



escola
jardim
do monte



Internal Regulations Jardim do Monte School

2026/2027

"As educators, we should not ask what the student needs to know and understand in order to adapt to the established social system. Rather, we should ask what potential exists in each person in the making, and what faculties can be developed in each one. Only in this way will it be possible to provide the society of the future with the new strengths of young people."

R Steiner

"Learning to know, learning to do, learning to be with others, and learning to be."

The four pillars of education that make up the Report to UNESCO of the International Commission on Education for the 21st Century.

Approved by the Harp Board of Directors
February 18, 2025

Index

Article 1 - Scope and objectives	4
Article 2 - Presentation	4
Article 3 - Holder Entity	4
Article 4 - Responsibilities of the Holding Entity	4
Article 5 - Pedagogical Direction	5
Article 6 - Pedagogical Council	6
Article 7 - Other Pedagogical Structures	6
Article 8 - Guidelines for Inclusive Education	8
Article 9 - Rights and duties of children/students	8
Article 10 - Rights and duties of Educators/Teachers and Educational Support Staff	8
Article 11 - Rights and duties of Parents/	Guardians
Article 12 - Representation of Parents/	Guardians
Article 13 - Admission of children/students	9
Art. 14. - Frequency	10
Article 15 - Annual Fee	10
Article 16 - Mandatory and optional services	10
Article 17 - Pre-registration and registration/renewal of registration	10
Article 18 - Annual fee	11
Article 19 - Food	12
Art. 20. - Teaching Material	12
Art. 21. - Withdrawals	13
Article 22 - Individual student file	13
Article 23 - Weekly Schedule and Operation of the Jardim do Monte School	13
Article 24 - Extension of Working Hours	14
Article 25 - Reception and delivery of children/students	14
Article 26 - Temporary absence of an Educator or Teacher	15
Article 27 - Attendance	15
Article 28 - Punctuality	16
Article 29 - Inappropriate behavior	16
Article 30 - Material damage caused by children/students	17
Article 31 - Health	17
Article 32 - Children's/students' clothing and belongings	17
Article 33 - Use of spaces	18

Article 34 - Parking / Parking on School Grounds	19
Article 35 - Study visits	19
Article 36 - Guidelines for the learning assessment process	19
Art. 37. - Protocols	19
Article 38 - Final Provisions	20

Article 1.

Scope and objectives

This Internal Regulation aims to establish a set of specific norms and rules that contribute to the proper functioning of the Jardim do Monte School.

Article 2.

Presentation

- 1- The Jardim do Monte School is the physical space where the Pedagogical Project is put into practice, based on Anthroposophy, a line of thought that governs HARPA - Associação Recriar para Aprender
- 2- The Educational Project of the Jardim do Monte School, based on Waldorf pedagogy, presents itself as a work proposal for Kindergarten and school trajectory up to the end of the 2nd cycle, which aims to provide the human being with physical and human conditions that are suited to their needs for integral development, in order to awaken in them capacities that allow them to become their own educator, to consciously play their role as a citizen of the world towards a future that is sustainable, respectful of the Human Being and planet Earth.
- 3- The Educational Project of the Jardim do Monte School includes a fundamental aspect of connection with nature, whose annual evolution serves as a permanent source of learning.
- 4- The Jardim do Monte School has two areas of expertise:
 - Kindergarten;
 - 1st and 2nd cycles of Elementary Education.
- 5- The Jardim do Monte School is located on the São João dos Montes Farm, in Alhandra.

Article 3.

Owner Entity

HARPA - *Associação Recriar Para Aprender* - a Private Institution of Social Solidarity, recognized by the Ministry of Education - is the sponsoring entity of the Jardim do Monte School.

Article 4.

