

Introduction

With the Child's Rights Convention (1989), the way in which children and adolescents were viewed changed. There was a shift in paradigm where before, children were viewed as objects of guardianship, and now they are seen as they are seen as a subject of law, therefore holders of rights and responsibilities in relation to their development.

This act requires a transformation in the administration and control of school discipline that in many cases violate the rights and guarantees, especially of boys, girls, and adolescents.

In addition to the Child's Rights Convention (1989); the Decree No. 839, the Law on the Comprehensive Protection of Children and Adolescents, changed the viewpoint of the relationship between the code of conduct and school discipline promoting the goal of peaceful coexistence.

According to article 89 of the Salvadoran Child Protection law (LEPINA): Public and private educational institutions must teach the value of discipline and respect to teachers, students, and all people.

In disciplinary methods, the educational institution has the duty to respect the dignity, rights and guarantees of every child and teenager. Thus, it is forbidden to abuse or mistreat physically or psychologically, and the use of cruel, inhumane, or degrading punishments.

Any corporal punishment, collective punishment, or punishment because a student is pregnant, is forbidden. All disciplinary measures must be timely and be proportional to the conduct that motivated it.

Consequences may only be applied on behaviors previously specified in the rules of the educational institution, and that do not contradict the provisions of the present Law and rules applicable in this subject. In every disciplinary procedure oriented to for the child or teenager to assume responsibility of their actions, the right to due process must be guaranteed, as well as the defense of the student by himself or his mother, father, or legal representative. (Please refer to Ley de Proteccion del Niño y Adolescente, Artículo 89)

The disciplinary system is organized under the principles of respect, freedom, justice, and equality.

The offenses are classified as minor, serious, and very serious. The consequences will be administered according to the gravity of the offense.

The disciplinary consequences contained in this code of conduct have a formative approach. This approach means that consequences are intended to take a pedagogical character that generates learning based on the offense occurred.

GENERAL INFORMATION

Official name	Colegio Internacional de San Salvador
Also known as	International School, International School of San Salvador, Colegio Internacional
Address	Calle La Reforma 169, Colonia San Benito, San Salvador
Mailing address	Box 05-15 San Salvador, El Salvador
International mailing address	VIPSAL 1214, Box 025364, Miami, FL 33102
Date of founding	June 1979
Projected Enrollment	330
School colors	Red, White, and Blue
School mascot	Falcon or Halcon
Accreditations	Ministerio de Educación de El Salvador – Category A AdvancED (Southern Association of Colleges and Schools, USA)
Phone	(503) 2224-1330
Fax	(503) 2265-7860
E-mail	hhendrix@ciss.edu.sv
Internet homepage	www.ciss.edu.sv

Office hours

7:00 a.m. – 4:30 p.m. Monday to Friday

Class hours

Kinder from 7:30 a.m. to 12:00 p.m.

Prep. to 9th and 12th grade from 7:30 a.m. to 2:30 p.m.

10th and 11th from 7:30 a.m. to 3:25 p.m.

Member of

Association of American Schools in Central America,
International School to School Experience, National

CONCEPTS AND TERMS

The following concepts are used based on the need to standardize certain actions and vocabulary in the Code of Conduct for CISS.

- ✓ **Offenses:** any transgression of the rules defined in the Code of Conduct.
- ✓ **Consequences:** actions taken by the institution in order to guide the learning process and improve student behavior.
- ✓ **Late arrivals:** Any arrival to school after the 7:30 bell.
- ✓ **Grading system**
 - S+ Extremely Satisfactory Conduct, consistently exemplary behavior
 - S Satisfactory Conduct, meets expectations
 - S- Satisfactory Conduct, meets expectations most of the time
 - NI Needs Improvement in Conduct
 - U Unsatisfactory Conduct
- ✓ **Senior Dress code for Fridays:** as a senior privilege, students in the 12th grade are not required to use the regular school uniform on Fridays. The dress code is specified in the Code of Conduct.
- ✓ **Rights:** a set of principles that guarantees the individual and collective well-being of the school community.
- ✓ **Responsibilities:** commitments that to ensure the school environment is one of trust, respect, and harmony; thus allowing a more effective learning community.

OBJECTIVES

1. A pedagogical tool that guarantees the compliance of rights and responsibilities within the school community.
2. To inform about the current rules of the institution in order to encourage self- discipline.
3. To provide tools to recognize and correct inappropriate behaviors in order to promote a peaceful coexistence.

SCHOOL PROFILE

Colegio Internacional de San Salvador, or International School of San Salvador, is a privately-owned educational institution founded in 1979 serving students from Pre-kindergarten through twelfth grade. It is college preparatory in nature, and is selective in its admissions process. The academic curriculum is rigorous, and all students must pass every subject with a minimum average of 70% in order to be granted promotion or graduation.

