



**REGULATIONS FOR STUDENTS
OF
HIGH SCHOOL
(BACALAUREATE)**

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REGULATION FOR STUDENTS OF HIGH SCHOOL HIGH SCHOOL /BACCALAUREATE

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 1st. 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 2nd. 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 3rd. 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 4th. 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 5th. The application of this Regulation shall be compulsory for High School and is generally observed.

CHAPTER II GOVERNING BODIES

Article 6th. 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 7th 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 8th. 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)
- III. 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
- III. 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
- III. 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 dictaminate 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

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, AUTO PASS

CHAPTER I SCHOOL CALENDAR

Article 9th. 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 Blue Book

Article 10th. 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 Blue Book, Website important announcements section, phone call, email and/or SMS.

CHAPTER II FIRST ENROLLMENT

Article 11th. CASC reserves the right of first enrollment and reenrollment of an applicant or student.

Article 12th. 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.

Article 13th. The institution will charge for the services provided, the amounts specified in the respective Fees Bulletin of each school year, by the concepts of any academic or administrative services listed in this Regulation, and will serve to collect fees that educational authorities establish, pursuant the laws.

Article 14th. The Registrar's Office is the only area of the institution empowered to registration and re-registration of students; procedures for enrollment, withdrawals and changes; and for issuing documents about, schedules, registration, discipline and academic status or progress.

Article 15th. The institution will conduct a registration period for new enrollment and reenrollment, subject to the dates indicated in the Academic Calendar to be distributed in due time.

- I. Those who do not register within the prescribed period will lose their right to be enrolled in that period.
- II. The Institution does not admit students as listeners and as if that happens students, studies will not be valid.

Article 16th. The Institution will assign the group, turn and schedule requested by the student according to the groups and schedules provided by the school.

- I. In no case shall the history of turn will be a condition of commitment for subsequent registration.
- II. The opening of a new group is permitted if it complies with the minimum number of students that the institution stated in each semester.

CHAPTER III REQUIREMENTS FOR ENROLLMENT

Article 17th. 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 18th. 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.

Article 19th. The Institution **will only enroll regular students** who prove with the corresponding official documentation have completed studies that are considered as background and also comply with all registration requirements that CASC notes as necessary.

Article 20th. The students in the first school year within the institution that fails to deliver the full documentation on the agreed date, will have a **WITHDRAWAL as there is no possibility to be enrolled in the State School System of the SEC; although this fact is not a condition for refund of fees paid, or the cancellation of debts.**

CHAPTER IV REQUIREMENTS FOR REENROLLMENT

Article 21st. When a student has completed the previous school year within the CASC, it may be re-registered only by:

- I. Being regular.
- II. Having the consent of the level director.
- III. Surrender signed by parent or tutors the receipt of the reenrollment package for reregistration.
- IV. Paying the reenrollment fee.
- V. Being without debt of payment of fees, tuition and mandatory concepts derived from educational service for prior periods.

Article 22th. 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: Fees Regulation.

Article 23rd. They are entitled to reenrollment all high school students who meet the following conditions:

- I. Have met the statutory delivery of all official documents in the first school year and the deadlines for this.
- II. They are re-enrolling in the school calendar deadlines set for that procedure.
- III. Do not have any academic or administrative sanction.
- IV. They have met all their financial obligations.
- V. If being a foreigner, have their current immigration documents.

Article 24th. A student will not be entitled to reenrollment if he is in any of the following situations:

- I. Be irregular student because:
 - a. Has failed three subjects of the immediately preceding cycle.
 - b. Has failed more than three subjects at the end of the period of regularization of the preceding semester.
 - c. Has failed two subjects of the immediately preceding previous cycles.
 - d. Has failed all subjects of the semester.
 - e. Has failed three times the same subject.
 - f. Has failed 10 different subjects even though they have been accredited already.
- II. Has been given definitive withdrawal.
- III. Has been punished by a suspension of studies.
- IV. For breach of the commitment, if he obtained a conditional admission and did not achieve the minimum average to finish the semester.
- V. Have outstanding debts with the institution.

