



ESCOLA  
**Nau**  
SCHOOL

# School Policy

## **PREAMBLE**

The NAU School Policy establishes rules that define the duties and rights of the various stakeholders in the School Community – students, teaching and non-teaching professionals and parents/guardians – all of them contributing, in a spirit of co-responsibility, to the achievement of the school’s educational mission.  
Academic Year 2024/2025

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## INTERNAL REGULATIONS

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### CHAPTER I School Policy applicability

#### Article 1. Content and scope

1. Nau School is governed by the legal provisions, curricula, workloads, professional and academic qualifications of teachers for private education, of the Ministry of Education.

2. This regulation applies to the entire area of the NAU School, including the entire building in which it operates, as well as to the accesses, playground and other facilities located within its perimeter.

3. The provisions of this regulation are binding not only on those who use the premises normally, but also on all those who use them in any capacity.

4. Violation of this involves: a) disciplinary responsibility for those who are subject to it; b) prohibition of use of the facilities or services, in other cases.

5. Acts carried out outside the Nau School, if its agents are in the performance of their duties, are also subject to its rules.

6. The rules contained in this regulation must be interpreted without prejudice to the legal provisions in force and integrated therein.

7. The Rules of Procedure shall be known to all members of the educational community in the articles to which each one relates. Its ignorance does not exempt those who are subject to it from responsibility.

8. If there are still omissions, their resolution is up to the Pedagogical Direction, after meeting and agreeing on a solution with the General Direction.

### CHAPTER II Nature and purpose of the NAU School

#### Article 2 - Nature

The Nau School, located at Rua Dr. José Ribeiro Castanho in Paço de Arcos, lote 29, offers the services of Nursery, Kindergarten and Primary.

#### Article 3 - Purpose

The NAU School is a secular educational establishment that aims to provide its students with a comprehensive education based on the *High Scope pedagogical approach*.

### CHAPTER III The Owner Entity

#### Article 4 – The Owner Entity

1. The NAU School belongs to the sole proprietorship company called "Tapete Voador, Gestão imobiliária Unipessoal Lda".

2. Functions:

a) To define general guidelines for the school.

b) To ensure the necessary investments for the normal functioning of the school.

c) To represent the school in all matters of an administrative and financial nature.

d) To establish the administrative organization and the working conditions for the school.

e) Ensuring the hiring and management of personnel.

f) To appoint the members of the School's Management and Administration.

g) To provide the Ministry of Education with the information and requests under the terms of the law.

- i) Ensure the public dissemination of the Educational Project, the teaching conditions and the academic results obtained, namely in the national tests, in order to make public all the necessary information for an informed choice to be made by families and students.
- j) To keep school records of students, in conditions of authenticity and security.
- k) To comply with other obligations imposed by law.

## **CHAPTER IV - Internal organization of the NAU School**

### **Section I - Roles and responsibilities of the school leadership**

#### **Article 5 - Administration**

The Management and Administration of NAU School is the responsibility of Tapete Voador gestão Imobiliária Unipessoal Lda., which supervises the Board of the School.

#### **Article 6 - General Directorate**

The duties of the General Director are:

- a) To appoint the coordinator of the Administrative and Financial Services.
- b) Organizing, managing and controlling the company's financial activities.
- c) To prepare the annual budget.
- d) Preparing the economic, financial and feasibility studies of the projects.
- e) To present the report on the closing of accounts.
- f) Outline the institution's medium and long-term strategy.
- g) Managing human resources: contracting and distribution of services.

#### **Article 7 - Pedagogical Direction**

The Pedagogical Directorate is a Collegiate body appointed by the Administration. It is constituted by two elements, the pedagogical coordinator of the nursery and kindergarten and the pedagogical director of the primary, one of whom is responsible for directing the educational action of the NAU school and is responsible for it before the Owner Entity. Represents the school before the Ministry of Education in all matters of a pedagogical nature.

#### **Article 8 - Head of the Pedagogical Direction**

The duties of the Head of the Pedagogical Direction are:

- a) To coordinate the educational action of the school.
- b) To supervise curricular and cultural activities.
- c) To promote the fulfilment of the study plans and programs.
- d) Exercising periodic control of curricular and extracurricular programming throughout the of the school year.
- e) To ensure the quality of education.
- f) Convene the Meetings of Teachers, Educators and Non-Teaching Educators of the school.
- g) To promote and coordinate the preparation, updating and application of the Educational Project and the Internal Regulations.
- h) Admit students to school, in accordance with the legislation in force and the principles of the NAU Educational Project.
- i) To promote and coordinate the professional qualification of teachers and educators of the school.
- j) To propose training actions for teachers and other educators.
- k) To promote and approve pedagogical-didactic innovation projects to be developed with the students.
- l) To approve the guiding principles of the various types of student assessment.
- m) To approve the evaluation criteria of the different subjects of each cycle and year of schooling, according to the evaluation model expressed in the Educational Project (EP).
- n) Ratify the performance evaluation of coordinators, teachers and other employees.

- o) To prepare the Annual Plan of Activities.
- p) To coordinate the Legislation and the Secretariat of National Tests:
  - (i) Keeping abreast of the law.
  - (ii) Read and interpret the legislation published and/or sent by the Ministry of Education.
  - (iii) To send to each teacher the legislation that concerns him within the scope of his functions/attribution, with the clarifications deemed necessary.
  - (iv) To ensure the application of the legislation sent.
  - (vi) Manage all procedures inherent to carrying out external evaluation.