This school is accredited by the Salvadoran Ministry of Education and the Southern Association of Colleges and Schools, (Advanc-ED) of the United States of America. Virtually all graduates continue their studies at a four-year college or university; many leave El Salvador to study in the United States or other countries, while others pursue their higher education in El Salvador.

The school's 340-student population heralds from 30 to 35 different nations each year. Approximately 45% of the students have Salvadoran nationality, but many of these are dual or triple nationals. Cultural diversity and cooperation pervades not only the social atmosphere but also is a prime component of the school's mission.

Updated September 27, 2012.

CONFLICT RESOLUTION STRATEGIES

Social skills and personal interactions are abilities that are learned during childhood and adolescence. Most children will learn conflict resolution from a leader who demonstrates those abilities.

There are several strategies reviewed with the students:

1. **Active Listening:** Being able to understand the other person's point of view.
2. **Negotiating:** Students listen and discuss their different points of view to reach a compromise and/or apology when necessary.
3. **Ask for help:** Students will ask an adult to intervene when help is needed to solve a problem.
4. **Refocusing:** A time out to help students have better control of their emotions, allowing them to have perspective and understand the other person's point of view.
5. **Reflection:** Students sit quietly and think about different actions that could have been taken to avoid the conflict.

Student Participation

At CISS we promote social responsibility, self-motivation, leadership, and global awareness in our students; encouraging them to be inquisitive, compassionate, life-long learners prepared for leadership roles in the global community. We emphasize self-discipline, mutual respect, and personal responsibility.

With these values in mind, every year a student government, or Student Council, is elected by the student body. Student council provides an effective voice for students, and maintains communication between the administration and the student body. Student Council members are role models for the children and are key to promoting values within the school community.

RIGHTS AND RESPONSIBILITIES

Responsibilities of the Students

- a) To participate in the academic, sports, and extracurricular activities that the institution has to offer in a punctual manner.
- b) To wear the appropriate uniform for each activity.
- c) To comply with internal regulations of the institution, as well as other legitimate requests that come from its authorities.
- d) To cultivate the sentiment of patriotism, and love for the moral, civic, natural and cultural heritage of the country.
- e) To behave in accordance with morality and good manners in and out of school.
- f) To respect their classmates and others in the institution.
- g) To respect and care for school property.

Rights of the Students

- a) To foster respect and the defense of the principles of freedom, justice, morality, and scientific truth;
- b) To be treated with fairness and respect, and not be subjected to corporal punishment, humiliation, physical or mental abuse, neglect, mistreatment or exploitation including sexual abuse;
- c) To be evaluated with objectivity and request review when considered necessary;
- d) Freedom of association and peaceful assembly, only with the limitations established by the Constitution of the Republic and other laws.
- e) To participate in the formation and activities of the Student Council and be elected democratically as a member of this council.
- f) To be educated in a spirit of understanding, tolerance, friendship among nations, peace, and universal solidarity

✓ **Parental Responsibilities**

1. Address students, other parents, staff, and administration respectfully.
2. Listen and discuss suggestions given by teachers or administration in the best interest of the child, including additional or outside help.
3. Conduct themselves in a respectful and responsible manner at school, special events and sports events (on or off campus).
4. Respect and reinforce school policies and Schedule of the school.
5. Attend workshops for parents
6. Support their child's learning process
7. Inform the school of any situations that could affect the well-being and development of the student, for example: a death in the family, legal situations.

✓ **Parental Rights**

1. To be treated respectfully.
2. To express their opinion in a respectful way using proper channels.
3. To be assured of a safe learning environment for their children.
4. To privacy of contact information.
5. To request parent- teacher conferences.
6. Be informed of school activities.
7. To be informed about their child's learning progress.
8. To be assured that the staff is using effective teaching practices that promote the well-being of the child.

✓ **Teacher Responsibilities**

1. Address students, parents, staff and administration respectfully
2. To communicate with parents about classroom activities, policies, procedures and the progress of the child
3. Communicate promptly to the administration and parents any disciplinary incidents or concerns about the learning process.
4. To keep up to date with communication within school hours.
5. Be prepared and arrive to class on time.
6. Support the students in the learning process and protect their well-being.
7. Keep student records accurately.
8. To attend all required activities, and make an effort to attend those not required when possible.
9. Recognize excellence and achievement in the classroom, as well as the unique gifts and needs of each individual student.

✓ **Teacher Rights**

1. To be treated respectfully
2. To express their opinion using the proper channels
3. To be informed of the unique needs of students under their care.
4. To be assured of a safe work environment.
5. To privacy of personal information.
6. To request parent-teacher conferences.
7. To have professional development.
8. To know the results of their evaluation as teachers.
9. To recommend tutoring that will help a child academically.