Article 25th. Reproved subjects are those who have not obtained a score of 60/100 (sixty hundred) at the end of the course.

Article 26th. As an exception students who suspend their studies without a justified cause for one semester will present their case for re-entry to the Academic Council and the opinion that this issue is final.

Article 27th. High School student who fails four of six courses of the previous semester have the following alternatives for a unique occasion:

- I. If he fails one to four subjects, will have to approve at least two extraordinary examinations and will be conditioned in the semester to be regularized.
- II. If he fails four to six subjects, he will have to withdraw temporarily the Institution and must enroll in remedial courses for credit at least four subjects in the extraordinary exams.
- III. To meet the above requirement, he can register for the next semester conditioned not fail any subject and **with an agreement of the commitment to credit the other subjects in the remedial courses and special examinations.**

Article 28th. If the student does not meet the preceding paragraphs may cause **permanent withdrawal** from the institution.

CHAPTER V FOREIGN STUDENTS

Article 29th. The institution will admit foreign students if they meet all the conditions as national students and also meet the following conditions:

- I. That the country of origin and the Ministry in Mexico duly authenticates the birth document and studies documents.
- II. Prove their immigration status to study.
- III. Make the corresponding revalidation of studies with the SEC.
- IV. That all original and photocopies of the documents required and requested photographs are delivered.

CHAPTER VI ENROLLMENT TO MIDDLE LEVELS

Article 30th. Students that come from other national and foreign institutions may enter the intermediate levels of high school with partial studies of previous education cycle, if they comply with the conditions for new Enrollment and also comply with:

- I. Being regular students..
- II. Having the corresponding actual report card or Partial Certificate.
- III. They have the opinion of Equivalence or Revalidation of SEC .

TITLE III PERMANENCE IN CASC

CHAPTER I TIME LIMITS

Article 31st. The high school students have four years to complete entirely these studies considering its first registration date.

Article 32nd. If irregular situations occur that exceed the time limit, the Academic Council may consider and examine the causes **to rule a non-renewable term**, as appropriate.

CHAPTER II ACCESS TO THE FACILITIES, PUNCTUALITY AND ATTENDANCE

Article 33rd. Students keep the respect and consideration due to school authorities inside and outside the campus.

ENTRANCE TO CLASSROOM

Article 34th. The student must attend classes on time. As the assistance and punctuality are necessary aspects for the best academic achievement, the formation of responsibility and order, students will attend all school and extracurricular activities promptly.

Article 35th. 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.
- VII. 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.
- VIII. Any children who do not correspond to their check-in time will not be received.
- IX. 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**

PUNCTUALITY

Article 36th. 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 37th. 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 38th. All students have the obligation to attend punctually to the College according to their schedule and with the tools needed to carry out their daily tasks.

Article 39th. 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 receives any items that may have been forgotten at home by the student.

DELAYS

Article 40th. It is considered delay or late arrival of the student from 1 minute to 10 minutes after the start time of activities.

Article 41st. **Only 3 late arrivals per month will be accepted.** The student, who accumulates 3 late arrivals in a month, will attend extracurricular schedule and perform in school learning activities that allow him to regularize his absences. The teacher will determine the specific day and time when the student will attend.

EXIT

Article 42nd. The departure time will be established in the Schedule bulletin each school year during registration and re-registration.

Article 43rd. High School students may NOT leave the school during their break up hours. To be absent from school during class, the student must submit a letter of authorization from their parents authorizing departure. This letter must be submitted to the Director of School, who will make a list for the surveillance area. College student's **permission to leave** the premises during the school day has to be authorized. Without the written permission of the Directorate they shall not leave the premises.

Article 44th. 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 payment bulletin. **See: Title VII Chapter I & V.**

ABSENCES

Article 45th. Considering that attendance is a minimum requirement for successful learning, the student must cover at least 80% of attendance to qualify for partial and final exam. The 20% tolerance of absences, exists because of force majeure or serious cause.

Article 46th. Absence or not attending is considered any arrival after the hours established in the Schedules Bulletin.

