

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, earrings not worn on the earlobes, dark and fluorescent nail polish, wrong shoes, etc. ➤ Boys: disorderly hair (beneath the collar, over the eyebrows and ears, too much volume), growing a beard, moustache, or sideburns. 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. ➤ 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>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 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</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> <p>Dean of Students and Principal</p>

<p>USE OF INAPPROPRIATE ITEMS</p> <ul style="list-style-type: none"> ➤ Bringing unapproved items to school such as DSI or games. ➤ Using cell phone or any electronic or musical (mp3 player, iPod, etc.) devices during class hours. 	<p>written communication to parent or guardian. Students must go directly to detention from their last class.</p> <p>First Time: confiscated, written note to the parents Second Time: confiscated for the week, 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. Fourth Time: In school suspension</p>	<p>Dean of Students Dean of Students Dean of Students</p> <p>Dean of Students</p> <p>Principal</p> <p>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

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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. ➤ 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. 	<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 at the school’s front office on Saturday.</p>

<p>➤ Abstain from entering or receiving classes (Skipping classes)</p>	<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, 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 Student or Principal</p> <p>Dean of Students, Principal and School Counselor</p> <p>School Counselor</p> <p>Headmaster or Principal</p> <p>Dean of Students and Principal</p> <p>Dean of Students and Principal</p> <p>Teacher’s Council</p>
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A student who has committed a very serious offense will be referred to the Dean of Students and/or principal. The consequence for this type of violations or wrongdoings is a minimum 2 day in- school suspension and will get a U in conduct. The student will be asked to do all the classwork for those days he/she is suspended, but will receive a maximum possible grade of 70 for his/her work. The offense and consequence will be recorded in the student’s file. Also, suspension of all extracurricular activities, temporarily or indefinitely, will be considered.

Parents and students involved will meet with the Principal, School Counselor, and the Dean of Students to elaborate a plan of action to correct the inappropriate behavior.

Personal or material damages caused directly or indirectly by the student within or outside of the institution should be repaired at the expense of the student.

CISS reserves the right to deny admission and/or renew the school contract for disciplinary and/or academic reasons.

CISS reserves the right to contact the appropriate authorities in any incident that infringes Salvadoran law.

VERY SERIOUS OFFENSES	CONSEQUENCES	PERSON IN CHARGE
<p>POSSESSION OF DANGEROUS, INAPPROPRIATE MATERIALS</p> <ul style="list-style-type: none"> ➤ Carrying in the school knives, lighters, fireworks and any type of weapon or object that threatens the physical integrity of students, teaching staff and administration. ➤ Bringing and/or sharing any type of pornographic material or any other immoral material. ➤ Possession, sale, distribution, or consumption of alcohol or other toxic substances in the school or activities sponsored by or that represent the school. <p>CHEATING/PLAGIARISM</p> <ul style="list-style-type: none"> ➤ Alter or falsify grades (in exams, grade book) or any official document of the school. ➤ Alter or forge the signature of parents or guardians in any document used by the institution. ➤ 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>In case of possession of dangerous or inappropriate materials, besides the suspension, items will be confiscated and not returned.</p> <p>In case of plagiarism, students will be asked to redo the work for the following day with a maximum possible grade of 70.</p> <p>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>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>Besides the suspension, full restitution must be made.</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).