



Colegio Bilingüe New Horizons

Our Strongest Conviction is Academic Excellence

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

First to Third Grade Discipline Code School Year 2012-2013

The school promotes values through proper norms that encourage an environment in which all students, teachers, and members of the school communicate respectfully to one another. The school rules reflect this philosophy. We offer predictability, consistent rules, and expectations. We also provide physical and emotional safety. In order to achieve these goals we engage children in relevant and meaningful learning experiences, offering reinforcement, and support with emphasis on developing self-discipline rather than external control. When we apply consequences for misbehaviors, we must remember that the sanction it is not effective by itself, instead, we have to foster insight and understanding of the rules.

We expect that when the students internalize the rules of discipline, they will assume this behavior in every area, which will have a positive repercussion in their adult lives.

Criteria to apply the School rules:

- Teachers must handle discipline situations in the classroom according to the guidelines established in this Code.
- All misbehaviors will be reflected in the student's Personal Adjustment grades and in some cases it will be required for the student to stay after school for detention.
- Frequent absences will affect the students Conduct grades (3rd grade) or Social Emotional development (1st and 2nd grade).
- In the case of serious offenses teachers must report the student to the Psychology Department to arrange a meeting with his/her parents. To improve students' behavior, the participation of all (students, school and family) is needed.
- Serious misbehaviors will be handled by the Psychology Department and the Principal/Vice-Principal and the students' academic status will be revised.
- The Psychology Department will meet with the parents of students that have excessive tardiness or absences as well as students who do not have his/her school's agenda, and materials on daily basis.
- In all cases the Psychology Department will establish communication with the students' family.

Inappropriate Behavior	Consequences
Morning tardiness	Classes begin at 7:45 A.M. Students that arrive after 7:45 A.M. Students with more than 10 tardiness in a semester (without a valid excuse) is not going to be able to enter the classroom. Only students with a valid excuse confirmed by the Psychology Department and/or Academic Support Department will be allowed to enter the school.
Returning late to class after the bell rings (physical education, recess, or lab) Tardiness of more than 10 minutes without a justified excuse or a signed pass Miss any class after entering School and/or exit classrooms without permission	<p>The student who enters the classroom late without a valid excuse during class schedule will be penalized by losing 10 minutes from that day or next day recess time.</p> <p>The teacher will send a note to his/her parents explaining the situation. If this behavior occurs more than 3 times the teacher must refer the student to the Psychologist to arrange a meeting with the parents/guardians.</p>
Absenteeism	Every student must bring permission/excuses for his/her absences; if the absenteeism is going to be longer than a day the parents/guardians must notify it to the Academic Support Department. The student is responsible for the homework and the material assigned for that/those day(s); if the absenteeism is during exams periods (3 rd grade) due to illness or trips the parents must inform the Registrar Department and follow the appropriate procedure. If the student misses class on a regular basis, the teacher must report this to the Psychologist. The student who has more than a 20% of absences in a school year would not be able to be promoted to next grade level.
Unauthorized presence in the halls	<p>In the instance that a student is out of the classroom without a permission pass signed by another teacher or school authority, he/she will lose 10 minutes from his/her next recess time. The teacher will allow the students in class and will send a note to the parents. If this behavior occurs more than 3 times the teacher must refer the student to the Psychology Department.</p> <p>1st - 2nd grade students will write some paragraphs at home about respecting the rules which will be handed to the teacher the next day and it will reflect on his/her social emotional development evaluation.</p> <p>3rd grade students will do an assignment about respecting the rules which will be handed in to the teacher the next day, and will also lose 10 points from his/her conduct grade.</p>
Improper language	<p>The teacher will verbally chastise the student for the use of inappropriate language and send a message to parents.</p> <p>If the behavior is repeated more than 2 times, the teacher will refer the student to the Psychology Department to arrange a meeting with parents/guardians.</p> <p>The consequences will be applied depending on the seriousness of the situation. 1st - 2nd grade students will write at home about</p>

