

**STUDENT HANDBOOK
MACRIS SCHOOL
ELEMENTARY
2019-2020**



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I. INTRODUCTION

A. Welcome Letter

Dear Macris Community:

Welcome to a new school year. This handbook will give you information on some important issues that will help you get along well in school.

The teachers and School Administration Staff are confident that you will perform well and always hold-high your family, school and country.

The Macris School is an institution that respects the laws that govern us in order to have a harmonious coexistence. This student handbook is framed within the Fundamental Law of Education and the Fundamental Rights of Children and teens. Its objective is to promote a healthy environment of coexistence, responsibility, self-control, and to strengthen the spirit of citizenship in our students.

We hope to help develop student potential in an integral way. We want to see them grow morally, emotionally, academically, and spiritually; so that they can become good sons and daughters, good neighbors, successful professionals and excellent 21st century citizens.

B. Parental involvement expectations

The United Nations' Convention on the Rights of the Child states that parents are a very important pillar in the development and education of their children. That is why parent participation and integration in school aspects is transcendental. It is very important to consider the following expectations; which are all necessary for their children to succeed in life, both academically and personally:

- i. Attendance and punctuality. Daily and punctual attendance helps the student not to feel at a disadvantaged from his/her peers and helps to reduce stress. Therefore, it is very important that your children are on-time at entry time and to minimize absences, whether these are complete or partial. The parent/guardian should be cautious in requesting absentees and permissions, leaving these only for emergencies.
- ii. Help with Homework. The parent/guardian should make-time at home with the students help them with and make sure homework assignments are completed. It is important that students understand the importance of doing their homework and the positive impact it has on their grades at the end of the term. Students who consistently do their homework are more likely to have good grades and less likely to fail their assignments. In addition to reviewing and practicing what they learned in class; homework helps them prepare for next day's lessons, and develop the discipline they need for academic success.

- iii. Organize the study schedule and environment. The parent/guardian should encourage students to have a comfortable place to study and an environment free of distractions. This is very important to achieve concentration for both, to do homework and to study. It is important for parents to help students structure a fixed Schedule; so, students have time to devote to different activities, be it academic, cultural, or extracurricular.
- iv. Support to live-by and respect the schools' values and norms. School values and rules are established to facilitate an environment of respect and order in which school members can reach their full potential. This objective can only be achieved with the support of parents who reinforce and help develop values. The administrative decisions pertaining to both academic and behavioral issues are developed in the spirit of benefitting the students by teaching them values, such as responsibility.
- v. Maintain effective communication. It is very important for parents to pay attention to communications sent by school, as they help parents to be informed of school activities and allows them to follow the student's academic and behavioral performance.

II. INSTITUTIONAL IDENTITY

A. Who we are

Macris School, whose name is taken from Mary and Christ, is a bilingual Catholic educational institution where faith is taught. Along with the educational curriculum, religion classes are taught, mass is celebrated once a month, as well as the main festivities.

B. Mission

Macris School is a Catholic, bilingual institution that seeks to develop students of integrity who are prepared both academically and spiritually to excel in higher education and to be lifelong learners and leaders of positive change.

C. Definition of learning

At Macris School, we believe that learning is the human process of assimilating and accommodating information acquired through experience; which lasts a lifetime. It is reflective, constantly changing, and seeks to transform this experience into competencies such as knowledge, behavior, skills, and values.

D. Values

As a school community, we firmly believe in living by the following values through our daily actions:

- Love of God
- Respect
- Responsibility
- Honesty
- National Identity
- Wisdom

E. Symbols

i. Motto

Preparing Life Learners and Positive Change Leaders

F. Logo

The Macris School emblem is composed of an Alpha and an Omega, the first and the last letter of the Greek alphabet. To the right of these two letters is a cross. The meaning of the emblem as a whole is related one's life, and consequently Education, which begins and ends with the hand of Mary and Christ.

G. Mascot

Mark is a lion, symbol of strength, courage and power, and represents the fundamental basis of faith. Throughout Christianity's history, the lion has been used to represent Jesus. Mark also has wings as a symbol representing the evangelist St. Mark.

III. GENERAL INFORMATION

A. School Day

i. School day

- a. 7:55 a.m. – 2:30 p.m.
- b. Students are expected to be on the school premises no later than 7:50 a.m., to participate in daily formation.

ii. End of the school day

- a. There should be no students waiting for their parent/guardian after 3:00 p.m.
- b. While waiting, students should be in the hallway between the computer room and the exit gate.
- c. Students may not make use of any facility (including the cafeteria) where no teacher is officially assigned for extracurricular supervision.

B. Class Schedule

i. Elementary

Period	Schedule
Formation	7:55-8:00 A.M
1	8:00-8:40
2	8:40-9:20
3	9:20-10:00
Break	10:00-10:20
4	10:25-11:05
5	11:05-11:45
6	11:45-12:25M
Lunch	12:25-1:00
7	1:00-1:45
8	1:45-2:30
Dismissal	2:45 P.M.

C. Family member access to school facilities

When visiting the school facilities to make a delivery to the students, family members should report at the Reception desk, where the receptionist will instruct them to go to the Elementary Office. Family members may not roam the hallways or go to classrooms looking for students or teachers. On holidays, when family members are invited to school facilities, they must remain in designated areas.

D. Infirmary Services

The school has a clinic with a doctor and nurse on a permanent basis. The clinic, located in the Elementary School building, is offered as a complement and in addition to the care provided by the health-care provider company *PorSalud*, which is included in the student insurance.

E. School Store

Textbooks, school supplies, and uniforms are on sale at the school store and can be purchased from 7:00 a.m. to 2:30 p.m. Sale to students is limited to recess only.

F. Uniform

The purpose of the school uniform is to unify and identify the student body. It is important that students wear their complete uniform every day. In the event students fail to comply with wearing the uniform, they will be sent to the Elementary Office where the school will call their parents/guardians asking them to deliver the missing item; or the student will be given the corresponding sanction.

i. Daily Uniform

- a. Girls: Ladies have two choices for daily uniform. They may wear skorts or the school jumper. Both are made with the same fabric design. Girls must wear a white button-down shirt under the jumper, and when wearing skorts they must wear the school polo shirt. Black shoes and white socks are part of the uniform for both jumper and skort.
- b. Boys: Dark blue pants with crew-length socks, black or blue (ankle-length is not allowed), shoes and black belt, and the school's white polo shirt.
- c. Both the official jumper and trouser fabric, as well as the polo shirts, overalls and jackets are on sale in the school shop.

ii. Physical Education (P.E.) Uniform

- a. On P.E. days, students will wear the athletic uniform, which consists of shorts, school shirt, white socks, and sneakers.
- b. Sweat Pants: The school has official sweatpants that students may wear on P.E. days, or on cold days. The P.E. uniform, which consists of a red sweater and blue pants with red stripes, is available for purchase at the school store.

iii. Gala Uniform: On special occasions, students will wear the gala uniform; required the use of a long sleeve shirt. Boys will wear a navy-blue tie. All students will wear black shoes and socks must be half-calf length.

iv. Sweater/Jacket: The only sweater/Jacket allowed is the official red with the school emblem, with embroidered on the chest, which is also sold at the school store.

v. Shoes: Shoes must be black, leather, and the laces must be the same color as the shoes. Parents/guardians are encouraged not to invest in expensive shoes, as students play with them and damage them quickly. They are also advised to wear simple school style shoes and not casual or skater/skateboarder style shoes.