Article 47th. 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 48th. When the arrival of a student after the entry time required, it is a requirement to have 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 49th. 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 50th. Absences will only be **justified** for reasons of health or serious cause **verifiable**.

Article 51st. In case of absences 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.

Article 52th. If the absence is during the evaluation period:

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

Article 53rd. If the absence is due to work or family, where the student must travel with the tutor:

- I. Absence **will not be** justified and if he accumulates more than 20% during the period of absence, the student forfeits evaluation.
- II. 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.
- III. The percentage of participation in the classroom itself will be affected for obvious reasons.

CHAPTER III EXIT OF FACILITIES AND ROAD SYSTEM

Article 54th. For all 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 55th. Parents should not hinder road traffic by parking their vehicles double-parked or in places that are not indicated.

Article 56th. Three reprimands will generate a sanction. **See Chapter VIII.**

Article 57th. 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 58th. The College is 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 59th. 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 60th. 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 61st. 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 62nd. 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 63rd. 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 64th. 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 IV OBLIGATIONS FOR PERMANENCE

Article 65th. Absence in sports class will be under strict medical duty dated receipt, to be delivered to the Sports Coordinator

- I. When a student cannot attend for an extended period time of sports classes will be assigned an academic work on the sports field to be developed in this class schedule.

Article 66th. 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 and/or subject concerned.

- I. It is essential the written consent of the Parents to attend activities outside the premises of the School.
- II. If written permission is missing, the student may not leave. These permissions are in the back of The Big Blue Book.

Article 67th. 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.

- I. Students attend and participate in the ceremony with order and respect.
- II. All foreign students should attend the ceremony with due respect, but do not participate or observe the patriotic salute to the flag.

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

Article 69th. 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.

Article 70th. Students should refrain from seizing, without any right or authorization of any property owned by the institution, peers, teachers or administrative staff.

Article 71st. If the student over a period of unjustified absence, presents all the work done in class and tasks that the group will no longer affect the percentage of assessment of each of these aspects.

Article 72nd. Students who have poor school performance must attend remedial classes when directed by their teachers.

Article 73rd. We may inform the student's parents the student's failure to comply with a rule, through academic or disciplinary notices; these are intended as a means to help students to reflect and correct their behavior.

Article 74th. **Academic warning is given to those students who fail subjects. Obtaining academic repetitive warnings may cause the withdrawal of the student.**

Article 75th. A student may receive a disciplinary notice by the General Director and/or the Commission of Honor and Justice, along with the appropriate sanction when breaches any provision of RNMS-CASC-03.Rev.00

these rules; **the significant accumulation of disciplinary notices for a school year, can cause the suspension of the student.**

Article 76th. The student must submit the partial evaluations of each course on the dates established by the institution without exception.

Article 77th. The student must be within the designated time limit of time to complete the cycle of respective studies.

Article 78th. Observe and comply with the provisions of Title IV of the Rights and Duties of student this Regulation.

USE OF THE UNIFORM

Article 79th. Students should report to classes with the appropriate uniform, clean, complete and clearly marked. They are mandatory pieces of uniform:

- I. For boys and girls.
White polo type shirt College brand with logos.
Blue shorts (bermudas) with logos.
White socks or anklets.
White sneakers in good conditions.
- II. Sports Uniform.
Dry fit school T-type shirt.
School short boys and girls
White socks or anklets
White tennis or short spikes for synthetic turf.
- III. Winter uniform
College pants with logos and padlocks.
School winter jacket with logos and padlocks.
White polo type shirt College brand with logos.
- IV. There is no dress uniform, if the student should represent the school at a formal event and depending on the circumstances must wear the school polo, blue formal trousers, brown belts and shoes.

Article 80th. 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 81st. The school reserves the right not to receive students when presented without the reglamentary uniform or if it is incomplete.

Article 82nd. The use of clothing in addition to the uniform is not allowed

Article 83rd. Wearing the uniform off campus students must behave as if it were inside and adhere to compliance with this regulation.

