

COLÉGIO SANTIAGO INTERNACIONAL



INTERNAL REGULATION

2024/2025



Index

| | | | |
|--|-----------|---------------------------------------|-----------|
| Vision and Misson | 03 | 10. Transport | 09 |
| 1. Presentation | 03 | 11. Personal Items | 09 |
| 2. Academic Year Organisation | 04 | 12. Mentors | 10 |
| 3. Entry, Movement, and Exit at CSI | 04 | 13. Assessment | 10 |
| 4. Enrollment and Student Admission | 05 | 14. CSI's Organization | 11 |
| 5. Fees | 06 | 15. Educational Community | 12 |
| 6. Uniform | 07 | 16. Punctuality and Attendance | 14 |
| 7. CSI Activities (aCSI), Summer Camp, and Study Visits | 08 | 17. Excellence in Education | 15 |
| 8. Reception/Office | 08 | 18. Behaviour | 15 |
| 9. Canteen / Kitchen | 09 | 19. Omitted Situations | 16 |
| | | 20. Validity | 16 |



Vision

We will differentiate and personalize our delivery of the curriculum to encourage and empower our students to reach their full potential and contribute as global citizens .



Mission

By achieving a balance between academic, social, cultural and physical activities, our purpose is to create a stimulating and active learning environment within which all members of our community can achieve their full potential. We aim to foster our students' intellectual curiosity which will last throughout their lives.

1. Presentation

1.1. The Colégio Santiago Internacional shortened to CSI is a School of excellence that began its activity in the academic year 2012/2013. Located at Praça Zacarias Guerreiro n 0 29, 8800-391 Tavira.

1.2. The main building has 2 floors, the ground floor where the main services are located, such as, canteen, reception, library, common room, staff room and administration. On the 1st floor is taught the secondary phase with specific classrooms such as Music, Mss Laboratories and also a Hall.

1.3. In the school year 2012/2013 the ground floor was open with classes from Foundation to Year 9;

1.4 In school year 2013/2014 the ground floor was open with classes from Foundation to Year 12;

1.5. In the school year 2014/2015 the ground floor was open with classes from Foundation to Year 13;

1.6. In the school year 2017/2018, the first floor was opened with 3 extra classrooms and a specialized Science Lab.

1.7. In the school year of 2021/2022, the first floor gained 4 more dedicated classrooms.

1.8. The CSI has three leisure facilities in the main building, the atrium, where kids can play educational games and socialize. The main outer space contains a soccer court, volleyball and basketball, as well as an area dedicated to primary school and all the surrounding spaces for further integration of all children. There is also a tent for the PE and Drama lessons as well as whole school assemblies.



2. Academic Year Organisation

2.1. The curricular timetable is organised following the internal policies of the Colégio Santiago Internacional.

2.2. The use of uniform is compulsory in CSi and this can be purchased via the website: <https://tienda.camachofabricaciontextil.com/>

2.3. The School (main office) opening hours are from 8.30am to 5.30pm.

2.3.1. The registration for secondary school starts at 8.45am, where students should go to their classroom where they will be instructed by their mentor of the organization of the day. From 9am curriculum activities begin in blocks of 1hour according to different years. At the end of the day we practice mindfulness from 3.50pm to 4.10pm. **Pupils MUST attend REGISTRATION otherwise they will be marked late.**

2.3.2. The registration for primary school starts at 8.45am where students should go to their classroom where they will be instructed by their mentor of the organization of the day. From 9am curriculum activities begin in blocks of 45 minutes according to different years, At the end of the day we practice mindfulness from 3.30pm to 3.50pm.

2.3.3. From 4:10 pm to 5pm the school is open for extra-curricular activities, this has an extra cost for parents. At the beginning of the academic year the different extra-curricular activities timetable is given to parents.

3. Entry, Movement, and Exit at CSi

3.1. Teaching, non teaching staff and students have access to the school as well as other identified and authorised people.

3.2. At time of arrival, students should enter by the school's back entrance, any visitors must go to the main office to be identified and be given permission to enter or not and /or stay in CSi. People that have no permission to enter or stay in the premises may be subject to legal proceedings. Whenever parents need to talk about their children's progress, they should require a meeting with the mentor or teacher according to everyone's availability.

