



**REGULATIONS FOR STUDENTS**  
**BASIC LEVEL**

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# **REGULATION FOR STUDENTS OF BASIC EDUCATION EARLY CHILDHOOD, PRESCHOOL, ELEMENTARY AND MIDDLE SCHOOL**

## **INTRODUCTION**

The contents of this document constitute the general framework of the Academic and Administrative Law of the Colegio Americano of San Carlos in its Basic Level.

This Regulation aims primarily to guide parents, teachers and students about their actions to achieve the learning objectives and the institutional ones.

## **TITLE I GENERAL PROVISIONS**

### **CHAPTER I INTRODUCTORY**

**Article 1<sup>st</sup>.** These regulations govern the academic and administrative aspects regarding the enrollment, reenrollment, retention, evaluations, general rules, tuition payments, services, materials payments and others as well as the behavior on and off campus.

**Article 2<sup>nd</sup>.** The student and parents and/or tutors should direct their actions to comply with the provisions set forth in these regulations according to the mission and values established by the Colegio Americano de San Carlos (CASC).

**Article 3<sup>rd</sup>.** Upon entering the Colegio Americano of San Carlos students and parents contract academic and administrative commitment.

- I. Parents should support academic and disciplinary aspects established by the CASC.
- II. The main task of students is to study and behave responsibly, obedience and respect for their peers, teachers and staff of the Institute, enjoy school and show spirit of partnership.

**Article 4<sup>th</sup>.** The school reserves the right to refuse admission according to the conditions set in this Regulation.

\* Note: The Commission of Honor and Justice of the College shall decide the situations not provided in this Regulation.

**Article 5<sup>th</sup>.** The application of this Regulation shall be compulsory for Early Childhood Education, Preschool, Elementary and Middle schools and is generally observed.

### **CHAPTER II GOVERNING BODIES**

**Article 6<sup>th</sup>.** CASC has four different types of organs of internal government comprised by school authorities: The Directive Council, Academic Council, The Commission of Honor and Justice and The Scholarship Committee.

**Article 7<sup>th</sup>** For the implementation of this Regulation are representatives of these instances the school authorities:

- a) The Chief Executive Officer
- b) The General Director

- c) The Dean
- d) Level Directors, Administrative Director, Culture and Sport School Student Coordinator and Control Services.

**Article 8<sup>th</sup>.** Integration and the role of governing bodies:

The Directive Council:

- I. Maximum Governing Internal Body not corporate.
- II. Is made:
  - a. CEO (President)
  - b. Director General (Secretary)
  - c. Level Directors (Counselors)
  - d. Area Directors (Counselors)
  - e. Students Services Director (Vocal)

Its function is making academic and administrative type decisions about , curriculum, mission, vision, values, PDI (Institutional Development Plan), POA (Annual Operational Plan), budgets, etc.

The Academic Council:

- I. Body of consultation and resolution of academic affairs.
- II. Is comprised:
  - a. Academic Counselors and Delegates of the Corporate Group
  - b. Director General
  - c. Level Director
  - d. Dean

Their functions are:

- a. Decide on academic and school issues planned and unplanned in this Regulation.
- b. Give their opinion on the updated and new proposals to reform or create academic programs.
- c. Drafting-academic referee to maintain constant quality of curricula and teaching materials and support for the same purpose work programs.
- d. Support the monitoring of courses, meeting objectives and teaching performance.
- e. Support Institutional teacher evaluation.

The Honor and Justice Commission:

- I. Regulatory body of the institutional regulations in all its aspects and behavior within the institution
- II. Is comprised by:
  - a. Counselors
  - b. Directors
  - c. Teachers
  - d. Dean

Their functions are:

- a. Resolve issues that are related to the regulatory regime of behavior that is set within the rules of the institution for members of the community, resolving and defining penalties as appropriate.

- b. Act according to the Regulation and must dictate listening impartially all versions of the case.

The Scholarship Committee:

- I. Body responsible for the study assignment of scholarships.
- II. It is comprised of:
  - a. Counselors
  - b. Directors
  - c. Teachers
  - d. Dean
  - e.

Their functions are:

- a. Provide scholarships for the first time or its renewal.
- b. Has the unique faculty to do the analysis for the allocation of grants according to the criteria established in this Regulation.
- c. The judgment **issued is final**.

## TITLE II CALENDAR, FIRST ENROLLMENT, REENROLLMENT, AUTOMATIC REGISTRATION

### CHAPTER I SCHOOL CALENDAR

**Article 9<sup>th</sup>.** The calendar of the school year will be governed according to the provisions of the Ministry of Education and Culture of the State of Sonora and the provisions of the Education Act and other regulations and will be delivered once published by the Secretariat in an annex of The Big Blue Book

**Article 10<sup>th</sup>.** The program of activities will be provided at the beginning of classes with widespread tentative content of all annual activities, dates may change for reasons unrelated to school or for reasons beyond control, the change of date of the activity or cancellation of it, is notified via The Big Blue Book, Website important announcements section, phone call, email and/or SMS.

### CHAPTER II FIRST ENROLLMENT

**Article 11<sup>th</sup>.** CASC reserves the right of first enrollment and reenrollment of an applicant or student.

**Article 12<sup>th</sup>.** The College shall establish and announce opportunely and annually starting dates of first enrollment and reenrollment and may, for the benefit of applicants and students extend the terms thereof.

### CHAPTER III REQUIREMENTS FOR ENROLLMENT

**Article 13<sup>th</sup>.** New enrollment students are those who for the first time seek for admission in CASC at the basic level, to whatever degree that they consider to attend.

**Article 14<sup>th</sup>.** Preference will be given under equal circumstances for admission, to students from previous levels of the institution and/or those who have returned after a definitive withdrawal for non-academic or disciplinary reasons.

They are eligible for the New Enrollment to CASC if:

- I. They fill the request form,
- II. Parents have an interview with a member of the Academic Council..
- III. The candidate present the examinations set by the institution.
- IV. The documents requested by the School Control are timely delivered. According to the circular delivered in the reports and signed by parents or tutors.
- V. Parents sign that they know about and deliver receipt of acceptance of the Regulation of the level that corresponds to them.
- VI. Parents comply the legal provisions established by education authorities.
- VII. Parents pay 100%of the corresponding fees.
- VIII. Present a letter of good behavior from the school of origin.

#### **CHAPTER IV REQUIREMENTS FOR REENROLLMENT**

**Article 15<sup>th</sup>.** When a student has completed the previous school year within the CASC, it may be re-registered only by being:

- I. Regular.
- II. The consent of the level director.
- III. Pay the reenrollment fee.
- IV. Without debt of payment of fees, tuition and mandatory concepts derived from educational service for prior periods.

