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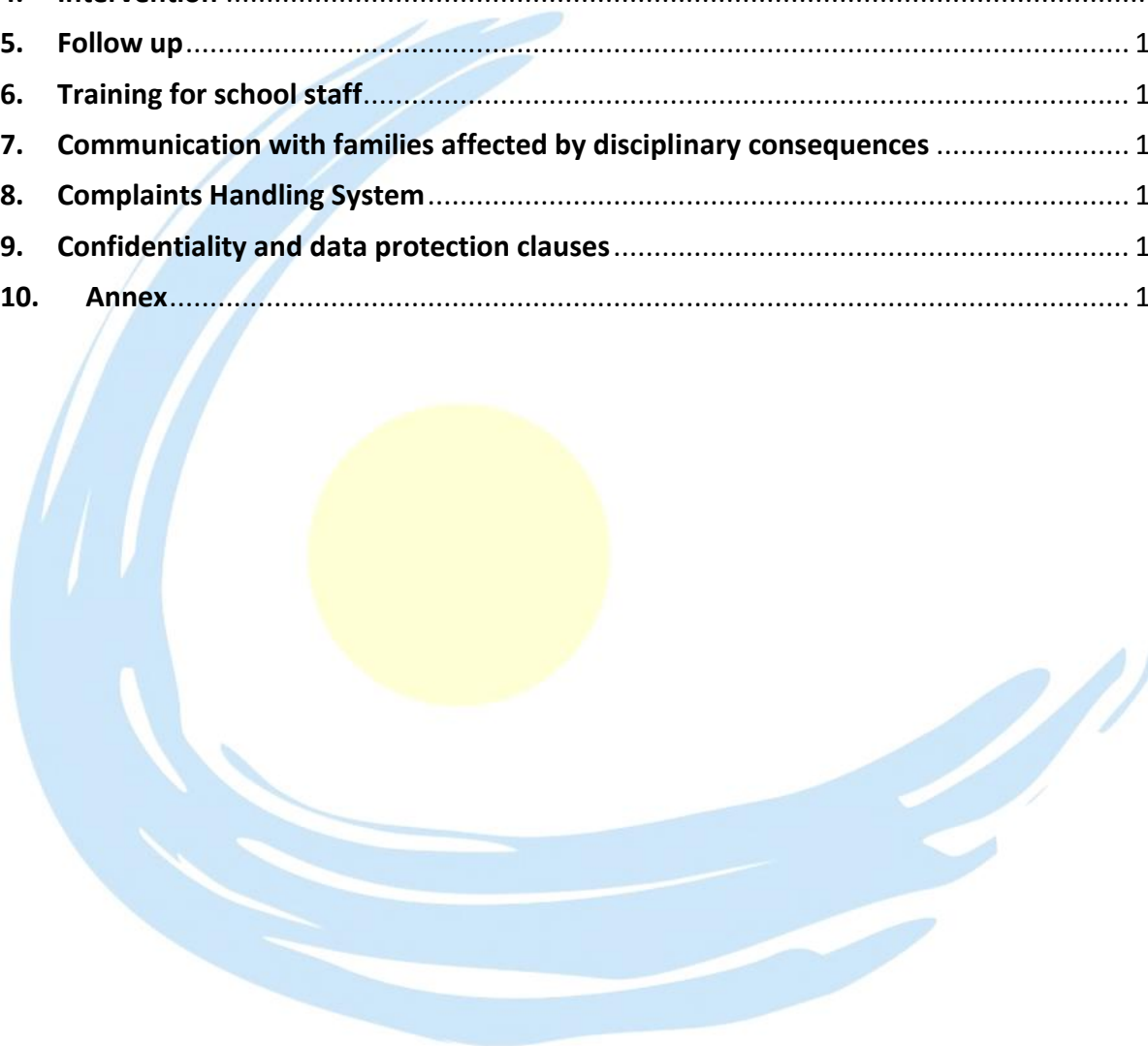
Good Behaviour Policy for the Secondary Cycle

Alicante, September 2025

Policy adopted by the Principal with the approval of the *School Advisory Council (SAC) / Joint Educational Council (JEC)*

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1. Introduction

This Good Behaviour Policy is based on the European School document “Pupils’ Well-Being Policy Framework of the European Schools”. This framework also includes policy guidelines in the areas of Child Protection, Anti-Bullying, Mental Health, Anti-Substance (Ab)Use and Health, Safety and Security.

This Good Behaviour Policy has been developed with the aim of providing comprehensive guidance for pupils, teachers, parents and others, regarding the desired behaviour of pupils in the school as well as clarifying the measures in place to guide pupils in achieving these goals.

This policy is in line with the general aims of the European Schools; to encourage tolerance, co-operation, communication and openness to others both within and outside the school. More specifically, it outlines that our school community does not tolerate racist remarks and/or inappropriate behaviour, insults or discrimination, physical and psychological violence.