- a. Formal events (e.g. civic events, mass, etc.) require the use of black shoes and not sneakers.

- vi. Sneakers: Sneakers-shoes can only be white, navy blue or black. Laces must be the same color as those allowed for sneakers. Sneakers must have only one background, no designs or images. No combinations in sneaker colors that are neon, metallic, or any other combination outside of white, blue, or black are allowed.
 - a. Students may wear sneakers only on P.E. class days.
- vii. T-shirts underneath the uniform: Students are only allowed to wear complete white t-shirts with no letters or images.
- viii. Hair: Boys are not allowed to have a bear, long hair (covering the eyes or neck), or long sideburns. Boys should have a traditional haircut. Ladies are not allowed to shave their hair, wear excess dyes or hair-colors, wear too much gel, or wear extravagant hairstyles.
- ix. Jewelry: Boys are only allowed to wear a watch, a chain, and a ring; and jeweler must not be excessive. Ladies may wear one pair of earrings that does not protrude from the earlobe, a ring, a watch, a chain, and a bracelet. All jewelry must be discreet and sober. Any accessories that do not comply with this policy, will be confiscated and returned to the parent/guardian.
- x. Make-up: When using makeup, it should be discreet and in warm skin tones. When students come to school wearing excessive and flashy make-up, they will be incurring in a violation sanctioned by the code of conduct.
- xi. Nail Polish: Ladies who wish to wear nail polish may do so as long as they are warm, neutral colors that do not exceed the intensity of the pale pink. The wearing excessive and striking colors will result in a violation of conduct and will be sanctioned.
- xii. Color Days: The school schedules special activities (participation is optional) in which students may wear colored clothes instead of the school uniform. Funds collected in these events are donated to charitable and social outreach organizations (for example: FUNHOCAM, Relay for Life, etc.). On these special days, the use of short-shorts and short- skirts (The length of skirts or shorts must be at least knee length). Ripped clothing, string shirts or without sleeves, tight clothing, pajamas, and the use of excessive makeup is prohibited.
- xiii. Field trips: Teachers in charge of field trips will let students know in advance the uniform code for the trip.

G. Textbook Covers

The school makes every effort to offer the best resources to students, including textbooks. These should be taken care of throughout the school year.

To cover school-books, follow these guidelines:

- i. The first cover should be made-up of thick *manila* paper; tape or other adhesives should not have contact with the book, on the contrary tape or other adhesive should only join the manila paper. Once the book is covered with *manila* paper, it should be labeled with the student's name, grade, and section.

- ii. The book should have a second covering on top of the *manila* paper using thick plastic. Keep in mind not use contact paper or wallpaper. Tape or other adhesives should not have contact with the book. On the contrary, tape and adhesives should only join the plastic paper.
- iii. If at any time during the school year the cover breaks, the books should be re-covered to avoid damaging the book and having to pay for it.

H. Cleanliness

In order to ensure that Macris remains a green school which helps our environment, several recycling and trash bins are placed inside each classroom, the cafeteria, and other places around the school. All paper and waste is to be deposited in the appropriate container. Each student is asked to exercise his/her leadership qualities by setting an example and disposing trash appropriately; and advise to fellow students to do the same when they notice trash being mishandled.

I. Enrollment and payments

i. **Enrollment**

Macris School makes an agreement with the parents/guardians. The parent/guardian signs the agreement upon student admission at the school and are asked to read it carefully. Some of its content is described below.

ii. **Tuition Payments**

- a. The parents/guardians must pay tuition and school transportation on time at: the Macris front desk, at BAC Honduras with cash or certified check, or through online deposits using BAC's online service.
- b. Monthly payments must be made during the first five days of each month; if the fifth day falls on a Sunday or on a holiday, payments can be done on the following day. Past the fifth day, late fees will be incurred until payments are up to date. Failure to pay monthly fees will result in enrollment denial for the following school year.
- c. Sixth grade students must have paid June tuition fees for that school year prior to taking final exams.
- d. A rollover monthly fee of L. 100.00 will be charged for every month of late payment.
- e. Tuition must be paid on-time, even when students are absent for extended periods of time regardless of the reason or duration of the absence.

iii. **Book fees**

At the end of the school-year, the end of the semester, and/or in case students transfer to another school; school textbooks must be turned-in to the *Ian H. Merriam Library*. Books should be in good conditions in order to be allowed to take the corresponding exams and/or receive transfer solvency. In case any books are lost or damaged, the book must be paid in full at the school reception desk.

J. Communication with family members

i. **E-mail**

School Staff in general, including teachers and School Administration Staff uses e-mail and the main way to communicate with family members. Parents'/guardians' email addresses must be updated in our system when student are enrolled.

ii. **Parentsweb on Renweb**

L. The school uses the Student Information System (SIE) Renweb as a platform to facilitate communication between family members/guardians, students, and teachers. The system allows parent/guardian to monitor academic progress and attendance (late to class, absences, etc.). It is parent/guardian and students' responsibility to review information found on Renweb to keep up to date.

iii. **Weekly Memos**

The weekly memo is sent via e-mail and is an information magazine with school news, future events, and important dates to remember.

IV. ACADEMIC POLICIES

A. Study habits

Good habits are the key for student success. When students practice good habits, these are reflected in their academic performance. Below are some suggestions that might help students:

- i. Let teachers know by raising your hand and asking questions when in doubt about a topic or when you need further explanation in class.
- ii. Use notebooks for each class instead of loose sheets that may be easily lost.
- iii. Take home books when you need to do homework or study.
- iv. Work on a schedule and have a suitable place designated to study at home.
- v. Begin any homework or projects as soon as they are assigned.
- vi. Have access to and know how to use reference materials such as encyclopedias, dictionaries, magazines, Internet (under proper and proper supervision), and other electronic resources offered by the school.
- vii. Have a positive mindset, thinking that everyone is capable of doing their best and do not allow procrastination to be part of daily habits.

