



St. Patrick School

INTEGRITY • LOYALTY • COMMITMENT

Disciplinary Regulations

February 2007

Disciplinary Regulations (For students from 5th to 12th grade)

We stimulate values through the regulations that encourage the respectful coexistence in an environment between students, teachers and the schools staff. The regulations of our institution are a reflection of our philosophy. We understand that by internalizing the disciplinary regulations we help our students generalize this behavior in all aspects of their lives, and this will repercute positively throughout their adult lives. Through the implementation of these regulations we intend to form our students in an environment that is safe, organized and disciplined, which encourages studying and the following of the basic norms of conduct.

Article 78 of the Regulations for Private Schools emitted by the Dominican Ministry of Education establishes that the effectiveness of the disciplinary regulations within the private institutions and the good development of the academic activities will be the result of the conjunctive efforts of the Directors, Teachers, Parents, Tutors and Alumni.

Every parent or tutor is committed to reinforcing discipline and the moral values stipulated by the school and aimed towards the integral formation of our students.

Principles which Prevails Conduct Management

Our school applies discipline, when necessary to protect the student, personnel, employees, property and/ or maintain order. The school bases its discipline in a meticulous evaluation of the circumstances of each case, which can include:

- Severity of the offense.
- Student's age and attitude.
- Frequency of the inappropriate behavior
- Possible effects of the bad conduct in the school's environment.

Students Rights, Responsibilities and Duties

The disciplinary policy of the Saint Patrick School of Santo Domingo is based in the belief that students have the right to learn, establish and apply the community values. This is a long process which requires patience and love from all of us.

In most cases, during the first elementary and middle school years discipline is a situation of practice and error for the students. The students are allowed to benefit from the basic rights known and protected by the laws for people of their age and maturity. Because the school promotes an environment of mutual respect for everyone's rights it is expected that the students and parents value the rights and privileges of other students, parents, education and administrative staff.

Among the students' responsibilities to achieve positive environments, directed towards learning as well as the related school activities are:

- Regular class attendance and being on time for all classes.
- Being prepared for each class with all pertinent materials needed and completed assignments.
- Behaving in a responsible way.
- To be familiar with and to abide by the school regulations found in this booklet.
- To report threats which may be hazardous to all, as well as inadequate conduct from other students or personnel towards the school Directors, Educational Counselor, a teacher or other adult.
- Adhere to all technological safety procedures.

The students must exercise their right and responsibility, respecting the policies established by the board of Directors in regards to the conduct disposed in the Saint Patrick School of Santo Domingo mission. The student who infringes the rights of others or disobeys a school regulation is subject to the appropriate process according to in the procedures and policies established. It is expected that all students maintain the highest level of discipline and decorum at all times.

Dress Code

The student must attend class completely and correctly uniformed. This means:

- The complete use of the uniform chosen by the school for regular days as well as for Physical Education class days. The shirt or blouse must always be tucked in.
- The student must bring the corresponding uniform according to his/her schedule. Should the opposite happen and if there is not a written excuse, the student will call home so that the correct uniform is brought to him/ her.
- Use of the front buttoned navy blue sweater. The use of sweaters or pullovers is not allowed.
- For girls, the moderate use of accessories that are not a distraction and are appropriate to the school environment. The girls from 7th to 8th grade are to keep their nails clean, short and with no nail polish. From 9th to 12th grade only light colors will be allowed.
- Wear appropriate clean shoes. Sandals are not allowed.
- Discrete hair cut.
- Boys are to be well shaved.

Patterns of Conduct

Good discipline is a pre-requisite to a good education. This is of the utmost importance to any school and is only achieved when the students see it as a part of their responsibilities. The Director, the Discipline Coordinator and the academic staff, with the

support of the parents, outline the students' obligations. The school's policies are designed to achieve the following objectives:

- To present and enforce the security rules, courtesy patterns and appropriate behavior.
- To provide discipline with meaning and direction.
- Emphasize respect to others and the consequences of inadequate behavior.

Class Schedule and Tardiness

The class schedule is Monday to Friday, 7:30 am to 2:30 pm. This schedule can be modified according to the needs of the school. The school will close its doors at 7:45 am and will allow the entrance to students by giving them a late pass. After 8:00 am no student will be allowed to enter, unless they have a justified excuse signed by their parents or tutors.

