



## Colegio Bilingüe New Horizons

Our Strongest Conviction is Academic Excellence

Accredited by New England Association of Schools and Colleges (NEASC)

### 4<sup>th</sup> to 12<sup>th</sup> Grade Discipline Code School Year 2012-2013

In order to create a welcoming learning environment, we try to encourage respect between our students, teachers, school personnel, and parents. Our rules are a reflection of our philosophy. Parents/guardians are expected to enforce the discipline and moral values set by the school.

Through the execution of the norms, we want to create an environment of security, organization, and discipline that motivates students to achieve high standards and give their best in all aspects of human development: Socio-emotional, cognitive, and communication.

The school has a system of colored cards as a way to report the students' misbehaviors to parents. **Colored cards are not to be considered sanctions by themselves; but only a notice of the misbehavior and the level of the offense. Sanctions are described herein and/or by decisions adopted at the Disciplinary Council.**

<b>PINK CARD</b>	MINOR OFFENSES
<b>BLUE CARD</b>	MINOR OFFENSES (3 minors offenses become a serious offense)
<b>GREEN CARD</b>	SERIOUS OFFENSES (3 serious offenses become a very serious offense)
<b>YELLOW CARD</b>	SERIOUS OFFENSES (3 serious offenses become a very serious offense)
<b>WHITE CARD</b>	VERY SERIOUS OFFENSES (Student's academic status will be affected. These cases will be handled by the Discipline Council)

- Rules will apply in all circumstances with no exceptions. Appropriate behavior is expected at all times.
- For serious and/or very serious discipline cards, communication with parents/guardians through the Psychology and Prefect Department is required.
- Misbehaviors will be reflected in the grade of conduct of the corresponding evaluation period.
- The School has a detention program in which students are asked to do some assignments. If the student does not attend he/she will have to participate on the detention program twice.
- **VERY SERIOUS OFFENSES will affect academic recognitions and students' placement on Honor Roll during the school year the offense was committed.** (4<sup>th</sup> through 12<sup>th</sup> grade, including 8<sup>th</sup> and 12<sup>th</sup> grade graduation).
- The School Psychology will meet with parents of students with excessive absences, constantly fail to turn their homework, and/or when their parents are not giving follow up to their agendas (4<sup>th</sup> to 6<sup>th</sup> grade).
- Excessive tardiness will affect conduct grades.

<p><b><u>MINOR OFFENSES</u></b></p> <p><b><u>PINK CARD</u></b></p> <ul style="list-style-type: none"> <li>a) Entering the classroom before 7:30 A.M. or during class schedule without teacher's supervision.</li> <li>b) Arriving late to class (e.g., after recess, laboratories, class periods).</li> <li>c) Eating in the classrooms.</li> <li>d) Disobeying classroom's rules (talking to peers, playing in the classroom, not taking notes, working on a subject different from the one being taught).</li> <li>e) Improper use of the agendas (not bringing the agendas or not having the parent's signature on a regular basis) (4<sup>th</sup> to 6<sup>th</sup> grade).</li> <li>f) Not recording homework in the agenda (4<sup>th</sup> to 6<sup>th</sup> grade).</li> </ul>	<p><b><u>MINOR OFFENSES</u></b></p> <p><b><u>PINK CARD</u> Consequences:</b></p> <p><b>Consequences that are applicable to all offenses:</b></p> <ul style="list-style-type: none"> <li>• A loss of 5 points from conduct grade for the current evaluation period.</li> <li>• Verbal reprimand to the student at the time the misbehavior occurs.</li> <li>• Other consequences may be given based on the specific offense.</li> </ul>
<p><b><u>MINOR OFFENSES</u></b></p> <p><b><u>BLUE CARD</u></b></p> <ul style="list-style-type: none"> <li>a) Remaining in the classroom during recess.</li> <li>b) Chewing gum or eating candy at School campus and/or during any activity of the School.</li> <li>c) Copying or letting others copy from HW or assignments.</li> <li>d) Bringing inappropriate objects to school: toys, CDs, radios, hats, magazines, table games, IPOD, I PAD, PSP, personal documents, balls, large amounts of money (4<sup>th</sup> to 12<sup>th</sup> grade) and/or Lap tops (4<sup>th</sup> to 8<sup>h</sup> grade).</li> <li>e) Mistreatment or excessive damage to textbooks and/or library resources.</li> <li>f) Not handing in teacher's messages to his/her parents/guardians or vice versa. (e.g., reports, discipline cards, messages).</li> <li>g) Verbal arguments and lack of respect towards other students.</li> <li>h) Purposefully wetting another student or playing with water.</li> <li>i) Inappropriate behavior during flag ceremony (e.g., talking, breaking lines, studying, improper attitudes, staying in the classroom or other areas of the School during the ceremony,).</li> <li>j) Unjustified absenteeism to school field trips.</li> <li>k) Improper uniform (e.g., belt, socks, lab coat, incorrect jacket, shirt properly tucked in, hem of pants ragged or torn) hair cut (boys), use of excessive makeup, shiny accessories, colored/inappropriate underwear, and/or high heeled shoes. Only light colored nail polishes are allowed.</li> <li>l) Playing games that can affect students' safety.</li> <li>m) Throwing trash in the classrooms, halls and/or anywhere else in School.</li> <li>n) Improper use/waste of resources or School resources (e.g., paper, notebooks, water, food).</li> <li>o) Lack of verbal respect towards classmates.</li> <li>p) Unexcused absences to the homeroom period.</li> <li>q) Inappropriate use of School furniture and equipment.</li> <li>r) Use of inappropriate colors/designs underwear.</li> <li>s) Fail to attend Study Halls.</li> </ul>	<p><b><u>MINOR OFFENSES</u></b></p> <p><b><u>BLUE CARD</u> Consequences:</b></p> <p><b>Consequences that are applicable to all offenses:</b></p> <ul style="list-style-type: none"> <li>• A loss of 10 points from the student's conduct, respect, and/or responsibility grades for the current evaluation period.</li> <li>• One detention.</li> </ul> <p><b>Consequences for specific offenses:</b></p> <ul style="list-style-type: none"> <li>a,) Verbal reprimand.</li> <li>b,) Reflective essay about "Oral Hygiene".</li> <li>c,) Both students get a 0 on the HW or assignment.</li> <li>d,) Beside the sanction, the object will be confiscated by the Prefect. She will return it to parents/guardians a month later the first time; the second time, she will keep it until the last day of the semester.</li> <li>e, q,) Replacement of the book and/or resource.</li> <li>f, g, h, l, m, n, o, q,) Reflective essay about self-control and respect.</li> <li>i,) Reflective essay about patriotic symbols.</li> <li>j,) Paper about the places students visited.</li> <li>k, r,) Besides the corresponding sanction, parents will be contacted and asked to bring the missing uniform piece. The student will not be allowed in the classroom until uniform is properly completed.</li> <li>s,) An additional Study Hall will be assigned.</li> </ul>

