



TEACHERS, ASSISTANTS AND PERSONNEL INTERNAL REGULATIONS

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COLEGIO AMERICANO DE SAN CARLOS S.C.

TEACHERS, ASSISTANTS AND PERSONNEL INTERNAL REGULATIONS

TITLE I ENTRANCE AND Y EXIT

CHAPTER I ENTRANCE AND EXIT OF PERSONNEL

Article 1st. The time of entrance for teachers and assistants of Early Education, Preschool, Elementary and Middle School is Monday to Friday at 06:55 hours. **Pleads punctuality..**

Article 2nd. The exit of the teachers will be by contract or 14:55 hours (or until completion of the delivery process when students exit) except for the days they have to stay on guard, meeting in the afternoon, training, sport/cultural events, where they cover the hours not worked on Saturday and days granted in holiday periods.

CHAPTER II GROUPS ENTRANCE AND EXIT

Article 3rd. The time of entrance of the students is from 7:00 a.m., so that teachers and assistants should be in place (according to the rules of entry) from this hour.

LEVEL	GRADE	ENTRANCE	EXIT
PRESCHOOL	Early Education	08:30	12:30 – 12:40
	K1	08:00	13:30 – 13:40
	K2	08:00	13:30 – 13:40
	K3	08:00	13:45 – 14:00
ELEMENTARY	All grades	07:25	14:45 – 15:05
MIDDLE	All grades	07:25	14:45 – 15:05
HIGH SCHOOL	All grades	07:25	According to Their Schedule

Article 4th. Check out of the students depends on their educational levels, and/or the general exit or round.

Article 5th. Teachers and assistants should be in office (according to the procedure). At 15:15 may leave those children who have not been collected secured with the police officer, specifying to the guard in charge how many children were not delivered and their backpack and belongings. From this point you can leave school.

CHAPTER III GOING OUT WITH OTHER PEOPLE DIFFERENT FROM PARENTS

Article 6th. At the time of departure, must take extreme caution to prevent children from coming out of school alone and **NO CHILD WILL BE RELEASED** to another person other than the child's parents. In the event that someone else (grandparents, uncles, mothers, etc.) pick up the child, parents should said so in the Blue Book.

Article 7th. The teacher receiving the authorization form or letter of authorization shall deliver such format to the Level Coordination for monitoring, and for it to be delivered to Front Desk will send it to the Registrar's Office to file it the student's file.

Article 8th. In the case of any person picking up the student frequently (eg; nannies that collect them almost every day) or students that have the consent of their parents/tutors to be able to walk to his

home; parents must write a letter authorizing the departure of their children or the delivery of his son or daughter to the person to which they authorize, attaching a copy of the official identification of the authorized person, in order not to have drawbacks. This letter will be filed away in the student's file in the Registrar's Office.

Article 9th. The person picking up the child (grandparents, uncles, babysitters etc.) must show children CASC credential and an official ID (IFE, passport, etc.) to confirm that is the person assigned by the parent to pick up the child.

Article 10th. In the event that parents have forgotten to deliver the departure clearance coupon, it is necessary to communicate by phone as soon as possible, with the Coordination /Management or Front Desk of the Institution, to give the corresponding authorization.

Article 11th. At the time of the call, the receptionist will ask parents (as deemed) to answer questions of a personal nature. This, in order to have a security key and prevent any outsider or stranger makes a false call and for more control. Therefore, we will ask parents to memorize and not share with anyone, the registration number (or bank reference) of their child.

Article 12th. In the case of not delivering "the departure clearance form", and do not communicate by telephone to notify the authorization. **NO CHILD WILL BE GIVEN** allowance to leave until you must locate a parent and receive such authorization together with confirmation of their registration number (bank reference).

CHAPTER IV GUARDS AND BREAKS

Article 13th. Guards, performance activities and rest positions for each teacher are assigned, both at the time of entry, recess and exit as well as at different times of the school day such as, when the workshops. It is the responsibility of everyone to be at his post, the date and time stipulated for each period.

Article 14th. All teachers should be alert at recess time, so at this time of the day, there will be no breaks for anybody (as students become accustomed to the routine). As time passes will be designated the days of guard at recess.

Article 15th. No teacher should be alone on guard during recess. There must always be on guard at least two teachers (in the case of Preschool), in order to support each other in case of an accident or mishap.

Article 16th. The recess guard is to monitor and **not to talk with other teachers**, so we ask you **to be very careful**, because at the time of recess (from the moment the children leave the room until they come in) is when can happen most accidents (from bumps, drops, up fights with other children, etc.).

Article 17th. Teachers should be placed for the guard at strategic points in the area of the institution designated for their Level to monitor places of danger and observe everything that happens in them. There must always be at least 3 teachers on duty to care for students at recess.

Article 18th. The moments of rest will be at recess and at time for music lessons or sports (offered by a third teacher). The breaks will alternate between teachers, according to the agreements defined on the meeting to treat the subject.

Article 19th. In case some teachers do not attend, the other teachers should agree to supply the place of the teacher missing.

Article 20th. For Preschool; for no reason, any male person (teachers or security personnel and maintenance) may be alone with young children. They should always be accompanied by some of the teachers, either full time professor or assistant. In the event that the accompanying miss that is with a male teacher has to leave or leave the group temporarily, you should ask the prefect of level to be there, whilese returns. This, in order to avoid misunderstandings with parents and put in an awkward situation the teacher.

Article 21st. Under no circumstances can a student be left alone, even for a minute, (either one, or many) anywhere in CASC, either in their own classroom or other space. In the event that a teacher is alone with students, and he/she has to depart for any reason, he/she must ask the prefect of the Level to stay, and take the care of children, as he/she returns.

Article 22nd. Once a week, both teachers and assistants are assigned guard after the departure of the students, so they have to stay in charge of those students whose parents have not gone to pick them up. The persons in charge of the guard may withdraw from CASC, once the last child hs been left the school with his parents.