- 1- Punctual arrival to the school and on-time assistance to the flag ceremony. Delays without justification will be computed in each evaluation period for each tardiness:
 - The student will miss the first period and 1 point will be deducted from that class.
 - After three (3) tardiness, the student will not be allowed into class and must remain in the discipline department the entire day.
 - In case of reincidence, the school reserves the right to apply other consequences contained in this regulations booklet and submit the case to the Disciplinary Advisor.
- 2- Punctual attendance to every class period. The period between classes has a 5 minute limit, hence it is expected that the student be in the classroom before the period expires. Faults to this disposition will be properly dealt with by the teacher.
- 3- It is expected that every student bring the appropriate materials to class as well as completed assignments.
- 4- When a student is absent or arrives after the scheduled time to the school, he/ she must bring a properly signed excuse from the parents, which is to be delivered to the disciplinary advisor. This disposition is formulated in virtue of common courtesy.
- 5- For functionality and organizational reason, all students must have a signed pass from the teacher in case they need to leave the classroom for any reason. Upon arrival, they must give the teacher the pass signed by the person, department or area they visited. Exits from the classrooms must be done only when it is imperative to do so.
- 6- If a student is absent from class without the proper authorization, he/ she must return to the classroom with a signed pass from the discipline coordinator, and will have to comply with the consequences of the teacher.
- 7- A student who must leave a class due to his/ her presence being required by the Director, Department of Orientation or other department, must present the teacher

of the class with a signed permit that explicitly states that the student is required to leave the classroom. This permit will be signed by the teacher to state acknowledgement from him/ her.

- 8- All school field trips must be authorized by the parents or tutors, by signing a permission slip.

Classroom Conduct

Proper conduct in the classroom and a respect for learning is expected from all students who attend Saint Patrick School. The teachers will develop with the students the conduct procedures they expect to be observed within the classroom.

The school understands that a correct conduct must include:

- Entering and exiting the school or classroom area silently and in order following the instructions given.
- Maintaining their desk and surrounding area clean and organized.
- Respecting school property and the property of others.
- To be courteous with other students, the academic staff, employees and visitors.
- Talk only in appropriate moments.
- Use time wisely when actively participating in class.
- Follow all instructions given by the teacher.

Respect towards the learning process must include:

- To be prepared for class after having completed assignments, learn the topics studied and bring all pertinent and necessary materials to class.
- To be punctual to class.
- To pay attention to the teacher and the topic that is being presented.

Methods used to report offenses:

A form system is to be used to report faults to the parents or tutors and a copy of each form will remain in the student's file. These are classified in the following manner:

Incident Report: A type of form used to notify parents and tutors when a student has committed a fault, has been involved in an incident or is presenting disciplinary problems. This form will be used to document a minor offense and can be completed by the teacher or the discipline coordinator.

Notice of Concern: Form used to notify parents or tutors when a student is presenting difficulties following the school's regulations and/ or is presenting academic difficulties. This form must be returned to the school signed by the parents or tutor.

Disciplinary Referral: Form used to report to the parents or tutors of a student of moderate to serious offense committed by the students. This form must be returned to the school properly signed by the parent or tutor.

Offenses Classifications

- Minor offenses (3 minor offenses accumulated will be equal to 1 moderate fault)
- Moderate Faults (2 moderate faults will be equal to 1 serious faults)
- Serious Faults (2 serious faults will be equal to 1 very serious fault)
- Very serious Faults (The status of the student will be modified and will be managed by the Disciplinary Counsel).

Rules must be applied to all cases with no exceptions.

In all cases parent communication is required through the Psychology Department and/ or Discipline Coordinator.

All discipline offenses will be reflected in the student's grade for Conduct, Respect and Responsibility in the corresponding period of evaluation.

A detention system is applied in the school, which consists in written practice exercises and reports. In the event that a student does not comply with an assigned detention, an extra day will be added to the detention that was previously assigned.

Serious to Very Serious Faults will affect awards and honors the student may receive during the school year.

Collective sanctioning is prohibited, unless the fault is of collective origin.

The disciplinary coordinator and/or the academic coordinators of each area will hold meetings with the parents in the event that the student shows excessive tardiness or absences, and constant faults in their school work.

Frequent tardiness will affect the grades in responsibility and the class affected by continuous tardiness.

The disciplinary forms are sent home to be signed by the parent or tutors, and must be returned the following day to the teacher who assigned it.

Disciplinary situations will be dealt with by the Disciplinary Advisor and the Discipline Committee.