### **Article 9 - Pedagogical Coordinator of the Nursery and Kindergarten**

The duties of the Pedagogical Coordinator of the daycare centre and kindergarten are:

- a) To coordinate the educational action of the nursery and kindergarten of the NAU school.
- b) To supervise curricular and cultural activities.
- c) To promote compliance with the plans and programs of the classroom.
- d) Exercising periodic control of curricular and extracurricular programming throughout the school year.
- e) To ensure the quality of education.
- f) Enforce the student's statute and school ethics
- g) Convene the Meetings of Teachers, Educators and Non-Teaching Educators of the school.
- h) To promote and coordinate the preparation, updating and application of the Educational Project and of the Internal Regulations.
- i) To regulate the correct use of the school's facilities and premises.
- j) To promote and approve pedagogical-didactic innovation projects to be developed with the Students.
- k) To propose training actions for teachers and other educators.
- l) To promote initiatives for the exchange of pedagogical and didactic experiences among the different levels of education.
- m) Coordination of the monitoring team for the implementation of the PQA (Program Quality Assessment of the High Scope Foundation).
- n) Ensure the operation of the nursery, kindergarten, managing schedules and holidays.
- o) To promote the evaluation of the performance of teachers, asking each one for their own self-assessment, make your assessment and issue an evaluative opinion.

### **Article 10 - Coordination Council**

Advisory body chaired by the Pedagogical Director; it consists of:

- Pedagogical Director
- Pedagogical Coordinator of the Nursery and Kindergarten
- 1st Cycle Coordinator
- Coordinator of the Identity, Sustainability and Citizenship project
- Coordinator of Administrative Services and Non-Teaching Professionals.

### **Article 11 - Coordinator of Administrative Services and Non-Teaching Professionals**

Responsible for the coordination of administrative services and non-teaching staff.

Assignments:

- a) Organizing, managing and controlling the administrative activities of the company.
- b) Supervise purchases as well as supplies.
- c) To manage the admission relations of students.
- d) To manage the tasks of entering accounting documentation.
- e) Manage the administrative tasks associated with students and families
- f) Supervise the maintenance of facilities and equipment.
- g) To promote the evaluation of the performance of teachers, asking each one for their own self-evaluation, make your evaluation and issue an evaluative opinion.

## **CHAPTER V Pedagogical Organization**

### **Section I - Educational Coordination Structures and Pedagogical Supervision**

#### **Article 12 - Pedagogical Teams**

The Pedagogical Teams (PT) are intended for curricular articulation in the teaching and learning processes or of the same cycle or bilingual education. There are 3 pedagogical teams (PTs):

1. Kindergarten and Nursery PT
2. Primary PT
3. Bilingual Education PT (English group)

Functions:

(a) Vertical articulation or curricular continuity: conceiving sequences in stages evolutionary and related to each other for the different units, years and cycles.

(b) Horizontal articulation: design learning path scripts for each school year - in which contents converge and are articulated, skills and attitudes of the various curricular areas - in a logic of articulation and a globalizing and integrated curriculum development.

(c) Lateral articulation: propose pedagogical initiatives of openness to the environment, expeditions, study visits and other activities that promote curriculum development in context.

#### **Article 13 - Mentoring**

Form of formative pedagogical supervision among peers in which a teacher with more experience guides others with less experience. Mentorships can last for one year.

#### **Article 14 - Coordinators of Pedagogical Teams (PT)**

Coordinators are responsible for coordinating their team:

- a) To give and disseminate general administrative and pedagogical guidelines.
- b) To coordinate the meetings of the respective pedagogical teams.
- c) Ensure compliance with the interdisciplinary planning maps for each school year.
- d) Supervise the scheduling of activities and moments of evaluation.
- e) To represent their peers on the Coordination Council.
- f) In Kindergarten, to preside over the Council of Educators.
- g) In the 1st. Cycle, coordinate the PT of the 1st Cycle and preside over the Council of Teachers.
- h) In the Bilingual group, coordinate the English group and chair the council of teachers who use the English language.

#### **Article 15 - Council of Educators**

1- It supervises and evaluates all activities of the Nursery and Kindergarten classes. Chaired by the Coordinator of the Nursery and Kindergarten and composed by other educators.

2- Functions:

- a) To promote excellence in the teaching/learning process.
- b) To promote the autonomy of kindergarten children.
- c) To promote the school-Family articulation.
- d) To give an opinion on all matters of a pedagogical and disciplinary nature.
- e) To analyse and seek solutions to problems related to children's difficulties.

#### **Article 16 - Teachers' Council**

1 – The Teachers' Council is made up of all primary teachers, English teachers and teachers from the areas of Expressions.

2 – The Council of Teachers issues an opinion on the evaluation of the students presented by the class teacher.

3 – When the meeting cannot be held due to lack of quorum or unavailability of evaluation elements, another meeting must be called, within a maximum period of 48 hours, for which each of the teachers must previously make available to the Pedagogical Director the evaluation elements of each student.



4 – In the situations provided for in the previous paragraph, the coordinator of the Teachers' Council, or whoever replaces him/her, submits the evaluation elements to the Council in advance available.

5 – The deliberations of the Teachers' Council must result from the consensus of the teachers who are part of it, and the use of the voting system is allowed, when it is impossible to obtain this consensus.

6 – In the event of recourse to voting, all members of the Teachers' Council must vote by rollcall, with no abstention, and the result of the vote shall be recorded in the minutes of that meeting.

7 – The decision can only be taken by majority, with the Coordinator of the Council of Teacher casting vote in case of a tie.

8 – In the minutes of the meeting of the Council of Teachers, all the deliberations and the respective grounds, must be recorded.

9 – The drafting of the minutes is the responsibility of the professor appointed by the Coordinator of the Council of Teachers to secretariat the meeting.

10 – The Council of Teachers must define strategies necessary to overcome potential individual students' difficulties.