TITLE II ATTENDANCE

CHAPTER I PERSONNEL ATTENDANCE

Article 23rd. Regular and consistent attendance is critical to the welfare and timely and appropriate follow-up of children to the COLEGIO AMERICANO OF SAN CARLOS S.C.

Article 24th. If unable to attend work, it is important to request permission in writing at Level Coordination/Sub Direction with sufficient time to assess the situation (at least 1 week before).

Article 25th. Human resources will not pay any unattendance that is not justified or have permission of the Level Coordination/Sub Direction, recalling that can only be granted three permits (whether an early departure or late entry) in a quarter.

CHAPTER II TEACHERS AND STAFF ILLNESSES

Article 26th. Failure to attend COLEGIO AMERICANO OF SAN CARLOS S.C. because of illness, please contact as soon as possible level Coordination/Sub Direction (cell or home phone) to take the necessary measures and the Sub Direction contact the alternate Miss that can cover the day as soon as possible.

Article 27th. **IT IS NOT ALLOWED TO NOTIFY THE ABSENCE THROUGH SMS, APP or notify BY WHAT'S OF TO OTHER MISS.**

Article 28th. In case of illness and absence of less than three days, you must submit doctor's certificate corresponding to the days of absenteeism (private or social security).

Article 29th. In case of work absence for more than three days social security disability should be provided to the name COLEGIO AMERICANO OF SAN CARLOS S.C. and discharge of disease when given by the physician.

CHAPTER III SPECIAL PERMISSIONS

Article 30th. If you need any special permission, it is necessary to talk with one week in advance directly with the Sub Director to assess the case and make a decision.

Article 31st. IT NOT PERMITTED TO ASK FOR PERMITS OR NOTIFY BY SMS, APP WHAT'S OR WRITTEN ERRAND OR THROUGH THIRD PARTIES.

**TITLE III
TEACHERS AND PERSONNEL PERSONAL CLEANLINESS AND UNIFORM**

**CHAPTER I
UNIFORM**

Article 32nd. All teachers, group assistants, nannies, security oficers and maintenance personnel must wear the appropriate uniform at all times (including at entrances and exits of children).

Article 33rd. It is not allowed to wear pants to work daily (except Sports teachers).

Article 34th. Teachers may acquire formal uniforms at their own cost with the official supplier of the College.

**CHAPTER II
PERSONAL CLEANLINESS**

Article 35th. It is essential to give a good image as an educational institution, so it is a priority that all staff, both teaching and administrative, as quartermaster and maintenance, take care of personal hygiene, integrity and cleanliness of uniform and footwear as well as their hairstyle.

**TITLE IV
CELL PHONES**

**CHAPTER I
USE OF PHONES**

Article 36th. IT IS NOT PERMITTED TO USE THE CELLPHONE IN THE CLASSROOM, or at any other academic activity or in guards.

Article 37th. In an emergency, you may give their family's the PHONE OF COLEGIO AMERICANO OF SAN CARLOS SC: 622 2212551, to communicate with you. The message will be taken by the receptionist, and depending on the situation, will be allowed to answer the call or be given the message, to communicate on a break or end of activity or class in which you were at the time of the call.

**TITLE V
FOOD AND LUNCH**

**CHAPTER I
MEALS**

Article 38th. Chewing gum in the classroom is not allowed at COLEGIO AMERICANO OF SAN CARLOS S.C.

Article 39th. Teachers can not ask things from external shops to the front desk, maintenance and safety staff within the school day.

Article 40th. It is not allowed to have cups of coffee in the classroom (to avoid burns and accidents) are allowed only closed containers (sealed with a lid).

Article 41st. It is not allowed to give children any container or utensil of any kind whatsoever be a stab

like knives, glasses and glass cups, ice picks, toothpicks, etc. to prevent accidents within the premises OF COLEGIO AMERICANO OF SAN CARLOS S.C.

Article 42nd. The cafeteria shall prepare coffee for teachers and visitors every morning, but each teacher must go to pick up the coffee provided in a closed container and return their dirty container to the cafeteria, to end the day.

CHAPTER II LUNCH

Article 43rd. Teachers in Kindergarten and Elementary must be prepared to serve the children Lunch five minutes before the designated time..

Article 44th. After Lunch, should ensure to clean and/or monitor the tables and the areas where children ate are clean and in order to prevent the students left the room dirty for the rest of the schedule.

TITLE VI CLEANLINESS

CHAPTER I CLASSROOM AND MATERIAL CLEANLINESS

Article 45th. Teachers and assistants shall **WITHOUT EXCEPTION** let the material collected before retiring or schedule change. Neat and tables in place. It is their duty to have their room in order, and any other area or room to use throughout the routine. The teachers' lounge must be clean and tidy at all times.

Article 46th. Teachers and assistants should rinse out any material that needs to be washed after use (godetes paint and/or Resistol, brushes, etc.), so that at the end of the day, they can, wash them without difficulty. Everyone should wash the material used.

Article 47th. The student work will be exhibited during the required period clean and tidy, they must remain not stacked on the shelves of the halls, in the event that this happens, the teacher of the subject that has allowed his/her students not return homewith their work and he/she will have a sanction.

CHAPTER II BABY DIAPERS CHANGING AND TIME OF TOILET

Article 48th. The attendees must diapering children of Early Education and/or Kindergarten I at the assigned hour and/or when required.

Article 49th. The assistants **may only have a maximum of 2 children in the bathroom**, so if another student needs diapering or toileting, must wait for the attendees become vacant.

Article 50th. If it is an emergency and the child can not wait, the classroom teacher should lead the child to the nearest bathroom (of another classroom, for example) and change it or assist him and shall not leave him with the nanny, if she is busy with 2 students.

Article 51st. In the case of children in training, it is necessary that the teacher report this before to the assistanys to go for them to take them to the bathroom every 15 or 20 minutes according to the training stage where they are.

Article 52nd. If the child has an accident, and need change of clothes, the nanny can do so, provided they do not have 2 children in the bathroom, in which case, the assistant will have to take this job.

