



INTERNAL REGULATIONS

VALLEMAR INTERNATIONAL SCHOOL



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INTRODUCTION

The Internal Regulations (hereinafter, IR) of Vallemar International School serve as the essential framework for coexistence within the educational community. These rules lay out the values, rights, and responsibilities that all students are expected to know, accept, respect, and promote. These principles align with those of a democratic society as stipulated in Article 1 of the Organic Law 1/1990, of October 3rd, on the General Organisation of the Educational System.

The school aims to prepare students to become active, responsible citizens. Values such as tolerance, respect, cooperation, and solidarity must be applied daily and guide the organisation of school life. This document outlines the behavioural standards and the methods to ensure compliance, aiming always for educational correction and the student's personal development.

The goal is for students to understand the importance, purpose, and consequences of rules.

Teachers play a crucial role in creating a positive educational environment and guiding students academically and personally. Students, in turn, must attend class punctually and engage actively with their learning. Parents or legal guardians are also essential contributors to the educational process and must collaborate with the school in upholding its standards and resolving conflicts.





ÍNDICE

- 1.- RIGHTS AND DUTIES OF STUDENTS.
- 2.- BEHAVIOURAL STANDARDS AND SCHOOL COEXISTENCE.
- 3.- CORRECTIVE MEASURES AND PROCEDURES IN ACCORDANCE WITH DECREE 246/1991 OF 23 DECEMBER, ISSUED BY THE CONSELL OF THE GENERALITAT VALENCIANA.
- 4.- PROTOCOL FOR THE IMPLEMENTATION OF DISCIPLINARY SANCTIONS.
- 5.- PROTOCOL FOR THE REVIEW OF EXAMINATIONS. AS SET OUT IN ORDER 32/2011 OF 20 DECEMBER (OFFICIAL GAZETTE, P. 42017 AND SUBSEQUENT).
- 6.- OFFENCES RELATED TO THE USE OF DIGITAL DEVICES.
- 7.- PARENTS AND GUARDIANS OF PUPILS.



1. DERECHOS Y DEBERES DE LOS ALUMNOS

RIGHTS OF PUPILS

All pupils shall have the right to:

- I. Receive an education that ensures the full development of their personality.
- II. Have their academic performance assessed with complete objectivity.
- III. Receive guidance to achieve their fullest personal, social and professional development, in accordance with their abilities.
- IV. Pursue their academic activity under proper conditions of safety and hygiene.
- V. Have their freedom of conscience respected, together with their religious, moral or ideological convictions, as well as their privacy regarding such beliefs.
- VI. Have their physical and moral integrity, and personal dignity, respected at all times; under no circumstances may they be subjected to humiliating or degrading treatment.
- VII. Expect the school to treat with confidentiality all information it holds concerning their personal and family circumstances.
- VIII. Elect class representatives through direct and secret ballot.
- IX. Form associations, and join student federations and confederations.
- X. Exercise freedom of expression, provided this respects the rights of all members of the school community and the dignity of institutions, in accordance with constitutional principles and rights.
- XI. Express disagreement with educational decisions that affect them. Where disagreement is collective in nature, it shall be channelled through student representatives in the manner laid down by current regulations.
- XII. Be provided with a meeting space for curricular or extracurricular activities that form part of the school's educational project.
- XIII. Make use of the school's facilities, subject to the scheduling of curricular and extracurricular activities, and with due regard for personal safety, the proper maintenance of resources and their appropriate use.
- XIV. Take part, as volunteers, in the activities organised by the school.





1. DERECHOS Y DEBERES DE LOS ALUMNOS

DUTIES OF PUPILS

Study constitutes the fundamental duty of pupils and is set out in the following obligations. All pupils are required to:

- I. Follow the instructions of their teachers, both in disciplinary and academic matters, and treat them with due respect and consideration.
- II. Attend lessons punctually and take part in activities designed to support the curriculum.
- III. Comply with and respect the timetables approved for the implementation of the curriculum.
- IV. Respect the right of their fellow pupils to study.
- V. Respect the freedom of conscience, and the religious and moral convictions, dignity and privacy of all members of the school community.
- VI. Refrain from discriminating against any member of the school community on the grounds of birth, race, gender or any other personal or social circumstance.
- VII. Respect the school's educational project and ethos, including its symbols such as the uniform or crest, both within and outside the school.
- VIII. Take care of, and make proper use of, the school's property and facilities.
- IX. Respect the belongings of other members of the school community.
- X. Contribute actively to the life and functioning of the school.



