



**Colegio Bilingüe New Horizons**  
Our Strongest Conviction is Academic Excellence  
Accredited by New England Association of Schools and Colleges (NEASC)

**Guide for Parents and Students**  
**School year 2012-2013**

**Parents, Guardians, and Students from Colegio Bilingüe New Horizons are expected to follow the New Horizons Honor Code and rules enumerated in this Guide for Parents and Students.**

**Class Schedule**

Toddlers	8:00 A.M. - 12:30 P.M.
Pre-Kinder and Kinder	7:45 A.M. - 1:00 P.M.
Pre-First	7:45 A.M. - 1:30 P.M.
1 <sup>st</sup> and 2 <sup>nd</sup> grades	7:45 A.M.- 2:15 P.M. (Fridays at 2:00 P.M).
3 <sup>rd</sup> -6 <sup>th</sup> grades	7:45 A.M.- 2:30 P.M. (Fridays at 2:15 P.M).
7 <sup>th</sup> -12 <sup>th</sup> grades	7:45 A.M.- 3:00 P.M. (Fridays at 2:30 P.M).

Teachers' working schedule begins at 7:30 A.M. If students arrive before 7:30 A.M. parents and guardians are responsible for them. The first bell will ring at 7:30 A.M. to inform students that they should go to their classrooms with their teachers. Students arriving after 7:30 A.M. should proceed directly to their classrooms. We ask parents to be punctual in bringing and picking up their child. Students are not allowed to be in the classrooms before 7:30 A.M.

**Between 7:45 A.M. and dismissal, parents and guardians are not authorized to stay in the classrooms nor remove their children without permission. Only parents or guardians with previous authorization may visit the classroom to participate in a planned class activity.**

All contact with students should be made through the Academic Support and/or Psychology Departments (i.e., phone calls, permission to withdraw your child from school, schedules, and messages). Students' arrival and dismissal outside the normal school schedule will not be permitted except in cases of extreme emergencies. A written permission form must be obtained from the head of the office of Academic Support (telephone ext. 220) when the need arises. A person from the office will bring the student from the classroom.

Students are not allowed to contact their parents/guardians directly, either by cell phone or pay phone, to be picked up from the School, for other requirements and/or to provide information. If your son/daughter, calls you, please get in contact with the Department of Academic Support or the Psychology Department before coming to the school.

**Dismissal Procedures for Toddlers to 3<sup>rd</sup> Grade**

Students in the level of Toddlers end their class program at 12:30 P.M. and will remain in their classroom until 1:00 P.M. From this time until 1:30 P.M., they should be picked up from the custodial classroom assigned at the beginning of the school year in the Early Childhood area.

Pre-Kinder and Kindergarten students end their class program at 1:00 P.M. and will remain in their classroom until 1:30 P.M. From this time until 2:00 P.M., they should be picked up from the custodial classroom assigned at the beginning of the school year in the Early Childhood area.

Pre-First students end their class program at 1:30 P.M. and will remain in their classrooms until 2:00 P.M. From this time until 2:30 P.M., they should be picked up from the custodial classroom assigned at the beginning of the school year in the Early Childhood area.

After 3:00 P.M., students from Toddlers to Third Grade who have not been picked up by their parents/guardians will remain in the Library with no direct supervision of an adult.

Parents and guardians from Toddlers to 3<sup>rd</sup> grade should fill out a form indicating who is authorized to pick up students. Any person not on this list should approach the Academic Support Department to confirm the authorization to withdraw the student that day.

### **Tardiness and Absences**

Classes start at 7:45 A.M., the school gates close at that time. After that time, all students enter school at the First Street gate where the Academic Support Staff will register the tardiness. If the student enters school after 8:10 A.M., he/she must proceed to the Academic Support Department. Students with 10 or more tardiness per semester will be returned back home.

Students in the level of Toddlers may enter their classroom until 8:15 A.M.

In case of absences, the student should make up missed work in all subjects and assignments. Students should turn in those assignments next day, to avoid losing points for lateness.

