

# STUDENT HANDBOOK



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# Colegio Interamericano de Guatemala

Accredited by



\*COGNIA/ AdvancED was created through a 2006 merger of the PreK-12 divisions of the North Central Association (NCA) and the Southern Association of Colleges and Schools (AdvancED)—and expanded through the 2011 acquisition of the Northwest Accreditation Commission (NWAC).

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# 1. MISSION and VISION

The Mission of Colegio Interamericano is to prepare global citizens with the knowledge, skills and values to lead and improve a rapidly changing world.

The Vision of Colegio Interamericano is to be recognized as the best dual-diploma, internationally accredited school in Guatemala.

# 2. ACADEMIC PROGRAMS

Colegio Interamericano has made a commitment to comply with the educational standards of the Guatemalan Ministry of Education, as well as international requirements, in order to qualify for the High School Diploma of the United States of North America. Both programs run in parallel. Once a student completes the last grade of secondary school, the students who approved all their courses for the MINEDUC receive the diploma of *Bachillerato en Ciencias y Letras*, and by meeting the required international standards, they also receive a High School diploma, endorsed by COGNIA

For students who are enrolled only in the International Program, the school only issues the High School diploma endorsed by COGNIA.

### 3. NOMENCLATURE FOR THE DIFFERENT GRADES AND LEVELS

Colegio Interamericano follows the curricular guidelines of the Ministry of Education, but for internal purposes, it uses a different nomenclature the various grades and levels, respecting the ages established by it:

| Grade Levels MINEDUC         | Division of Levels MINEDUC | Minimum age for admission by August 31st | American system at Interamericano | Division of Levels Colegio Interamericano |
|------------------------------|----------------------------|--|-----------------------------------|---|
| Etapa D                      | Etapa inicial              | 3  | Pre-school                        | ECE<br>(Early Childhood Education)        |
| Párvulos 1                   | Preprimaria<br>Párvulos    | 4  | Pre-Kinder                        |   |
| Párvulos 2                   |                            | 5  | Kinder                            |   |
| Párvulos 3<br>(Preparatoria) |                            | 6  | Grade 1                           | Elementary                                |
| Primero grado de primaria    | Primaria                   | 7  | Grade 2                           |   |
| Segundo grado                |                            | 8  | Grade 3                           |   |
| Tercer grado de primaria     |                            | 9  | Grade 4                           |   |
| Cuarto grado de primaria     |                            | 10                                       | Grade 5                           |   |
| Quinto grado de primaria     |                            | 11                                       | Grade 6                           | Middle School                             |
| Sexto grado de primaria      | 12                         | Grade 7                                  |                                   |   |
| Primero básico               | Ciclo Básico               | 13                                       | Grade 8                           |   |
| Segundo básico               |                            | 14                                       | Grade 9                           |   |
| Tercero básico               |                            | 15                                       | Grade 10                          | High School                               |
| Cuarto Bachillerato          | Ciclo                      | 16                                       | Grade 11                          |   |
| Quinto Bachillerato          | Diversificado              | 17                                       | Grade 12                          |   |

## 4. SPECIAL SITUATIONS

### 4.1 Exchange Students

The School support the participation of students in exchange programs that allow them to:

- Value a foreign culture.
- Acquire the intellectual, personal, emotional and social skills that allow them to function in today's rapidly changing world.
- Take advantage of the opportunity to develop effective communications in the language of the country where the exchange takes place
- Develop an attitude of understanding and respect towards other cultures.
- Develop adaptability to new customs and new life situations.
- Students may request authorization to be absent from school to attend a school abroad and participate in other activities as long as they comply with the legal regulations that require attendance to be no less than 80% of the 180 effective days of class .

For the exchange to be approved, the parents or guardians of the student must write a letter to the level principal , requesting that the absence be authorized. Parents/guardians must certify in writing their responsibility for the student's progress during his absence, which should not exceed 20% of the 180 effective school days. Upon returning to Interamericano, the student must submit to the level office a report card from the educational institution he attended. Interamericano's tuition payments must be paid in full during the time of the exchange.

A foreign student who wishes to attend Colegio Interamericano must:

- Complete the corresponding application in the Admissions Office.
- Submit a letter of good behavior, academic grades and a letter of recommendation from the previous school (s).
- The parents or guardians, and the student, must meet with the level Principal and the Admissions Manager.
- Pay Interamericano's fees for the time the student attends classes
- Agree to abide by the regulations of Colegio Interamericano
- Colegio Interamericano reserves the right to deny admission to a foreign exchange student.

### 4.2 Supervised Activities

Students must stay in assigned areas during recess and lunch. A student may be allowed to remain in his/her classroom only under the supervision of a teacher.

