



## 25/26 Code of Conduct – The British School/Collegio Británico

The British School promotes and fosters living together (convivencia), respect, tolerance, the effective exercise of rights and the fulfilment of duties to ensure a good school climate. Respect of our students towards the staff and the entire educational community, as well as acceptance by parents of their responsibility and collaboration in the education of children is of utmost importance.

The main objective of this Code of Conduct is to outline the positive behaviours that we expect all students to exhibit to support a positive environment for both learning and social interaction.

The British School educational community includes all students, teachers and teaching staff (as well as trainee teachers), leadership teams, administration, maintenance, cleaning, dining, bus routes and security staff and of course, parents and guardians.

All students are expected to meet at least the basic obligations detailed below, with the support of their parents or guardians:

- a) Attend all classes and be punctual.
- b) Behave appropriately and have a good attitude which supports learning and positive social interactions in class, in the playground, in the sports and recreation areas, toilets, dining room, and all other areas of school (including outside school during all extracurricular activities).
- c) Respect and behave correctly towards other students, teachers, management and all members of the educational community. In no case will any type of aggression or violent behaviour (physical, verbal or psychological) be tolerated nor will acts of bullying, humiliation, discrimination or inequality, putting others down or any vexatious behaviour towards any member of the educational community.
- d) Always be ready to learn and participate in educational activities.
- e) Complete and hand in all tasks which are assigned to be completed both in and outside class time including tasks which are set on the school's online platform.
- f) Behave with academic integrity.
- g) Respect and meet the guidelines set out in rules, instructions and policies related to the use of digital platforms, computer systems, technological media, video conferencing systems etc.
- h) Care for and respect for the facilities and material provided by the school for students and teachers.
- i) Not use mobile phones or wear other electronic communication devices (including smart watches or indeed any item which distracts the student or classmates) throughout the school day or during school online activity or video conferences. All electronic devices should be turned off and stored in student's locker at all times during the school day.
- j) Always wear the school uniform correctly.
- k) Respect and make correct use of social networks and Artificial Intelligence, virtual communication apps and instant messaging tools with parental and legal authorisation.

The rules set out in this code of conduct are mandatory for all students in school (as are all those which are related to and developed alongside the code of conduct).

The rules that appear in the Code of Conduct are educational and aim to help create an appropriate climate of respect and responsibility, the promotion of positive social interactions and effort in learning all of which are necessary for the school to function correctly.



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Behaviour that violates the standards of “living together” (convivencia) in the school will be considered breaches of discipline. These are described in the following table. Breaking of school rules are classified into 5 categories: *Low – Disciplinary Issue Type A, Medium – Disciplinary Issue Type B, High – Serious Disciplinary Issue, Very High – Very Serious Disciplinary Issue and Zero Tolerance.*

Related policies are included in the Behaviour Policy and can be found on the Community Site.

I.		
Level of disregard for learning and social interaction	Definition	Examples
1 Low	Actions that are disruptive to the climate for learning and social interactions	1. Late to school/class 2. Disruptive behaviour in class 3. Disrespect of others 4. Missing homework 5. Lack of uniform 6. Use of mobile
Disciplinary Issue (Type A)		Sanction/Corrective measure
L A 1.1 Unjustified late arrival to “registration” twice in one week according to teacher’s judgment. 1.2 The accumulation of more than two ‘lates’ to class and other activities. 1.3 Not being registered once the student has entered the school building to start the school day. 2.1 Chewing gum, eating sunflower seeds or similar. 2.2 Getting up and moving around class or leaving class without permission 2.3 Littering and not maintaining classroom and other areas tidy. 2.4 Not maintaining correct and productive attitude. 2.5 Not being ready for work (includes not charging school device). 2.6 Not paying attention in class. 2.7 Not being on task in class or participating in class making it difficult for others to receive their entitlement to learn. 2.8 Not speaking in the language, the class is being taught in. 3.1 Disrespect of others 3.2 Taking, hiding or using another pupil’s belongings without permission. 4.1 Not looking after planner correctly or bringing it to class. 4.2 Not writing homework down in planner. 4.3 Not completing tasks or handing them in on time (set for completion both within and outside school day).		Disciplinary issues will receive any of the corrective measures from the list below:  a) Verbal warning. b) Sanction registered in the school system. c) Detention at break time, lunchtime or after school. d) Complete tasks or academic activities) e) For L 6.1, as well as the corrective measure which corresponds to the incorrect use of mobile phone or electronic device, this will be confiscated temporarily and will held on deposit until the last day of term at which point it will be returned to the owner.