B. Religion Class

As a Catholic institution, Macris teaches Religion once a week. Students who profess faiths other than Catholic must remain in the classroom during the Religion class period. They may participate in the class if they wish to do so, but they will not be graded.

C. Grading Policies

i. Grading Categories

Students will be graded throughout the year in a variety of ways. Their final grades will be made-up-of the percentages that each teacher indicates in class at the beginning of the year using the following guidelines:¹

- a. The final grade at the end of each term is made up of three grade categories:
 1. Classroom work: This includes, but is not limited to, quizzes, short quizzes, class participation, laboratories, group projects. The maximum percentage assigned to this category will be 40%.
 2. Students will take home the topics that will be covered during the coming week; so, parents/guardians know what topics need to study and when they will be evaluated.
- b. Work outside the classroom: This includes, but is not limited to, short and long assignments, research projects, individual projects. The maximum percentage for this category will be 30%.
- c. Term exams: Students will be evaluated with final exams at the end of each of the four terms during the year, which will have a value of 30%. On term exam days, students will take up to two exams per day. After exams are completed, students will have the content to be covered on the next day's exams. Students are not allowed to leave early on these days.
 3. Content: Parents/guardians will receive by e-mail one week prior to term exams, the topics that will be evaluated in each class.

¹ *Acuerdo Ministerial No-1796-SE-2017*. Secretaría de Educación. Tegucigalpa: La Gaceta

ii. **Terms**

The school year is divided into four academic terms and three parent-teacher conferences in which grades are given for that term.

iii. **Homework**

To strengthen the value of Responsibility, it is of paramount importance that students learn to be responsible for turning in homework and short assignments assigned in class. It is important to review the agendas as they will allow you to be up to date on the tasks assigned and to know when they are due. Homework that are not turned-in on the assigned day, will lose 20% of the original value, for each day in which the homework is late. Even if it is the fifth day, and the assignment has lost its full value, the school expects students to turn-in the work in order to get the benefit of practicing the content and/or skills.

iv. **Make-up of assignments and homework due to justified absence**

If the school considers the excuse justified, then the student will have the opportunity to make-up the work. The amount of time allowed to make-up the work will not exceed the amount of time the student was absent.

v. **Make-up of term exams in case of illness or travel**

Macris School does not authorize replacement of exams before or during the term exam week. Replacements will be made after the test week at a time determined by the School Administration. It is important that the student is not absent during the make-up week, as this is the only opportunity to make up an exam.

D. **Internal policies for grade promotion, re-enrollment, probation and student transfer**

Macris School follows the rules stated by the Education Secretariat and establishes internal school policies regarding academic performance, promotion, re-enrollment, and student conditioning periods within the institute.

i. **Academic policies for grade promotion**

- a. In order to be promoted to the next grade level, students must obtain individual grades by subject, equal to or greater than 70%.
- b. If the student is placed on academic probation during the year, and they fails to pass; the student will be held-back a grade. (As long as the student has not been held-back a year previously). If the student has been held-back more than once, then the school will not be renewing enrollment the following school year.

iv. **Grade failure**

- a. A student who scores less than 70% in any subject at the end of the school year, must take make-up exam in order to be promoted to the next grade level. Following stipulations Ministry of Education, if the student fails one class after taking the make-up exam, the student will have to repeat the entire year.
- b. If a student fails five or more subjects, the student will not be allowed to take the make-up exam and will have to repeat the entire year.

v. **Re-enrollment**

To approve student re-enrollment, the school will use the following internal policies:

- a. **Loss of re-enrollment rights:** The school reserves the right of admission for those students who have not complied with the stipulations on their academic commitment letter and did not achieve a minimum 70% average on the period following the academic probation.
- b. **Behavior:** Macris School will always take into consideration the student's behavior, which will be a determining factor in the re-enrollment of all students. In the event of very serious misconduct, the school may deny a student enrollment without a letter of commitment, and a subsequent probationary period. Macris School will grant the student a transfer letter to another school in cases where the student's conduct will adversely affect the school environment.

ii. **Academic probation (Conditional enrollment)**

Academic probation will be given to students who fails two or more subjects and/or obtain academic average below 70%, at the end of the school year. Failure to pass this academic probation will result in having to transfer to another school. Macris School does not grant enrollment to students who are required to repeat a school year.

iii. **School Transfer**

- a. The parent/guardian who plans to withdraw a student from the school must fill out the student transfer request form, letting the school know about any transfer plans with at least 15 days in advance. In order to complete the transfer process, students, parents/guardians must return school property such as textbooks and lockers, at which point, the school will issue a transfer solvency document.
- b. In addition, parents/guardians must also fill-out academic document request form and pay the corresponding fees for: transcripts, certificate of studies, and behavior certificate.

E. Awards

i. **Honor roll**

At the end of each of the four school terms, the school will reward students achieved academic excellence and had good behavior. In order for a student to be considered for honor roll, they must meet the following requirements:

- a. Obtain an average greater than 85%.
- b. Not to have any grades below 75% and only one (1) grade between 75% and 79% (C).
- c. Must not have disciplinary sanctions due to behavioral issues, or have three or more pink cards or one blue card during the term.
- d. Must have good citizenship and work habits, grades, and no more than two "N" or "U" grades in each category.

ii. **Honor roll scale**

Combined Class Average	Honor Roll List Category
95%-100%	<i>High Honor Roll</i>
90%-94%	<i>Honor Roll</i>
85%-89%	<i>Honorable Mention</i>

iii. **End of the year awards**

- a. Best student diploma per class and section

At the end of the school year, the top three students (grades 95% to 100%) will be selected by subject, taking into account averages through the third term.

- b. Silver medals

At the end of each year, the school will award three silver medals to the students with the highest grades for each sixth-grade section. These grades are obtained by calculating the average of the first three terms of the year. The medals are given to the students during the graduation the ceremony, which is an honor and recognition for the student and his/her family

iv. **Sixth Grade Awards**

a. Presidential Award

Sixth graders with final grade of 90% or higher will receive Gold diplomas from the President of the United States. Grades are calculated by adding the final grades for 4th and 5th grades and the first three terms for sixth grade. Students must also have been graded with “very good behavior” in all three years at Macris School. Students who did not attend Macris School from fourth to sixth grades and meet the requirements for the award will receive but are eligible for the diploma will and are eligible for the diploma will receive a silver diploma from the President of the United States.