CHAPTER V USE OF FACILITIES AND FURNITURE

Article 84th. 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. The loss of these items mentioned above is the sole responsibility of the student. 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.** 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 85th. It is strictly forbidden to photograph or videotape with cell phones' or other devices peers, teachers or officials of the institution **WITH OR WITHOUT YOUR CONSENT. Whoever commits this misbehavior will be sent to the Commission of Honor and Justice to be punished.**

Article 86th. Students will 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 87th. 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 88th. 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 89th. When a student misplace or forget any belongings, (which shall be marked with their name) is his responsibility to seek and recover them.

Article 90th. 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 91st. Those lost and unclaimed objects for 1 month period will be given to non-profit institutions, parish, people in need, etc.

Article 92nd. 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 93rd. 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 working material, books and notebooks stay in place, blackboard clean and the windows and doors closed.

Article 94th. 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 95th. No food, drinks or similar will be taken within the academic area (classrooms, library, computer center, auditorium and / or gym).

Article 96th. The purchase and consumption in the Cafeteria will be orderly and with respectful attitude, especially when addressing those who serve you. Students can only purchase at designated times for it.

Article 97th. 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 98th. 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 VI TYPES OF WITHDRAWALS

Article 99th. 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 100th. The institution will definitively withdraw the student when:

- I. Exceed regulatory the number of semesters for completion of the respective curriculum according to the respective articles in Chapter I, Title III of Permanence in this Regulation II.
- II. Exceeds the allowed number of subjects failed that this Regulation approves.
- III. When misconduct, dictates his expulsion by the Commission of Honor and Justice according to Student Duties Title of this Regulation.
- IV. Do not meet the requirements of education required for entry.;
- V. Do not to deliver within the time limits required official documentation.
- VI. By checking the falsity of the information or documents provided to the Institution.
- VII. By fraudulent conduct under Chapter VII in all its articles.

CHAPTER VII BREACH OF REGULATIONS AND/OR FRAUDULENT BEHAVIOR

Article 101st. 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 definitive withdrawal.

Article 102nd. 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 103rd. 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 definitive withdrawal.

Article 104th. When a breach deserves a definitive suspension, the Commission of Honor and Justice must approve it.

Article 105th. Serious offenses to these rules may merit the final separation of a student.

Article 106th. Are serious offenses the following behaviors:

- 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:
- XVIII.
 - 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.
- XIX. Copy, allowing you to copy, share information, consult books, notes or accordions during assessments, unless permitted by the teacher.
- XX. Get or try to get exams for prior examination possession.

CHAPTER VIII SANCTIONS

Article 107th. 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 108th. In some cases may one or more penalties will be applied depending on the seriousness of the case.

Article 109th. 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 110th. **The opinion of the Committee of Honor and Justice is FINAL.**

TITLE IV RIGHTS OF THE STUDENTS

CHAPTER I RIGHTS

Article 111th. 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 112th. 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 113th. 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 **the Title III Chapter IV** of this Regulation.

Article 114th. 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 115th. 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 116th. 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 V ACADEMIC LIFE

CHAPTER I HOMEWORKS

Article 117th. 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 118th. The student will present evidence requested by the institution that his parents knew about homework's. (Big Blue Book)

Article 119th. The student will be responsible for bringing home all the necessary books and notebooks to perform their tasks or homeworks as classrooms will be closed after school.

Article 120th. 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 121st. The student must return the signed receipt of the circulars sent to parents, it is considered as part of the homework.

Article 122nd. 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 EVALUATION

Article 123rd. The College shall apply three types of assessment:

- I. **Partial or Formative Evaluation** with the teacher should review, assess and systematically examine the partial results of teaching to meet the levels of student learning, which occurs during the development of the courses.
- II. **The Summary Evaluation** which will be given by the teacher and will quantify and certify the student to learning achievement, and will happen at the end of evaluation periods established by the institution and shall be recorded in the official documents.
- III. **Extraordinary evaluation** will serve to assess student-learning processes that have the need to recover subjects that have not been accredited.