This policy describes our expectations and general principles in terms of behaviour management, the systems and processes we have in place to promote and manage behaviour, and the tools we have in place to make this possible.

The European School of Alicante is a place for many people who speak several languages and have diverse cultures and customs to meet and live together. It is therefore important that we learn from each other and respect our differences, and promote an atmosphere in which European values are present throughout the school, tolerance, appreciation of diversity, respect for others and for the rules that organize our school life.

To achieve these general objectives, this Good Behaviour Policy has been defined by the school, so that it can be known and implemented by the whole school community on a day-to-day basis.

2. Definition and reference to values of the European School of Alicante

Behaviour is the way one acts, especially in relation to other persons and/or situations. In the European School of Alicante, everyone is expected to behave well.

Good behaviour and its mastery in school are crucial if pupils are to learn and reach their full potential. By following this policy, our aim is to ensure that pupils feel safe at school; can work in a peaceful and productive learning environment; can expect their parents and staff to work together to support them using positive reinforcement methods; be free from inappropriate behaviour, abuse and intimidation; make good choices and take responsibility for their actions.

The purpose of our code of good conduct is to share our ideas about how we relate to one another in our school in a manner that is courteous, respectful and considerate. It applies equally to the activities organised by the school as well as carried out outside the school.

Our aim is to outline key areas of behaviour in our school and to ensure that everyone is clear about our agreed expectations in our day-to day interactions.

Our aims are to:

- Increase trust in yourself and others.
- Learn to live and work together.
- Improve academic performance.
- Develop the capacity to live with others.
- Build a welcoming and safe environment.
- Prevent and positively resolve conflicts that may arise.
- Feel protected from inappropriate or threatening behaviour, abuse and intimidation.
- Feel safe at school.
- Teach children what is expected of them, with motivation and promote equality.

To achieve these objectives, the pupil's commitments are:

For academic success

I will work hard and to the best of my ability.
I will try to take responsibility for my own learning and for the understanding of my studies.
I will be organized and bring the right materials to each class.
I will be punctual and alert.
I will be helpful and never disruptive.
I will listen, speak and participate at the appropriate times.
I will stay focused in the classroom.

For good social relationships

I will be friendly and courteous to everyone.
I will be honest.
I will respect the different backgrounds and cultures in this school community and act fairly towards everyone.
I will value co-operation and help everyone develop personally and socially.
I will participate fully in school life to the best of my ability.
I will try to be helpful and supportive.

For a safe and friendly environment

I will respect myself and others.
I will contribute to keep the school a clean, safe and secure environment.
I will keep to the rules related to the health, safety and security of the school.
I will respect the school's and other people's property.

3. Awareness and promotion of good behaviour

Good behaviour is a fundamental value of the European School of Alicante. Awareness is the most effective way to promote a good environment and positive relationships in the whole school community.

While parents/legal representatives have primary responsibility for raising and educating their children, the school has a pedagogical role in creating awareness and promoting good behaviour at school and in the community.

Teachers and other staff members are responsible for building relationships with pupils to enable them to develop self-esteem, and to create a caring and supportive atmosphere in class and among the whole school community. This can be achieved by promoting positive behaviour in school at all times, by discussing and outlining clear expectations with their pupils, by being visible around the school and being mindful of the security of all.

The main task of the European School of Alicante is to educate pupils to enable them to reach their full potential. To this end, the school, with the help of families, has a duty to mould pupils into tolerant, respectful, responsible and thoughtful persons and citizens who contribute positively to upholding our values, abiding by them as they make their way in the world.

To foster positive behaviour, comprehensive plans and structures¹ have been established to ensure that the entire school community is informed of the expectations. These collaborative efforts involve teachers, pupils and families with the goal of offering clear guidance, information and advice to everybody on promoting good behaviour within the school setting.

Several rules apply to our secondary school pupils, encompassing various environments where pupils are expected to adhere to standards of good behaviour and guidelines for the proper use of materials. In other words, it specifies how pupils must behave in ICT classrooms, corridors, outside areas, studios, gym, library and so on.

Additionally, at the European School of Alicante, several actions are undertaken to create awareness and promote good behaviour in the whole community, for example: circular at the beginning of the school year for parents, pupils and teachers, meetings at the start of the academic year with pupils and parents, general assemblies, council activities and scheduled parent-teacher meetings.

All of these actions are published through different channels (agenda, ESA website or SMS) so that the whole community is aware of them.

It is important to note the existence of a supervision plan during school hours, from 08.30am to 4.30pm, aiming to optimize the utilization of school resources, ensuring pupils can safely enjoy and make use of the facilities. Furthermore, all pupils' activities are closely monitored, allowing prompt intervention by adults in case of accidents or issues related to behaviour, health or safety.

¹ Refers to the resources put in place to implement the General Rules of the European Schools.