3.2.1 During the pandemic time all staff, pupils and visitors must wear mask inside the premises.

3.3. Within CSi premises, people should walk in a calm and orderly way to preserve silence and concentration throughout the school day students have breaks and their own spaces where they can run and play.

3.4. In CSi there are places of restricted access, such as staff room, kitchen, staff toilets and other personnel dly marked spaces where students should go only when properly authorised.

3.5. To ensure the safety of students when registering please complete a form identifying the people authorised to collect the student or if he/she has permission to exit school by themselves.

3.6. If the students leave/go out at lunchtime, parents will have to collect them from the office or sign a release form.

3.7. CSi does not allow any student to leave the premises without an authorisation.





3.8. If you need to collect your child(ren) during the school day, please inform in advance.

3.9. Collection of students must be done between 3.50pm and 4.30pm from the back gate of the school (playground).

3.10. CSi will NOT be responsible for any child left in the premises after 4.30pm.

4. Enrollment and Student Admission

4.1. The admission of new students in CSi is the responsibility of the Head Teacher and Management Team after meetings with parents and students.

4.2. The Head Teacher reserves the right to not accept re-enrolments of students when during the academic year parents/students or carers did not integrate completely in CSi community or were disrespectful towards staff and community or committed other acts that go against parents, students duties (see part 15).

4.3. Students who have brothers/sisters or family members attending CSi have priority in School enrollment

4.4. Upon registration CSi's office delivers to parents/guardians the following documents:

- Registration form;
- Fees and Services;
- Use of the Uniform Policy
- School Calendar
- Medical Questionnaire;

4.5. CSi's internal regulation can be read on the web site <https://www.colegiointernacionaltavira.pt/>

4.6. The following documents should be given in the office:

- Passport photocopy (parents & children)
- Proof of parent's address (Water bill, electricity bill or residence),
- Proof of Payment of Registration Fee and Deposit

4.7. All Parents/guardians when signing the Application Form for their child, declare to accept and respect CSi rules stated in this Internal Regulation and Financial Terms and Conditions.

4.8 CONFIRMATION of registration for the new school year MUST be made until April the 30th of the current academic year. If students are leaving CSi for the following academic year, written notice MUST BE GIVEN UNTIL THE 30TH OF APRIL, otherwise CSi may fill the vacancy by another student and will not return the deposit of 600€.

4.9. If for any reason parents decide to withdraw their child/children at any time of the academic year, ie, before the end of the academic year, then a whole school term notice (ie at least 3 months) MUST BE GIVEN so that the deposit can be refundable, on the date of leaving. If a School's term notice is not given then CSi will retain the deposit

4.10. CSi accepts applications throughout the year upon availability of places.

4.11. In case of cancellation AFTER the 30th of April implies that the Deposit will be kept by CSi.





4.12. If Pupils leave CSi before the end of academic year a school term's notice (i.e 3 months before leaving) must be given to CSi in a registered letter so that deposit is refundable. If a term's notice is not given CSi will not refund the deposit. Fees are always payable to the end of each term.

4.13. All money paid in fees and services is not refundable regardless of the reason of leaving.

4.14. Pre-registrations are also accepted, if there are no places available, the student will be placed in a waiting list, the student will only be enrolled if the registration fee is paid.

4.15. The amount paid on registration or renewal of registration is non-refundable, regardless of the reason for cancellation. The enrolment gives the right to attend CSi by accepting the terms and conditions in this Internal Regulation and the payment of the corresponding fees

4.16. Students enrolled in CSi are covered by school Insurance.

4.17. CSi's cancellations have to be communicated to the office in writing by registered letter.

4.18. In case of cancellation or abandon CSi without warning, if there are still outstanding amounts due to CSi, then the student file, assessments or any exams results will not be disclosure or given to parents/pupils until the outstanding balance is paid.

5. Fees

5.1. Fees can be paid monthly, termly, or annually.

5.2. Full payment is required in the month that the student enrolls, regardless of when during the month the enrolment occurs.