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5.1 Incorrect uniform, personal appearance or similar. 6.1 The use of a mobile phone or any electronic devices during the school timetable and anywhere on school premises. Devices must be off and placed in locker.		
Level of disregard for learning and social interaction	Definition	Examples
2 Medium	Actions that are not damaging to self and or others, but contravene important expectations for learning and social interactions	1. Persistent low-level disregard Or: 2. Inappropriate use of IT 3. Inappropriate comments 4. Unintentional damage of property 5. Marginal academic dishonesty 6. Truancy 7. Swearing
Disciplinary Issue (Type B)		Sanction/Corrective Measure
<b>M B</b> 1.1 Persistent low-level disregard 2.1 Not looking after one-to-one device correctly or any other application which has been provided. 3.1 Inappropriate comments. 4.1 Unintentional damage to school property and/or any property belonging to any member of the school community. 5.1 Copying or facilitating copying in tasks, exams, any kind of test or assessments or other academic activities from another classmate or allowing others to copy. 6.1 Unjustified absence from school or class. 6.2 Unjustified absence from lunch. 6.3 Remain in the school building or classrooms without permission from teachers during break times, before and after school time. 7.1 Inappropriate language, swearing or similar.		Disciplinary issues will receive any of the corrective measures from the list below: a) Verbal warning. b) Sanction registered in the school system. c) Detention at break time, lunch time or after school. d) Complete tasks or academic activities)
<b>II.</b>		
Level of disregard for learning and social interaction	Definition	Examples
3 High	Action that are damaging to self and or others and that undermine the climate for learning and social interactions	1. Persistent lower levels of disregard or: 2. Highly inappropriate use of IT 3. Fighting



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		<ul style="list-style-type: none"> <li>4. Intentional damage of property</li> <li>5. Serious academic dishonesty</li> <li>6. Selling of legal items (i.e. energy drinks)</li> <li>7. Smoking Vaping</li> <li>8. Possession of alcohol</li> <li>9. Acting as an accomplice/alias to bullying, racism, harassment, excluding people from group chats</li> <li>10. Distribution of images without consent</li> <li>11. Creation and sharing of unkind/modified image of another student (image dependent)</li> </ul>
<p>Serious Disciplinary Issues</p>		<p>Sanction/Corrective Measure</p>
<p>H</p> <ul style="list-style-type: none"> <li>1.1 Not carrying out punishment for a disciplinary issue (L or M).</li> <li>1.2 Repeated disciplinary issues.</li> <li>1.3 Repeated interruption of classes (face to face or virtual), events, school or extra-curricular activities.</li> <li>1.4 Behaviour which disrupts the learning environment within the school community and prevents others from receiving their entitlement to learn and/or or behaviour which disrupts the smooth running of any activity at school, extracurricular activities, trips or on the school bus.</li> <li>1.5 Repeated unjustified absence to class or lack of punctuality to class or any school event.</li> <li>1.6 Lack of respect or care to student, teacher or any member of the school community including the use of inappropriate tone, words or gestures.</li> <li>2.1 Misuse of school's IT system, school devices including personal devices, Internet, email, images or personal devices (not meeting the requirements of the Acceptable IT Use Policy).</li> <li>3.1 Fighting.</li> <li>4.1 Serious damage caused intentionally or caused by inappropriate use of the facilities, school material and documents that belong to the school or belongings of the school community.</li> <li>5.1 Altering or changing in any way documentation which the school has provided to students for parents, tutors and others responsible for the pupil.</li> <li>5.2 Not giving information to parents and tutors when the school has given this information to the student &amp; vice versa.</li> </ul>		<p>Serious Disciplinary Issues will receive any of the corrective measures from the below list (Corrective measures from Section I may be applied exceptionally taking into consideration the pupil's age and stage and other personal circumstances):</p> <ul style="list-style-type: none"> <li>a) The exam or task copied will not be corrected and will be awarded a "0". Apart from this academic measure, the student will receive a disciplinary sanction. Exam Boards will apply their own criteria in the case when this is an external examination or coursework, (Applicable – Falta H 5.4)</li> <li>b) Expulsion from a class session or no break time.</li> <li>c) Detention after school or coming before school starts. The number of "detentions" will be assigned according to the circumstances of the incident.</li> <li>d) Carrying out tasks which contribute to the improvement of the activities of school and</li> </ul>