**Article 16<sup>th</sup>.** The College after consultation with the Academic Council and the Commission of Honor and Justice reserves the right to re-registration based on student behavior, payment history and credit within the institution and the recommendations made by the Level Director or other representative.  
**See Payments Regulation.**

#### **CHAPTER V AUTOMATIC REGISTRATION**

**Article 17<sup>th</sup>.** It is considered automatic admission for a student from another school that has an agreement with CASC and meets the required registration requirements.

### **TITLE III ACCESS TO FACILITIES, PUNCTUALITY, ATTENDANCE, EXIT OF FACILITIES AND PERMANENCE**

#### **CHAPTER I ACCESS TO THE FACILITIES**

**Article 18<sup>th</sup>.** Students must keep respect and consideration to school authorities inside and outside the campus.

#### **\* ENTERING TO CLASSROOM**

**Article 19<sup>th</sup>.** The time of entrance will be set in the schedules bulletin (entrance and exit) that each school year is given during registration and re-registration.

- I. Entrance is staggered to streamline and improve the roads.
- II. It is important to calculate the time to be on time in the schedule that corresponds to your children. Do not arrive before or after. The reference clock will be located at the entrance of the school and is synchronized with the National Observatory for North Pacific Time.

- III. Students arriving by car will be only received if they left your car in the place assigned by the school, to mitigate risks associated with the road in the ascent and descent of people. **See Chapter V, Articles 35th to 47th of this Regulation.**
- IV. The line of cars, before access to the school plaza, must be made near to the sidewalk on the street FELIX FAUSTINO SERNA, before the intersection with Blvd. Luis Encinas, not to hinder the transit of cars circulation.
- V. The way to the Plaza will be in a single row, the failure to respect this provision will generate that the student aboard the car will have an expulsion for one day. **See Chapter V, Articles 35th to 47th. Hereof.**
- VI. Parents, drivers or people with college students must:
  - i. **Respect school Staff** involved in the road. Any complaints should be addressed to the Directorate.
  - ii. The **Failure** to ensure internal and surrounding roads will be sanctioned with suspension from school and economically. **See Title IV Chapter V.**
  - iii. If disrespect to staff involved in the road it will be presented, by the parents, tutors, or family drivers will be sent to the Honor and Justice Commission.
  - iv. The person, parent and/or tutor who commits any offense or assault teachers, administrative or supervisory staff of the Institute should leave the premises immediately and the student will be conditioned for the reregistration beyond any punishment dictated by the Honor Commission and Justice.
- VII. Any children who do not correspond to their check-in time will not be received.
- VIII. If you have 2 or more children in different grades they are due to be received with the time schedule of the older, if you wish, as long as the **fee for early stay** is covered, it is published in the Fees Bulletin. **See Title VIII, Chapter I and V**

## CHAPTER II PUNCTUALITY

**Article 20<sup>th</sup>.** By a principle of order and respect for others, educational activities in the classroom, start and end at scheduled time according to each Cycle and School Level.

**Article 21<sup>st</sup>.** Entry after the time that corresponds to the student will not be permitted. Avoid applying late entry of your children it will be denied.

**Article 22<sup>nd</sup>.** All students have the obligation to report promptly to the College according to their schedule and with the tools needed to carry out their daily tasks. For this reason; and in order to form the value of responsibility for the student it is NOT allowed that neither Parents or Tutors may leave or trusted staff recives any items that may have been forgotten at home by the student.

## CHAPTER III DELAYS

**Article 23<sup>rd</sup>.** It is considered delay or late arrival of the student from 1 minute to 10 minutes after the start time of activities.

**Article 24<sup>th</sup>.** *Only 3 late arrivals per month will be accepted.*

**Article 25<sup>th</sup>.** At dismissal time delay will be considered when parents arrive one (1) minute late after the departure time limit, with two delays at dismissal time you will receive a fine of \$ 35 pesos.

## CHAPTER IV ABSENCES



**Article 26<sup>th</sup>.** Absence or not attending is considered any arrival after the hours established in the Schedules Bulletin.

**Article 27<sup>th</sup>.** If the student will not attend class, it is the duty of parents to communicate the absence of his son to school, first by telephone and then in writing to the relevant authorities of the level.

**Article 28<sup>th</sup>.** When the arrival of a student after the entry time required, it is restablished that written notice with at **least one day in advance to Level Director** for access through an authorized **access format**, if the student do not carry this document when he arrives it will not be the responsibility of the institution and the student will be denied entrance.

**Article 29<sup>th</sup>.** When for exceptional reasons after tolerance time of check-in time the student arrives it must justified fully with medical, laboratory or official proof, so that circumstance will justify the delay or absence.

**Article 30<sup>th</sup>.** Absences will only be **justified** for reasons of health or serious cause **verifiable**.

**Article 31<sup>st</sup>.** Each student must cover 80% of attendances at least to be eligible for evaluation.

**Article 32<sup>nd</sup>.** In the case of middle School percentage is 80% by subject for the calculation will be considered **justified** absences.

**Article 33<sup>rd</sup>.** The absences in any level and to justify them and the academic activities missing is necessary that:

- I. The day the student is present in school again, present a supporting letter and the official medical certificate, which certifies that the student is in remission.
- II. For the health of students and seeking the formation of a health culture if should have been incapacitated by an acute infectious disease which by its latency, or transmission medium, represents health risk; for example (hand-mouth, flush or inorganic vectors) ailing student must present a doctor's certificate where complete remission or nullity of infection by daily activities within the school is provided.
- III. The themes seen in the school day the student was absent should be replaced under the teacher directions and the absence will be removed.

If the absence is during the evaluation period:

- IV. In the test date (s), the absence is not removed but the official letter will entitle the academic recovery.
- V. Failure to submit the letter proof, the student loses the right to replacement test.

If the absence is due to work or family, where the student must travel with the tutor:

- VI. Absence **will not be** justified and if he accumulates more than 20% during the period of absence, the student forfeits evaluation.
- VII. Students who do not exceed the 20% of absence during the period, will have to catch up with all the tasks and work in a period not exceeding 5 calendar days to count 100% of its rating activities in the daily work and tasks.
- VIII. The percentage of participation in the classroom itself will be affected for obvious reasons.

## **CHAPTER V EXIT OF FACILITIES AND ROAD SYSTEM**

**Article 35<sup>th</sup>.** The departure will be established in the Schedule bulletin each school year during registration and re-registration.

**Article 36<sup>th</sup>.** Parents should promptly pick up students if they have several children, the students may stay to be collected at the hour of the older, if they wish, as long as **the fee for the evening stay is covered** according to the Fees Bulletin.