CHAPTER III TIME LIMITS

Article 124th. Partial assessments, Summary and Extraordinary apply in the periods set forth in the school calendar:

- I. There will be three periods of partial evaluation during the semester.
- II. There will be a final assessment period at the end of the semester.
- III. There will be an examination period of regularization at the end of each semester.

CHAPTER IV GRADING SCALE IN THE PARTIAL AND SUMMARY ASSESMENT

Article 125th. No tests outside the dates and times determined by the school calendar will apply.

Article 126th. Students **who do not present any partial evaluation**, reprove or fail in the midterm having only right to possible score obtained by the ratio corresponding to works, exhibitions, research, etc.

Article 127th. When verifiable circumstantial causes the student can not submit partial evaluation, the Academic Council will review the case and may define appropriate solution alternatives outside the dates scheduled in the calendar.

Article 128th. If the student needs to present a special examination it will be assigned in Week feedback and shall present it immediately in the semester period.

CHAPTER V CRITERIA AND SCORES OF ACCREDITATION

Article 129th. Due to the comprehensive nature of the system of evaluation of the institution should be taken into account the following criteria for evaluation:

- I. There should be a written examination whose value is 50% of the grade and the other 50% will be assigned by classroom odd jobs as tasks, exhibitions, research, test, class participation, use of laboratories, workshops or centers and demonstration professional practices.
- II. The student must have a minimum of 80% of attendance.
- III. The student must accumulate at least 60 points (sixty) in the partial evaluations, if not meeting this requirement cannot automatically accredit the subject.
- IV. Be current in the payment of tuition.

Article 130th. Under no cause, circumstances or justification, it will be recognized that the grades assigned in a given school period serve for another.

Article 131st. Grades earned as a result of partial evaluations and the final average of the subjects are final.

Article 132nd. Unaccredited subjects in ordinary periods, by special examinations may be credited with the following limitations:

- I. What are subjects already studied.
- II. They may be authorized only four per semester.
- III. Who has an unaccredited subject in high school is entitled to three periods of maximum and regularization, if should not accredits any of these opportunities, it will cause withdrawal.

Article 133rd. The special examinations shall be submitted under the presence of a teacher or coordinators previously designated by the Academic Area and cover the contents of an entire semester.

Article 134th. The grade to grant the outcome of the review by a teacher or the academic staff and in case of disagreement, the Academic Board ultimately resolved as appropriate.

CHAPTER VI EXAMS REVIEW

Article 135th. If there is not an official documents of correction signed by the teacher or principal, no grade will be changed and will stay as it is.

Article 136th. Changes of grades in documents other than the official established by the institution, and personal documents of the teachers are not accepted.

CHAPTER VII GRADES CORRECTION

Article 137th. Correction of grades **for debt**, only applies when it is approved in the official documents signed by the teacher, but appears as failed in the corresponding periods although the debt has been covered. **The Directorate of School will make the corresponding correction within 72 hours, when students present the original invoice.**

Article 138th. If the correction of grades for debt does not appear in the official documents approved, will not be corrected by Student Services.

Article 139th. Correction of grades for exam review is appropriate only in accordance with the provisions in Articles 135th. and 136th. of this Regulation, with the corresponding certificate duly filled.

Article 140th. If the score that appears in the report card that is given is wrong due to **capturing error:**

- I. Should immediately go through the Level Director and leave the report card stating which is the wrong grade.
- II. You will be given a receipt with the date you must go for your answer.

Article 141st. School Control checked against original records and if capturing error will do the correction immediately.

Article 142nd. If no error in the grade, it will not be changed and the student may proceed to ask for review of the exam if desired.

TITLE VI REMEDIAL COURSES

CHAPTER I DEFINITION AND PURPOSES

Article 143rd. The remedial courses are formal teaching-learning courses taught in a time equal to or less than usual, covering the same thematic content and the same academic credits and hours of lessons of the subject to achieve the intended learning objectives, to correct learning difficulties adapting the knowledge and support conditioning programs for low student performance.

