the credential, the student will not be able to leave the School.

In case of not having the AS02 exit authorization, the parent or guardian shall request authorization by email from the Academic Leader in case of requiring an early exit. The person who picks up the student must park in the area indicated by the roadway team and show up at the Front Desk with a valid ramp color poster. To pick up the student, an Early Exit Pass must be given and then delivered at the security booth at the time of leaving.

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<sup>2</sup> In order for the student to go alone and / or with friends at the exit time without an Early Exit Pass during the entire School Year, the parent or guardian must fill out and sign the authorization form AS02, issued by the Section Office. This format specifies the different options in which the student may leave School, and shall be delivered at the beginning of the school year. With the information provided in this format, a credential will be given indicating the conditions under which the student may leave School. In case the student forgets his / her credential, he/she will need an Early Exit Pass.

### *After school*

Exit during After School meal times is not allowed. The student may only leave at the end of his/her workshop, during the After School exit procedure time. In the event of an emergency, the parent or guardian should contact the corresponding Coordinator directly or the After School Office by telephone to request the student exit during lunch or After School classes. The person who picks up the student must park in the area indicated by the roadway team and show up at the After School Offices with a valid ramp color poster.

### 3. Parties

- When a student invites 4 or more classmates to leave with him/her at the exit time, the procedure indicated by the corresponding section must be followed, as well as the instructions of the roadway team:

#### *Kindergarten*

The parent or guardian who organizes the party should send an email two days before the party, to the Kindergarten Assistant, and the Project Leader informing the date, the list of guests and the time when the students will be picked up (this will depend on the normal exit time of the student who celebrates the party). The parent or guardian will be responsible of informing the parents or guardians of the students invited, that they need to follow the procedure indicated in Kindergarten for "Invitations and Permits" so the exit of their children may be authorized. The exit ramp will be the one on which the party organizer student always leaves.

#### *Elementary*

The parent or guardian who organizes the party should access the School website and in the corresponding tab enter all the information required about the party one day in advance or the day of the party before 11:00 a.m. The parent or guardian will be responsible of informing the parents or guardians of the students invited, that they need to follow the procedure indicated in Elementary School for "Invitations and Permits" so the exit of their children may be authorized. All invited guests of Elementary School students will exit through the pink ramp (ramp 4) from 2:15 p.m. No party guests will be delivered before this time.

#### *Middle school*

The parent or guardian who organizes the party should send an email to the M&H Front Desk informing the date and the guest list before 11:00 am on the day of the party. The organizer will be responsible for notifying their party guests that they should follow the procedure indicated in Middle School for "Invitations and Permits" in order to authorize their exit. The students will exit through the ramp where the student who celebrates the birthday leaves.

#### *High School - 9th*

All High School from 9<sup>th</sup> party guests, will exit through the ramp where the student who celebrates the birthday leaves. Guests invited must present their credential or School Permission Slip.

#### *High School - 10th - 12th*

All high school party guests will exit through the ramp where the student who celebrates the birthday leaves. Guests invited must present their credential or School Permission Slip.

#### *After school*

The parent or guardian should send an email to the After School Department and the corresponding Sports/Cultural Coordinator, informing the date and the list of guests one day in advance or the day of the party before 11:00 a.m. The parent or guardian will be responsible of informing the parents or guardians of the students invited that they shall follow the procedure indicated in After School for "Invitations and Permits" so the exit of their children may be authorized. All After School students invited to the party will exit through the

ramp where the student who celebrates the birthday leaves.

## VI. SOCIAL BEHAVIOUR

- Respect and honesty are the fundamental values for social harmonious living at School and during our activities. Any action that goes against these values will have a disciplinary consequence, regardless of whether the action is specified or not within this Code of Conduct. The Principal of each section reserves the right to establish said consequences in case they are not stipulated in this Code of Conduct.
- The ITJ student must live the values of respect and honesty also when being outside school. Any action that goes against these values and that has an impact on the well-being of any member of the educational community, may also have a disciplinary consequence regardless of whether the action occurred or not inside the School or during School events.
- The following rules are a general guide for the behaviour expected of the student:

### 1. Belongings

- The student is solely responsible for his/her belongings. In case of loss, the School will not be liable for any losses.
- Anytime the student brings to School any object that is not allowed, he/she will have a disciplinary consequence and the School will not be liable for damages or losses.
- Lost and Found - All lost items will be taken to Lost and Found of each section. Only the student can search for their belongings in the corresponding area. For Kindergarten and Pre-first students, a staff member will help them to find these. The parent or guardian may only access the Lost and Found when it is placed in the Patio Cívico on the date indicated each month. All belongings that are not recovered at the end of each semester will be donated to private social assistance institutions.

#### *Kindergarten*

The student must bring all his/her belongings marked with name and surname. The only day the student is allowed to bring a toy is Friday. Toys that contain small pieces, promote violence or have high sentimental value for the student are not allowed.

The student should never take the belongings of other classmates without their permission and should never damage these. In case of doing so, he/she will have a disciplinary consequence.

#### *Elementary school*

The student must bring all his/her belongings marked with name and surname. The student is not allowed to bring toys any day of the week. The student should never take their other classmates' belongings without their permission and should never damage these. In case of doing so, he/she will have a disciplinary consequence.

#### *Middle school*

The student must bring all their school supplies marked with name and surname. The student should never take the belongings of other classmates without their permission and shall never damage these. In case of doing so, he/she will have a disciplinary consequence.

#### *High School - 9th*

The student shall never take the belongings of other classmates without their permission and should never damage these. In case of doing so, he/she will have a disciplinary consequence.

#### *High School - 10th - 12th*

The students shall never take the belongings of other classmates without their permission and should never

damage these. In case of doing so, he/she will have a disciplinary consequence.

### *After School*

Whenever their workshop requires it, the student shall bring his/her After School uniform marked with name and surname. The student should never take the belongings of other classmates without their permission and should never damage these. In case of doing so, he/she will have a disciplinary consequence.

## 2. Social Integration and Interaction with Classmates

- Group lists change every year to encourage integration among all students within the generation and allow students to develop their social skills. There will be no group change for students once the school year begins.
- Students must interact with their classmates in a respectful manner, avoiding abrupt games, heavy jokes and/or hurtful comments.

## 3. National Pride Ceremonies

- Every week Kindergarten, Elementary and Middle School sections have a Flag Ceremony. The student must wear his/her full uniform and show absolute respect during it. The student must participate actively during the proclamation of the Pledge of Allegiance and during the intonation of the Mexican National Anthem and the School Hymn. High school students (9th to 12th) do not participate in these Ceremonies.
- If the parent or guardian attend the National Pride Ceremony to see the presentation of their child's group, they must follow the procedure indicated by the corresponding section:

### *Kindergarten*

The parent or guardian must arrive with enough time to register at the Front Desk, and shall follow the Kindergarten staff instructions for taking their place in the section corresponding to parents at the Patio Cívico. The parent or guardian must show absolute respect during the ceremony and participate actively during the proclamation of the Pledge of Allegiance and during the intonation of the Mexican National Anthem.

### *Elementary school*

The parent or guardian must arrive with enough time to register at the Front Desk, and shall go to the balcony located on the first floor to participate from this place in the ceremony. Only seniors or people who are in some way unable to climb stairs will be allowed to be at the Civic Courtyard. The parent or guardian must show absolute respect during the ceremony and participate actively during the proclamation of the Pledge of Allegiance and during the intonation of the Mexican National Anthem.

### *Middle school*

Parents do not attend Flag Ceremonies

## 4. Conferences, Presentations and / or School Events

- Throughout the school year, the student participates in various School conferences, presentations and/or events. The student must always be respectful during these events, keeping silent when requested to do so and always follow the instructions of the staff that organizes them. Any action that is considered disrespectful or dishonest during these events will have a disciplinary consequence.
- Throughout the school year, the parent or guardian is invited to participate in various School conferences, presentations and/or events. The parent or guardian should always be respectful during

these events, keeping silent when requested to do so, putting their mobile devices in silence or in airplane mode and to always follow the instructions of the staff that organizes them. In case of events inside the facilities of the School, it is their responsibility to arrive with enough time to register at the corresponding Front Desk.

## 5. Neatness and Order

- Even though the School has staff responsible for cleaning all spaces daily, it is the responsibility of each and every student to keep classrooms and shared spaces neat and tidy. The student must keep his/her desk, cubbyhole and/or locker tidy and without garbage, as well as keep the space around him/her clean and without garbage on the floor. This rule applies both to the classroom and shared spaces (recreation areas, laboratories, restrooms, etc.). When a student does not follow this behaviour, he/she will be asked to correct this action by cleaning up the dirty or messy space, if the behaviour persists, there will be a disciplinary consequence.

## 6. Language

- The students should always use respectful language when addressing their classmates, teachers and School staff. The use of rudeness or offensive words and/or expressions is not allowed and will have a disciplinary consequence.
- The parents or guardians should always use respectful language when talking to School staff and other parents or guardians they meet at School. The Principals of each section reserve the right to interrupt appointments or interviews with parents or guardians who do not use respectful language and, if this behaviour is repeated, a disciplinary consequence will be implemented for the student as a result.

## 7. Honesty

- Honesty in actions and words is essential for a harmonious social interaction. Therefore, the following actions, as well as any dishonest action not described in this Code of Conduct, will have disciplinary consequences, such as:
  - When the student decides to lie or omit the truth.
  - When the student incurs any type of forgery or plagiarism.
  - When the student takes the belongings of others without authorization from the owner.
- The students should always remember that the best way to amend a mistake is to tell the truth. This behaviour is highly valued by the School and the value of being honest will always be recognized in the student.

## 8. Bullying and Cyberbullying

- In order to consider a bullying case, the following points must be taken into account:
  - There is an imbalance of strength and power
  - It is only among students
  - Occurs in school environment
  - One or more students are constantly and for a long time exposed to negative actions by the same or several students within the School with the intention of harming and making visible their power over the other.
- Cyberbullying is manifested in posting comments, photos on social networks, cell phone or email messages that contain offensive, mocking messages, or that reveal private information of any student; creating fake profiles or seizing application passwords to annoy or impersonate a classmate; taking and publishing on the internet or distributing by any means, photos or videos of harassment or abuse

against peers.

- Any manifestation of bullying, whether verbal, physical, psychological, social exclusion or cyberbullying will be handled following the guidelines established by the ITJ Campus Queretaro Antibullying Policy.

#### 9. Profit-making Activities

- The student must not incur in any activity for personal profit such as the sale of toys, sweets, materials, etc. Profit-making activities will only be authorized when they are part of an academic program and when the resources generated by them are aimed at benefiting third parties or the entire group that organizes them. Any student who engages in a personal profit-making activity will have a disciplinary consequence.

#### 10. Objects or Tasks Forgotten at Home

- Responsibility is a value that is developed since we are little and manifests itself from the beginning by making us responsible for our belongings. Therefore, in case of having forgotten some material or homework at home, the student should approach the teacher who requested it and assume the consequences. It is not allowed for the parent or guardian to take to school the materials or homework that the student forgot at home.

### **VII. USE OF ELECTRONIC AND / OR PERSONAL COMMUNICATION DEVICES**

- The responsible use of electronic and / or personal communication devices develops along with age, which is why each section has its own rules for it. The School is not responsible for any of these devices in case of damage or loss.

#### *Kindergarten*

The student is not allowed to bring into the School any type of electronic and or personal communication device. This includes, but it is not limited to, cell phones, music players, tablets, smartwatches, watches with phones and/or cameras, computers, video games, etc. If a student brings into to School any electronic and/or personal communication device he/she will have a disciplinary consequence and the device will be removed and delivered to the Kindergarten Principal. The device will be returned directly to the parent or guardian in an appointment to discuss the breach of this Code of Conduct and its consequences.

#### *Elementary school*

The student is not allowed to bring into the School any type of electronic and or personal communication device. This includes, but it is not limited to, cell phones, music players, tablets, smartwatches, watches with phones and/or cameras, computers, video games, etc. If a student brings into to School any electronic and/or personal communication device he/she will have a disciplinary consequence and the device will be removed and delivered to the Project Leader. The device will be returned directly to the parent or guardian in an appointment to discuss the breach of this Code of Conduct and its consequences.

The parent or guardian of 4th and 5th grade students must attend conferences or talks on Digital Citizenship and or Online Security available at the School.

