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|--|-------------|-------------------------|
|  | Process     | LEADERSHIP OF BEHAVIOUR |
|  | FORMAT      | COEXISTENCE MANUAL      |
|  | VERSION TWO | FEBRUARY 2023           |
|  | CODE        | 1090123                 |
|  | RESPONSIBLE | GENERAL DIRECTORATE     |

## COEXISTENCE MANUAL

### **Table of Contents**

|   |           |
|---|-----------|
| <b>1. DATES OF THE QUARTERS 2022-2023</b>   | <b>2</b>  |
| <b>2. SCHOOL HOURS</b>  | <b>3</b>  |
| <b>3. LEADERSHIP TEAM OF THE INSTITUTION</b>  | <b>3</b>  |
| <b>4. IMPORTANT CONTACTS</b>  | <b>4</b>  |
| <b>5. VISION, MISSION, VALUES AND ATTRIBUTES OF STUDENTS</b>                                    | <b>6</b>  |
| <b>6. Commitment of parents</b>   | <b>7</b>  |
| <b>7. Student attendance</b>  | <b>7</b>  |
| <b>8. Justification of absences</b>   | <b>7</b>  |
| <b>9. Excused absence</b>   | <b>8</b>  |
| <b>10. Impact of the percentage of absence</b>  | <b>8</b>  |
| <b>11. Of the reinstatement of evidence due to absenteeism.</b>                                 | <b>8</b>  |
| <b>12. Medical appointments and outings during the school day</b>                               | <b>9</b>  |
| <b>13. Picking up students at school during the school day for elementary and middle school</b> | <b>9</b>  |
| <b>14. Late arrivals</b>  | <b>10</b> |
| <b>15. Procedure for special permits</b>  | <b>10</b> |
| <b>16. Procedure for complaints and concerns</b>  | <b>10</b> |
| <b>17. Social Media Policy</b>  | <b>11</b> |
| <b>18. SCHOOL UNIFORM</b>   | <b>12</b> |
| <b>19. Personal Hygiene</b>   | <b>13</b> |
| <b>20. Appropriate use of technology</b>  | <b>13</b> |
| <b>21. Mobile phone policy</b>  | <b>19</b> |

|   |             |                      |
|---|-------------|----------------------|
|   | Process     | directive management |
|   | FORMAT      | COEXISTENCE MANUAL   |
|   | VERSION 1   | JANUARY 2023         |
|   | CODE        | 1 of 09.01.23        |
|   | RESPONSIBLE | GENERAL DIRECTORATE  |

|  |           |
|--|-----------|
| 23. Minor or light faults                                  | 21        |
| 24. Corrective actions for minor faults                    | 22        |
| 25. Consequence of the sanction in the conduct note        | 22        |
| 26. Serious Offenses                                       | 23        |
| 27. Corrective actions for serious faults                  | 24        |
| 28. Consequence of the sanction in the conduct note        | 24        |
| <b>29. Serious offenses</b>                                | <b>25</b> |
| <b>30. Corrective actions for very serious faults</b>      | <b>26</b> |
| <b>31. Consequence of the sanction in the conduct note</b> | <b>26</b> |
| <b>32. Of the disciplinary procedure</b>                   | <b>27</b> |
| 33. Appeal of the resolution of the Disciplinary Committee | 28        |
| 34. Of the section disciplinary committee                  | 28        |
| <b>35. The right to inspect</b>                            | <b>29</b> |
| <b>36. Bullying/Bullying</b>                               | <b>31</b> |
| <b>37. Personal items</b>                                  | <b>32</b> |
| <b>38. Lost and found</b>                                  | <b>32</b> |
| <b>39. Money and valuables on campus</b>                   | <b>33</b> |


## 1. DATES OF QUARTERS 2022-2023

**Term 1** - Tuesday August 16, 2022 Friday October 14, 2022

**Term 2** - Monday October 24, 2022 Friday December 16, 2022

**Term 3** - Monday, January 16, 2023 Friday, March 31, 2023

**Term 4** - Monday April 17, 2023 Friday June 23, 2023

|   |             |                      |
|---|-------------|----------------------|
| <br>St. Jude School | Process     | directive management |
|   | FORMAT      | COEXISTENCE MANUAL   |
|   | VERSION 1   | JANUARY 2023         |
|   | CODE        | 1 of 09.01.23        |
|   | RESPONSIBLE | GENERAL DIRECTORATE  |

## 2. SCHOOL SCHEDULE

### HORARIO ESCOLAR – SCHOOL DAY



|  | PRESCHOOL   | PRIMARY  | SECONDARY |
|--|---|----------|-----------|
| Entrada/Arrival  | 07:00 am  | 06:45 am | 06:45 am  |
| Inicio de clases /start of classes   | 07:30 am  | 07:15 am | 07:30 am  |
| Receso-Break Time  | Varia según nivel /Varies according to level  |          |           |
| Salida-Leaving   | 12:20 md (GC, BB, YB)<br>01:30 pm (BS, RL)  | 02:30 pm | 02:45 pm  |
| Inicio de actividades deportivas y clubes -After school activities and clubs | Inmediatamente despues del final de las clases/Immediately after the end of classes | 02:40 pm | 02:50 pm  |

Students can arrive from 6.30 in the morning with prior notice. arrival time for most is 6.45

All Students who are not picked up from the institution after 15 minutes of dismissal time (unless they are participating in St Jude Plus) will automatically be sent to the front desk.