11 – The Class Teacher and Teacher Council must pay attention to students who stand out for their good qualities and skills to enhance their development.

12 – Absences from students' assessment meetings can only be justified by the reasons provided for in paragraph 9 of article 94 of the Teaching Career Statute.

## **Article 17 - Educational Assistants**

1- Non-teaching educator who supports children in their activities in nursery, kindergarten and first cycle rooms and in recess, in the cafeteria and in all activities, whenever requested by teachers and educators or by the Pedagogical Director.

2- Functions:

- a) Support children in their activities.
- b) Supporting children in their physical and basic needs.
- c) Create bonds and establish relationships of trust with children.
- d) Accompany students in the classroom whenever necessary, promoting a disciplined environment with polite, respectful and cooperative interactions.
- e) Work as a team with educators and teachers to support children inside and outside the classroom, namely playgrounds, cafeterias, sanitary facilities.
- f) Provide support in the tasks requested by the Pedagogical Director, coordinators or teachers.
- g) Control the entry of students into classrooms in the absence of the teacher.
- h) Accompany students to parties, field trips and other activities, when requested for this purpose.
- i) Perform hygiene and cleaning tasks in the spaces and objects used by the children, according to written procedures.

## **Section II - Technical and Pedagogical Services**

### **Article 18 - Multidisciplinary Support Team for Inclusive Education**

1 - The multidisciplinary team (MSTIE) is composed of permanent members and variable elements.

2 – The following are permanent members of the multidisciplinary team:

- a) The Pedagogical Director.
- b) The psychologist who follows the child at school:
- c) The Heads of Pedagogical teams (Primary, Kindergarten and Bilingual).

- d) The General Director, who is responsible for coordinating this team.
- 3 – The variable elements of the multidisciplinary team are the class teacher and other technicians who intervene with the child.

4- Functions of MSTIE:

- a) To raise awareness of inclusive education within the community.
- b) To propose the learning support measures to be mobilised.
- c) To determine the specialized support and the right teaching process and learning that the student should benefit.
- d) To monitor the application of learning support measures.
- e) Provide advice to teachers in the implementation of pedagogical practices
- f) Prepare the technical-pedagogical report provided for in article 21 of Decree-Law no. 54/2018 and, if applicable, the individual educational programme and the individual transition plan provided for, respectively, in articles 24 and 25 of Decree-Law no. 54/2018;
- g) To monitor the operation of the learning support centre.

**Article 19 - Competences of the MSTIE Coordinator**

1- It is the responsibility of the coordinator of the multidisciplinary team:

- a) Identify the variable elements of the Team;
- b) Summoning team members to meetings;
- c) Directing the work;
- d) Adopt the necessary procedures in order to ensure the participation of parents or parents, agreeing on answers to the questions that are put.

**Article 20 - Psychology and Guidance Services**

1 - The Psychology and Guidance Services (PGS) are ensured, in partnership with the company SEI of Carcavelos, in the fulfilment of its duties, the monitoring of students/families throughout the educational process.

2 - Functions:

- (a) To govern its practice by codes of ethics, having scientific and technical autonomy.
- (b) Evaluate the school's students referred by teachers, parents/guardians of education, or at the request of the students themselves, and prepare pedagogical reports.
- (c) To advise students on their educational and vocational choices.
- (d) Collaborate in the development of Individual Educational Programs for students who benefit from differentiated pedagogical measures under Decree-Law 54/2018 of 6 July.
- (e) Provide technical support to teachers and educators.
- (f) Provide care and follow-up or referral to students who request directly or be referred by parents/guardians and/or Class Directors and Tutors.
- (g) Provide family counselling.
- (h) To work as a team and in articulation with the pedagogical structures of the College.
- (i) Be present at the meetings of Class Councils, Educators and Teachers, proposing and developing actions aimed at improving educational success and personal development of students.
- (j) Provide technical support to the Pedagogical Director.

**Article 21 - Educational Support**

1 – The school provides educational support in small groups in the subjects of Portuguese and Mathematics (Primary), which have no additional costs for students who attend them.

2- The Educational Support in small groups is intended for students:

- a) With occasional learning difficulties.
- b) With the absence of prerequisites.
- c) Coming from other countries with a low level of language proficiency in Portuguese.

## **CHAPTER VI Educating Community**

### **Section I - Teaching Professionals**

#### **Article 22 - Teachers' Rights**

1. The teacher has the right to participate in the programming and promotion of the school, complementary curricular and other activities, in accordance with the Annual Activities Plan.
2. The teacher has the right to use the school facilities and services, without prejudice to the specific rules of use.
3. The teacher has the right to use the teaching material existing in the school, upon prior request.
4. The teacher has the right to participate and suggest training actions that will be promoted in accordance with the legislation in force.
5. The teacher has the right to be informed of all documentation and decisions relating to the performance of their duties.
6. The teacher has the right to be informed in advance of his appointment to the performance of any position or task.
7. The teacher has the right to submit suggestions to the school's Direction and pertinent criticisms.
8. The teacher has the right to be informed of criticism, complaints or praise formulated within the scope of their professional activity.
9. The teacher has the right to demand that in the corridors and in the areas surrounding the places of learning are not carried out activities that are likely to cause disturbances.
10. Teachers have the right to freely exercise their trade union activity in agreement with the with the legislation in force.
11. The teacher has the right to complain about any decision that concerns him.
12. The teacher has the right to enjoy Occupational Accident Insurance.
13. The teacher has the right to have access to the Occupational Health and Safety Doctor.