#### *Middle school*

The student is only allowed to bring into the School the School Chromebook. The student is not allowed to bring into the School any other type of electronic and or personal communication device. This includes, but it is not limited to, cell phones, music players, tablets, smartwatches, watches with phones and/or cameras, computers, video games, etc. If a student brings into to School any electronic and/or personal communication device he/she will have a disciplinary consequence and the device will be removed by a teacher.

The teacher will ask the student to turn off the device and it will be delivered to the Discipline Coach in the



presence of the student and a teacher to safeguard and identify them correctly, in order to have the probative material in case it is required. The device will be locked up for a week.

School staff can examine the contents of the devices when there is a suspicion of unauthorized or illegal use of the devices, ensuring that there is real evidence of the misuse, and that such content is related to the purpose of the search. If necessary, the device will be delivered to the corresponding authorities for investigation.

When it is not necessary to deliver the device and notify the authorities, it will be returned directly to the parent or guardian in an appointment with the Discipline Coach to discuss the breach of this Code of Conduct and its consequences.

The students are only allowed to film their classmates, School staff and/or school environment with school devices, and only when such activity is carried out during a class and under teacher instruction.

The students are not allowed to reproduce the images, audio and/or video that result from the activity in the classroom on any social network or website.

The students are not allowed to incite and/or produce videos and/or images and/or texts with exhibitionism.

The students must actively participate in the workshops and classes of Digital Citizenship and Internet Security taught by the School.

The parents or guardians must attend the conferences or talks on Digital Citizenship and/or Internet Security offered by the School.

#### *High School - 9th*

The student will follow the same guidelines of high school students from 10<sup>th</sup> to 12<sup>th</sup> (see next section).

#### *High School - 10th - 12th*

The student is allowed to bring into the School electronic and/or personal communication devices observing the rules set forth herein.

The students is allowed the use of electronic and/or personal communication devices during his/her breaks or for activities authorized by teachers and/or High School Principal.

The students is allowed to use his/her personal devices for academic activities authorized and supervised by teachers only when he/she is requested to do so. When there is suspicion of unauthorized or illegal use of the devices, these may be removed by any authority from the School.

The teacher will ask the student to turn off the device and it will be delivered to the Discipline Coach in the presence of the student and a teacher to safeguard and identify them correctly, in order to have the probative material in case it is necessary. The device will be locked.

The School staff can examine the contents of the devices when there is a suspicion of unauthorized or illegal use of the devices, making sure there is real evidence of the misuse and that such content is related to the purpose of the search. If necessary, the device will be delivered to the corresponding authorities for investigation.

When it is not necessary to deliver the device and notify the authorities, it will be returned directly to the student one week later in an appointment with the Discipline Coach where the breach of this Code of Conduct and its consequences will be discussed.

The student is not allowed to carry headphones in the classroom unless authorized by the teacher.

The student is not allowed to connect his/her personal devices to School devices or equipment.

The student is not allowed to film or photograph classmates, School staff and/or School environment inside the School and/or during activities organized by the School without the other party's consent.

The student is not allowed to reproduce the images, audio and/or video that are recorded inside the School and or during activities organized by the same in any social network or website.

The student is not allowed to incite and/or produce videos and/or images and/or texts with exhibitionism.

The student must actively participate in the workshops and classes of Digital Citizenship and Online Security taught by the School.

#### *After school*

The corresponding section guidelines are followed.

## **VIII. USE OF INSTITUTIONAL ACCOUNTS, EQUIPMENT AND ELECTRONIC DEVICES AND ONLINE BEHAVIOUR**

- The following rules apply to all students. Failure to follow them will have a disciplinary consequence and may result in the cancellation or limitation of the use of accounts, devices, equipment and institutional network and in the partial or total repair of the device or equipment.

### 1. Use of Institutional Accounts

- The student will receive an institutional email account. Through this account, the student will have access to a series of platforms and digital applications for educational purposes that must be used always following the rules set forth herein.
- The student must keep his/her passwords private and not share them with friends, siblings or acquaintances.
- The student must use only his/her username and password to access the devices, accounts or computer network. Reading, deleting, copying or modifying the email of others is considered a serious breach of honesty.
- The institutional email belongs to the School. In case of incurring a serious offense, the School reserves the right to access to the student's account and files to audit them.
- The student must report any misuse of institutional accounts to the teacher or to the corresponding leader.
- The parents or guardians must sign the "G Suite Agreement" document that they will receive at the beginning of the school year so the institutional account may be delivered to the student.

### 2. Online Behaviour

- The student is not allowed to breach the School security measures of the computer network.
- The student is not allowed to download software, extensions or internet applications while using institutional accounts or devices. The student will only be allowed to download information when requested by the teacher and when it is part of the class.
- The student is not allowed to buy, sell or advertise any type of product or service while using institutional accounts or devices.
- The student is not allowed to threaten, harass, insult, tease, annoy or spread rumors with or about their classmates while online. These behaviours go against the value of respect and will have a disciplinary consequence.
- The student is not allowed to share personal information about themselves, their classmates, teachers and/or School while online. This information includes but is not limited to references to physical addresses, details about his/her family (including names), details about his/her friends, age, birthdays, phone number or photographs.
- The student and/or the parent or guardian is not allowed to seize the School databases.
- The student must always give credit to the author and/or source of his/her research. Failure to properly cite sources of information is a form of plagiarism and therefore a serious breach of honesty that will have a disciplinary consequence.
- The student must use respectful and appropriate language without rudeness, insults or comments that bother others because of their gender, ethnicity, appearance, behaviour or beliefs. These behaviours go against the value of respect and will have a disciplinary consequence.

### 3. Use of Institutional Devices and Electronic Equipment

- The student shall use the devices and electronic equipment for educational purposes only.

- The student shall use the devices and electronic equipment only for the tasks assigned by the teacher in the classroom.
- The student shall report any misuse of the devices, electronic equipment or internet network to the corresponding teacher or leader.
- The student shall stop immediately and report to the teacher or person in charge when there is a problem or failure with the devices, equipment or internet network.
- The student shall always follow the instructions for use and care of the devices and equipment given by the teacher.
- The student shall check the conditions of the device or equipment at the beginning and at the end of the class, and notify immediately to the responsible teacher if there is any abnormality.
- The student is only allowed to borrow a device or equipment if it will be used in a class under the supervision of a teacher.
- The student is not allowed to use the devices or equipment assigned to other students.

## **IX. DISCIPLINE SYSTEM**

- The School discipline system aims to guide the student in his/her development of values like honesty and respect. The disciplinary consequences described in this Code of Conduct allow the student to understand the seriousness of the fault committed and help him/her develop critical thinking skills when making decisions.
- The School reserves the right to decide the appropriate disciplinary consequence for any situation not described in this Code of Conduct.
- The parents or guardians must support the decisions of the School and express any doubt, concern or disagreement in a respectful manner with the corresponding person at the School, always seeking to work as a team for the Student's well-being.
- As the students grow, they become more aware of the consequences of their actions, therefore the disciplinary consequences are modified according to the stage of development in which each student is.

### *Kindergarten*

It is based on the Positive Discipline program, and we use the "1, 2, 3, Magic" system, allowing the student to recognize the logical consequence of his/her actions. Repeated acts such as disrespect to any member of the school community, physical fights or acts that endanger the physical and/or emotional well-being of the student and/or members of the school community will cause the student to receive a warning or report.

Warnings are cumulative during the school year. At the third warning, the student receives an infraction that will result in withholding the re-enrollment. In the event that a student engages in any action that the school considers a serious lack of respect or that jeopardizes his/her safety and/or that of others, the student will receive a direct infraction.

The re-enrollment will be released if there is a noticeable improvement in the student's behaviour and attitude, which will be observed and evaluated by the Kindergarten Principal and the Department of Personalized Education.

### *Elementary*

We follow the "Stop, Think and Do" system, which allows the student to learn to "stop" and "think" about the options he/she has in different situations and the consequences of each option in order to later "act" in the most appropriate way.

Acts such as showing disrespect to any member of the school community, engaging in physical fights, acts that endanger the physical and/or emotional well-being of the student and/or members of the school community, lying, taking something that does not belong to the student without authorization from the owner, doing something wrong and not accepting it, and any type of plagiarism will cause a warning or report.

Warnings are cumulative during the school year. At the third warning, the student receives an infraction that

will result in withholding the re-enrollment. In the event that a student engages in any action that the School considers a serious lack of respect or that jeopardizes his/her safety and/or that of others, the student will receive a direct infraction. These actions include but are not limited to, recurrence in copying or plagiarism, recurrence in acts of Bullying, damage or destruction of School facilities or materials either intentionally or as the result of negligence, any warning obtained after the first infraction and inappropriate behaviour online.

The re-enrollment will be released if there is a noticeable improvement in the student's behaviour and attitude, which will be observed and evaluated by the Department of Personalized Education, Project Leader and/or Section Principal.

Upon obtaining a second infraction, the student will be suspended for 3 days and may rely in TOL or Google Classroom (depending on the student's grade) to work at home. In the event that the student receives a second infraction, the School reserves the right not to authorize the re-enrollment.

### *Middle School*

In Middle School, the student has developed the ability to differentiate between appropriate and inappropriate behaviours and their consequences. The Middle School discipline system allows the student to develop impulse control and their sense of responsibility, as well as understand that the magnitude of the consequence is directly proportional to the seriousness of the act or behaviour.

All those attitudes and/or behaviours that alter the relationship of the educational community and that have an impact on the good development of the dynamics outside and inside the School, making their harmonious living and learning difficult, are considered in a scale from minor to major. Some of the behaviours for which the student will receive a disciplinary consequence are the following:

- Being late to the classroom, making inappropriate noises, shouting, eating in the classroom, constantly interrupting class, teasing, etc.
- Disobeying the instructions of any authority.
- To disrespect either physically or verbally, play abruptly or improperly, perform acts of intimidation, harass, threaten, humiliate, discriminate against and / or insult any member of the school community.
- To manipulate, damage or destroy intentionally or negligently the facilities, equipment, devices and/or materials of the School.
- Intentionally or negligently damage or destroy the belongings and/or personal items of any member of the educational community.
- To engage in inappropriate, destructive and negative behaviours that may jeopardize his/her or another person's integrity and/or safety.
- Any type of plagiarism or falsification of signatures and/or documents.
- To bring into the School and/or use weapons, harmful substances, alcohol and/or drugs, as well as to bring into the School devices or objects that are used to carry and/or consume any illegal substance, tobacco, alcohol or drug.
- Filming or photographing any member of the educational community, as well as distributing any digital content without express authorization from the Section Principal.
- To violate the terms established in this Code of Conduct for the use of accounts, equipment, electronic devices, social networks and online behaviour.
- Any action, attitude or activity that the discipline committee considers to alter the proper development of the dynamics of the school, making it difficult for the educational community, the harmonious living and learning.

Inappropriate behaviours may vary in magnitude and will be sanctioned in accordance with these guidelines, as indicated below:

#### \* Detention

In case of recurrence in any lack of discipline during his/her classes, the student will have a detention period, which consists of remaining in the assigned classroom during recess to perform academic work.

The student must arrive on time, with the material needed and a reading book. It is important that the student follows the instructions in complete silence. Upon accumulating three periods of detention, the student will receive a notice of conduct (aviso de conducta).

According to the seriousness of the lack of discipline, the student may receive a notice in addition to the detention period.

#### \* Notices (Avisos)

When a student has a third period of detention or when he/she commits a lack of discipline considered more serious, he/she will receive an immediate notice. Each time a student receives a notice, the period conduct grade will be affected with one point less in behaviour. Upon accumulating three notices, the student will receive the first behaviour report. In case of any misbehaviour after the first report, the student will get a second report.

#### \* Reports

The report is a serious disciplinary consequence. The student will receive a report whenever he/she incurs in lack of respect, honesty and/or aggressive or destructive behaviours either inside or outside the School, during activities or while wearing the logo and/or wearing the uniform (regardless of whether this happens during or after School hours and/or activities). From the second report, the student must carry out the social or community service work under the conditions assigned by the Discipline Coach. Upon receiving a report, student's period grade for conduct will be 5 (five).