2. RULES OF CONDUCT AND COEXISTENCE

The application of the rules of conduct, and the assessment of compliance with them, shall always take into account the pupil's age, personal circumstances and situation, as well as any other relevant environmental factors.

The correction of breaches of these rules shall be educational in purpose and character. It shall guarantee respect for the rights of all pupils and seek to improve relationships among members of the school community.

As set out in the referenced Decree, the following principles shall apply:

- a. No corrective measure may be imposed that undermines the pupil's physical integrity or personal dignity.
- b. Corrective measures must be proportionate to the nature of the offence and must contribute to the improvement of the pupil's educational process.
- c. The pupil's age shall be taken into consideration.
- d. Personal, family and social circumstances shall be evaluated, together with any factors that may have contributed to the conflict. To this end, the necessary reports shall be sought.

The Disciplinary Committee shall determine the degree of corrective measures to be applied, taking into account any mitigating or aggravating circumstances.

Mitigating circumstances include:

- Voluntary acknowledgement of the misconduct.
- Lack of intent.
- Repair of the damage caused.
- Offering an apology for the inappropriate conduct.
- Having no prior breaches of the rules of conduct.

Aggravating circumstances include:

- Premeditation and repeated behaviour.
- Showing disrespect towards teachers, non-teaching staff or other members of the school community in the exercise of their duties.
- Causing harm, injury or offence to younger pupils or those newly enrolled at the School.
- Conduct that violates the right not to be discriminated against on the grounds of birth, race, gender, economic situation, political, moral or religious convictions, physical, sensory or psychological disability, or any other personal or social condition.
- Acts carried out collectively that infringe upon the rights of other members of the school community.





2. RULES OF CONDUCT AND COEXISTENCE

- The use of violence.
- The dissemination of behaviour contrary to the rules of conduct.
- The incitement to any of the acts described in the preceding sections.

Liability and Compensation for Damage

Pupils are required to repair any damage they cause—individually or collectively, whether intentionally or through negligence—to school facilities, equipment, or the belongings of other members of the school community, or to bear the financial cost of such repairs. They must also restore any items taken without authorisation. Parents or legal guardians shall assume the civil liability incumbent upon them under the provisions of law.

At the discretion of the School, financial compensation for damage may be replaced by tasks that contribute to the improvement of school activities.

In cases of physical or moral aggression, in addition to any other measures imposed, the pupil responsible must make moral amends to the person harmed, by offering an apology privately if the aggression occurred in private, or publicly if it took place in public.

Attendance

The School establishes a limit of 40% absence in a subject, beyond which it is not possible to apply evaluation criteria correctly or to ensure continuous assessment.

In such cases, extraordinary assessment procedures shall apply. These may consist of tasks, assignments, or other activities designed to cover the essential content and criteria necessary for academic progression and promotion to subsequent years, as determined by the teacher.

Uniform

The wearing of the full official school and sports uniform is compulsory for all school activities, without the addition of any accessories unrelated to it. Items such as necklaces, chains, piercings, visible tattoos, make-up or any other accessories deemed inappropriate by teaching staff are not considered part of the uniform, nor compatible with the ethos of the School. Pupils are to be educated in the correct choice of attire for each occasion.

For Physical Education classes, pupils must wear the official tracksuit. This garment may only be worn during scheduled PE lessons; pupils are therefore not permitted to attend school wearing the sports uniform outside these times.

Pupils must not attend school with extravagant or excessively striking hairstyles. Accordingly, male pupils are prohibited from wearing long hair, Mohican styles, or dyed hair. Female pupils must attend school with neatly groomed hair and without conspicuous colouring.

The requirement to wear the school uniform extends to all school events, not only during regular lessons. It is therefore compulsory on excursions, in extracurricular activities, during extraordinary examinations in July, in the school library, and on all other school occasions.



2. RULES OF CONDUCT AND COEXISTENCE

Scope of Application of the School's Rules of Conduct

Acts that contravene the rules of conduct shall be subject to correction when committed on school premises or during complementary and extracurricular activities, as well as within additional educational services.

