

HOW TO CREATE THE COEXISTENCE PLAN

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INTRODUCTION

The planning of actions for the promotion of coexistence is one of the basic principles of this virtual educational center.

Coexistence in this school will be built through the relationship between all members of the educational community, based on respect, acceptance, tolerance, inclusion and equality. It will also promote the peaceful resolution of conflicts that may arise.

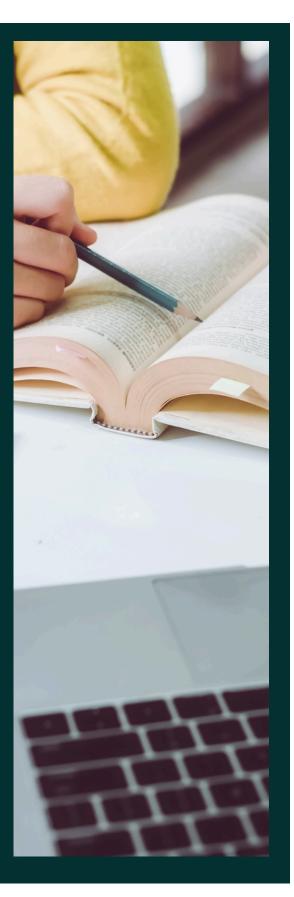
The center seeks to respond to the specific training needs of the beneficiaries, not only in terms of their training, but also in terms of inclusion and coexistence. In this sense, one of the fundamental priorities of the school is social inclusion, which will result in the improvement of learning opportunities.

This Coexistence Plan seeks the following objectives:

- Promote the values of the school.
- Prevent, detect and resolve conflicts between school members and participants.
- To raise awareness among students, teachers and administrators of the importance of peaceful and harmonious coexistence.
- Provide teachers with mechanisms for resolving conflicts.
- Promote dialogue as a key mechanism for conflict prevention and resolution.
- Promote relationships based on respect, inclusion and tolerance.

The principles of coexistence of the center involve:

- Work for and for the coexistence of the students of the center.
- To offer students the tools to acquire the voluntary commitment to participate in all the activities of the school in coexistence.
- Provide an educational environment that guarantees the coexistence of all members of the educational community.
- Offer guidance and support to young people before and during their time at the school.
- Adapt the center to the strategies and measures of coexistence established in this plan.
- Promote personal autonomy, tolerance, participation, solidarity and the values of equality, inclusion, respect for the environment and social justice.
- Share experiences, strategies and work plans with other secondchance entities, in pursuit of common objectives that are also shared.





RIGHTS & DUTIES



Students' rights and duties

Rights

- To receive quality and equitable training.
- To know the evaluation criteria.
- To have their effort and performance valued with fairness and objectivity.
- To be respected by all members of the educational community in terms of:
 - Identity, integrity and personal dignity.
 - Ideological, religious and moral convictions.
 - Privacy.
- To be protected against aggression of any kind.
- To the confidentiality of your personal data.
- To receive guidance and support.
- To participate in the operation and activities of the center.
- To participate in the implementation and updating of this plan.

Duties

- Participate in the mandatory activities of the course they are taking.
- Collaborate on group activities.
- Respect all members of the educational community in terms of:
 - Identity, integrity and personal dignity.
 - Ideological, religious and moral convictions.
 - Privacy.
- Respect the school's educational project.
- Respect the rules of coexistence.
- Collaborate in the improvement of school coexistence.
- Communicate possible situations of cyberbullying to tutors and school administrators.



Rights and duties of teachers

Rights

- To be respected by all members of the educational community in terms of:
 - Identity, integrity and personal dignity.
 - Ideological, religious and moral convictions.
 - Privacy.
- To carry out their teaching function with physical, moral and professional integrity.
- To receive help for the improvement of coexistence.
- To participate in the implementation and updating of the coexistence plan.
- To communicate with the students and administrative staff of the school.
- To receive support and help in carrying out their teaching work.
- To receive training in diversity, inclusion, coexistence and virtual teaching.

Duties

- Respect the rules of coexistence.
- Respect all members of the educational community in terms of:
 - o Identity, integrity and personal dignity.
 - Ideological, religious and moral convictions.
 - o Privacy.
- Comply with the agreements and rules of the center.
- Apply the rules of coexistence.
- Inform students of learning progress.
- Collaborate in the detection, prevention and resolution of conflicts.
- Ensure equality and inclusion of students.
- Update their training in diversity, inclusion, coexistence and virtual teaching.
- Tutor students.
- Support and guide students.
- Contribute to the development of activities with respect, tolerance and equitable participation.



Rights and duties of the center's administrative staff

Rights

- Participate in the implementation and updating of the coexistence plan.
- Carry out their duties in an appropriate environment.
- To be respected by all members of the educational community in terms of:
 - Identity, integrity and personal dignity.
 - Ideological, religious and moral convictions.
 - o Privacy.

Duties

- Manage courses.
- Ensure the operation of the virtual center.
- To make the contents of the course public to enrolled students.
- Respect the rules of coexistence.
- Respect all members of the educational community in terms of:
 - Identity, integrity and personal dignity.
 - Ideological, religious and moral convictions.
 - o Privacv.
- Contribute to the development of activities with respect, tolerance and equitable participation.
- Preserve administrative documentation.
- Guarantee the confidentiality of the personal data of all members of the school and specifically of the students.
- Provide the necessary mechanisms to manage the violation of the rights of students and teachers.