- 1st Report: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment.
- 2nd Report: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment, and the re-enrollment will be withheld. The student must comply with a day of external social service (6 hours), delivering a letter of compliance from the association indicated by the school, apart from acknowledging the academic consequences of his/her absence (quiz, homework, laboratory, period evaluation, etc.)

#### ● Infraction

An infraction is a very serious disciplinary consequence. The student will receive an infraction after having received two reports, when he/she continues to commit acts of disrespect, dishonesty and/or incurs in aggressive or destructive behaviours either inside or outside the School, during activities or while using the logo and/or wearing the uniform (regardless of whether this happens after School hours and/or during School activities). In case of any misbehaviour after the first infraction, the student will get a second infraction.

- 1st Infraction: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment, and the re-enrollment will be withheld. The student must complete two days of external social service (12 hours), delivering a letter of compliance from the association indicated by the school, apart from acknowledging the academic consequences of his/her absence (quiz, homework, laboratory, period evaluation, etc.)
- 2nd Infraction: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment, and the re-enrollment will be withheld. The student must complete four days of external social service (24 hours), delivering a letter of compliance from the association indicated by the school, apart from acknowledging the academic consequences of his/her absence (quiz, homework, laboratory, period evaluation, etc.)

The School reserves the right to suspend the student temporarily according to the seriousness of the offense committed.

If the student's re-enrollment is withheld, he/she shall make a change in his/her academic situation and/or attitude. The Discipline Committee will determine whether or not to release the re-enrollment for the next

school year.

According to the offense committed, the student may directly receive a report or infraction. Detentions, notices, reports and/or infractions are cumulative during the school year.

### *High School - 9th*

In High School, the discipline system allows the students to develop the capacity for reflection and discernment, differentiating the appropriate from the non-appropriate behaviours and the consequences thereof. The students continue to develop their sense of responsibility, understanding that the magnitude of the consequence is directly proportional to the seriousness of the act or behaviour.

All those attitudes and/or behaviours that alter the relationship of the educational community and that have an impact on the good development of the dynamics outside and inside the School, making their harmonious living and learning difficult, are considered in a scale from minor to major. Some of the behaviours for which the student will receive a disciplinary consequence are the following:

- Being late to the classroom, making inappropriate noises, shouting, eating in the classroom, constantly interrupting class, teasing, etc.
- Disobeying the instructions of any authority.
- To disrespect either physically or verbally, play abruptly or improperly, perform acts of intimidation, harass, threaten, humiliate, discriminate against and / or insult any member of the school community.
- To manipulate, damage or destroy intentionally or negligently the facilities, equipment, devices and/or materials of the School.
- Intentionally or negligently damage or destroy the belongings and/or personal items of any member of the educational community.
- To engage in inappropriate, destructive and negative behaviours that may jeopardize his/her or another person's integrity and/or safety.
- Any type of plagiarism or falsification of signatures and/or documents.
- To bring into the School and/or use weapons, harmful substances, alcohol and/or drugs, as well as to bring into the School devices or objects that are used to carry and/or consume any illegal substance, tobacco, alcohol or drug.
- Filming or photographing any member of the educational community, as well as distributing any digital content without express authorization from the Section Principal.
- To violate the terms established in this Code of Conduct for the use of accounts, equipment, electronic devices, social networks and online behaviour.
- Any action, attitude or activity that the discipline committee considers to alter the proper development of the dynamics of the school, making it difficult for the educational community, the harmonious living and learning.

Inappropriate behaviours may vary in magnitude and will be sanctioned in accordance with these guidelines, as indicated below:

#### **\* Notices (Avisos)**

In case of recurrence in any lack of discipline during his/her classes, the student will receive a notice. Each time a student receives a notice, the period conduct grade will be affected with one point less in behaviour. Upon accumulating three notices, the student will receive the first behaviour report. In case of any misbehaviour after the first report, the student will get a second report.

#### **\* Reports**

The report is a serious disciplinary consequence. The student will receive a report whenever he/she incurs in lack of respect, honesty and/or aggressive or destructive behaviours either inside or outside the School, during

activities or while wearing the logo and/or wearing the uniform (regardless of whether this happens during or after School hours and/or activities). From the second report, the student must carry out the social or community service work under the conditions assigned by the High School Principal. Upon receiving a report, student's period grade for conduct will be 5 (five).

- 1st Report: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment.
- 2nd Report: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment, and the re-enrollment will be withheld. The student must comply with a day of external social service (6 hours), delivering a letter of compliance from the association indicated by the school, apart from acknowledging the academic consequences of his/her absence (quiz, homework, laboratory, evaluations, etc.)

- **Infraction**

An infraction is a very serious disciplinary consequence. The student will receive an infraction after having received two reports, when he/she continues to commit acts of disrespect, dishonesty and/or incurs in aggressive or destructive behaviours either inside or outside the School, during activities or while using the logo and/or wearing the uniform (regardless of whether this happens after School hours and/or during School activities). In case of any misbehaviour after the first infraction, the student will get a second infraction.

- 1st Infraction: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment, and the re-enrollment will be withheld. The student must complete two days of external social service (12 hours), delivering a letter of compliance from the association indicated by the school, apart from acknowledging the academic consequences of his/her absence (quiz, homework, laboratory, evaluations, etc.)
- 2nd Infraction: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment, and the re-enrollment will be withheld. The student must complete four days of external social service (24 hours), delivering a letter of compliance from the association indicated by the school, apart from acknowledging the academic consequences of his/her absence (quiz, homework, laboratory, evaluations, etc.)

The School reserves the right to suspend the student temporarily according to the seriousness of the offense committed.

If the student's re-enrollment is withheld, he/she shall make a change in his/her academic situation and/or attitude. The Discipline Committee will determine whether or not to release the re-enrollment for the next school year.

According to the offense committed, the student may directly receive a report or infraction. A report or infraction automatically implies losing the right to exempt subjects. Notices, reports and/or infractions are cumulative during the school year.

### *High School - 10th - 12th*

In High School, the discipline system allows the students to develop the capacity for reflection and discernment, differentiating the appropriate from the non-appropriate behaviours and the consequences thereof. The students continue to develop their sense of responsibility, understanding that the magnitude of the consequence is directly proportional to the seriousness of the act or behaviour.

All those attitudes and/or behaviours that alter the relationship of the educational community and that have an impact on the good development of the dynamics outside and inside the School, making their harmonious living and learning difficult, are considered in a scale from minor to major. Some of the behaviours for which the student will receive a disciplinary consequence are the following:

- Being late to classroom, making inappropriate noises, shouting, eating in the classroom, constantly

- interrupting class, teasing, etc.
- Disobeying the instructions of any authority.
- To disrespect either physically or verbally, play abruptly or improperly, perform acts of intimidation, harass, threaten, humiliate, discriminate against and / or insult any member of the school community.
- To manipulate, damage or destroy intentionally or negligently the facilities, equipment, devices and/or materials of the School.
- Intentionally or negligently damage or destroy the belongings and/or personal items of any member of the educational community.
- To engage in inappropriate, destructive and negative behaviours that may jeopardize his/her or another person's integrity and/or safety.
- Any type of plagiarism or falsification of signatures and/or documents.
- To bring into the School and/or use weapons, harmful substances, alcohol and/or drugs, as well as to bring into the School devices or objects that are used to carry and/or consume any illegal substance, tobacco, alcohol or drug.
- Filming or photographing any member of the educational community, as well as distributing any digital content without express authorization from the Section Principal.
- To violate the terms established in this Code of Conduct for the use of accounts, equipment, electronic devices, social networks and online behaviour.
- Any action, attitude or activity that the discipline committee considers to alter the proper development of the dynamics of the school, making it difficult for the educational community, the harmonious living and learning.

Inappropriate behaviours may vary in magnitude and will be sanctioned in accordance with these guidelines, as indicated below:

**\* Notices (Avisos)**

In case of recurrence in any lack of discipline during his/her classes, the student will receive a notice. Each time a student receives a notice, the period conduct grade will be affected with one point less in behaviour. Upon accumulating three notices, the student will receive the first behaviour report. In case of any misbehaviour after the first report, the student will get a second report.

**\* Reports**

The report is a serious disciplinary consequence. The student will receive a report whenever he/she incurs in lack of respect, honesty and/or aggressive or destructive behaviours either inside or outside the School, during activities or while wearing the logo and/or wearing the uniform (regardless of whether this happens during or after School hours and/or activities). From the second report, the student must carry out the social or community service work under the conditions assigned by the Discipline Coach. Upon receiving a report, student's corresponding period grade for conduct will be 5 (five).

- 1st Report: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment.
- 2nd Report: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment, and the re-enrollment will be withheld. The student must comply with a day of external social service (6 hours), delivering a letter of compliance from the association indicated by the school, apart from acknowledging the academic consequences of his/her absence (quiz, homework, laboratory, period evaluation, etc.)

**● Infraction**

An infraction is a very serious disciplinary consequence. The student will receive an infraction after having received two reports, when he/she continues to commit acts of disrespect, dishonesty and/or incurs in



aggressive or destructive behaviours either inside or outside the School, during activities or while using the logo and/or wearing the uniform (regardless of whether this happens after School hours and/or during School activities). In case of any misbehaviour after the first infraction, the student will get a second infraction.

- 1st Infraction: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment, and the re-enrollment will be withheld. The student must complete two days of external social service (12 hours), delivering a letter of compliance from the association indicated by the school, apart from acknowledging the academic consequences of his/her absence (quiz, homework, laboratory, period evaluation, etc.)
- 2nd Infraction: It will involve 5 (five) in conduct in the corresponding period. The School will contact the parents or guardians to set up an appointment, and the re-enrollment will be withheld. The student must complete four days of external social service (24 hours), delivering a letter of compliance from the association indicated by the school, apart from acknowledging the academic consequences of his/her absence (quiz, homework, laboratory, period evaluation, etc.)

The School reserves the right to suspend the student temporarily according to the seriousness of the offense committed.

If the student's re-enrollment is withheld, he/she shall make a change in his/her academic situation and/or attitude. The Discipline Committee will determine whether or not to release the re-enrollment for the next school year.

According to the offense committed, the student may directly receive a report or infraction. A report or infraction automatically implies losing the right to exempt subjects in the corresponding semester. Notices, reports and/or infractions are cumulative during the school year.

## **X. STANDARDS FOR PERSONAL PRESENTATION AND HYGIENE**

- The way a student dresses is a way of expressing respect for oneself and others. The student must attend School with appropriate and decent personal hygiene and grooming following the standards of the corresponding section:

### *Kindergarten*

The students must attend School with clean clothes, in good condition and with neat and short nails.

The daily uniform consists of: School red polo shirt, pants, bermuda or denim skirt to the knee in good condition (without rips), School navy blue sweater or sweatshirt, and closed shoes or tennis shoes.

The sports uniform consists of: School pants and tennis suitable for sports.

Each uniform item must be marked with the student's full name. The student is allowed to wear free clothes on Fridays.

Boys are not allowed to attend school with long hair (covering the eyebrows and/or ears).

Girls are not allowed to attend school with painted nails.

The students are not allowed:

- To wear makeup
- To wear crocs or flip flops

### *Elementary*

The students must attend School with clean clothes, in good condition and with neat and short nails.

The daily uniform consists of: School red polo shirt, pants, bermuda or denim skirt to the knee in good

condition (without rips), School navy blue sweater or sweatshirt, and closed shoes, tennis shoes or strap sandals.

The sports uniform consists of: School pants and tennis suitable for sports.

Each uniform item must be marked with the student's full name.

When a student does not wear the full corresponding uniform, he/she will get a uniform report. On the third report the student will be sent to the Project Leader office, and the parent or guardian will be called in order to bring the uniform to School so the student can return to class.

The student can wear free clothes on Fridays except when they have Physical Education on that day.

The student can wear an additional sweater or jacket as long as they wear the School sweater or sweatshirt underneath.

Boys are not allowed to attend School with long hair (covering the eyebrows and/or ears), piercings, with pants larger than size or with shirts or T-shirts with inappropriate legends or scenes.

Girls are not allowed to attend School with painted nails, with piercing on their stomach, face, nose, etc., with miniskirts or mini-shorts or with blouses or shirts with inappropriate legends or scenes.

The student is not allowed:

- To wear crocs or flip flops
- To wear makeup
- To get their hair dyed in colors
- Wear a cap or hat inside the classroom

### *Middle school*

The student must attend School with clean clothes, in good condition and use deodorant.