Every student needs to accumulate a minimum of (80%) attendance in order to be officially promoted to the next grade level. In compliance with a resolution of the Dominican Ministry of Education (Ordenanza 196), any student with a 20% of absences, and/or excessive tardiness and (unjustified) school absences will not be promoted to the next level.

When a student is absent, his/her parents must contact the Academic Support and/or the Psychology Department as soon as possible in order to provide the reason for the absence. This should be done in all cases of absences (regular classes or semester exams). The student is responsible for completing the schoolwork and assignments at home or at the Study Halls, and bringing in any assigned homework or projects missed during the absences. For Early Childhood student, it is the parents and guardians' responsibility to contact the supervisor of that area to help the child make up the assignments.

**Only in cases of great importance (i.e., medical excuses, hospitalizations, death of a relative) will students be allowed to make up assignments for the total value assigned. This should be done before the end of the corresponding evaluation period.**

If a student cannot take physical education classes, he or she must bring a medical certificate to justify the inability to participate. In cases where students are excused from P.E. classes, they will not be allowed to participate in sports oriented extra-curricular activities (i.e., tournaments, special events). Even though excused, the student must attend P.E. class and fulfill other tasks assigned by the teacher.

### **Tardiness Procedure for changing classrooms for 9th to 12th grade students**

During each class period the students have five minutes to change classrooms and the organization of the school supplies in their lockers. The students who enter the classroom after more than five minutes will receive a pink card (See Discipline Code). The student is responsible for making up missed classes for lateness.

### **Uniforms**

All students are required to attend school properly uniformed. It is the student's responsibility to use it properly, keeping it clean and in good condition.

Students are not allowed to modify or scribble on the school uniform.

**The uniform is:**

Dark blue trousers cinched at the waist with or without tweezers, black belt with School logo, with the hem properly sewed; dark blue socks, and black shoes. Students in the level of Toddlers and Pre Kinder can use a dark blue trouser with an elastic band at the waist.

White polo shirt and black belt with the School logo; dark blue socks; and black closed school shoes.

The school has an official dark blue jacket with the School logo. This is the only jacket that is accepted.

**Boys: are expected to wear traditional haircuts. Earrings, caps, or tattoos are not allowed.**

**Girls: Should not wear alluring accessories (i.e., hoop earrings, bracelets or necklaces), or excessive makeup. The use of earrings in unconventional places and tattoos is not permitted, nor the use of excessive dark colors nail polish, or heels and/or platform shoes. Girls should use underwear of appropriate colors and designs.**

**Formal Uniform:** High school students (9<sup>th</sup>-12<sup>th</sup> grade) must have a formal uniform that will be required on special occasions. It must be purchased by parents/guardians at the beginning of the school year.

Boys: Navy blue jackets and trousers, long sleeve white shirt, green tie, School insignia pin, dark blue socks, and black shoes.

Girls: Navy blue jackets and trousers, white blouse with collar and sleeves, green scarf, School pin, dark blue socks, and black shoes.

**Physical Education Uniform:**

White T-shirt with the School logo, navy blue sweat pants with white lines on each side and School logo. Students should wear white or black tennis shoes without lights or wheels and white socks.

On days in which they have PE in their schedules, students in Toddlers- 8<sup>th</sup> grade must attend school with their P.E. uniform. From 9<sup>th</sup> –12<sup>th</sup> grades, students are only allowed to wear this uniform during P.E. class or on established dates.

**Laboratory Coat:**

Each student from 4<sup>th</sup> to 12<sup>th</sup> grade should have a white, short sleeve lab coat down to their knees (for security purposes) and it should have the School's logo on the left side of the torso and be properly identified with the student's first and last names embroidered on the coat.

**Honor Uniform:**

The students from 5<sup>th</sup>-12<sup>th</sup> grade that become members of the Honor Roll, may use on Mondays and Fridays a polo shirt and a cap that will identify them as Honor Students. The caps may only be used outdoors. During the Flag Ceremonies, while the anthems are playing all students must remove their caps .