## 3. LEADERSHIP TEAM OF THE INSTITUTION

|   |                                 |   |
|---|---------------------------------|---|
| <b>CEO</b>  | Mary-Jo Gill                    | <a href="mailto:mgill@stjude.ed.co">mgill@stjude.ed.co</a><br>Whatsapp 71775353 |
| <b>Academic Director of Preschool</b>                   | Yenda Villalobos Slon           | <a href="mailto:yvillalobos@stjude.ed.cr">yvillalobos@stjude.ed.cr</a>          |
| <b>Academic Director of primary</b>                     | Gloriana Villalobos Of The Rock | <a href="mailto:gvillalobos@stjude.ed.cr">gvillalobos@stjude.ed.cr</a>          |
| <b>Academic Director of Secondary (interim)</b>         | Paula Forero                    | <a href="mailto:pforero@stjude.ed.cr">pforero@stjude.ed.cr</a>                  |
| <b>Financial and Administrative Director</b>            | --Annette Henchoz               | <a href="mailto:ahenchoz@stjude.ed.co">ahenchoz@stjude.ed.co</a>                |
| <b>Director del CGS (central guidance and support )</b> | Cesar Leandro                   | <a href="mailto:cleandro@stjude.ed.cr">cleandro@stjude.ed.cr</a>                |

|   |             |                      |
|---|-------------|----------------------|
|   | Process     | directive management |
|   | FORMAT      | COEXISTENCE MANUAL   |
|   | VERSION 1   | JANUARY 2023         |
|   | CODE        | 1 of 09.01.23        |
|   | RESPONSIBLE | GENERAL DIRECTORATE  |


|   |                          |                                   |
|---|--------------------------|-----------------------------------|
| <b>Director of St Jude Plus (extra Curricular )</b> | Gloriana Jimenez         | gimenez@stjude.ed.cr              |
| <b>Assistant Director General</b>                   | Alejandra Vasquez Orozco | secretaria.ejecutiva@stjude.ed.cr |

#### 4. CONTACTS IMPORTANTANDS

|   |                       |   |
|---|-----------------------|---|
| <b>Marketing and Communication</b>                                | Roy Fuentes Duarte    | rfuentes@stjude.ed.cr                                 |
| <b>admissions</b>   | Laura Quesada Quesada | admissions@stjude.ed.cr                               |
| <b>admissions coordinator</b>                                     | Evelyn Sandi Valverde | evalverde@stjude.ed.cr                                |
| <b>Preschool Secretary</b>  | Hazel Mora Martinez   | secretaria.preescolar@stjude.ed.cr                    |
| <b>Primary Secretary</b>  | Viviana Hidalgo Vega  | secretaria.primaria@stjude.ed.cr                      |
| <b>Secondary Secretary</b>  | Viviana Hidalgo Vega  | secretaria.secundaria@stjude.ed.cr                    |
| <b>Receptionist</b>   | Elena Brenes-Gomez    | reception@stjude.ed.cr                                |
| <b>Construction manager, Buildings, Maintenance and Transport</b> | John Gabriel Castro   | mantenimiento@stjude.ed.cr<br>transporte@stjude.ed.cr |
| <b>Technology Manager</b>   | Augustin Rodriguez    | arodriguez@stjude.ed.cr                               |
| <b>Sports Coordinator</b>   | Gloriana Jimenez      | gimenez@stjude.ed.cr                                  |
| <b>Nursing</b>  | Paola Aguilar Jimenez | enfermeria@stjude.ed.cr                               |

#### 5. VISION,MISSION, VALUES AND ATTRIBUTES OF STUDENTS

**Our vision**

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

Our vision is to be the school of choice for parents and students in Costa Rica, a school that promotes excellence, an exclusive and different school, but inclusive for all, taking others with us on this exciting adventure of amazing learning.

Our excellence is not perfection, our excellence is the daily, constant and continuous practice in the search to be better. Saint Jude is the saint of lost causes, he did not forsake anyone, he is the saint of excellence.

*‘Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.’ Aristotle*

*‘Excellence is an art earned through training and habit. We do not act correctly because we have excellent virtues, but we are virtuous because we act correctly. We are what we repeatedly do. Excellence, then, is not an action but a habit.’ Aristotle*

**Mission**

St. Jude School is an inclusive, internationally-minded educational community built on Christian values; The institution is known for its innovation and excellence in developing students who are critical thinkers, adaptable, and responsible citizens who will make a positive and lasting contribution to both society and their environment.

**Values**


St. Jude School has five values:

- **Fe**
- **Integrity**
- **Excellence**
- **Sustainability**
- **Goodness**

**student attributes**

We instill in our students the following attributes of the International Baccalaureate.

- **inquirers**
- **Informed**

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

- **thinkers**
- **good communicators**
- **Integrity**
- **open minded**
- **solidarity**
- **bold**
- **balanced**
- **reflective**

## 6. **Comitment of parents**

The relationship between parents and St. Jude School is formally governed by the institution's enrollment contract and by this handbook. By enrolling their child at St. Jude School, parents agree to support the mission, vision, and values of the school, follow its rules, and abide by its decisions.

## 7. **Aconsistency of students**


It is important to remember that any absence of any kind must be notified to the institution. This is a security issue, so it is essential to know where students are each day.

If a student cannot attend school, it is mandatory to send an email before 7:00 in the morning to the section secretary,cGive a copy to the guiding teacher. Please indicate the student's name, their class, and the reason for the absence.

Following the security protocols, if a student is absent and the institution has not received notification, the parents will be contacted during the course of the day to understand the reasons for the absence.

## 8. **Justification of absences**

Absences and late arrivals may be excused or unexcused. The justified ones are those caused by a reason of force majeure, beyond the control of the student, which prevents them from going to the institution or to the place previously defined by the teacher to fulfill their usual obligations as a student. The unexcused absence occurs when there are no reasons of force majeure.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

## 9. excused absence

1- Illness or accident: In case of illness, if the student is absent 3 days or more consecutively, you must present a medical note, if the absence is in a partial or semester test, you must present a medical opinion, to justify the absence.

If the student is absent for one day, he must send an email to the area secretary to justify the absence. The absence of the mail from the parent or guardian of the student is taken as an unexcused absence, the term to send the mail is three days.

- 2- AND Proven serious illness of your responsible mother or father, as well as any of your siblings.
- 3- Death of a relative up to the third degree of consanguinity and up to one week.
- 4- urgent medical attention
- 5- Migratory processes

## 10. Impact of the percentage of absence


A student who is absent 20% of the school time will fail the school year, this does not include Case V students and excused absences.

## 11. Of the replenishment of evidence for absenteeism.

The tests for students can be replaced, as long as the absence is justified, in accordance with what is established in this same Regulation. Likewise, the student can enter the premises where a test is held up to 10 minutes after the start of the test, after that period, it is considered absent. Evidence will not be replaced in cases of unjustified absenteeism. The student is responsible for justifying the absence to the subject teacher and to the section director in writing, no later than three business days after the start of the absence from the institution, providing a medical certificate in case of illness or accident. . The Evaluation Committee and the teacher responsible for administering the test will determine the date for replacement in cases of justified absenteeism and the teacher who will take care of it during the test.