Equally, corrective measures may be applied to acts committed by pupils outside the school grounds where such acts originate in, or are directly connected with, school activities and/or affect members of the school community or the ethos of the School.

Purpose of the Rules of Conduct

- To foster individuals capable of living together in a democratic society of rights and responsibilities.
- To support the holistic growth of the individual, both intellectually and socially.
- To ensure a positive atmosphere of coexistence within the School.
- To enable the development of educational work within an appropriate environment.
- To maintain a balance between rights and responsibilities.



3. TYPES OF CORRECTIVE MEASURES

The Disciplinary Committee shall classify breaches as Minor, Serious or Very Serious. Taking into account the aggravating or mitigating circumstances previously outlined, it shall establish the corresponding sanction, together with the procedure and timeframe.

MINOR OFFENCES

The following shall be considered Minor Offences (behaviour contrary to the rules of conduct):

- Leaving the classroom without the teacher's permission.
- Arriving late to lessons.
- Repeated unjustified absence from the first lesson of the morning.
- Disorderly conduct when entering, leaving or moving around the School.
- Misuse of school materials (including the diary/agenda), whether individual or shared.
- Breaches of uniform regulations: wearing piercings, tattoos or any accessory deemed inappropriate by teaching staff.
- Poor personal hygiene or appearance.
- Using offensive language or engaging in rude or disrespectful behaviour.
- Playing card games involving betting within the School.
- Playing any type of game that may cause physical or psychological harm to others.
- Disrupting the normal course of lessons.
- Chewing gum, or consuming food or drink without permission, outside designated times and areas.
- Remaining in unauthorised areas or entering/leaving the School through non-authorised access points.
- Persistently low academic performance without justified cause.
- Improper or unauthorised use of mobile phones or any other technological device.
- Any other conduct not included in this list but of similar nature and seriousness.
- The accumulation of MINOR OFFENCES shall be considered a SERIOUS OFFENCE.

SERIOUS AND VERY SERIOUS OFFENCES

The following shall be considered Serious or Very Serious Offences (behaviour severely detrimental to school life):

- The accumulation of MINOR OFFENCES.
- Acts of serious indiscipline, insults or grave offences against members of the school community.
- Wilfully lying, deceiving or concealing the identity of the perpetrator of a breach.
- Repeated misconduct against the rules of conduct within the same academic year.
- Verbal, psychological or physical aggression against other members of the school community.
- Discrimination on grounds of race, gender, economic circumstances, political, moral or religious beliefs, physical, sensory or psychological disability, or any other personal or social condition.
- Identity theft or impersonation.



3. TYPES OF CORRECTIVE MEASURES

- Altering academic results when presented to third parties, as well as falsifying or removing academic or administrative documents.
- Intentionally causing damage, or through misuse, to school facilities, materials, documents, or to the belongings of other members of the school community.
- Unjustifiably disrupting the normal development of school activities.
- Bringing into the School, or engaging in acts involving, dangerous or harmful objects or substances that threaten the health or physical integrity of members of the school community, or inciting others to do so.
- Attending school under the influence of alcohol, tobacco, drugs or any other substance that alters behaviour.
- Failure to comply with corrective measures imposed.
- Cheating in examinations.
- Leaving the School without authorisation or without the knowledge of teachers.
- Unjustified absence from lessons.

CORRECTIVE MEASURES AND PROCEDURES

Conduct contrary to the School's rules of conduct may be corrected through the following measures:

- a. Private reprimand, verbal or written.
- b. Immediate appearance before the Head of Studies.
- c. Completion of specific tasks outside teaching hours.
- d. Completion of tasks contributing to the improvement of school activities, or, where appropriate, directed towards repairing the damage caused.
- e. Suspension of the right to participate in extracurricular or non-curricular activities of the School for a period proportionate to the seriousness of the offence.
- f. Transfer to another class group for a period proportionate to the seriousness of the offence.
- g. Suspension of the right to attend certain lessons for a period proportionate to the seriousness of the offence.
- h. Suspension of the right to attend all lessons for a period proportionate to the seriousness of the offence.
- i. During the period of sanctions referred to in points (e), (g) and (h), the pupil shall complete learning tasks and activities determined by the teaching staff responsible for their classes.