If an honor student commits a serious disciplinary infraction, (a white card) she/he will lose the privilege of wearing the Honor Uniform.

**Textbooks**

Textbooks for Toddlers to 12<sup>th</sup> grade students will be given to parents/guardians before the beginning of each school year.

Students must return textbooks for each subject at the end of each semester or school year. Textbooks should be returned in the same condition in which they were received. We suggest covering the books without using adhesive covers.

To avoid losses, students must personalize their school supplies and books. Students are responsible for any misplaced or damaged books and will be fined for these losses.

**All parents/guardians must read and discuss with his/her son/daughter the Protocol for the Use of Textbook that will be received with the books.**

### **School Agenda**

Every student from 3rd – 6th grade should have the school agenda. This agenda will be given to students at the beginning of the school year. Use of the agenda in these grades is mandatory. Parents or guardians should sign them daily for an adequate supervision of homework and to maintain contact with the school and teachers. The homeroom teacher and school psychologists will give proper follow up to the agendas during the school year.

It is the parent or guardian's responsibility to supervise the agendas. If a student were to lose the agenda, a replacement copy should be purchased in the Book Shop.

We suggest students from grades 7-12 use an agenda to give follow up of their daily work and assignments.

### **Lockers**

All students from 5th through 12th grades will be assigned a locker in order to store his/her class supplies and textbooks. This locker must be locked at all times with the corresponding padlock. Students are responsible for objects kept inside their lockers.

If the student loses the key of the padlock of the locker, he/she will receive a copy once the amount of the replacement has been paid. Similarly, for all lockers that are found opened; with materials inside, the student will have to pay an assigned fine.

**It's important that every parent/tutor read the Protocol for the Use of Lockers that will be given to students at the beginning of the school year.**

### **Evaluations and Progress Reports**

Toddlers to 2<sup>nd</sup> grade students are evaluated with quality assessments using progress reports. Toddlers to Pre First students are evaluated three times during the school year and First to Second grade students are evaluated four times during the school year.

Parents of Toddlers and Pre-Kinder students receive a daily report about their child's classroom performance and social-emotional development. Parents of Kinder students receive it on Fridays and Pre-First parents may view their son's or daughter's development report on the School Website on a daily basis.

Third to Twelfth grade students receive four evaluations per semester. In addition to these evaluations, these students must complete an exam for each subject at the end of each semester according to the calendar established by the Dominican Ministry of Education.

At the end of some evaluations periods, report cards/evaluations will be given out to parents or guardians during PTA meetings where they will also be able to review students' portfolios. For other evaluation periods, grades will be published on the School's website. Parents and guardians must get an access code from the Registrar's Office.

**It is the parents' responsibility to attend school meetings. If a parent cannot attend, report cards/evaluations will be at the office of the psychologist.**

If it is necessary to personally meet with the parents or guardians because of low performance, the psychologist will keep the grades, and contact the parents/guardians to set up an appointment.

Students scoring below 65 points (3<sup>rd</sup> to 8<sup>th</sup> grade) or below 70 points (High School) in two or more subjects at the end of a semester will be placed on **Academic Probation**. This status is directly handled by the psychology department and the Academic Principal.

**Students may not remain for more than two consecutive years on Academic Probation.** After the second consecutive year of having been on Academic Probation, if the student has not improved his/her performance, the school reserves the right to deny registration for the next school year.

### **Grading Distribution for Report Cards**

Grades are calculated using an established percentage distribution that varies among subjects and grade levels (grades 3 -12). Teachers evaluate the performance of the students in quizzes, exams, written exercises, oral participation, homework, notebooks, specials projects, behavior, and laboratory (as applicable).

### **Honors**

Third to Twelfth grade students that maintain a good academic performance in each evaluation period per semester and obtain a GPA between 3.30 and 3.49 will be recognized as an **Outstanding Student**; and those that obtain a GPA between 3.50 and 4.50 will be recognized as **Honor Students**.