F. Writing standards

Macris School has selected the two most widely used writing styles in academia to guide the writing and development of academic papers.

i. **APA Style**

- a. Created by the American Psychological Association, it is the world's most widely used format for writing, presenting, and publishing scholarly work.
- b. The guide for application and study of APA standards is available on the [Purdue University Writing Laboratory Web site](#). This site is dedicated to teaching and constantly updating writing standards.

ii. **MLA Style**

- a. Created by the Modern Language Association of the United States, it is one of the most widely used formats in international schools governing writing, presentation and publication of academic works.
- b. The guide to apply and study the study MLA standards can be found on the [Purdue University Writing Lab website](#). This site is dedicated to teaching and constantly updating writing standards.

V. MACRIS EDUCATIONAL AND COMMUNITY ACTIVITIES

A. Extracurricular activities

- i. **Extracurricular activities/clubs:** The school offers opportunities for students to develop integrally through participation in extracurricular activities. Some of the many options for students participate are: sports, co-curricular activities (academic competitions), among others.
- ii. Sports clubs (men's and women's) accept students in categories based on the student's age.

- iii. A parent/guardian whose child is interested in participating in a sport, must complete an authorization form and return it to the P.E. teacher.
- iv. **Selection for competitions:** Coaches will choose, according to academic and sports performance or artistic ability, the students who will be part of the teams to represent the school in the various competitions. Each competition specifies a specific number of students who may be enrolled. We ask for cooperation and understanding when Coaches are selecting students who will participate in competitions.
- v. Remaining in school sports/activities/clubs

Permanence of a student in an activity/club is contingent to the students' academic performance; which will be defined in the regulations for each activity/club. The student should also have excellent behavior and attend club meetings constantly. If a student fails a class or receives a very serious disciplinary sanction during the current school year, student participation in any sport/activity/club may be cancelled. Students must have good attendance record, both in school and in sport/activity/club practices, in order to remain an active member of the sport/activity/club.

B. Field trips

Throughout the school year, some planned classroom activities require students to leave school grounds. In those instances, teachers in charge of the activity will inform in advance parent/guardians and students about uniform or dress code for the trip. All students must present a permission slip signed by the parent/guardian in order to attend or participate in the activity. To maintain student safety, an issue in which the school is highly committed; students will not be allowed to leave school grounds unless they have turned-in the written and signed paper copy of the permission slip.

C. Pastoral Activities

- i. **Masses:** A monthly mass is celebrated for the entire Macris community. Parents/guardians are always welcome. *The Santísimo* (Holy Sacrament) is present in the chapel and parents/guardians may visit at any time. *"The Lord waits for you at home."*
- ii. **First Communion:** First grade students will begin to receive during religion class, preparation for Catholic First Holy Communion; which takes place in third grade.

D. Student Council and Grade Councils

i. **Student Council (Stuco)**

The Student Council Committee (Stuco) is a student body, elected by students in democratic elections. Stuco's purpose is to represent the student body and organize activities for the benefit of the educational community. The election of the council will follow democratic procedures, respecting each student's vote.

Requirements to be eligible to be elected as a Stuco member and to remain in office are:

- a. To have an academic average equal to or greater than 85%.
- b. Not having received pink or blue cards in the academic year in which the student aspires to run (if the student has received a pink card, the School Administration will consider on-a-case-by-case basis the reasons why the student received the sanction and determine if the student may or may not participate).
- c. A student running for an office must demonstrate leadership skills in school activities.

ii. **Grade councils**

Each grade will elect a council of directors consisting of a president, vice president, house representative, and treasurer in September of each school year. The president will also be the Stuco delegate. Applicants must meet the following requirements:

- a. Have a global academic average equal to or greater than 85% in the previous academic year.
- b. Not being on academic probation or conditional enrollment due to behavioral instances.
- c. Not having received any pink or blue cards (if the student has received a pink card, the School Administration will consider on-a-case-by-case basis the reasons why the student received the sanction and determine if the student may or may not participate.)
- d. A student aspiring to run for a position must demonstrate leadership skills in school activities.
- e. The Orientation Department will release the list of students who may be eligible to run for a position to the teachers, who will organize the assemblies in each grade and section to elect the council.

- iii. The Orientation Department is responsible for coordinating the election process and releasing the list of students who will be eligible to run for a position at the council. Any student who is not on the list and would like to run, may speak with the Director or the Elementary Principal to request that their case be reviewed individually.

E. Evacuation procedures and other emergency situations

Macris School has programmed emergency and security plan for different types of situations (earthquake evacuation; fire evacuation, etc.). Drills for these emergency procedures will be carried out throughout the year in order to ensure student community safety. In some instances, drills will be previously announced, so that teachers can review the procedures during classroom hours. In other instances, drills will be done without prior announcement, to evaluate the degree of readiness of the school.

F. Parent-Teacher Conferences/Report Card Day

A Parent-Teacher Conference Day will be held at the end of each term to discuss student academic achievement and behavior. It is important to attend these conferences in order to provide parents/guardians with academic feedback and follow-up.

- i. **Payments:** Students must be up-to-date with tuition payments prior to report card day.
- ii. Each teacher will keep a record of the parents/guardians with whom they have had a conference. In this way, School Administration will have a record of family members/guardian who meet with the teachers.

G. Conferences requested by teachers and School Administration Staff

- vi. During the school year, teachers and/or School Administration Staff may request appointments with the parent/guardian for which the parent's/guardian's presence will be requested at the school.

H. Ian H. Merriam Library

Elementary and High School students are always welcome at the library. Every student has an online digital account, to obtain their credentials students may visit the librarian. All students may visit the library during recess or class time, and or during term exams periods, provided students have a pass signed by the homeroom teacher.

VI. INSTITUTIONAL NORMS

A. On attendance

Students must attend school and for the entire school day as stated in the academic calendar.

i. **Attendance call**

Attendance will be taken inside the classroom after morning formation.

ii. **Excused short absences**

- a. The school may excuse students for up to three consecutive days due to health reasons. Absence of more than three days require a medical excuse, which must be presented to the school principal.
 4. A student who absent is and does not provide a written excuse, or whose excuse is unacceptable, will not be allowed to make-up the work for the day the student is absent.

- b. If a student is absent, the parent/guardian should contact the school by 8:00 a.m.
 - 5. In addition to verbal communication, any absence must be notified in writing.

- c. Submitting the written excuse

When students submit a written excuse to the principal, the teacher will be notified to allow the student to make up for missed assignments and tests. Absences during term exam periods will be valid only for illness and must be presented with an excuse signed by a physician.

- iii. **Homework and project make-ups**

[See the section on Make-up of assignments and homework due to justified absence.](#)

B. Transportation

- i. **Transportation Service**

The school provides transportation service to students. Parents/guardians must sign a transportation contract to purchase this service.