CHAPTER III CHANGE OF CLOTHES

Article 53rd. If you have to change clothes for a child, you must use the corresponding one ie; **UNDER NO CIRCUMSTANCES TAKE CHANGE OF CLOTHES FROM ANOTHER STUDENT.**

Article 54th. In case of missing a garment and it is indispensable for him to wear it, the child's mother should be called to bring it. Only if the mother can not provide the garment, he/she will be placed an emergency garment of the classroom and ask the mother of the child that should bring it the the next day washed.

Article 55th. Dirty clothes for children, will be returned to the mother in a sealed plastic bag and asked to return it the duly washed and labeled if it is not the same the next day **WITHOUT EXCEPTION.** In case they dont have brought them the next day, sending the corresponding note as pending until the mother has sent the change of clothes in perfect condition.

Article 56th. Before delivering to the assistants the clean clothes returned by mothers, teachers should review that they have returned all the clothes that took and that all clothes that have name, in turn, the assistants will verify again the above mentioned.

Article 57th. The assistants must keep control of missing clothes and clean ones, returned by the mothers. They shall inform the teacher, what child lacks change of clothes, so you do know it's mom immediately through the Blue Book and the School Control.

Article 58th. Similarly, will be reported in advance when there are few diapers and/or wipes of one of the students, in order to alert the mother in advance, and the student does not run out of any of the above mentioned.

TITLE VII ABOUT CHILDREN

CHAPTER I SICK CHILDREN

Article 59th. At the entrance of students, it is important that teachers, security personnel, assistants and administrative staff who are lowering down students of the cars make a discrete observation of each child (which will not be very obvious to parents ly).

Article 60th. If you detect a sick child, report it to Coordination /Sub Direction responsible for the door before lowering the car or before allowing them to enter to CASC so that this person is responsible for returning the student to his house (previous Nursing assessment).

Article 61st. If you detect a sick student throughout the daily routine, the teacher must report to the Coordination/ Sub Direction to determine each particular situation, and if necessary, the coordination/Sub Direction should call the parents (preferably, first the mother) to come and pick up their child. It is necessary to clarify that parents **THAT BY ORDER OF THE SEP;** CASC can not receive any child who has been sick if they do not present a medical certificate of the child that is now healthy and not contagious to his teammates.

CHAPTER II SECURITY AND INTEGRITY OF STUDENTS

Article 62nd. The security and integrity of each and every student is above all things, so every teacher should foresee or anticipate, within his/her means, any situation that might endanger the integrity of any of his/her students. Similarly must anticipate risks that may arise when planning any of its activities.

CHAPTER III CHILDREN UNDER OBSERVATION

Article 63rd. The last Thursday of each month, the teacher delivers to the Coordination/ Sub Direction a report on the observation and evolution of "children under observation", ie those children who show an (emotional and/or social) behavior or a different academic performance or lower than the rest of the group or outside the expected range for age.

Article 64th. It is indispensable (before handing to Coordination/Sub Direction), make a copy of the report so that each teacher may store in their classroom or appropriate locker the report and can do the follow up the following month).

Article 65th. Based on these observations will determine, together with the Psycopedagogic Coordination, the procedure in each case.

Article 66th. **NO TEACHER can talk to the parents of a student to notify, counsel, advise and/or refer to a specialist, or tell them about any behavior or performance in their child** because it is noteworthy that this is specific work of the Psycopedagogic Coordination and Level Coordination if it is necessary the intervention depending on the circumstances.

Article 67th. Similarly, it is the duty of each one of the teachers, to report to the Coordination/ Sub Direction immediately any conduct or performance event out of the ordinary, of one of his students (eg: child starts doing tantrums or beats, bites, and he did not do it before, death in the family and/or pet close to student, parental separation, change in behavior by the mother's pregnancy, sudden drop in school performance, etc.) before determining the follow-up given to each situation.

Article 68th. If these incidents are manifested steadily; teachers should carry out the process of channeling students to the Psycopedagogic Coordination.

TITLE XVIII GENERAL AFFAIRS

CHAPTER I CASC INTERNAL AFFAIRS

Article 69th. No internal affair of CASC could be discussed under any circumstances, with parents, even if it may seem a trivial matter, because it can provide gossip and misinterpretation by parents. Besides it may put teachers in a difficult situation.

Article 70th. Similarly, it is strictly forbidden to display internal CASC documents to any person outside the institution (even if they request it in the Diploma of High Scope or any other course or training, these should be requested under permission from the Sub-Director through the corresponding e.mail).

CHAPTER II FACILITIES MAINTENANCE

Article 71st. In order to maintain CASC facilities in good condition, will be necessary that any teacher who detect any damage or breakdown in the equipment, furniture or equipment, do the written report (in the appropriate format) as soon as possible to the Level Coordination/ Sub Director and the maintenance staff chief.

CHAPTER III COMPULSORY TASKS

Article 72nd. There are several tasks that teachers and assistants should make throughout the school year. Some of them are listed below. However, it is emphasized that other tasks will emerge throughout the year. These tasks, you must do or deliver them to the Coordination/Sub Director as well as all important documents on your computer, if it is required to deliver them on the date stipulated for it.

Some of the tasks are:

- I. Check for files of each of their students before each school year initiates (including previous evaluations and talk to the Coordinator / Director level considered necessary student last school year to ask for references).
- II. The records and assessments may not leave the CASC.
- III. Initial diagnostic evaluation (SEP).
- IV. Self-assessment of its performance over the cycle (end of the school year).
- V. Develop an inventory of material at the classroom.
- VI. Accommodate an/or pack materials (beginning and end of course).

CHAPTER IV BEHAVIOR IN THE CORRIDORS

Article 73rd. It is strictly forbidden to scream in the hallways, either call one of the assistants or nannies, any request or comment, it gives a bad image to any person who is in the Front Desk and also distract the rest of the staff and students who are in their class hours.