	<p>respecting the rules which will be handed in to the teacher the next day. 3rd grade students will do an assignment about respect which will be handed in to the teacher the next day, and will also lose 15 points from his/her conduct grade.</p>
<p>Physical or verbal aggression to classmates</p>	<p>The teacher will verbally chastise the student for the use of inappropriate language and send a message to parents/guardians.</p> <p>Depending on the nature of the situation and the age, the corresponding consequences will be applied. 1st and 2nd grade students will do an assignment about respecting the rules which will be handed in to the teacher the next day.</p> <p>He/she will also have to write an apology, indicating the positive qualities of the student he/she injured. If the infraction is repeated 3 or more times the student will be formally reported to the Psychology Department to have a detention and/or other pertinent disciplinary measures that could consist of 1-3 days of suspension.</p> <p>3rd grade students will lose 20 points from the conduct grade and will do a reflective paper about self-control techniques which will be handed in to the Psychology Department, signed by the parents/guardians. He/she will also have to write an apology, indicating the positive qualities of the student he/she injured. If the infraction is repeated twice the student will be formally reported to the Psychology Department to have a detention and/or other pertinent disciplinary measures that could consist of 1-3 days of suspension.</p>
<p>Inappropriate games (games which attempt against the safety of other students, games with inappropriate materials)</p>	<p>The teacher will verbally chastise the student for the use of inappropriate language and send a message to parents.</p> <p>Depending on the nature of the situation and the age, the corresponding consequences will be applied.</p> <p>1st - 2nd grade students will do a reflective writing about playing safely which will be handed in to the teacher the next day with the parents/guardians signature. If the infraction is repeated 3 or more times the student will be formally reported to the Psychology Department to have a detention and/or other pertinent disciplinary measures that could consist of 1-3 days of suspension.</p> <p>3rd grade students will lose 20 points from the conduct grade and he/she will do a reflective writing about playing safely which will be handed to the teacher the next day with the parents/guardians signature.</p> <p>If the infraction is repeated twice the student will be formally reported to the Psychology Department to have a detention and/or other pertinent disciplinary measures that could consist of 1-3 days of suspension.</p>
<p>Incomplete homework</p>	<p>1st - 2nd grade students will lose 10 minutes from recess time and will have to attend study hall to do the homework. 3rd grade students will lose 20% points of the assigned homework. These students will also have to attend Study Hall program to complete the assignment.</p> <p>In all cases teachers will send a note to parents/guardians. If this situation is constantly repeated, it must be reported to the Psychology Department to arrange a meeting with the parents/guardians.</p>

<p>Improper uniform</p>	<p>It is forbidden to access classrooms without complete uniform. It is teacher's responsibility to check that students wear a complete uniform. Students with incomplete uniforms should be sent to Academic Support Department. Parents/guardians will be contacted in order to bring the missing and/or appropriate piece of uniform. Students are not allowed to return to the classroom until his/her uniform is appropriate. If the fault is repeated twice this will be reflected in his/her social emotional development evaluation (1st and 2nd grade) evaluation or losing 10 points in conduct (3rd grade).</p>
<p>Recess</p>	<p>Students are not allowed to stay inside the classrooms during recess. Teachers are responsible to check that students leave the classrooms. If a student stays in the classroom or enters after leaving to recess without the teacher authorization, he/she will lose 15 minutes of recess the next day. If students misbehave while they're in the classroom the corresponding consequence will be applied.</p>
<p>Haircut, hair extensions, hair coloring</p>	<p>The Psychology Department will talk with the parents/guardians of the student about the haircut or hairstyle. Students with an inappropriate haircut, hair color, hairstyle, and/or inappropriate hair accessories are going to be sent home and they will not be allowed to attend school until the situation is resolved.</p>
<p>Unauthorized/Inappropriate articles/toys</p>	<p>Inappropriate materials such as toys, cd's radios, hats, magazines, make-up, game boards, personal documents, big amounts of money, mobile phones, ipods, PSP, matches, balls (or any other risky objects) are forbidden. Only the toys requested by teachers and previously authorized by their Academic Coordinator/Psychologist will be permitted. These materials will be kept by the Psychology Department. The teacher will send a report which will have to be returned signed by one of the parents/guardians the next day. If it is only done once, the article/toy will be returned to parents during dismissal time, if the student brings another article or toy again it will be kept by the Psychology Department until the next month. The School is not responsible for damages or lost of these articles/toys.</p>
<p>Use of the mobile phone</p>	<p>The teacher will send a message to parents/guardians which will have to be signed by parents/guardians for the next day. The Psychology Department will keep the phone and return it personally to student's parents/guardians at dismissal time.</p> <p>If the student brings the mobile again, the article will be kept by the Psychology Department until the next month. The School is not responsible for damages or lost of these phones.</p>
<p>Eating in the classrooms and/or chew gum/candy</p>	<p>The teacher must ask the student to put the food/gum inside his/her bag. The teacher will send a note to parents/guardians. In the case a student has been found chewing gum or candy, the student will have to write a composition about "Respect of the Class Rules" and/or "Oral Hygiene". This composition will have to be signed by parents/guardians and returned next day. If a student is found for a second time chewing gum, candy, and/or eating in the classroom, a note will be sent to parents/guardians and will be reported to the Psychology Department. 3rd grade students will lose 10 points of</p>