Conduct seriously detrimental to coexistence within the School may be corrected through the following measures:

- a. Completion of tasks outside teaching hours, which may contribute to the improvement of school activities or, where appropriate, be directed towards repairing the damage caused.
- b. Suspension of the right to participate in extracurricular or complementary activities of the School.
- c. Transfer to another class group.
- d. Suspension of the right to attend certain lessons for a period proportionate to the seriousness of the offence.





3. TYPES OF CORRECTIVE MEASURES

- e. Suspension of the right to attend all lessons for a period proportionate to the seriousness of the offence.
- f. Permanent expulsion from the School.

During the period of sanctions referred to in points (b), (d) and (e), the pupil shall complete the learning tasks and activities set by their teachers, who shall carry out regular monitoring of progress.

Should the pupil be required to sit any examination or written test during the period of sanction, such assessments shall be postponed and must be taken immediately upon the pupil's return.





4. PROTOCOL FOR THE IMPLEMENTATION OF DISCIPLINARY SANCTIONS

A. REPORTING THE INCIDENT

Once an offence has taken place, it must be reported to the pupil's Form Tutor, who in turn shall inform the Cycle Coordinator and the Head of Studies.

B. GATHERING INFORMATION

Appropriate investigations shall be carried out to determine the pupil's intent, the seriousness of the offence, and the presence of any accomplices or individuals concealing the facts. Where applicable, victims of the offence shall be interviewed in order to establish the extent of the harm caused.

The cooperation of pupils who witnessed the incident may be sought if they can provide relevant information to clarify the circumstances. Pupils who obstruct the investigation, provide false information, or attempt to conceal the truth may themselves be subject to disciplinary action.

C. DELIBERATION

Once all pertinent information has been collected, the Disciplinary Committee—comprising the School Leadership, the Head of Studies, the Cycle Coordinator, the pupil's Form Tutor, and the teacher who witnessed the incident—shall meet. This Committee shall issue a binding decision regarding both the seriousness of the offence and the disciplinary sanction to be applied, taking into account any aggravating or mitigating circumstances as well as the personal situation of the pupil concerned.

D. NOTIFICATION TO THE PUPIL

The decision of the Disciplinary Committee shall be communicated to the pupil or pupils involved—whether perpetrators, accomplices, or those who attempted to conceal the offence—as well as to any pupil who may have been harmed as a result. Notification shall be made verbally by the Form Tutor, the Coordinator, or the Head of Studies, and, where appropriate, accompanied by a written statement.

E. NOTIFICATION TO PARENTS OR GUARDIANS

The decision of the Disciplinary Committee shall also be communicated to the parents or legal guardians of the pupil or pupils involved, whether as perpetrators, accomplices, or those who attempted to conceal the offence, as well as to the parents of any pupil who may have been harmed.

Depending on the seriousness of the offence, communication with parents may be verbal only; where a sanction is imposed, it shall also be confirmed in writing, signed by the Cycle Coordinator, the Head of Studies, or the School Leadership, according to the gravity of the case.

The sanction shall be final and must be enforced within the timeframe determined by the Disciplinary Committee.



4. PROTOCOL FOR THE IMPLEMENTATION OF DISCIPLINARY SANCTIONS

F. EVALUATION OF THE EFFECT OF THE SANCTION

The philosophy underpinning the rules of conduct at Vallemar International, together with the classification of offences and the sanctioning mechanisms and protocols, is that any conflict arising among pupils should be regarded as an opportunity for education. It is therefore essential to evaluate the educational effect that the sanction has had on the sanctioned pupils and to determine whether genuine learning has taken place.

It is, consequently, of utmost importance to speak with pupils once the sanction has been completed, in order to redirect behaviour contrary to the rules of conduct and to ensure that they make at least a personal commitment that the sanctioned conduct will not be repeated.

It is also advisable to evaluate the exemplary effect that all disciplinary sanctions should entail, identifying how this is perceived among the wider student body. Corrective measures shall then be taken, where appropriate, to improve these processes and to adapt or refine the application of such measures.





5. PROTOCOL FOR THE REVIEW OF EXAMINATIONS

Pupils in Secondary Education and Sixth Form are guaranteed by law the right for their “dedication, effort and academic achievement to be assessed and recognised objectively” (Order 32/2011, of 20 December, issued by the Department of Education of the Generalitat Valenciana).