- a. Due to safety reasons, which the school fully adheres to, students must remain seated on their seats in the bus at all times. This also includes prohibition to students take their hands or heads out the windows.
- b. Students must at all times behave respectfully with the driver, babysitter, classmates, and people walking-by.
- c. In case of lack discipline, the school may reprimand, assign pink cards, and/or suspend student use of this service.
- d. Changing bus routes:
 - 1. Students may not request bus changes to leave school with classmates; instead, the host parent/guardian must come to school and pick up the student as stated in previous sections.
 - 2. Elementary School students are not allowed to use High School transportation.

- ii. **Transportation using personal vehicles**

- a. For the safety of our community (students, families, employees, etc.), vehicle identification stickers are sold at the school's reception desk. Stickers should be placed in the right corner of the car's front glass.
- b. Before the end of the school day
 - 1. Parents/guardians who wish to pick up students before the end of the school day, must stop by the management office to get an exit pass, which will be turned-in to the guards upon leaving the school.

2. The person picking up the student must wait in waiting area around the Principal's Office and will not be allowed to enter the classrooms.

- c. In case the parents/guardians are unable to come to school to pick up their child personally, they must follow the steps in section [Leaving School with Third Parties \(Non-Relative/Registered Caregivers\)](#).

C. Departures with Third Parties (Non-Relative/Registered Caregivers)

- i. No student will be allowed to leave the school without an exit pass authorized by the School Administration. This safety action is rigorously enforced to comply with school regulations that protect students.
- ii. If a student plans to leave school with a classmate or another person during, or after-school, or at the end of an extracurricular activity, they must turn-in a written authorization letter signed by his or her parent/guardian. The authorization letter must include the name of the person with whom the students is authorized to leave the school or the school/extracurricular activity.
 - a. This authorization letter will be given to the School Principal at the beginning of the day. Either one will approve, sign, and seal it, prior to returning it to the student.
 - b. The person responsible for picking up the student must sign the exit pass sent by the parent/guardian of the student, whom they are withdrawing from the school. The pass will then be turned over to the security personnel at the school's exit.
- iii. No telephone calls will be granted to request departure authorizations, nor will the schools receive authorization in any other format except for written authorizations on paper.
- iv. Students may not make telephone calls during the school day to schedule outings with classmates. School departures must be scheduled in advance and all permission slips must be signed by the parent/guardian.
- v. Students may not request bus changes to leave school with classmates; on the contrary, the host parent/guardian must come to school and pick up the student as stated above.
- vi. For safety reasons, which Macris School is faithfully committed to adhere; transporting students on open part of pick-up vehicles is not allowed.

D. Recess and Lunch

- i. It is important that students behave according to all school values when using the cafeteria. They should always follow the rules by waiting in line to buy food, sitting properly (not on tables), and cleaning up after themselves the end of recess. This also includes adhering to established cafeteria schedules.
- ii. This includes adherence to established schedules for cafeteria use.

- iii. Students who bring their lunch to school should eat inside their classroom during the hours assigned by the teacher. Students will have access to a microwave oven, which will be used under the supervision of their teacher. Students who bring money to purchase food in the cafeteria will be dismissed during the scheduled lunch time; and should not use the microwave oven located in the cafeteria without the supervision of a responsible teacher.
 - a. In an effort to keep the school clean, students are not permitted to eat in any other area, since these are used as playgrounds.
- iv. Food delivery or food sales
 - a. For security reasons, students are not allowed to order food to be delivered to school. When a student forgets his/her meal at home or if the parent/guardian wishes to bring food to the student, food must be delivered to the secretary at the Elementary Principal's office. The Staff will make sure the student receives it without having the parent/guardian come into the classrooms.
 - b. Students and/or parents are not allowed to sell food inside the school. Food will only be sold at pre-approved and scheduled events (bake sales, Stuco activities, Economic fair, etc.).

E. Hall passes

- i. Any student wishing to leave the classroom (whether to go to the restroom, library, nurse's office, etc.) must carry a pass issued by the classroom teacher.
- ii. Two students of the same sex and from the same classroom may not be on the second floor unless they are in the library under the supervision of the librarian.
- iii. No student may leave the classroom without the teacher's permission.

F. Lost and Found

- i. All items found in the Elementary School area must be delivered to the Principal's Office. All these items are kept in the lost and found area.
- ii. Valuables: Students should not bring valuable objects to school. If lost, the school will not be held responsible for them. This includes, but is not limited to, fine jewelry, expensive toys and technology such as cell phones, cameras, computers, among others.

G. Limited access areas within the school boundaries

Each school level within the institution (Preschool; Elementary; High School) has specific areas designated for student permanence and recreation.

- i. Elementary School students may not remain in High School at any time during the school day; with the exception of times when they receive class in a High School classroom or visit the Media Room.

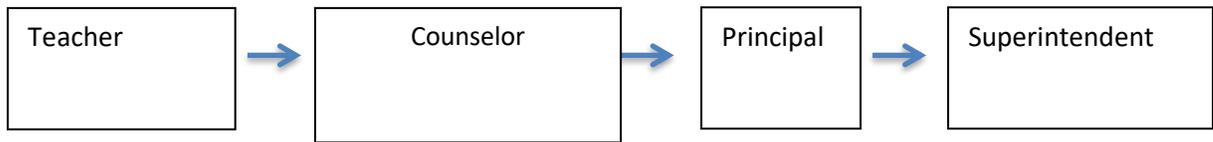
- ii. Students who wish to visit the school store need to get a pass from their teacher may and can only visit the scheduled Elementary School recess.
- iii. Elementary student who do not remain within the Elementary School designated area, will be sanctioned.

H. Open-door policy

The School Administration wants to emphasize its desire to have a good communication with students and parents/guardians. Students are always welcome to voice any concerns or just stop-by during recess, lunch, or before and/or after school. However, in order to maintain effective communication habits, we suggest following the communication pathways below.

I. Communication Flow Chart

To improve communication and support the development of good relationships between students, parents/guardians, teachers, and administrative staff, we suggest using the flow chart to assist you with any concerns:



- i. The first step is to communicate via email and/or make an in-person appointment with the class teacher.
- ii. If you do not find a solution to the problem or concern, contact the student's grade level counselor via e-mail and/or make an appointment.
- iii. If you continue to have a concern, contact the Principal via email and/or make an appointment.
- iv. Finally, as a last resort, make an in-person appointment with the school's Superintendent.

J. Requesting appointments with teachers and Administrative Staff

Following the steps of the communication flow chart, to schedule an appointment in person with a teacher or administrative staff, please do so with at least two days in advance, so the school can make arrangements to meet properly and without interrupting teacher schedules.