CHAPTER V USE OF COMPUTER, NETWORKS, SOCIAL MEDIA AND CHAT

Article 74th. The use of computers at school is exclusively for any work related to the institution.

Article 75th. It is prohibited to use the computers to chat on Messenger or anywhere with this feature. Similarly, you are not allowed to chat on computers or personal laptops in classrooms in time working with students.

Article 76th. The computer of each teacher should be opened in the planning, presentation, or supporting materials that have relevance to planification, and it should be placed toward students and is visible to anyone who enters the room at any moment.

Article 77th. The photographs, videos and any picture taken, produced or manufactured in the College, are the property of the institution, so it is strictly forbidden to upload pictures, videos or photos to any social networking site without authorization under the confidentiality agreement signed profiles Facebook, Hi5, Twitter, etc. other than the College, especially if they contain images of any student. **In the event that this happens, the College may terminate the contract of teachers who committed this offense.**

Article 78th. It is not allowed to add as a contact in social networks of school personnel to parents of students of this institution, in order to avoid gossip, misunderstandings and avoid giving a bad image of school personnel.

Article 79th. The computer that the school has provided you as teacher must be delivered at the end of the school year for the Technologies department for maintenance and will be returned before the next cycle.

Article 80th. Any damage of the equipment shall be notified immediately.

**CHAPTER VI
USE OF THE PARKING LOT**

Article 81st. Teachers will be assigned a parking lot, so they must not hinder or park in prohibited places.

Article 82nd. Teachers can not park in places allocated for visitors, or on sidewalks, to avoid conflicts with the security of the Municipality.

**CHAPTER VII
BLUE BOOK/AGENDAS/SCHOOL CONTROL**

Article 83rd. The Blue Book/School Control is the agenda and bridge primary and immediate communication between school and home.

Article 84th. The Blue Book/Control School of Preschool students must be completed daily by teachers in each group with a BRIEF COMMENT on how was the day of the child (please do not do the same comentaries or copies on the agendas of all children, because comments should be made individualized because each child is different and unique).

Article 85th. The Blue Book of Elementary, Middle and High School must be completed by each student with observations and homeworks of each of the subjects according to the number of courses they take in their grade, which must be reviewed by the teacher and signed or supplemented as the case requires

Article 86th. Later that same day; before the end of the school day, teachers must update with information regarding tasks, works and comments about the performance of students (if applicable to be relevant in matters of monitoring and performance). Such information must be accurate, careful spelling and good writing at any time

Article 87th. It is compulsory for students to bring the BB/agenda on a daily basis, revised and signed by the parent/tutor, which must be reviewed by the teacher as part of daily monitoring the student. It may also be requested by the authorities of their level at any time during the school day with the intention to review and monitor the same.

Article 88th. For Preschool; the teachers can make observations in the BB/agendas at lunch time, filling them in the same classroom where he/she is eating lunch (provided the assistant watch children to avoid clutter lunchtime and avoid disorder and accidents in this period) or; when there are special classes (Art /Atelier, Sports, Magic Circle, Flow Room, etc.)

Article 89th. They can not do the Blue Books/agendas during school day because this is the time when teachers must be interacting with children and/or documenting and **NOT filling Blue Books.**

Article 90th. When a child does not attend school, teachers must write on the corresponding day of his absence "Did not attend" or "Absent" with the date, in order to keep a record of attendance and not disrupt the Blue Book.

Article 91st. All circulars and notices to parents that are sent should be stapled on the page off the BB/agenda corresponding to the calendar day on which the circular or notice was sent..

Article 92nd. If the parents do not withdraw the circular or notice stapled, the teacher should leave it stapled in agendas, as evidence that the document was sent. Similarly, if a student does not attend CASC, the teacher must store circulars and notices given on the day or days of the student's absence and shall staple in the Blue Book, when the student returns to CASC.

Article 93rd. Extreme caution should be on how you to draft agendas as how to write any news or event related to a student, because it can hurt the feelings of the parents of the student.

Article 94th. In case of any questions on filling or writing an incident, topics and answers to questions from parents referred to the Blue Book, the teacher has an obligation to seek further advice and/or support for the Level Coordinatio /Sub Director.

Article 95th. Likewise, it must be noted on the agenda, any accident or contingency that occurs to each and every one of the students involved in the day, trying to be as cautious as possible when writing. When a student is assaulted by another partner, it is also due to report it in the Blue Book, taking care to explain what happened and **without naming the aggressor.**

TITLE IX TRAINING

CHAPTER I TEACHERS TRAINING

Article 96th. It is the duty of all teachers and assistants attend group training days allocated for it, and any other course, seminar or conference to keep updated.

Article 97th.In case there is any other training on another day and in another time, other than the one assigned according to the calendar of the school year, you will be advised in advance so you can bookmark it.

Article 98th. A topic will be set to be the same teachers and assistants who after the Technical Councils; presenting a theme to their coworkers, these presentations should be made in Power Point Office and shall consist of a theoretical presentation of the subject, on one hand; and secondly, it must contain an interactive portion, where the other teachers to participate in a fun way on the delivering of the content (a play, a game, etc.), and that is because some times the exhibitors stand to talk about the theme and the rest are passive participation.

Article 99th. It is the responsibility of each teacher, independently of the training offered by our group; take courses, seminars, etc. in order to exceed personally and professionally.

TITLE X ACADEMIC LIFE

CHAPTER I PLANS AND PROGRAMS

Article 100th. To keep better track of learning outcomes to be achieved throughout the year, teachers and assistants should make their planifications of each subject taught throughout the school year with appropriate adjustments for each group that is in his/her charge. They must be deliver them to the Coordination/ Sub Direction as provided without any excuse or pretext in a timely manner, according to the calendar.

Article 101st. Teacher’s didactic planning may be developed at least one week in advance during the weekly meeting with Level Coordination, provided that it deems that there is no agenda or training to deal at that meeting, if otherwise it will be required for teachers to do it outside the academic schedule.