Responsibilities of the Maintaining Entity

- 1- HARPA, as the owning entity of the Jardim do Monte School, is responsible for:
 - a) To define general guidelines for the school;
 - b) To ensure the investments necessary for the normal operation of the establishment;
 - c) To represent the School in all matters of an administrative and financial nature;
 - d) To be responsible for the proper use of the financial support received;
 - e) To establish the administrative organization and operating conditions of the School;
 - f) To appoint the Pedagogical Director;

- g) To ensure the hiring and management of personnel;
 - h) To provide the Ministry of Education and Science with the information it requests, in accordance with the law;
 - i) To ensure the public dissemination of the School's Educational Project, teaching conditions, and academic results obtained by the School, particularly in national tests and exams, and to make public other information necessary for families and students to make an informed choice;
 - j) Maintaining students' school records in an authentic and secure manner;
 - k) Approve the School's Educational Project;
 - l) To approve the School's Internal Regulations;
 - m) Approve the School's Annual Activity Plan;
 - n) To promote the organization and updating of the school's inventory of equipment and materials;
 - o) To fulfill all other obligations imposed by law.
- 2- The powers referred to in the preceding paragraph may be exercised directly by HARPA, or through a representative or representatives designated by it, in accordance with its statutes.

Article 5. Pedagogical Direction

- 1- The Pedagogical Management team consists of the Pedagogical Director.
- 2- The Pedagogical Director may receive assistance in their duties.
- 3- The Pedagogical Director and advisors are appointed by the HARPA Board, in accordance with the provisions of subparagraph f) of article 4.
- 4- Without prejudice to the provisions of the following point, the Pedagogical Director may be replaced by an advisor, designated by him, for the purpose of participating in activities and meetings.
- 5- The Pedagogical Director is responsible for:
 - a) To represent the School before the Ministry of Education and Science in all matters of a pedagogical nature;
 - b) Submit the Educational Project to the HARPA Board for approval;
 - c) Submit the Internal Regulations to the HARPA Board for approval;
 - d) To plan and oversee curricular and cultural activities;
 - e) To promote the fulfillment of study plans and programs;
 - f) To ensure the quality of education;
 - g) To ensure the education and discipline of the students;
 - h) To ensure the dissemination of the guidelines for the evaluation process and the evaluation criteria defined by the Pedagogical Council.

Article 6. Pedagogical Council

- 1- Nature and function of the **Pedagogical Council** :

The Pedagogical Council, within the framework of Waldorf pedagogy, is the body responsible for pedagogical management, coordination, and supervision that, in the exercise of its functions, ensures the principles of the Educational Project of the Jardim do Monte School.

2- Composition of the Pedagogical Council :

- a) President of HARPA;
- b) Pedagogical Director;
- c) Representatives of Early Childhood Educators;
- d) Representatives of teachers from different educational levels;
- e) Coordinator of the Multidisciplinary Team.

3- Responsibilities and functioning of the Pedagogical Council :

- a) To present proposals for the School's Internal Regulations;
- b) To present proposals for the School's Educational Project;
- c) To present proposals for the Annual Activities Plan;
- d) To present proposals for the training and professional development plan for teaching and non-teaching staff;
- e) To develop proposals and issue opinions in the area of student guidance and assessment, as well as the management of educational support;
- f) To define the guidelines for the evaluation process and the evaluation criteria for Kindergarten and for the 1st and 2nd cycles;
- g) To define and coordinate procedures related to the proper functioning of the School;
- h) Coordinate activities between the different departments;
- i) To define the guiding principles regarding the overall organization of curricular and extracurricular activities in accordance with the practice of observing children, the biographical-pedagogical methodology, and the sharing and reflection on training;
- j) To promote the self-development and professional training of faculty and non-teaching staff through internal training sessions;
- k) To evaluate the work carried out within this body;
- l) The Pedagogical Council meets regularly once a month and whenever necessary in extraordinary meetings;
- m) The Pedagogical Council may operate in sections for specific pedagogical work.

Article 7. Other Pedagogical Structures

1- Other structures of Pedagogical Coordination include: the College of Teachers, the Teachers' Council for the 1st cycle, and the Class Councils for the 2nd cycle.