## 12. Medical appointments and outings during the school day

To avoid disruption to the daily routine of students, parents are requested to make appointments (dental, medical, etc.) outside of school hours or during vacation periods.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

If this is not possible, for example, appointments with the orthodontist or specialist, which are usually arranged in advance, please send an email before 7:00 a.m. to [topermisos@stjude.ed.cr](mailto:topermisos@stjude.ed.cr) On a copy to the teacher of the class that corresponds to him at that time and to the section director.

### 13. Picking up students at school during the school day for elementary and middle school

In order to maintain the safety of the school and the safety and security of all our students, at St Jude, parents will be allowed to enter the school lobby only during the normal school day. if they have a pre-arranged appointment with a staff member, for admissions or cashier.


The school believes that students should remain in the institution during the entire school day, except for unavoidable medical reasons related to an urgent appointment or discomfort, urgent family situation, immigration or visa procedures, students who are part of the Case V program or a reason that the director considers valid.

**Other reasons will not be accepted** and we hope that parents will avoid any other exit. Each exit is added to the student's absences and it must be taken into account that a student must be present for 80% of the school year to pass the year.

If a student needs to leave campus during the day, they must follow the process below:

1. Parents should send an email to [topermisos@stjude.ed.cr](mailto:topermisos@stjude.ed.cr) with the permit application and the reason for early departure. **In the mail, parents must put their license plate number and ID number.** The receptionist will respond as received **and will share the information with the security team.**
2. The student must come to the section secretary to pick up the exit slip, signed by the area director.
3. Parents should go to the main entrance/door 1 of the school to inform the security service of the name and group of the student and the reason for leaving during the school day.
4. The security service will contact the section secretary, who will inform the section director.
5. Students may only be released once they have the principal's signature on the release form. For Case V, he will be the coordinator of Case V.
6. **Parents may proceed to pick up their child by exiting the front desk when they are ready to leave. Parents should not get out of the car (child protection) and should not enter the reception if they are walking.**
7. The form must be handed in to security upon departure.
8. **Departures in the afternoon are not allowed after 2.15.**



|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

#### 14. late arrivals

Arriving on time to school and class is important because 5 late arrivals equals a serious offense with a penalty.

#### 15. Procedure for special permits

Since every day of school is important and there are regular vacation periods, families are asked not to take their students with them during the school period or to leave before the last day of school. These absences are considered unexcused leaves. If, in exceptional circumstances, the absence is essential, parents must apply in writing to the secretary of the section, as soon as possible, a leave of absence for their child.

#### 16. Procedure for complaints and concerns

This procedure applies to our entire community, be they parents, students, officials, suppliers and other interested parties.


To submit an application, petition, complaint or claim:

1. Explain your request, request, complaint or claim directly by email to the closest person related to the subject, be it a tutor or teacher. This must be resolved by this person.
2. If the request, petition, complaint or claim is not resolved in stage 1, it must be escalated to the section director by institutional email, with a visible copy to the general director: mgill@stjude.ed.cr.
3. In the event that the request, request, complaint or claim is not resolved by the Section Director, it must be escalated to the general director by email.

To provide a quick solution and take the appropriate measures to the request, petition, complaint or claim, this system must be used.

If you have a concern that you consider to be extremely serious, you should write immediately to the General Director.

Communication platforms such as WhatsApp or Social Networks, **NO** They are the means to process any request, request, complaint or claim. The people allowed to use WhatsApp, for labor issues within the working hours, are the General Director and Admissions.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |


In all types of communication we promote our school values, which are known to our entire community and are the guide for our treatment. In resolving our differences, worries and concerns, we must always compromisenos a tener fe, integrity, excellence, sustainability and kindness in our behavior

### 17. Policy social networks

1. No school official may accept friend requests or interact with students through personal social media, except through school instant messaging, Google Chat, for school purposes only.
2. The officials, who in turn are parents of the school, may belong to the WhatsApp groups of the grade of their child(ren), as an informative medium. The official is prohibited from making judgments or participating in discussions related to the school.
3. WhatsApp and other instant messaging platforms are a communication method used by Parents, setting up chats for each course and/or grade, or other school interests. The rules for these chats are:
  - a. The chats will be used to disseminate quick information or clarify information.
  - b. The chats cannot be used to discuss requests, petitions, complaints or claims; To do so, see the procedure at the top of this document.
  - c. Aggressive behavior, insults, or slander is not acceptable in chats, as this type of behavior is not tolerated by the St Jude community and family.
4. WhatsApp or other similar means cannot be used by Parents to contact school officials for professional matters and vice versa.

### 18. UNIFORM SCHOOL

The purpose of the school uniform at St. Jude School is to unify and help students learn to keep themselves clean, modest, and well-groomed. Concern for personal appearance is an indication of self-respect and courtesy towards others and creates a favorable climate for learning. Also, it is a Costa Rican law that all school-age children wear the uniform designated by the school. The St. Jude School uniform is indicated below and non-compliance will result in disciplinary action in accordance with the school community manual.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

St. Jude School expects students to wear the full school uniform and parents are requested to cooperate with the institution in supporting and enforcing the uniform. If in doubt, check with your child's academic director.

The school uniform can be purchased at the institution store.

### Preschool

- White shirt of the institution
- Red shorts
- White or red socks
- Any type of closed shoe
- Red sweatshirt with hat
- Physical education/dance - official shirt of the house to which each student belongs


### Primary

- Beige polo-type school shirt
- Blue short or long pants (boys) Blue short or long petticoat pants (girls)
- Blue socks
- Black shoes with black cords (black "tennis" with white logo are accepted).
- Red sweatshirt with hat
- Physical education/dance - official t-shirt of the house to which each student belongs, physical education shorts or blue or black leggings, white socks and sports shoes.
- Painted fingernails are not permitted.

Fifth grade students (Frogs) will be able to purchase a generation shirt that they choose color and frog logo of the generation, the previous year. They can wear it with the blue shorts or long pants of the uniform, blue socks and black shoes or tennis shoes.