In this sense, to safeguard the well-being of pupils, promote good behaviour and ensure that they can evolve in an atmosphere of tolerance and respect, the European School of Alicante follows its Anti-bullying Policy which is based on the KiVa methodological approach. In this regard, this policy includes prevention, intervention and evaluation procedures, strategies and actions to be implemented when needed.

All members of the school community, professionals, pupils and families, have the responsibility to make sure that all the plans and structures are correctly developed and the promotion of good behaviour of pupils is achieved. Therefore, all members of the school community have to work together and reinforce good behaviour to create a peaceful and productive learning environment at school.

MANAGEMENT

Following the official documents of the European Schools, the management of the European School of Alicante establishes the appropriate internal procedures and all the necessary measures to put them into place in order to cultivate not only pupils' good behaviour but also their personal, social and academic development.

PEDAGOGICAL TEAM

The pedagogical team of the school (Pedagogical Advisors, Psychologists, Educational Assistants and Nurse) is committed and works professionally to achieve an optimal education for pupils, enhancing their intellectual, physical, emotional, and social development. To this end, all actions taken are to motivate pupils to behave well and give the best of themselves. These actions also seek to anticipate and prevent difficulties and look for the most appropriate resources and procedures to ensure learning, safety and well-being at the school. Besides, they also promote the development of holistic education on values and encourage behaviour, skills and attitudes that help learners in their development and growth as human beings. The Pedagogical Advisors perform specific educational, administrative, and pastoral care tasks in several areas of responsibility to contribute to and ensure the pupils' good behaviour and therefore, their well-being.

TEACHERS AND SCHOOL STAFF

Following the "Guidelines on Ethics and Integrity in the European Schools" (ref.:2022-06-D-23-en-1), the School's staff should always act within a framework of principles underpinning the rules governing their conduct on ethics and integrity. Maintaining and guaranteeing ethical standards and developing teaching/learning processes that increase the maximum potential of pupils are the priorities for the European School of Alicante.

Therefore, all the staff of the European School of Alicante are committed to the good education of our pupils and their full development.

Teachers should undertake this task with high professionalism. They ought to talk with our pupils, motivate them and help them to achieve their full potential. Also, teachers should always treat pupils with respect, kindness, fairness, and awareness of pupils' individual needs.

And last but not least, all teachers will cooperate and work together to anticipate and prevent any difficulties that may appear.

FAMILIES

The success of this policy also depends on the full and consistent cooperation of all parents/ legal representatives who are expected to:

- Collaborate and cooperate with the school in a trustworthy manner, communicating and actively seeking solutions.
- Support the school in managing inappropriate behaviour.
- Support the pupils' positive behaviour with encouragement and praise.
- Inform the school (teachers and other school staff / person of reference) of any concerns or circumstances that may affect the pupils' behaviour at school.
- Communicate in a courteous and respectful manner in all the communications.

PUPILS

In order to promote a pleasant and safe environment, pupils must regularly work and use their skills to the best of their ability, take responsibility for their own learning, comply with the School's policies, plans, structures and standards, behave properly, always be open to collaborate and cooperate with others and not engage in physically or morally aggressive behaviour.

4. Intervention

Generally, pupils must exhibit appropriate behaviour within a school setting.

In the instances where misbehaviour occurs, the school shall intervene to address inappropriate behaviour in an educational manner and guide pupils in achieving the desired good behaviour as defined above.

The aim of the school's response to breaches in good behaviour, including disciplinary measures, is to educate pupils, reinforce a sense of responsibility and restore correct relationships among those affected in the school community.

The action taken by the school to address the inappropriate behaviour must always be proportionate to the nature, severity and frequency of the manifested behaviour.

In all cases, each inappropriate behaviour will be assessed taking into consideration the pupil's own circumstances and personal characteristics. Therefore, the school shall assess whether the behaviour is related to other factors which might explain a pupil's response to a specific situation or set of circumstances. Eg: a specific diagnosis which could explain why and how the pupil behaves and reacts to a specific situation.

The intervention and the consequences for dealing with the situation must always be appropriate - with the ultimate objective always being educational value.

Most inappropriate behaviour occurs in the classroom, where initially behavioural management is carried out by teachers. Outside the classroom, the supervising staff and any member of staff have the responsibility to intervene if any incident occurs.

All these incidents are recorded in an internal tool, “*Disciplinary Event Form*”, to report, follow up and have an overview of the incidents taking place at school.

In the few cases where bad behaviour continues, intensifies, or manifests itself seriously, the Pedagogical Advisors will intervene and also, the management, if needed.

Following the structure indicated in the “Pupils’ Well-Being Policy Framework of the European Schools” and taking into consideration our school environment, the actions below shall be applied when inappropriate behaviour occurs, always taking into consideration the pupil’s own circumstances and personal characteristics.