✓ **Administrative Responsibilities**

1. Address teachers, parents, students, and staff respectfully.
2. Provide a safe learning environment for the students and teachers.
3. Maintain open channels of communication between stakeholders.
4. Motivate understanding, tolerance, and friendship among people.
5. Support, supervise, and orient/guide the teaching staff.
6. Respect, reinforce, and promote awareness of school policies (Handbook, Code of Conduct, etc.)
7. Provide opportunities for professional development.
8. To attend all required activities and make an effort to attend those not required whenever reasonable.
9. To recommend therapy, medical evaluations, or tutoring that is in the best interest of the child.
10. To revise and update school policies when necessary.
11. To provide and maintain school resources.
12. To promote the school's mission and vision to the school community.
13. Assure that MINED and AdvancEd standards are being followed.
14. Facilitate activities for students, in school and after school.
15. Recognize excellence and achievement in the classroom, as well as the unique gifts and needs of each individual student.

✓ **Rights of the Administration**

1. To be treated respectfully.
2. To request conferences with parents and teachers.
3. To have professional development.

POLICIES REGARDING TOBACCO, ALCOHOL, AND DRUGS

TOBACCO USE

The school promotes healthy living for its students and believes that the use of tobacco products or smoking materials at any age is unhealthy. Therefore, the use or possession of tobacco products or smoking materials on campus or at school-sponsored events is prohibited.

ALCOHOL USE

Any student, who uses, possesses or is found to be under the influence of alcohol on campus or at school-sponsored events will receive appropriate disciplinary action.

DRUG USE

Due to the proliferation of substance abuse in today's world, CISS senses the need to form a policy on these issues to safeguard its students and staff. The school assumes a zero tolerance policy towards substance abuse by its students and staff both on and off campus. Possession, use, sale, distribution, dealing, being under the effects of, or promoting the use of mind altering substances will result in appropriate disciplinary consequences and/or legal action. Utilizing the school as a contact medium for the same purposes will result in the same disciplinary action.

PROCEDURES REGARDING LEGAL MATTERS

Incidents regarding the following must be reported to the administration:

- Illegal weapons
- Drugs
- Alcohol
- Abuse
- Harassment

The administration will study the matter carefully, and the School will act according to the law to guarantee the rights of the community by using the appropriate path.

DISCIPLINARY PROCEDURE

In case of a disciplinary offense, the due process is the following:

1. Listen to the person who has the accusation.
2. Listen to the party that was accused.
3. Investigate the situation; one or more of the following people may be involved: Head of Section, Counselor, and Dean of Students.
4. In case of a serious offense, the parents of the students involved will be contacted and made aware of the situation. They will be given an opportunity to share their comments.
5. Once all parties have been heard, and the investigation is complete, the case will be studied by the Disciplinary Committee and the consequence specified in the Code of Conduct will be enforced.

The Disciplinary Committee may be formed by two or more of the following: a Head of Section, Counselor, Dean of Students, and Headmaster. In case of a fault that affects the rights of the community, the Headmaster and/or Administrative Committee will be included in the Disciplinary Committee.

BULLYING*

At CISS we consider bullying as an aggressive, harmful conduct, with power imbalance, which repeats through time with the intention to hurt another person.

To be considered bullying, the conduct must:

- Be aggressive
- Have power imbalance: physical strength, access to embarrassing information, popularity to control or damage others
- Repetition: must have happened more than once

Types of bullying we have considered are:

- ✓ Physical: hitting, kicking, pinching, spitting, pushing, tripping, take and/or break another person's belongings, scratching, inappropriate use of cameras
- ✓ Verbal: mockery, insults, nicknames, threats, inappropriate sexual remarks
- ✓ Social: ignore, exclude, not include someone on purpose, ask the group not to befriend a person, embarrass someone in public, spread rumors about a person
- ✓ Cyber: damaging comments or posts in social networks, by text messages of any kind, by email

Conflicts or disagreements/fights among equals, or incidents that occur only once are not considered bullying. For example:

- Students that do not get along
- A situation of mutual conflict
- An episode of nastiness (an isolated unkind comment or behavior)
- A random act of aggression or intimidation

* Sources: www.stopbullying.gov
www.schools.nsw.edu.au
www.apa.org

BEHAVIOR EXPECTATIONS

All students of CISS are expected to show respect towards others and follow teacher's instructions. If this is not the case, the School and parents will work together to correct this situation.

Each teacher has a plan of action and behavior expectations according to the grade level. Here are some general guidelines:

KINDER AND PREPARATORY:

- Be kind to everyone and use polite words: please, thank you, etc.
- Be respectful to everyone.
- Follow instructions.
- Wait for his/her turn.