2- Composition of the Faculty Board:

- a) Pedagogical director;
- b) All the teachers (educators and professors) at the school.

3- Responsibilities and functioning of the Faculty Board :

- a) To assess procedures related to the proper functioning of the school;
- b) Coordinate activities across different school years;

- c) To develop study and teacher training activities;
- d) To carry out collaborative work in the context of observing children/students, in accordance with the anthropological view of child development as presented by R. Steiner;
- e) To implement the planning and organization of curricular and extracurricular activities;
- f) To evaluate the work carried out within this body;
- g) The Faculty Board meets in plenary session weekly;
- h) The Faculty Board should also preferably meet weekly in small groups, according to the specific needs of each subject area, group and/or cycle.

4- Composition and functioning of the **Teachers' Council for the 1st cycle**:

- a) The 1st cycle Teachers' Council is composed, for the purposes of student assessment, of all the Class Teachers;
- b) In the Teachers' Council, the following may also participate, without the right to vote: services with competence in matters of pedagogical support and services or entities whose contribution the Pedagogical Directorate considers appropriate;
- c) This council is chaired by a professor, elected from among its members.

5 - Composition and functioning of the **2nd cycle Class Councils**:

- a) The Class Council is composed of all the teachers of the class;
- b) In the Class Council, services with competence in matters of educational support and services or entities whose contribution the Pedagogical Directorate deems appropriate may also participate, without the right to vote;
- c) The Class Council meets once per school term for evaluation purposes, and, whenever necessary, in extraordinary meetings.

6- Competencies of the **Primary School Teacher (1st cycle)**:

The responsibilities of a Full Professor include:

- a) To monitor and evaluate learning in conjunction with the other teachers in the class, after consulting the Teachers' Council for the 1st cycle;
- b) To ensure coordination between the classroom teachers and the students, parents/guardians;
- c) To coordinate, in collaboration with the class teachers, the adaptation of activities, content, strategies, and work methods to the specific situation of the group and the individual needs of each student;
- d) Coordinate class activities with parents/guardians, promoting their participation.

7 - Responsibilities of the **2nd Cycle Class Director**:

The Class Director is responsible for:

- a) To ensure coordination between the classroom teachers and the students, parents/guardians;
- b) To coordinate, in collaboration with the class teachers, the adaptation of activities, content, strategies and working methods to the specific situation of the group and the individual needs of each student;
- c) Coordinate class activities with parents/guardians, promoting their participation;
- d) To coordinate the student assessment process, ensuring its comprehensive and integrative nature.

Article 8.

Lines of Action for Inclusive Education

The Guidelines for Inclusive Education are set out in Annex I to these Internal Regulations, of which they form an integral part.

Article 9.

Rights and responsibilities of children/students

All children/students attending Kindergarten and Primary School at Jardim do Monte School should benefit from the rights and respect the duties enshrined in legislation, duly adapted to the school's reality. In this context, this regulation considers it essential that they have the right to:

- a) To find, within the physical and human space of the Jardim do Monte School, the indispensable conditions for the harmonious physical, emotional, mental, and spiritual development of each age group, based on respect for individual needs;
- b) To be welcomed and supported in their way of being with understanding attention from all the adults who live with them;
- c) To enjoy the spaces where their activities take place, without interference from people who are not involved in those activities.

Article 10.

Rights and responsibilities of educators/teachers and Educational Support Assistants

The Educators, Teachers, and Educational Support Staff of the Jardim do Monte School benefit from the rights and must respect the duties enshrined in their respective Statutes, duly adapted to the principles and foundations of the School.