The daily uniform consists of: School white polo shirt, skirt, Bermuda or blue denim pants, School sweatshirt or white or blue jacket.

The sports uniform consists of: pants, white or blue School sweatshirt or jacket, white sports School shirt and tennis.

The uniform for Mindful Yoga consists of: pants or leggings, white or blue School sweatshirt or jacket, white sports School shirt.

The student can wear free clothes on Fridays except when they have Physical Education on that day.

The students may wear an additional sweater or jacket as long as they wear the School sweater or sweatshirt underneath.

When the student does not wear the Physical Education uniform or the appropriate clothes for Mindful Yoga, he/she will be evaluated on 7 (seven).

When the student does not wear the full uniform, he/she will receive a uniform notice, additionally the grade for "Responsibility" will be affected by 0.5 (half a point less) in the period.

The uniform notice must be signed by the parent/guardian and delivered to the Discipline Coach within a maximum of three days. When this notice is not delivered on time, the grade for "responsibility" will be affected by an additional 0.5 (half a point) in the period.

In case of wearing makeup, it should be discreet.

The student is not allowed to:

- Wear earrings on their belly, face, nose or tongue or any type of piercing, this is for their safety.
- Have tattoos.
- Dye the hair or have colored rays or strands.
- Wear short tops, miniskirts or short shorts without lycra underneath.
- Wear pronounced necklines or blouses without proper underwear.
- Wear pants under the hip that show underwear or lower back.
- Wear accessories such as bracelets or necklaces with metal applications.
- Wear excessively large pants that drag or are torn.
- Wear shirts, blouses or shirts with legends or violent, negative, destructive or indecent scenes.
- Wear crocs or flip flops.
- Be barefoot inside the School (except for Mindful Yoga).

### *High School - 9th*

The student must attend School with clean clothes, in good condition and use deodorant.

The students can wear free clothes every day except when they have Physical Education or Mindful Yoga. For these classes they must wear pants, leggings or sports shorts and tennis shoes. Short sports shorts must be worn with lycra underneath.

When the student does not wear the appropriate clothes for Physical Education or Mindful Yoga, they will be evaluated on 7 (seven).

In case of wearing makeup, it should be discreet.

The student is not allowed to:

- Wear earrings on their belly, face, nose or tongue or any type of piercing, this is for their safety.
- Wear short tops, miniskirts or short shorts without lycra underneath.
- Wear pronounced necklines or blouses without proper underwear.
- Wear pants under the hip that show underwear or lower back.
- Wear accessories such as bracelets or necklaces with metal applications.
- Wear shirts, blouses or shirts with legends or violent, negative, destructive or indecent scenes.
- Wear crocs or flip flops.
- Be barefoot inside the School (except for Mindful Yoga).

### *High School - 10th - 12th*

The student must attend School with clean clothes, in good condition and use deodorant.

The student can wear free clothes every day except when they have Physical Education or Mindful Yoga. For these classes they must wear pants, leggings or sports shorts and tennis shoes. Short sports shorts must be worn with lycra underneath.

When the student does not wear the appropriate clothes for Physical Education or Mindful Yoga, they will be evaluated on 7 (seven).

In case of wearing makeup, it should be discreet.

The student is not allowed to:

- Wear earrings on their belly, face, nose or tongue or any type of piercing, this is for their safety.
- Wear short tops, miniskirts or short shorts without lycra underneath.
- Wear pronounced necklines or blouses without proper underwear.
- Wear pants under the hip that show underwear or lower back.
- Wear accessories such as bracelets or necklaces with metal applications.
- Wear shirts, blouses or shirts with legends or violent, negative, destructive or indecent scenes.
- Wear crocs or flip flops.
- Be barefoot inside the School (except for Mindful Yoga).

### *After School*

The Student must wear the appropriate uniform according to the workshop in which they participate during classes and in events, competitions, tournaments and presentations.

In case of participating in sports workshops, the student must wear a cap and use sunscreen.

The uniform for each workshop is as described below:

- Soccer: After School shirt and shorts, shin guards, tennis or studs
- Basketball: t-shirt and short after school, tennis
- Taekwondo: After School Dubok, shin guards, bib and mask
- Jazz: leggings and t-shirt or After School leotard
- Cheer dance: leggings and T- shirt or After School Leotard
- Ballet: pink leotard, ballet shoes

The student may also wear the Physical Education uniform of their section.

The students is not allowed to change clothes for their After School workshops unless they require a uniform.

## XI. PREVENTION AND SAFEGUARDING POLICY

### 1. Use of Graphic-Acoustic Documentation

- At School we take care of the integrity of our students in the use of acoustic-graphic information and documentation (photography, audio and video), which is used as academic and formative proof of their progress, through means such as: credential of student, website, TJ-Magazine, TJ-Radio, TJ-Television, brochures, magazines, etc. Our priority is to ensure the necessary protection and care of our students in the preservation of their physical, psychological and social integrity on the basis of respect for their dignity, thus complying with the Federal Law on Protection of Personal Data (you can review the notice of confidentiality at <http://itjqro.edu.mx/aviso-de-privacidad/>). **In the event that the parent/guardian decides for his/her child or ward not to appear in these testimonials, he/she must notify the Section Principal by email.**

### 2. School Visit Entry Protocol

- When a parent/guardian or family member visits the School, they shall put the valid ramp color poster in a visible place on the dashboard of the car so that they are allowed to enter the School. The valid ramp color poster must remain visible while the car is parked inside the school facilities.
- In the event that the parent/guardian or family member does not carry a valid ramp color poster, the security booth staff will confirm the access authorization with the corresponding section and then will request an official identification from the parent/ guardian. A badge will be placed on the car as identification. While the car is parked inside our facilities, the badge must remain where it was placed by the security booth staff.
- To enter our facilities, the parent/guardian or family member must go to the Front Desk of the corresponding section. The visitor shall register in the guestbook and the person in charge will give him/her a "Family ITJ" badge, and inform about the visit to the proper section.
- Parents/guardians or family members shall wait at the Front Desk until the person from the Section they visit, meets and accompanies them to the place visited.
- At the end of their visit, the parent/guardian or family member must deliver the badge at the Front Desk where it was given, and sign out in the guestbook.
- The parent, guardian or family member must take into consideration the time needed for the admission protocol to calculate the time of arrival. The beginning of any event will not be delayed nor will the times be adjusted in case the parent/guardian or family member has not arrived.

### 3. Use of Devices at School's Roadway

- The student is not allowed to use electronic and/or personal communication devices while driving on the School roadway or in the surrounding area. In case of doing so, the student will be called by the Discipline Coach or Academic Leader to establish a commitment to follow roadway regulations. If this situation re-occurs, a notice will be given.
- Parents/guardians or family members are not allowed to use electronic and/or personal communication devices while driving on the School roadway or in the surrounding area. In case of doing so, the parent/guardian or family member will be called by the Administrative Director to set up an appointment to establish a commitment to respect the roadway regulations. In case of recurrence, the parent/ guardian or family member will only be allowed access to School by foot, through the security booth.

### 4. Personal Use of Photos or Images of Students

- Parent/guardian or family members are not allowed to post on personal social networks, photos or images of other students other than their children and that have been taken at School events.

### 5. Drills

- Throughout the school year, fire and earthquake evacuation drills as well as lockdown will be conducted. The student must immediately follow the instructions of the School staff that is near him/her at the time of the drill and remain completely silent during the drill and when returning to the facilities at the end of it.
- When the student does not follow the instructions and/or does not remain silent, he/she does not only put their safety at risk but also that of the people around them, so the student that disobeys, will receive a disciplinary consequence that will be decided by the Section Principal.
- If the parent/guardian or visitor is in the School during a drill, he/she must immediately follow the instructions of the School staff near him/her at the time of the drill and must remain in silence.

#### 6. Backpacks, Lockers, Desks, Cubbyholes, and Student Vehicles Inspection.

- In order to safeguard the safety and harmonious living inside the School and in strict compliance with the best interests of the minors, the parties in this Code of Conduct agree that periodic and/or random inspections will be carried out on the material that the students bring into to School, whether in a backpack, suitcase or any container or device that is in their possession, including the ones inside the locker, desk and/or cubbyholes assigned to each student. Vehicle Inspections for High School students will also be carried out.
- The inspection will be conducted in the presence of the student and at least 2 members of the School staff. The School reserves the right to take evidence of said inspection to verify that it is not performed arbitrarily. This evidence will be confidential.
- In case of finding any material that is not allowed, the guidelines established in the “Belongings” section within this Code of Conduct shall be followed, in case the inappropriate material is not described in it, the Section Principal will decide the disciplinary consequence.

#### 7. Antidoping and Alcoholometry

*Middle School 7th -8th, High School - 9th and High School - 10th - 12th*

- In order to prevent and avoid health risks, Instituto Thomas Jefferson Campus Querétaro reserves the right to carry out lab tests for narcotics or prohibited or controlled drug use (anti-doping test) and alcohol concentration in the blood (or its equivalent in some other measuring system) detection. These tests will be carried out by trained personnel, whether it may be school staff or an external laboratory.
- The lab tests are applied by trained personnel and under the supervision of the Medical Department or the department that assumes various functions in the ITJ.
- The tests may be as a result of any of the following situations:
  - A random system without prior notice.
  - Behavior that leads to suspicion of drug use or alcohol abuse.
  - Suspicious attitudes that suggest there is a problem of this nature.
- In cases where positive results are obtained, the Section Principal will define the preventive, supportive, and corrective mechanisms, and the restrictions to be applied, notifying the student and his parents, always with maximum confidentiality.

#### 8. Carrying of Weapons

- For the safety of the students and the educational community, the student is not allowed to bring into the School, carry and/or use white weapons, firearms or any other type of weapons that are dangerous inside the facilities of the School, or in any other School activity celebrated outside. The violation of this point is considered as a serious breach of discipline that violates the order of the School and the security of the community, so it will be sanctioned according to what is indicated within this Student's Rulebook.

#### 9. Action Protocol in Case of Carrying Weapons or Drugs

- In the event that a student enters, carries, uses/consumes weapons or drugs inside the School, or if the School has information or suspicions about it, the following protocol will be followed:

- o The student will be directed to the Section Principal, and the backpack, locker, car or any other place that has been notified will be inspected in his/her presence, in order to verify the presence of weapons or narcotics.
- The Section Principal shall notify the corresponding authority to act according to its own protocols, and from that moment on, it will be at their disposal.
- The student may not leave the School for any reason until the authorities decide what corresponds according to each particular case. In the event that the student is removed by the corresponding authority, in order to follow up the School will designate the person who will accompany the student to the authorities.
- The parent or guardian will be notified.
- The Section Principal reserves the right to authorize School re-entry.
- The School will collaborate with the authorities until the closing of the process.
- In every case the corresponding disciplinary consequence will be applied, in accordance with the provisions within this Code of Conduct.

## **XII. MEDICAL SERVICE**

- The Medical Service Team has the function of addressing any situation that requires assistance.
- The student may attend the Medical Service offices when needed. If he/she is in class, he/she shall request authorization from the teacher to leave and must show the medical pass signed by the medical staff upon returning to the classroom.
- When a student goes to Medical Service too often unnecessarily, the corresponding Section will be notified for follow-up through the Personalized Education department.
- It is the responsibility of the parent or guardian to fill out the updated digital format on the student's medical information at the beginning of the school year when necessary.
- The student is not allowed to have in their possession or distribute medication of any kind while being in the School. In case of not following this rule, the student will receive a disciplinary consequence that will be decided by the Section Principal.
- In the case of students with chronic high-risk conditions (diabetes, epilepsy, asthma etc.), the parent or guardian must request and fill out the corresponding format for the attention of these conditions. In the event that the parent or guardian does not fill out this form, the School disclaims all responsibility for the medical care of the student.
- When a student is following a treatment that involves taking medication during school hours, the procedure must be followed according to the corresponding section:

### *Kindergarten*

The parent or guardian must deliver to the Medical Service a copy of a doctor's prescription as well as the necessary medications to be administered to the student. Medications will not be given without a prescription. If injections are needed, the parent or guardian must sign the authorization form for this process. The parent or guardian must also inform the Head Teacher and the Section Principal by email about the student's treatment (dose, medication schedule and duration of treatment)

### *Elementary*

The parent or guardian must deliver to the Medical Service a copy of a doctor's prescription as well as the necessary medications to be administered to the student. Medications will not be given without a prescription. If injections are needed, the parent or guardian must sign the authorization form for this process. The parent or guardian must also inform the Head Teacher and the Section Principal by email about the student's treatment (dose, medication schedule and duration of treatment)

### *Middle school*

The parent or guardian must deliver to the Medical Service a copy of a doctor's prescription as well as the

necessary medications to be administered to the student. Medications will not be given without a prescription. If injections are needed, the parent or guardian must sign the authorization form for this process. The parent or guardian must also inform the Section Principal by email about the student's treatment (dose, medication schedule and duration of treatment) It is the student's responsibility to show up at the Medical Service office for the administration of their medications at the correct time.