Article 102nd. The plans must be submitted without fail, **the day set in the Teacher School Calendar before finishing the school day, or at the latest, the next day to reach the institution (6:55 pm).** Planifications should be placed on the trays on the desk of the Coordination/Sub Director, attaching

the list for such planning materials and emphasizing the need for the first week as well as taking into account that the extra materials required for will be included **at the end of planification.**

Article 103rd. Planning that has not been delivered in accordance with the procedure for delivering the same, can not be monitored, and thus the application of the necessary material for such planning activities, is not authorized and it will not be delivered.

Article 104th. The revised planifications are on the archivists placed on Coordination/Sub Direction, once they have been reviewed, for each teacher to pick it up. Before taking the planification, teachers should check that is already reviewed by the Coordinator and Sub Director. In case the planification is not revised, they may consult the planification, but can not remove it from the pan of the Coordination/Sub Direction, until it has been reviewed and approved.

Article 105th. The planifications must be submitted to the Coordination/Sub Direction, at the end of the semester and/or year. As indicated.

Article 106th. Before delivering any document to the Coordination/Sub Direction, teachers, assistants and other staff, must take and keep a photocopy of the document delivered so that, in case of loss, can be recovered.

CHAPTER II ENGLISH LANGUAGE

Article 107th. The COLEGIO AMERICANO OF SAN CARLOS S.C. is a school 100% Bilingual with immersion in the English language in kindergarten, teachers holders of each group shall daily speak only English and must use throughout the day vocabulary that is occurring, and the list of orders specified in this language. Similarly, they require children who try to express themselves in English using some common and repetitive phrases.

Article 108th. Teachers holders of subject of English as well as preschool teachers and assistants of this level will give English class daily and must talk all the time throughout the school day, as well as events with parents and/or students in English language.

Article 109th. Similarly, they require children try to express themselves in this language, according to their age and skills, seeking increase of vocabulary and ability to express and understand English, and implement the environment and the strategies needed for the student feel confident to do so.

Article 110th. Elementary, Middle and High School teachers of English have the same obligations as kindergarten teachers, as well as achieve the expected learning in Science and Civics and Ethics of plans and programs at national level.

CHAPTER III ENGLISH IN PRESCHOOL

Article 111th. Except for Early Education, teachers holders of each grade, will be responsible for providing and planning their English class by group.

Article 112th. Kinder I and Kinder II is the responsibility of the teacher speak this language as long as possible with students (except for cases in which it tries to solve any situation involving self-esteem of students, such as the If solving a social conflict between students).

Article 113th. Likewise, it is necessary that the teacher demand his/her students, to the extent of their possibilities, to express themselves in this language. So too, they will have to teach their classes in English.

Article 114th. Kinder I and Kinder II assistants will have the responsibility, strengthen the use of vocabulary and orders in English.

Article 115th. For Kindergarten III, the teacher will try to use this language as long as possible, applying seen vocabulary, phonics, shape of the strokes of the letters and repeat orders.

CHAPTER IV HIGH SCOPE DIPLOMA

Article 116th. To all teachers, both holders, as attendees are asked to take the course of High Scope, to continue working in COLEGIO ANMERICANO OF SAN CARLOS S.C.

CHAPTER V REGGIO EMILIA DOCUMENTATION

Article 117th. The documentation related to Reggio Emilia will be held **DAILY** in moments of class that teachers consider prudent and appropriate. **You should always support each dossier with photographs.**

Article 118th. After delivering the children at the time of departure, the teachers and assistants will meet with their partners to analyze each documentation. Also will be assigned a meeting, once a week, after the departure of the children, whose appointment will be mandatory attendance, to discuss with him/her the Visual Artist (atelierist) the documentation of each week and determine their monitoring. Also may discuss the documentation with him/her the Artist Visual, if necessary, the day of the meeting in the afternoon of each week.

Article 119th. The documentation must be drawn up as to the observations of children textually and their own observations in such a way that is understandable to anyone who has not been present during the activity that triggered such documentation.

Article 120th. It is important to specify the date, class and the time in which it took place, and the context in which it was carried out (eg. Art Group - Making a statue of butterflies, were asked to children ...). **Please check your spelling and writing, which must be impeccable.**

Article 121st. All documentation is kept in a portfolio, separating them by TITLE, and arranging them by date.

Article 122nd. At the moment that the theme of documentation becomes a project, the documentation will be given to him/her Visual artist, in order to make a proposed project. At that time, a schedule will be appointed to work on the project with the children in the workshop with the Visual Artist (usually, will be parallel to the Flow Room).

Article 123th. The documentation of the projects will be analyzed, along with the Visual artist and like the other documentation should be supported by photographs or shooting of each of the activities.

Article 124th. The documentation of a theme that will become project should be written on computer. Please justify each paragraph and **ALWAYS** back up information on CD-R or USB to avoid losses by virus or computer malfunction, etc.

Article 125th. At the time of writing the documentation, it should refer to the dialogues that the teacher expresses with the TITLE of "Miss" and the proper name (**eg** "Luisita said", "Miss Lorraine said: ...") and referring to Visual artist, (write the name of his/her profession)(for example: "The/ Visual artist said ..."). (Remember that the most important thing is what the kids say)

Article 126th. At the end of the year we will specify the date of delivery of the projects, which must be submitted on a CD-R, which shall contain all documentation that resulted of the project transcribed in computer, saving a project file. In addition it must be delivered into the CD-R copy of each project, highlighting the most important for each project (in summary).

Article 127th. Also must include another file within the same CD-R, with photos associated with each project (a file of all the photos per project) and in another file, the photos that are suggested for the exposition (abstract photo related written summary).

Article 128th. The Visual Artist will be responsible for directing the project and mount the exhibition of projects of Reggio Emilia (if necessary, teachers and assistants have to help him/ her Visual Artist for mounting). Likewise, will arm the summary of each project with the corresponding pictures (delivered by the teacher CD-R), to send it to print in large format (poster size).