In this context:

- a) Educators, teachers, and educational support staff have a duty to accompany children/students with compassionate attention and respect for their educational needs, offering them the conditions conducive to their harmonious and holistic development.
- b) Educators, teachers, and educational support staff should be diligent and punctual.
- c) The Educator/Teacher/Class Director will, whenever deemed necessary, convene individual meetings with Parents/Guardians to discuss issues considered relevant;
- d) In the meetings referred to in the previous item, the Pedagogical Director or someone designated by him/her in accordance with paragraph 4 of Article 5 may be present;
- e) Educators, teachers, and educational support staff have a duty to participate in training programs to enrich the performance of their duties.
- f) Educators, teachers, and educational support staff have a duty to participate in regular internal training sessions held as part of the Jardim do Monte School's Educational Project.

Article 11.

Rights and responsibilities of Parents/Guardians

Parents/Guardians of children/students attending Jardim do Monte School benefit from the rights and must respect the duties enshrined in legal regulations, namely the Student Statute and School Ethics (Law No. 51 of 2012, of September 5, Chapter III, Article 43). In this context, and seeking to respect the principles and foundations of the School, the rights and duties of Parents/Guardians are:

- a) To participate and collaborate actively and responsibly in the education of their children/students, in accordance with the Pedagogical Project of the Jardim do Monte School;
- b) To provide the Kindergarten Teacher or the Class Teacher/Director with relevant information about your child/student;
- c) Participate in individual meetings to analyze the educational process of your children/students;
- d) Request individual meetings as an Educator/Teacher/Class Director when you deem it important;
- e) Collaborating with the Management of the Jardim do Monte School, among other aspects, in the implementation of:
 - . celebrations of festive seasons throughout the year;
 - . organization and participation in practical-theoretical training groups.

Article 12.

Parents/Guardians Representatives

- 1- Parents/Guardians of the children/students at the school may form a group to represent them.
- 2- The internal regulations of the group formed under the terms of the preceding paragraph require approval by the management of the entity that owns the school.

Article 13.

Admission of children/students

These are the admission requirements for children/students:

- a) For Kindergarten, the minimum age is three years old;
- b) For the first cycle, the minimum age is six years;
- c) Acceptance of the Pedagogical Project and the rules established in these Regulations.

Article 14.

Frequency

Attendance at Escola Jardim do Monte requires enrollment/renewal of enrollment and payment of the annual fee.

Article 15.

Annuity

The annual fee is the amount due for the provision of mandatory services: registration/registration renewal + monthly fee + meals.

Article 16.

Mandatory services and optional services

- 1- **Mandatory services** include : daily classes and meals.
- 2- **Optional services** include : non-curricular activities, reception, extended hours, personalized support for students with specific needs arising from health problems or other issues, and therapies.

Article 17.

Pre-registration and enrollment/renewal of enrollment

- 1- Pre-registration takes place at the administrative offices of the Jardim do Monte School, at the HARPA facilities, from September to July, by filling out a specific form and holding a meeting between the parent/guardian and a representative of the owning entity.
- 2- Registration must be completed by parents/guardians through the Registration Portal and at the school's administrative offices, on a date to be determined annually.
- 3- When enrolling, parents/guardians must:
 - a) proceed with the payment, in accordance with the instructions of the administrative services;
 - b) Fill out the registration form provided by the school;
 - c) Please submit the following documents:
Citizen Card, or other legally valid identification document, of the parent/guardian and the student;
Medical assistance card;
 - d) Communicate, in writing, the specific educational needs of your child and provide the necessary supporting documentation from the technicians or clinical team who are assisting the child/student, if specific educational needs exist.
- 4- Registration renewal, both through administrative services and the Registration Portal, must be done during a period to be defined each year.
- 5- Enrollment or renewal requires payment of the fees defined in the price list, which include school insurance and the use of individual and shared learning materials.
- 6- Whenever a child/student enrolls at Escola Jardim do Monte for the first time, the registration fee applies according to the price list.
- 7- Enrollment/renewal of enrollment is conditional upon the absence of required documents or overdue payments.

- 8- The enrollment/enrollment renewal fee is paid in full regardless of the child's/student's start date at the school.
- 9- The registration/registration renewal fee is non-refundable.