	<p>conduct grade. For 1st or 2nd grade students this will be reflected on his/her social emotional development evaluation.</p>
<p>Damage to School or another student's properties. (Write on desks, walls, doors or lockers; damage work supplies, damage school property; hide, brake and/ or harm School materials)</p>	<p>The student/s will be reported immediately to the Psychologist to arrange a meeting with parents. The consequences will reflect the harshness of the damage. Parents or Guardians must pay the value of the damaged item to the School or the classmate.</p> <p>The student must stay for detention after dismissal time, in which he/she will write a reflection paper about respecting others' properties and/or taking care of School resources.</p> <p>3rd grade students will lose 10 points of conduct grade and for 1st and 2nd grade students this will be reflected on his/her social emotional development evaluation.</p>
<p>Garbage in the classrooms, halls and/or school premises.</p>	<p>If a student is found littering any School area, he/she must clean the space and the student will be chastised by the teacher, who will also send a message to parents/guardians which must be signed.</p> <p>Depending on the nature of the situation and the age, the corresponding consequences will be applied.</p> <p>1st-2nd grade students will lose 10 minutes from recess time, in which he/she will have to work on a reflective assignment about how to maintain a clean and organized environment and the importance of being respectful to the school environment.</p> <p>3rd grade students will have to work on a reflective assignment about how to maintain a clean and organized environment and the importance of being respectful to the school environment, and must bring it signed by parents/guardians the next school day. If this occurs more than 3 times, the Psychologist will arrange a meeting with parents. This will be reflected in the personal adjustments grades and/or evaluations, losing 10 points in her/his conduct grade.</p>
<p>Returning books to library after the due date</p>	<p>The student must pay a fee for late return. If the student loses the book, he/she will pay for its replacement.</p>
<p>Missing assignments or materials</p>	<p>If the student leaves any assignment or material at home, the teacher will send a message to the parents/guardians. 3rd grade students will lose points of the assignment and for 1st or 2nd grade students this will be reflected on the social emotional development evaluation. If the student frequently forgets his/her responsibilities, the teacher must refer him/her to the Psychologist to arrange a meeting with the parents/guardians. This will be reflected in the personal adjustments grades and/or evaluations.</p>
<p>Copying/Cheating</p>	<p>The teacher must call the student's attention at the moment of the misbehavior and reinforce the value of being honest. The copied assignment will be invalidated and the students involved will lose 15 points from the conduct grade if the student is from 3rd grade and for 1st or 2nd grade students, this will be reflected on the social emotional development evaluation. If the student has a material (for cheating), the teacher must take it and refer the student to the Psychologist to arrange a meeting with the parents/guardians. In case of copying from classmates and/or cheating during exams, the document will be taken and corrected based on the work done by the student at that moment. If he/she is found at the end of the test he/she will lose 50% of the value of the exam. If the student repeats this fault he/she will</p>

	be referred to the Discipline Council. The Psychology department will contact the parents to inform the situation.
Working on a different subject during classes	The teacher must take any material that is not being used in his/her subject and give it back to the student at the end of that period and will send a note home to the parents/guardians notifying the behavior. If this occurs on a regular basis the student will complete the work with the teacher during recess time. 3 rd grade students will also lose 5 points from the assignments being done and will be referred to the Psychology Department. For 1 st or 2 nd grade students this will be reflected on their social emotional development evaluation.
Passing notes during classes	The teacher must take the note and talk with the students about their behavior. The teacher can use this time to reinforce the importance of paying attention during class and respecting others. Then he/she must inform parents. 3 rd grade students will lose 10 points of conduct grade. For 1 st and 2 nd grade students this will be reflected on his/her social emotional development evaluation.
Message Communication/Parent notes (rip, erase, or cross messages sent to parents/guardians)	Every time a teacher sends a message home, the student must bring it signed by parents/guardians the following day. If the student does not have the message signed, the teacher must refer the situation to the Psychologist. The student will have to make a reflection about the importance of honesty. 3 rd grade students will lose 15 points of conduct grade. For 1 st or 2 nd grade students this will be reflected on his/her social emotional development evaluation.
Selling items to classmates	The teacher will take possession of the article and give it to the Psychologist who will have a talk with the student about the infraction. The student will have to turn in a reflective paper and the articles will be returned to the parents/guardians during a meeting. If a student repeats this behavior the articles will not be returned and will be used for Social Work.