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<p>5.3 Systematically not attending to or dropping of any curricular subject both in the British or in the Spanish system.</p> <p>5.4 Copying or trying to copy in an exam or plagiarising tasks or academic activities (including the use of Artificial Intelligence) as well as allowing this to happen</p> <p>5.5 Possession of and or use of any electronic device not allowed in the centre (telephones, smartwatches, cameras, tablets) during a test or an exam.</p> <p>5.6 Dishonesty in any incident.</p> <p>6.1 Selling of legal items (i.e. energy drinks)</p> <p>7.1 Smoking or vaping on school premises, in the surrounding area, on buses or during extracurricular activities.</p> <p>8.1 Possession of alcohol</p> <p>8.2 Disobeying or not complying with the rules around health established by the Health Authorities or the School at any time and in all activities connected with the school. (classes, dining room, playground, extracurricular activities, bus routes, excursions, etc.).</p> <p>9.1 Not carrying out the duty to inform a member of School staff when there are bullying situations or any which put other members of the school community at physical or moral risk which have been witnessed or are known.</p> <p>9.2 Inciting others to break the Code of Conduct.</p> <p>9.3 Acting as an accomplice/alias to bullying, racism, harassment, excluding people from group chats.</p> <p>10.1 Distribution of images without consent.</p> <p>11.1 Creation and sharing of unkind/modified image of another student (image dependent).</p>	<p>if appropriate repair the damage caused or improve school facilities.</p> <p>e) Student temporarily prohibited from participating in extracurricular and/or co-curricular activities in the school which are included in the school calendar.</p> <p>f) Suspension from a specific class for a maximum of 6 teaching days.</p> <p>g) Internal suspension from school activities for a maximum of 6 school days.</p> <p>h) Temporary expulsion from school for between 3 and 6 days.</p> <p>i) Non-renewal of place for next year</p> <p>For H 2.1, as well as the corrective measure which corresponds to the incorrect use of mobile phone or electronic device, the phone will be confiscated temporarily and will held on deposit until the last day of term at which point it will be returned to the owner unless it is deemed necessary that it be handed to the police or legal authorities.</p> <p>In the case of a “serious disciplinary issue” parents or tutors will be informed of the incident.</p> <p>In order to avoid interrupting the educational process, when necessary and throughout the time of the sanction, the student will complete tasks and activities which will be decided by the teacher who teaches the student or/and Teaching &amp; Learning Area.</p>
<p>III.</p>	



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Level of disregard for learning and social interaction	Definition	Examples
4 Very High	Actions that are seriously damaging to self and or others and that undermine the climate for learning and social interactions	1. Persistent lower levels of disregard Or: 2. Use of alcohol on school grounds 3. Violent behaviour 4. Malicious use of IT 5. Serious challenge of authority 6. Verbal or physical abuse 7. Bullying, racism 8. Theft 9. Testing positive for drugs 10. Accessing and distributing illegal items (pornography, tabaco/vapes, alcohol) 11. Possession of a dangerous weapon (e.g. knife) 12. Distribution of nude images without consent 13. Legal consensual sexual behaviour
Very Serious Disciplinary Issues		Sanction/Corrective Measure
VH 1.1 Two or more Serious Discipline or Very Serious Discipline Issues. 1.2 Not carrying out the sanction applied in a Serious Discipline Issue. 1.3 Serious disruption of the normal running of the school (including exams) and activities and in general any behaviour which seriously breaks the code of conduct on school premises, trips or bus routes or extracurricular activities on or outside the school premises. 2.1 Attending school under the influence of alcohol or other substances. 2.2 Drinking alcohol or using drugs on school premises, in the surrounding area, on buses or during extracurricular activities. 3.1 Aggression, use of violence, serious offences and actions that go against the personal or good social habits of peers or others of the school community. 3.2 The filming (recording), publication or broadcasting of humiliation, aggression or any other inappropriate behaviour using any device/medium. 3.3 Doing activities which put at risk the moral or physical integrity of any member of the school community.		Very Serious Disciplinary Issues will receive any of the corrective measures from the below list (Corrective measures from Section II may be applied exceptionally taking into consideration the pupil's age and stage and other personal circumstances) a) Carry out tasks set outside the school timetable to repair or make good any damage which has been caused and which contributes to improving School activity, or if appropriate is designed to repair any damage caused or improvement of school facilities. b) Student temporarily prohibited from participating in extracurricular and/or co-curricular activities in the school for a maximum of 3 months.