Article 18. Annual Fee

- 1- The annual tuition fee is paid in 11 monthly installments, from September to July inclusive, according to the price list.
- 2- The annual tuition fee covers the following services: daily teaching and extracurricular activities held between 8:00 AM and 5:30 PM, without the use of external services and the use of materials belonging to the School.
- 3- Payments for annual tuition and meals are due by the 8th of each month, preferably by bank transfer.
- 4- Failure to meet the deadline established in the previous paragraph will result in a 10% increase in tuition fees.
- 5- Failure to pay an installment without justification may jeopardize the child/student's continued enrollment at the school.
- 6- If there are siblings attending Jardim do Monte School, there will be a discount on the annual tuition fee for each sibling: 10% for two siblings and 15% for three or more siblings.
- 7- Employees' children receive a 20% discount on their annual tuition fees.
- 8- The discounts mentioned above do not apply to registration/registration renewal or meals.
- 9- The absence of a child/student from school, from September to July inclusive, does not entitle them to a refund of the annual tuition fees.
- 10- The price list is reviewed annually and may be subject to updates.
- 11- The HARPA Board reserves the right to consider, on a case-by-case basis, the possibility of other forms of partial payment of installments, provided that the reasons for doing so are duly proven and the proposals are shown to be adequate, both for the purposes of the HARPA project and for its sustainability.
- 12- Due to the lengthy refund process, payments made via Ticket must be made one month in advance, otherwise they will not be accepted.

Article 19. Food

- 1- The mandatory meal service includes daily: morning snack, lunch, and afternoon snack.

- 2- The sponsoring entity may authorize certain exceptions to the mandatory requirements mentioned in the first paragraph, for duly proven reasons.
- 3- The monthly food allowance is paid from September to July inclusive.
- 4- During school breaks, the amount to be paid is calculated based on the estimated daily cost.
- 5- Whenever a child/student is absent for a period equal to or greater than one week, provided the absence is duly justified, a discount will be applied to the monthly meal allowance.
- 6- The school's diet is ovo-lacto-vegetarian, prepared, whenever possible, with organic and biodynamic products, consisting of pre-established menus according to seasonal products.
- 7- Students may bring bread, fruit, cereals, or dried fruit to school as a supplement to their snacks, thus avoiding disposable packaging.
- 8- Any dietary restrictions must be communicated in writing to the school at the beginning of the school year (permanent restriction), or at the time the child/student is dropped off (temporary restriction), specifying which foods are restricted and the duration of the restriction.
- 9- The school does not assume responsibility for replacing food products with others that are not part of the dietary regime indicated in item 6.
- 10- Within the scope of points 2, 7, 8 and 9 of this article, and during study visits, whenever a student has to bring food from home, it must be heated, if necessary, and comply with the school's dietary regulations.
- 11- On the child's/student's birthday, parents/guardians may bring a birthday cake which, to avoid food poisoning and allergies, should preferably be homemade, free of egg creams, heavy cream, egg white frosting, and food coloring.
- 12- Children/students are not allowed to bring sweets, soft drinks, or chewing gum to school.

Article 20.

Teaching materials

1. The teaching materials used in classroom activities adhere to quality and sustainability criteria.
- 2 - The teaching materials are for individual and/or shared use.
- 3- Commonly used materials should always remain at school.
- 4- Individual use materials may be provided to students for use at home, always with the proper authorization/knowledge of the School.
- 5- The school is not responsible for replacing individually used teaching materials in case of loss or damage.

Article 21. Withdrawals

- 1- Withdrawal from attending Jardim do Monte School during the school year will only become effective when communicated in writing to the Administration at least 20 days in advance. Until then, all obligations arising from enrollment and registration remain in effect.
- 2- In case of withdrawal, full payment of the fee for the month in which the child/student leaves is mandatory.