5.3. The monthly fee must be paid by the 5th of the month to which it relates.

5.4. Payment Methods:

- Cash payment.
- Monthly direct debit to the following accounts (with student ID):
 - IBAN: PT50 0035 0205 00011977 03096 (CGD)
 - IBAN: PT50 0045 7140 40254357 19483 (Crédito Agrícola)
 - IBAN: PT50 0018 0003 5366 9487 02062 (Santander)
- Bank transfer to the above accounts.
- Payment confirmation must be sent to info.csitavira@gmail.com.

5.5. Parents/guardians can choose to pay fees monthly, termly, or annually. A 3% discount is available for annual payments made before August 30th.

5.6. For families with siblings attending CSi, a 5% discount is applied to the second child, and a 7% discount applies to the third child and beyond.

5.7. Late Payments:

- Payments made on or after the 6th of the month will incur a 10% late fee.
- Outstanding fees will be deducted from the deposit.
- To continue at CSi, the deposit must be replenished, and the monthly fee must be paid.





5.8. No student is allowed to attend CSi without having the monthly fee fully paid (this includes the cost of meals).

5.9. The entire month is always charged in full. No discounts are provided for absences, including during Christmas, Easter, or Summer holidays.

5.10. Additional expenses such as enrolment, meals, transport, uniform, study visits, study rooms, extracurricular activities, and art supplies are not included in the tuition fees.

5.11. The fees for the following school year are updated in January.

5.12. Textbooks and exercise books are included in the tuition fees.

5.13. At the beginning of the school year, parents/guardians will receive a list of basic materials (e.g., pencil case, pens, pencils, eraser) that students must bring to school.

5.14. Textbooks are purchased by CSi and remain school property. Students are responsible for keeping these materials in good condition. Parents/guardians may be charged for any damages caused to school materials.

5.15. Each student will be provided with a school diary, which serves as a communication tool between CSi and parents/guardians.

5.16. All students are assigned a personal locker to store their belongings. CSi is not responsible for any lost or stolen items left in lockers.

5.17. In the event of a lockdown (e.g., during a pandemic), students will receive online classes, and fees will continue to be charged according to the current fee structure.

6. Uniform

6.1. Wearing the uniform is mandatory at Colégio Santiago Internacional (CSi). The uniform represents acceptance of belonging to the school community and reflects an attitude of respect and ethics aligned with CSi principles.

6.2. The uniforms are exclusive to CSi, and students are not permitted to attend school without wearing the correct uniform, in accordance with the Uniform Policy. The only exception is during school holidays, when the sports uniform may be worn.

6.3. If students consistently fail to wear the uniform properly, the following actions will be taken:

- For Primary students, parents must bring the correct uniform to school.
- For Secondary students, they will be sent home to change into the appropriate uniform after a written warning is recorded in their diary.

6.4. The uniform consists of:

| | | |
|---|---|--|
| For Girls: <ul style="list-style-type: none">• Dark blue skirt + Skolt• White polo shirt with the CSi logo• Jacket with the CSi logo• Shoes in dark blue, brown, or black | For Boys: <ul style="list-style-type: none">• Dark blue trousers or shorts• White polo shirt with the CSi logo• Jacket with the CSi logo• Shoes in dark blue, brown, or black | For Sports: <ul style="list-style-type: none">• White T-shirt with the CSi logo• CSi sports shorts• CSi tracksuit |
|---|---|--|





6.5. For health and safety reasons, the following rules apply:

- Earrings and any other type of jewelry are not allowed, except for a watch.
- Bracelets and necklaces are also prohibited.
- Girls are not allowed to wear makeup or nail polish, and their hair must be tied back at all times.
- The use of hoodies is strictly forbidden.
- Unnatural hair colors are not allowed for both boys and girls.

6.6. Uniforms must be ordered through the school's website: www.colegiointernacionaltavira.pt, directly from the supplier.

6.7. All items of the uniform must be properly labeled with the student's name. CSI is not responsible for any unlabeled or unattended uniform items.

6.8. During field trips, students represent the CSI community and must wear the correct uniform and behave in line with CSI principles.