#### **Article 23 - Duties of Teachers**

1. The teacher must perform, in accordance with the deontological rules, all the functions assigned to him.
2. The teacher must be aware of all legislation and guidelines regarding the performance of their duties.
3. Know, comply with and enforce the Educational Project of the NAU school and the Regulation Internal.
4. The teacher must be assiduous and respect the assigned schedules.
5. The teacher must appear punctually at meetings or other activities for which he or she is summoned.
6. The teacher must be the first to enter and the last to leave the places where the classes take place, ensuring that the facilities are tidy, the blackboards cleaned, the lights off and the doors closed.
7. The teacher must justify his/her absences in writing or by means of medical proof (discharge), which will be delivered to the Administrative Services, considering that an absence may be considered:
  - a) justified, with the right to remuneration.
  - b) justified, with loss of remuneration.
  - c) unjustified, if the justification presented is considered invalid by the Administrative Services.
8. Ensure, in collaboration with students and other employees, the maintenance of the cleanliness, tidiness and conservation of the facilities.
9. The teacher must not leave, nor allow students to leave before the end of class, except in duly justified situations.
10. The teacher must ensure the conditions of order and discipline throughout the educational establishment.

11. The teacher must, in the computer system, summarily plan the classes and confirm the attendance of the students.
12. The teacher cannot exempt students from attending class; In the case of absence of the former, this will always be signalled with a foul.
13. The teacher must dialogue with the students about their school performance.
14. The teacher must provide the class teacher, all the information related to the behaviour and performance of students.
15. The teacher must communicate to the class teacher all the occurrences that it considers to be of interest.
16. The teacher must, in relation to the students' schoolwork, consider the following:
  - a) Not to carry out formal evaluation moments without having feedback on the student's previous performance, with exceptions Justified.
  - b) To deliver to the students, in a class of the respective subject, all the tests and other works, corrected and evaluated, always on a date prior to the end of each academic semester or at the time of mid-term evaluation.
  - c) Students should not carry out more than one formal assessment per day.
  - d) The teacher must put, in the respective subject dossier (physical or digital), a copy of each assessment instrument carried out, as well as its quotation and correction criteria.
17. The teacher must comply with the Essential Learning of his discipline and observe the development of skills, both in their subject area and those provided for in the student's profile at the end of compulsory education.
18. The teacher must develop long-term planning as well as planning of their discipline integrated into the class curricular projects, according to the interdisciplinary projects defined by the pedagogical teams for each year. These Planning must be included in the course dossier.
19. The teacher must comply with the evaluation criteria defined and approved by the Pedagogical Direction, assigning each student a classification at the end of each school semester, provided that 1/3 of the scheduled classes have been taught.
20. The Kindergarten Educator or the Primary Teacher must keep the Student's Individual File up to date.
21. The teacher must declare, at the end of each school year, at the last Council meeting of Teachers, the items of the program that have not been taught, and their declaration will be recorded.
22. The teacher must respect the ethical principle of being reserved in the issuance of value judgments on working methods and ways of proceeding of colleagues, namely in the absence of them.
23. The teacher must develop substitution activities, whenever requested by the Pedagogical Direction.
24. The teacher must keep the mobile phone and other personal devices that emit sound in silence during classes.
25. The teacher must keep confidential facts and situations in which the law expressly imposes it and in those in which the one's own dignity or that of others.
26. The teacher must bring to the attention of the Pedagogical Director all the deficiencies and anomalies, so that the respective measures can be taken.

## **Section II - Non-Teaching Professionals**

### **Article 24 - Rights of Non-Teaching Professionals**

1. The non-teaching staff shall have the right to be informed in due course of all the documentation and decisions relevant to the performance of their duties.
2. The non-teaching staff member has the right to be informed of criticisms, whether positive or not, formulated within the scope of their professional activity.
3. The non-teaching staff member has the right to submit to any management body , pertinent suggestions.
4. Non-teaching staff shall have the right to be informed in advance of their appointment to perform any position or task.

5. Non-teaching employees have the right to benefit from Occupational Accident Insurance.
6. Non-teaching staff have the right to have access to the Occupational Health and Safety Doctor.
7. The non-teaching staff has the right to participate in the training actions that may be promoted in accordance with the law.
8. Non-teaching staff have the right to freely exercise their trade union activity, in accordance with the legislation in force.
9. The non-teaching staff has the right to use the facilities and services existing in the school, without prejudice to the specific rules of use.
10. Non-teaching staff have the right to always address their hierarchical superior their needs.

#### **Article 25 - Duties of Non-Teaching Professionals**

1. The non-teaching staff must be aware of all legislation and guidelines regarding the exercise of their functions.
2. The non-teaching staff must fully comply with all service orders and to carry out the tasks assigned.
3. The non-teaching staff must comply with their working hours with commitment, , at the place of their functions, never absenting without informing his superior and not being able to develop, during the service, any activity alien to the interests of the school.
4. The non-teaching employee must be correct and effective in serving the public.
5. The non-teaching staff must inform their hierarchical superior in due course of all relevant occurrences in the exercise of their duties.
6. The non-teaching staff must maintain confidentiality about facts and situations in which the law and common sense impose it and whenever dignity may be called into question own or someone else's.
7. The non-teaching staff must respect the deontological principle of being reserved in the issuance of value judgments on working methods and forms of procedure of colleagues, particularly in their absence.

### **Section III – Students**

#### **Article 26 - Student Statute**

The act of enrolment/enrolment confers the status of student, which includes the rights and duties enshrined in Decree-Law No. 51/2012 as well as those contemplated in these Regulations.