- i. To schedule an appointment, we encourage you to email the teacher or the administrative staff and schedule it directly with them. As a last resort, call the Elementary School Administrative Secretary to request an appointment.

- ii. For safety reasons, which the school is fully committed to adhering, visitors and parents/guardians must wait in the School Administration Office. The Administrative Secretary call to the person(s) with whom the appointment has been previously scheduled.
- iii. It is important that students receive all complete attention during term exam week, therefore appointments with parents/guardians and teachers or with administrative staff are limited during this time. Academic appointments will not be made three days prior to term exams or during the exam week. Parents/guardians should plan to request appointments prior to the dates stated above.

K. Policy on the use of designated language in the classroom

In order to strengthen language skills, students and teachers will speak exclusively in the language designated for each class (ex: English, French).

L. Tutoring

- i. In accordance to the Honduran *Ley fundamental de Educación*, the school does not allow homeroom/subject teachers to tutor their own students'.²
- ii. The school may counsel parents/guardians by indicating the name of teacher who is also a tutor. It is left up to the parent/guardian to contact them and make tutoring cost and schedule arrangements.

M. Textbooks

i. **New Books**

Upon receiving a new book, students will also receive a sheet outlining the state and condition of the textbooks. The parent/guardian and the student should review the textbook condition sheet. If they agree with the stated condition, they need to sign the sheet and return it to the teacher. The sheet will be given to the class teacher during the first two weeks of class.

- ii. Under no circumstances should the assigned book number be changed, or change the name of the student assigned to the book.
- iii. Students should avoid lending books to each other. The school is not responsible for loss and/or damage caused by book loans or by book neglect.
- iv. Book abandonment and loss:
 - a. No re-enrollment rights will be given to students who owe textbooks.
 - b. Losing textbooks imply having to pay for them. If the book is damaged due to improper use, a percentage of the book's current market price will be charged to the parents/guardians.

² Secretaría de Educación. (2014). Ley fundamental de Educación (Tít. IV, Cap. II, Art. 111). Tegucigalpa: La Gaceta.

N. Telephone use at school

Use of the school telephone is restricted to students. Students should only request to use the phone in case of an emergency. The Administrative Secretary in the Principal's Office will call the parents/guardians giving them the appropriate message. Students may not borrow the phone to request delivery of homework, books, projects, or money left at home. Likewise, the school telephone may not be used to request permission to go out with classmates.

O. Use of Technology

- i. On good practices to use virtual platforms available to Macris community
 - a. Virtual platforms are provided to the student body for educational purposes only. Student use of these platforms is at all times in adherence to the school's conduct and discipline policies. Macris School School Administration has the right to restrict student's use of these platforms when students do not make good use of them. The School reserves the right to modify these policies throughout the school year.
 - b. The use of access credentials for virtual platforms (username, password, and security questions) is exclusively for the student or parent/guardian who registered for the account. The use of these platforms for purposes other than valid educational objectives is prohibited and will be sanctioned at the discretion of education authorities. .
 - c. Access credentials for virtual platforms (username, password and security questions) should not be shared with anyone, at any time, and for any reason. This includes providing access to other to have them: review information, complete, fulfill online requirement, etc.
 - d. Using information on virtual platforms, including but not limited to: videos, Power Point presentations, screencasts, reference material, worksheets, and others, in a way that harms the integrity of people in the Macris community (students, family members, teachers, administrative staff, etc.) in any way (bullying, teasing, harassment, etc.), is prohibited and will be sanctioned at the discretion of educational authorities.
 - e. Macris School shall under no circumstances be responsible or liable for the student's misuse (accidental or intentional, direct or indirect), of material or immaterial damages, legal violations, etc. of virtual platforms; including, but not limited to, access credentials (username, password, and security questions) and manipulation (including entering or downloading) of content.

ii. **Cellphones**

The school encourages parents/guardians to use caution when deciding on the type of cell phone they give to students, and to be diligent on making sure these are properly used. The school is not responsible for lost cellphones on school property.

- a. Given that elementary school students are young, Macris does not allow the use of cellphones at any time of day. If a student is seen with a cell phone in his or her hands, the cell phone will be confiscated and will not be returned until the parent/guardian picks it up. If there is a repeat offense, the student will receive a disciplinary sanction.
- b. In the event of an emergency, students will be able to make phone calls from their cell phones in the Administrative Office. Regular (non-academic) use of cellphones is not permitted during school hours, therefore students may not use them to send texts or make calls in classrooms, hallways, restrooms, cafeteria, and sport areas.

iii. **Software Piracy or hacking**

Any student or parent/guardian found hacking into Macris' databases and/or changing information within it, will be sanctioned and the student will be considered to be transfer to another school. Use of the Macris wireless network is exclusive for Macris employees.

P. Use of the Macris Agenda

Students in Elementary are required to use daily the Macris school agenda, to record all their assignments and projects. Parents/guardians must sign the agenda daily, which will be reviewed in all classes, and will be worth two cumulative points in each class. This agenda helps students get organized and avoid losing points due to missed assignments.

VII. CODE OF CONDUCT

A. Introduction

Macris is proud to know that within its campus, students and faculty are safe, respectful of their environment, and school values are taught through each individual's daily actions. To maintain this type of environment, the school has a code of conduct that governs daily actions and interactions.

B. Appeals Procedure

- i. Macris School encourages all members of the educational community to abide by these rules. The rules and sanctions here stated are intended to direct the healthy, harmonious, and pro-educational coexistence among all members within the institution. In instances in which there have been breaches to the code of conduct and sanctions have been placed, the school expects all parties involved to resolve them using this code of conduct and respecting the proper communication flow steps ([See the section on Communication Flow](#)).
- ii. Any breach to the code of conduct, as well as to any behavior not designated on this code but considered contrary to the code by the Elementary School Administration will be sanctioned in accordance with the code's regulations and/or as deemed appropriate by the Elementary School Administration. In the event that a parent/guardian considers that actions taken are contrary to the sanctions stipulated in the code, the parents/guardians may appeal the decision through a written letter addressed to the school Superintendent. In this letter, the parent/guardian must detail the case and justify the reasons why the sanctions are contrary to the code of conduct. The Superintendent will discuss the case with the appropriate faculty and/or administrative staff to make a decision regarding the appeal.

C. Harassment or Bullying

Macris has a zero-tolerance policy for harassment also known as bullying. Bullying is considered to be any case in which it is evident that a student is collaborating directly or indirectly, individually or collectively, in isolating a student or a group of students, and/or when a student is acting in a demeaning and/or humiliating manner towards any member of the Macris community. In these instances, a disciplinary sanction will be given, and the sanction will depend on the severity of the offense, and in accordance with Honduran *School Harassment and Antibullying Law*.