ELEMENTARY:

- Be respectful towards everyone in school. Use kind words: please, thank you, etc.
- Be responsible with homework, class work, and school materials.
- Honesty
- Listen attentively
- Speak in the correct language for the class
- Help your classmates if they need it
- Keep focused in their work.
- Participate in class
- Keep the classroom orderly and clean
- Come to class on time
- Follow instructions
- Follow the Golden Rule: Treat others as I wish to be treated.
- Do your best effort

HIGH SCHOOL:

- Respect towards everyone at school. Use kind words like: please, thank you, etc.
- Honesty and sincerity
- Bring complete materials to class
- Participate actively in class
- Come to class on time
- Follow the Golden Rule: Treat others as I wish to be treated.

REINFORCING POSITIVE CONDUCT

Strong character values and their reinforcement promote positive conduct in school and outside of school. We have a core value program in place that strengthens student performance and attitude.

Each grade level or teacher has his/her own positive reinforcement strategy. Some examples are:

- + Sticker reward system to earn movie privileges
- + Tickets to earn time to play with board games
- + Punch cards to earn prizes
- + Pop corn parties
- + Immediate positive verbal reinforcement
- + Positive point reward system
- + Extra play time when the weekly expectations are complied.

KINDERGARTEN TO SIXTH GRADE

MINOR OFFENSES	CONSEQUENCES	SCHOOL PARTY RESPONSIBLE FOR TAKING ACTION
<p>UNIFORM AND APPEARANCE</p> <ul style="list-style-type: none"> • Incorrect uniform (without school-approved note or phone call from parent for special, unusual circumstances: for example: unable to use proper uniform due to injury, damaged uniform, etc.) • Inadequate appearance or personal hygiene such as • Boys: wearing hair too long (beneath the collar, over the eyebrows and ears), if it is curly (with too much volume), no dyed hair. • Girls: excessive make-up, painted nails (except for transparent, skin tone, or French manicure), extravagant jewelry, large or dangling earrings, piercings, except on the ear lobes. Skorts should touch the kneecap, no dyed hair. 	<p>Students may not attend classes without proper uniform. They will wait in the Dean's office until parents bring appropriate uniform, and receive zeros for any missed classwork, quizzes, or tests.</p> <p>Repeated Offenses (three or more of the same unexcused offense within one quarter) may be treated as a disrespectful behavior, at the discretion of the Dean of Students.</p>	<p>The teacher will refer students to the Dean of Students during the first period of the day. The Dean of Students will determine if an excuse is legitimate, and may confer with the Head of Preschool and Primary for support of decision in difficult cases. If the student's excuse is approved, they may only return to class with a note signed by the Dean of Students.</p> <p>In the case of unexcused offenses, the Dean of Students will contact parents or ask the receptionist to contact parents, and ensure that the student is under supervision while waiting for their proper uniform.</p>
<p>LATES/ABSENCES</p> <ul style="list-style-type: none"> • arriving late to school without a school approved excuse • leaving school early without a school approved excuse. <p>(Dean of Students will determine what</p>	<p>If a student arrives after the gate has been closed, the parent/legal guardian must come in to school and excuse the student each time this happens.</p>	<p>The Dean of Students will keep track of unexcused tardies and unexcused early dismissals.</p>

excuses will be approved: doctor's or parents' notes may be required.)	Parents must notify and excuse each early dismissal requested. (Conduct grade will not be affected.)	
USE OF INAPPROPRIATE ITEMS <ul style="list-style-type: none"> • having cell phone turned on or using cell phone between 7:30 and 2:30. Cell phones will be collected and turned into the sponsor at 7:30 a.m. and will be returned at 2:30 p.m. • using electronic devices anytime between 7:30 and 2:30: ipod, ipad, computer, mp3 player, games, etc. • Bringing toys and using them anytime between 7:30 am and 2:30 pm. 	<ol style="list-style-type: none"> 1. Verbal warning to student. 2. Written note home to parents or guardians. 3. Confiscation of item until a parent or guardian picks it up at the end of the day. 4. Confiscation of item until a parent or guardian picks it up in a week. 5. Confiscation of item until a parent or guardian picks it up at the end of the quarter. 6. Confiscation of item until a parent or guardian picks it up at the end of the school year. 	Teacher will give verbal warnings and write notes home. Written notes will be signed by the teacher and the Dean of Students. When items are confiscated, teachers will write a note to parents that will also be signed by the Dean of Students. When an item is confiscated until the end of a day, the Dean of Students will communicate to parents during the day, or ask the receptionist to communicate to parents during the day to inform them of the confiscated item.