Students may eat and/or drink in the cafeteria and other designated areas. All trash must be placed in the trash cans provided for this purpose.

The regulations and procedures of the School also apply during School Field Trips. All field trips must be coordinated in advance and approved by the level director and the Technical Director. In the case of trips outside the department of Guatemala, the Ministry of Education must approve them through a resolution.

- Tutoring

The School recognizes the need in some cases, for appropriate tutoring, and invites parents /guardians to meet with the subject teacher before hiring a tutor. **At Interamericano, teachers are not allowed to give paid tutoring to their current students.** Tutors must follow the School's content and curriculum , and are expected to keep teachers informed of the progress of their student(s). Tutors must inform the corresponding offices about the students they are tutoring. Teachers may ask students who need extra help to report before or after school. For students who are in academic condition, remediation assistance is mandatory, even if it means that they cannot attend other extracurricular activities. Students who are required to report before or after school and fail to do so will receive the same consequences as failing to attend any other class.

- Extracurricular and Special Activities

The school will notify parents in writing about extracurricular activities, ECAs. The school does not assume any responsibility for activities that it does not organize. Students who want to participate in an ECA must register following the established processes.

- Events Organized by the Association of American Schools of Central America - AASCA

All students who participate in events organized by AASCA or by the school must comply with the requirements corresponding to the activity.

When participating in AASCA (Association of American Schools of Central America) events, students and their parents should keep in mind the following:

- Participants must be passing all of their courses, and have a minimum academic average of 65 points.
- The students who participate in these events are models of the values of the School.
- Parents and students must read and be mindful of the Curriculum/Athletic AASCA handbook for the specific activity.
- Students on Behavioral and/or Academic probation cannot participate in these events.



## 5. COMMUNICATION

For the School, communication with parents is very important. We appreciate the participation of parents in our activities and during appointments with teachers.

- Interview request  
Parents must request interviews with: Principals, Vice Principals, Teachers and Counselors, through the division assistant, this could be done personally, by phone or email. For security reasons, it is necessary for parents who visit the school to inform reception when they enter campus.
- Parent visits  
Parents are important in the life of the educational community. The school will often invite parents to visit the classrooms and participate in the teaching-learning process of their children. These visits are scheduled. If any parent wishes to participate by giving conferences or directing some type of activity within the classrooms, they can contact the teacher. For the proper functioning of the scheduled activities, when parents enter the school campus, they are asked to go first to reception, where they will be given an identification badge, with that badge, they can go to the office of the division they visit.
- Online Report Cards  
Parents have access to the Online Report Card program where they can monitor their child's academic progress. Teachers update this information on a regular basis. Among the information they can find, are the grades and comments (when necessary) of assignments, as well as the assignments that were not turned in by their children. Evaluation is a continuous process in which parents, students and teachers are essential. In order to access the online grading program, parents need to be up to date on their tuition payments and obtain a password from the school. Parents can get their username and password at the division office.
- Communication with Teachers  
To communicate with the homeroom teacher or the subject area teachers, parents may email them or set up an appointment through the division office. The teachers are not authorized to have **unscheduled interviews** with parents, and they are not allowed to leave students in the classroom without supervision.
- Correspondence from Parents  
All correspondence must be done individually and must be signed by the interested party. The School does not accept group negotiations. **Bus Monitors are not authorized to receive mail, carry messages or packages.**
- Birthday Parties and Other Celebrations  
For more information about student birthdays and special dates, parents should contact the division office. Celebrations are not permitted during class periods.
- Emergency Chain  
The School has an emergency chain through a message system to parents' cell phones and email, so it is necessary for parents to keep their data updated at the school.

## 6. EVALUATION GUIDELINES

### 6.1 Evaluation Commission

Colegio Interamericano, in accordance with the Educational Law of Guatemala, has formed the Evaluation Commission.

- Every educational establishment in the country must have an Evaluation Commission, as the body responsible for ensuring compliance with assessment issues.
- The Evaluation Commission will be integrated each year at the end of the school year and must assume functions from the first day of the school year. The commission will be made up of the Technical Director, who will preside over it, and a minimum of two members of the teaching staff per level.

### 6.2 Assessment System

- In ECE,(Preprimaria, Párvulos) grades are assigned based on basic skills and learning standards established in the curriculum.
- From grade 2 to grade 5 (1o a 4o primaria) grades are assigned based on curricular standards and competencies.
- From grade 6 to grade 12 (5o primaria a 5o bachillerato) grades are numerical, from 0 to 100 points and assigned based on curricular standards and competencies. Teachers give students, at the beginning of each school year, the syllabus, which includes the grading criteria to be used. The teacher determines the major and minor activities of his class.