In 8<sup>th</sup> grade graduations, recognitions and honors are based on the average of all grades obtained in 7<sup>th</sup> and 8<sup>th</sup> grade. In 12<sup>th</sup> grade graduations, recognitions and honors are based on all grades obtained during the four years of High School. In both cases, the students who have selected the largest number of Honor programs, Pre-AP, and AP (Advanced Placement) subjects will have priority to receive the recognitions.

Honor students will have the privilege of wearing the Honor uniform on Mondays and Fridays every week.

For each marking periods those students from 3<sup>rd</sup> to 12<sup>th</sup> grade that achieve 80 points or more in every subject will be part of the Great Accomplishment Program and will receive an award twice per semester.

**Students with serious disciplinary infractions (Severe Cards/White Cards) will lose the privilege of honors (see Discipline Code).**

### **Differed Exams**

Exams outside the regular examination calendar must be requested in writing at least 15 days in advance of the date on which the student must take the exam. Differed exams are subject to a fee which must be paid at the cashier, before they are administered.

### **Revision of Exams or Incomplete Grades**

Any student, that does not attend school for a justified reason on the day an exam is scheduled or did not hand in a project on time, may request a reposition or an extension. The student must contact the teacher within a week of returning to school. If more than a week has passed, and the student has not properly informed the correct department and/or teacher of his/her absence, he or she will lose the right to take the exam or hand in the project.

The students or parents that wish to request the revision of an exam or grade will only be able to do so within 10 days after the grades are published or handed in.

### **Meeting with Teachers**

In order to offer close supervision to your son/daughter's academic and social-emotional development, we suggest you follow these guidelines:

Speak with your son/daughter about class work and check their notebooks.

Contact the teacher through the agenda (3<sup>rd</sup> to 6<sup>th</sup> grade) and with a note ore e-mail (7<sup>th</sup> to 12<sup>th</sup> grade) asking for information about your son/daughter's performance if you observe the following:

- Your son/daughter has lowered his/her grades.

- You need to know which areas or topics to reinforce at home.
- Your son/daughter tells you that he/she couldn't complete an assignment on time.

The Psychology Department has an open door policy and is available to handle your concerns about your son/daughter's academic performance and social emotional development. Feel free to contact us and arrange an appointment with teachers and the psychologist in case you observe one of the following conditions:

- Low grades in assignments, exams, and/or subjects.
- If your son/daughter has recently been through a family or health situation that can be affecting his/her ability to concentrate, responsibility, and/or study habits.
- If you think your son/daughter needs tutoring and/or you have been working with him/her at home and no significant improvements are shown.

### **Study Hall**

The goal of the study hall program is to offer a space where students from 3<sup>rd</sup> to 12<sup>th</sup> grade may do assignments, homework, and/ or exams that they missed due to excused absences. Students also will be able to meet with their teachers in order to reinforce on an individual basis, concepts that were taught in class.

From the beginning of the school year, the schedule of teacher availability will be posted on the bulletin boards of each department. The sessions will last approximately 30 minutes.

If the teacher understands that it is appropriate for the student to stay for this program whether to hand in a late assignment, make-up a quiz/exam, or offer extra time to reinforce content, parents/guardians will be informed through the school agenda, a message, a letter, an e-mail, or a call from the psychologist. The messages must be returned signed by the following day.

If a parent/guardian wishes his/her son/daughter to participate in this program, they must, likewise, inform the teacher through the school agenda, a message, a letter, an e-mail and/or the psychology department and only when the message is signed by the teacher will it be considered official.

The homework, projects, and assignments done in this program, unless justified by health matters, will be valued with an 80% percentage of the total score originally given to that assignment.

If a student participates in this program and no improvement is observed during that same evaluation period, it is the parents/guardian's responsibility to enrol him/her in a tutoring program.

The parents/guardians are responsible for motivating their son/daughter to show appropriate behaviour and attitude during these sessions in order to accomplish the academic results expected. Students must be picked up punctually at the end of the Study Hall.