Article 22. Individual student process

- 1- The student's individual file contains the elements necessary to monitor their academic progress, serving as a record of all relevant information from that progress.
- 2- The information contained in the student's individual file, relating to disciplinary matters and personal and family matters, is confidential, and all those who have access to it are bound by a duty of confidentiality.
- 3- The following individuals have access to the student's individual file: the Pedagogical Director, the Educator, the Class Teacher/Form Director, and the administrative staff responsible for the students' area, within the scope of their duties.
- 4- Other teachers or therapists involved in the student's educational process may also have access to the student's individual file, with the authorization of the Pedagogical Director.
- 5- Parents/Guardians can consult the student's individual file in the presence of a member of the management and administration bodies of the Jardim do Monte School, at a location and time to be arranged in advance.

Article 23. Weekly schedule and operation of the Jardim do Monte School

- 1- The Jardim do Monte School operates from Monday to Friday, from 8 am to 6 pm.
- 2- During periods when academic activities are interrupted, operating hours may be subject to change.

- 3- The **Kindergarten** operates on the following schedule:

Reception hours: 8:00 AM to 9:00 AM

Activities: from 9:00 AM to 5:30 PM

Extension: from 5:30 PM to 6:00 PM

- 4- Children should arrive at the Kindergarten by 9:15 am, so as not to disrupt the smooth running of the classroom and the rhythm of the children's groups.

5- Once a month, the Kindergarten closes at 5 PM for classroom team meetings.

6- The **first cycle** operates according to the following schedule:

Reception hours: 8:00 AM to 9:00 AM

Academic activities: from 9:00 AM to 3:00 PM or 4:15 PM

Non-academic activities: from 3:00 PM or 4:15 PM to 5:30 PM

Extension: from 5:30 PM to 6:00 PM

7- The **2nd cycle** operates according to the following schedule:

Reception hours: 8:00 AM to 9:00 AM

Academic activities: from 9:00 AM to 4:55 PM, Monday to Thursday, from 9:00 AM to 3:45 PM, on Friday

Non-academic activities: from 3:45 PM/4:55 PM to 5:30 PM

Extension: from 5:00 PM to 6:00 PM

Article 24

Extended hours

1- The school is open from 8 am to 6 pm.

2- From 8am to 9am, children/students are welcomed.

3- From 5:30 PM to 6:00 PM, extended hours are an optional service, the price of which is listed in the price list.

4- For organizational reasons, parents/guardians who need to take advantage of the extension must request it from the school in advance.

5- After 6 PM, children/students are not allowed to remain at school.

6- Failure to comply with the previous item, which results in an extension of working hours, entitles the employee to payment of the amount stipulated in the price list.

Article 25.

Welcoming and handing over the children/students

1- Children/students are welcomed until 9 am, except in rare and duly justified cases.

2- Children/students may only leave the Jardim do Monte School and/or the school bus with their parents/guardians or other persons whose names are on the list of authorized persons. In exceptional situations, the school must be informed in a timely manner by the parent/guardian.

3- Parents/Guardians, or other duly authorized persons, must always inform the person responsible for their student(s) of their departure from the School.

4- From the moment the child/student is handed over to the duly authorized adult, the child/student will be under the full responsibility of that adult, and neither may remain in the spaces reserved for curricular and extracurricular activities.

- 5- Parents/Guardians who authorize their children/wards to go to the parking lots alone must submit written authorization to the school in advance and communicate by phone with the adults responsible for the students when they arrive at the parking lot.
- 6- Other situations not covered in the previous points must be presented by the parents/guardians and duly authorized by a school official.

Article 26.

Temporary absence of an educator or teacher.

- 1- In the Kindergarten, in the event of the Educator's temporary absence, an Assistant will be present to supervise the children.
- 2- In the 1st and 2nd cycles, in the temporary absence of their teacher, students may be accommodated in another class(es) or accompanied by another teacher or, if this is not possible, by an assistant from the Jardim do Monte School.
- 3- As part of the monitoring mentioned in the previous item, students will be able to participate in activities in nature.