CHAPTER VI HOMEWORKS

Article 129th. For Preschool; Kinder I, Kinder II and Kinder III will have homework from Monday to Thursday each week. **The subject shall be designated by day, before starting the school year.**

Article 130th. The teacher should highlight a page in the book or notebook assigned to the homework, and will write **the date and page on the sheet assigned for this purpose in section for homeworks of the Blue Book.**

Article 131st. The homework should be short and simple and should be the responsibility of each student, do it. It is very important to say to parents that their children now start working in the habit of doing homework, assist them with basic items such as the following:(Coordinación/Sub Direction send an information circular as this applies to all levels)

- I. Assigning a fixed place at home, to perform the task (clean, airy, without distractions and with good lighting).
- II. Have at home colors, crayons, scissors, pritt for performing the homework (basic materials requested in the list of, just keep them at home).
- III. Take care for your child perform the homework sitting adequately and with good posture.
- IV. Caring how your child uses work tools (how to take the crayon, pencil, crayon and/or scissors) to correct and prevent that a bad habit is encouraged.
- V. Try to establish a schedule for the completion of the task.
- VI. Take care for the direction in which his son 7 daughter makes the strokes.
- VII. Read the instructions before starting it together with your child to be aware he/she has understood and is ready to perform the activity.

Article 132nd. In the case of Elementary, Middle and High School; it is the duty of the student copy the homework of each of the subjects assigned to him/her. Note that each level has its own procedure for assigning homeworks (eg Monday and Wednesday Elementary school has homework for Spanish, English, Tuesdays and Thursdays).

Article 133rd. The teacher should check that students have fully written out properly and then sign in the designated area.

Article 134th. The homework delivery day teachers if they deem it necessary will do relevant comments about it so that parents are aware of any situation (eg, incomplete task, not delivered on time, not what requested, among others) **.All this is carried out in the Blue Book.**

Article 135th. There is a tool of direct communication with the parent who is called Control School where the teacher at the end of the school day will be obliged to raise all the homeworks in all

subjects taught in the tool, which will come directly and immediately to the parent, there's proof that if it was received and even read by parent/tutor in question.

CHAPTER VII HOW TO ASK FOR SUPPLIES

Article 136th. Within planning, you must attach the requisition form for material for all the activities of the weeks included in such planning or the materials needed for the classroom (although it is not necessary for the activities of the week), specifying for which it will be used (justification).

Article 137th. Only it shall be included in the requisition, the material that is needed to be bought or located in the warehouse of THE COLEGIO AMERICANO OF SAN CARLOS, SC (Gloss paper, cardboard, etc.). Please do not include the material you already have in your classroom.

Article 138th. In the format, you must specify the place where you can buy (supermarket, stationery, etc.), and should be described in as much detail as possible, the type of material being bought and must include the amount and if available, the code of each material when a kick catalog.

Article 139th. The materials requested by the Coordination/Sub Director, between Tuesday or early Wednesday at the latest, so that the material that is not included in your application form for these days will not be included in the shopping list, and must wait another week to ask for it.

Article 140th. The same day you may ask for, copies, enlargements and reductions, delivering models to copy, together with the planning and material application form, specifying clearly and in detail in the corresponding service ticket stuck to the model, the number of copies or enlargements requested. They are requested and the format that is required (copies, reduce or enlarge). Which once approved it should be taken by the teacher to copy center for the corresponding copies (COPY PROCEDURE)

Article 141st. The teachers and assistants should review menus every week and check everything is complete at the time of delivery Lunch as well as the necessary tools for cleaning the area designated in their care and deliver their list, by Tuesday at the during the morning.

Article 142nd. The maintenance and security staff can make their list to request utensils and materials for school maintenance and deliver on Tuesday during the morning..

Article 143rd. No teacher or any member of staff may buy material for COLEGIO AMERICANO OF SAN CARLOS, SC, in person without first requesting permission or have the consent of the management and administrative management. In this case, you must ask for a note or invoice to COLEGIO AMERICANO OF SAN CARLOS SC RFC (please request a copy of RFC CASC in Front Desk). Later they will deliver the note or invoice in the original (keep a copy of it, to any question) to the Front Desk with the corresponding ticket service for their money to be reimbursed.

CHAPTER VIII PREPARATION OF MATERIAL

Article 144th. All material that is elaborated during school hours of CASC with the requested material will be owned by CASC it and must remain in the same facilities for later use. As well as all materials to decorate the classroom (clocks, posters, flash cards, etc.) material.

Article 145th. The MACAS prepared for the CASC belong exclusively to COLEGIO AMERICANO OF SAN CARLOS, SC for being an exclusive academic project of the school.

CHAPTER IX LENDING OF BOOKS AND/OR DIFFERENT MATERIALS

Article 146th. CASC has various books, CDs, videos and other reference materials for use by teachers. In order to take greater control of the material, teachers who need to use it, must enroll in the seaming assigned to request material and/or books in the Sub Direction, indicating the name of the material, the date of borrowing and return and must have the signature of the Sub Director.

Article 147th. When returning the material, the teacher must sign the same form that filled to borrow, with the return date and SUB DIRECTION SIGNATURE. At the end of two months the seaming be reviewed in order to determine the material and the books that have not been returned. Should any material or book is not marked on the seaming as RETURN, the teacher who applied for borrowing it, has the obligation to verify physically its return and failure to do so, will need to replace the material or book not returned.

Article 148th. In the event of lost or spoiled of teaching material or garment of one of his/her students, he/she or she will be who will replace it..

CHAPTER X PICTURES FOR VIDEO DIRECTORY

Article 149th. Each month K3 teachers, Sixth grade, and Ninth grade) and Sixth semester of High school must provide USB or alternatively sent via email to the Coordinators/Sub Director with the 5 best photos of the events held during the month as well as the 5 best photos of each workshop and the best photo of each visitor. It is the responsibility of each teacher to check that the USB has been recorded correctly or Coordination/ Sub Director confirm receipt of the email as well as make a corresponding folder with the group name and the month to which they relate photographs before delivering/sending to Coordination/Sub Direction.