### Secondary

- School beige polo shirt (or the shirt of the generation for Eagles)
- Marine blue pant
- Dark blue or black mids
- Black shoes with black laces (black "sneakers" with the white logo are accepted)
- Red sweatshirt with hat.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

- Physical education: official shirt of the house to which each student belongs, physical education shorts or blue or black leggings without transparencies, white socks and sports shoes.

**Dress code at events or special dates**

Students are to wear clothing that is in good condition, free of holes, clothing that does not have offensive words or logos, and is appropriate for the school setting and type of event. Crop tops that expose the midriff or back, very short pants or skirts, or blouses with plunging necklines are not permitted. See-through garments are not allowed.

In some activities students are invited to wear costumes. These should not represent violence or be scary, nor should violent accessories be brought (guns, swords, knives or similar)

**19. Personal Hygiene**


1. We expect all students to come to school clean and well groomed.
2. Long hair must be tied back for sports and science for safety.
3. Students are required to wear discreet jewelry to school.
4. Visible make-up is not allowed and nails may be painted.
5. Body piercings are allowed discreet.

**20. Appropriate use of technology**

St. Jude School offers technology opportunities to students for educational and research purposes consistent with our mission, values, and goals.

First, the use of the information systems is considered a privilege and inappropriate use may result in the cancellation of those privileges. Email, network usage, Chromebook/laptop activity, and all stored files will not be considered confidential and may be monitored at any time by designated personnel to ensure compliance. All resources are available to all students unless the institution receives written notice from a parent/guardian requesting denial of access to a resource.

The St. Jude School Acceptable Use Policy applies to all technology resources and electronic devices. The policy outlines the guidelines and behaviors that users are expected to follow when using institution technology or when using personally owned devices on the school campus or network. Students are expected to use technology in a considerate, ethical, moral, and legal manner.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

### General principles

- The institution's network and technology elements are intended for educational purposes.
- All activity carried out through the institution's network or technology elements can be monitored and stored.
- Access to online content through the network may be restricted in accordance with our policies and national regulations.
- Students are expected to follow the same rules of good behavior and respectful conduct both online and offline.
- Use of technology in the classroom or online will be at the discretion of the teacher.
- The school will make all reasonable efforts to ensure student safety online, but will not be responsible for any harm or damage resulting from the misuse of technology at school.
- Users of the network or other technologies are expected to alert immediately inform IT staff of any security concerns.

Violations of this policy are subject to disciplinary action.

### Web access


St. Jude School provides its users with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with the policies of the institution. Web browsing can be monitored and web activity logs can be stored indefinitely.

Users are expected to respect that web filtering is a security measure and not attempt to circumvent it when browsing the web. If a site is blocked and a user believes it shouldn't be, the user should follow the protocol to alert an IT staff member or submit the site for review.

### ANDmail

St. Jude School provides users with email accounts for the purpose of institution-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, such accounts must be used with the utmost care. Users should not submit personal information, should not attempt to open files or follow links from unknown or untrustworthy sources, and should use appropriate language. Users are expected to

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

communicate with the same appropriate, safe, thoughtful, and courteous conduct. Email usage may be monitored and stored.

#### Social / Web 2.0 / Collaborative Content

Recognizing that collaboration is essential to education, St. Jude School provides users with access to websites and tools that enable communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, conscientious, and courteous conduct. Posts, chats, exchanges and messages can be controlled. Users should be careful not to share personal information online.

#### Personal Devices

Students may use their own devices at any time during school hours as long as they are approved by the institution and unless such use **NO** interferes with the teaching of a teacher or staff or creates a disruption in the educational environment.

#### Security

Users are expected to take appropriate precautions to avoid any security threats that may arise through the school network. This includes not opening or distributing infected files or programs and not opening files or programs from unknown or untrustworthy sources. If you think the computer, Chromebook, or mobile device you are using may be infected with a virus, notify IT. Do not try to remove the virus yourself or download any program to help remove it.


Students should not bypass the institution's Firewalls or other computer protection measures.

The institution assumes no responsibility for personal devices in case of misuse.operation, loss, damage or theft.

#### **downloads**

Users are not to download or run any .exe programs over the school network or with institution resources without the express permission of IT staff. You may be able to download other types of files, such as images or videos. For the safety of our network, please download these files only from reputable sites and for educational purposes only.

#### **Personal security**

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

If the student sees a message, comment, image or anything else on the internet that makes them feel concerned about their personal safety, they should immediately tell an adult (a teacher if they are at school or their parents if they are using the device at school). home).

Users should never share personal information, such as phone number, address, ID number, date of birth, or financial information, over the Internet without adult permission.

Users should recognize that communication over the Internet carries anonymity and associated risks, and should carefully safeguard their personal information and that of others.

Users should never agree to meet someone they meet online in real life without their parent's permission.

Users should also remember not to post anything online that they don't want their parents, teachers or future colleges or employers to see. Once something is online, the information is exposed and can spread in a negative way.

### Ciberbullying


At St. Jude School we do not tolerate cyberbullying. Bullying, belittling, branding, denigrating, impersonating, cheating, excluding, and cyberbullying are all examples of cyberbullying. You must not send emails or post comments with the intention of scaring, hurting or intimidating another person.

Engaging in these behaviors, or in any online activity with the intent to harm (physically or emotionally) another person, will result in severe disciplinary action in accordance with school policies. Cyberbullying, especially if it involves sexual harassment or abuse, is a crime. Remember that all activities are monitored and stored.

### Examples of useinacceptable

The following behaviors are considered unacceptable:

- Damage the devices and their accessories. This includes removal or alteration of accessories, identification tags, barcodes or serial numbers.
- Use information technology resources for commercial, partisan political or any illegal purpose.
- Use electronic means to harass or threaten others, or to display, design, copy, store, draw, print, or publish obscene language or graphics.
- Repeatedly or intentionally engage in activities that unreasonably tax computer and network resources or go beyond their intended or acceptable use. Borrowing, lending, falsifying, or misusing a computer account, or allowing or facilitating unauthorized access to a third party's use of the school's computer resources.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

- Using school computer resources to gain or attempt to gain unauthorized access to computer resources, either inside or outside the institution.
- Interfering with the operation of the school's computing resources by knowingly attempting to degrade or disrupt resource performance, security, or administrative operations.
- Wiretapping or monitoring any communication not explicitly intended for him or her without authorization.
- Copy, read, access, use, misappropriate, alter, publish, or destroy another individual's computer files, output, documents, or other files, or attempt to do so, without the permission of that individual, teacher, or authorized administrator.
- Making, distributing, and/or using unauthorized duplicates of copyrighted material, including software applications, proprietary data, and information technology resources. This includes sharing entertainment files (eg music, movies, video games) in violation of copyright law.
- Violate the terms and conditions of the license agreements of the software distributed by the institution, giving, lending, selling or renting said media or software to others for their own use.
- Use school resources to access, send, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, sexually explicit, sexually suggestive, threatening, discriminatory, harassing or illegal.
- Excessive use of resources for personal matters (shopping, gaming, streaming media, etc.)
- Use electronic communications in any way that violates school and/or local/national laws.