#### **Article 27 - Students' Rights**

The student has the right to:

1. to be informed of all legislation concerning him/her.
2. a pedagogical approach that fosters their effective autonomy, making them the main agent of their learning.
3. elect and be elected to the student bodies to be created annually by the NAU School.
4. Promote and participate in cultural, sports or other activities, with prior authorization from the Board.
5. use the teaching material available at the school under the supervision of a teacher or employee.
6. Receive, corrected and evaluated, all tests and other elements and instruments of evaluation, in a class of the respective subject, on a date prior to the moment of mid-term evaluation or at the end of each academic term, safeguarding exceptional cases.
7. Receive a corrected and graded test before the next test is taken by the same discipline.
8. Participate in the evaluation process through self-and teachers' assessment.
9. Be informed in detail about the Evaluation Criteria of each subject, in the beginning of each academic year, clarifying any doubts about evaluation process.
10. Request clarification or seek advice from the teacher in charge or pedagogical director, whenever think any rights may have been infringed.

### **Article 28 - Students' Duties**

The student has the duty to:

1. To engage in their educational process and integral formation, following the guidelines of teachers regarding their learning process.
2. Treat any member of the school community with loyalty, respect and politeness.
3. To contribute to the harmony of school coexistence and to the full integration of all students in the school.
4. Attend classes and other mandatory activities.
5. Attend classes with all the necessary and indispensable material for the fulfilment of all requested tasks.
  - a) If the student attends repeatedly without the necessary material, his/her parents/guardian will be informed about the situation and its consequences.
6. Keep all school facilities clean and in good condition. The occurrence of damage, outside the normal use of the equipment, implies, for the author of such damage, the responsibility to repair or replace the damaged equipment, assuming the resulting expenses, in addition to any disciplinary sanctions.
7. Respect the physical and moral integrity of all members of the Educational Community and avoid any disturbance or disrespect for the work of others, especially using insults, violence or behaviour that incites it.
8. Comply with all written or oral provisions regarding the functioning of the life of the NAU School issued by the competent bodies (management, teachers, educators and employees); Failure to comply with rules and lack of respect for community members will be subject to disciplinary proceedings in accordance with these Internal Regulations and the legal provisions in force.
9. To provide aid and assistance to the other members of the Educational Community.
10. Respect the property of all members of the Educational Community.
11. Any departure, during school activities, must be requested by written by parents/guardians.

### **Article 29 - Student Assemblies**

- 1- The Class Student Assembly takes place in all primary classes
- 2- The Class Student Assembly has a minimum quarterly periodicity, taking place during Identity, sustainability and Citizenship classes.
- 3- Is intended for:
  - a) Discuss specific problems and find solutions in a shared and democratic process.
  - b) To discuss topics proposed by students or teachers.
  - c) To plan, implement and evaluate initiatives to support the school community or surrounding.

### **Article 30 - Board of the Student Assemblies**

1. Team of three students democratically elected by their peers.
2. Generic functions:
  - a) To define the rules of operation of the Assembly.
  - b) Prepare the agenda.
  - c) To coordinate the Assembly
3. Constitution:
  - a) President
  - b) Vice-President
  - c) Secretary
4. Functions of the President:
  - a) To open and close the Class Assembly.
  - b) Moderate the debate.
  - c) To prepare the summary of the conclusions
5. Functions of the Vice-President:
  - a) Write down requests to speak.
  - b) Counting votes.

- c) To replace the President in his absence.
- 6. Secretary
  - a) Write the minutes with the summary of what was discussed and concluded.
  - b) To be responsible for the dossier of the minutes.

## **Subsection I Evaluation Regime**

### **Article 31 - Internal Evaluation**

1. The school meets the general evaluation criteria defined by the Portuguese Ministry of Education, in accordance with the legislation in force.
2. Evaluation, in all its forms, is an integral and regulatory element of the educational practice, which leads to the promotion of the quality of learning.
3. It allows the adjustment of methodologies and resources according to needs, certifying that the skills acquired at the end of each learning unit contributes to ensure the success of all students.
4. The assessment should consider and articulate student specific skills and the learnings curricula of each discipline.
5. At the beginning of each school year, in accordance with the guidelines of the national curriculum and other general guidelines of the Ministry of Education, the Primary Council of Teachers, shall define the criteria for evaluating. These criteria are disclosed to students and parents/guardians after approval by the Pedagogical Director.

### **Article 32 - Formative assessment**

1. Throughout the year, a formative evaluation is developed to regulate teaching and learnings.
2. This evaluation provides the teacher, the student, the parent and the other participants in the process, information about the development of the learning and skills, to review and improve the methodologies.
3. From the data of this evaluation, resources are used and coordinated to respond to student needs.

### **Article 33 - Self-assessment**

1. The NAU School considers the student as the main agent of their own learning, reason why it systematically promotes and fosters self-assessment throughout the learning process. This way it is essential that the student gradually becomes aware of how his learning is being processed. Thus, all students will make their self-assessment of learning, of their behaviour and attitudes and will present their perspective of evolution to their family, at school and in the presence of the class teacher.

### **Article 34 - Internal summative assessment**

1. In the Primary, summative assessment translates into the formulation of a global judgment on the learning carried out by students, with the objective of evaluation and classification of their learning, being the responsibility of the Class Teacher.
2. The internal summative assessment takes place at the end of each semester.
  - a) In the 1st Cycle, the Internal Summative Assessment is descriptive and qualitative, on a scale of Brilliant, Exceeds Goals, Meets Goals and In Development.
3. This classification is the responsibility of the class teacher and the Council of Teachers.
7. The classification of students' tests and assignments is made in terms of percentage and recorded qualitatively as follows:

Nomenclature %

In Development 0 - 49

Achieves Goals 50 - 74

Exceeds Goals 75 - 98

### **Article 35 Inclusive Education**

1. To respond to the diversity of students' educational needs, cycle coordinators, together with the technician, with the pedagogical teams of each school year and with families, have the responsibility to put in place measures to support learning and inclusion as well as specific resources that they consider necessary to respond to these needs throughout the school career.
2. The implementation of measures is subject to evaluation at the end of each semester and may be subject to change if those responsible for its implementation or the parent consider that they should be reviewed or suspended.