D. Cyberbullying

Macris has a zero-tolerance policy for cyberbullying. Cyberbullying is considered to be any case in which it is evident that a student is collaborating directly or indirectly, individually or collectively, in isolating a student or a group of students via the internet (including but not limited to electronic devices, social media etc.), and/or when a student is acting in a demeaning and/or humiliating manner towards any member of the Macris community. In these instances, a disciplinary sanction will be given, and the sanction will depend on the severity of the offense, and in accordance with Honduran *Harassment and Antibullying Law*.

E. Academic Honesty

i. Academic Honesty Concepts

- a. For the purposes of this regulation, **academic honesty** is understood as: honesty, integrity, decorum, decency and rectitude applied by the students in their actions and towards academic activities.
- b. Academic **dishonesty is understood** as: the lack of honesty, integrity, decorum, decency and rectitude applied by the students in their actions and towards academic activities.

ii. Plagiarism

- a. The Academia Real Española (2019) defines plagiarism, and by extension to plagiarize, as the act of "Substantially copying the works of others, and taking credit as if they were their own"³.
- b. Plagiarism will be understood as the use of sources, ideas and/or words of another person, in any manifestations (oral, written, electronic and/or printed) and passing them as their own; without specifying the source of the information, according to the writing norms stated in these regulations or as instructed by the teacher.

iii. Cases contrary to academic honesty

- a. The following is a partial list of cases of academic dishonesty. The School Administration may determine as cases of academic dishonesty, any other action not stipulated in this policy.
- b. To do graded homework, projects, or other work with the help of, and without authorization from the teacher or school; be it, but not limited to: oral or written assistance from another student or from unauthorized sources, electronic devices, electronic or printed bibliographic sources, or any other printed material not stated in this policy.
- c. Copying information from a source without proper citation, whether it's a direct or indirect citation, or not using the writing standards stated in this policy or those indicated by the teacher.
- d. Turning-in work as one's own, when it has been done, partially or totally, by another person, either belonging to the Macris School community or outside the institution.
- e. Manufacture or falsify data or any type of information, including, but not limited to, data in laboratories and experiments, digital and/or printed bibliographic sources.
- f. Manufacture or falsify justifications for not meeting deadlines specified by teachers and/or the administrative staff for academic activities.
- g. Promote acts contrary to academic honesty among members of the Macris School community

³ Real Academia Española. (2019). *Diccionario de la lengua española* (22 ed.). Madrid, España. Consultado en: <https://dle.rae.es/?id=TIZy4Xb>

F. Absences

The School will excuse up to 20 unexcused absences in the school year, not to exceed 5 per term. A commitment letter will be given to the parents/guardians of any student who exceeds 20 absences in the school year (21+) ([See section on Commitment Letters](#)).

G. Late arrivals

[For the norms on school absences see the section On School Attendance.](#)

- i. Students should participate in the civic ceremony and the morning prayer at 7:55 A.M.
- ii. Any absence from the school day (8:00 a.m.) will be taken as an absence once attendance is taken after the formation of the day.

No late arrivals to the school day may be excused due to traffic reasons. In the event of protest or other events affecting school transportation, the School School Administration will decide if the delay merits being.

- iii. When the student accumulates ten late arrivals of any kind in any one term, it will be considered a serious offense.
- iv. The school will excuse up to 20 late arrivals, of any type, per year, not to exceed five per term ([See the section on Commitment Letters](#)).

H. Minor Offenses

These are offenses that because of their mild nature are not reported to the parent/guardian when they are not repetitive. Repeating minor offenses may lead to a pink card reflection and report ([See the section on Behavior Reports](#)).

Minor Offenses include, but are not limited to:

- i. Grades below 70%
- ii. Talking during class.
- iii. Incorrect use of the school uniform.
- iv. Remaining in the classroom without teacher supervision.

I. Serious Offenses:

These offenses will be communicated in writing through a pink card and reflection report which will include a reflection on why the sanction is being given ([See the Section on Behavior Reports](#)).

Serious Offenses include, but are not limited to:

- i. Running, pushing each other in hallways or stairs.
- ii. Sliding on handrails or sitting on stairwells.
- iii. Going from Elementary School to Kindergarten without authorization.
- iv. Remaining on the second floor before the 8:00 a.m. entrance time, during breaks and lunches, and after the 2:45 p.m. exit time.

- v. Being out of the classroom without a pass.
- vi. Chewing gum on buses or school grounds.
- vii. Drinking or eating on buses or in the classroom in inappropriate times at times.
- viii. Using curse words, being rude, and using phrases that do not built-up the speaker.
- ix. Causing disorder on the bus and/or throwing trash out the window.
- x. Using a bus route other than one's own, without proper authorization from the school.
- xi. Causing or participating in any form of disorder in any school grounds of or during event in which the student is participating.
- xii. Cheating or attempting to cheat (Giving or receiving) on homework, quizzes, projects, etc. A student who repeatedly cheats on homework assignments will be sanction with a blue card reflection report.
- xiii. Failure to turn-in appointments schedules and incident reports on the appropriate day and signed by parents/guardians.
- xiv. Accumulating five late arrivals to classes in the same term.
- xv. Accumulating two detentions.
- xvi. Carrying unauthorized electronic devices.
- xvii. Bringing to school objects or toys that could cause harm to any person in the educational community.
- xviii. Disrespecting patriotic symbols in ceremonies and civic ceremonies.
- xix. Being disrespectful during masses and prayers (e.g., talking to peers, laughing, etc.).
- xx. Verbally assaulting anyone in the educational community. Repeat offenses will be sanctioned with a blue card reflection report.
- xxi. Disposing of garbage in places not designated for that purpose.
- xxii. Lying to anyone in the educational community.
- xxiii. Any act of vandalism (e.g., using liquid paper, paints, etc. to damage school property).
- xxiv. Wandering in unauthorized un-authorized school areas.

J. Very Serious Offenses

These offenses will be communicated in writing through a blue card reflection report, which will include a reflection on why the sanction is being given ([See the section on Behavior Reports](#)). Macris School reserves the right to sanction any very serious offense (whether it is mentioned in this handbook or not) as deemed appropriate by the School Administration.

Actions considered Very Serious Offenses include, but are not limited to:

- i. Taking, without permission, other people's belongings.
- ii. Violent behavior.
- iii. Disrespecting teachers.
- iv. Disrespecting peers.