#### *High School - 9th*

The parent or guardian must deliver to the Medical Service a copy of a doctor's prescription as well as the necessary medications to be administered to the student. Medications will not be given without a prescription. If injections are needed, the parent or guardian must sign the authorization form for this process. The parent or guardian must also inform the Academic Leader by email about the student's treatment (dose, medication schedule and duration of treatment) It is the student's responsibility to show up at the Medical Service office for the administration of their medications at the correct time.

#### *High School 10th - 12th*

The student must deliver to the Medical Service a copy of a doctor's prescription as well as the necessary medications to be stored inside the Medical Service office. The parent or guardian must also inform the Academic Leader by email about the student's treatment (dose, medication schedule and duration of treatment). It is the student's responsibility to attend the Medical Service office at the correct time to take the medication. If injections are needed, the parent or guardian must sign the authorization form for this process.

#### *After school*

The student must follow the procedure indicated for his/her section.

### **XIII. HOUSE - SCHOOL COMMUNICATION**

- The parent or guardian must read all the School circulars, communications and emails, either in digital or printed form.
- The parent or guardian must send on time circular counterfoils signed when it is necessary. The School will not be responsible for the academic consequences for the student when the circular counterfoils signed are not delivered on time.
- The parent or guardian must promptly inform the School when their contact details (home phone, cell phone, email address, fixed address) change.
- The parent or guardian must consistently support the School in the disciplinary consequences decided for the student. If they do not agree, they must request an appointment without making negative comments to the students. The congruence between the different authority figures is crucial for the emotional stability of the students.
- The parent or guardian must attend the report cards meetings at the assigned time. In case of not being able to attend, they can schedule an appointment after the dates of report cards review with the corresponding teacher.
- To request an appointment with any member of the School staff, the parent or guardian should contact the Section Assistant to find a schedule that suits both parties. The parent or guardian is not allowed to approach the staff of the School during entrance and exit procedures or events to discuss particular student issues.

- Assertive, timely and respectful communication is essential for the joint work between home and School. When there is a disagreement or annoyance, the procedure must be followed in the order established by each section to obtain a solution:

#### *Kindergarten*

1. The parent or guardian will request an interview with the corresponding teacher.
2. The parent or guardian will request an interview with Personalized Education and Section Principal.
3. The parent or guardian will request an interview with the General Director.

#### *Elementary school*

1. The student will talk with the corresponding teacher.
2. The parent or guardian will request an interview with the corresponding teacher.
3. The parent or guardian will request an interview with the Project Leader or Personalized Education.
4. The parent or guardian will request an interview with the Section Principal.
5. The parent or guardian will request an interview with the General Director.

#### *Middle school*

1. The student will talk with the corresponding teacher.
2. The student will speak with the corresponding Academy Leader.
3. The parent or guardian will request an interview with the corresponding teacher.
4. The parent or guardian will request an interview with the Academy Leader.
5. The parent or guardian will request an interview with the Section Principal.
6. The parent or guardian will request an interview with the General Director.

#### High School - 9th

The same procedure indicated in the Middle School section must be followed.

#### High School - 10th - 12th

1. The student will talk with the corresponding teacher.
2. The student will speak with the corresponding Academy Leader.
3. The student will speak with their Academic Leader
4. The parent or guardian will request an interview with the corresponding teacher.
5. The parent or guardian will request an interview with the Academy Leader.
6. The parent or guardian will request an interview with the Academic Leader
7. The parent or guardian will request an interview with the Section Principal.
8. The parent or guardian will request an interview with the General Director.

#### After School

1. The student will talk with the corresponding teacher.
2. The student will speak with the corresponding Coordinator.
3. The parent or guardian will request an interview with the corresponding teacher.
4. The parent or guardian will request an interview with the corresponding Coordinator.
5. The parent or guardian will request an interview with the After School Principal.
6. The parent or guardian will request an interview with the General Director.

### **XIV ACADEMIC STANDARDS**

1. In the Classroom



- The student must remain silent when the teacher or a classmate is speaking.
- The student must participate actively and positively in all activities. When the activities are in a team, the student must be an active member and maintain a proactive and problem solving attitude.
- The student must keep his/her desk, cubbyholes, backpacks and lockers clean and tidy, as well as the areas around them.
- The student is not allowed to chew gum.

#### *Kindergarten*

The student will eat his/her lunch in the classroom.

#### *Elementary*

The student is not allowed to eat inside the classroom unless there is recess inside the classrooms due to cold or rain or a birthday celebration.

The students are not allowed to wear headphones in the classroom unless authorized by the teacher.

#### *Middle school*

The student is only allowed to eat a light snack during class changes outside the classroom.

The student is not allowed to wear headphones in the classroom unless authorized by the teacher. Each student will be assigned a locker number, which he/she cannot change with another classmate during the school year. This must remain locked at all times. If he/she does not comply with this indication, he/she will lose the right to use the locker during the corresponding period.

The School is not responsible for any loss or damage of the student's belongings.

In the event that the student loses the key or forgets the lock combination, the School will provide help within a period of no more than 48 hours to open it. It is the student's responsibility to put a new lock on his/her locker. If the lock's combination has been changed, the student must report so to the corresponding section's assistant.

#### *High School - 9th*

The student is only allowed to eat a light snack during class changes outside the classroom. Each student will be assigned a locker number, which they cannot change with another classmate during the school year. This must remain locked at all times. If they do not comply with this indication, he/she will lose the right to use the locker during the corresponding period.

The School is not responsible for any loss or damage of their belongings.

In the event that the student loses the key or forgets the lock combination, the School will provide help within a period of no more than 48 hours to open it. It is the student's responsibility to put a new lock on his/her locker.

#### *High School - 10th - 12th*

The student is not allowed to eat in the classroom.

In the event that the student loses the key or forgets the combination of the lock of his locker, the School will provide help within a period of no more than 48 hours to open it. It is the student's responsibility to put a new lock on his/her locker.

#### *After school*

The students are only allowed to eat at the time and space allocated for After School activities before starting their sports or cultural workshops. Once the workshop has started, the students are not allowed to eat.

The parent or guardian is not allowed to accompany the student during the After School meal schedule. Only students and School staff will have access to the After School lunch areas.

The parent or guardian may hire the Cafeteria service for the student's meals. In case of deciding not to use this service, the parent or guardian must send double lunch.

The parent or guardian is not allowed to bring food to the After School office for delivery to the student.

## 2. Attendance

- Regular and on time class attendance is a crucial factor in student's academic performance. Any absence, regardless of the reason, will have repercussions in the continuous evaluation of the student because it is impossible to recreate the learning that occurs in the activities within the classroom.

### *Kindergarten*

The student must fulfill a minimum of 80% of days of attendance in the school year to have the right to be promoted to next grade.

### *Elementary*

The student must fulfill a minimum of 80% of days of attendance in the school year to have the right to be promoted to the next grade.

### *Middle school*

The student must arrive to their classes promptly in the corresponding classroom. If not, a delay will be recorded. When the student gathers 3 delays in the same period, they will count as an absence.

The student will have the right to the period evaluation in any subject only if he/she has 80% attendance in the period. Otherwise, he/she will not be able to submit the evaluation and the percentage assigned to it will be averaged as 0 (zero) for his/her final period grade.

### *High School - 9th*

The student must arrive to his/her classes promptly in the corresponding classroom. If not, a delay will be recorded. When the student gathers 3 delays in the same period, they will count as an absence.

The student will have the right to the period evaluation in any subject only if he/she has 80% attendance in the period. Otherwise, he/she will not be able to submit the evaluation and the percentage assigned to it will be averaged as 0 (zero) for his/her final period grade.

### *High School - 10th - 12th*

The student must arrive to their classes promptly in the corresponding classroom. If this is not the case, an absence will be recorded even if the student enters the classroom later.

The student may decide not to enter class, assuming their responsibility, which implies:

- Absence in the class, which will be counted in the percentage of minimum attendance authorized by the Secretary of Education of the State of Querétaro (SEDEQ).
- Complete missed assignments and work done in class without any extension of time. Depending on the nature of the activities and the criteria of the teacher, there will be activities that cannot be recovered, affecting student's grade. No doubts will be solved on issues in which the student decided not to attend.
- The student can only stay in the Lounge, High School Lounge, Media Center (if there is no class) and common areas when deciding to be out of class. The student who has the AS02 format may also leave the School leaving his/her credential in the security booth.

The student will have the right to be evaluated each period in any subject only if he/she has 80% of attendance. Otherwise, he/she will not be able to present the evaluation and the percentage assigned will be marked as 0 (zero) for the final grade for the corresponding period.

### *After School*

The student must cover a minimum of 80% attendance during the semester to be entitled to participate in the interdisciplinary event performed at the end of the semester. When a student belongs to a representative team, he/she must cover a minimum of 80% of assistance in rehearsals, games and competitions scheduled in order to remain in the team. The dates thereof will be informed in advance.

### 3. Homework and Tasks

- Homework and tasks have the function of consolidating the knowledge or skill that the student is learning as well as being an important part of the evaluation. Therefore, timely delivery and being aware of the guidelines specified for them are important for student learning.
- Homework and work in class must be completed by the student. Delivering a task or homework that has been partially or totally completed by the parent or guardian or any other person instead of the student, is an act of dishonesty and will have a disciplinary consequence, in addition to the academic consequence of missing homework. In the case of teamwork, these must be carried out by the entirely team members.
- When the homework or work in class consists of a writing task, the student must adequately cite its sources (the publications or classmates' work) to avoid incurring plagiarism. Any work or task that incurs in plagiarism will receive a grade of 0 (zero) and will have a disciplinary consequence for the student.

#### *Kindergarten*

No homework or tasks will be assigned to KI students at the beginning of the school year. Starting in February, the student must complete homework on Tuesday and Thursday. These tasks are explained to students in the classroom and are sent in a folder in the student's backpack. Homework should be returned by the same means the next day.

KII and KIII students must complete homework on Tuesdays and Thursdays. These tasks are explained to students in the classroom and are sent in a folder in the student's backpack. Homework should be returned by the same means the next day.

#### *Elementary*

The student must do homework from Monday to Thursday. On Mondays and Wednesdays, homework assignments are given in English, Spanish on Tuesday and Math on Thursday. The student must do, in addition to their daily homework, the following weekly homework:

- PF, 1st and 2nd: Mathematics (assigned on Tuesday and delivered no later than next Monday at 11:59 p.m.), Kids A-Z (assigned on Monday and delivered no later than Thursday of the same week at 11:59 p.m.), Reading Calendar (assigned on Tuesday and reviewed in classroom the next Tuesday).

- 3rd, 4th and 5th: Mathematics (assigned on Tuesday and delivered no later than the next Monday at 23:59 hrs.), Kids A-Z and Raz Plus (assigned on Monday and delivered no later than Thursday of the same week at 11:59 p.m.), Reading Calendar (assigned on Tuesday and reviewed in the classroom next Tuesday).

The students must write down the daily and weekly homework in their agenda. PF to 3th tasks are uploaded daily to the Site. 4th and 5th tasks are uploaded daily to Google Classroom. All tasks are uploaded to the corresponding platform no later than 3:15 p.m. of the day they are assigned.

Upon failing to complete 3 assignments, the teacher will send a homework report to request the supervision of the parent or guardian. The student must deliver the tasks not done in the time indicated by the teacher. The Upper Elementary students (3rd to 5th) will receive a "Detention" session when they have 3 homework absences in a week and/or when they accumulate two homework reports in a period. The "Detention" session will be held on the day indicated by the Project Leader from 2:00 p.m. to 2:45 p.m. The parent or guardian will be informed of this session through the corresponding format.

