



## Chapter VIII – Students

### Section I – Rights and Duties

#### Article 69 – Student Rights

1. The rights of students are established in Article 7 of Law 51/2012 of September 5, which approves the Student Statute and School Ethics.

#### Article 70 – Merit Awards

1. As stated in Article 9 of Law 51/2012 of September 5, students' merit, dedication, and effort to improve their performance must be recognized and valued. The criteria and procedures to be followed are outlined in the Merit Awards Regulation and the School Sports Merit Award Regulation, annexed to this Regulation.

#### Article 71 – Student Duties

1. The duties of students are established in Article 10 of Law 51/2012 of September 5.

- a) Respect teachers' instructions.
- b) Contribute to the harmony of school coexistence.
- c) Show fair-play to members of the educational community, and any occurrence of cheating or attempted cheating during formal assessments may lead to their annulment.

### Section III – Attendance and Class Frequency

#### Article 77 – Absences and their Nature

1. “An absence is when a student misses a class, or other mandatory or optional activity for which registration has taken place, is late, or attends without the necessary



didactic material or equipment,” as stated in this Internal Regulation, in accordance with the Student Statute and School Ethics.

2. There are as many absences as class periods missed, with one absence corresponding to a 45-minute period.
3. For the purposes of punctuality, a student is late if arriving more than 10 minutes after the start of the first morning period. After this grace period, an absence is recorded for the student in the class where the delay occurred.
4. “Absences resulting from being sent out of the classroom or disciplinary sanctions are considered unjustified absences.” (Law 51/2012, Student Statute).
5. When a student does not bring the materials necessary for class participation, the teacher will record an absence of material in Inovar, alerting the student to the consequences of this record.
6. For the purposes of marking absences of material, one class, regardless of its duration, counts as one absence of material (MA).
7. After the third absence of material, the teacher must record a class absence. The teacher shall inform the class director of the records of absences of material that led to the class absence, as per Article 14(5) of the Student Statute and School Ethics.
8. After the first class absence due to absences of material, each subsequent absence of material will also result in a class absence.
9. Class absences due to absences of material are considered to be unjustified absences.
10. The conversion of four absences of material into an unjustified class absence must be immediately communicated to the student’s guardian.
11. Students wishing to attend class after a class absence has been recorded must be allowed entry.



12. “Participation in field trips planned in the school activity plan is not considered an absence for the subject areas involved; classes for those subjects scheduled on that day are considered given.” (Law 51/2012, Student Statute).

13. Field trips coinciding with school hours, and at no cost to the student, are mandatory. Non-participation will count as an absence.

14. For field trips within Lisbon or nearby areas, students may travel independently. The field trip authorization must indicate that students gather at the visit location and that transport is the responsibility of the guardian, or the student if of legal age.

### **Article 78 – Exemption from Physical Activity**

Exemption from physical activity follows Article 15 of Law 51/2012.

### **Article 79 – Justifying Absences**

1. Absences are considered justified for reasons specified in Article 16 of Law 51/2012.

2. Absences are also justified for the following reasons:

a) Transportation delays, confirmed by the transport operator.

b) Other events preventing school attendance, provided they are not attributable to the student, or are reasonably acceptable to the Class Director.

3. Requests for absence justification must be submitted in writing by parents or guardians to the Class Director, specifying the day, time, or activity missed, and providing supporting documents.

4. Justifications should be submitted in advance if foreseeable or, in other cases, within three school days after the absence.



5. The Class Director may request additional supporting documents from the student and/or guardian, or from students of legal age, and any contacted entity must contribute to fact verification.
6. The Class Director justifies five absences per semester for reasons not listed in point 2. Subsequently, additional supporting documents may be requested.
7. In cases of justified absence from school activities, the student has the right to benefit from measures defined by the teachers, or school, to recover missed learning, according to internal regulations.

### **Article 80 – Absences from Scheduled Assessments**

1. Justification of absence from an assessment follows general rules.
2. The subject teacher and Class Director jointly analyze the justification and decide if the student will have another opportunity to take the assessment and the procedures to follow.
3. If no justification is presented, or the reasons are invalid, the student receives a zero for the assessment.