**SERIOUS OFFENSES**

**GREEN CARD**

- a) Missing classes after being on School premises.
- b) Lack of respect towards teachers, employees, classmates, and/ or any member of the School community (e.g., verbal, physical, attitudes).
- c) Serious lack of respect (e.g. physical and attitudes) and verbal aggression (e.g. offensive and aggressive language) to another student.
- d) Unjustified absenteeism from Physical Education classes more than two times during a semester.
- e) Public displays of affection on School property or during School activities.
- f) Showing lack of respect towards the regulations and institutional norms.
- g) Inadequate use of laptops (9<sup>th</sup> to 12<sup>th</sup> grade). See Use of Laptop Protocol.
- h) Inappropriate use of lockers.
- i) Ordering food and/or drinks to restaurants and/or fast foods or ask parents/guardians to bring food and/or drinks ordered at restaurants and/or fast foods.
- j) Inappropriate use of cameras.
- k) Use of earrings in unconventional body parts.
- l) Take cell phone, cameras and/or electronic equipment to field trips.
- m) Use of tattoos and/or piercing.
- n) Sales to classmates.
- o) Organize parties or activities pro-funding, raffles and ticket sales that are not previously approved by Academic Director.
- p) Recurrences in minor offenses.

**SERIOUS OFFENSES**

**GREEN CARD Consequences:**

**Consequences that are applicable to all offenses:**

- 64 points in conduct grade for the corresponding evaluation period.
- Write a reflective essay as required.
- These cards affect the academic status of students.
- Parents/Guardians will also, receive a letter; a copy of that letter will rest in the student's file.

Parents/Guardians will be notified immediately.

The decisions taken by the teachers, Prefect, and the Academic Director will be given to the parents in a meeting.

**Consequences for specific offenses:**

- d) Complete the lost hours in the following month.