**Article 37<sup>th</sup>.** For all basic levels, the movement to stop and pick up students will be on the plaza of the Boulevard Luis Encinas without number within the designated areas.

All parents must respect the indications:

- I. For ascent and descent lanes 2, 3 and 4 are used.
- II. For private rounds organized by parents will be in lanes designated by the institution in each school year.
- III. For College transportation, Island A and B.

**Article 38<sup>th</sup>.** Parents should not hinder road traffic by parking their vehicles double-parked or in places that are not indicated.

**Article 39<sup>th</sup>.** Three reprimands will generate a sanction. **See Title IV Chapters IV and V.**

**Article 40<sup>th</sup>.** If parents arrive before the departure time of their children, is not allowed shouting students, the parent must respect the road signs to park and wait at the door (seating area) for his child (ren).

**Article 41<sup>st</sup>.** The College will not be liable for the students after 20 minutes of the departure time which is the maximum tolerance where the school is responsible for students who are not in **evening stay**.

**Article 42<sup>nd</sup>.** All students who stay in school for sports activities must follow exactly any instructions of school authorities. And they are prohibited from wandering the premises that are not of their academic level or sport.

**Article 43<sup>rd</sup>.** If for any emergency or force majeure parents cannot pick up their children at the time of departure from normal school activities, they must immediately notify by telephone to the School level Director or to take the necessary measures.

**Article 44<sup>th</sup>.** For after school activities if an emergency or force majeure parents cannot pick up their children at the time of departure of the same, they must immediately notify by telephone to school to take the necessary measures.

**Article 45<sup>th</sup>.** Students who remain in the College of 5-10 minutes after their departure time of activities in comment must remain in the main concourse and are prohibited from wandering the premises.

**Article 46<sup>th</sup>.** Parents may authorize one or more people to pick up their children but this should provide the names and official ID (voter or license) of those persons authorized to the Level Director and these people must carry the ballot of identification at all times.

**Article 47<sup>th</sup>.** If students leave school and move home alone, parents must sign a six-month permit to make this happen and then the child's safety will be under the responsibility of the parent from the moment it leaves the CASC facility.

## CHAPTER VI

## PERMANENCE INSIDE THE FACILITIES

**Article 48<sup>th</sup>.** No student may go to the area of General Management and Administration unless their presence is requested..

**Article 49<sup>th</sup>.** The school phone will not be lend to students to ask permission to go home with another student. These permissions must be notified one day in advance and the parent who will be responsible for the guests must carry identification.

**Article 50<sup>th</sup>.** Students must not leave the institution during the school day. If they have need to do it by extraordinary reasons:

- I. Parents will seek written permission, with one day's notice, to the Level Director, who must authorize in writing.
- II. Absence or not performing sports will be under strict medical duly dated receipt, to be delivered to the Coordinator of Sports.
- III. When the student cannot attend for an extended period to sports classes, he will be assigned an academic work related to the sports field to be done during this class schedule.
- IV. In events organized by the school the student is obliged to participate. Note that for the student represents a percentage in the evaluation of Arts Education and Physical Education.
- V. It is essential the written consent of parents to attend activities outside the premises of the School. If missing written permission, students cannot get out. These permits are in the back of the Blue Book.

**Article 51<sup>st</sup>.** The honors to the National flag, is an activity that aims to recall and considerate respect of where we were born, our history, the inherited cultural heritage of our ancestors. Students attend and participate in the ceremony with order and respect. All foreign students should attend the ceremony with due respect, but do not participate or observe the patriotic salute to the flag.

## TITLE IV OBLIGATIONS AND DUTIES OF STUDENTS

### CHAPTER I PERSONAL APPEARANCE

**Article 52<sup>nd</sup>.** Students should report to classes with the appropriate uniform, clean, complete and clearly marked.

**Article 53<sup>rd</sup>.** The school reserves the right not to receive students when presented without the reglamentary uniform or if it is incomplete.

**Article 54<sup>th</sup>.** Students have to attend school well combed (the girls with her hair with a pony tail) swaddled and they have to stay that way in any activities of the school day.

**Article 55<sup>th</sup>.** In order to maintain and promote a humanistic environment that favors the identity of students, wearing, hair dyes, strange nail polish, piercing or any other is not allowed.

**Article 56<sup>th</sup>.** They are mandatory pieces of uniform:

- I. For boys and girls.  
White polo type shirt College brand with padlocks and logos.

Blue shorts with padlocks and logos. In the case of Elementary, Middle and High School. Preschool girls will wear navy blue jumper with logo and padlocks of the College.  
White socks.  
White sneakers.

- II. Sports uniform.  
Dry fit school T-type shirt.  
School short boys and girls  
White socks.  
White tennis or short spikes for synthetic turf.
- III. Winter uniform  
College pants with logos and padlocks.  
White polo shirt for boys and girls College brand with padlocks and logos.  
They may use thermal shirts and/or turtlenecks always below the official shirt always being white.
- IV. All students representing the school at a formal event must wear the uniform with long pants, socks, belts and shoes.

**Article 57<sup>th</sup>.** During the winter, in addition to the pants they can also use, scarves, gloves and/or caps red or navy blue with no drawing.

**Article 58<sup>th</sup>.** The hair ornaments such as; bows, headbands, pigtails and hooks; They must respect the uniform colors.

**Article 59<sup>th</sup>.** The use of clothing in addition to the uniform is not allowed. The school logo is a registered therefore you cannot embroider any garment that is not part of the official uniform brand. Therefore the official suppliers of the school are the only ones authorized to reproduce the logo and uniforms. The list of these suppliers is on the official website of the school and may change according to the provisions and existing service contracts with those who has the school.

## **CHAPTER II BEHAVIOR**

**Article 60<sup>th</sup>.** Students must treat with respect and courtesy all their classmates, teachers and managers, administrative services, monitoring, administration, security, cafeteria, and sweets personnel, etc. inside and outside the campus.

**Article 61<sup>st</sup>.** Students will obey the instructions of any officer, teacher or person who works in the school.

**Article 62<sup>nd</sup>.** As a sign of respect and consideration, students of the College will address teachers and all school personnel as Mr., miss, madam, etc.

**Article 63<sup>rd</sup>.** As a sign of care and consideration towards an authority or elderly, students will stand up to greet their teacher at the beginning of the class; the same behavior observed in the case of other school or adult authority.

**Article 64<sup>th</sup>.** Student relationships to each other inside and outside the campus, must comply with politeness and respect.

**Article 65<sup>th</sup>.** To promote respect treatment for others, students speak politely, avoiding **insults, obscenities and vulgarities**, either with words or gestures.

**Article 66<sup>th</sup>.** Students should not run screaming in the hallways or in any place of the facility, except during recess.