The teacher in charge of Study Hall can refer any student who does not bring the entry form signed and/or displays disobedient behaviour in the classroom to the Psychology Department. For the consequence of such behaviour please refer to the Discipline Code.

### **Tutoring and Early Learners Club**

#### **Tutoring:**

For students who need individualized academic reinforcement, Colegio Bilingüe New Horizons, through ILTAE, offers an after school program and tutoring in most subjects.

The school psychologists, teachers, and/or the Dean of Admission should recommend specific tutoring. This written recommendation should be taken to the registrar department to enroll the students.

The registrar department, along with ILTAE, arranges enrollment and tutoring schedules.

Tutoring is scheduled Monday to Thursday from 3:30 P.M. to 5:30 P.M.

**New Horizons teachers are not permitted to give private lessons/tutoring to our students outside of the schools premises.**

### **Early Learners Club**

Children ages 2 to 10 may participate in the **Early Learners Club**, an afternoon program, which includes homework help, early musical stimulation, and extracurricular activities (computer courses, sports, audiovisual, arts and crafts, gymnastics, and karate).

### **Visits**

Parents and guardians are cordially invited to participate in students' daily routine with previous authorization of the academic staff.

Mondays and Fridays we hold a flag ceremony. During the flag ceremony students from different grades, teachers, and staff present information and commemorate important celebrations. Parents/guardians are welcome to attend these ceremonies.

It is not permitted to interrupt classes to talk to teachers, bring materials, class work, or/and uniforms during school hours.

**Parents are not allowed to stay in the classrooms, or visit students during class or recess without previous authorization of the academic staff.**

Anyone interested in visiting the school, should contact either of the information booths, located at each of the school's entrances, where they will be sent to the reception desk and then to the correct department.

### **Discipline**

We try to educate our students through values and disciplinary rules in an environment of security, organization, and harmony that motivates students to study and show respect to each other, to teachers, and to school staff. Parents and guardians are expected to reinforce these rules at home and to encourage the values that our institution strives to transmit. Our rules are a reflection of our philosophy and our honor code.

We have two Discipline Codes divided by grade level (i.e., 1<sup>st</sup> to 3<sup>rd</sup> grade and 4<sup>th</sup> to 12<sup>th</sup> grade). Misbehaviors will be reported to parents or guardians by notes in the child's agenda, phone calls, e-mails, and/or meetings with the psychologists. From 4<sup>th</sup> to 12<sup>th</sup> grade, we use discipline cards that must be signed by the parent/guardian and returned the next day to the Disciplinary Department. (See Discipline Code).

The disciplinary infractions are handled by the teacher in the classroom with the exception of the cases that are referred to the Discipline Prefect, who will decide if the case should be taken to the Disciplinary Board or directly to the Academic Principal.

**It is mandatory that each parent/guardian read and discuss with his/her child the Guide for Parents and Students, the corresponding Discipline Code, and the Honor Code. After reading them thoroughly, please print from the School Website the document named Guide for Parents and Students, Discipline Code, and Honor Code Agreement. This document must be returned duly signed to the Psychology Department during the first week of classes of every school year.**

### **Disciplinary Council**

The Disciplinary Council is an entity of deliberation that discusses the discipline problems that involve serious infractions. The Disciplinary Council consists of the academic principal, the vice principal, the prefect, members of the psychology department, a teacher, a parent, and a member of the student council. In some cases, students that were present when the infraction occurred are invited to give their observations.

Students that have committed a Serious or Very Serious offense could be summoned to the Disciplinary Council session to explain what happened.

The decisions taken by the Council are informed to parents or guardians. All cases handled by the Disciplinary Council are confidential.

### **Inadequate Use of the Internet**

The inadequate use of communication systems (i.e., Internet, slander, offensive e-mails, and taking someone else's identity) is penalized by our discipline code and by our country's laws as a serious offense.