### 6.3 Academic Promotion

The promotion grade will be the result of the average of the four evaluation bimonthly periods (20% each) , and the semester and final exams 10% each). The school will comply with the National Evaluation Regulation, established by the Ministry of Education of Guatemala in Resolution 1171-2010 and with the guidelines for the International Program established through the accreditation endorsed by **COGNIA**.

- Preschool students who, at the end of the school year, have acquired the basic skills of learning and social adaptation, will be promoted to the next grade.

- Elementary school students who meet the requirements established by the Guatemalan Ministry of Education and the standards of the International Program will be promoted to the next grade.
- According to the program of the Ministry of Education of Guatemala:
  - In grades 2, 3 and 4, a student will be promoted when he obtains a minimum of sixty (60) points in the area of Mathematics and sixty (60) points in each of the sub-areas of Communication and Language (L1, L2 and L3, where applicable) and a minimum of sixty (60) points, by averaging the results of the other areas. If the student fails Mathematics and/or one of the sub-areas of Communication and Language, he automatically fails the grade and **does not have the right to take a make-up test.**
  - From 5th to 12th grades, students who obtain a minimum of sixty points in each of the sub-areas will be promoted.
  - In 4th, 5th and 6th grades, they will be promoted when they obtain a minimum of sixty points in each of the sub-areas.
- The Evaluation Commission will inform MINEDUC of the curricular adaptations required by some students.
- A student who fails one or more subjects at the end of any term will be placed on Academic Probation and promotion to the next grade will be at risk.
- Student's in grades 5 to 12 who fail 1 to 4 subjects at the end of the year, according to the Ministry of Education of Guatemala, will be promoted to the next grade once they approve the recoup exam (s) of the pending subject(s) in a single opportunity. If a student fails a recoup exam, he is required to repeat the grade.
- Because Interamericano must comply with national and international requirements, each case of repetition will be evaluated individually by the Evaluation Commission to determine if it is in the student's best interest to reenroll in this school.

#### **6.4 Academic Honesty and Plagiarism**

*\* Consequences for plagiarism, cheating, and lack of academic integrity are consistent with the policies of the Colegio Interamericano Student Handbook. Please note that breaches of academic integrity will be dealt with in accordance with the rules and regulations of the student handbook. It is important to note that many colleges ask about academic honesty when requesting information about a prospective student.*

All students are expected to do their best and produce the highest quality work possible. We encourage students to have a sense of responsibility for their own work and actions. Independence is encouraged and promoted at all levels. We believe in the ability of our students to complete their work individually and expect each to do their best individually without resorting to plagiarism, cheating, or any other academic misconduct. To help prevent plagiarism and academic dishonesty, it is important for both teachers and parents to emphasize this topic.

1st Offense:

- A report will be sent to the office and parents will be notified via email.
- The teacher will meet with the student.
- The student will receive a zero on the assignment. The student will have the opportunity to make up the grade by doing an assignment provided by the teacher.
- The student will receive an **NM** (Needs Improvement) at the end of the corresponding trimester. (Applies only to the behavior section of the Middle School and High School report card).

2nd offense:

- A report will be sent to the office and the student's parents will be called to a meeting with the principal and coach. The meeting will be recorded in the level's Minutes book.
- The student will receive a zero on the assignment. The student will have the opportunity to make up the grade by completing a second assignment provided by the teacher.
- The student will receive an **I** (Unsatisfactory) at the end of the corresponding trimester. (Applies only to the behavior section of the Middle School and High School report card).

3rd offense:

- A report will be sent to the office and the student's parents will be called to a meeting with the principal and coach. The meeting will be recorded in the level's Minutes book.
- The student will receive a zero on the assignment. The student will have the opportunity to make up the grade by completing a second assignment provided by the teacher.
- The student will receive an **I** (Unsatisfactory) at the end of the applicable quarter (applies only to the behavior section of the Middle School and High School report card) and will be on Behavior Probation for the following grading period.

## **6.5 Standardized Exams**

Standardized exams are evaluation instruments prepared by professionals. They help the constant evaluation of the school's study programs, supporting the process that guarantees educational quality. Interamericano administers standardized evaluations to all students at the beginning and at the end of the school year and/or when the level principal considers it necessary.

Colegio Interamericano will participate in the National Standardized Assessments coordinated by the Ministry of Education whenever indicated. Currently grades 10 and 12 are tested. Complying with this requirement is essential to be able to obtain the Bachillerato Diplomas.