**Article 67<sup>th</sup>.** Students must not throw any objects that may cause harm to people or things..

**Article 68<sup>th</sup>.** **The students; alone, individually or in groups, cannot mistreat anybody verbally or physically in any way constantly.**

**Article 69<sup>th</sup>.** Students shall not bring to school objects foreign to the schoolwork: video games, toys, Mp3's, or electronic tablets, magazines, albums etc. These items will be collected and delivered after a week to parents.

**Article 70<sup>th</sup>.** The loss of these items mentioned above is the sole responsibility of the student.

**Article 71<sup>st</sup>.** Especially for students **is strictly forbidden** to bring mobile phones or any kind of telecommunications to school. Violation of this article is a serious fault of regulation **Title IV Chapter IV.**

- I. There will be an area within the school for depositing these electronic devices, but the school is not responsible for damage or loss of these during their consignment..

**Article 72<sup>nd</sup>.** Students will refrain from shouting, whistling, producing loud noises or cause disorder in the Institution or outside spaces during classes, visits or extra-classroom events.

- I. Within these rules we consider that they are allowed voices or chorus of support that will not be offensive or alter the order in sporting events.

**Article 73<sup>rd</sup>.** Students should refrain from seizing, without any right or authorization of any property owned by the institution, peers, teachers or administrative staff.

### **CHAPTER III USE OF FACILITIES AND FURNITURE**

**Article 74<sup>th</sup>.** Students take care of maintaining facilities clean (classrooms, hallways, bathrooms, patios, gardens etc.) and furniture (table-benches, chairs, blackboards, lockers, computers, mobile devices, books, sporting goods etc.)

**Article 75<sup>th</sup>.** Each student will be responsible for furniture and equipment assigned at the beginning or during the course; damage caused by misuse to things owned by CASC, directly or indirectly will be covered by those responsible for the damage.

**Article 76<sup>th</sup>.** The clothes, school uniform, books notebooks and other thing for work at school (which shall be marked with their name) are the responsibility of each student, who always will have them in good condition and will not make improper use of them

**Article 77<sup>th</sup>.** When a student misplace or forget any belongings, (which shall be marked with their name) is his responsibility to seek and recover them.

**Article 78<sup>th</sup>.** When a student finds an item that does not have identification in order to deliver it to its owner, it must be submitted to the Level Director.

**Article 79<sup>th</sup>.** Those lost and unclaimed objects for 1 month period will be given to non-profit institutions, parish, people in need, etc.

**Article 80<sup>th</sup>.** The student, who wants to make use of another person material, should borrow it from its

owner and return it at the agreed time and in the same condition it was received, the institution is not liable for damage or loss of such material and situations of disagreement arising from the loan.

**Article 81<sup>st</sup>.** Students enter and remain in the classroom in an orderly manner, all the time keeping the classroom clean, tidy and in the best conditions. They will take care that the end of the day's activities that benches and materials stay in place, the blackboard clean and the windows and doors closed.

**Article 82<sup>nd</sup>.** During recess the student may not remain or go to his classroom or hallways, unless without specific permission of the professor or an administrative and he will play only in areas designated for that purpose.

**Article 83<sup>rd</sup>.** No food, drinks or similar will be taken within the academic area (classrooms, library, computer center, auditorium and / or gym). The snack is considered the only exception for Preschool and Elementary levels.

**Article 84<sup>th</sup>.** The purchase and consumption in the Cafeteria will be orderly and with respectful attitude, especially when addressing people who take care of it. Students can only buy at designated times for it.

**Article 85<sup>th</sup>.** At the end of the school day, the student will neatly go out in rows to the designated area, where he will remain until pickup.

**Article 86<sup>th</sup>.** After 14:50 hours the school is not responsible for the permanence of the student except when the student participates in a workshop, after school activities or counseling or tutoring in the evening, always respecting what is articulated in the regulations.

#### **CHAPTER IV BREACH OF REGULATIONS AND/OR FRAUDULENT BEHAVIOR**

**Article 87<sup>th</sup>.** If for any reason a student were to breach any of the provisions of this regulation, or incurs in fraudulent conduct in addition to the regular guidance to change their behavior, he will be entitled to a penalty to be imposed, according to their gravity, by the various authorities of the College. This can range from a warning to the final withdrawal.

**Article 88<sup>th</sup>.** When a student fails one or more provisions of these rules, he will be entitled to a disciplinary notice along with the corresponding penalty.

**Article 89<sup>th</sup>.** The student who repeatedly receives 3 or more disciplinary notices may be sent home from one to three days, in the opinion of the Committee of Honor and Justice. The student who during the same school year has more than 2 expulsions may be due a withdrawal.

**Article 90<sup>th</sup>.** When a breach deserves a definitive suspension, the Commission of Honor and Justice must approve it.

**Article 91<sup>st</sup>.** Serious offenses to these rules may merit the final separation of a student.

**Article 92<sup>nd</sup>.** Are serious offenses the following conducts:

- I. Lack of clear respect physical or verbal for anyone working at the Institute, on or off-site.
- II. Encourage serious and notoriously disorder.
- III. Serious offenses against morality.
- IV. Engaging in verbal or physical bullying.
- V. Using electronic means forbidden in the institution for electronic bullying.
- VI. Quarrels.

- VII. Serious and willful damage to property of the Institute and its staff. This includes personal hygiene material in the bathrooms of the institution.
- VIII. Seize, without any right or authorization of any property owned by his companions, of the institution, its faculty, staff, or being caught taking unauthorized assets or property of any student.
- IX. Trying to smoke inside any space CASC as classrooms, laboratories, workshops, libraries, cafeterias, bathrooms, offices, playgrounds, sports facilities, etc.
- X. **Enter cell phones to the institution.**
- XI. **Use cell phones inside and outside the classroom.**
- XII. **Photograph or videotape with cell phones' or other devices peers, teachers or officials of the institution WITH OR WITHOUT YOUR CONSENT.**
- XIII. Littering outside the containers or places designated specifically for it in full consciousness.
- XIV. Submit certificates, or any document required to be false.
- XV. Forge or alter documents issued by the institution.
- XVI. Forge or alter the signatures of parents in circular regulations.
- XVII. Receiving or even just ask teachers or employees of the institution help undue for:
  - i. Increase their qualifications.
  - ii. Reduce the number of absences.
  - iii. Enjoy privileges during the course.
  - iv. Ignore deserved sanctions or fix problems of academic or administrative nature under Regulation, offering or not, bonuses of any kind.
- XVIII. Copy, allowing you to copy, share information, consult books, notes or accordions during assessments, unless permitted by the teacher.
- XIX. Get or try to get exams for prior examination possession.