### **Mobile Phones, Ipods, I Pads, Laptops, Digital, and Video Cameras Use**

**Students (1<sup>st</sup> to 8<sup>th</sup> grades) are not authorized to bring mobile phones to the school.** In case of an emergency, students must contact their parents/guardians through the Academic Support or the Psychology Department.

**High School students (9<sup>th</sup>-12<sup>th</sup> grade) can only use their cell phones after dismissal time. Our discipline code penalizes the use of mobile phones during class hours.**

**If a student brings a mobile phone to the school, he/she is responsible for its use and care. The school is not responsible for the loss of the equipment.**

Only High School students are allowed to bring laptops to school to be used as an educational tool. Each Student's parent/guardian must read and discuss with his/her son/daughter the Agreement of Portable Computer Use which is available on the School Website. This agreement must be returned signed to the Disciplinary Department during the first week of class on a yearly basis. **If a student brings a laptop to the school, he/she is responsible for its use and care. The school is not responsible for the loss of the equipment.**

**No one is authorized to bring either to school, or on the school's field trips IPods, I Pads, tablets, nor video, or digital cameras. The use of any of these articles is penalized by our Discipline Codes.**

### **Protection of Minors**

School personnel seeks children's intellectual, physical, and emotional welfare; parents and guardians should be aware of the responsibility held by the school to report all cases or suspicions of mistreatment of children or adolescents. (Law 14-94- Article 127 – Children and Adolescents' Protection Code)

The school doesn't organize nor give authorization for trips to hotels and resorts promoted by students from different classes. Also, in accordance with the law 136-03 –Children and Adolescents' Protection Code, Article 24 establishes that **it is prohibited hosting or accepting visits from boys, girls and adolescents in hotels or any establishment likewise without the company of their parents or legal guardians...** . In addition, articles 22 and 23 express in that order that it is prohibited the sale to boys, girls, and adolescents of alcoholic beverages and tobacco, lottery tickets, and its equivalents... and it is absolutely prohibited the entrance of boys, girls and adolescents to any commercial establishment where there is alcoholic consumption, bets, and gaming houses.

### **Class Work , Forgotten Objects, and Lunch**

In our interest to reinforce students' responsibility, parents or guardians are not allowed to bring projects, school supplies, and homework that students might have forgotten at home.

For students from Toddlers to 4to grade, objects forgotten at home such as belt, jacket, lab coat and/or lunch must be turned in at the office of Academic Support. A school employee will give it directly to students.



For student from 5<sup>th</sup> to 12<sup>th</sup> grade, objects forgotten at home such as belt, jackets, and lab coat must be turned in at the office of Academic Support and each student will be responsible for retrieving the item.

**Parents or guardians are not allowed to bring students snacks and/or meals from restaurants or food chains during school hours.**

### **Doctor's Office**

Parents or guardians should turn in to the doctor's office any and all medications required by students during the day. These will be administered exclusively by the school doctor.

Any accident occurring during the school day will be reported to parents/guardians by phone, with a written message, and/or in person.

In cases of major accidents and/or emergencies, the doctor will contact parents/guardians by phone as soon as the circumstances allow. If parents/guardians cannot be reached, the doctor will take the student to the nearest hospital.

Parents or guardians should inform the doctor directly of any mayor health issue which the student may have: (illness, injury, allergy, surgery, etc.).

### **Library**

General Juan Garrido Library is open from 7:30 A.M. until 6:00 P.M. Monday through Friday and on Saturdays from 9:00 A.M. to 12:00 noon.

Reference books such as encyclopedias and magazines will only be available for use inside the library. If a student visits the library on his/her own during class hours, she/he must have an authorization signed by the teacher.

Locating a book by author, title or subject is done through our computerized system, which provides a listing of all our available books. Books may be checked out for a one-week period, and must be returned through the window at the entrance of the library. In cases where the student exceeds the one week period without renewing the book, a RD\$10.00 / day fine will be charged (Including Saturdays and Sundays). Students can check out a maximum of 5 books for a one-week period. If the student has an overdue book, he or she will not be allowed to check out another book until the other book is returned.