## **6.6 Recoup Exams**

To determine whether or not a student needs to take recoup exams, Colegio Interamericano follows the evaluation rules established by the Ministry of Education, Resolution 1171-2010 in articles 25 to 27, of the Evaluation Regulations. of Learning and by the academic level required by the school to guarantee learning. Any unforeseen case will be submitted to the consideration of the Evaluation Commission, that will establish the corresponding action and procedures. When a student fails a subject, he must do the following:

- a. Request the textbooks of the subject he failed as a loan from the Warehouse.
- b. The School provides students with a list of themes to be studied. This test evaluates the content of the entire school year in the corresponding subject, and has a value of 100 points. The result replaces the grade obtained during the school year.
- c. Show up punctually on the scheduled date to take the test.

The student with subjects pending approval will be enrolled for the corresponding school year upon having the results of the recoup exams.

For the Ministry of Education of Guatemala:

- In 1o , 2o and 3o primaria (grades 2, 3, and 4), **there are no recoup exams.** The student must acquire the skills expected for those grades consistently, as they will be the basis of future learning.
- In 4o, 5o y 6o primaria (grades 5, 6 and 7), a student can take a recoup exam in **up to three subject areas**, in a single opportunity as long as they have met **80% attendance**. Recoups must be done at the school where the student was enrolled for the corresponding school year.

The students in 1o básico a 5o bachillerato (8th to 12th grade), who **met 80% attendance**, will have a chance to take a recoup exams for the subject(s) that they failed, in a single opportunity, as long as they have failed up to three (3) when the total of them is less than or equal to nine (9) or failed up to four (4) when the total of them is greater than nine (9). If a student fails more subjects, the student must repeat the grade.

The student who fails any class (59 points or less) has the right to take recoup exams only once, and will not be able to participate in the graduation or promotion ceremony.

*The 5o bachillerato (12th grade) student who fails SEMINARio class must repeat the grade to earn the Bachillerato diploma.*

The recoup exams are based on the standards and competencies worked on throughout the school year.

## **6.7 Progress Reports**

Progress reports are partial reports of the academic performance of students in certain subjects. The School sends a Progress Report home, either printed or electronically, to all students who have an average below 70% of what is expected approximately in the fourth week of each bimester.

Progress reports are not final grades, but they will help give parents/guardians a general idea of how the student is doing in all classes. The purpose of progress reports is to keep parents informed of their child's performance in order to support him throughout the learning process.

It is the parents' responsibility to monitor their children throughout the learning process to ensure their best performance. Parents who have questions about their children's academic performance should contact the level teachers and/or counselors directly.

## **6.8 Report Card**

Report cards include information on academic performance and behavior in class. Academic scores are reported by the level of achievement of each standard, in ECE and Elementary and as a percentage (0-100) in MS and HS.

At the end of the school year, report cards will be printed and delivered to families that are solvent with the library, the warehouse and accounting. Parents who are solvent have access to their children's grades at all times, through the school's website; teachers update them regularly. In cases in which the parents do not have solvency, they must go to the level offices and follow the procedure established to receive information on their children's academic performance.

## **6.9 GradesReview**

A student will have the right to request that a grade be reviewed if he considers that it is inaccurate. The review must be requested no later than three business days after it was delivered to the student: Requests to review end-of-quarter or end-of-semester grades require the approval of the level principal. Parents, students, teachers or Principals may request support of the Evaluation Commission in these cases.

## **6.10 Academic Recognition**

**National Honor Society and National Junior Honor Society** The National Junior Honor Society and the National Honor Society are more than just an honor roll. Outstanding academic qualifications are only one of several requirements to belong to either one. The National Honor Society chapter establishes membership rules that are based on outstanding student performance in the areas of: academic achievement, service, leadership, character, and citizenship. These selection criteria

form the foundation on which the organization and its activities are built. At the beginning of the school year, the principal of each level will inform the students of the way in which the selection for this society will be carried out.

### **Honor Roll and Principal Honor Roll**

To be on the Honor Roll a student must earn 85 or higher in each subject and Satisfactory or Excellent in behavior with all of his teachers. To achieve the Principal's Honor Roll, a student must earn a 95 or higher in each subject and, of course, Satisfactory or Excellent in behavior with all of his teachers.

### **Sportsmanship**

It is awarded to the male and female student who, from grades 9 to 12, has stood out in the sports area for their participation and achievements in school competitions, national and international representing Interamericano, attendance to training, participation in AASCA and for having demonstrated sports ethics.

### **Citizenship**

The award is given to the graduate who, from grades 9 to 12, has stood out for leadership ,his/her participation in extracurricular activities, student government, clubs, sports, music, art, community service and others organized by the School, with responsibility, effort, and respect, contributing and supporting the school community; in addition to having shown academic responsibility.