This section of our Regulations sets out the protocol to be followed in cases where a pupil wishes to appeal against the grade awarded in any examination.

PRELIMINARY CONSIDERATIONS

Teachers must show pupils their examination papers whenever the organisation of the academic year allows. In general terms, summative assessments are always shown to pupils, as they must be kept in the pupil’s IB file (PAI folder), and are therefore available for consultation.

Final assessment examinations (where applicable), or resit examinations for failed assessments, shall be shown to pupils once authorised by the Head of Studies, and in any case only after the relevant Assessment Board has taken place.

The June and July final examinations shall be shown to pupils or their parents/guardians upon request, since the academic year has ended. In such cases, an appointment must be made with the interested party or a schedule established for that purpose.

Final examinations, resits, and the June and July global exams shall remain in the custody of the School until the beginning of the following academic year, unless there is an outstanding appeal, in which case they shall be retained until the matter has been resolved.

Examinations taken by pupils during the academic year are the property of the School and under no circumstances may they be removed from the premises. They may only be shown to the pupil concerned, to their parents or legal guardians, or to any person formally delegated by them. Examinations may not be photocopied or photographed for distribution. The Head of Studies may, in exceptional cases, decide to provide photocopies of examinations to parents; however, under no circumstances may the original examination be released.

PROTOCOL FOR REQUESTING A REVIEW

Parents or legal guardians may request the review of any examination taken by the pupil during the academic year, in accordance with the protocol set out below.

Requests must be submitted in writing to the School Office within three days of the official communication of grades.

Once the request has been received, the School shall have three days to convene a meeting at which the subject teacher, or the Head of the relevant Department, must be present. During this meeting, the pupil’s results shall be reviewed and the necessary explanations provided, in accordance with the established assessment criteria.



5. PROTOCOL FOR THE REVIEW OF EXAMINATIONS

If it is necessary to amend the grade awarded, the teacher or Head of Department shall inform the Head of Studies, who will in turn notify the School Office so that the modification may be made official as soon as possible.

REVIEW COMMITTEE

If, after this meeting, the parents or legal guardians of the pupil remain dissatisfied, they may once again request a review of the grade by submitting a written appeal within three days from the date of the previous meeting. In such a case, the appellant must clearly specify the grounds of the appeal.

To this end, the School Leadership shall convene a Review Committee, composed of the Head of Studies, the Head of the relevant Department (or group of subjects), the pupil's Form Tutor, and two teachers—preferably from the subject area under appeal.

Within three days, the Review Committee shall issue its decision in writing and communicate it formally to the School Leadership and to the appellant, thereby concluding the review process.

Should it be necessary to amend the pupil's grade, the new grade shall be corrected without delay in the official documents issued by the School and shall be reported to the Department of Education of the Generalitat Valenciana through the appropriate administrative procedure.



6. OFFENCES RELATED TO THE USE OF DIGITAL DEVICES: PREVENTION AND SANCTION

The best means of prevention is to train pupils in the correct use of computers, both inside and outside the classroom—during transitions between lessons and throughout class time.

Teachers must therefore give pupils continuous instructions regarding the use of computers, both during their own lessons and until the arrival of the next teacher: when to switch them off, when to switch them on, when to open them, and how they are to be used.

Teachers must monitor pupils' access to websites and activities authorised by them, keeping the Classroom Manager or the designated monitoring software permanently open.

Pupils must follow the teacher's instructions at all times.

Pupils are responsible for maintaining their equipment in good condition, including not only the computer itself but also the charger and charging cabinet.

Any malfunction, breakdown, or accident—whether intentional or not—must be reported immediately to the teacher present. The teacher shall refer the incident to the IT Department, unless able to resolve it personally.

All computers are the property of the School.

SANCTIONS

The most common offences involving the use of computers are:

- Accessing unauthorised websites or websites not directed by the teacher.
- Playing games that are not authorised or directed by the teacher.
- Attempting to block or disable the software that enables teacher monitoring.
- Failing to follow teachers' instructions.
- Misuse of the computer, charger, or charging cabinet.
- Depending on the seriousness of the offence, sanctions shall be classified as Minor or Serious. Pupils may also be required to pay the cost of repairs arising from improper use or reckless behaviour.