### **Article 36 - Conditions for Approval, Transition and Progression**

Summative assessment gives rise to a decision about progression or Student Retention.

### **Article 37 - Complaints and Appeals**

Decisions concerning the equivalence tests, and the final tests, are subject to objection in general terms.

### **Article 38 - Measures to Promote School Success**

1. The NAU school develops measures to promote school success and solve students' difficulties.
2. Through the specificity of its pedagogical process, the NAU school fosters methods that promote the autonomy of students, making them the main agents of their own learning.
3. NAU school focuses on the student's strengths, maximizing abilities and giving students the possibility to maximize their own level of stimulation. Strategies are thought out to adapt to each specific situation.
4. At all educational levels, students enjoy daily English classes.

## **Subsection II - Regime of absences**

### **Article 39 Identity, Sustainability and Citizenship, Mindfulness and musical activities**

Identity, Sustainability and Citizenship (I.S.C.), *mindfulness*, Musical Training and Musical Workshop are curricular subjects subject to mandatory attendance, and as such subject to the general regime of absences, for all students.

### **Article 40 Types of Absences**

1. Attendance at NAU school is compulsory from the opening of classes to completion of the school year's schoolwork.
2. There are the following types of absences:
  - a) Lack of attendance (LA) - parents/guardians must inform the full professor about the reasons that originated this absence.
  - b) Lack of tardiness (LT) - is the absence marked to the student when he arrives 10 minutes late to class.
  - c) Lack of material (LM) - resulting from the fact that the student is not accompanied by the necessary material.
  - d) Disciplinary misconduct (DM) - is that which corresponds to acts of indiscipline, provided for in the Chapter X of these Regulations, and punishable by disciplinary proceedings sanctioning. This lack cannot be justified.

### **Article 41 Justification of Absences**

1. Absences given for the following reasons are considered justified:
  - a) Illness of the student, which must be declared by a doctor if more than 5 working days.



- b) Prophylactic isolation, determined by an infectious disease of a person who cohabit with the student, proven through a declaration from the health authority.
- c) Death of a family member, during the period considered necessary by the parents/guardian with the agreement of the full teacher.
- d) Birth of a sibling, during the period considered necessary by the parents/guardian with the agreement of the head teacher.
- e) medical consultation or outpatient treatment that cannot be carried out outside the period of teaching activities, proven by a declaration of attendance at the aforementioned acts.
- f) Participation in sports events, cultural events or associative activities, under the terms of the law, proven by a declaration by the responsible entity.
- g) Compliance with legal obligations.
- h) other fact that prevents attendance at school, or in any school activity, provided that it is, justifiably, considered to be acceptable by the teacher.

The following are considered unjustifiable absences and, therefore, unjustified:

- a) Absences given for vacation during the academic period.
- b) Shortages of delay and material for recurrent reasons.

The absences referred to in the previous points are treated as absences from attendance.

#### **Article 42 Procedures for Absences**

1 Whenever a student is absent, the parents/guardian must inform the Class Director/tutor/full teacher about the reasons that originated this absence.

2 The request for justification of the absence must be delivered to the Full Professor until the 3rd working day following the date of the same

3 Unjustified absences may not exceed, in each academic year, ten days in the 1st Cycle of Basic Education.

4 When half of the limit of unjustified absences allowed is reached, the Parents/guardians will be informed of the fact by the head teacher and alerted to the consequences of excessive absences. An attempt will be made to find a solution to ensure compliance with the duty of attendance.

5 For students attending the 1st cycle of Basic Education, the violation of the limit of unjustified absences provided for in point 5 of this Article, is regulated by the law in force.

6 The rehabilitation measures, their implementation and evaluation, are decided by the head teacher of the class.

7 These measures will be subject to the approval of the Council of Teachers/Council of Class and the Pedagogical Director.

### **Subsection III - Disciplinary Procedure**

#### **Article 43 Classification of the infringement**

According to the current law, the violation by the student of any of the duties provided for in the this Regulation in terms that prove to be disruptive to the functioning of the school's activities or of relations within the Educational Community, constitutes an infraction, subject to the application of a corrective measure or disciplinary measure sanctioning.

#### **Article 44 Corrective measures and disciplinary sanctioning measures**

1. Purposes:

All corrective measures and disciplinary sanctioning measures continue pedagogical, preventive, dissuasive and integration purposes, aiming the reinforcement of the student's civic education, with a view to the balanced development of his personality and ability to relate with others.

2. Disciplinary sanctioning measures, considering the seriousness of the offence practiced, also continue, in addition to those identified in the previous paragraph, punitive purposes. These measures are always a consequence of the appointment of a disciplinary offense.

### 3. Corrective actions

The corrective measures are:

- a) The warning; consists of a verbal call to attention to the student, in front of a disruptive behaviour of the normal functioning of school activities or of the relationships between those present in the place where they take place.
- b) The performance of any tasks that are considered appropriate and that arise as a natural and direct consequence of the act performed.
- c) Restrictions on access to certain school spaces, or the use of certain materials and equipment, without prejudice to those that are assigned to activities schools.
- e) It is the responsibility of the Pedagogical Director of the NAU school to define the tasks referred to above, the place and period during which they occur and to determine the competences and procedures to be observed.
- f) The application of corrective measures is communicated to the parents/guardian of education, in a timely manner.