KINDERGARTEN TO SIXTH GRADE

MINOR OFFENSES, continued	CONSEQUENCES	SCHOOL PARTY RESPONSIBLE FOR TAKING ACTION
DISRESPECTFUL BEHAVIORS <ul style="list-style-type: none"> • unjustified coming late to class during the day (without a note from a receptionist, teacher, counselor, nurse, Dean of Students, or administrator with the proper date and time) • behavior that is disruptive to the class 	<p>Each teacher will handle minor discipline issues according to their classroom management plan. When necessary, they will refer students to the Dean of Students.</p> <p><u>First Offense:</u> sent to Dean of Students' office to receive a verbal warning <u>Second Offense</u> for the same</p>	The teacher will write warning notes to parents. Notes must be signed by the Dean of Students. Detentions will be written and signed by the Dean of Students. The Dean of Students will enforce the detentions and communicate with parents. The Head of Preschool and Primary will meet with students after earning their second

<ul style="list-style-type: none"> • eating edible or non-edible items during class, chewing gum, or eating candy without permission • minor or unintentional bullying that hurts others physically or emotionally • cutting another student's or one's own hair • disrespecting the property or grounds at the school (example: littering, not cleaning up after lunch) • disrespecting the food or belongings of other students • minor or unintentional disrespect shown toward any other person or property at the school • mildly inappropriate or unkind language • mildly inappropriate use of internet (example: playing games instead of completing work) 	<p><u>behavior:</u> sent to Dean of Students' office to receive a verbal warning, and a note is written to the parents.</p> <p><u>Third Offense for the same behavior:</u> detention during school hours or at the end of the day.</p> <p>(depending on the gravity of the situation, if the teacher and Dean of Students agree that it is appropriate, all three steps may be taken at once for a first offense)</p> <p>Three or more detentions within one quarter result in an NI for a conduct grade (Needs Improvement). Two NI's are equivalent to a U in a conduct grade (Unsatisfactory).</p>	<p>detention.</p>
<p>Repetition of the same disrespectful behaviors passes to the next category, Serious Offenses</p>		

Note: Our conduct grading system is as follows:

- S+ Extremely Satisfactory Conduct, consistently exemplary behavior
- S Satisfactory Conduct, meets expectations
- S- Satisfactory Conduct, meets expectations most of the time
- NI Needs Improvement in Conduct
- U Unsatisfactory Conduct

KINDERGARTEN TO SIXTH GRADE

SERIOUS OFFENSES	CONSEQUENCES	SCHOOL PARTY RESPONSIBLE FOR TAKING ACTION
<p>REPEATED MINOR OFFENSES Repeated disrespectful behaviors from “minor offenses” (having accumulated four or more detentions for the same or very similar disrespectful behaviors within one quarter)</p> <p>DAMAGE TO MATERIALS intentionally or unintentionally causing serious damage to the property of the school or of another individual</p> <p>CHEATING/ DISHONESTY</p> <ul style="list-style-type: none"> • copying, cheating on homework or classwork • forging parents' signatures • constant absences on days of scheduled exams • intercepting notes from school that were meant for parents <p>CONDUCTING INAPPROPRIATE BUSINESS selling objects within the institution</p> <p>SERIOUS DISRESPECT</p> <ul style="list-style-type: none"> • creating cliques or exclusive groups • any single intentional act of bullying, exclusion, or mean behavior, whether emotional, verbal, or physical, including cyber bullying • Confronting or talking back to authority figures in a 	<p>In-school one-hour suspension or one-hour Saturday detention (engaged in some kind of work considered appropriate to help the student understand the consequences of their behavior, or replace a negative behavior with a positive one). They may make up work missed during the in-school suspension, but it will be graded as late (base of 80%). possible temporary removal of special or extracurricular activities phone call or meeting with parents, as determined necessary by the Dean of Students and Head of Section. U in conduct for the quarter</p> <p>IN ADDITION: For damage to materials, reparations to the damaged party. For cheating on homework or classwork, the student must re-do the assignment, which will receive a late grade (base 80%). For conducting inappropriate business, confiscation of items being</p>	<p>The teacher will report incidents to the Dean of Students. The teacher, Dean of Students, Head of Preschool and Primary, and School Psychologist will confer on most appropriate application of consequences. The Dean of Students will make sure the consequences are carried out, and the Head of Preschool and Primary will communicate with parents about the consequences.</p>

<p>disrespectful manner (including temper tantrums, or defiant gestures.)</p> <ul style="list-style-type: none"> • publicly disrespecting the school with verbal, written, or cyber comments • disregarding any member of administration, maintenance, office, any teacher of any grade or special activity, and parents of other students when present and volunteering in school activities • spreading or wearing political party propaganda within the institution, at a school-sponsored event, or outside of school while wearing the uniform. • promoting religious views in such a way that it belittles or offends another individual or individuals • Expressing or promoting views that are against human rights, human equality and human dignity • Participate in fights in the institution, whether individually or in groups. • Offensive, mean, or inappropriate language. 	<p>sold, and money refunded to those who bought items.</p> <p>For serious disrespect, an apology, apology letter, and/or reparations may be required.</p> <p>In case of the preschool students, an apology drawing or a card must be made at home. The child will dictate the apology and parents must sign the card or drawing.</p>	
<p>NOTE: Any student that has committed two serious offenses has a possibility of being denied admission the following year. The Teacher's Council will discuss cases at the end of every year and anonymously vote on which students to recommend to the Administrative Council for consideration. The Administrative Council will vote on these cases to determine whether the student may be invited back or denied admission the following year.</p>		