### **Article 81 – Unjustified Absences and Effects**

Unjustified absences and their effects are defined in Article 17 of Law 51/2012.

### **Article 82 – Excessive Absences**

Excessive absence definitions and procedures are specified in Article 18 of Law 51/2012.



### **Article 83 – Effects of Exceeding the Limit of Unjustified Absences**

1. Effects of exceeding the unjustified absence limit are defined in Article 19 of Law 51/2012.
2. Exceeding three unjustified absences in support activities (APA, Apoio Tutorial) results in immediate exclusion from those activities.

### **Article 84 – Recovery and Reintegration Measures**

1. Recovery and reintegration measures (MRI) are established in Article 20 of Law 51/2012.
2. Recovery activities and topics addressed relate only to classes missed due to excessive absences, and will be conducted as follows:
  - a) If more than one subject has excessive absences within five school days, teachers decide in which subject the recovery will occur.
  - b) Guardians and students are informed by the Class Director of the legal provisions and procedures.
  - c) The Class Director has five school days to notify the teacher needing to plan recovery measures.
  - d) The subject teacher has one week to plan the recovery activities.
  - e) The student has up to ten school days to complete the assigned work.
  - f) After completion, the teacher informs the Class Director, who communicates results to the student and guardian.
  - g) If completed successfully, excessive absences are justified across all subjects, restoring the maximum allowed by law.



## **Article 85 – Non-compliance or Ineffectiveness of Measures**

1. Consequences of non-compliance or ineffective recovery measures follow Article 21 of Law 51/2012.
2. For secondary students at risk of exclusion due to absences, the Class Council determines the required attendance measures, including:
  - a) Continued attendance of all subjects.
  - b) Attending only some subjects, with proposed activities ensuring school attendance including curricular tasks, library activities, maintenance tasks, participation in student association activities, or referral to the Psychology and Guidance Service (SPO).
3. Repeated non-compliance with attendance or recovery activities may result in disciplinary sanctions under Article 28 of Law 51/2012.

## **Section IV – Student Disciplinary Regime**

### **Article 86 – Infraction Qualification, Reporting, and Disciplinary Measures**

Infraction qualification, reporting, corrective and sanctioning measures, and determination of disciplinary measures are defined in Articles 22–25 of Law 51/2012.

### **Article 87 – Corrective Disciplinary Measures**

1. Corrective disciplinary measures are defined in Article 26 of Law 51/2012.
2. The corrective measure proposal is prepared by the Class Director in cooperation with the Behavioral Support Team (Equipa de Apoio Comportamental).



3. Tasks and school reintegration activities may include maintenance, cleaning, repairs, or learning recovery activities. Work-study students' schedules must be considered.
4. These activities do not exempt the student from attending regular class hours.
5. The School Director applies corrective measures (26(2)c, e, f) after consulting the Class Director.
6. Compliance with corrective measures is always supervised by the school, through the Class Director or Behavioral Support Team.

### **Article 88 – Sanctioning Disciplinary Measures**

Sanctioning disciplinary measures are defined in Article 28 of Law 51/2012.

### **Article 89 – Accumulation of Disciplinary Measures**

Accumulation of disciplinary measures is defined in Article 29 of Law 51/2012.

### **Article 90 – Disciplinary Procedure for Sanctioning Measures**

The disciplinary procedure follows Articles 30–33 of Law 51/2012. Article 91 – Execution of Corrective and Sanctioning Measures Procedures for executing corrective and sanctioning measures are defined in Article 34 of Law 51/2012.

### **Article 92 – Behavioral Support Team**

1. The Behavioral Support Team aims to prevent and resolve issues related to indiscipline, failure, and school dropout, promoting socially and academically appropriate behavior.



2. The team consists of at least three teachers and may involve other specialists as needed.
3. The team coordinates with other services and partners, including the Psychology and Guidance Service (SPO), Student Association (AE), Class Director, school administration, and others, as relevant.

### **Article 93 – Appeals**

Appeals regarding disciplinary measures follow Article 36 of Law 51/2012.

### **Article 94 – Civil and Criminal Liability**

Civil and criminal liability follows Article 38 of Law 51/2012.