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<p>4.1 Unauthorised access, pirating, modification or intrusion into computer systems and taking the identity of another person in the school community in the different tools, programs and applications provided by the school.</p> <p>4.2 The filming(recording) of, publication or broadcasting of audios, images and videos in school or any extracurricular activity without correct permission. In addition, the creation of profiles, images or audios of classmates, teachers or any member of the school community using AI.</p> <p>4.3 The filming (recording), publication or broadcasting of videos or sound recordings of meetings or tutorials which are held with students or parents by video conference or any other audiovisual system (Microsoft Teams, Hangouts, WhatsApp, Instagram, TikTok, etc.)</p> <p>4.4 Forgery (identity theft), and/or falsifying or stealing academic documents.</p> <p>5.1 Very Serious or repeated lack of respect to teacher or any member of the educational community (offensive language or behaviour).</p> <p>6.1 The use of or showing of language, adverts, symbols, photographs or any other means of communication which has content which is sexual, pornographic or lascivious which incites or defends violence against any person or group of people as well as the distribution or the use of representation of symbols, slogans or signs in any medium or format, which do not respect race, ethnicity, sexual orientation, opinion, physical or mental capacity, religion or any other personal or social circumstance.</p> <p>7.1 Bullying in school or outside school using any means including social media or messaging services.</p> <p>7.2 Discrimination or humiliation of any member of the school community discriminating on the grounds of birth, gender, age, race/ethnicity, sexual orientation, opinion, intellectual ability, religion and belief, education, economic status, personality or any other personal or social circumstance or condition.</p> <p>7.3 Physical, psychological or moral bullying of students or any member of the school community/ including cyber bullying using any technological medium of means of communication.</p> <p>8.1 Theft of school property and/or any property belonging to any member of the school community.</p> <p>10.1 The sale, distribution, use of or inciting the use of or introducing objects, prohibited substances or substances that are dangerous for the health (e.g. all types of tobacco, alcohol, knives, pornography etc.) of all/any members of the school community into the school community.</p> <p>11.1 Possession of a dangerous weapon.</p>	<p>c) Change the student to another group or class.</p> <p>d) Suspension from specific classes from 6 days to 2 weeks.</p> <p>e) Temporary expulsion from school for a maximum period of one month.</p> <p>f) The loss of the right to reserve a place.</p> <p>g) Permanent expulsion from school</p> <p>There will be a temporary expulsion of 3 – 5 days which could be extended to one month or permanent expulsion depending on the characteristics of the situation.</p> <p>In the case of a “very serious disciplinary issue” parents will be invited to a presential interview where they will be informed of the incident.</p> <p>In order to avoid interrupting the educational process, when necessary and throughout the time of the corrective measure/sanction, the student will complete tasks and activities which will be decided by the teacher who teaches the student or Teaching &amp; Learning Area.</p> <p>In the case of a “falta muy grave” classified VH 7.1 or VH 7.3 when the sanction is temporary or definitive expulsion from school, the appropriate authorities will be informed by the school.</p>
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12.1 The sharing of personal data or information. Sharing sensitive personal information of other students or members of school staff without permission. 13.1 Behave inappropriately towards anyone in the school community in a verbal, physical or sexual manner.		
Level of disregard for learning and social interaction	Definition	Examples
5 Zero Tolerance	Single actions that seriously undermine learning and social interactions	1. Extreme violent behaviour 2. Possession and/or use of illegal drugs at school 3. Extreme bullying, racism or abuse 4. Selling illegal items 5. Non-consensual/illegal sexual behaviour
Very Serious Misdemeanour		Sanction/Corrective Measure
ZT 1.1 Extreme violent behaviour 2.1 Possession and/or use of illegal drugs at school 3.1 Extreme bullying, racism or abuse 4.1 Selling illegal items 5.1 Non-consensual/illegal sexual behaviour.		Permanent expulsion from school

### I. PROCEDURE AND NOTIFICATIONS

- a) The student's right to be heard will be respected as will the right of his/her guardian(s)
- b) When a misdemeanour takes place and a corrective measure applied even when these are provisional measures, parents and guardians of the student will be informed. When deemed appropriate the educational authorities will be informed. If deemed appropriate, police or judicial authorities or social services will be informed.
- c) The school can apply provisional measures during an ongoing investigation and whilst facts are being clarified.
- d) All notifications to parents will be done using any immediate means of communication.