Article 150th. Despite deliver/send USB/emails each month, it is the responsibility of teachers to save all the pictures during the school year, backing up your files on a CD-R or USB drive.

Article 151st. Delivery dates will be set in at the beginning of the school year.

CHAPTER XI PHOTOCOPIES, COPIES and STENCILS

Article 152nd. You can not draw any copy without prior written permission of Coordination/Sub Direction (corresponding ticket service). Such authorization must be submitted to those responsible in the Copying Center to be them who take out copies.

Article 153rd. Because we are an institution that is based on active learning to implement teaching, use of stencils and photocopies for planification **ARE NOT allowed.** Such use is permitted only with prior approval of the Sub Direction/Coordination, justifying the use of them for an activity undertaken actively (for a game, etc. but not just to decorate or fill illustrations or a questionnaire outside the evaluation period)

CHAPTER XII JOURNAL MURAL / BULLETIN BOARD AND DEVELOPMENT OF EXTRA

Article 154th. The Bulletin Board will be changed every month or every significant event. This is assigned **TO ALL THE TEACHERS** at the beginning of the school year in an equitable manner I and is bundled with Calendar and other circulars for cycle start.

Article 155th. Each teacher will have to develop during the year 1 or 2 Bulletin Boards, this depends on the number of teachers that we have for the school year.

Article 156th. The Bulletin Board and any other material which is prepared, may only be made before the time of entry of the students, when resting or after the time of departure. Teachers can not draw or place any type of decorative material in class time.

Article 157th. To prepare the Bulletin Board, should request the material to elaborate it at least three weeks prior to the placement, using a service ticket, specifying that it is material for the preparation of the Bulletin Board.

CHAPTER XIII DIPLOMAS

Article 158th. In the case of Elementary and Middle schools diplomas of achievement according to the specifications of General Regulation of Basic Education of CASC will be given in the ceremony of school Grades delivery year teachers must request for them with sufficient advance.

CHAPTER XIV SPECIAL EVENTS CARDS

Article 159th. Throughout the year, various special dates such as Christmas, Mother's Day, Father's Day and Farewell of Children who leave school are be commemorated. For such events, the Coordination/Sub Direction should apply early (15 days before) for the Coordination of Institutional Image prepare and submit to them the design of the invitations and that can be delivered in a timely manner.

Article 160th. Teachers and administrators must deliver to parents, thank you cards (in card format thanks Institution) for the gifts received on special occasions (birthdays, Christmas, Teacher's Day, etc.).

TITLE XI EVENTS AND APPOINTMENTS

CHAPTER I FESTIVALS AND EVENTS

Article 161st. In Preschool; since the beginning of the school year the themes of the festival are set. This in order that each teacher think and plan from the start of the year the choreography, sets, and costumes of each festival and begin to rehearse in advance and organize with time everything needed for the festival go on perfection (**order, scenography, performance**).

Article 162nd. Elementary, Middle and High School festivals will be organized by the Coordination of Sport and Culture and in turn by teachers of Art. Note that to be an event where these levels are involved; It shall be the duty of teachers, Coordination/Sub Direction and Academic Direction should attend meetings to establish the support and involvement that will be required of each of the areas towards the event to **run smoothly**.

CHAPTER II APPOINTMENTS, MEETINGS AND EVENTS WITH PARENTS

Article 163rd. Throughout the school year, will be held some meetings and events with parents (eg : Induction Meeting, Grades Delivery, School for Parents , Posada, etc.) which may be carried out in evening hours and/or at night. It is the duty of all personnel of COLEGIO AMERICANO OF SAN CARLOS S.C. to attend those meetings and events. Dates and times of the same, they will be informed in advance so that they can be scheduled.

Article 164th. Parents may ask the teacher for an appointment, which must be first reported to the Coordination/sub Director and must be given at teacher's breaks or outside school hours..

Article 165th. Appointments with parents should always be carried out within the premises of the CASC, and is not allowed to carry them out elsewhere (or cafes, home or student, or teacher, etc.). Also in all scheduled meetings with teachers, must be present Coordinator/Sub Director in question, and if for some reason could not be present any of the academic authorities of the institution must be there.

Article 166th. It is forbidden for teachers to receive any parent or information from any parent individually.

Article 167th. In the event that any parent communicates by telephone and ask to speak with the Coordinator/Sub Director the secretary shall immediately communicate them. If they are following up in classrooms or in any daily routine, the receptionist take the message and give it later to the Coordinator/ Sub Director concerned to communicate as indicated..

Article 168th. When in any event, accident or student aggression by a colleague (**remember not to name the aggressor**) happens it will be necessary that in addition to report in writing on the agenda, the Coordinator/Sub Director deliver personally that student at the time of departure, to explain what happened to parents. In the event that parents did not pick up the student, the Coordinator/Sub Director shall communicate by telephone with the parents, in the immediate post-event time to give the report to the parent about what happened and equally must deliver the student to the authorized person who pick up the student.

CHAPTER III DELIVERY OF WORKS OF CHILDREN TO PARENTS

Article 169th . All work done by children in Preschool, must bear the seal COLEGIO AMERICANO OF SAN CARLOS S.C. and they shall be kept by the miss of each group in the classroom. At the end of the term, such work should be delivered in a manila envelope decorated some alluding to the corresponding month to parents. The teacher only save those works that will serve as a reference for anecdotes or evidence to corroborate that explained in the quarterly evaluation.

CHAPTER IV PICNICS

Article 170th Throughout the school year, will be held various picnics, to commemorate several significant dates, such as Valentine's Day, Halloween, etc.

Article 171st. Teachers from each group should agree with teachers from other groups with whom they share the picnic, to determine what will be asked to each student to bring to share with colleagues that day. Each teacher must keep a list of what was asked to each child, so that if a student's mother has forgotten what he has to carry, the teacher of the group can remember it through the Blue Book.