## **CHAPTER V SANCTIONS**

**Article 93<sup>rd</sup>.** A sanction applicable to the student by the Commission of Honor and Justice of one or more academic or administrative offenses against the regulation in different titles and chapters, according to their severity, and once dictated by the Commission, may be one or more of the listed below:

- I. Verbal reprimand.
- II. Written warning copied to the file with the respective conditioning.
- III. Suspension of assessments, which will mean a failing grade.
- IV. Loss of scholarship in the period.
- V. Definitive loss of the scholarship.
- VI. Loss of bonus of the month.
- VII. Loss of bonus of the period.
- VIII. Total loss of the bonus.
- IX. Financial penalty for breach of the traffic regulations of entry or exit.
- X. Economic penalty for breach of regulations.
- XI. Overhaul of damage.
- XII. Full payment of the damages caused.
- XIII. Participation in community work.
- XIV. Reenrollment conditioning.
- XV. Withdrawal of representative teams or cultural groups in the institution.
- XVI. Definitive withdrawal of representative teams or cultural groups in the institution.
- XVII. Denial of access or expulsion of institutional space for a short period of time that do not to exceed 3 days.
- XVIII. Temporary suspension of the institution, more than 3 days.

- XIX. Definitive expulsion from the institution.
- XX. Expulsion from the institution and report to the Education Authorities.
- XXI. Definitive expulsion from the institution with complaint to the Competent Authorities.
- XXII. Refer the case to the bodies of guardianship or institutions supporting children and youth at risk, in order to enter rehabilitation programs, rehabilitation or improvement of appropriate behavior.
- XXIII. Plus all those who are within the applicable law.

**Article 94<sup>th</sup>.** In some cases may one or more penalties will be applied depending on the seriousness of the case.

**Article 95<sup>th</sup>.** The Honor and Justice Committee will hear, **where it deems appropriate**, the release of the person allegedly accused of having committed one or more administrative or academic the offenses outlined in this regulation.

**Article 96<sup>th</sup>.** The **opinion** of the Committee of Honor and Justice is **final**.

## TITLE V RIGHTS OF THE STUDENTS

### CHAPTER I RIGHTS

**Article 97<sup>th</sup>.** All CASC staff will treat with respect and education all students on and off campus. In the same way they will treat parents or visitors of the school.

**Article 98<sup>th</sup>.** Although our school is of Catholic Christian inspiration, every student is free to profess the religious belief that pleases always attached to the accepted universal values, with limitation to do proselytize or work of conviction within the premises of the institution.

**Article 99<sup>th</sup>.** The student has the right to be heard and attended by the authorities and members of the institution, with the speed required by the case, either for academic or administrative matters and receive a respectful, friendly and courteous treatment, provided he covers the conditions and requirements establishes in **Article 102<sup>nd</sup>** of this Regulation.

**Article 100<sup>th</sup>.** The student is entitled ask for a withdrawal from the institution by a parent or tutor when he decides so, through the procedure done with the Level Director and Registrars Office. Not to do it this way, it will not be registered and the College has no obligation to perform the procedure.

**Article 101<sup>st</sup>.** The student has the right to an Auto Pass for an agreement.

**Article 102<sup>nd</sup>.** The student is entitled to receive certificates and certificates, paying the fee established in the bulletin of payments for services provided being current on payments for tuition.

**Article 103<sup>rd</sup>.** The student, parent and/or guardian are entitled to claim in writing and **in a respectful and proper way** with the Level Director when:

- I. The teacher does not meet the actual class hours per scheduled time.
- II. Do not attend class regularly.
- III. If he acts improperly or incurs in disrespect.
- IV. If another member of the Institution acts with him improperly or incurs disrespect.

## TITLE VI WITHDRAWALS



## CHAPTER I TYPES OF WITHDRAWALS

**Article 104<sup>th</sup>.** **Withdrawal** is the formal procedure that the parent or the institution made in the Registrars Office and with the Cashier to terminate their relationships both academic and financial obligations.

**Article 105<sup>th</sup>.** There are two types of student withdrawals:

- I. Temporary withdrawal is one in which the Parent or Tutor notifies the institution through the necessary formalities, that the student will interrupt his studies **for a period of time not to exceeding one school year**, and then will continue them.
- II. Definitive withdrawal is one in which the Parent or Tutor notifies the institution through the necessary formalities that the student **will not continue studying** and withdraws his documents of the Registrars Office.

**Article 106<sup>th</sup>.** Students who **stop attending classes, or Institution absent temporarily or permanently, do not cancel the academic or financial commitments**, so should make the necessary formalities.

**Article 107<sup>th</sup>.** The institution will definitively withdraw the student when:

- I. The Commission of Honor and Justice decide an expulsion for **misconduct**.
- II. Do not meet the education requirements required for entry.
- III. Do not to deliver within the time limits required official documentation.
- IV. Checking the falsity of the information or documents provided to the Institution.
- V. Fraudulent conduct.
- VI. Do not to be current on his payments.

**Article 108<sup>th</sup>.** Every parent or guardian to begin the process of withdrawal must fill ask for the withdrawal application format the Registrars Office, follow the instructions for completing it and deliver it at the end of the proceedings in the Administrative Office.

**Article 109<sup>th</sup>.** If the withdrawal is before the end of the school year, the payments must be current to settle the balance, so that this will be enforced.

**Article 110<sup>th</sup>.** For delivery of documents of the service accomplished by the institution, you must be current on their payments.

## TITLE VII ACADEMIC LIFE

### CHAPTER I HOMEWORKS

**Article 111<sup>th</sup>.** The student must submit all work done in class and tasks that have been left to the group, absences not exempt from this obligation. Teacher's notices in The Big Blue Book will be valid even if the Parent or Tutor does not review or sign the book.

**Article 112<sup>th</sup>.** The student will present evidence requested by the institution that his parents knew about homework's. (Blue Book).

**Article 113<sup>th</sup>.** The student will be responsible for bringing home all the necessary equipment to perform their tasks or homeworks as classrooms will be closed after school.

**Article 114<sup>th</sup>.** Students who have forgotten their homeworks at home or school supplies; will have a corresponding impact on grades. As part of their training on accountability, the **homework or work cannot be referred to the College nor forgotten items.**

**Article 115<sup>th</sup>.** The student must return the signed receipt of the circulars sent to parents, it is considered as part of the homework.

**Article 116<sup>th</sup>.** For optimal attendance of the classes, it is essential that students have completed each subject material; misuse of this material will be punished.