7. CSI Activities (aCSI), Summer Camp, and Study Visits

7.1. aCSI activities take place during holiday periods and are organized by teachers and the administration in collaboration with external entities that have formal partnerships with CSI.

7.2. For any school visit or participation in aCSI activities, a signed authorization from the parents/guardians is mandatory.

7.3. This authorization must be provided either before each activity or at the beginning of the school year through a signed authorization letter.

7.4. Parents/guardians will be informed of upcoming study visits and aCSI activities via email.

- Some activities may require an extra payment, and students cannot participate without completing this payment.

7.5. In case of withdrawal from an aCSI activity or study visit, any amounts already paid are non-refundable, as the fees are calculated based on the number of participants.

- Payments must be made at least 3 days prior to the scheduled activity.

7.6. CSI will collect information from parents/guardians regarding their child's participation in study visits and aCSI activities.

7.7. Starting in 2022, CSI offers an 8-week Summer Camp open to both internal and external students for an additional cost.

- More details can be found on the school website: [Summer Camp Information](#).

8. Reception/Office

8.1. The Office is a crucial support hub for the entire school community.

8.2. The Office is available to assist with any type of information or inquiries that parents/guardians may have. All relevant information (e.g., social, financial, etc.) will be communicated via email.





8.3. Any changes to addresses, phone numbers, or other personal information provided to CSi must be promptly communicated to the Office.

8.4. The emergency contact numbers provided to CSi must always be up-to-date.

8.5. A medical questionnaire must be completed by parents/guardians and submitted to the Office.

8.6. In case of illnesses or accidents:

8.6.1. If a student shows signs of illness (fever, severe cough, rash, etc.), the Office will contact the parents/guardians to collect the child from school.

8.6.2. For unjustified absences or illness lasting five consecutive days, the student must present a medical certificate confirming they are fit to return to CSi.

8.6.3. In the event of an accident or sudden illness, the Office will immediately contact the parents/guardians using the provided contact information. If hospital care is required, a CSi staff member will accompany the student. Parental authorization is required for transportation to either a public or private hospital (e.g., Santa Maria or FIPP).

8.6.4. If a student is ill and remains at home, CSi must be informed of the student's condition and diagnosis. Medication should be administered at home. If medication must be given during school hours by a CSi staff member, parents/guardians must complete a medication authorization form.

8.6.5. For students using CSi's transport service, the medication authorization form must be handed to the driver. This form can also be sent via email for convenience.

8.7. The Office opening hours are from 8:30 am to 5:30 pm, with a lunch break from 1:30 pm to 2:30 pm.

9. Canteen / Kitchen

9.1. The Canteen / Kitchen is open during the day and serves the mid-morning snack, lunch and afternoon snack to students and staff.

9.2. Menus are prepared by a nutritionist respecting a healthy and balanced diet. CSi uses an outside provider that cooks home made meals taking the nutritionists diet.

9.3. CSi has implemented the HACCP system.

9.4 Food is not allowed outside the canteen.

10. Transport

10.1. CSi has a private transport service available to students, from Vila Real de Santo Antonio and from Faro/Loulé. This comes as an extra cost.

11. Personal Items

11.1. Pupils should not bring money onto CSi premises. All monies must be left in the school office with the Front of the House Coordinator.

11.2. Valuable items should not be brought to CSi premises.





11.3. CSi is not responsible for any toys or objects that students bring as they are not permitted.

13.4. It is strictly prohibited to have mobile phones, iPads, iPhones, PSPs or any other electronic equipment in CSi premises.

- If they are found once (first time), they will be confiscated and placed in the office, parents / guardians will have to come and get them personally, being reminded of the importance of not bringing these items to CSi.
- If these electronic items are found for a second time within the premises, the objects will be **CONFISCATED UNTIL THE END OF THE SCHOOL YEAR** and given to parents / guardians on the last day of school.

12. Mentors

12.1. Mentors are teachers who hold not only educational responsibilities but also provide social, physical, and emotional support, guiding students toward a solid educational future.