### **Valedictorian**

This is the student who obtains the highest rank in the class in all subjects, during the four years of high school at Interamericano, and has demonstrated exemplary behavior. It is up to him or her to give the valedictory address to the graduates.

### **Salutatorian**

This is the student who obtains the highest rank in the class in all subjects, during the four years of high school at Interamericano, and has demonstrated exemplary behavior. He or she is responsible for giving the welcome speech at the graduation ceremony.

## **6.11 Academic Probation**

Students who fail a subject at the end of the bimester will be placed in academic probation during the following bimester. This implies that during the following evaluation period their progress will be monitored in a personal and detailed way. Students in academic probation will be required to attend extraordinary remedial classes to help them improve academically. The Interamericano School will support them, but it is the responsibility of the students to take advantage of the opportunities that the school offers them to guarantee their progress and educational quality.

The School will review the cases of students who are in academic probation after the third bimester, to determine their re-enrollment for the following school year. The Evaluation

Commission will study each case individually and will make pertinent recommendations about each of these students.

## **6.12 End of Year Ceremonies**

### 6.12.1 Grade 5 and Grade 8. (4 primary and 1 Basic)

Students in grade 5 and grade 8 at the end of the school year will have their promotion ceremony to the higher level.

The participation requirements are as follows:

- The student must have passed all subjects with a minimum grade of **60 points**
- Must not be in conduct condition at the end of the school year. You must present solvency of the warehouse, library and box.

### 6.12.2 High School Graduation (National and International Program)

To graduate from Colegio Interamericano, a student must successfully complete the requirements of the MINEDUC of Guatemala and the academic program established by COGNIA.

All students who meet the minimum graduation requirements, according to the Ministry of Education and COGNIA , will receive the Diploma of Bachelors in Science and Letters from the Ministry of Education of Guatemala and the Diploma of Completion of their Secondary Studies of the International (*High School*).

Students enrolled only in the International plan will receive only the High School diploma.

### 6.12.3 Graduation Requirements

- Participate in the National Evaluations organized by the Ministry of Education of Guatemala.
- Approve the Seminar Project, according to the specific regulations.
- Approve all the subjects of the National Program of the Ministry of Guatemala and the International Program, according to the standards of each one.
- Comply with all MINEDUC and [COGNIA](#).

### 6.12.4 Recoups of Graduating Students

- Students who fail any subject for the Ministry of Education Program or in the High School Program, **with 59 points or less**, will have a single opportunity to take recoup exams according to the current Ministry Regulations on Evaluation by MINEDUC.
- The statutes of the Guatemalan Ministry of Education establish that the student who fails the Seminary project **does not have the right to recoup exams or extra work**. Due to the nature of the project, the student must do the yearlong project again to earn his *Bachillerato* diploma.

## **6.13 Enrollment in the Next School Year**



The enrollment of a student in the next school year is not automatic. Everyone must turn in completed registration paperwork each year. The College will not accept students for enrollment in the following school year who:

- Do not demonstrate academic progress and achievement.
- That being in academic condition does not meet the standards necessary to successfully participate in school programs. These cases will be evaluated by the school's Evaluation Commission.
- They are in a behavioral condition and do not show positive changes in attitude.
- In the event that the student ends the school year in a behavioral condition, the Disciplinary Commission will decide at the end of the school year, if it is for the student's benefit to remain in the institution. In case of granting the inscription for the following cycle, this will be under condition.
- Their parents or guardians are not solvent with the payment commitments acquired with the institution and with the services provided by third parties.

#### **6.14 Withdrawals**

In some cases, parents need to definitively withdraw a student from the school during the school year. To carry out said withdrawal officially, parents must give written notice, ideally one month in advance, to the Admissions office and to the Level Director, indicating the reason and the date on which the student will withdraw. Admissions will tell you how to proceed with pending payments. The Office of Official Affairs will inform parents when they can pick up the student's certificates and documents.

## 7. ATTENDANCE AND PUNCTUALITY

Daily admission to the School facilities begins at 7:30 am. Classes for all levels begin at 8:00 am. First period teachers or *homeroom* will take roll each day to verify student attendance and punctuality. It is the responsibility of the parents to ensure that their children attend school every day. According to the provisions of the Ministry of Education, students who do not meet the 80% minimum attendance during the school year will not be entitled to recoveries to be promoted the following year.