Article 27

Attendance

- 1- Whenever a child/student is absent, the Educator, Teacher, or Class Director must be informed in advance or on the same day by 9:00 AM, indicating the reason for the absence.
- 2- Whenever a child has to leave the kindergarten (e.g., for a doctor's appointment), their return cannot be later than the time of the main meal.
- 3- Whenever a child/student has to leave before the end of activities (curricular/extracurricular), whoever comes to pick them up is not allowed to remain in the area where the activity is taking place.
- 4- All absences from academic activities must be properly recorded.
- 5- In the 1st and 2nd cycles, whenever a student is absent, the parent/guardian must submit, within a maximum of three working days, a supporting document, which will be provided by the school.
- 6- In the 1st and 2nd cycles, whenever a student is absent for more than five consecutive days due to illness, the parent/guardian must submit a medical certificate within a maximum of five working days.
- 7- Acceptance of justified absences is subject to the opinion of the Head Professor in the 1st cycle or the Class Director in the 2nd cycle.
- 8- In the 1st and 2nd cycles, whenever a student accumulates five justified absences or three unjustified absences, the Teacher/Class Director must inform the Parent/Guardian.

- 9- In the 1st and 2nd cycles, whenever a student accumulates ten justified absences or five unjustified absences, the Teacher/Class Director should analyze the student's academic situation. It is advisable to hold a meeting with the student's guardian to identify the effects and consequences of the absences on the student's educational process and to define a possible recovery plan/strategies.

Article 28

Punctuality

- 1- Entry to the Kindergarten and School must respect the respective start times of activities, as stipulated in article 21, so as not to disrupt the proper functioning of the classrooms and the pace of the groups/classes.
- 2- When a student's lack of punctuality is a recurring issue, the Educator/Teacher/Class Director should meet with the Parents/Guardians to identify the effects on the child's/student's educational process and to define a possible recovery plan/strategies.

Article 29.

Inappropriate behaviors

- 1- In the 1st and 2nd cycles, whenever a student displays inappropriate behavior towards classmates, adults, spaces, and/or themselves, this situation should be observed and analyzed by the Teacher/Class Director (and/or the Pedagogical Directorate), so that an appropriate constructive consequence can be defined and applied to the child/young person's development and, when justified, constitute a reparation for the damage caused.
- 2- In cases where a student repeatedly exhibits inappropriate behavior, the situation should be observed and analyzed by the class's group of teachers and, eventually, by the Pedagogical Directorate, so that the necessary constructive consequences appropriate to the child/young person's development can be defined and applied, and which constitute, when justified, reparation for the damage(s) caused.
- 3- The situations mentioned in the previous item should be shared with the student's legal guardian.

Article 30

Property damage caused by children/students

- 1- Whenever a child/student causes material damage at school, the situation must be analyzed by the educator/teacher/class director and, possibly, by the pedagogical management, and the respective parent/guardian must be notified so that the damage can be repaired.
- 2- In the cases referred to in point 1, parents/guardians are always materially responsible for any material damage caused by children/students at school.

Article 31.

Health

- 1- When a child/student requires medication during their time at Jardim do Monte School, the parents/guardians must hand over the medication to the educator/teacher/class director, along with the corresponding medical prescription, or, if this is unavailable, provide written information about the times the medication will be administered and the quantity, signing the responsibility form provided.
- 2- A doctor's prescription is required when using antibiotics.
- 3- Medications should be labeled with the child's/student's name.
- 4- Children/students showing symptoms of illness are not allowed to enter the school.
- 5- If any symptoms of a possible illness are detected at school, parents/guardians will be notified to collect the child/student as soon as possible.
- 6- In case of contracting any disease transmissible offense that may lead to school expulsion (according to Decree Regulatory Act No. 3/95 of 27-01), the child/student cannot attend Jardim do Monte School during the period that the doctor deems necessary for their recovery, proving with a statement that they are fit to return to activities.
- 7- In case of an accident, all necessary measures will be taken to ensure that the child/student is immediately attended to by Health Institutions (Hospital or Health Center). The guardians will be immediately notified and summoned, and must be present at the location where the child/student is being treated.