All teamwork will be done during school hours.

#### *Middle school*

The homework or tasks may vary according to the need of each subject and can be assigned from Monday to Friday. It is the student's responsibility to check his/her institutional email account daily after 3:30 p.m. to be aware of any homework or task that the teacher has posted after class. All tasks and works are published in Google Classroom.

The students must deliver homework and tasks on the dates and forms indicated by the teacher, according to

the criteria or rubrics that have been provided. In case of not delivering the homework on time, the student will have the possibility to deliver it in the next class evaluated on 7 (seven). On Fridays, parents will receive by email, a homework report generated by Google Classroom. This email indicates the missing homework in the different subjects. It is important to keep in mind that even if this report indicates that the task or activity was done, it does not guarantee that the student has delivered it completely, on time and in form. It will be the student's responsibility to approach the corresponding teacher to answer any questions related to the task. Any teamwork will be evaluated collaboratively except that the teacher indicates an individual or differentiated evaluation.

#### *High School - 9th*

The homework or tasks may vary according to the need of each subject and can be assigned from Monday to Friday. It is the student's responsibility to check their institutional email account daily after 3:30 p.m. to be aware of any homework or task that the teacher has posted after class. All tasks and works are published in Google Classroom.

The students must deliver homework and tasks on the dates and forms indicated by the teacher, according to the criteria or rubrics that have been provided. In case of not delivering the homework on time, the student will have the possibility to deliver it in the next class evaluated on 7 (seven). On Fridays, parents will receive by email, a homework report generated by Google Classroom. This email indicates the missing homework in the different subjects. It is important to keep in mind that even if this report indicates that the task or activity was done, it does not guarantee that the student has delivered it completely, on time and in form. It will be the student's responsibility to approach the corresponding teacher to answer any questions related to the task. Any teamwork will be evaluated collaboratively except that the teacher indicates an individual or differentiated evaluation.

#### *High School - 10th - 12th*

The assignment of tasks may vary according to the need of each subject and can be assigned from Monday to Friday. It is the student's responsibility to check their institutional email account daily after 3:30 p.m. to be aware of any homework or work that the teacher has posted after class. All tasks and works are published in Google Classroom.

The students must deliver homework and tasks on the dates and forms indicated by the teacher, according to the criteria or rubrics that have been provided. In case of not delivering the task on time, it will be evaluated on 0 (zero), and they will not have the opportunity to submit it later. It will be the student's responsibility to approach the corresponding teacher to answer any questions related to the task.

Any teamwork will be evaluated collaboratively except that the teacher indicates an individual or differentiated evaluation.

#### *After School*

No homework is given for After School workshops. When a student belongs to a representative team, they must attend the rehearsals, matches and scheduled competitions. The dates thereof will be informed in advance.

#### 4. Loan of Library Books and Rolling Libraries

● Throughout the school year, the student has access to books for academic and recreational reading. For the loan of books, the procedure indicated by the corresponding section must be followed:

#### *Kindergarten*

The student will have permanent access to the books found in the classroom library at the Language area. Every Friday the students will take a book from the rolling library to take home and share with the family. The book must be returned the next Monday.

The student must take care of the books to keep them in good condition. In the event that a student damages or destroys a book, he/she will have a disciplinary consequence and the parent or guardian must cover the cost

of the book.

#### *Elementary*

The student will have permanent access to the books found in the classroom library.

Every fifteen days, the student can "rent" a book from the rolling library. The person in charge of the rolling library will keep track of the books that each student rents. A new book will not be rented to the student until the previous one has been returned.

The student must take good care of the books and keep them in good condition. In the event that the student damages or destroys a book, he/she will have a disciplinary consequence and the parent or guardian must cover the cost of the book.

#### *Middle School*

The student will be able to "rent" a book from the section's library at any time. The teacher in charge will keep track of the books that each student rents. A new book will not be rented to the student until the previous one has been returned.

The student must take good care of the books and keep them in good condition. In the event that the student damages or destroys a book, he/she will have a disciplinary consequence and the parent or guardian must cover the cost of the book. At the end of the school year, all books must be returned in good condition otherwise, the student will not have the authorization to present test evaluations for the fifth period.

#### *High School - 9th*

The student will be able to "rent" a book from the section's library at any time. The teacher in charge will keep track of the books that each student rents. A new book will not be rented to the student until the previous one has been returned.

The student must take good care of the books and keep them in good condition. In the event that the student damages or destroys a book, he/she will have a disciplinary consequence and the student must cover the cost of the book.

#### *High School - 10th - 12th*

The student will be able to "rent" a book from the section's library at any time. The teacher in charge will keep track of the books that each student rents. A new book will not be rented to the student until the previous one has been returned.

The student must take good care of the books and keep them in good condition. In the event that the student damages or destroys a book, it will have a disciplinary consequence and the student must cover the cost of the book.

#### *After School*

The student is not allowed to take the books that are in the classrooms where the After School workshops are taught. The students are only allowed to access books according to the guidelines of the corresponding section during the curricular schedule.

### 5. Evaluation and Promotion within the School

- The School's philosophy is the pursuit of academic excellence, so the students must meet the requirements stipulated in the evaluation criteria of each section to receive their academic promotion to the following year:

#### *Kindergarten*

The students are evaluated qualitatively in three moments throughout the school year. The results of these evaluations are shared with the parent or guardian on personalized appointments. To receive their academic promotion, the student must accredit the three evaluations satisfactorily and comply with the attendance and guidelines established within this Code of Conduct.

### *Elementary*

The students are evaluated qualitatively and quantitatively in four periods throughout the school year. These evaluations are shared with the parent or guardian on personalized appointments. To receive their academic promotion, the student must pass the school year with a minimum average of 8.0 and comply with the attendance and guidelines established within this Code of Conduct. In the event that there is a disagreement or doubt about the evaluation results, the procedure established in the “House - School Communication” section must be followed.

### *Middle School*

According to the Educational Model 2019 (AGREEMENT 05/13/19), established by the Ministry of Public Education (SEP), the evaluation will favor student learning that is made up of Academic Training Fields and Areas of Personal and Social Development.

During the school year the student will have 4 evaluation periods, and 3 evaluation periods will be reported to SEP during the year as follows.

Period 1	Evaluation 1
Periodo 2	Evaluation 2
Periodo 3	Evaluation 3
Periodo 4	

### \* SEP Grades and Evaluation

The results of the evaluations will be recorded with numerical values of a scale of 5.0 to 10 (integer and one decimal). SEP report card will be delivered at the end of the school year.

### \*ITJ Grades and Evaluation

In order to be able to better monitor their learning and achievements and ensure their promotion to the next grade, the student will have 4 evaluation periods during the school year in which he/she will be evaluated. The results of the evaluation periods will be recorded with numerical values of a scale of 5.0 to 10 (integer and one decimal). SEP report cards will be delivered at the end of each period..

From the second period, the student must present the recovery exam in case the average of any of their subjects is failing. The minimum passing grade is 6.0 and will be evaluated internally in whole and one decimal. If at the end of the school year the average of any of their subjects is failing, the student must request the application of an extraordinary exam.

Each teacher will take into account for the evaluation several criteria being these flexible, that is to say, they can be modified according to the needs of the subject, previous authorization of the Academic Committee. The evaluation criteria must be communicated to the student by their teachers at the beginning of each period.

The different types of evaluation for which the student will obtain the period grade in each subject are the following: written evaluation, debate, project, oral evaluation, case study, Global Evaluation, essay, among others, which will be chosen according to the nature of each subject. In addition, some other elements will be taken into account such as your notebook, laboratory practices, classroom activities and behavior, among other things, which will be defined according to the subjects.

The student will have in his/her academic records a grade in "Responsibility", which will be averaged as a subject within their academic history. In this area, the students will start each period with a grade of 10. The following will be graded with half a point less: not bringing counterfoils, permits and circulars signed by their parents, not wearing the uniform, as well as each of the delay notices and its corresponding stub in case of not bringing in these.

The dates of the period evaluations and the extemporaneous dates will be scheduled so that the students do not miss them. The evaluations may only be re-scheduled in strictly necessary cases and according to the USEBEQ calendar with the prior authorization of the Academic Committee. Such changes may not in any case mean early scheduling of any evaluation, but may be applied after the date scheduled by the Section Principal and only if the SEP calendar still allows it. If there are no days available to re-schedule evaluations, these dates will not apply. If the evaluation is not submitted, the percentage of the evaluation will be averaged as 0 (zero) for the final period grade.

Honesty is a fundamental value for ITJ. The student must be honest when presenting their evaluations tests, homework and assignments, in this way they will avoid these tasks to be canceled. Plagiarism is highly penalized by the School, so copy-paste is prohibited when doing written work. An annulled job, task or evaluation will have a grade of 0 (zero), in addition to receiving a warning as a penalty for such failure.

During the evaluations the student must bring their complete material, since it will not be allowed to borrow it.

*\* Third Language (Only students of 7th and 8th)*

As part of the integral development of the students, within their schedule they will have two blocks of a third language, being this French language. It is important that the students keep in mind that this subject has a period grade, and attendance and punctuality, active participation and attitude will be taken into consideration.

*\* Review and grades Delivery*

If there are differences or disagreements with teachers, the student must try to solve them by following the steps established in section XIII: House - School Communication within this Student's Rulebook.

It will be the student's responsibility to review his/her grades with their teacher on the dates indicated. If there is any clarification, it should be done in said review. Subsequently, no corrections can be made, because the grades are registered at the Ministry of Public Education.

For 6th graders, period results will be given to their parents through an appointment, which they will be informed by email.

For 7th and 8th grade students, period results will be given to their parents through a meeting that will be held by grade and group, in which general information will be provided.

These dates will be published in the monthly agendas of the Institute's website.

If a student gets 4 or more subjects below 8 in any of the periods, the student will have a meeting to make a reflection letter and an improvement plan based on the results. Once the letter is signed, the student must take it home for his/her parent's signature and must return it no later than 2 business days after, otherwise the student will lose 0.5 points in "Responsibility" grade.

It is necessary for the students to maintain during the year a minimum general average of 8.0 both academically and in conduct to obtain their re-enrollment documents. In the case of not achieving this, their stay at the Institute will be compromised

*High School - 9th*

According to the Educational Model 2019 (AGREEMENT 05/13/19), established by the Ministry of Public Education, the evaluation will favor student learning that is made up of Academic Training Fields and Areas of Personal and Social Development.

During the school year, the student will have 4 evaluation periods, and 3 evaluation periods will be reported to SEP during the year as follows:



Period 1	Evaluation 1
Period 2	Evaluation 2
Period 3	Evaluation 3
Period 4	

**\* SEP Grades and Evaluation**

The results of the evaluations will be recorded with numerical values of a scale of 5.0 to 10 (integer and one decimal). SEP report card will be delivered at the end of the school year.

**\* ITJ Grades and Evaluation**

In order to be able to better monitor their learning and achievements and ensure their promotion to the next grade, the student will have 4 periods during the school year in which they will be evaluated. The results of the period evaluations will be recorded with numerical values of a scale of 5.0 to 10 (integer and one decimal). ITJ report cards will be delivered at the end of each period.

From the second period, the students must present the recovery exam in case the average of any of their subjects is failing. The minimum passing grade is 6.0 and will be evaluated internally in whole and one decimal. If at the end of the school year the average of any of their subjects is failing, the student must request the application of an extraordinary exam.

Each teacher will take into account for the evaluation several criteria being these flexible, that is to say, they can be modified according to the needs of the subject, previous authorization of the Academic Committee. The evaluation criteria must be communicated to the student by their teachers at the beginning of each period.

The different types of evaluation for which the student will obtain the period grade in each subject are the following: written evaluation, debate, project, oral evaluation, case study, Global Evaluation, essay, among others, which will be chosen according to the nature of each subject. In addition, some other elements will be taken into account such as your notebook, laboratory practices, classroom activities and behavior, among other things, which will be defined according to the subjects.