| Time       | ECE                |                               | ELEM          | MS                     | HS        |
|------------|--------------------|-------------------------------|---------------|------------------------|-----------|
|            | Preschool - PK     | Kinder - Grade 1              |               |                        |           |
| 8:00 a.m.  | Classes begin      |                               |               |                        |           |
| 12:50 p.m. | Dismissal          |                               |               |                        |           |
| 1:00 p.m.  | ECA starts for PK  |                               |               |                        |           |
| 2:30 p.m.  | PreK ECA Dismissal | Dismissal                     | Dismissal     | Dismissal              | Dismissal |
| 2:30 p.m.  |                    | ECA Cultural and Sports begin |               | ECA Cultural Begin     |           |
| 3:30 p.m.  |                    | ECA dismissal                 | ECA dismissal | ECA Cultural dismissal |           |
| 3:30 p.m.  |                    |                               |               | ECA Sports begin       |           |
| 4:30 p.m.  |                    |                               |               | ECA Sports dismissal   |           |

### 7.1 Absences

At Colegio Interamericano we expect all students to attend class regularly. We recognize that in certain specific situations such as illness or emergencies, a student will necessarily be absent. However, every time students are absent from class, their teaching-learning process is affected. Many of the learning and coexistence experiences cannot be replaced.

When a student does not attend school, he must present a written note signed by his parents or guardians, explaining the reason for the absence. Parents of a student who is ill for more than 3 days must present a doctor's note or medical certification when the student returns to school, stating that the student is ready to join the school activity with his peers.

**Class attendance is very important for Colegio Interamericano, so we suggest that appointments with doctors, psychologists, dentists, and any other professional be scheduled after school.**

The following are considered excused absences:

- Illness of the student with the respective certification/medical note.
- A family emergency.
- Death or serious illness of a close family member
- Absences due to religious obligations (please let the school know ahead of time)
- The approved participation of students in special activities outside the College (AASCA, visits to universities, sports federations and others).

If a student is absent from school for two consecutive days or more, the level office will contact the parents, guardians and/or legal representative to determine the reason for their absence.

If a student needs to be absent for any reason not listed above, their parents must notify the level principal in writing at least one week prior to the absence. Depending on the case, a meeting will be scheduled with the Technical Director to establish how handled the absence and pending work

#### 7.1.1 Make-Up and Late Work

When students are absent, it is their responsibility to make up their work. They will have the same number of days they were absent to make up their work. For example, if a student is absent for two days, their work is due two days after they return.

#### **The once a student returns, he should:**

- Check Google Classroom for missing assignments or materials.
- Make up and complete any missing work.
- Send an email to the teachers to let them know that the work has been completed.
- Make sure he gets any notes or information regarding all classes missed

#### **7.2 Late Arrivals**

Students who arrive late to school must go to the level office to pick up a pass to be admitted to class and to make a note in the office that they are not absent.

#### **7.3 Leaving the School during Class Hours**

The principals in each level will authorize the departure of students in the middle of the school day on special occasions, only if they present a note signed by their parents, which must be authorized by the level director. Any student who leaves school during the academic day must hand in the pass that authorizes their departure during class hours at the checkpoint.

In case of illness, the student must request a pass from the teacher to go to the infirmary, where it will be determined if he needs to go home. The school nurse is a certified

professional and is the only one who has the authorization and knowledge to determine if a student should go home for health reasons and to issue the corresponding pass. In such cases, parents are responsible for coming to school to pick up their child. In emergencies, the nurse may choose to call an ambulance. A member of the school staff will accompany the student to the hospital in these cases.

#### **7.4 Staying of Students Outside Normal Class Hours**

Only students who are working under the direct supervision of a teacher may remain at school before or after normal class hours. Principals must be notified of these arrangements in advance.

## 8. PERSONAL APPEARANCE AND DRESS CODE

It is a requirement of Colegio Interamericano that students follow the dress code at all times during the school day and on School excursions outside of the School's facilities. The wardrobe should be neat and functionally practical.

### 8.1 Daily Uniform

Students must wear the complete school uniform daily, which includes:

- Clean and presentable traditional blue denim pants (not torn or ripped) or khaki pants. Leggings in any color do not meet this requirement.
- Navy blue, gray or white, long or short sleeved polo shirt with the School logo.
- Navy blue sweatshirt, sweater or jacket, with the School logo.
- Tennis or dress shoes.

If a student does not show up to school in the appropriate uniform, the office will contact his parents and they need to bring what is necessary in order for him to participate in school activities.

### 8.2 Formal Uniform

The use of the formal uniform is mandatory when there are assemblies, during field trips to special places (theaters, conferences, exhibits) and special activities are carried out. The formal uniform includes:

- Blue polo shirt with the school logo.
- Khaki dress pants (no commando pants) or skirt (Pre-K through Grade 3)
- Black or brown shoes.
- Black or brown belt.