Types of Faults

1- Minor Offenses

- a) Leaving the classroom without permission.
- b) Eating inside the classroom
- c) Violation to the teacher's rules within the classroom (talking to a fellow student, not taking notes in class, working on a different class than the one being given, playing in the classroom)
- d) Not bringing their agendas
- e) Not copying their homework in the agendas
- f) Throwing trash in the classroom
- g) Inappropriate use or waste of materials (paper, notebooks, pencils, water, food, etc.)
- h) Incorrect use of the uniform (includes belt, socks, color and height of the shoe heel, polo shirt not properly tucked in, inappropriate hair cuts, dyes, use of beards, earrings in boys and the use of make-up, showy nail polish or accessories in girls)
- i) Mocking or name calling a classmate
- j) Shouting within the school compound
- k) Writing or marking chairs, chalkboards, walls, desks, or other school or student properties.
- l) Chewing gum within the school grounds.

Consequences:

- Loss of 5 points of the conduct grade (MS and HS)

Reflexive Sanctions:

- Verbal reprimand to the student at the moment the fault is committed.
- To apologize to the group or person affected.
- Compensate for the fault committed.
- Regarding the cell phones, they will be retained from the student and given to the parents the following day.

2- Moderate Offenses

- a) Tardiness to a class after recess, lab, returning from between period breaks, etc.
- b) Staying within the classroom during recess.

- c) Copying homework or assigned work from fellow students or allowing someone to copy from them.
- d) Bringing to school inadequate material such as: toys, cell phones, CDs, radios, baseball caps, balls, magazines, table games, personal documents, large quantities of money, important documents.
- e) Incorrect treatment or damage to text books, material from the library or material in the classroom.
- f) Not delivering messages from the teacher to the parents/ tutors or vice versa (reports, agendas, memos, messages, etc.)
- g) Throwing water at students or playing with water.
- h) Inappropriate behavior during the flag act (talking, not staying in the line, inappropriate attitude during the Hymns, staying in the classroom or other place in the school, reading or writing during the acts, etc).
- i) Absence to educational outings without just cause.
- j) Inadequate vocabulary (cussing)
- k) Repetitive misuses of the uniform
- l) Games within the classrooms which could endanger the student or his/ her peers.
- m) Cell phone use in school hours.

Consequences:

- Loss of 10 points from their conduct grade (MS and HS)
- One session of detention will be applied
- Besides the sanction, the school will call the student's home for parents or tutors to bring any missing item of the uniform. Without an adequate and complete uniform the student will not be allowed to enter the classroom.
- Besides the sanction, the inappropriate material will be confiscated by the teacher and given to the discipline department, where the parents may pick-up the item.
- A disciplinary referral will be filled out and be sent to the parent for their signature. Once signed and returned, it will be included in the student's file.

2- Serious Offenses

- a) Leaving the classroom without permission (justification or signed permit).
- b) Skipping class.
- c) Disrespecting a teacher verbally or bad attitude.
- d) Fighting with another student (physically)
- e) Damaging the resources or physical school structure or that of another student (damaging or wetting a book bag, lunchbox; writing on desks, writing on walls or lockers; breaking furniture or work equipment. This includes misplacing, hiding or altering pieces)
- f) Inappropriate physical contact with another student within school grounds.
- g) Cheating by way of using prohibited materials during an exam.
- h) Cheating off of another student to complete exams or practices.

- i) Falsification signatures or permit slips.
- j) Unjustified absences from classes.
- k) Inappropriate use of the internet.
- l) Bringing inappropriate material to school: pornographic material, matches, etc.
- m) Performing actions, fund raisers, raffles or money raising activities which have not been previously approved by the Academic Director.
- n) Repetitive use of the cell phone during school hours.

Note: These sanctions imply the withdrawal of honor obtained during the school year in which the fault occurs.

Consequences:

- Automatic referral to the Academic Disciplinary Counsel
- Having to do and complete additional practice exercises according to the requirements made by the institution.
- The student will be given a grade of 50 in conduct for that particular period (MS and HS)
- In cases involving an Elementary student, the sanction will be 1 detention.
- Reposition of the damage
- Sending of the Disciplinary Referral Form.
- For cell phone cases, the mobile will be retained and only given out to the parent or tutor. If there should be a second incident the school will confiscate the phone for 1 week.

When students commit these types of faults, the parents will be notified immediately. The Counsel's decisions or decisions from the Director will be transmitted in writing to the parents or tutors of the affected student. This report is archived in the student's file.