#### Discipline Regarding Electronic Communications

The conduct of a student in the area of technologies related to the institution and virtual communications affects our school community, therefore inappropriate behavior in this area is subject to review and disciplinary action by the administration of the institution. Appropriate conduct is expected at all times, including but not limited to all websites, text messages, any messaging platform, email, the use of Twitter, Facebook, Instagram, and/or any other networking websites. allowed for use by the institution, regardless of whether a student is at home or at the institution. Communication may include, but is not limited to, text, still images, video, and audio, and applies to communication both inside and outside the institution, as well as during and after school hours.

Any disciplinary action will be carried out in accordance with this coexistence manual.

The school will make all reasonable efforts to ensure the safety of students online, but will not be responsible for any harm or damage resulting from the misuse of school-based technology.



|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

All activity on the St. Jude School network, institution-issued devices, or school property in general is subject to monitoring and inspection. St. Jude School reserves the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted, and/or received, whether the student is at school or at home, using the institution's network, email accounts, technologies or devices.

## 21. Pmobile phone policy

### Justification


The increase in cell phone possession requires the school to have policies to ensure that students and staff use them responsibly. It is important that students can focus on their learning without interruptions. We also want to encourage personal interaction and physical activity during breaks. At the same time, the institution must guarantee the protection of the students in accordance with our security policies.

### Area of application

This policy will apply to all staff and students, as well as to any external person who has access to the school grounds or may have contact of any kind with a student, and is complementary to the policies established by the Ministry of Public Education (MEP). ).

### Policy-Students

1. Cell phones must be turned off and out of sight during school hours and stored inside lockers.
2. Mobile phones can be used before check-in and check-out only.
3. Parents are requested to contact the office of each section in case of emergency. Students can make emergency calls through the office of each area.
4. Mobile phones may not be used to record audio, video or photograph any person in the institution without their prior consent.
5. Breaking this rule is a serious offence. Students who break the rules will be told by the teacher. will confiscate the phones and will turn them in to your principal. Phones may be confiscated during the day and, in that case, the corresponding secretary will contact the parents who will be issued the cell phone.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

6. The school is not responsible for the replacement of lost, stolen or damaged mobile phones.
7. Students who use mobile phones to harass other students will face the disciplinary measures provided in the coexistence manual and Costa Rican law.

## 22. Behavioral Expectations, Rules, and Consequences

### Behavior expectations

As members of the St. Jude School community, students have:


- The right to be treated with respect, courtesy and justice in accordance with the values of the institution and natural justice.
- The right to learn and play in a quality, supportive, clean and safe environment.
- The right to open communication and a positive relationship with peers and staff.
- The right to participate in the full educational program.

All rights are accompanied by responsibilities. Students have a fundamental responsibility to adhere to this Code of Conduct.

### Student Code of Conduct

Students have the responsibility to:

1. Be respectful, courteous, fair to others, and respect property in accordance with the values of the institution.
2. Contribute to a cooperative, supportive, clean and safe environment for all.
3. Communicate openly and try to build and maintain positive relationships with peers, parents, and staff.
4. Actively support all policies, procedures, and expectations of the institution.
6. Make the most of the educational opportunities offered by the institution.
7. Do not do any of the following activities
  - a) Causing harm to another person
  - b) Using offensive, inappropriate or abusive language
  - c) Insult
  - d) Play in a rough or dangerous way


|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

### 23.Minor or light faults

Due to the nature of violations considered "minor offenses", they are expected to be resolved immediately by the appropriate staff member. There will not be a formal investigation of what happened, however, the home will be notified of what happened, the approach and the consequences of the student's behavior (detention, reduction of points in the conduct grade, others). In those cases in which the sanction imposed implies a reduction of points in the conduct grade, and if, upon being notified of the same, the parents or guardians of the minor present an opposition (appeal) within 3 business days after the notification, the responsible for imposing it must respond in writing, either rejecting the appeal, or accepting it partially or completely, as the case may be.

St Jude School considera **minor or minor faults**:

- a) Incorrect use of the uniform. Not responding to the constant calls for attention regarding the uniform. If this offense continues, the teacher will notify the Disciplinary Committee, in order to initiate a disciplinary process for serious misconduct.
- b) **Eating gum on school premises.**
- c) Use of unauthorized personal accessories according to the provisions established by the Institution and previously communicated to the students.
- d) Violation of student obligations contained in these Regulations, as long as this offense does not qualify as serious or very serious.
- e) Improper personal presentation.
- f) Not informing their parents or guardians about the existence of communications sent to the home.
- g) Incorrect interruptions to the learning process in the classroom.
- h) Escaping from the lessons and curricular activities programmed by the Institution.
- i) Use of vulgar or profane vocabulary when it is not a serious offence.
- j) Unjustified absences to activities duly convened as mandatory.
- k) He is constantly late for school.
- l) The deliberate destruction of property belonging to the educational institution, staff or other members of the educational community, whether this action is carried out individually or in a group. If the value of the damage exceeds ¢ 25,000 (twenty-five thousand colones), the offense will be considered serious.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

- m) The public staging of conduct contrary to what is stipulated in the Internal Regulations of the Institution, public morality or good customs.
- n) Prevent other members of the educational community from participating in the normal development of the regular activities of the institution, as well as encourage others to act in the same way.
- o) Inciting colleagues to participate in actions that harm individual or collective health, safety.
- p) All those behaviors that, through a process of analogy using these Regulations and the Philosophy of the Institution, are considered minor offenses susceptible to the application of these Regulations.

