

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.

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 | c_stemp@intschoolsansal.com |

Internet homepage

www.intschoolsansal.com

Office hours

7:00 a.m. - 5:00 p.m. Monday to Friday

Class hours

Kinder from 7:30 to 12:00

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

10th and 11th from 7:30 to 3:30

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**

About personal interrelations ¿???

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).

About school

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**

About personal interrelations

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.

About school

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**

About personal interrelations

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.

About school

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**

About personal interrelations

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.

About school

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

About personal interrelations

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.

About school

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.

- **Sanciones por cometer faltas – Normativa de disciplina?**

This is what we have already

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 take appropriate action, legal or otherwise.

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