### 4. Disciplinary measures

Disciplinary sanctioning measures reflect a disciplinary censure by the student, and the occurrence of the facts must be reported, by the teacher or employee who witnessed it or became aware of it, to the responsible Teacher, for the purposes of subsequent communication to the school's Pedagogical Director.

## **Section IV - Parents and Guardians**

The rights and duties of parents/guardians are enshrined in the legislation on the matter (Decree-Law No. 51/2012)

### **Article 45 - Rights of Parents**

1. Parents/guardians have the right to be informed about the legislation and rules that concern them, as well as to be aware of the Evaluation Criteria of the different subjects, at the beginning of the school year.
2. Parents/guardians have the right to be informed of the fulfilment and performance of their child, after each moment of evaluation; if they wish, they can request a meeting with their child's tutor/student, primary teacher or educator.
  - a) The assistance to parents/guardians must be done in a personalized way, in a room that provides a confidential nature to the conversation.
  - b) At the end of the school year, any information on evaluation can only be provided by the tutor, 1st Cycle teacher or educator up to fifteen days prior to the end of classes.
3. Parents/guardians may appeal the evaluation of their child, in accordance with the legislation in force.
4. Parents/guardians have the right to have access to information exclusively related to the educational path of your child, contained in your Individual File.
5. Parents/guardians have the right to be attended by the principal whenever: the theme in question exceeds the competence of the class director, the primary teacher or the educator or, for an urgent reason, in their absence.
  - a) The pedagogical director receives the parents/guardians, through Prior appointment, at the established times.
6. Contact with parents/guardians must always be recorded by written and signed.

### **Article 46 - Duties of Parents or Guardians**

Parents/guardians must contribute, in every way, to the integral education of your student.

The duties of parents/guardians are:

1. monitor the entire learning process of your child, namely keeping informed of the evaluation documents and records made in the school's computer application (Educabiz). They must also

make sure that the student has all the necessary material for teaching activities and collaborate with the educator/teacher of the primary or tutor whenever requested.

2. Attend the NAU school, whenever requested.

3. Contact the educator/teacher/tutor, at the previously established time, to collect and provide relevant information about your child, in accordance with the rules defined for this purpose.

4. Pay the amounts due to the school in a timely manner, in accordance with point 8 of Article 49 of this Regulation.

## **CHAPTER VII General Provisions**

### **Article 47 - School Calendar**

1. Regarding the school calendar, the school follows the semester regime provided for in D. L. 55/2018 and may, in each year, define periods for stopping teaching activities and/or extending activities without reducing the number of days of teaching activities defined by the Ministry of Education for the same year.

2. The school calendar defined for the school must be posted in a public place or on the website for the knowledge of the School Community.

3. The calendar shall contain:

a) beginning and end of each school year.

b) beginning and end of each school break.

### **Article 48 - Admissions of new students**

1. The conditions for admission to this establishment are:

- The face-to-face visit to our facilities.
- Interview with the coordinator of administrative services.
- Meeting with the internal pedagogical team to assess special educational needs.

2. The application must be submitted by filling in a registration form that is an integral part of the child's file, and must provide proof of the declarations made, by submitting a copy of the following documents:

- Citizen Card or Identity Card of the child and/or legal representative.
- Taxpayer Card or fiscal number of the child and/or legal representative,
- Social Security Beneficiary Card of the child and the legal representative.
- User Card of the Health Services or subsystems to which the child belongs, when necessary;
- Vaccination record and medical report, proof of the client's clinical situation, when requested;
- Declaration signed by the parent or guardian authorizing the computerization of personal data for the purpose of preparing the customer file.
- Declaration of capture of images for dissemination of Educabiz application, with exclusive access to families through password.

3. The registration form and the supporting documents referred to in the previous number must be delivered to the administrative services of the NAU school.

In special situations, a certificate of the court sentence that regulates parental authority or determines guardianship/curatorship may be requested.

In case of urgent admission, the submission of an application and respective supporting documents may be waived, however, the process of obtaining the missing data must be started immediately.

3. The application period runs from October 1st to May 31st.

4. The office hours for applications are as follows: from 9:30 am to 12:00 am and from 15:00 to 17:00.

5. The priority criteria in the selection of customers are:

- Siblings of current students.
- Children of employees.

6. Accepted applications will only be considered effective after payment of the respective registration and completion of the registration documents.
7. The act of enrolment in the school implies the acceptance and full compliance with these Regulations.