12.2. A mentor has up-to-date information about their assigned class, covering both:

- Academic progress (shared by other teachers)
- Personal and social development (gathered through observation, and dialogue with students and parents/guardians)

Much of this information may remain confidential between the Head Teacher, the mentor, and the parent/guardian (especially sensitive student-related matters).

12.3. The mentor is the first point of contact for parents/guardians regarding any educational or social concerns about their child.

- It is essential that all student information is regularly updated.
- Meetings with the mentor should be arranged when necessary.
- The mentor keeps the directors informed of any updates regarding their students throughout the academic year, and the directors will share relevant information with the mentors.

12.4. A daily briefing meeting is held at 8:30 am to ensure accurate and timely communication among staff.

12.5. A weekly staff meeting takes place at 4:30 pm (or twice a week if necessary) to discuss school-wide matters.

13. Assessment

13.1. As an international school, CSi follows a comprehensive Planning, Assessment, Recording, and Reporting Policy (refer to CSi policies).

13.2. Assessment serves as a key tool to promote student learning by:

- Establishing a framework for setting educational objectives.
- Monitoring student progress in collaboration with the students themselves.

13.3. Assessment is systematically integrated into teaching and learning strategies to:

- Diagnose learning difficulties.
- Highlight students' strengths.
- Reinforce learning across subjects and the curriculum.





13.4. CSi's assessment principles focus on:

- Monitoring progress and supporting learning.
- Recognizing students' capabilities and achievements.
- Guiding future planning, teaching, and curriculum development.
- Informing parents/guardians and the community about students' skills and outcomes.
- Providing continuity of information when a student changes class.
- Ensuring compliance with legal requirements.

13.5. The Planning, Assessing, Recording, and Reporting Policy is an internal document and is also available for reference by parents/guardians.

13.6. Each student's educational background must be systematically documented to maintain an individual record that tracks their development throughout their time at CSi.

13.7. The student's folder is the responsibility of their mentor, who manages all academic and personal information related to the student's learning.

- The folder can only be accessed in the presence of the mentor.
- Parents/guardians and class teachers have access to this folder.
- The Office and Directors maintain an updated copy of all student folders.
- No photocopies of the folder may be distributed to any parties except the Office and Directors.
- All relevant personal and educational information is carefully recorded in the student's personal file.

14. CSi's Organization

14.1. The Management Team at Colégio Santiago Internacional (CSi) is composed of:

- The Head Teacher
- The Investor, Ana Alves
- The Deputy Head Teacher, responsible for Primary School
- The Assistant Deputy Head Teacher, responsible for Secondary School

They are collectively responsible for CSi's strategic planning and policies, with a focus on achieving excellence in education.

14.2. Responsibilities of the Management Team

The Management Team is responsible for:

- Setting CSi's Internal Regulations.
- Implementing the rules, regulations, and policies required for the daily operations of CSi.
- Approving the Annual Plan of Activities.
- Managing facilities, spaces, equipment, and other educational resources.
- Handling the selection and recruitment of teaching and non-teaching staff.
- Preparing the academic timetable and class organization for each school year.
- Establishing partnerships with other institutions.
- Organizing and promoting training for the personal and professional development of all community members.
- Developing job descriptions for all teaching and non-teaching staff.
- Representing CSi in all matters.
- Promoting an ethical environment in collaboration with the entire educational community.
- Exercising disciplinary authority over teaching and non-teaching staff.
- Managing student discipline.
- Conducting assessments and preparing performance reports for both teaching and non-teaching staff.
- Ensuring compliance with the Internal Regulation and CSi Policies.





14.3. Teaching Group and Staff

The Teaching Group consists of:

- Teachers and Teacher Assistants
- Front of the House Coordinator
- Facilities Coordinators

This team is responsible for coordinating all teaching and learning activities at CSi.

Core Responsibilities:

- Preparing and continuously improving the Educational Project.
- Proposing and adhering to the Annual Plan of Activities.
- Providing feedback on CSi policies and contributing to their development.
- Planning and executing curricular, cultural, and extracurricular activities.
- Participating in professional development and staying updated according to the school's needs and objectives.
- Selecting and implementing textbooks and adapting the curriculum with varied teaching strategies.
- Discussing teaching and learning challenges on a student-by-student and class-by-class basis.
- Reviewing and sharing classroom strategies.
- Ensuring leave coverage in case of staff absence.
- Planning and supporting formative and cultural initiatives.
- Exercising disciplinary authority over students.