Students can use clothing belonging to the school groups (STUCO, NHS, sports teams, graduates), as long as these have been made with the authorization of the Level Principal and the General Director. Each division will indicate the days when students are allowed to use them.

### 8.3 Physical Education Uniform

On days when students have Physical Education class, they may wear the full official Physical Education uniform for the entire day. If a student does not receive Physical Education and brings a medical excuse from a doctor, they may wear the daily uniform.

The Physical Education uniform includes:

- White or gray t-shirt with the Colegio Interamericano logo or AASCA t-shirt.

- Blue athletic pants and jacket with the School logo
- Tennis or sports shoes

## **8.4 Personal Appearance**

A student who is part of Colegio Interamericano must:

- Wear a traditional haircut and natural hair color;
- Traditional haircut: meaning what is acceptable within the standards of Guatemalan culture.
- In the case of men, always come clean shaven; Otherwise, a note will be sent to the parents so that the following day they have already complied with this rule.
- Piercings are not allowed, except for earrings in the ears of women, which must be discreet. No type of piercing is authorized for men. People who do not comply with this rule will be sent to the level office where the jewelry will be confiscated for the day and be returned to the students at the end of the day. If the rule is broken a second time, the jewelry will be confiscated until parents come to school to collect it.
- Discreet, age appropriate makeup is allowed for women. (Secondary)

### **The following items are not allowed:**

- Caps, except when participating in sports activities or for medical reasons.
- Beach sandals, crocs-type shoes, slingback shoes, or heels.
- Faded or frayed denim pants, or with embroidered or painted designs, or shorts; non-traditional khaki pants: including commando pants and flared pants.
- Jackets, shirts, sweaters or other types of garments that are not in accordance with the clothing rules or that do not bear the School logo.
- Ripped clothing
- Additional colored garments under the uniform.

### **Exceptions:**

- The school administration will notify students in advance of activities where they are allowed to come with no uniform or dress according to a special Dress Code. In any case, clothing must be appropriate for the school environment. Clothing that certain members of the community may find offensive or, or clothes that, by nature, expose portions of the skin that may be viewed as inappropriate for a school environment will not be accepted. The school reserves the right to deny admission or remove any person wearing attire that is considered inappropriate.

## 9. STUDENTS

Students are responsible for the care and control of their personal belongings, including their lockers. The College is not responsible for lost, misplaced, or stolen items.

It is the responsibility of the students from grade 5 (4th grade) to 12th grade (5th grade), to keep their lockers clean, tidy and in good condition. Each student who is assigned a numbered locker must keep the number of the combination in a safe place and **not share it with their friends**. If food is stored in lockers, it must be in sealed containers. If food spills, students are responsible for cleaning up.

Students should not change locker with other classmates unless approved by the division office.

Lockers are the property of the school, therefore, the school reserves the right to check them periodically in order to maintain a healthy environment in the school.

Objects found inside the locker are the responsibility of the student. If any non-permitted items are found, they will be confiscated and sent to the level office.

Backpacks must fit in lockers since they cannot be left unattended or obstructing hallways, doors, or other areas. The lunch box must also be left inside the locker.

If necessary, the Principal or Vice Principal can request the review of any belongings (backpacks, jackets, lunch boxes, sports equipment, etc.) in the presence of the Technical Director, the owner student and his parents or guardians.

For security reasons, the following are not allowed inside the School facilities: pets of any kind (in the case of class pets, they must have authorization from the level principal or vice principal), toys, guns and real weapons or any type, electronic games or others that are not of an academic nature or authorized by the level office. Teachers are instructed to pick up these items if they are brought to school and turn them in to the office. Such items will be kept locked in the office until picked up by the parent/guardian.

The school will not assume responsibility for any loss or theft of student belongings. This includes items that have not been confiscated. Any student who brings a weapon or other illegal item or substance will be referred to the School Office and the guidelines indicated in section 11 of this handbook will be applied.

Students must come prepared for all of their classes. Students are not allowed to leave class to get the materials they need. All personal belongings must be properly identified with the student's full name.

**The school will not be responsible for the loss or theft of the money that the student brings - be it in check or cash.** It is understood that students bring money at their own risk and with the permission of their parents. **Tuition payments must be made only by parents or guardians.**

Clothing and objects found on school buses, hallways, and in club or game areas will be taken to the "Lost and Found" closet. Only items identified with full names will be returned to their owners. Students will be able to go and request them during their recess or lunch periods. Clothing and items that are not identified and are not claimed at the end of the school year will be donated to a charity.

