

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). • 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 be no more than 5 cm above the kneecap. 	<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. 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 excuses will be approved: doctor's or parents' notes may be required.)</p>	<p>3 unexcused tardies will result in a one hour Saturday detention at 8:00. 3 unexcused early dismissals will result in a one hour Saturday detention at 8:00.</p> <p>(Conduct grade will not be affected.) This does not apply to Kinder and Prep students.</p>	<p>The Dean of Students will keep track of unexcused tardies and unexcused early dismissals, and inform parents of detentions.</p>
<p>USE OF INAPPROPRIATE ITEMS</p> <ul style="list-style-type: none"> • having cell phone turned on or using cell phone between 7:30 and 2:30. • 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. 	<p>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.</p>

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MINOR OFFENSES, continued	CONSEQUENCES	SCHOOL PARTY RESPONSIBLE FOR TAKING ACTION
<p>DISRESPECTFUL BEHAVIORS</p> <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 • 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>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</p> <p><u>Second Offense for the same 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>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 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

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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 disrespectful manner (including temper tantrums, or defiant gestures.) • 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 	<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).</p> <p>They may make up work missed during the in-school suspension, but it will be graded as late (base of 80%).</p> <p>possible temporary removal of special or extracurricular activities</p> <p>phone call or meeting with parents, as determined necessary by the Dean of Students and Head of Section.</p> <p>U in conduct for the quarter</p> <p>IN ADDITION:</p> <p>For damage to materials, reparations to the damaged party.</p> <p>For cheating on homework or classwork, the student must re-do the assignment, which will receive a late grade (base 80%).</p> <p>For conducting inappropriate business, confiscation of items being 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>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>another individual or individuals</p> <ul style="list-style-type: none">• 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.		
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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.

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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>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>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%.) Possible temporary removal of special or extracurricular activities. 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. Offenses and consequences will be filed in the record of the student. Mandatory psychological therapy within the recommendations of the school. Meeting of Dean of Students, Head of Section, and school Psychologist with parents or guardian and student 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. In the case of inappropriate internet use, 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>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 the parents about the consequences. The School Psychologist will 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>STEALING Taking or stealing money, snacks, food, or objects of value from teaching staff, administrators, peers, or individuals.</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).