



Coexistence Plan

How do we ensure a good atmosphere of coexistence at school? Measures related to coexistence at school.

6th Review: September 2025

1.- WHAT IS COEXISTENCE?

Among the basic skills that schools should help to develop, social and civic competence is particularly important. Learning to live together in society is one of the basic skills of human beings and one of the main challenges in our education system.

Education in coexistence is also a basic objective of education. Learning to respect, to have positive attitudes, to accept and embrace democratic processes, must be a priority for the entire school community, as it prepares students to lead a satisfying, autonomous adult social life and to develop their abilities as social beings.

Good coexistence requires mutual respect, acceptance and compliance with common rules, other opinions and lifestyles, respect for diversity, and peaceful resolution of tensions and conflicts.

The aim of this document is to create a truly useful, realistic and dynamic document that is adapted to the specific characteristics and needs of our school, helping to improve the network of relationships that are established in any educational community and, ultimately, to improve social life at the school.

2.- GENERAL RULES OF OPERATION

Detailed and specific information on general operating procedures regarding arrivals, departures, punctuality, attendance, administration of medication at the centre, use of common areas and materials and devices, transport services and the dining hall can be found in the Parents' Handbook. [LINK](#).

As well as in the school policies. [LINK](#)

3.- WARNINGS AND SANCTIONS

As part of its coexistence policy, Aravaca International School has a computerised system for recording coexistence attitudes, which keeps a record of each student's history throughout their academic life.

3.A. PROCESS OF ACTION.

The following process will be followed in the event of any breach of coexistence:

3.A.1. For INCIDENTS and MINOR OFFENCES:

1. Verbal or written warning.
2. The student will have the right to a hearing and to make a statement.
3. A consequence will be established if necessary, following the guidelines described below for each type of OFFENCE.
4. This will be duly recorded on the School's platform, in the section on educational incidents.

3.A.2. For SERIOUS and VERY SERIOUS OFFENCES:

1. Verbal or written warning. Immediate measures will be taken if the situation so requires.
2. The TUTOR will be notified, and in the case of VERY SERIOUS OFFENCES, the stage coordinator will also be notified.

3. An interview will be held with the student or students involved. The TUTORS will be responsible for this interview. If necessary, the stage coordinator, the guidance department or the School's coexistence team may participate in this process. This interview will be recorded on the School's platform.
4. The family or families involved will be called to inform them of the offence once the situation has been properly assessed.
5. The corresponding offence and the established consequence will be recorded on the school platform.
6. This type of misconduct requires sufficient time to study the cases properly and gather all the information.

3.A.3. For repeat offences, the following process will be followed:

- 5 or more incidents will become a minor offence.
- 4 or more minor offences will become a serious offence.
- 3 or more serious offences will become a very serious offence.

3.B. ON THE NATURE OF INAPPROPRIATE BEHAVIOUR.

Conduct that violates the centre's rules of coexistence will be considered disciplinary offences. Offences are classified as minor, serious and very serious.

3.B.1. INCIDENTS.

Any action that requires a formal warning, without being serious enough to be considered a misconduct, will be considered an incident and will therefore only be a prior WARNING that will serve as a preventive measure to try to avoid a more serious misconduct. Incidents will be recorded on the School's platform.

3.B.2. MINOR OFFENCES.

Any violation of the rules of conduct established in this Coexistence Plan will be classified as a minor offence when, due to its nature, it does not qualify as a serious or very serious offence.

Minor offences are classified according to the following sections:

- a) Accumulation of negative incidents recorded on the coexistence panel of the centre's platform.
- b) Inappropriate behaviour while the student is on the Centre's premises (canteen, corridors, toilets, etc.).
- c) Acts that disrupt the normal course of classroom activities.
- d) Systematic failure by students to cooperate in activities aimed at developing the curriculum, as well as failure to follow teachers' guidance regarding their learning.
- e) Behaviour that may prevent or hinder their classmates from exercising their right or fulfilling their duty to study.
- f) Unjustified breaches of uniformity.
- g) Incorrectness and inconsideration towards other members of the educational community.

Minor offences will be corrected immediately by means of:

- Verbal or written warning.
- Time out from the classroom.
- Repair work outside school hours
- Payment for any damage caused.
- Any other sanction deemed appropriate by the school for the offence

3.B.3. SERIOUS OFFENCES.

The following are classified as serious offences:

1. Repeated minor offences, four or more times during the school year.
2. Use or possession of mobile phones on school premises.
3. Inappropriate behaviour during school activities, both inside and outside the school, including trips, extracurricular activities or any activity carried out during or outside school hours.
4. Copying or plagiarising the work of others without authorisation.
5. Failure to comply with the penalty imposed for committing a minor offence.
6. Acts of indiscipline and those that disrupt the normal running of the school's activities.
7. Damage caused to the school's property and facilities or to the belongings of members of the educational community.
8. Manipulation and/or inappropriate use of work devices (downloading apps, watching videos, etc.).

Serious offences may be corrected with the following penalties:

- Remaining at the centre after the end of the school day.
- Performing tasks that contribute to the better running of the school's activities or, where appropriate, aimed at repairing the damage caused or improving the school's environment.
- Temporary prohibition from participating in extracurricular activities, breaks or complementary activities at the centre.
- Suspension of the right to attend certain classes for a maximum period of three school days.
- Payment for damage caused.
- Confiscation of mobile phone (SIM card returned) / smart watch or electronic device or two-day expulsion from the centre (agreed with the family).
- Signing of a coexistence agreement by both the family and the student.

3.B.4. VERY SERIOUS OFFENCES.