Article 32

Children's/students' clothes and belongings

- 1- In kindergarten, children's clothing should be simple and practical, without cartoon/movie images or lights.
- 2- For the sake of children's well-being, students should dress in comfortable clothes, without worrying about damaging or soiling them.
- 3- On days when they have Physical Education class, children/students should wear appropriate clothing and footwear for these activities.
- 4- All children/students must have a complete change of clothes at school, appropriate for the season.
- 5- Children/students should not bring toys.
- 6- Children/students should not carry cell phones, tablets, and/or other similar equipment, except in duly authorized situations.
- 7- The school is not responsible for the disappearance of or damage to personal belongings that the child/student may be carrying.

Article 33

Use of spaces

- 1- The connection with nature, as an essential component of the Educational Project of the Jardim do Monte School, can only be developed through a use of spaces consistent with its principles.
- 2- The Jardim do Monte School is located on a small farm, a private property, which includes spaces not integrated into the school that can be used by educators and teachers for pedagogical purposes, subject to the owners' agreement.
- 3- All buildings and surrounding outdoor spaces of the School, being considered educational spaces, must be respected by Parents/Guardians, as well as by people outside the School, therefore their use must be authorized and be in accordance with the pedagogical principles of the Jardim do Monte School.
- 4- Within the scope of the previous point, school materials should not be used, nor should fruits or plants be picked.
- 5- Considering that teachers leave the classrooms prepared for the next day's work, they cannot be used after the end of the respective class without the presence/authorization of the teacher or another adult responsible for the class.
- 6- From 6:00 PM onwards, the indoor spaces will be closed and cannot be used.
- 7- From 6:00 PM to 8:00 AM, the pedestrian access gate to the farm, next to the road to Arruda, is closed.
- 8- Students are not allowed to remain at school during parent/guardian meetings that take place beyond closing time.
- 9- Without prejudice to the provisions of the preceding paragraph, in activities and celebrations involving parents/guardians, the parents/guardians are responsible for their children/wards.
- 10- All adults are responsible for keeping the spaces clean and organized.
- 11- For educational reasons, all children/students should participate in cleaning and organizing the spaces, according to the specific characteristics of their development.
- 12- The school closes in August.
- 13- The management of Escola Jardim do Monte reserves the right to close the school should unforeseen circumstances arise that affect the minimum health, hygiene, and safety conditions necessary for its operation.

Article 34

Parking / parking on school grounds

- 1- There are three parking lots at the school: the first is located next to the Arruda dos Vinhos road, beside the bridge at the entrance to Quinta S. João dos Montes; the second is located next to the Subserra road; and the third is located next to the school building.

- 2- The third parking area is for the exclusive use of employees and/or people with mobility issues. In both of these situations, the farm entrance next to Estrada de Subserra must be used exclusively.
- 3- Everyone else can use either the first or second park to then walk to the school buildings.
- 4- The space in front of the garage located under the Kindergarten is intended exclusively for private use, for emergency vehicles and school buses.

Article 35

Study visits

The document that regulates study visits is found in Annex II to these internal regulations, of which it forms an integral part.

Article 36

Learning Assessment Process Guidelines

The document concerning the guidelines for the Learning Assessment Process is found in Annex III to these Internal Regulations, of which it is an integral part.

Article 37

Protocols

Within the scope of the educational project of the Jardim do Monte School, Harpa can establish protocols or partnerships with other entities for the realization of observation/intervention internships or other activities.

Article 38.

Final provisions

- 1- Any matters not covered by these Regulations will be resolved by the Harpa Management, as the owning entity of the Jardim do Monte School.
- 2- Failure by parents/guardians to comply with the provisions of these regulations may result in the cancellation of the child's/student's registration.
- 3- This regulation will be reviewed annually, upon proposal of the Pedagogical Council, and approved by the Harpa Management, as the owning entity of the Jardim do Monte School.