Inappropriate Behaviours	Possible Actions
Level 1 Making it difficult for everyone in the classroom to learn to learn and difficult for the teacher to teach. - Not using good manners (bad words, hitting) - Noisy and irresponsible movement within the school. - Disrespecting other people's property. - Behaving in a dangerous way. - Not staying focused on learning in class. - Show no respect for others. These inappropriate behaviours can be reported through the disciplinary event form.	Level 1 - The teacher gives a Level 1 verbal and written warning in the diary and by email to the parents/legal guardians (identify the behaviour, and indicate areas for improvement). - The child needs additional time to reflect or discuss with the teacher. - The child may be seated alone in class to be able to focus and to complete work, not sitting with peers.

Level 2 A child has already received a Level 1 warning, but continues to engage in similar unacceptable behaviour. - The teacher gives an oral and written Level 2 warning. - A more serious incident occurs that leads to greater disruption in the classroom or activities - His/her actions or insults deliberately hurt another child.	Level 2 - The teacher gives a Level 2 verbal and written warning in the diary and by email to the parents/legal guardians (identify the behaviour, and indicate areas for improvement) - The teacher and parents/legal guardians have a conversation without the child. - The child is asked to apologise and guarantee not to do the same thing again. This can be either an explanatory drawing or in writing for older children. - Extra work or tasks may be considered. The child may lose part of the recess and be required to do an activity that benefits the school community (e.g., improve the school community).
Level 3 A child with a Level 2 warning continues to engage in similar unacceptable behaviour. - The teacher gives an oral and written Level 3 warning	Level 3 The child may be excluded from certain activities. - An email is sent to parents/guardians to inform them and to advise them on behaviour. - Parents are invited to meet with the teacher and the child to discuss the behaviour and set targets for improvement. - The child may be asked to carry out a reflection exercise to examine his or her behaviour more closely (resources exist in many forms including questionnaires, forms that are of a self-evaluation nature). Conversation between school psychologist and child may be an option at this level.

Level 4 A child has received a Level 3 warning but continues to persistently disrupt school life, or the child is violent, or the actions are dangerous, or the child is violent or threatening. - The child makes an inappropriate remark. Any other incident left at the discretion of the school director.	Level 4 The Assistant Deputy Director (or any other member of staff delegated by the school management) informs the parents of the incident. - The child fills in a reflection form to review his/her behaviour and to suggest improvements. In some cases, a discussion between the parents, the educational team, and the Director meets to discuss the situation can be organised. - The Director, after receiving and analyzing and the information available, will decide if a disciplinary council shall be convened "to examine serious infringements by pupils of internal school rules and/or the European Schools' Regulations." (article 44). - Temporary exclusion from school possible. Conversation between school psychologist and child.
Level 5 Disciplinary measures may be considered if the situation is serious or aggravates over time. Disciplinary measures have the purpose of educating and training and are in line with chapter VI of the General Rules of the European Schools	Level 5 Serious breaches of discipline are reported to the Director and a written report from the cycle concerned is submitted to the Director as soon as possible. There are a number of disciplinary measures that can be imposed. In the secondary cycle these include: 1) Reprimand. 2) Extra work. 3) Detention. 4) Warning and/or sanction by the Director. 5) Warning and/or sanction by the Director on a proposal from the Discipline Council. 6) Temporary exclusion from the school - by the Director, for a maximum of three working days - by the Director, on a proposal from the Discipline Council, for a maximum of 15 working days. 7) Exclusion from one or more school trips organised during the current school year. Disciplinary measures listed from point 3 to 7 are entered in the pupil's personal file. The school will develop a retention policy for each of these records so as to have a fair and transparent system applicable to all pupils. In a serious case, involving a risk to safety or health in the school, the Director may, as a precaution, return a pupil to the care of his/her legal representatives pending the convening of the

	Discipline Council. The pupil's legal representatives shall be informed of all disciplinary measures, except reprimands. All disciplinary measures from detention onwards shall be entered in the pupil's personal file and kept for a maximum of three years. If the pupil is under an Intensive Educational Support Agreement, the school Advisory Group shall previously be consulted by the Director. Information about Disciplinary Councils may be found in Article 44 of the General Rules of the European Schools, and this includes the possibility of appeal against a temporary exclusion.
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All staff members should confiscate unauthorised, illegal or dangerous objects that disrupt teaching and learning, and/or put in danger the health, security and safety of the school community.

The information about the confiscation shall be communicated to the parents/legal representatives of the pupil, individually. The communication shall include the act, the object confiscated and the reason.

5. Follow up

Any inappropriate behaviour requires observation, intervention, and the relevant follow-up.

On occasions, inappropriate behaviour may be a sign of deeper difficulties that need to be monitored and addressed so that each pupil can come to the school with serenity and learn to realize their full potential.

In such cases, a more in-depth analysis of the pupil's inadequate behaviour will be carried out, assessing the most effective professional resources and educational strategies that will be sought to ensure the correction of such behaviour and the comprehensive development of the pupil.

In the case of disciplinary proceedings, only the members of the disciplinary committee, the pupils themselves and their parents and/or legal guardians have access to the minutes and other documentation generated.