The dates of the period evaluations and the extemporaneous dates will be scheduled so that the students do not miss them. The evaluations may only be re-scheduled in strictly necessary cases and according to the USEBEQ calendar with the prior authorization of the Academic Committee. Such changes may not in any case mean early scheduling of any evaluation, but may be applied after the date scheduled by Section Principal and only if the SEP calendar still allows it. If there are no days available to re-schedule evaluations, these dates will not apply. If the evaluation is not submitted, the percentage of the evaluation will be averaged as 0 (zero) for the final period grade.

Honesty is a fundamental value for ITJ. The student must be honest when presenting their evaluations tests, homework and assignments, in this way they will avoid these tasks to be canceled. Plagiarism is highly penalized by the School, so copy-paste is prohibited when doing written work. An annulled job, task or evaluation will have a grade of 0 (zero), in addition to receiving a warning as a penalty for such failure.

During the evaluations the student must bring their complete material, since it will not be allowed to borrow it.

**\* Third Language**

As part of the integral development of the students, within their schedule they will have two blocks of a third language, being this French language. It is important that the students keep in mind that this subject has a period grade, and attendance and punctuality, active participation and attitude will be taken into consideration. The use of online simultaneous translators is not allowed. In the case of using them, the activity will be annulled, without the possibility of redoing it.

\*U.S. High School Program/Canadien High School Program ITJ International High School



In case of being a student of the U.S. High School and/or Canadian High School programs ITJ International High School, the student must follow its general guidelines, as well as those established within this Code of Conduct.

#### \* Workshops

As part of the integral development of the students, within their schedule they will participate in a workshop every semester, which can be sporting, cultural, artistic or technological.

It is important that the students consider the following:

- The schedule for entering the workshop is at 2:45 p.m. on Fridays. The absence to the workshop will be justified only by written notice or by email to the Academic Leader. In order to have a grade on the days of absence, it will be essential that the student completes and submits a missed work assigned by the teacher in the following class.
- Absences due to illness will be justified by the Section Principal only if the student presents the medical prescription, which must be given to the Academic Leader upon returning to classes, having a maximum of three days to be submitted.
- The workshop has a period grade, attendance, punctuality, active participation and attitude are taken into account.

#### \* Grades Review and Delivery

If there are differences or disagreements with the teachers, the student must try to solve them by following the steps established in section XIII: House - School Communication within this Student's Rulebook.

It will be the student's responsibility to review his/her grades with their teacher on the dates indicated. If there is any clarification or change, it should be made in said review. Subsequently, no corrections can be made, as the grades are registered with the Ministry of Public Education.

The report card will be given to the parents through a meeting that will be held by grade and group, in which general information will be given.

The dates will be published in the monthly agendas of the Institute's website.

If 4 or more subjects are below 8 in any of the periods, the students will have a meeting to make a reflection letter and an improvement plan based on their results. Once the letter is signed, the students must take it home for their parents' signature and must return it no later than 2 business days after delivery.

#### *High School - 10th - 12<sup>th</sup>*

##### \* Evaluation

For high school students, the Study Plan is biannual (August-December and January-July). The evaluation of each semester will be carried out according to the Regulations of the Ministry of Education of the State of Queretaro.

There will be 4 periods of partial evaluation and a final evaluation. The average of these will be 60% of your final grade, while the other 40% will be the final evaluation.

The grades obtained in the second period will be replicated in the first and the fourth in the third period.

It is important that the students take into account the following:

- To pass a subject will have three opportunities: one in ordinary evaluation and two in extraordinary. If these three opportunities are not accredited, the subsystem will be permanently terminated. (Point 9 of the Enrollment Manual, Re-Enrollment, Regularization and Certification for Private Baccalaureates, incorporated into the State Educational System - Regarding to the objectives of regularization).
- The grade obtained in the regularization evaluation (extraordinary) will be registered in the certificate.
- To be able to present the final evaluation, the students must cover at least 80% of attendance to their class, and otherwise, they must accredit the subject in extraordinary evaluation.
- If their average of the 4 periods is not 6.0 or greater, they will not have the right to present a final evaluation and must pass the subject directly in extraordinary evaluation.

- In the event that the final evaluation grade is less than 6.0, they will have to present said evaluation in the second round, even though the average of the four periods is approved.
- In case of academic dishonesty in their final evaluation, they will lose the right to second round and must submit their exam directly on extraordinary dates.
- In order to present a second round evaluation, it is necessary that they have presented a final evaluation.
- The students will present an extraordinary exam if their final grade is failing (from 0 to 5.9), on the dates stipulated by the Institution and accredited on the official dates established by SEDEQ.
- In case of presenting an extraordinary exam, the student will lose the ITJ scholarship without exceptions for the following semester, being able to apply again in some subsequent semester if the student meets the requirements.
- It is important that students remember that any fault, including family trips and extracurricular participations in sports, culture, technological and artistic, are part of their 20% of absences allowed by SEDEQ in order to have the right to present evaluation tests, so the absences cannot, under no circumstances, be justified.
- If you have any doubts, please go to the School Control Department to request further information.
- The different types of evaluations for which the students will obtain their grade for each period in each subjects, are the following: written evaluation, debate, project, oral evaluation, case study, Global Evaluation, essay, among other things that will be chosen according to the nature of each subject. In addition, some other elements will be taken into account such as: notebook, laboratory practices, classroom activities and behavior, among others, which will be defined according to each subject.
- It is important that you do not schedule vacations until you are certain that you have passed all your evaluations.
- The students will have in their academic record a grade in Responsibility which will be averaged as a subject within their Academic File. In this area the students will start each semester with a grade of 10. These issues will be graded with half a point less: missing to bring stubs, permits and circulars signed by their parents.

The dates of period and extemporaneous evaluations are scheduled so that the student does not miss them. The evaluations can only be re-programmed according to the SEDEQ calendar and with prior authorization from General Director. These changes may not mean in any case to advance any evaluation, but may be applied later and only on the dates scheduled, and if the official calendar still allows it. If the evaluation is not presented, the percentage of the evaluation will be averaged as 0 (zero) for the final grade of the period.

Honesty is a fundamental value for the ITJ. The students must be honest when presenting their evaluations, tasks and assignments, in this way they will avoid these evaluations to be canceled. Plagiarism is highly penalized by teachers in academic sphere, so copy-paste is prohibited when doing written work. An annulled homework, task or evaluation will have a grade of 0 (zero), in addition to receiving a warning as a penalty for such failure.

During the evaluations the students must bring their complete material since they will not be allowed to borrow it.

#### \* Third Language

As part of the integral development of the students (10th and 11th), within their schedule they will have two blocks of a third language, this being the French language. For the 12th grade student, this subject will be elective. It is important to keep in mind that this subject has a grade every period, and attendance and punctuality, active participation and attitude will be taken into consideration.

#### \*U.S. High School Program/Canadien High School Program ITJ International High School

In case of being a student of the U.S. High School and/or Canadian High School programs ITJ International High School, the student must follow its general guidelines, as well as those established within this Code of Conduct.

#### \* Social Service

As part of the student's academic development and social participation, they must cover a total of 100 hours over the three years of their baccalaureate, distributed in the manner in which the Social Service Regulations

indicate, which will be reviewed at the beginning of the school year. The School will announce the corresponding program and regulations. The 10th grade students will carry out some activity directed by the School. At the beginning of the school year they will receive the corresponding advice and the guidelines to follow.

The social service is mandatory and necessary to obtain your Total Certificate of Studies of the General Baccalaureate and is requested by SEDEQ.

#### \* Review and grades Delivery

If there are differences or disagreements with teachers, the students must try to solve them by following the steps established in section XIII: House - School Communication within this Code of Conduct.

It will be the student's responsibility to review their grades with his/her teacher on the dates indicated. If there is any clarification, it should be done in said review. Subsequently, no corrections can be made, because the grades are registered at the Ministry of Public Education.

The report card will be sent by email to the parents or guardians.

If a student gets 4 or more subjects below 8 in any of their evaluation tests, the student will have a meeting to make a reflection letter and an improvement plan based on the results. Once the letter is signed, the student must take it home for his/her parent's signature and must return it no later than 2 business days after, otherwise the student will lose 0.5 points in "Responsibility" grade.

#### \* Exemptions

The student will be able to present the biannual evaluations when he has obtained a minimum average of 9.0 in the subject, 9.0 in conduct and has 90% attendance in each subject. Likewise, we must comply with the delivery of books requested in the library during the school year 5 business days before the publication of exemptions every semester. The grade of exempt students is 10 in the final evaluation.

#### \* Promotion inside ITJ

It is necessary for the students to reach a minimum general average of 8.0 during the year both academically and in conduct to obtain their re-enrollment documents. If you do not succeed, your stay at the Institute will be conditioned.

#### *After School*

Student performance in After School workshops is assessed qualitatively and learning progress is shared with the parent or guardian through interdisciplinary events, parties, tournaments and exhibitions organized by the department. In order to remain in the After School workshops, the students must comply with the attendance and guidelines established in this Code of Conduct and the parent or guardian must exhibit a respectful attitude and healthy competence in all interdisciplinary events, parties, tournaments and/or exhibitions in which the student participates. Any inappropriate behaviour (disrespect for principals, teachers, opposing cheers, referees, students from other schools, etc.) by the parent or guardian will result in the immediate student expulsion from the workshop. The student will not be allowed to enroll in another workshop when the expulsion has been a consequence of the misbehavior of the parent or guardian.

#### 6. Tutoring

- For Elementary and Middle and High School Students, the School will provide academic tutoring sessions in different subjects to students who require it, as long as the minimum number of students per group authorized by the General Director is met.
- When a student participates in the tutoring program he/she must attend on time, comply with the required attendance according to the section and show an attitude of commitment for academic improvement. Otherwise, the school may withdraw this support and ask the parent or guardian for private academic regularization sessions.
- When a student cannot enter the tutoring sessions due to schedule issues, he/she will need to receive particular regularization sessions whose cost must be covered by the parent or guardian. The person

who teaches these regularization sessions should communicate by email with the Student's Project Leader (Elementary) or Academic Leader (Middle School) to confirm the student's attendance to these sessions.

- In the event that the academic tutoring sessions coincide with After School workshops, the student should cancel the After School workshop to enter the academic tutoring sessions. The school will make the corresponding reimbursement for After School workshops that will not be taken. In the event that a student and / or parent or guardian decides to continue in the After School workshop, the student must receive particular regularization sessions whose cost shall be covered by the parent or guardian. The person who teaches these regularization sessions should communicate by email with the Student's Project Leader (Elementary) or Academic Leader (Middle School) to confirm the student's attendance to these sessions.
- All academic tutoring and counseling sessions will be offered free of charge.

### *Elementary*

Math tutoring for Upper Elementary and English for all grades will be offered. In each report card delivery, the parent or guardian will be informed if it is necessary for the student to enter the tutoring sessions. By the same means the parent or guardian will be notified when it is no longer necessary for the student to continue with tutoring sessions. The student will have the right to miss two tutoring sessions during the period between one grade card delivery and another.

### *Middle School*

English, Math and Physics tutorials will be offered for all grades. When participating in the tutoring program it is essential that the students attend on time with the necessary material. If they do not meet these requirements, this support for their learning will be cancelled, in addition to the corresponding academic or disciplinary consequences.

A specific number of tutorials for English, math and physics (as appropriate) will be assigned at the beginning of each period. The students will have the right for one absence, as long as it is justified. At the second absence the right to attend this class will be cancelled without exception.

The tutoring schedule is from 3:15 p.m. to 4:15 p.m. It is important that the students consider that after 5 minutes they will not be allowed to enter and will automatically be considered as an absence.

The tutoring exit procedure is from 4:15 p.m. to 4:30 p.m. From 4:30 p.m. The person in charge of picking up the student must park in the places indicated by the roadway staff and wait for the student with a valid ramp color poster at the Front Desk.

### *High School - 9th*

The student will follow the same guidelines of high school students 10 to 12 (see next section).

### *High School - 10th - 12th*

The School will provide English, Physics, Chemistry, and Math tutoring sessions to students who wish to reinforce knowledge or clarify doubts one week before the evaluation period date, as long as the minimum number of students per group authorized by the General Director is met.

When participating in the tutoring program, it is essential that the students arrive on time, and maintain a committed attitude. If these requirements are not met, this support will be cancelled.

The tutoring hours are from 3:15 p.m. to 4:15 p.m. It is important that the students consider that after 5 minutes they will not be allowed to enter and will be considered as an absence.