## **CHAPTER II ASSESSMENTS**

**Article 117<sup>th</sup>.** The elements that are taken into account in the evaluation are:

- a. Exams
- b. Homework
- c. Class work
- d. Books and notebooks.
- e. Internal and External activities (field visits)

**Article 118<sup>th</sup>.** Official periods of assessments will be those established by official authorities and on the dates indicated in the respective activities calendar, having the College the right to make assessments if deemed necessary for better student achievement.

**Article 119<sup>th</sup>.** For the calculation of the grading period, internal school, faculty and the general of the SEC criteria will be taken into account.

**Article 120<sup>th</sup>.** Tests of different subjects shall be made at the place, date and time previously set in the timetable.

**Article 121<sup>st</sup>.** **It is required to be entitled to test if current in the registration fee, tuition fee, parent's fee, workshops fee, etc.**

**Article 122<sup>nd</sup>.** Any grade of any exam will be void if such evaluation applies without authorization of the Director General and the Level Director if outside the provisions of this Regulation.

## **CHAPTER III GRADES**

**Article 123<sup>rd</sup>.** Grades earned in each of the periods are expressed in the scale of 0-10 for Elementary and Middle School and according to the new Cartilla de Evaluación SEC (Report Card).

**Article 124<sup>th</sup>.** The final course grade for each subject shall be derived from the criteria that mark the absorbing authority of each section.

**Article 125<sup>th</sup>.** The grades for students who have failed a class in the period will be given directly to the parents by the Professor, charting a personal plan for student support and define the necessary counseling or tutoring.

**Article 126<sup>th</sup>.** Parents who are not current with their tuition fees shall not receive a report card, only feedback.

## **CHAPTER IV INCENTIVES AND AWARDS**

**\* HONOR**

**Article 127<sup>th</sup>.** Each level will present by school grade the photographs and names of students who obtain the first three places (with a minimum GPA of 9.6), no failed subjects, with excellent behavior and no draws.

**Article 128<sup>th</sup>.** Outstanding students and those who demonstrate a continuous improvement, effort and responsibility, will receive a personal greeting of their teacher annually.

**CHAPTER V  
MEDALS AND DIPLOMAS**

**Article 129<sup>th</sup>.** Students may be worthy of the following incentives or prizes:

- I. **Well Rounded:** Is granted to the student who obtains a GPA above 9.8, highlights in sports and culture activities, and from the teachers appreciation is recognized for fully representing the values of the College.
- II. **Excellence:** Granted to the best annual average above 9.6.
- III. **Assiduity:** Is granted when the student has zero absences and delays in the course.
- IV. **Fidelity:** Applies to those who graduate from high school, for 15 years of continuous permanence in CASC.
- V. **Honor Mention:** To the student with the highest average of the generation.
- VI. **Diplomas:** The students obtain diplomas when during the course they excelled in any sport, cultural, civic, or social activity, etc.

**Article 130<sup>th</sup>.** To be entitled to any of these awards is essential to have good conduct and not having failed subjects.

**TITLE VIII  
STUDENTS WITH SPECIAL NEEDS**

**CHAPTER I  
DEFINITION**

**Article 131<sup>st</sup>.** A student with special educational needs is one that has a significantly different academic or relationship school performance in relation to his classmates, thus requiring that other resources will be further incorporated in order to ensure their participation and learning in the educational process, and thus achieve educational purposes. These resources include: professionals (special education teachers of psychologists).

**Article 132<sup>nd</sup>.** The educational special needs presented by the student may be temporary or permanent and may or may not be associated with conduct, a disability or outstanding skills.

**CHAPTER II  
SERVICES**

**Article 133<sup>rd</sup>.** Families with students classified as SEN (Persons with Special Educational Needs) may enter the institution, where they will be provided all the support that as a regular school, the Colegio Americano of San Carlos S.C. they can provide.

**Article 134<sup>th</sup>.** According to the above article are considered for this purpose the following obligations of parents to make it feasible to enter and remain in school as student.

- I. The student must have Extracurricular Educational Support (ESA).

- II. Parents should present in writing and with relevant documents within a maximum period of one week, that an educational and / or behavioral specialist is treating the student.
- III. The student must have educational and or behavioral support outside school hours.
- IV. Specialist (s) or institution (s) that provide the Extracurricular Educational Support and Behavior Support shall maintain monthly communication with the Level Director, the Educational Psychology Department and the Faculty of the Colegio Americano of San Carlos where the student is enrolled.
- V. The specialist or institution in charge of ESA should visit the College monthly and observe the behavior and student performance in the classroom.
- VI. The process of accreditation and certification of such students is a joint process between the ESA and CASC..
- VII. Failure to comply in a timely manner by the Parent of the student with the previous paragraph may be the immediate cause of Baja Institution.

## TITLE IX PAYMENTS

### CHAPTER I GENERAL PROVISIONS

**Article 135<sup>th</sup>.** *The Institution will receive for all services provided, the amounts specified by the respective Fees Regulation and Fees Bulletin for concepts that this Regulation establishes and there cannot be any exception no payment.*

**Article 136<sup>th</sup>.** The institution will also serve as an intermediary in the receipt of contributions that education authorities or service providers establish, pursuant to their laws.

**Article 137<sup>th</sup>.** All services are essential for the educational work so any parent or tutor who wants to enroll a student in the school may not be exempted from such fees. No matter that they are derived from a third party service.

**Article 138<sup>th</sup>.** Each school year the institution shall establish through the Fees Regulations and Fees Bulletin of the payable fees amount and **reserves the right to change without notice.**

**Article 139<sup>th</sup>.** **Fees Bulletin** will be published in electronic media and others that suit the institution.

**Article 140<sup>th</sup>.** The registration and tuition payments may only be made in Banking Institutions, through online banking or by any other means stipulated by the banking institution or in exceptional cases on the cahier of the institution itself.

**Article 141<sup>st</sup>.** Service payments may be made in cash or by such means as the institution determines.

**Article 142<sup>nd</sup>.** All payments made to the institution must have Receipts and/or Invoices issued by the institution so the bank receipts for payment cards must be redeemed by the receipt and/or invoice.

**Article 143<sup>rd</sup>.** If payment clarifications are asked by parent or tutor is required to submit the original invoice or deposit slip to proceed to the explanatory process.

**Article 144<sup>th</sup>.** Applicants must verify that receipts for payments indicate the date, the concept, the amount and your personal information and they are correct. **No further claims are clarified at a different time than that of issuance thereof shall be accepted**

**Article 145<sup>th</sup>.** No change of invoices for date errors, concept, amount, personal data or data of the

company or business name that has not been detected at the time of issuance, invoicing will not exist one month later after the payment.

**Article 146<sup>th</sup>.** The institution may not give and/or charge any service when parents or tutors have debts. Unless major exceptions that would be addressed in committee.