These files are kept for a maximum of 3 years.

6. Training for school staff

The responsibility for the training of school staff falls under the decisions of the Board of Inspectors (BI), Office of the Secretary General (OSG) and local school management. Actions will be developed

during the school year, aligned with the Annual and Multiannual School Plans, discussed and approved by the School's Administrative Board.

7. Communication with families affected by disciplinary consequences

The communication and sharing of pupil's personal information shall be limited to the parents/legal representatives of the pupil, individually.

8. Complaints Handling System

Information about Disciplinary Councils may be found in Article 44 of the General Rules of the European Schools, and this includes the possibility of appeal against a temporary exclusion.

9. Confidentiality and data protection clauses

All employees of the School are obliged to comply with the rules of security and use of the information system and must sign the "Information System Use Policy" where the obligations in terms of security, confidentiality and the prohibitions regarding use of the tools (hardware and software) provided by the School are set out.

Only external organisations that provide services to the School have access to pupil data, and that is, only to the data essential for the provision of the aforementioned service. "Data Processor" agreements are signed with these organisations in accordance with the European RGPD and the Spanish LOPD-GDD legislation.

In the event that other entities (Judges, Police, Valencian Health Service, Ministry of Education of the Generalitat Valenciana, etc.) require information from pupils, employees, etc., this will only be provided when legislation so determines.

10. Annex

1. ASSINTENCE TO THE SCHOOL (in case of absence):

- a) Parents/guardians should inform the school's educational counsellor as soon as possible by e-mail, including relevant supporting documents, where available.
- b) In case of absence of more than two days due to health reasons, a medical certificate or the "Responsible Declaration" which can be found on the school's website must be presented.
- c) It is compulsory to present a medical certificate if you miss a B test or an exam. If you miss a test or exam without medical justification or prior authorization from the director, the test will be graded with a '0'.
- d) For absences due to personal reasons, we remind you of the rules of the European Schools (2014-03-D-14-en-3 article 30 c).

"Only the Director may give a pupil permission to be absence from school.

Except in cases of force majeure, the pupil's legal representatives must apply at least one week in advance. Applications must be made in writing, indicating the period of absence and giving reasons. Permission may be granted for a maximum of two days plus reasonable travel time. Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday period or public holidays".

For particular situations, please always consult the school management. If you do not follow these rules for absences for personal reasons, your absence will be considered unauthorized and will be sanctioned according to the General Regulations of the European Schools.

2. STUDENT CARD

Your parents or legal guardians must request the student's card in writing form (before September 15th) at the beginning of the school year.

If you have been granted a green card, you can arrive just before your first class starts or leave right after your last class if you do not have lessons at the beginning or end of the school day. Please note that the green card does not apply to study periods during school hours.

If you have been awarded the yellow card, you will have the same permission as with the green card, but you will also be allowed to go home for lunch and stay at home during the periods immediately before or after lunch if you have no lessons. Your parents take responsibility for managing your time outside school. After the lunch break, you must return punctually to your lessons.

You cannot leave school during the day if you have been awarded a white card.

Conditions:

If you do not follow the green and yellow student's card rules, the school reserves the right to withdraw these privileges and attribute the white card.

The student's card must be shown to the security guard. The student's card must be carried at all times and can be used as a guarantee for the use of certain school materials (games, balls, calculators, etc.).

3. LUNCH BREAK

Pupils will eat exclusively in the canteen. This applies to both meals served by the canteen and meals brought from home.

4. BREAK TIME

Pupils are not allowed to remain inside the school building, including the studios, during break times (short breaks, lunch breaks). However, pupils can use the library and the studios during the lunch break. Other school facilities can be used, such as the room opposite the library and the gymnasium, whenever a staff member is available to supervise.

5. WEDNESDAY AFTERNOON

From S1 to S5, regular classes finish at 1:05 pm. Only pupils participating in lessons or extracurricular activities can remain in the school until the end of their last activity.

6. STUDENTS BICYCLES

Pupils can come to school by bicycle and park it inside the school grounds on the bike racks in front of the gymnasium.

As stated in Article 34 of the General Rules of the European Schools, the school cannot be considered responsible for bicycle theft.

Conditions:

- a. The bicycle cannot be ridden on school premises.
- b. The bicycle must be locked at all times while parked, and it should only be parked in the designated areas.
- c. Pupils can leave the bicycle in the school only during lessons and never overnight or during school holidays.

- d. The school strongly recommends the wearing of helmet.

7. OTHER VEHICLES

- a. Mopeds, scooters, motorbikes, etc., must be parked outside the school in clearly marked public parking spaces.
- b. Roller skates, skateboards and other vehicles are forbidden on school premises.