The tutoring exit procedure is from 4:15 p.m. to 4:30 p.m. From 4:30 p.m., the person in charge of picking up the student must park in the places indicated by the roadway staff and pick up the student with the valid ramp color poster at the Front Desk.

## 7. Academic Awards

- From Elementary School recognition of academic excellence will be granted at the end of the school year to those students who distinguished themselves by obtaining a general academic average of 9.5 and whose conduct was rated as excellent throughout the school year.
- Starting at Middle School and High School, having a minimum conduct average of 9.5 will also be a requirement to obtain recognition for academic excellence.
- For High School, it is also necessary to not have a disciplinary notice or report.

## 8. Scholarships and Economic Benefits

- To apply for a scholarship granted by the SEP, students must comply in time and form with the requirements set by the Ministry of Public Education in a notice issued in May.

### *High School - 9th*

9th grade students have an ITJ Recognition Plan for outstanding students in different areas who graduate from 9th grade and who wish to continue with us. Consult the bases at School Control to know the requirements.

### *High School - 10th - 12th*

The School has a biannual scholarship program for 2019-2020 school year in the fields of Academic, Sports, Artistic, Cultural and Technology Excellence. To know more details of the program the student may request information at School Control.

To apply for scholarships to Universities with agreement, the student must have completed 3 years of high school with us. The School is not responsible for University scholarships and registration follow-up, so the student must pay attention to the dates and periods of delivery of documentation.

## 9. Request for Official Documents

- In the event a student or parent/guardian requires proof of studies, letters of good conduct, grades report, copies of certificates or any other document to carry out any paperwork outside school, they must go to the School Control Office of each section and request the documents at least two business days in advance.
- The documents will be handed in from Monday to Friday from 8:00 a.m. to 2:00 p.m. to the parent or guardian in case of official documents or to the student in the case of internal documents.
- The documents issued by the School Control Office may have a cost, which must be previously paid at the Checkout.

## 10. Excursions, Trips and Camps

- Throughout the school year, the School will organize different academic excursions, trips and camps that provide students the opportunity to enrich and expand their learning. The School will notify the parent/guardian of these outings through printed circulars and/or by email. All circulars related to excursions, trips and camps have a counterfoil that must be filled out, signed by the parent/guardian and must be returned to School on the date established in the circular, additionally the Exit permit required by the Ministry of Public Education shall be delivered. In case of not having this permit signed, the student will not be able under any circumstance, to attend the excursion, trip or camp.
- All guidelines of this Student's Code of Conduct apply for excursions, trips and camps as well. Any act that goes against them will have a disciplinary consequence according to the seriousness of the act. When a student commits any act contrary to the established guidelines, he/she will disclaim all civil, criminal and economic responsibility to Instituto Thomas Jefferson and the personnel responsible for the excursion, trip or camp.
- In the event that the cost of excursions, trips or camps has not been included in the fee that the parent or guardian covers at the beginning of the school year when acquiring their materials, it must be covered in the manner and date established in the circular. When this does not happen, the student

may not attend the trip, trip or camp under any circumstances. If the parent or guardian has paid a part of the trip and it has not been fully covered by the stipulated date, the cancellation refund will be subject to the policies of the external companies. If the event does not have the minimum number of students required by the payment deadline, the activity will be canceled.

- The student must carry his/her School credential during excursions, trips or camps.
- The students and/or parents or guardians must provide all the required information prior to excursions, trips or camps. When this does not happen, the student may not go under any circumstances.
- The student must remain at all times in the group with the teacher in charge or any other person designated by the teacher.
- The student must respect the travel itinerary, as well as the proposed routes, meeting places, game schedules and transportation.
- If the excursion, traveling or camping involves sleeping outside home, the student is not allowed to leave the assigned room or house. If they do so, parents will be notified and the student will be sent back home immediately.
- The students is not allowed to share the location of the trip on social networks and/or websites.
- The student is not allowed to share photos and/or information on social networks and/or websites that may jeopardize the physical or emotional well-being of their classmates, teachers and/or that may affect the School in any way.
- The students is not allowed to invite people outside the School to any activity of the excursion, trip or camp or accommodate them in the rooms or houses of the students.

#### **XV. SPECIAL GUIDELINES FOR EACH SECTION**

- This section addresses particular logistics, academic and/or general information points for each section.

##### *Kindergarten*

Day Care is a service that is offered free of charge for Kindergarten students who have siblings in Elementary School and / or Kindergarten students with siblings of Kinder II and III in After School workshops. This service is offered at a cost to families who, for working reasons, require it. For cost information, the parent or guardian should contact the Kindergarten Assistant.

Entry is from 07:10 a.m. to 07:50 a.m. Following the entrance procedures the Elementary School schedule. Exit is from 1:50 p.m. to 2:30 p.m., following the exit procedure for the Elementary School schedule.

In case of delays, the guidelines established in this Student's Code of Conduct will be followed.

##### *Elementary*

If necessary, the “pull-outs” or “shadow” service will be offered to students who require it. The School reserves the right to decide which students to offer these services and their duration. When a student requires it, the Project Leader will communicate it to the parent or guardian through an appointment in which he/she will explain the purpose of the “pull-outs” or “shadow” sessions.

##### *Middle School*

###### 1. Achieve 3000

In the subject of English & Academic Writing, the student will work on the Achieve 3000 Platform, which will represent 10% of the evaluation of their subject. The sixth-grade or new-entry parent or guardian must attend the workshop for the use of this platform; in case of not attending, no doubts will be solved by email; only by appointment.

###### 2. Chemistry, Physics and Biology Laboratory

In order to participate in the laboratory it is necessary to comply with everything stipulated in the internal regulations of science laboratories, which includes among other things, the obligation to:

- Use of Laboratory handbook.

- Personal cotton gown embroidered or marked with their first and last name. Embroidery should not be done on the pocket of the robe.
- Use of covered shoes (not sandals or Crocs).
- Use of long pants (no shorts).
- Use of protective glasses and any other safety equipment, in case your teacher indicates it.
- The presentation of the data flow and research prior to your session.

In case of not fulfilling the previous requirements, the student will have to carry out a research work inside the laboratory during said session to obtain part of the evaluation of that practice. The student should consult the regulations of laboratories to know the details of the evaluation of the same. These are guidelines that are established for good academic achievement and for student safety.

### 3. Media Center and Other Spaces

In order to strengthen learning, the School offers to students the Media Center space. When staying in it, the students must speak in a low voice, as it is a place of study, and may enter only if there is no other group in class at that time or with prior authorization from the teacher.

The student is not allowed to enter the Media Center during their recess.

The student is not allowed to consume food or drinks within: Media Center, Library, Technology Room, Science Laboratories, Robotics, SUM, Radio Booth and Virtual Classroom.

The student must follow the instructions of the personnel of the space in which they are.

### 4. Conferences and Workshops

The student must attend conferences and/or workshops and/or activities offered by the School, as they are an important part of their integral training (self-esteem, physical, social and emotional development). In these activities, assistance will be taken and reports or evaluable activities can be generated that cannot be substituted by another additional activity.

Among the conferences and/or workshops organized by the School, morning or evening, 3 will be mandatory, some will be only for parents or guardians and others for parents or guardians and the students. The assistance will be part of the evaluation of the corresponding subject.

### 5. Textbooks Rental

They are property of the School and it is the student's obligation to take care of them. Damage or loss of rental books will be paid in full cost by the student.

### 6. Photocopy and Print Service

The students can request in Copycenter black and white prints and / or copies at a cost of \$ 1.00 per page and \$ .50 when using recycled paper, and colored copies at a cost of \$ 3.00 per page. The student must pay and collect all the copies sent even if they are not subsequently useful. The opening hours for students at Copy Center are only during their recess.

### 7. ITJ race

During the school year, the Institute organizes the ITJ Race. In case of actively participating in 5 or 10 km (in addition to being endorsed by the judges), the student can obtain an additional point on the final average in the subject chosen, which must be different from that of any other program or activity.

It is essential to keep in mind that the point is NOT awarded in case of absence for any reason, even if the registration has been paid. If the student is under 14 years of age, they may participate as long as the parent or guardian signs the authorization letter provided by the school.

High School - 9th to 12th

### 1. Chemistry, Physics and Biology Laboratory

In order to participate in the laboratory it is necessary to comply with everything stipulated in the internal regulations of science laboratories, which includes among other things, the obligation to:

- Use of Laboratory handbook.
- Personal cotton gown embroidered or marked with their first and last name. Embroidery should not be done on the pocket of the robe.
- Use of covered shoes (not sandals or Crocs).
- Use of long pants (no shorts).
- Use of protective glasses and any other safety equipment, in case your teacher indicates it.
- The presentation of the data flow and research prior to your session.

In case of not fulfilling the previous requirements, the student will have to carry out a research work inside the laboratory during said session to obtain part of the evaluation of that practice. The student should consult the regulations of laboratories to know the details of the evaluation of the same. These are guidelines that are established for good academic achievement and for student safety.

## 2. Media Center and Other Spaces

In order to strengthen learning, the School offers to students the Media Center space. When staying in it, the students must speak in a low voice, as it is a place of study, and may enter only if there is no other group in class at that time or with prior authorization from the teacher.

The student is not allowed to enter the Media Center during their recess.

The student is not allowed to consume food or drinks within: Media Center, Library, Technology Room, Science Laboratories, Robotics, SUM, Radio Booth and Virtual Classroom.

The student must follow the instructions of the personnel of the space in which they are.

## 3. Conferences and Workshops

The student must attend conferences and/or workshops and/or activities offered by the School, as they are an important part of their integral training (self-esteem, physical, social and emotional development). In these activities, assistance will be taken and reports or evaluable activities can be generated that cannot be substituted by another additional activity.

Among the conferences and/or workshops organized by the School, morning or evening, 3 will be mandatory, some will be only for parents or guardians and others for parents or guardians and the students. The assistance will be part of the evaluation of the corresponding subject.

## 4. Car Use

The use of cars is only allowed to students in years 10 to 12. If the student goes to the school by own car or granted in accordance by the rightful owner, they must:

- Park in the places assigned for students.
- Carry the institutional colour ramp poster in view on the windshield during the time the student remains in the School.
- Submit a copy of student valid driver's license and the AS01 authorization form.
- Respect speed limits (15 km / h).
- Wear the seat belt.
- Dispense with the use of cell phones and radio communication devices while driving.
- Follow the instructions of security and roadway staff.

When the student decides not to follow the guidelines established in this Student's Code of Conduct, access to the school by car will be restricted indefinitely.

The student who drives is absolutely responsible for any incident that causes damage to the facilities, students, staff and / or other car. No classmates or person not authorized by the parent or guardian may drive the car.

The parent or guardian accepts the points mentioned in this section by signing the Safety and Road Regulations at the time of enrolling or re-enrolling the student.

## 5. Textbooks Rental



They are property of the School and it is the student's obligation to take care of them. Damage or loss of rental books will be paid in full cost by the student.

#### 6. Photocopy and Print Service

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#### 7. ITJ race

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It is essential to keep in mind that the point is NOT awarded in case of absence for any reason, even if the registration has been paid. If the student is under 14 years of age, they may participate as long as the parent or guardian signs the authorization letter provided by the school.

#### 8. Access to the Gym

The student is responsible for any personal belongings or items that are lost in the Gym, thus freeing the School of any responsibility.

The student will use the Gym facilities and equipment in a responsible manner. If the facilities and/or equipment are damaged because of carelessness or negligence, the parent or guardian must cover the cost of the necessary repairs.

Should there be any incident that requires medical attention, the School will provide the necessary first aid and, if required, will get in touch immediately with the parent or guardian to initiate the process to use the corresponding medical insurance.

The student must follow the behaviour guidelines that are established in this Code of Conduct at all times. Should they not do so, the support team at the gym reserves the right to limit the student's access to the gym's facilities and equipment.

#### *After school*

In the event that the student is a member of a representative sports team, they will play with their corresponding category (by year of birth). The student may be invited to play with the immediate superior category if the team requires it and as long as the parent or guardian authorizes it.

The student must comply with 80% attendance at classes, events and / or parties to receive any recognition of participation granted by the event organizer.

#### [ANNEX 1 - HEALTH, SAFETY AND SAFEGUARDING DIGITAL GUIDELINES 2021-2022 SCHOOL YEAR](#)