**Article 147<sup>th</sup>.** Failure to attend classes does not mean an end to the financial obligations of the student in the school term to which he has been registered, without having requested and completed the paperwork for the appropriate withdrawal, and shall cover all the biases and surcharges to date of the conclusion of the academic withdrawal.

**Article 148<sup>th</sup>.** When appropriate withdrawal due to institutional decisions or causes attributable to the institution occur the returning a balance in favor of the student must request a refund within a period not exceeding 10 working days in the Administrative Management Office.

**Article 149<sup>th</sup>.** The amount of the refund will be paid by check to the beneficiary within no more than fifteen (15) working days of the date of its application in the cashier and always against surrender of the original receipt that covers such return.

**Article 150<sup>th</sup>.** In all cases the student has a credit balance in favor the institution will issue a credit note for the full balance, same to be applied to tuition and services.

**Article 151<sup>st</sup>.** It will be understood as a first payment, initial payment or first tuition, the registration payment of first enrollment or reenrollment and is the one which the Parent or Tutor does to the institution before the start of classes without which there is no entitlement to academic registration or group assignment in the Registrars Office.

**Article 152<sup>nd</sup>.** Making the payment does not mean that the student is enrolled academically therefore parents must complete the process of registration or re-registration in the Registrars Office.

**Article 153<sup>rd</sup>.** It is understood as subsequent payment the tuition payments that make parents or tutors in the months of classes and cover the service provided by the regular semester courses and are scheduled in the School Calendar.

**Article 154<sup>th</sup>.** It is understood as teaching period, the length of time that sets the schedule of activities issued by the institution and periods ranging from registration or re-registration until the final date of completion of classes and evaluation.

**Article 155<sup>th</sup>.** The organization reserves the right to refuse admission if the applicant does not cover the academic and economic requirements.

**Article 156<sup>th</sup>.** When the parent or tutor first enroll the student in the early registration period and only covers it must make its total remaining payments on the dates that the institution establishes because otherwise charges will be formulated for lateness.

**Article 157<sup>th</sup>.** Advance payment of re-registration only applies to the concepts of registration and all the other payments that are covered in that moment all the others will be paid at the time in force at the moment of the payment.

## **CHAPTER II ENROLLMENT AND REENROLLMENT**

**Article 158<sup>th</sup>.** Once applied the exam. The applicant must complete their registration formalities and

payment within a period not exceeding five days following the delivery of results, failure to do so the student will lose his place in the institution.

**Article 159<sup>th</sup>.** The registration and re-registration procedures are understood as completed when the person concerned has his bank slip and receive his voucher or invoice by the institution, then the Registrars Office assigns the student to his group.

**Article 160<sup>th</sup>.** When the parent or guardian who has paid the registration or reregistration request a withdrawal before sixty (60) business days before the start of classes of the period to which he has registered he will be refunded one hundred percent (100%) of the Registration of If not, there is no refund of these fees in any case.

**Article 161<sup>st</sup>.** There will be no registration or re-registration outside the timetable established.

**Article 162<sup>nd</sup>.** Students who do not complete their registration procedures and economic and academic re-registration on the dates specified for this purpose, but attend school their studies are not recognized by SEC and shall not obtain refund of any amount paid.

### **CHAPTER III PARTIAL PAYMENTS**

**Article 163<sup>rd</sup>.** The institution shall determine and notify parents with opportunity the promotions, as well as the dates for prepayment. The issuance of these fees will start on July 15 of the previous school year. **See Fees Regulation and Fees Bulletin.**

**Article 164<sup>th</sup>.** Due dates of payments of partial fees, monthly fees or tuition will be posted on the school cashier, in the Fees Bulletin and the Big Blue Book.

**Article 165<sup>th</sup>.** Parents who do not make payments on the dates set by the Institution will be charged by the institution lateness published in the Bulletins fees, these will be accumulated until they settle their debt.

**Article 166<sup>th</sup>.** When a parent decides withdraw the student for any reason and request a refund of the amount paid, shall be refunded only the partial fees with more than 60 days to overcome only when these have been paid in advance.

**Article 167<sup>th</sup>.** The discounted fees will be charged if they are paid within 5 (five) days prior to the due date (as determined by the Fees Regulations, Calendar, and Fees Bulletin and described in the Big Blue Book).

**Article 168<sup>th</sup>.** Full fees will be charged from the date of expiry, provided with a grace period of five (5) days, and will cause surcharges after the 6th day the deadline expired under Fees Regulation and Fees Bulletin.

**Article 169<sup>th</sup>.** For students who have more than three due tuitions the institution has the right to suspend and do not continue with the service.

**Article 170<sup>th</sup>.** The students with scholarship or with agreements who do not cover their installments on time lost this benefit automatically.

**Article 171<sup>st</sup>.** The organization implemented payment plans that promote benefits for their community, but these bonus or discount plans may not in any case be accumulated or be a right obtained. See: Scholarship, Fees Bulletin, Bonuses and Discounts.

## CHAPTER IV EXAMS

**Article 172<sup>nd</sup>.** Students who are not in time with their payments and/or have tuitions or any other payments due may not be entitled to their grades and the Registrars System do not report them or issues a report card so subjects appear as a failure.

**Article 173<sup>rd</sup>.** When parents cover their debt they may request the report card but this will have to be before the term of registration of grades to SEC because if not, the failing grade of that evaluation period may not be modified.

## CHAPTER V PROCEDURES AND SERVICES

**Article 174<sup>th</sup>.** The school offers parents who have a child or more children opportunity to let the in school when they arrive or leave in the **early and/or evening stays** but should cover the fee established in the Fees Bulletin.

**Article 175<sup>th</sup>.**<sup>o</sup>. The fee of **early stays and/or evening stay** is paid per student.

**Article 176<sup>th</sup>.** The fee of **early and/or evening stays** must be paid monthly.

**Article 177<sup>th</sup>.** The fee of **early and/or evening stays** is operated like any other institutional fee.

**Article 178<sup>th</sup>.** Classification, description and cost of procedures for various services shall be provided by the Fees Bulletin in force in each semester and will be published in the Official board of the College, for security the fees may not be notified by phone or email.

**Article 179<sup>th</sup>.** Any payment will not be done be it a withdrawal, transcript, report card application, re-registration, records, etc if there are tuition, other payments or debit surcharges in the cashier.

**Article 180<sup>th</sup>.** For any process first it must be paid in the cashier and then a receipt is requested at the Registrars Office.

**Article 181<sup>st</sup>.** The amount of the various procedures in no case be refunded if you are not prompted for a minimum period of fifteen business days (15), after checking that it is unnecessary that procedure.