8. IMPORTANT RECOMENDATIONS

- a. It is not recommended that pupils bring valuable objects or large sums of money to school, it is always the student's responsibility.
- b. Write your name on your belongings (books, calculators, mobile phones, coats, musical instruments, sports equipment, etc.).
- c. The educational advisors will give pupils a locker at the beginning of the school year, which pupils should use to keep belongings and prevent them from being left unattended.
- d. Never leave valuable items in the pockets of clothing left in classrooms or corridors.

In case of loss or another suspicious situation:

- a. Immediately inform the educational advisors.
- b. Afterwards, you must also do it in writing, describing what belongings cannot be found and what may have happened.

Sanction

Pupils who do not respect the property of others, including school property, will be subject to disciplinary measures.

9. LOST PROPERTY

Lost property is kept in the office of the Educational Advisors' office. Unclaimed valuables will be collected several times a year and donated to charities.

10. PRECAUTIONS DURING SPORTS LESSONS

- a. Follow your PE teacher's instructions.
- b. Pupils may leave valuables with the PE teachers before lessons start. Pupils may collect them later, but ONLY with the teacher's permission.
- c. The school declines all responsibility if teachers' instructions are not respected.

11. USE OF THE LOCKERS

- a. Pupils are responsible for the correct use of their locker and the respective lock.
- b. Keeping food in the locker for more than one day is not recommended.
- c. Pupils must empty the locker during the last week of school and take the padlock to the Educational Advisor.

12. FOOD, BEVARAGES AND PAPER

It is forbidden to:

- a. Bring open cans or bottles into the secondary school building.
- b. Eat in the secondary school building, hall, gymnasiums, study rooms or on the sports field.

What to do?

- a. We all want a clean school. Your commitment is very much appreciated.
- b. Packaging, food waste, cans, etc. must be thrown in the waste bins.

Sanctions:

Those who litter the school grounds will be asked to clean up. If a pupil refuses to follow the staff's instructions, disciplinary measures may be taken.

13. RECYCLING

1. Please do not print or photocopy unless strictly necessary. Save paper and ink.
2. The school's recycling bins for paper will be used.

14. SCHOOLS BAGS

It is forbidden:

Place school bags and jackets in front of doors or in the middle of corridors.

Reasons:

Blocking up the exits and corridors can lead to accidents and affect overall safety.

What to do:

Use the locker or the coat racks.

15. STUDY PERIODS

1st year pupils

Pupils must report to the Educational Advisors each study period. Then, under their supervision, they may read, work in groups, do homework and carry out other activities instructed or authorized by the Educational Advisor.

2nd – 5th year pupils

During study periods, pupils must remain in the study rooms following the Educational Advisors' instructions. They may study, read, work in groups and do homework, including visiting the library and other didactic activities with the proper authorization. They may also play on the sports fields or playgrounds provided if they do not interfere with sports lessons before the Educational Advisors' permission.

6th and 7th year pupils

During study periods, pupils in Years 6 and 7 may stay outside in the central courtyard or in the secondary gardens and recreation areas. They may talk quietly, read or develop some recreational or didactic activities, but may not lie on the benches or make so much noise as to disturb the lessons.

Conditions:

- Pupils must keep the study rooms clean.
- Pupils must respect the studios' configuration.

It is not allowed to:

- Eat or drink in the study rooms.
- Play any betting games.
- Disturb others. Pupils must be respectful of classmates who wish to do school work.

16. DRESS CODE

One of the main responsibilities of the school is to provide its students with an education that will enable them to contribute to a better society in the future. To this end, the school, with the support of families, has a duty to educate students to become tolerant, respectful, responsible, and thoughtful citizens who uphold our shared values as they make their way in the world. The need for a dress code is based on the twin principles of appropriateness and respect for others. Students need to learn that, depending on the time and place, there are a number of formal conventions in life that must be respected, including the convention of appropriate dress.

To be taken into account

It is widely acknowledged that the way individuals dress reflects their personality and sense of individuality. Pupils are naturally aware of fashion trends, and choosing what to wear allows them to express their identity and personal style.

However, pupils are expected to wear clothing that is appropriate for the school environment and that conveys respect for themselves and others. Attire should be non-offensive, non-aggressive, and suitable for an educational setting.

Objectives of this code

- To provide a safe and supportive learning environment for all pupils, in order to prevent social conflict and peer pressure related to personal appearance.
- To teach pupils the importance of personal appearance and its impact in our society.
- To acknowledge that fashion is a valid form of self-expression for pupils.
- To define the limits within which students are free to choose their own way of dressing.
- To promote tolerance, respect, and responsibility among pupils regarding their choice of clothing.

General guidelines

This dress code is designed to ensure that pupils dress in a manner that is respectful and conducive to a positive learning environment.

- Neatness and Cleanliness: All pupils are expected to come to school appropriately dressed and wearing clean, well-maintained clothing.
- Modesty: Clothing should be modest and suitable for the school setting. Pupils should avoid garments that are excessively revealing, tight-fitting, or otherwise inappropriate for an educational environment.