Meetings:

- Daily Briefing: Held at 8:30 am for timely communication and updates.
- Weekly Staff Meeting: Conducted once a week at 4:30 pm (or more frequently if necessary) for comprehensive staff collaboration.

15. Educational Community

CSi believes in and upholds the principles of equality for all. For this reason, there are specific rights and responsibilities for all members of the school community.

15.1. Students Have the Right To:

- Participate in CSi's activities.
- Be treated with respect, dignity, and courtesy by any member of the school community.
- Have the confidentiality of personal information respected.
- Be heard on matters of interest and concern.
- Be familiar with the Internal Regulation and CSi Policies.
- Be informed about CSi's objectives, curriculum, programs, core competencies, and assessment criteria.
- Know the rules regarding the use of CSi facilities.
- Participate in aCSi activities and other school-supported events.
- Have punctual, professional, competent, and motivated teachers.
- Receive appropriate assistance in case of an accident.

15.2. Students Are Required To:

- Engage fully in their work, always giving their best effort, and maintain proper personal conduct.
- Respect the rights of their peers and the entire educational community.
- Acknowledge mistakes and accept consequences in line with CSi's behavior policy.
- Maintain punctuality and consistent attendance.
- Be responsible for meeting all timetables and completing assigned tasks.
- Respect the property and belongings of all community members.





- Contribute to the preservation and cleanliness of CSi's facilities. This includes:
 - Not throwing rubbish on the floor.
 - Not damaging materials.
 - Taking care of green spaces.
- Avoid entering restricted areas.
- Not abandon school supplies or personal belongings.
- Not eat or drink in classrooms.
- Not chew gum on school grounds.
- Not bring or use tobacco, drugs, alcohol, or any other harmful/illegal substances while in CSi uniform, both inside and outside of school.
- Not use any form of phones or electronic devices on CSi premises.
- Follow the Internal Regulation and all CSi Policies.
- Wear the uniform properly in line with CSi's Uniform Policy.

15.3. Teachers and Staff Are Entitled To:

- Fully participate in CSi's educational process.
- Take part in training activities for personal and professional development.
- Access all necessary educational information for their role.
- Utilize technical support, documentation, and materials provided by CSi's administrative services.
- Be treated with respect, dignity, and courtesy by all members of the educational community.
- Have their safety preserved in their professional environment and maintain confidentiality in their personal life.
- Express themselves freely while respecting others' opinions.
- Plan and engage in CSi projects and initiatives.

15.4. Teachers and Staff Have a Duty To:

- Know and contribute to the continuous improvement of the Internal Regulation and CSi Policies.
- Foster a positive working environment for the entire school community.
- Respect each student as an individual.
- Maintain a setting conducive to effective teaching and learning, accommodating the needs of all students.
- Demonstrate competence and self-awareness.
- Be punctual and diligent in all curricular and non-curricular activities.
- Set an example of good character and conduct for students and staff.
- Inspire students to strive for academic and social excellence.
- Address inappropriate behaviour both inside and outside the classroom.
- Communicate relevant student information to mentors, directors, and parents as needed.
- Respect the confidentiality of information regarding students and their families.
- Collaborate with others in the educational process to access information from a student's personal file.
- Guide students on appropriate behaviour within school facilities.

15.5. Parents/Guardians Have the Right To:

- Access CSi's information regarding the Internal Regulation and CSi Policies.
- Ensure their child's integration into the school community.
- Receive updates on their child's academic progress and behaviour.
- Participate in CSi's activities when invited.
- Expect confidentiality from CSi staff regarding private family matters.
- Collaborate with CSi in supporting their child's learning.