#### 24. Corrective actions for minor faults

The teacher in charge of imposing a sanction for a minor offense on a student will also decide on the corrective action to be imposed, among other similar ones that may be developed. The following are corrective actions for committing a minor offense:


- a) Verbal or written reprimand by the teacher, with or without a copy to the parent or guardian.
- b) Written reprimand in the above terms and, in addition, obligation to repair in an effective and verifiable way, the moral, material or personal damage caused.
- c) Delivery to the house without suspension due to constant late arrivals.
- d) Arrest. It can be formal or informal. It can be carried out at appropriate times that the teacher determines and/or at the exit or entrance of classes. The informal does not report to the home, the formal does.

#### 25. Consequence of the sanction in the conduct note

every fault **smaller or lighter** that is imposed on the student, will imply a **discount from 1 to 10 points** of the total conduct grade for the semester, and the teacher in charge must make the corresponding reduction and briefly justify in writing the reason for the number of points reduced.


#### 26. Serious Offenses

Serious offenses are those that directly affect classmates, teachers or any member of the Educational Community in their moral or physical integrity, as well as the teaching/learning process.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

St Jude School considera **serious misconduct**:

- a) The reiteration in the commission of minor offenses.
- b) Serious indiscipline actions and attitudes against the Director, teachers, students and any other member of the Educational Community, both inside and outside the Institution during the educational process.
- c) Intentional damage to the decoration, equipment, furniture, infrastructure of the institution or vehicles used to transport students.
- d) Theft of institutional and/or personal assets of third parties.
- e) Disrespectful phrases or actions said or committed against the director, teachers, students, parents and other members of the educational community.
- f) The repeated use of disrespectful language or treatment with other members of the educational community.
- g) Alter, falsify or plagiarize tests or any other type of academic work that must be completed as part of their educational process, whether they are carried out for their own benefit or that of other students.
- h) Subtract, reproduce, distribute or disclose evaluation tests before their application.
- i) The use of the walls, tables, chairs, desks or other assets and objects of the institution, to place unauthorized signs, drawings or graphics.
- j) Carry in the Institution, vapers, lighters, tobacco, alcohol, illegal drugs as well as legal drugs prescribed to third parties.
- k) Entering the Institution having consumed drugs or alcoholic beverages.
- l) Carry weapons or explosives, as well as other potentially dangerous objects for people, except those expressly authorized in advance by the institution for educational purposes.
- m) Any type of discriminatory action for reasons of race, creed, gender, disability or any other contrary to human dignity.
- n) Carrying, transmitting and hiding elements typical of pornography of any kind, as well as images of fellow members of the educational community, taken with or without their consent and that have pornographic or sexual purposes or tones involving minors, even when the subject in the image is not a minor.
- ñ) Any form of "hacking" of personal information of third parties, be it email accounts, social networks, institutional databases and others. Impersonate another person on the network,

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

regardless of the purpose pursued. The fault will be committed by those who allow, assist, cover up or facilitate in any way, the hacking even when they do not do it personally.

o) Other faults that, through an express analogical process, are considered serious according to the Internal Regulations of the Institution and its Philosophy.

### 27. Corrective actions for serious faults

The Disciplinary Committee, when imposing a sanction for serious misconduct on a student, will also decide on the corrective action to be imposed. Among others that can be developed in a similar way, the following are corrective actions for committing a serious misdemeanor:


- a) All those available for minor offenses if so decided by the Disciplinary Committee.
- b) Repair or replacement of the damaged material or equipment.
- c) Reparation of the verbal or moral offense to persons, groups internal or external to the institution, through the appropriate public retraction and the corresponding apologies.
- d) Loss of authorization to represent the institution in any official delegation thereof.
- e) Loss of credentials in any institutional committee.
- f) Absence from the educational center for a maximum period of twenty (20) calendar days.
- g) Carrying out actions of an educational nature and of institutional or community interest, that are verifiable and that maintain proportionality and relevance in relation to the offense committed.
- h) Transfer of the student to another section.
- i) Conditioning of registration.

### 28. Consequence of the sanction in the conduct note

every fault **grave** that is imposed on the student will imply a **discount from 11 to 20 points** of the total conduct grade for the semester. The Disciplinary Committee, in its resolution, will state the number of points that it considers should be reduced from the conduct grade and the reason for the determined amount.

### 29. very serious offenses

These are those offenses that go against the Philosophy, values and principles of the School, and that cause significant damage to the integrity of the members of the Educational Community, as well as to the reputation of the institution.



|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

St Jude School considera **very serious faults**:

- a) Subtraction, alteration or falsification of official documents regardless of the purpose pursued.
- b) The reiteration, in the same school year, of the deliberate destruction of property belonging to the educational institution, to the staff or to the other members of the educational community, whether this action is carried out individually or in a group and regardless of the value of the damaged property.
- c) Physical aggression of any kind against any member of the educational community, director, staff, students, parents, suppliers, etc.
- d) Psychological, emotional and any other type of aggression against other members of the educational community by digital, written, direct or intermediary means, in ways known as cyber bullying, bullying in the institution, aggression and/or mockery in social networks, disperse pejorative or insulting rumors of any type and form of communication.
- e) The reiteration of serious faults.
- f) Consuming within the Institution or in activities convened by it, alcohol, illegal or legal drugs prescribed to third parties.
- g) Distribute, induce, facilitate, cover up the use of any type of illegal drugs within the institution, in officially convened activities.
- h) Traffic or disclosure of material contrary to public morality and/or classified as pornography, whether child or not.
- i) Use weapons or operate explosives, as well as other dangerous objects for people, within the institution.
- j) Smoking tobacco or any other substance in the Institution, either through traditional cigarettes or using electronic cigarettes.
- k) Other offenses that are considered very serious through a process analogous to the Internal Regulations of the Institution as well as its Philosophy and that are not expressly typified in these Regulations.