KINDERGARTEN TO SIXTH GRADE

VERY SERIOUS OFFENSES	CONSEQUENCES	SCHOOL PARTY RESPONSIBLE FOR TAKING ACTION
<p>REPEATED SERIOUS OFFENSES Three of the same or similar offenses of serious disrespect from "Serious Offenses"</p> <p>PRESENT A THREAT TO THE SAFETY OR EMOTIONAL HEALTH OF OTHERS</p> <ul style="list-style-type: none"> • Intentionally cause physical damage or personal injuries to classmates or any other person within the institution. (Including repeated temper tantrums) • Repeatedly harass with malicious intent to the extent that it causes physical or psychological harm to any member of the educational community, including exclusion, belittling, bullying, slandering or spreading rumors that hurt the reputation of another, whether in person, or via internet. • Harassment or sexual assault. <p>INAPPROPRIATE INTERNET USE</p> <ul style="list-style-type: none"> • Inadequate use of the internet using inappropriate terms, or using the web to speak against the school, staff, or peers. • using the internet on school grounds (whether it is a personal device or school computer) to look at pornographic material, or any other material considered highly inappropriate or offensive and unrelated to school work/ research. 	<p>In-school all day suspension (they must complete all of their school work for their day in a satisfactory manner, but it will be graded based 70%.)</p> <p>Possible temporary removal of special or extracurricular activities.</p> <p>Possible additional work detention or assignment on Saturday considered appropriate to help the student understand the consequences of their behavior, or replace a negative behavior with a positive one, not to exceed more than three hours.</p> <p>Offenses and consequences will be filed in the record of the student.</p> <p>Mandatory psychological therapy within the recommendations of the school.</p> <p>Meeting of Dean of Students, Head of Section, and school Psychologist with parents or guardian and student</p> <p>U in conduct for the quarter</p> <p>IN ADDITION: In the case of presenting a threat to the safety or emotional health of others, or saying something against someone else via internet, an apology, apology letter, and/or reparations may be required.</p> <p>In the case of inappropriate internet use,</p>	<p>The teacher will report incidents to the Dean of Students. The teacher, Dean of Students, Head of Preschool and Primary, and School Psychologist will confer on most appropriate application of consequences.</p> <p>The Dean of Students will make sure the consequences are carried out, and the Head of Preschool and Primary will communicate with the parents about the consequences.</p> <p>The School Psychologist will</p>

<p>POSSESSION OF DANGEROUS MATERIALS Carrying any type of knife, gun or weapon.</p> <p>POSSESSION OF INAPPROPRIATE MATERIALS</p> <ul style="list-style-type: none"> Carrying any type of pornographic material, carrying or consuming alcoholic beverages, cigarettes, or any type of drug within the institution or outside of it while using the school uniform. <p>STEALING Taking or stealing money, snacks, food, or objects of value from teaching staff, administrators, peers, or individuals.</p>	<p>student may be denied or limited in use of personal or school computer. In the case of possession of dangerous or inappropriate materials, items will be confiscated and not returned. In the case of stealing, full restitution must be made to the affected parties. In the case of plagiarism on a paper or project, the student must re-do the assignment, which will receive a late grade (base 80%)</p>	<p>make recommendations to the parents for psychological therapy and follow-up with parents to see that the student is attending and to discuss developments.</p>
<p>PLAGIARISM ON A PROJECT OR PAPER Taking credit for another's work on a project or paper</p>		
<p>CHEATING ON EXAM Copying, giving or receiving answers, bringing in outside materials, or using any method to cheat on an exam.</p>	<p>Zero credit for the exam. A meeting will be held with student and the parents. student will be ineligible for the Outstanding Student Award (Banda de Excelencia)</p>	
<p>NOTE: Any student that has committed a very serious offense has a possibility of being denied admission the following year. The Teacher's Council will discuss cases at the end of every year and vote on which students to recommend to the Administrative Council for consideration. The Administrative Council will vote on these cases to determine whether the student may be invited back or denied admission the following year.</p>		

PLEASE NOTE: A student with excessive absences might not be considered for awards such as Honor Roll, High Honor Roll, or Outstanding Student Award (Banda de Excelencia).

