

BASIC STANDARDS

- The use and possession of mobile phones will lead to one day's expulsion.
 - Tablets or computers may only be used when indicated by the teacher, never during class changes or in the playground.
- The use of headphones is not permitted.
- Chewing gum is not allowed.

AT THE BEGINNING OF EACH CLASS

- Saying good morning to pupils
- Opening windows and raising blinds
- Put down all chairs (including those of pupils who have been absent)
- Pass out uniforms
- Call attendance list
- Check lunch list
- Check fingernails
- Backpacks should be either in the lockers or hanging on the back of the chair, never on the floor.

CLEANING AND RECYCLING

The place for rubbish is not the ground. Place each waste item in its corresponding container.

LOCKERS

Be responsible with the use of your locker the custody of your key.

Keep your locker / locker tidy

COLLECTION AT THE END OF EACH DAY

The last 5 minutes of the day to collect the classroom with the pupils:

- Put the chair on the table and the tables in line.
- Turn off the projector and the air-conditioning unit.
- The classroom must be kept free of litter.
- Make sure your locker is securely locked.
- Leave the blackboard erased.
- No student should leave anything on top of the locker.
- Windows open and blinds up.

DÍAS DE EXÁMENES

No examination begins until the classroom is not completely clear and and the tables are well aligned.

The use of smartwatches is not allowed.