**30. Corrective actions for very serious faults**

The Disciplinary Committee, when imposing a sanction for a very serious offense on a student, will also decide on the corrective action to be imposed. Among others that can be developed analogically, the following are corrective actions for committing a very serious misdemeanor:

|   |             |                      |
|---|-------------|----------------------|
|   | Process     | directive management |
|   | FORMAT      | COEXISTENCE MANUAL   |
|   | VERSION 1   | JANUARY 2023         |
|   | CODE        | 1 of 09.01.23        |
|   | RESPONSIBLE | GENERAL DIRECTORATE  |

- a) All those available for minor and serious offenses, if so decided by the Disciplinary Committee.
- b) Obligation to repair, in a verifiable manner, the material, moral or personal damage caused to individuals, groups or the institution.
- c) Carrying out actions of an educational nature and of institutional or community interest, that are verifiable and that maintain proportionality and relevance in relation to the offense committed.
- d) Absence from the educational center for up to a period of thirty (30) calendar days.
- e) Expulsion. In these cases, the Institution considers that the conduct in which the student has incurred implies a tacit resignation to be a member of our Educational Community, an absolute breach of our regulations and philosophy and therefore, the Disciplinary Committee is not applying a sanction, but instead declares that tacit resignation, ordering the expulsion of the student and his immediate removal from the lists of regular students. In these cases, the institution will issue a certification of grades obtained by the student up to that moment, so that they can enroll in another institution without interrupting their educational process.

**31. Consequence of the sanction in the conduct note**


every fault **very serious** that is imposed on the student will imply **adrop from 21 to 35 points** of the total conduct grade for the quarter. The Disciplinary Committee, in its resolution, will state the number of points that it considers should be reduced from the conduct grade and the reason for the determined amount.

**32. Of the disciplinary procedure**

St Jude School promotes an active discipline model, in which self-discipline is the primary goal. Therefore, it is desired that situations of minor offenses be resolved with the student directly by the teacher and without the need to involve, at least initially, parents or guardians. However, in those situations in which the teacher considers that a situation, despite being a minor offence, will be better dealt with by the Disciplinary Committee, he or she may submit to that collegiate body the analysis and resolution of the situation.

Any disciplinary process for the alleged commission of offenses **graves** Oabsences **very serious**, will begin with a report or complaint and a preliminary investigation carried out by the coexistence





|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

coordinator of the section and presented to the Disciplinary Committee in question(*primary or secondary*).

If, after the preliminary investigation, the Committee considers that there are sufficient elements to open the disciplinary process, the coexistence coordinator of the section will proceed to compose the **Transfer of Charges** and will notify: the student if he is of legal age, or his family if the student is a minor. This transfer of charges will contain:

- i.- Description of what happened(*if it was a complaint or report from a teacher or administrator*);
- ii.- Possible consequences that the student faces if found responsible and in accordance with this Regulation;
- iii.- Right of the student/family to have a legal professional advise them in the process;
- iv.- Presumption of innocence and the student's right to have his silence not be interpreted as an indication of guilt;
- v.- Clear indication that the student/family has 3 business days from the day the Transfer notification is made, to present their response (disclaimer), if they are pleased to do so.
- vi.- Make available to the student/family the complete disciplinary file from the same day that the Transfer of Charges is notified.
- vii.- Possibility of indicating a means to receive notifications for the process. Failing that, the Committee will notify the contractual address indicated in the registration act by the family.

Once the Transfer of Charges has been responded to in time by the parents of the minor or by the minor when he/she is of legal age, the **Disciplinary Committee** will analyze the discharge as well as all the existing evidence in the file, and will make a decision on the responsibility of the student, acquitting him or imposing the corrective and formative measures provided in this Regulation, as the case may be. The resolution of the Committee must, at least, contain a brief analysis of the legality of the procedure, the evidence and the defense arguments. He **Committee** will then proceed to notify the decision made and the agreed sanction to the interested parties (students, parents).

|   |             |                      |
|---|-------------|----------------------|
|   | Process     | directive management |
|   | FORMAT      | COEXISTENCE MANUAL   |
|   | VERSION 1   | JANUARY 2023         |
|   | CODE        | 1 of 09.01.23        |
|   | RESPONSIBLE | GENERAL DIRECTORATE  |

### 33. Appeal of the resolution of the Disciplinary Committee

In its resolution, the Disciplinary Committee will warn the home or the student, as the case may be, that if they do not agree with the resolution and sanction imposed, they have **3 business days** counted from the day following the notification, to present your **Appeal**, which will be known by the General Director.

The appeal may be physically presented at the Institution's reception and addressed to the office of the General Directorate or sent directly by email to the address that the resolution of the Disciplinary Committee will instruct.

Once the deadline for filing the appeal has elapsed without it being received, or if the appeal is untimely, the resolution of the Disciplinary Committee will be final and the sanction will be applied.

Once the appeal is received on time, the Disciplinary Committee will transfer the file to the Superior so that it proceeds, as a last resort, to assess the arguments put forward and issue the final resolution.


### 34. Of the section disciplinary committee

This entity meets for review and official behavior report with the coexistence coordinator of the section and is made up of the following members

1. coexistence coordinator
2. teachers' representative
3. section director
4. section secretary

Chaired by the section director

Minutes: sent to general management

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

### 35. The right to inspect

St. Jude School reserves the right to inspect a student's locker, bags, and personal items. The inspection will be carried out in the event that the student is suspected of carrying an illegal substance or article, which is contrary to the laws of Costa Rica or the rules and policies of the school.

In addition, St. Jude School reserves the right to conduct the above searches at random, and/or without any implicit suspicion, in order to verify that students are not carrying items, substances, or materials that would be contrary to the laws of Costa Rica or the rules and policies of the school.

Whether inspection was performed, the following process would be used:


#### lockers

Each year a box is assigned to each student to be kept with combination lock. These lockers are the sole property of the institution. The students may not exchange or share lockers without Principal approval of section. They also cannot use any empty locker without the approval of the Academic Director. the lockers They must be kept closed at all times. If the locker is damaged, the student responsible for the same you must report these damages to the section secretary as soon as you notice the damage. All lockers must be cleaned on the last school day of each year. the academic.

If for any reason it is suspected that the materials stored in a certain locker on contrary to the laws of Costa Rica or the rules and policies of the school, the student will be asked to open the assigned locker to inspect it. Random inspections of student lockers may also be conducted to ensure that there are no materials inside that are contrary to Costa Rican law or school rules and policies.