SEVENTH TO TWELFTH GRADE

MINOR OFFENSES	CONSEQUENCES	PERSON IN CHARGE
<p>DRESS CODE</p> <ul style="list-style-type: none"> ➤ Using incorrect uniform (without school-approved note) See handbook for parents and students. ➤ Girls: excessive make-up, extravagant adornments and jewelry, dyed hair (only colors that exist within the normal range of human hair are allowed) , earrings not worn on the earlobes, dark and fluorescent nail polish, wrong shoes, etc. Skorts must touch the kneecap. ➤ Boys: disorderly hair (beneath the collar, over the eyebrows and ears, too much volume), growing a beard, moustache, or sideburns, dyed hair. Using hats, caps, or wearing the wrong shoes. ➤ SENIOR DRESS CODE FOR FRIDAY: no shorts, no torn jeans, closed shoes, class shirt only. <p>DISRESPECTFUL BEHAVIORS</p> <ul style="list-style-type: none"> ➤ Using inappropriate language in school ➤ Speaking in the language that does not correspond to the class. ➤ Misbehaving during monthly assemblies or any activity or programmed event in the school. ➤ Not following teacher's established classroom procedures. ➤ Not coming prepared with school items and books. 	<p>Each teacher should have a behavior plan or class procedure to manage minor offenses before referring the student to the Dean of Students.</p> <p>Students may not attend classes without the proper uniform. They will wait in the office until parents bring them the appropriate uniform, and will receive 10/100 for any missed classwork, quiz or test.</p> <p>First Time: Verbal warning to the student. Students will be asked to amend their mistake whenever possible (apology, letter, repairing action, etc.). Second Time: Written note to the parents. Parents need to sign the incident report. Third Time: After School Detention (ASD) with written communication to parent or guardian. Students must go directly to detention from their last class.</p> <p>One hour Friday detention. After 3 Friday detentions, a one hour Saturday</p>	<p>Sponsor or any teacher can refer the student to the Dean of Students</p> <p>Dean of Students Dean of Students</p> <p>Dean of Students and Principal</p> <p>School office</p> <p>Dean of students Dean of students</p>

<ul style="list-style-type: none"> ➤ Eating or chewing gum in the classroom. <p>LATE/ABSENCES</p> <ul style="list-style-type: none"> ➤ Coming late three times to first period class. ➤ Leaving school early three times without a valid approved excused by the Dean or Principal. ➤ Coming late to classes after the second hour, without any justification or a note from a teacher or administrator. <p>MISCONDUCTS OUTSIDE THE CLASSROOM</p> <ul style="list-style-type: none"> ➤ Kicking balls in the playground area. ➤ Leaving the lunch or recess area dirty. <p>USE OF INAPPROPRIATE ITEMS</p> <ul style="list-style-type: none"> ➤ Bringing unapproved items to school such as DSI or games, and using them during class. ➤ Using cell phone or any electronic or musical (mp3 player, iPod, etc.) devices during class hours. Cell phones must be turned in to their sponsor at 7:30 a.m. and will be returned at 2:30 p.m. 	<p>detention wearing the uniform. For 10th and 11th grade only Saturday detentions due to their schedule.</p> <p>First Time: Verbal warning to the student. Students will be asked to amend their mistake whenever possible (apology, letter, repairing action, etc.) Second Time: Written note to the parents. Parents need to sign the incident report. Third Time: After School Detention (ASD) with written communication to parent or guardian. Students must go directly to detention from their last class.</p> <p>First Time: confiscated for a week, written note to the parents Second Time: confiscated for a month, NI in conduct Third Time: Cell phone banned for the year and returned to parents. If parents wish for the student to have a cell phone available after school, the students should drop off the cell phone with the Dean of Students every morning and pick it up after school. U in conduct</p>	<p>Dean of Students and Principal</p> <p>Dean of Students Dean of Students Dean of Students Principal Principal</p>
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Note: Our conduct grading system is as follows:

- S+ Extremely Satisfactory Conduct, consistently exemplary behavior
- S Satisfactory Conduct, meets expectations
- S- Satisfactory Conduct, meets expectations most of the time
- NI Needs Improvement in Conduct
- U Unsatisfactory Conduct