The following behaviours are considered seriously detrimental to coexistence at the school:

- Repeated serious offences throughout the academic year (three or more).
- Failure to comply with the penalty imposed for committing a serious offence.
- Serious behaviour in an activity outside the school (committing theft, carrying alcohol, violent behaviour, etc.).
- Impersonation on mobile devices and falsification or theft of academic documents.
- Serious disrespect towards a teacher or non-teaching staff, including expressing oneself with obscene gestures or words or profanity.
- Consumption of tobacco and alcohol on school premises.
- Any type of physical, verbal or psychological aggression against any member of the educational community, as well as insults and offences against any member of the educational community.
- Recording, publicising or disseminating, through any medium or format, assaults or humiliations committed. As well as other recordings within the school grounds without the express authorisation of the coordinator or Headteacher.
- Stealing or theft: removal of property.
- Serious disruption of the normal running of the school and, in general, any serious breach of the rules of conduct.
- Leaving the school premises without permission or entering them without permission when they are closed.
- Any behaviour that may pose a risk to classmates or the community, inside or outside the premises and during any activity carried out with the school, whether school-related or extracurricular.
- Harassment or humiliation of any member of the educational community, particularly if it has a sexual, racial or xenophobic component, or is directed at pupils with special educational needs.

A VERY SERIOUS offence always entails the application of the following measures:

- **Expulsion** from the school **for two or more days**, depending on the seriousness of the action. In primary school, expulsion may be from the school outside the classroom if agreed with the coordination team.
- Initiation of **the process of reviewing the continuity of the pupil or pupils involved**. This review will carefully analyse and consider the possibility of non-renewal of the place or permanent expulsion from the school. This process consists of the following steps:
 - Upon committing **1 very serious offence**: Formal warning to the family via the School's platform. This warning will inform the family or families involved that the process has been initiated. The necessary measures to be taken to rectify the situation of that student will be established.
 - When committing **two very serious offences**: An agreement will be signed with the family stating that they understand that if the student commits a third very serious offence, it will result in the non-renewal of their place at the school or permanent expulsion. This agreement must include agreements and guidelines that aim to ensure the improvement of the student's behaviour at the school.
 - Upon committing **three very serious offences**: each situation will be carefully studied, the agreements and measures adopted up to that point with the family will be reviewed, and with all the information on the case, the school management and coordination team will meet to make the final decision on the non-renewal of the student's place for the following academic year, as well as the measures to be adopted from that moment onwards and the conditions to be established according to each specific situation. If necessary, the student may be permanently expelled at that time if deemed necessary by the school management, depending on the seriousness of the case.

Penalties that may be imposed to correct very serious offences are:

- Performing tasks at the centre outside school hours, which may contribute to the better development of the centre's activities or, if appropriate, aimed at repairing the damage caused.
- Temporary or permanent prohibition from participating in the school's extracurricular or complementary activities.
- Non-participation in school trips or activities during periods of that academic year, throughout that academic year or even, if the offence has been extremely serious, for subsequent academic years.
- Loss of the right to attend certain classes for a period not exceeding ten days.
- Temporary expulsion from the centre, without loss of the right to continuous assessment, for a maximum of fifteen school days.
- Payment and/or replacement of damaged and/or stolen items.
- Legal action taken by the school.

IMPORTANT NOTE ON THE WEAPONS POLICY: Among the various policies we use to govern behaviour and ensure the care and protection of all students, we have a Weapons Policy. This policy covers special cases involving any type of weapon, including firearms and explosives.
[LINK](#)

IMPORTANT NOTE ON BULLYING: Any behaviour that could be classified as bullying will be handled in accordance with our Bullying Prevention Policy, which has its own protocol for resolution. For more information, please refer to the BULLYING POLICY [LINK](#).

3.C. MITIGATING AND AGGRAVATING CIRCUMSTANCES

Mitigating or aggravating circumstances surrounding the breach of the rules of conduct will be taken into account when determining the severity of the sanctions.

1. The following will be considered **mitigating** circumstances:
 - a. Spontaneous repentance.
 - b. Absence of intent.
 - c. Immediate repair of the damage caused.
 - d. Voluntary participation in pre-mediation and mediation to resolve a conflict peacefully.
2. The following shall be considered **aggravating** circumstances:
 - a. Premeditation and repetition.
 - b. Repeatedly denying having broken a rule when you have done so.
 - c. The use of violence, threatening, defiant or disrespectful attitudes, continued contempt and harassment inside or outside the centre.
 - d. Causing harm, injury or offence to any member of the community.
 - e. Conduct that violates the right not to be discriminated against on the basis of birth, race, sex, political, moral or religious beliefs, as well as physical or mental disability, or any other personal condition or social circumstance.
 - f. Acts carried out in a group that violate the rights of any member of the educational community.
 - g. Failure to sign the commitment to coexistence regarding previous acts.

4.- COMPETENT BODY FOR IMPOSING CORRECTIVE MEASURES

The Coordination and Management of the INTERNACIONAL ARAVACA School are ultimately responsible for ensuring the proper exercise of the rights and duties of the students, families and teachers of our School.

Responsible for recording and managing the various offences:

For incidents and minor offences:	For serious offences:	For very serious offences:
- Tutor. - Subject teacher or any teacher involved.	- Form tutor. - Stage coordinator.	- Form tutor. - Final decision by the Coordination, Management.

5.- FINAL REFLECTION

This School Coexistence Plan aims to raise awareness and sensitise the educational community about the importance of proper school coexistence and the procedures for improving it. In this way, the School can be organised based on mutual respect, determination and acceptance of rules of conduct that take into account both the most satisfactory functioning of the group and the needs of each of its members, especially the students. The Coexistence Plan also becomes a style of coexistence, a way of being as an individual and as a society. This style of coexistence determines a profile of the person who should inevitably be associated with the Aravaca International School.

“Rules are the set of conditions that allow the freedom of each individual to accommodate the freedom of all.” Immanuel Kant