The following types of clothing are considered acceptable within the school:

1. Tops

- Collared shirts, blouses, t-shirts, and jumpers are permitted.
- Clothing must not display offensive, inappropriate, or suggestive graphics or text.

2. Trousers

- Trousers, jeans, skirts, and shorts are acceptable.
- Skirts and shorts must be of a length no shorter than mid-thigh.

- Ripped, torn, or excessively frayed jeans are not permitted.

3. Dresses

- Dresses must have sleeves or straps and should not be excessively tight or revealing.
- The length of dresses must be no shorter than mid-thigh.

4. Footwear

- For safety reasons, closed-toe shoes are preferred.
- Flip-flops and slippers are not permitted.
- Trainers are recommended for physical education classes.

Prohibited Items

- Hats and Caps: Hats, caps, or hoods may not be worn inside school buildings.
- Accessories: Excessively large, distracting, or unsafe accessories — including jewellery — are not permitted.
- Offensive Clothing: Clothing displaying offensive, obscene, or discriminatory language or graphics is strictly prohibited.
- Undergarments: Undergarments must not be visible at any time.

Fulfilment

Pupils who do not comply with the dress code will be required to change into appropriate clothing. Repeated offences may result in disciplinary measures.

Note: The school management reserves the right to make the final decision regarding the appropriateness of pupils' attire.

The role of families and teachers

Families and teachers share the responsibility of ensuring that students understand this dress code and adhere to it. Parents are encouraged to be aware of how their children dress for school and to guide them in making appropriate clothing choices. Teachers are expected to promote compliance in a supportive and respectful manner.

Consequences of non-Compliance

In the first instance, pupils who do not respect this code will be spoken to and encouraged to modify their behaviour. If a pupil continues to disregard the dress code, their family will be informed in order to establish a constructive dialogue. Should this approach fail, the school will be obliged to apply the disciplinary measures outlined in the General Regulations of the European Schools.

17. ICT REGULATION

User Accounts

- Access to user accounts is limited to members of the School's staff and the student body.
- Pupils at the European School of Alicante are entitled to use and access the School's ICT resources, including computers and, from S5 onwards, the wireless network.
- All students enrolled at the School are provided with an individual user account.
- Usernames and passwords are personal and non-transferable. The ICT Department does not have access to passwords, as they are stored in encrypted form and can only be reset if necessary. In the event that an account is involved in inappropriate or unlawful activity, it will be suspended, and formal justification through the Deputy Director of the secondary cycle will be required for reinstatement.
- Users are expected to be familiar with and adhere to the ICT regulations displayed in classrooms and published by the School.

Office 365

- The School provides a suite of online applications which allow users to create and share resources and communicate efficiently. For academic purposes, only the School's official applications must be used.
- Each user's digital identity is reflected in all activity within the virtual environment provided by the School. When sending messages, creating documents, or participating in videoconferences, users are identified by their official credentials. Therefore, it is essential not to share your username or password with anyone, as doing so could allow others to impersonate your digital identity or falsify your registration, records and activity within the system (SMS and Teams).

Security

- Users must not upload or share files or any content that is illegal, threatening, abusive, malicious, vulgar, obscene, invasive of privacy or property, or intended for online harassment.
- Content that violates data protection laws, or copies of documents, articles, books, graphics, music, or software protected by copyright, must not be transmitted or shared.
- Uploading or sharing any content intended for unsolicited advertising, promotional material, "junk mail", "spam", "chain letters", or any other form of commercial solicitation or offer is strictly prohibited.

- Uploading or transmitting any material containing viruses, malicious software, files, or programs designed to interrupt, damage, or limit the functionality of any School service is strictly forbidden and will lead to disciplinary measures.
- Pupils must NEVER be alone in the classroom.
- Free and unsupervised Internet browsing is not permitted at any time. During free periods, and only with authorization from the Educational Advisors or teaching staff, computers can be used as a study tool.
- School computers may not be used for private, commercial, or recreational purposes. Users are fully responsible for any actions and consequences arising from their use of School equipment or systems.
- The downloading or installation of software without proper authorization or a valid license is strictly prohibited. All installations will be carried out exclusively by the ICT Department in a centralized manner, following prior review and approval of the materials to be deployed. This prohibition also applies to software that does not require fixed installation.
- Any attempt to compromise, bypass, or disrupt the security of the School's information systems is strictly forbidden.

ICT Classrooms – Rules of use

- Teachers are responsible for turning the classroom projector and related equipment on and off before leaving the room.
- No food or drinks are allowed inside ICT classrooms. These rooms are to be used exclusively for educational purposes, not for studying independently, socializing, or playing games.
- Users must keep the equipment clean and in good working condition, ensuring that all cables remain organized. Only ICT Department staff are authorized to make physical modifications to the equipment.
- Spare mice and keyboards are available in the classroom. Teachers may connect these if necessary, provided that no other connections or wiring are altered.
- Any malfunction or technical issue with equipment or peripherals must be reported immediately to the ICT Department.
- Furniture must always be kept in perfect condition and remain orderly.
- Chairs and stools are assigned to specific workstations. Users must not move seating between stations. If more than one student shares a workstation, additional chairs provided for this purpose must be used.