### II. EXTENUATING AND AGGRAVATING CIRCUMSTANCES

When punishment is being decided, the extenuating and aggravating circumstances which appear in the case will be considered.

1. Extenuating Circumstances considered are:



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- i. Spontaneous regret for incorrect behaviour.
  - ii. Unintentional behaviour.
  - iii. The immediate repair of the damage caused.
  - iv. Collaborate in the prevention, detection, intervention and resolution of behaviours which go against the code of conduct.
  - v. Not having received a corrective measure/sanction during the academic year.
2. Aggravating Circumstances considered are:
- vi. Premeditation and repetition.
  - vii. The use of violence, threatening attitudes, defiance or disrespect, continuous disrespect and bullying taking place inside and outside of school.
  - viii. Causing harm, injury or offence to fellow younger students or newcomers to the school.
  - ix. Behaviour that violates rights discriminating on the grounds of gender, age, race/ethnicity, sexual orientation, physical ability, intellectual ability, religion and belief, education, economic status, personality or any other personal or social circumstance.
  - x. Group actions against the rights of any member of the school community or when these actions are against younger pupils.
  - xi. Breaking the code of conduct as a member of a group.
  - xii. Publishing or spreading any disturbing conduct using any system or electronic device or any other medium including social networks.

### III. RESPONSIBILITY AND REPARING DAMAGES

Students are obliged to repair the damage that they cause, individually or collectively, intentionally or by negligence to the facilities, school material and belongings of other members of the school community or pay for the repair. They are also obliged to replace items in the case of theft. Parents or legal guardians have the civil responsibility that correspond to them in the terms by law.

When there are damages that have been physical or moral to peers or other members of the school community, this damage will be repaired by an apology and recognition of responsibility either in public or private. The school will decide how to proceed taking into consideration the nature of the damages.

### IV. ADOPTION OF OTHER MEASURES.

The necessary action will be taken to preserve the wellbeing of students and this could involve establishing provisional and proportional measures which guarantee the normal running of school activities as well as to support in the investigation of facts and behaviours.

When circumstances indicate a likely deterioration in wellbeing or when it is perceived appropriate for the learning development of a student or students, a corrective measure can be complemented by a change of class or group of a student or a group of students without this in itself being a corrective measure.



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When the misdemeanour involves bringing into the school objects or substances which are dangerous to health or dangerous to members of the school community, these will be confiscated and held until they can be given to parents or tutors unless they are illegal possessions or illegal in terms of trafficking in which case they will be handed over to the authorities.

Devices which have been used to record sound or image which were in turn used against the intimacy of others or their image rights will be confiscated in the same way. If the facts demonstrate that something illegal has occurred they will be handed over to the authorities.

Devices used to impede or cause difficulty to the correct assessment of learning by teachers or those used to falsify academic results during exams or tests in any class will be confiscated in the same way.

Even though corrective measures/sanctions have been applied in the case of electronic devices in any of the scenarios described throughout this code of conduct, they will be confiscated until the last day of the term when they were confiscated if used inappropriately or at times when their use is not permitted.

### **V. MISDEMEANOURS COMMITTED OUTSIDE SCHOOL**

This code of conduct will also be applied in the case of misdemeanours which are committed outside school grounds or during complementary or academic activities when these have their origin or are directly related with school activity or affect members of the school community.

### **VI. CLAIMS**

Corrective measures/ Sanctions which are imposed as a consequence of the application of this code of conduct are definitive.

### **VII. ADDITIONAL RULES**

The British School is a private school and has full autonomy and as such has its own code of conduct and sanctioning procedures. In the case when the acts which have taken place could be considered a criminal offence, the school will communicate these facts to the corresponding security forces and/or the “Fiscalía de Menores” and/or educational authorities.

### **VIII. TECHNOLOGICAL MEASURES OF CONTROL**

The British School can apply measures of surveillance, within data and image protection laws, using recording or audio-visual devices alongside technological preventative and inhibitory measures in different tests and exams (external or internal) which take place inside school.



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The school has a video surveillance system appropriate to the current legislation in order to control conducts which could affect the safety of any member of the school community. Their use is always proportional and follows the established laws and rules which apply. This includes the spaces where these are installed where these are spaces where there could be actions which put the physical, psychological or emotional wellbeing of our students in danger.

### **IX. INTERPRETATION, REVIEW AND MODIFICATION**

This Code of Conduct will be reviewed and modified annually before the start of the academic year.

*Pozuelo de Alarcón, July 2025*