CHAPTER V CHILDRENS PARTIES

Article 172nd. To avoid hurt feelings of parents, no teacher is authorized to attend the party of any of the children. Only, they may attend group events organized for the whole room (eg Halloween party of the whole group).

Article 173rd. Only invitations for any external party to the school will be shared when all the children in the classroom are invited, which must be delivered to the Front Desk, who will give them to the Coordination whowill deliver them to all children invited.

CHAPTER VI
BIRTHDATE CAKES(only for Preschool)

Article 174th. Each student's birthday will be held in the classroom, at the designated time at lunch time children.

Article 175th. Parents should bring the cake, plates, napkins, cutlery, shovel cake and everything needed to serve children. NO piñatas, and shows only cake and if they wish, food and beverages are allowed to accompany the cake.

Article 176th. Parents must advise the teacher with one week prior to their child's birthdate, in order to organize the celebration, schedule, etc.

Article 177th. It is important, to tell specifically to the parents attending celebration of the birthday of his son that they may only stay in the classroom while the celebration takes place and then have to retire.

Article 178th. Parents can not stay to see how children work at different times of the routine, as their presence alters the behavior of children and the control group is lost.

CHAPTER VII
TOYS AND SWEETS

Article 179th. Preschool students of COLEGIO AMERICANO OF SAN CARLOS S.C. may bring at school only a toy every Friday, to use it only when the teacher of the classroom decides it.

Article 180th. The aim is that children interact with their partners using his toy in one of the classroom areas.

Article 181st. Students may bring one toy, other than those fragile, or collapsible parts, because they can easily lose them. They can not bring very expensive, electronic toys (gameboys, playstation, etc.) or toy weapons (swords, pistols, rifles, etc.).

For students (Kinder I, Kinder II and K III, handling is as follows:

- I. Every Thursday, children will plan with his teacher, the corner in which to work the next day.
- II. At the same time they choose the toy with what they that will work in the corner chosen, which must be related to the activities performed in that corner.
- III. Every Thursday, the teacher indicates in the Blue Book for each student the toy of choice for the next day
- IV. Parents will ask their child the toy chosen and will verify it in the Blue Book.
- V. On Friday morning the children will attend the CASC with the toy of choice.

Article 182nd. Due to the young age of the children, they may change their minds about the elected planned toy. But nevertheless; it is important that children bring the toy indicated on the agenda, in order to start working its ability to anticipate and planning. If necessary, you can request the support of parents.

Article 183rd. Children may not bring candy to Preschool to avoid the temptation to eat when working or taking a fresh lunch time. They may only bring sweets, if they bring sweet enough to share with their peers (only lunch at time or to take them home at the time of departure). It is important that teachers verify that none of their students is allergic or intolerant to any of the sweets that are shared.

TITLE XII
EVALUATONS

**CHAPTER I
THE ASSESSMENTS**

Article 184th. Evaluations are carried out according to schedule of each level, in the format developed for this purpose. Teachers carry out the assessments that have been approved by the Educational Coordination and Academic Sub-Directorate. ALL student assessments must be delivered to the Coordination on the date previously stipulated AND COMPLETELY FINISHED.

Article 185th. The Sub-Director and General Director review only the evaluations of "special children" and some of the assessments of the rest of the group (random), so it is the responsibility of teachers, the content of the evaluation, and above all, comments and observations, so you need to be very careful in the content of these reviews. If you have any questions about what is being written, it is preferable approach Coordination/ Sub Direction and ask. **It is important to review the writing construction and spelling. In addition to justifying the written paragraphs.**

Article 186th. In drafting the comments and observations, it is important to write the full name of the child to which you refer, and not the nickname or diminutive.

Article 187th. It is important that teachers keep Preschool anecdotes of each child and some works (used as evidence for assessment) to, if necessary, with parents corroborate what is stated in the assessment and present such evidence along the parent interview.

**TITLE XIII
EXTERNAL VISITS**

**CHAPTER I
EXTRASCHOOL VISITS**

Article 188th. Each level is assigned a certain number of extracurricular visits during the school year.

Article 189th. It is the obligation of the Coordination/Sub Direction to inform its faculty the date assigned to each grade level at the beginning of the school year.

Article 190th. Teachers should include in their planning, place and justification based on the expected learning that will be worked in that period. Such request shall be sent by the Coordination/ Sub Director three weeks prior to the Administrative Office for approval and all necessary programming (transportation, entrance fees, etc.).

Article 191st. It is essential that the Coordination/ Sub Direction have a general agenda with the trips to be made because there can not be multiple rides on the same planning period.

Article 192nd. Coordination/Sub Direction will be responsible for sending the circular 4 days before the trip to parents with all the information they need to prepare their children, which should include the following:

- I. Departure time,
- II. Pick up time,
- III. Required lunch,
- IV. Uniform,
- V. School staff accompanying them,
- VI. Lessons to be covered for those who can not attend the activity that teachers assigned to them,
- VII. Request authorization signed or not going to the trip.
- VIII.

**CHAPTER II
MONEY AND FEES**

Article 193rd In order to avoid misunderstandings, teachers can not receive money from parents to pay:

- I. extracurricular trips
- II. replacement of books
- III. costumes
- IV. uniforms
- V. tuition payments
- VI. after school tuition, among others that are already organized by the CASC or by moms in their group.

Article 194th. In the case of an event organized by the CASC or any material sold by it, you must ask parents to walk directly to the Front Desk to make the payment.

Article 195th. In the case of events organized by the mothers of your group, the teacher should explain to them respectfully, **it is forbidden** that teachers receive money and they will have to agree among them to collect the money by themselves.

**TITLE XIV
SUMMER COURSE**

**CHAPTER I
THE COURSE**

Article 196th. If there is Summer Course It is mandatory for all teachers who work full time participate in at least one week of the Summer Course regardless of the date assigned. In case you are not scheduled a summer course will exist preset activities to be assigned to these teachers during this period.