- Users must not send offensive, defamatory, or disruptive messages to others through any communication systems. Each user is fully responsible for the content of the information they send or access.
- All materials and equipment made available to users in the ICT classroom are under their full responsibility. Any misuse of such materials will result in loss of access to the classroom and liability for the cost of any damages caused.

18. HOMEWORK POLICY

See Homework Policy

19. LIBRARY

All pupils and teachers have the right to use the Library as a resource and information centre for reading, research, and borrowing books.

Books may be borrowed for a period of 30 days. If additional time is needed to complete your reading, you may request a renewal of your loan from the librarian. Borrowed books must always be returned on time.

Computers in the Library must be used exclusively for school-related work. The Library is a place for reading, studying, and quiet reflection. It offers pupils the opportunity to work in a calm and peaceful environment, complete homework, read, or select books to borrow.

All users must help maintain this quiet atmosphere: please remain silent and avoid disturbing others. The use of mobile phones is not permitted in the Library; they must be switched off at all times.

Similarly, the use of music players or personal audio devices is not allowed.

It is strictly forbidden to damage or misuse Library materials, equipment, or facilities in any way.

Eating or drinking in the Library is not allowed.

Thank you for your cooperation.

20. MOBILE DIGITAL DEVICES POLICY

INTRODUCTION

This Policy aims to regulate the use of mobile digital devices in our school during the school day (lesson time, break time, lunch time and time dedicated to extracurricular activities).

European School Alicante is based in the territory of Generalidad Valenciana. As such, when specific local rules exist related to Health, Safety and Security matters, local rules must be given priority. Generalidad Valenciana has adopted a resolution for schools as for the use of mobile devices and our school has to abide by those rules.

These measures, concerning the regulation of mobile digital devices, are aimed at supporting the authority of school staff and ensuring decision-making based on the principles of necessity, proportionality, and efficiency.

MOBILE PHONES

The use of mobile phones by students will only be permitted in our school under the following exceptions:

- The Director may authorise the use of mobile phones only for specific individual health reasons.
- The Director will evaluate any other request for duly justified reasons and will decide on each individual request, ensuring decision-making based on the principles of necessity, proportionality, and efficiency.

Pupils and families are warmly invited to leave the mobile phone of the student at home.

Should families or adult students decide that the student bring her/his mobile phone at school, the mobile phone will have to be switched off during the whole school day (lesson time, break time, lunch time and time dedicated to extracurricular activities) and always kept secured in their bag, their pocket or their locker. Holding a switched off mobile phone has no meaning. Pupils found holding their switched off mobile phone will be invited to store it.

Keeping a mobile phone operational (switched on) will be interpreted as use.

In the event of the detection of a non-compliance with the conditions of use, the mobile phone will be temporary confiscated and kept by the school. Before its removal, school staff must ensure that the student turns off the mobile phone, to guarantee confidentiality. A note of the event will be logged in the student's file.

After being confiscated, the mobile phone can be collected back:

- By the adult student, immediately at the end of the day or as from 8:45 of the following school day.
- By a legal representative of the minor student, from 8:45 of the following school day.

Starting from the second non-compliance by the same student, the school can decide to apply other disciplinary measures, in line with the General Rules of the European Schools.

MOBILE DIGITAL DEVICES OTHER THAN MOBILE PHONES

For didactic activities that require the use of other mobile digital devices (MDD), only tablets or laptops without SIM cards are accepted. The use of any other mobile digital device is forbidden in the school (smart watch, game, smart band, smart ring, smart glass or head-mounted display, digital camera, game console, media player, etc.).

Inside classrooms

The condition for the use of MDD inside classrooms are:

- Didactic activities that require the use of MDD must be included in the educational planning of the teacher for the corresponding class.
- Pupils will make use of their own MDD (mobile phones are anyway excluded).
- The use of MDD will only occur upon request from the teacher and under her/his supervision.
- Once the activity is finished, teaching staff must ensure that the digital devices are turned off.

Outside classrooms

Outside classrooms, use of MDD (mobile phones excluded) by pupils will only be possible only for school related activities and as follows:

For the pupils in S1-S5:

- In the Study Rooms, upon prior approval and under the supervision of the Pedagogical Advisors.

- In the Library, upon prior approval and under the supervision of the Librarian.

For the students in S6-7:

- As for the students in S1-S5

- Outdoor (always and only for school related activities)

AWARENESS, TRAINING AND ENTRY INTO FORCE

The school will promote measures of awareness and training, aimed at the students, regarding the responsible and safe use of mobile phones and other digital devices and the risks of the internet and social networks.

This Policy entered into force during schoolyear 2024- 2025 and it will be reviewed and updated when necessary.