**STUDENTS ARE RESPONSIBLE FOR THE BOOKS RENTED AT THE LIBRARY; IN CASE OF LOSS OR DAMAGE THE STUDENT MUST PAY THE COST OF REPLACING THE BOOK.**

Scanning, photocopying, and printing services are also offered for a fee.

### **Science Laboratories**

The school has general science, chemistry, biology, and physics laboratories. Students from 3<sup>rd</sup> to 12<sup>th</sup> grade, have access to the laboratories according to their regular class schedules and curriculum requirements.

At the beginning of the school year, students will be informed of rules of behavior to be observed while using the Science Labs.

Following these rules is mandatory in order to guarantee students' safety. Concentration, good behavior, lab coat, and punctuality are expected from all students.

**ANY STUDENT WHO DAMAGES LABORATORY EQUIPMENT OR FURNISHINGS WILL HAVE TO PAY ITS REPLACEMENT VALUE.**

Students must attend the laboratories well prepared: pencil, practice, notebook, school agenda, and lab coat. Students without the lab coat will not be able to participate in the lab practice.

Students with long hair should tie it up to avoid security risks. No contact lenses should be used to guarantee students' safety.

### **Computer Laboratories**

Students have access to the computers labs during their scheduled classes. Students must handle the equipment according to the established rules. Book bags, lap tops, drinks, and/or food are not allowed inside the computer labs.

**ANY STUDENT WHO DAMAGES COMPUTER LABORATORY EQUIPMENT OR FURNISHINGS WILL HAVE TO PAY ITS REPLACEMENT VALUE.**

### **School Field Trips**

To promote students' learning, Pre Kinder to 12<sup>th</sup> grade students participate in various educational trips and/or extracurricular activities each school year.

Permission slips will be sent home in the student's progress report and agenda or in memos. These forms must be returned with the parent or guardian's signature for authorization. Only students with the permission slip properly signed by their parents or guardians and with the proper uniform will be allowed to participate in the field trip.

**Student attendance on all field trips is mandatory.** Therefore, if a student is absent, he or she must bring a valid excuse signed by one of his/her parents or guardians. Failure to comply with these rules will affect the student's grade.

Pre-kinder to 8<sup>th</sup> grade students should attend the field trips wearing their regular uniform (Not physical education uniform). 9<sup>th</sup> to 12<sup>th</sup> grade students should attend field trips with their regular or formal uniform, depending on the requirements of the activity.

Remember that parents and guardians are welcome to participate on these field trips. Those interested should contact the academic staff before the trip.

During school field trips, students must maintain an appropriate behavior, following our Honor Code and Guide for Parents and Students.

**No one is authorized to bring the school's field trips iPods, I Pads, tablets, nor video, or digital cameras. The use of any of these articles is penalized by our Discipline Codes.**

### **Birthday Celebrations**

Celebrating a birthday in school is only allowed for students from Toddlers to 3<sup>rd</sup> grade. Early Childhood birthdays are only authorized on Fridays, inside the classroom. From First to Third Grade, birthdays are authorized at the restaurant only during recess time.

Dates need to be reserved at least ten working days in advance. Whistles, clowns, confetti, serpentines, and decorations of the classroom are not allowed (See Birthday Protocol).

### **Right of Registration**

If at the end of the academic school year a student has not accomplished the objectives proposed for the level in which he/she is enrolled, the Psychologist and the Academic Principal will decide if he/she may continue his/her studies at New Horizons.

If at the end of the academic school year a student has to repeat a grade level, that student will not be able to continue his/her studies at New Horizons. If the student has already been registered, the tuition will be refunded to his/her parents or guardians.

The school reserves the right to deny registration to:

- A student that has remained on academic probation for more than two years.
- A student who has violated important provisions of our Discipline Code.
- A student who does not follow the principles described in the School's Honor Code
- A student with very low performance in various subjects.
- A student whose families do not respect the school's philosophy, mission, and objectives.
- A student whose families do not follow the principles described in the school's Honor Code.