SEVENTH TO TWELFTH GRADE

SERIOUS OFFENSES	CONSEQUENCES	PERSON IN CHARGE
<p>REPEATED MINOR OFFENSES</p> <ul style="list-style-type: none"> ➤ Having accumulated more than three detentions within one quarter. ➤ Not attending an after school detention without justification. <p>CHEATING ON HOMEWORK Using any method to copy or provide homework or assignments.</p> <p>DISRESPECTING OTHERS IN THE CLASS OR OUTSIDE THE CLASS</p> <ul style="list-style-type: none"> ➤ Cause material damage to the property of the institution` ➤ Damage or disrespect property of one's classmates (books, food, school items) ➤ Disrespecting the political or religious beliefs of his or her classmates. ➤ Disrespecting teachers, employees or visitors of the institution. ➤ Displays of affection (such as holding hands, hugging, kissing) inside the school or in activities in which they represent the school. 	<p>Each teacher should have a behavior plan or class procedure to manage serious offenses before referring the student to the Dean of Students.</p> <p>One hour detention on Saturday, wearing the school uniform. Parents should be notified and must sign the detention. They will be assigned a task of reflection which may be a reading or an written reflection.</p> <p>Will receive a score of 10/100.</p> <p>First Time: Two hour detention on Saturday, wearing the school uniform.</p> <p>Second Time: Three hour detention on Saturday, wearing the uniform.</p> <p>Third Time: Three hour detention on two consecutive Saturdays.</p>	<p>Referred by a teacher or staff member to the Dean of Students</p> <p>Dean of Students or Principal will give the detention. Students will serve it at the school's front office on Saturday.</p> <p>Dean of Students or Principal will give the detention. Students will serve it Friday afternoon.</p>

<ul style="list-style-type: none"> ➤ Spreading or wearing political party propaganda within the institution, at school sponsored events, or outside of school while wearing the uniform. ➤ Promoting religious believes or views in such a way that belittles or offends another individual. ➤ Uttering indecent words and all sorts of expressions that violate the dignity of students, teachers, employees or visitors. ➤ Using the internet service provided by the school with different purposes than those stipulated by internal rules. ➤ Abstain from entering or receiving classes (Skipping classes) 	<p>Each time parents should be notified and the parent or guardian must sign the detention. The student will be assigned a task of reflection which may be a reading or an written reflection.</p> <p>A meeting will be scheduled with parents to discuss student behavior and take proper intervention to correct inappropriate behavior.</p> <p>When applicable, counseling or professional help will be recommended. The psychologist will provide a list of suitable professionals for each situation, and the parents will choose whom they deem convenient.</p> <p>Material or personal damages caused directly or indirectly by the student whether inside or outside the school,</p>	<p>Dean of Student or Principal</p> <p>Dean of Students, Principal and School Counselor</p> <p>School Counselor</p> <p>Headmaster or Principal</p>
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	<p>should be repaired at the expense of the student.</p> <p>Aforementioned incidents will be included in the academic record of the student and his or her conduct grade will be affected.</p> <p>Repetition of a serious offense (three times or more): One day in-school suspension and conduct grade will be a U. Students will be asked to do all the school work for that day receiving a maximum possible grade of 80.</p> <p>For serious offenses, suspension of all extracurricular activities, temporarily or indefinitely, will be considered.</p>	<p>Dean of Students and Principal</p> <p>Dean of Students and Principal</p> <p>Teacher's Council</p>
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<p>any document used by the institution.</p> <ul style="list-style-type: none"> ➤ Using any method to ask or give copy to a classmate during a quiz or a test, or the intent to do this. ➤ Representing as their own the work of other authors, cutting and pasting paragraphs or complete websites without acknowledging the source. <p>STEALING</p> <ul style="list-style-type: none"> ➤ Taking or stealing money, food, snacks, or any object of value from classmates, teaching staff, or administration. <p>PRESENT A THREAT TO THE SAFETY OR EMOTIONAL WELL-BEING OF OTHERS</p> <ul style="list-style-type: none"> ➤ Physical, verbal, emotional, sexual or any other form of harassment of classmates, teachers, or employees of the institution. This includes cyber bullying. ➤ Being involved in fights within the institution or while wearing the uniform. ➤ Practicing games or jokes, slandering or spreading rumors that hurt the reputation of another person. Any behavior that conflict with the moral or physical integrity of any member of the school community. ➤ Using foul language to address a teacher. <p>INAPPROPRIATE BEHAVIOR OUTSIDE OF SCHOOL</p> <ul style="list-style-type: none"> ➤ Leaving the school without authorization or with an unauthorized person. ➤ Display behavior outside of the school that reflects negatively on the image of the school in the community, including conduct on the internet. ➤ Exhibit inappropriate conduct during activities representing the school or using the school uniform. 	<p>for the following day with a maximum possible grade of 70. In case of cheating on a quiz or test, it will be rescheduled with the Dean of Students. It will receive a maximum grade of 70.</p> <p>Plagiarism and cheating will be reported to universities.</p> <p>Besides the suspension, full restitution must be made.</p> <p>The students involved will be reported to the Dean of Students. After investigating with all the parties involved, the disciplinary committee will decide on the appropriate consequence.</p> <p>The students involved will be reported to the Dean of Students. After investigating with all the parties involved, the disciplinary committee will decide on the appropriate consequence.</p>	
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NOTE: A student with excessive absences might not be considered for awards such as Honor Roll, High Honor Roll, or Outstanding Student Award (Banda de Excelencia).