TO BE HANDLED DIRECTLY BY THE PRINCIPAL AND THE DISCIPLINE COUNCIL

The Disciplinary Board is formed by the academic staff, prefect of Discipline, psychologists, members of the Parents Association, and teachers. Depending on the need, students and/or school personnel will be invited.

The disciplinary consequences are discussed by the Disciplinary Board. The Academic Principal takes the final decision. The psychologist will inform parents/guardians about the decisions taken and consequences given.

Forgery of passes or signatures	The teacher will take the student and the document to the Psychology Department in order to arrange a meeting with parents/guardians. The student will have to turn in a paper about Honesty and the consequences that this behavior could have in a future. This
--	--

	will be reflected in his/her conduct grade (3 rd grade) or social emotional development evaluation (1 st and 2 nd grade).
Taking things without permission from another person or from the institution.	The teacher will refer the student (with discretion) to the Psychologist. This situation will be addressed in a meeting including the teacher, the student, and parents/guardians. This will be reflected in his/her conduct grade (3 rd grade) or social emotional development evaluation (1 st and 2 nd grade).
Lack of respect (verbal or physical) towards adults, teachers or school's authorities (including the use of inappropriate language or gestures).	Student must be reported to the Psychology Department who will arrange a meeting with his/her parents. The student will have to turn in a reflective paper about self control and respect towards classmates/adults/teachers or School authorities. This will be reflected in his/her conduct grade (3 rd grade) or social emotional development evaluation (1 st and 2 nd grade).
Leaving school without permission	Student will be reported to the Psychology Department who will arrange a Discipline Council meeting. The psychologist will arrange a meeting immediately with his/her parents/guardians. This will be reflected in his/her conduct grade (3 rd grade) or social emotional development evaluation (1 st and 2 nd grade). Students will not be allowed to leave School with another parent without a confirmed authorization from his/her parent.
Inappropriate use of the Internet (access to pornographic material and/or another material that is not related to the class)	Student will be reported to the Psychologist who will notify parents/guardians of the misbehavior. The student will have to turn in a paper about the appropriate use of the Internet. This will be reflected in his/her conduct grade (3 rd grade) or social emotional development evaluation (1 st and 2 nd grade).
Inappropriate sexual behavior (show or touch his/hers or other classmate's sexual organs)	Student(s) will be reported to the Psychology Department immediately. This will be reflected in his/her conduct grade (3 rd grade) or social emotional development evaluation (1 st and 2 nd grade).
Behavior that endangers self and/or others' safety	Student(s) will be reported to the Psychology Department immediately. This will be reflected in his/her conduct grade (3 rd grade) or social emotional development evaluation (1 st and 2 nd grade).
Bullying (Teasing, making fun or abuse verbally, nonverbally, written and/or through technological means)	The student/s will be reported to the Psychology Department immediately. This will be reflected in his/her conduct grade (3 rd grade) or social emotional development evaluation (1 st and 2 nd grade).

Applicable in all cases:

- These misbehaviors will be reported immediately by the teacher to the Psychology Department.
- The Psychology department will organize a meeting with parents/guardians.
- The Disciplinary Board will meet to discuss the misbehavior and the consequences.

- Removal of the honors earned during the school year in which the misbehavior occurred.
- This will be reflected on the social emotional development evaluation (1st and 2nd grade) or by having a 50 on the conduct grade (3rd grade).
- Parents/students must submit reports required by the Disciplinary Board.

Consequences depending on the misbehavior:

- Seizure of the object and/or inappropriate material.
- 1-3 days of suspension.
- Affects the academic status of the student.
- Social work. Students must attend with parents.
- Referral for evaluation and/or therapy from an external professional.
- The School reserves the right to deny registration.

Important

Dear parents/guardians:

We remind you that after reading and revising all School documents with your children (Guide for Parents and Students, Honor and Discipline Codes for this school year), you should print the **Guide for Parents and Students, Honor and Discipline Codes Agreements** and send a signed copy for each of your children to the corresponding Psychology Department.

Regards,

Psychology Department