4- Very Serious Offenses

- a) Physically or verbally disrespecting adults, teachers, school authorities, or fellow classmates as well as other community members.
- b) Physical or verbal aggression towards another student.
- c) Conduct inside or outside the institutions which damages the school's reputation.
- d) Bringing to school any object or substance that constitutes an immediate danger to others.
- e) Taking objects from fellow classmates or from the school without previous authorization.

- f) Participating in activities or conducts that go against the propriety of the school.
- g) Smoking within the institution.
- h) Leaving the school after being dropped off or missing school without just cause.
- i) Participating in gangs.
- j) Using drugs.
- k) Using alcohol within the school.
- l) Carrying any type of weapons.
- m) Inadequate use of the fire extinguishers or fire alarm.
- n) Violation of restricted areas within the school.

Note: These sanctions imply the right to obtain honors during the school year in which the offense occurs.

Consequences:

- Referral to the Academic Disciplinary Council
- Sending of the Disciplinary Referral Form.

The final decision will be made by the Academic Disciplinary Committee.

- These offenses affect the academic status of the student within the school.
- The student will be given a 50 in conduct during that particular period.

Possible Sanctions:

- Suspension
- The student could be expelled immediately from the school
- No re-inscription for the following year
- Loss of the right to graduation.

Detentions are of an academic nature, in which the student will have to comply with and complete assignments within the school. These will be notified to the parents in written form before the day of execution.

Suspensions are also of an academic nature, but the student will have to comply with and complete assignments at home. The assignments will be projects related to the fault and are hence aimed at teaching the student a moral lesson.

It is the responsibility of the teacher or person in charge of discipline to designate the project that the student must do during their detention process.

To be expelled from school consists of:

- Suspension to class attendance for the remaining period, but having to comply with and complete homework assigned by the Disciplinary Council, which will have a periodical report submission
- Students will have the opportunity to show up for and complete quarterly, finals and extraordinary exams as programmed in the academic calendar.
- Definite separation from the institution.

Parental Obligations

- Attending all meetings, workshops and activities convened by the school, whether they are individual or group gatherings (they are of strict, obligatory character). This aspect will be taken into account for the re-inscription for the following school year. Only justified absences are permitted.
- For cases of falsification or modification of documents for the inscription or re-inscription process, the student's admission will be denied.
- Requesting an appointment with the Academic Director or Coordinator, when a student's situation needs to be discussed or a revision is needed. If the appointment is to be with the teacher, a request must be made at the main reception area.
- To maintain the class order and show respect the teacher giving the class, it is required to have previous authorization from the Direction's office to enter the classroom.
- It is not allowed to verbally attack and much less physically assault students, parents and or general personnel of the school.
- In case of any faults of the nature previously described, the direct consequence will be termination of the provided educational service for the following school year.

Academic-Disciplinary Committee

The Saint Patrick School of Santo Domingo includes the Academic Disciplinary Committee founded in the belief that a challenging and stimulating academic program must be the base for an effective and wholesome disciplinary environment. The Academic Disciplinary Committee is formed by:

General Director
Academic Director
Academic Coordinator (representing the affected area)
School's Counselor
Discipline Coordinator
Teacher affected by the offense

The objectives of the Academic-Disciplinary Committee are:

- Taking decisions founded on facts with regards to the academic and /or disciplinary status of a student.
- To pass judgment based on the different types of faults exposed in the regulation booklet.
- To evaluate all the existing regulations and determine with evidence those that are effective and those that could be improved.
- To recommend a disciplinary system for the school based on the up-to-date investigation, the community's contribution and the needs of the student population.
- To communicate the disciplinary system to all members of the scholar community.
- To evaluate the position of those students who do not achieve their promotion levels.
- To pay special attention to all students who are failing at the end of the semester.
- To evaluate the cases where there is an excess in tardiness or absences that could affect the promotion of the student.

General Dispositions

- Ignorance to the established dispositions does not constitute cause for exemption from responsibility for parents or students.
- Any situation not stipulated in regulation booklets will be resolved by the school's director.
- According to the Student Regulations established by the Dominican Ministry of Education, the school reserves the right to expelled or not admit a student who does not share the ideals of the school or whose conduct does not correspond with the institution's philosophy.
- The school reserves the rights to expelled a student with a disciplinary condition and/ or academic situation if no substantial changes are observed after warnings.
- The school does not allow the promotion to the following grade for students who have one or more pending subjects.
- The request for revisions of quarter semester exams must be done in writing and during the time established by the Secretary of Education Department.