6. OFFENCES RELATED TO THE USE OF DIGITAL DEVICES: PREVENTION AND SANCTION

Academic Integrity

Academic integrity is an unwavering principle at Vallemar International School. All pupils must act with honesty, respect for the truth, and personal responsibility in the completion of their assignments, examinations and projects.

Any form of plagiarism, cheating, misrepresentation of authorship, or submission of work not the result of one's own effort shall be regarded as a Very Serious Offence.

The use of Artificial Intelligence (AI) tools shall only be permitted for educational purposes and under the guidance of teaching staff. The use of AI to generate or alter academic content with the intention of presenting it—wholly or in part—as one's own constitutes a direct breach of academic integrity.

Such conduct shall result in the immediate annulment of the assignment or assessment concerned, the loss of the grade, and may give rise to disciplinary sanctions according to the seriousness of the case, including formal notification to families and the School Leadership.





7. PARENTS AND GUARDIANS OF PUPILS

Introduction

As integral members of the educational community, parents, in their relationship with their children's School, must observe a series of guidelines and rules that facilitate the smooth running of school life.

It is the wish of the Leadership Team of Valleymar International School, together with the teaching staff and the School proprietors, that relations with families—within the framework set out below—should be as respectful and cordial as possible. Education is a social and human endeavour which cannot be reduced to the notion of parents as mere clients of a service company. This principle is fundamental: ignoring it inevitably leads to the breakdown of any attempt at a constructive relationship.

Group Meetings and Individual Appointments

Parents must attend group meetings, as these are essential to understanding the development of the School's Educational Project.

Individual information will be provided exclusively between the Form Tutor and the parents or guardians of pupils. To arrange such meetings, parents should communicate with the Tutor via the School Diary or through the designated software, within the days and times allocated for this purpose. Through the Tutor, parents may also arrange meetings with subject teachers responsible for the different areas of the curriculum.

Contact between parents and members of the Leadership Team (Headteacher, Deputy Head, or Heads of Studies) shall be reserved for exceptional circumstances, and interviews must be requested through the School Office.

Arrivals, Departures, and Access to the School

Pupils shall enter the School through the designated gates. Once these gates are closed, late arrivals must report to the School Office, from where they will be directed to their classrooms. At the end of the school day, any pupils who remain on the premises after the gates have been closed shall automatically join the after-school care service.

Parents may only use the designated areas for pupil collection. They may not remain in these areas once their child has been collected, nor circulate within the school premises.

Access to areas reserved for pupils, or to entrances and exits reserved for school staff, is strictly prohibited.

Parents' Responsibilities: Hygiene, Uniform and Sportswear

Parents are the primary educators of their children and bear the responsibility of working closely with the School to ensure their children's personal hygiene and cleanliness. In these matters, they must follow any guidance provided by teachers, Form Tutors or, more generally, by the School.





7. PARENTS AND GUARDIANS OF PUPILS

Parents shall likewise ensure that pupils wear the full school and sports uniform, in good condition, for all School activities, without any accessories unrelated to it. Pupils shall wear the sports uniform for Physical Education lessons and for other activities and school outings, whenever instructed to do so by the Head of Studies.

As members of the educational community, parents have the following rights and duties:

Parents' Rights

- That their children receive a comprehensive education as defined in the School's Educational Project.
- To maintain contact with Tutors and teachers in order to jointly promote the holistic development of pupils, in accordance with this Regulation.
- To be informed about the functioning of the School and the implementation of its Curriculum Project, and to receive regular information about their children's progress, both academically and in their emotional and social development.
- To meet with their children's Tutors during the times established for this purpose.
- To be members of the Parents' Association and to take part in the activities it organises.
- To meet on School premises to discuss matters relating to their children's education, with prior authorisation from the School Principal.

Parents' Duties

- To know and respect the School's educational model, as defined in its Educational Project and in the rules set out in this Regulation.
- To respect the professional and technical responsibilities of the School's staff.
- To maintain contact with their children's Tutors and to provide any information requested in order to support their educational guidance.
- To attend meetings and interviews convened by the School Leadership, Tutors and teachers of their children.
- To collaborate with other members of the educational community in the maintenance and development of the School.





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