**SERIOUS OFFENSES**

**YELLOW CARD**

- a) Copying classmates' work (e.g., exams, practices, homework, quizzes), letting others copy, and/or aiding this action through the use of any technological device, verbal communication and/or attitude. Cheating during tests.
- b) Bringing to School inappropriate objects such as pornographic magazines, matches, cigarettes, knives, sharp objects, weapons and/or accessories for weapons.
- c) Conduct inside or outside of the School that damages its reputation.
- d) Participate in activities that are an insult to him/herself or someone else in school and/or activities.
- e) Smoke in the School campus and/or activities.
- f) Leaving the School or not attending at all without parents' or School's authorization.
- g) Participating in gangs.
- h) Having and/or drinking alcohol in School campus and/or activities.
- i) Damaging School's or another student's property. (e.g., scratching desks, writing on walls, desks or lockers, breaking furniture, damage to buildings or equipment). This also

**SERIOUS OFFENSES**

**YELLOW CARD Consequences:**

**Consequences that are applicable to all offenses:**

- 60 points in conduct grade for the corresponding evaluation period.
- Write a reflective essay as required.
- May be excluded from class from one hour to 3 days.
- These cards affect the academic status of students.
- Parents/Guardians will receive a letter; a copy of that letter will rest in the student's file.

Parents/Guardians will be notified immediately.

The decisions taken by the teachers, Prefect, and the Academic Director will be given to the parents in a meeting.

**Consequences for specific offenses:**

- a,) Invalidation of exams, practice, and/or projects.
- b,) Confiscate inappropriate object/material.
- c, d, e, h, i, m,) Reflective essay. Present it to classmates.
- i,) Replace/Pay for the damage object/equipment/resource.
- j,) Delete recordings and/or images.

**Cell phones are only allowed to students in grades 9-12**

<p>includes hiding or altering articles.</p> <ul style="list-style-type: none"> <li>j) Recording and publishing any unauthorized activities or images via Internet or inside the School).</li> <li>k) Using the logo and/or images of CBNH buildings without prior approval of the Directors.</li> <li>l) Use and/or manipulate cell phone during school hours to make calls, view documents, view photos, use of calculator and applications, send messages during school hours and/or exams.</li> <li>m) Tease or annoy another student with word or action, physically, verbally, nonverbally, written, and/or through technological means.</li> <li>n) Inappropriate use of Internet.</li> <li>o) Recurrences in serious offenses.</li> </ul>	<p><b>AFTER dismissal time: Mondays through Thursdays after 3:00 P.M. and Fridays after 2:30 P.M.</b></p> <p><b>During exams and evaluations, cells must be placed in the lockers, book bags (located next to the teacher's desk), or on the teacher's desk. If a student is caught with the cell phone, the exam will be invalidated.</b></p> <p><b>After receiving two yellow cards for cell phone used during school hours, the third offense will become a white card and the cell phone will be confiscated for one month.</b></p>
<p><b><u>VERY SERIOUS OFFENSES</u></b></p> <p><b><u>WHITE CARD</u></b></p> <ul style="list-style-type: none"> <li>a) Physical aggression towards a student, teachers, employee, and/or School authorities.</li> <li>b) All action that may endanger students or staff's safety.</li> <li>c) Borrow/Take things from a student or from the School without permission.</li> <li>d) Consume drugs and/or controlled substances.</li> <li>e) Attempt or consummation of kidnapping.</li> <li>f) Possession of firearms, weapons or any other dangerous objects.</li> <li>g) Defiance to the authorities.</li> <li>h) Forgery of passes or signatures in any type of document.</li> <li>i) Recurrence in serious offenses.</li> </ul>	<p><b><u>VERY SERIOUS OFFENSES</u></b></p> <p><b><u>WHITE CARD</u> Consequences:</b></p> <p><b>Consequences that are applicable to all offenses:</b></p> <ul style="list-style-type: none"> <li>• The Disciplinary Council will meet to discuss the consequences.</li> <li>• Student will not receive academic recognitions and honors during the school year.</li> <li>• These cards affect academic status.</li> <li>• Student will get 50 points in conduct grade for the corresponding evaluation period.</li> <li>• Student will write a reflective essay/paper required by the Disciplinary Council's members.</li> </ul> <p><b>Others Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>• May lose graduation privileges.</li> <li>• May lose the privilege of admission for next school year.</li> <li>• May be excluded from class.</li> </ul> <p><b>Consequences for specific offenses:</b></p> <ul style="list-style-type: none"> <li>a) Student that begins the fight will have more consequences than the other.</li> <li>f) The inadequate object will be confiscated.</li> </ul> <p>The Disciplinary Council's members are the Academic Director, Vice Principal, Prefect of Discipline, Psychologists, a member of the Parents Association, a teacher, and a member of the Student Council.</p> <p><b>The final decision on sanctions will be taken by the School Director.</b></p>

**Important:**

Dear Parents/Guardians:

After reviewing all documents (Guide for Parents and Students, Honor Code, and Discipline Code) with your son/daughter, you must download the **Parents/Guardians and Student(s) Agreement Form with CBNH** from the School website. Please fill out one form for each student and return it to the Psychology Department.

We appreciate your support and cooperation!

Psychology Department