#### **Article 49 - Price list**

1. The value of the monthly fees results from the quotient between the annual charges divided by twelve months, so it does not entitle any reductions in months with a smaller number of days of classes, nor is it updated according to the number of absences.
2. The value of food was calculated by the product of the average number of annual meals, times the value of each meal, divided by 12 months (September to August), resulting in a constant value for 11 months (September to July) with no reduction, except in August, when the school closes for 15 days, and the value is reduced by 50%.
3. Students who bring lunch from home and who use the cafeteria and support services will be subject to payment according to the price list in force.
4. The school will establish, by the end of February of each year, the annual tuition fee for the following academic year.
5. The school will make public, on its website, the complete price list of mandatory and optional services practiced. This table shows the amount of the monthly instalment due for the payment of the annual tuition fee referred to in point 1 of this article.
6. Attendance of the academic year implies the payment of the registration/registration fee and the annual tuition fee. The payment of the annual tuition fee is made in 12 (twelve) instalments of equal value, in the nursery, in the Kindergarten and Primary.
7. The school does not return amounts already paid, unless there has been an error on the part of the school itself. In case of cancellation or withdrawal of enrolment/registration, no amount already paid will be refunded. The departure of a student, whatever the reason, does not confer the right to a refund of any payment already made and does not exempt the payment of overdue amounts.
8. All payments to be made must be received at the Secretariat, by cheque, cash, ATM or bank transfer until the 8th (eighth) day of the month to which they relate.
9. If the invoiced amount is not made available in the period referred to above, that amount may still be paid until the end of the month to which it relates, plus a fine of 2.5 euros for each day of delay.
10. If the invoices are not paid, as set forth in the previous paragraphs, the school may demand the suspension of the student's attendance.  
In this situation, the payment of the outstanding monthly payments will be increased by a fine of 3 euros for each day of delay to the amount due, as well as the amount of the lawyer's fees that will have to be borne for the possible judicial recovery of the debt.
11. When several siblings attend school at the same time, discounts will be applied from the 1st (first) sibling, in the amount of 5% to each one, from the 2nd (second) sibling, in the amount of 10% of the monthly fee, to each one.
12. The annual payment of 12 monthly payments benefits from a 6% discount on the total.
13. As provided for by law, the school ensures the financial coverage of the assistance provided to injured students through the contracting of school insurance. This financial coverage has a maximum limit of the amount provided for in the legislation in force. All charges that are beyond this amount will be fully borne by the parents/guardians. It will be up to them to request from the school the amount provided for by law and the amount spent in the meantime on the medical care provided.
14. Pupils who remain at school beyond closing hours are subject to payment for the extension of the working hours in accordance with the price list in force.
15. All visits and activities abroad are subject to an additional payment to the monthly fee proportional to the individual cost per student.

#### **Article 50 - Opening Hours**

1. The NAU School is open from Monday to Friday from 7:30 am to 7:00 pm.

2. Teaching/educational activities are carried out according to a timetable to be determined in the beginning of each school year.

#### **Article 51 - Extracurricular Activities**

1. In addition to teaching activities, NAU school provides activities with the aim of enhancing the acquisition of values and skills in the field of sports, music, arts, among others.

2. Any cultural/recreational activity of an extracurricular nature depends on the authorization from the Board.

3. These activities are interrupted during school breaks and these interruptions do not result in adjustments in the contracted monthly amount.

4. When enrolling the student in an extracurricular activity, the guardian of education assumes the payment and attendance of the same until the end of the to which it refers.

#### **Article 52 - Prohibitions**

The following are not allowed at NAU School:

1. Objects that violate the dignity of the human person, or that are likely to cause physical harm to the student or third parties.

2. Objects that disturb the normal functioning of school activities.

3. The use, within the classroom, of mobile devices or any other means of communication with the outside.

4. The recording and/or capture of images without prior authorization from the Board of Directors.

5. Attendance at school by a child with a disease that may harm others.

6. The circulation of people outside the institution.

#### **Article 53 - Health and Accidents**

Whenever a child shows symptoms of illness, parents/guardians will be immediately notified to come and pick up their children from school.

Children with ages below 3 years old should only return to school after a minimum period of twenty-four hours of shelter in which the fever does not manifest itself.

In the case of illness of more than 5 working days, the return of children, from all educational areas of the NAU School, will depend on the presentation of a medical statement proving that they can return to school and does not pose a danger of contagion in the case of an infectious disease.

In case of accident and emergencies, NAU will immediately call the emergency medical services and contact the parents/guardian, or, alternatively, with the contact persons listed in the registration form.

#### **Article 54 - Electronic devices**

As a community, we agree that the use of electronic devices (mobile phones, tablets, laptops, etc.) at school in moments of socialization is a promoter of insulation. To that extent:

1. Mobile phones must remain turned off and stored throughout the day.

2. School staff will confiscate electronic equipment that is not being used for educational purposes.

3. It is expressly forbidden to record video or audio on the school grounds, as well as in school activities carried out outside, unless authorized by a teacher.

4. Any recording authorized in accordance with the previous point cannot be shared.

5. The creation of online content for School events is prohibited.

6. Students are prohibited from using the names or logos of the NAU school, as well as as well as any photographs of the school community without the authorization of the Director.

7. External speakers for electronic devices are not permitted.

8. NAU school is not responsible for the loss, theft or damage of any students' electronic equipment.

#### **Article 55 - Responsibilities and their limits**

1. The Management of the NAU school cannot be held responsible for any situations problems that occur outside its premises but reserves the right to draw the attention of students and their parents/guardians that he is aware of them.
2. The person responsible for the concierge takes the responsibility to control access to school facilities.
3. NAU is not responsible for any object that has not been entrusted to its guard.

## **CHAPTER VIII Specific Rules for classes and access to spaces**

### **Article 56 - Functioning of Physical Education Classes**

1. Students may only enter the gym when the teacher or an assistant is in it.
2. Students may only remain in the gymnasium with the permission of the teacher of Physical education.
3. The material should only be used in the presence of the teacher in the modality in which it is Intended.
4. Students exempted from the physical practice of the class must present a medical certificate to the full professor.

### **Article 57- Access to classrooms by families**

1. In the Nursery and Kindergarten, families can access the children's activity rooms daily without obstacles or limitations but respecting the activities taking place and promoting normal functioning in harmony with children and educators.
2. In the first cycle, access to the activity rooms by parents can be done at the beginning of the day until 8:40 am and at the end of the day, once a week, on a day to be defined, from 4:45 pm to 6:00 pm.

## **CHAPTER IX Final Provisions**

### **Article 58 - Omissions**

1. Any situation omitted in these Regulations shall be resolved by the administration and management bodies of the school, following a careful analysis of the case, in accordance with the legislation in force.

### **Article 59 - Entry into force**

1. These Rules of Procedure shall enter into force on 1 September 2024.

### **Article 60 - Revision**

1. The amendment of the Internal Regulations is the responsibility of the Board of Directors and will occur whenever deemed necessary.