***The inspection will be carried out in the presence of staff members, as well as the Academic Director and/or General Director or his delegate.***

- The student open your locker.
- If the student refuses to open it, it will be opened by administration and given the option of being present when it is opened.
- If material or substances contrary to the laws of Costa Rica or the rules and policies of the school are found inside the locker, photographs of said materials or substances will be taken.
- An incident report will be prepared immediately, which will be signed by the personnel who witnessed the inspection.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |


- Parents will be informed immediately student of what happened and they will be given access to the report and the photographs, taking into account that if there are other students involved, you must have the permission of their families to share the information.
- If appropriate, a disciplinary procedure will be initiated in relation to the student, in accordance with the internal regulations of the school.
- The institution may keep the materials or substances found until the end of the disciplinary procedure..

#### Inspection of bags, lunch boxes and other personal items belonging to the student

If for any reason there is a suspicion that the materials inside the bags, lunch boxes, or in general in the belongings of any student or students, that would be contrary to the laws of Costa Rica or the rules and policies of the school, the institution you can inspect it. Random inspections of packages, lunch boxes, or in general of student belongings may also be carried out, in order to verify that students do not have, carry or bring into school any material that is contrary to the laws of Costa Rica. or to school rules and policies.

If an inspection is required, the following procedure will be followed:

- The inspection will be carried out in the presence of staff members, as well as the Academic Director and/or General Director or his delegate.
- The student to open/empty your bag, lunch box or pockets.
- If the student refuses to open the bag or lunch box, a member of the institution may open it. The student You must empty your pockets if asked to do so in front of witnesses. If you don't, you will be suspended.
- If material or substances contrary to the laws of Costa Rica or the rules and policies of the school are found inside the bag or lunch box or in the possession of the student(s), photographs of said materials or substances will be taken.
- An incident report will be prepared immediately, which will be signed by the personnel who witnessed the inspection.
- Parents will be informed immediately student of what happened and they will be given access to the report and the photographs, taking into account that if there are other students involved, you must have the permission of their families to share the information.
- If appropriate, a disciplinary procedure will be initiated in relation to the student, in accordance with the internal regulations of the educational center.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

The institution may retain the materials or substances found until the end of the disciplinary proceeding.

### 36. Bullying/Aschool arena

St. Jude School defines bullying or bullying as:

The deliberate and persistent physical, verbal or mental intimidation or harassment of a person by another person or group with the intent to cause harm or discomfort.

#### ***The policy of St. Jude School is as follows***


- a) St. Jude School is totally opposed to bullying in all its forms: cyber, physical, psychological and verbal (written and spoken).
- b) St. Jude School believes that prevention through sensitization and awareness of the entire institution is the most effective way to combat bullying.
- c) The school community seeks to create an understanding and cooperative environment in which victims of bullying feel empowered to seek help and, through collaboration with staff and others, counter the influence of the bully.
- d) The attitude and response of the school community will help bullies to realize that their behavior is antisocial and harmful to themselves. The bully will recognize the need to be guided by more appropriate interpersonal skills.

#### Some facts about bullying

- Harassment is a learned behavior. Bullies know what they are doing and what is wrong.
- For bullying to continue, it has to be consented to by important groups in the bully's immediate environment: family members, peer groups, and members of the school.
- The belief that if bullies are ignored, they will stop doing it is wrong.
- Bullying can happen anywhere, but it should not be accepted as normal behavior for children.

### 37. Personal items

It is advisable to label each school item with the owner's name. Each year numerous items of clothing, shoes, notebooks, lunch boxes, reusable bottles, and food containers go missing and are never claimed. Although we encourage students to search for their lost items, they often do not.

|  |             |                      |
|--|-------------|----------------------|
|  | Process     | directive management |
|  | FORMAT      | COEXISTENCE MANUAL   |
|  | VERSION 1   | JANUARY 2023         |
|  | CODE        | 1 of 09.01.23        |
|  | RESPONSIBLE | GENERAL DIRECTORATE  |

The only valuable equipment students are required to bring for school work is their laptop or tablet. This item must be in the student's possession at all times or must be kept in his or her luggage or locker locked. We do not recommend that students bring other items of value. Although there is security inside the institution, the school is not responsible for personal belongings that students bring. If a theft occurs, our security staff will do everything possible to recover the stolen items; however, St. Jude School is not responsible for the theft of these types of items that are not needed for school work.

### **38. Lost objects**

Personal belongings of any kind found at school will be placed in the lost and found boxes located near the section office. It is important to remove lost objects. Items labeled with the student's name will be returned as soon as they are turned in to lost and found. Items that are in the office for more than a month may be donated.

### **39. Money and valuables on campus**



Although St. Jude School makes every effort to provide security within the institution, we are not responsible for money, cell phones, radios, cameras, laptop computers, clothing, or any other personal property brought into the institution by students.

### **40. academic honesty**


Academic honesty refers to students contributing their own work that demonstrates their understanding of the concepts, knowledge, and understanding of each subject. The Academic Honesty Policy responds to the need to instill in the St. Jude School community the thoughtfulness and honesty of acknowledging individuals, organizations, and others who share information physically or digitally with the world community.

We expect all students to live by the values of St. Jude School by showing respect for the work of others, taking pride in their own work, being honest, and demonstrating integrity in every task they undertake.

The following conducts are considered improper of academic honesty:

|   |             |                      |
|---|-------------|----------------------|
|   | Process     | directive management |
|   | FORMAT      | COEXISTENCE MANUAL   |
|   | VERSION 1   | JANUARY 2023         |
|   | CODE        | 1 of 09.01.23        |
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- Plagiarism: "Presenting someone else's ideas or work as your own" (Academic Probity, IBO 2011).
- Abetting: "Conduct by a student that contributes to the misconduct of another, allowing him to copy his work or present it as his own" (Academic Probity, IBO 2011).
- Double use of the work (double dipping): "The presentation of the same work for different components or evaluation requirements" (Academic Probity, IBO 2011).
- Any type of homework simulation or blank homework deliveries on school platforms.
- "Any other action that allows a student to benefit unfairly, or that has consequences on the results of another student" (Academic Probity, IBO 2011).
- Inappropriate conduct will result in a grade of 1 for the assessment task and will be reported to the behavior manager for follow-up action.

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|-------------|---|
| approved by | <br>Mary-Jo Gill<br>General Director |
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