RULES OF COEXISTENCE

The rules of coexistence are designed to achieve the objectives of this plan and ensure proper coexistence in the center. All the rules are established for educational purposes and contribute to respect, coexistence and tolerance as well as to the proper functioning of the school.



The main rules of the center are:

- Relations between administrative staff, teachers and students will be based on mutual respect.
- No member of the educational community will make use of disqualifications, insults, moral aggressions, or any type of verbal violence.

- Specific mechanisms will be in place to deal with the violation of the rights of students and teaching staff.
- All members of the educational community will be respected in terms of:
 - Identity, integrity and personal dignity.
 - Ideological, religious and moral convictions.
 - Privacy.
- No exams, grades or any documents will be tampered with or falsified.
- Any authorization or document issued by the center cannot be modified.

COEXISTENCE STRATEGIES

The strategies for managing coexistence measures establish the actions that will be carried out to avoid conflicts and promote coexistence, effective communication, prevention and peaceful conflict resolution among students. These include:

Tutoring. The figure of the tutor as support and coordinator of the students of each course is not only for academic necessarv development, but also facilitates the coexistence of the center and the appropriate response to conflict situations. In this center, weekly group tutorials will be carried out in which the tutor will monitor and guide the students participating in each course. In addition, if necessary, students have the possibility of communicating individually with their tutor.





Collaborative work. Carrying out group activities encourages coexistence and treatment among students. Ιt is an apprenticeship in which students share a common goal, allowing them to learn to work in a team skills and develop key for Obviously, this employment. group work should have a virtual format.

Active student-centerd learning methodologies. This center is characterized by the use of a learning methodology that combines active volunteering with project-based learning methodologies. Specified in the Center's Educational Project (PEC), these allow the generation of educational processes that not only promote the inclusion of young adults with obstacles, but also favor coexistence.





Fostering inclusion: Educational inclusion aims to ensure that all students, regardless of their needs or characteristics, receive an equal, quality education and feel valued and respected in the educational environment.



MECHANISMS FOR CONFLICT PREVENTION AND RESOLUTION

The occurrence of conflicts in a virtual center is rare. However, it is necessary to establish mechanisms to prevent and resolve them.

Prevention tries to establish mechanisms to prevent conflicts from arising, since in most cases these can be perceived in advance. Conflict is a situation in which one or more people come into conflict due to incompatible goals or feel that they are the object of unfair situations or decisions.

There are many different causes that contribute to provoking a conflict that can end up leading to different typologies: interests, values, rights, personality... When it appears, we can apply mechanisms such as negotiation, mediation, conciliation and arbitration



Mediation is a method of conflict resolution that promotes solutions that satisfy both parties. Conciliation, on the other hand, involves the attempt to reach an agreement without providing solutions. Finally, arbitration is the method by which both parties go to an arbitrator (the figure of the guardian), who will make a decision that must be accepted by both parties.

In the event of conflicts caused by character incompatibility or communication problems, tutoring with those involved is a very useful mechanism both for their resolution and for improving the empathy, communication and self-esteem skills of the people involved. Ultimately, however, the school will consider modifying the working groups for each subject.

Due to the fact that this educational center is virtual, one of the main conflicts for which we must create prevention and resolution mechanisms is cyberbullying. This consists of the harassment, intimidation or humiliation of a member of the educational community through the learning platform or other electronic device.



There are several types of cyberbullying, such as:

- Harrasment: denigrating or insulting another person constantly, either directly or indirectly (rumors, exposing their private life...).
- Sexting: Sending sexual content to harass or retaliate.
- Stalking: constantly conspicuously and visibly following another person in the digital world.

As the main prevention mechanism, a moderation system will be implemented to prevent cyberbullying in the school. On the other hand, training activities will be carried out in which the educational community will be taught the importance and main consequences of cyberbullying behaviors.

In the event that this type of harassment occurs, the first step will be to investigate and gather information, proceeding to the analysis of the situation and then inform the management team of the center, which must decide how to proceed as quickly as possible in defense of the violated rights.

ACTIVITIES TO PROMOTE COEXISTENCE

Below, we establish a set of actions that promote the development of critical thinking, active listening, assertiveness skills, the improvement of social skills such as empathy and emotional intelligence, and knowledge about conflict prevention and resolution:

Activity 1. Training in the school's Coexistence Plan.

It will consist of training activities given by the heads of the school in which they will present and explain the rights and duties of each group of members of the educational community, as well as the rules and strategies of coexistence.

Activity 2. Conflict prevention training.

Conflict prevention encompasses all those measures that allow anticipating and minimizing risks to harmonious coexistence in the school. In order for these measures to be implemented correctly, it is necessary for the entire educational community to receive specific training in this regard. Therefore, these activities will consist of training sessions carried out by the heads of the school for teachers and students.

Activity 3. Conflict resolution training.

In the event that a conflict has arisen, there are a set of mechanisms to implement for its resolution. To this end, members of the educational community will participate in training sessions in which they will learn about the main mechanisms and resources available to the school, as well as the action measures they must take in the event of a conflict.



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