- v. Accumulating five pink reports. Receiving a fifth pink report will generate the assignment of a blue report.
- vi. Intentional disobedience to any school authority with visible manifestation of insubordination.
- vii. Physical or verbal aggression against classmates, teachers or any other person in the educational community will be considered bullying ([See the section on Bullying](#)).
- viii. Discrediting the school image, classmates, teachers or any other person in the school through any means of communication, including, but not limited to, social networks and the Internet ([See the section on Cyberbullying](#)).
- ix. Raising false testimonies that harm the personal and family dignity of any person in the educational community.
- x. Intentionally causing physical harm to a classmate with any object, whether authorized or prohibited.
- xi. Leaving campus without proper written permission, without an exit pass, or with an unauthorized person.
- xii. Cheating (Giving or receiving) on papers, tests, term exams; taking information from the term exam; talking during term exams. This will result in a 0% grade on the test.
- xiii. Falsifying parent/guardian signatures on any document submitted to the school, including, but not limited to, weekly cards, exit permits, grades reports sent by teachers.
- xiv. Altering in any way, documents sent by the school (weekly cards, reports, name and number of textbooks, etc.).
- xv. Any act of vandalism, which includes, but is not limited to, drawing or writing obscene phrases on one's own or another person's property, including, but not limited to, the property of any person in the educational community.
- xvi. Taking material (notebooks, textbooks or reading books, etc.) or other property from classmates, teachers, or others without authorization.
- xvii. Doing any action that breeches the rules on academic honesty ([See the section on Academic Honesty](#)).
- xviii. Staining, scratching, destroying property, or misusing (with or without intent) school furniture, including, but not limited to, walls, ceilings, floors, desks, restrooms, and books.
- xix. Carrying firearms and/or knives including, but not limited to, knives, bullets, sharps, syringes, and firecrackers. It is also prohibited to carry any object/toy that resembles and/or imitates any of the above weapons.
- xx. a. If any of the above items are found, they will be confiscated, retained, and the parent/guardian will be called to inform him/her of the situation.
- xxi. Introducing on campus any articles or materials used for intentional celebrations or disorders, including, but not limited to, flares, eggs, fireworks, stink bombs, and shaving cream.
- xxii. Bringing magazines or pornographic material to school.
- xxiii. Sitting on the railings (hallway and second-floor).

- xxiv. Wandering around without adult supervision and/or without proper authorization the following areas: ravine, mountain, parking lot and soccer field.
- xxv. Any and all violations to the [Software Piracy or Hacking Section](#).

K. Academic and Behavior Reports

i. **Weekly cards**

Every Friday, the school will send out weekly color-coded reports (white, green, pink, and blue) indicating the student's performance. It is very important that parents discuss academic achievement and behavior at home with students. Green, pink, or blue cards should be signed by the parent/guardian and returned to school the

- a. White card: It represents an excellent academic and behavioral work. This card stays at home and should not be returned to the school.
- b. Green card:
 - 1. Indicates satisfactory work but low grades the student may have earned during the week.
 - 2. The card is assigned due to minor behavioral issues.
 - 3. Receiving a green card is not a negative report. However, repeated offenses may be a warning sign. The parent/guardian is encouraged not to be disappointed because the student did not obtain a White card; instead encourage the student to improve in the areas stated by the teacher.
- c. Pink card:
 - 1. Pink cards are issued due to serious misconduct.
 - 2. Pink card may indicate repetitive academic or behavioral incidents that need to be corrected.
 - 3. Depending on the situation, the school will call or send an incident report to the parent/guardian to inform them of the situation and look for ways to resolve the issue.
 - 4. If needed, the counselor will call the parent/guardian and notify them of any misconduct. The card must be applied for at home on the day of assignment and must be returned the next school day after assignment to avoid incurring another disciplinary sanction.

d. Blue card:

1. Blue cards are issued for very serious misconduct.
2. When a student receives the fifth pink card, it turns into a blue card due to repeated serious misconduct.
3. In the event a student obtains a blue card, the parent/guardian will be called for a meeting at the school with administrative staff to discuss the event and will be given the blue card to sign.
4. The parent/guardian of student who received a blue card will also sign a letter of commitment agreeing to work with the student and support their improvement. If the student does not improve as requested, the parent/guardian and student will be placed on behavioral probation.
5. Receiving two blue cards in one school year, will result in denied enrollment the following school year.

L. Detention

- i. Detention is scheduled one day a week and be announced in advance.
- ii. Parents/guardians must pick up the student at school at 3:30 p.m.
- iii. Student will have to stay in detention when:
 - a. Have missed three consecutive assignments in any class, either in one week or three non-consecutive assignments in the same term.
 - b. Have accumulated three misdemeanors (e.g., chatting in class; being late; misbehavior, among others).
- iv. A student who receives more than two detentions in a year will receive a pink card. Students will not be sanctioned with a third detention, instead the school will sanction with an automatic pink card.

M. Commitment letters and subsequent probation

In certain cases where serious offenses are repeated during the school year, parents/guardians will receive a commitment letter, which must be signed by them. In this letter, parents/guardians agree to devote time and effort to improving the questionable behavior. If consistent improvement is not observed and the behavior continues, the parent/guardian and student will enter a probation period. Following the probation period is an evaluation to determine re-enrollment in the institution.

i. **Commitment letters and subsequent probation for pink card accumulation**

Parents/guardians of students who receive multiple pink cards for the same offense will be subject to signing a commitment letter.

ii. **Commitment letters and subsequent behavior evidence**

- a. The commitment letter must be signed by the parents/guardians of the student engaged in behavior outside of the rules of coexistence as stated by the School and/or who has received a blue card.
- b. If no improvement in behavior is observed, the parent/guardian and the student will enter a behavioral probation period. Failure to pass the behavioral probation period will result in the student being assessed for continued enrollment in the institution.
- c. Obtaining two blue cards will result in the school reserving the right to re-enroll the student for the next school year. It will be at the discretion of the Administration to place the student directly on probation for conduct during the term in which the offense is committed, during the current year, depending on the severity of the offense committed.

iii. **Commitment Letters and Subsequent Probation due to Absences**

- a. Parents/guardians of students who have obtained more than 5 unexcused absences during one term must sign a commitment letter.
- b. Upon recurring unexcused absences, the parents/guardians and the student will be placed on probation for absences. If the student does not pass this probation period, student re-enrollment will be assessed by the institution.

iv. **Commitment Letters and Subsequent Probation due to Late Arrivals**

- a. Parents/guardians of students who have obtained more than 5 late arrivals of any kind during a term must sign a commitment letter.
- b. Upon recurring late arrivals, the parents/guardians and the student will enter a probationary period for non-attendance. If the student does not pass this probation period, student re-enrollment will be assessed by the institution.

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