Article 144th. These courses allow students to:

- I. Recover subjects studied, which have not yet been accredited.
- II. Reduce failure grades by crediting the subject.
- III. Provide students with academic support, which guarantees overcome the difficulties arising in the ordinary course.

CHAPTER II PROGRAMMING AND CONDITIONS OF REGISTRATION

Article 145th. The remedial courses may be scheduled in parallel hours that do not interfere with class schedules of the semester, during the semester break or on specific dates and at the request of the academic areas.

Article 146th. The conditions for registration are:

- I. Recover a minimum of four subjects by period, provided they are not serialised.
- II. Regularize academic achievement in those subjects that are suggested by the level Director.

- III. Paying the fee with the cashier.
- IV. Be current in the payment of tuition.

CHAPTER III RECOGNITION AND PRIZES

HONOR ROLL

Article 147th. 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 148th. Outstanding students and those who demonstrate a continuous improvement, effort and responsibility, will receive a personal greeting of their teacher annually.

CHAPTER IV MEDALS AND DIPLOMAS

Article 149th. 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 150th. To be entitled to any of these awards is essential to have good conduct and not having failed subjects.

TITLE VII PAYMENTS

CHAPTER I GENERAL PROVISIONS

Article 151st. 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 152nd. 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 153rd. 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 154th. Each school year the institution shall establish through Regulations and Bulletins of the payable fees amount and **reserves the right to change without notice.**

Article 155th. Fees Bulletin will be published in the cash and electronic media that suit the institution.

Article 156th. 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 157th. Service payments may be made in cash or by such means as the institution determines.

Article 158th. 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 159th. 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 160th. Applicants must verify that receipts for payments indicate the date, the concept, the amount and your personal information and they are correct.

- I. **No further claims are clarified at a different time than that of issuance thereof shall be accepted**

Article 161st. 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 162nd. 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 163rd. 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 164th. 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 165th. 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 166th. 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 167th. 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 168th. 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 169th. 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 170th. 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 171st. The organization reserves the right to refuse admission if the applicant does not cover the academic and economic requirements.

Article 172nd. 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 173rd. 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 174th. 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, Will have to begin again the procedure and will loose his previous payment.

Article 175th. 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 176th. There will be no registration or re-registration outside the timetable established.

Article 177th. 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 178th. 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 Regulations and Fees Bulletin.

Article 179th. 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 180th. Parents who do not make payments on the dates set by the Institution will be charged by the institution lateness published in the Fees Bulletin, these will be accumulated until they settle their debt.

Article 181st. 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 182nd. 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 183rd. 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 Regulations and Fees Bulletin.

Article 184th. For students who have more than three due tuitions the institution has the right to suspend and do not continue with the service.

Article 185th. The students with scholarship or with agreements who do not cover their installments on time lost this benefit automatically.

Article 186th. The organization implements 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 current Scholarship, Fees Bulletin, Bonuses and Discounts.

CHAPTER IV EXAMS

Article 187th. 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 188th. 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 189th. 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 190th. The fee of **early stays and/or evening stay** is paid per student.

Article 191st. The fee of **early and/or evening stays** must be paid monthly.

Article 192nd. The fee of **early and/or evening stays** is operated like any other institutional fee.

Article 193rd. 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 194th. 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 195th. For any process first it must be paid in the cashier and then a receipt is requested at the Registrars Office.

Article 196th. 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 197th. If the student has expired debts of any kind, he will not be delivered any official document.

TITLE VIII ACADEMIC AUTHORITIES

CHAPTER I THEIR FUNCTION

Article 198th. 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 199th. 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. Teachers

CHAPTER III ATTRIBUTIONS

Article 200th. The CEO is the representative of the Board of CASC.

Article 201st. The Director General is the highest academic and administrative authority in the school.

Article 202nd. Level Directors are the highest academic-disciplinary authority level.

Article 203rd. Area Directors are the highest administrative-disciplinary authority in your area.

Article 204th. Teachers are the direct authority over the student.

Article 205th. 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 that had ruled 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 and / or 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 and Signature:

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Father's Name and Signature:

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Mother's Name and Signature:

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