15.6. Parents/Guardians Have the Responsibility To:

- Encourage their child to respect the entire educational community.
- Reinforce their child's responsibilities.
- Value the authority of CSI and its staff.
- Motivate their child to perform at their best.
- Respect the Internal Regulations and CSI Policies.
- Notify CSI about any incidents or situations involving their child.
- Justify their child's absences as early as possible.
- Ensure proper use of the CSI uniform in line with the Uniform Policy.
- Be accountable for their child's attendance and punctuality.

16. Punctuality and Attendance

16.1. Class attendance is crucial for academic success. Students must be punctual and maintain regular attendance to develop good work habits and a sense of responsibility.

16.2. Student registration is conducted by the mentor and submitted to the office.

- Students must arrive at school between 8:45 am and 9:00 am.
- Arrival after 9:00 am will result in the student being marked as late.

16.3. Missing any scheduled activity in the student's timetable is recorded as an absence.

16.4. Absences must be justified by the parent/guardian (email is acceptable) within 3 days of the absence.

- Unjustified absences can negatively impact the student's academic progress.

16.5. Excused absences include:

- Student illness, confirmed by a doctor.
- Death of a family member.
- Prophylactic isolation due to exposure to infectious disease (with official documentation).
- Birth of a sibling (day of birth and the following day).
- Outpatient medical treatments that cannot be scheduled outside school hours.
- Providing care for a sick household member, if no other family member can.
- Participation in religious ceremonies that cannot occur outside school hours.
- Participation in sports or cultural events under current regulations.
- Other cases approved by the Board of Governors.

16.6. To justify an absence, parents/guardians must complete the CSI absence form and submit it to the Office.

16.7. The Office may request additional documentation if necessary.

16.8. If parents/guardians know in advance that their child will be absent, they must provide prior written justification.

16.9. Students are allowed a maximum of 10 unjustified absences.

16.10. If a student reaches half of the allowed absences, the parents/guardians will be called for a meeting with the mentor to find a solution to improve attendance.





17. Excellence in Education

17.1. CSi's primary strategy focuses on achieving Excellence in Education, driven by a clear vision for the future. This vision prioritizes not only academic excellence but also social responsibility and commitment to the local community.

17.2. Excellence in education positions CSi as both an educational institution for children and a professional development center for adults.

18. Behaviour

18.1. Colégio Santiago Internacional (CSi) promotes positive attitudes and behaviours to ensure that every student fully benefits from all educational opportunities, as outlined in CSi Policies.

18.2. All members of the CSi educational community, including teaching and non-teaching staff, are expected to remain vigilant and address any behaviour that violates CSi rules.

18.3. Students must behave in a way that ensures the smooth functioning of CSi activities and fosters positive relationships within the school community.

18.4. CSi enforces a ZERO-TOLERANCE POLICY for bullying, as detailed in its Internal Policies.

18.5. Behaviour expectations apply to all activities, both inside and outside of CSi premises. Adherence to the Behaviour Policy is mandatory.

18.6. Rewards and Sanctions

Rewards:

- Each class has a reward system that acknowledges students' effort and achievement.
- The Effort Point system promotes recognition of good work and a positive attitude in academics and school life.
- Weekly, the class and student with the most Effort Points have their names displayed in the foyer.
- Award certificates are given to students who consistently demonstrate exceptional effort, achievement, and behaviour.

Sanctions:

- Sanctions are issued at the teacher's discretion and may include the withdrawal of privileges or detention.
- For persistent behavioural issues, a meeting will be scheduled between the class teacher, the student's parents, and the Head Teacher or Deputy Head Teacher.
- The Head Teacher has the authority to suspend or, in severe cases, expel students for serious misconduct.



Serious Breaches of Discipline Include:

- Consistent bullying behaviour.
- Ongoing rudeness and use of offensive language.
- Persistent use of forbidden electronic devices on CSi premises.
- Repeated disrespect for school property (vandalism, damaging furniture, drawing on walls, etc.).
- Any other serious behaviour that violates CSi rules and regulations.

19. Omitted Situations

Any situation not addressed in this regulation will be resolved promptly by the Head Teacher, in accordance with existing legislation.

20. Validity

This Internal Regulation takes effect on September 1, 2024, and will be reviewed on September 1, 2025.

This document is subject to continuous evaluation and improvement.