**Article 182<sup>nd</sup>.** If the student has expired debts of any kind, he will not be delivered any official document that the institution has in the file until he covers his debt.

## TITLE X ACADEMIC AUTHORITIES

### CAPÍTULO I THEIR FUNCTION

**Article 183<sup>rd</sup>.** The academic authorities will be responsible for the organization, management, and coordination of studies of the levels of education offered at the institution.

### CHAPTER II THEIR MEMBERS

**Article 184<sup>th</sup>.** The academic authorities are:

- I. CEO
- II. The Director General
- III. Level Directors
- IV. Managing Director, Director of Sports, Culture and Community Services, Director of Student Services, Registrars Office Director.
- V. Dean.
- VI. Teachers.

### **CHAPTER III ATTRIBUTIONS**

**Article 185<sup>th</sup>.** The CEO is the representative of the Board of CASC.

**Article 186<sup>th</sup>.** The Director General is the highest academic and administrative authority in the school.

**Article 187<sup>th</sup>.** Level Directors are the highest academic-disciplinary authority level.

**Article 188<sup>th</sup>.** Area Directors are the highest administrative-disciplinary authority in your area.

**Article 189<sup>th</sup>.** Teachers are the direct authority over the student.

**Article 190<sup>th</sup>.** The Dean has powers of administration and diligence on the Commissions and Councils.

### **TRANSITORY ARTICLES**

**FIRST.-** This Ordinance except Chapter III takes effect from July 1, 2013.

**SECOND.-** All previous provisions on the same subject had ruled some and others who oppose this law are repealed.

**THIRD.-** Any situation not covered by this Regulation, and while the addition, corresponding reform or suspension is done shall be resolved by the Academic Council and/or the Commission of Honor and Justice.

**FOURTH.-** Level directions should proceed, where appropriate, to formally integrate the instances mentioned above as soon as possible.

**FIFTH.-** Any amendment or addendum to this will be notified in writing by the media that the institution deems convenient, shall be deemed and automatically accepted by students and families.

**SIX.-** Personal data as well as necessary for billing and emergency services should be provided in the receipt of this regulation and may only be modified through a letter, which is signed in the Registrar's Office, these data are essential for educational work, its use outside this is determined in the Privacy Notice S.C. of the Colegio Americano of San Carlos.

**SEVENTH.-** PRIVACY NOTICE



## PRIVACY NOTICE

The Colegio Americano of San Carlos, SC, is a civil company incorporated under Mexican law as public deed No. 6298 dated June 16, 1994, granted before Notary Public No. 10 of Guaymas, . Sonora, Mr. Arnulfo Salas Castro, and be registered in the Public Registry of Property of Guaymas, Sonora under number 260; Section V; Volume 1 of June 22, 1994 and currently domiciled in Boulevard Luis Encinas S / N, Fraccionamiento Miramar, Nuevo Guaymas, Guaymas, Sonora, with Federal Tax CAS940621DD1, is responsible for collecting personal data, the use and protection it will be of the same.

We must point out that the personal information you have provided, will be used safely and responsibly, mainly for:

1. That which is related to Grants, Promotion and Market Research related to the educational service of the College.
2. That related to advertising, promotion, use of image ads for the provision of services provided by the Colegio Americano of San Carlos, S.C to evaluate them and to promote fundraising for the granting of scholarships, inside or outside the country, organized by other companies or **subsidiaries foundations, solidarity or subsidiaries** of business groups called **Fomento y Desarrollo, Linces SA de C.V.** and **Grupo K12 del Noroeste S.C.** to which the American College of San Carlos, SC belongs.

For the above purposes we require from you and/or your children, the following personal data:

Full Name:

Address:

Office and Home Phones and Cellular:

E-mail:

Occupation:

Nationality:

RFC:

Photographs or videos taken of school activities on or off campus.

If you do not explicitly expressed in writing their opposition to their personal data being used and transferred under the terms of this notice, be deemed to have consented to it.

Do you have at all times the right to access, rectify their personal data, and to object to their treatment or revoke consent for the use of one, several or all of the goals that we have given, except for the work fundamental school and the credit bureau, which are related to the provision of a particular educational services with respect to what is stated in the Education Act, the 450 Agreement and other laws from; and using for this purpose, the procedures that we have implemented and specified below:

- a) By letter to Dra. Gabriela Bautista Guedes and / or Cp. Enrique Hernandez Godinez in expressing their willingness to rectify and / or cancel their personal data and to object to their treatment or revoke consent for this purpose has given us through this agreement. Letter with acknowledgment to be received for signature and stamp of school.
- b) By e-mail; which confirms receipt, sent to the attention of Dr. Gabriela Bautista Guedes at the following address [mgbautista@colegioamericano-sonora.com](mailto:mgbautista@colegioamericano-sonora.com) and / or [ehernandez@golegioamericano-sonora.com](mailto:ehernandez@golegioamericano-sonora.com) in which you also express your will and reason to oppose their treatment or revoke consent for this purpose has given us through this agreement.
- c) By telephone call to the numbers published in our electronic means attention of the Director General in which we express its will to oppose their treatment or revoke consent for this purpose has given us through this agreement, pledging to send in writing that determination, with no more than two business days later, reported to be received in return for his seal and signature.

The College will notify you within a maximum period of twenty days from the date on which the request for access, rectification, cancellation or opposition, the determination made, in order to be received, if appropriate, with becomes effective the same within a fortnight at the date the response is communicated. When dealing with requests for access to personal data, shall delivery with proof of identity of the applicant or legal representative, as applicable.

The aforementioned deadlines may be extended once for an equal period as long as warranted by the circumstances.

3. To expressly authorize the colegio Americano of San Carlos SC, so that through their authorized officials conduct investigations on my credit behavior or my company that I represent in case this the one to be accredited.

Also, I declare that I know the nature and extent of the information requested, the use The colegio Americano of San Carlos SC, will make of such information and that it will conduct regular consultations on my record, agreeing that this authorization is in effect for a period of three years from the date of issue and in any case for as long as the legal relationship is maintained. At the same time I agree and agree that this document is placed under the ownership of the Colegio Americano of San Carlos S.C. and /or be consulted by a Credit Information Society for the purpose of monitoring and enforcement of Article 28 of the Law Regulating the Credit Information Companies; same which indicates that the companies can only provide information to a user, when it has the express authorization from Customer via his signature.

We have read and understood these Basic Level Regulations of the Colegio Americano of San Carlos and its privacy policy and payments and all other attachments, which together make up the compulsory regulatory framework to observe and comply to achieve the educational project we have chosen.

Date: \_\_\_\_\_

**Student name:**

**Father's name:**

**Father's signature:**

**Mother's name:**

**Mother's signature:**