- *Students are not allowed to use cell phones during class hours. Any violation of this rule will cause the cell phone to be confiscated and locked in the office address of its level and will be delivered to the student at the end of the day, if this offense is committed again by the student, the device will be confiscated again and will call the student's parents so that they can pick him up personally.*

Students do not need to bring a cell phone to school. If a student needs to contact their parents, the office will allow him to do so from the school phones. If a student chooses to bring an electronic device that has not been requested by the school (cell phones, games, etc.) it must be turned off and put away during school hours. Students who bring cell phones or other unauthorized devices to school do so at their own risk and responsibility. These devices are NOT the responsibility of the school.



## 10. BOOKS AND MATERIALS

Students are responsible for all materials, including rental textbooks. Students who do not take care of their texts must pay the cost of the lost or damaged book. Most textbooks are priced between US\$80 (eighty US dollars) and US\$300 (three hundred US dollars).

Students are responsible for keeping all books issued to them and making sure they are numbered. All books must be returned to the appropriate location at the end of the school year.

## 11. DISCIPLINE REGULATIONS

### 11.1 Background and Commitment

The teaching and administrative staff of Colegio Interamericano confirm our commitment to work in unity in a positive environment, fostering a culture of peace.

In the spirit of working together, we join our students and their parents in reading, understanding, evaluating and applying this Handbook. It is important to live in an environment of order and mutual care and respect where the 6 Pillars of Character are observed in daily life. The 6 Pillars of Character are part of the transversal axes of the school's Curriculum and through their application we expect our students to develop the life skills they need to be productive and successful people. The 6 Pillars of Character are the following values:

1. **Trust** shown through the practice of honesty, keeping promises, loyalty and integrity.
2. **Respect** shown in the treatment of other people, the practice of the Golden Rule, (Do not do to others, what you do not want for yourself), good manners, use of appropriate language, consideration for the feelings of others, proper control of emotions.
3. **Responsibility** is manifested through doing what is expected of each person, persevering and not giving up, trying to make the best effort, demonstrating self-control and self-discipline, reflecting before acting, considering the consequences, consciously accepting the decisions made
4. **Fairness** is reflected when one follows rules, takes turns, keeps an open mind by listening to others, not taking advantage of others, and not impulsively passing judgment.
5. **Kindness** and compassion, concern for others, expressing gratitude, forgiveness, helping those in need, solidarity and caring for others.
6. **Citizenship** is manifested through the contribution to the improvement of the community and the country, cooperation and involvement in community affairs,

being informed and choosing authorities responsibly, being a good neighbor, obeying rules and laws, respecting authority and protecting the environment.

Students are expected to be responsible for their own actions. Every violation of the Code of Conduct must be a learning opportunity. It is important to define what the student understands about the problem. Colegio Interamericano reserves the right to evaluate each incident individually and separately, according to the guidelines established in this manual. It is this dialogue that will create the learning experience.

The main goal is to motivate the student to change their attitude and behavior, and not only to impart consequences. The goals of this process are to create awareness by holding students accountable for their own behavior and to encourage personal growth and self-discipline. Before taking disciplinary action, the level principal will carefully study each case presented. The teachers, the students and their parents will be heard and ACTA will be written with the points of view of everyone involved. Consideration is given to the different points of view, motives and backgrounds of the students, as well as any mitigating circumstances relevant to the case.

Colegio Interamericano requests the assistance of parents to ensure that their children behave in an acceptable manner. Teachers will instruct students about the Code of Conduct and the consequences established to ensure that their stay within the School facilities and during the teaching-learning process is carried out in a peaceful environment.

Although the School's Discipline rules were designed to avoid problems and difficult situations, it is impossible for the school to anticipate each situation that may arise. The Board of Directors of Colegio Interamericano, through the advice of the Disciplinary Commission, reserves the right to deal with unforeseen cases that arise during the school year, following the general procedures established in this Handbook. They are expected to make decisions impartially, safeguarding the right to dignity of each student, following a transparent process and displaying professional ethics at all times.

The Code of Conduct of the Interamericano applies to any student who:

- Is inside the school's campus.
- Is in any activity, in which the school officially participates, whether inside or outside the campus
- Is riding the school bus
- is recognized in activities outside of school as an Inter student because he is wearing the uniform or participating in an activity organized by the Interamericano community.

## **11.2 Disciplinary Commission**

The Discipline Commission participates in making decisions when a student commits a Serious or Extremely Serious offense and collaborates in the case of recurrent minor offenses. It is made up of the Technical Director and three democratically elected teachers' representatives, as well as a parent elected by the educational community. If no parent is available to integrate this commission, a fourth member of the faculty will be

democratically elected. In addition, the disciplinary commission can invite another member of the educational community (level directors and/or deputy directors, parent, coach, or counselor) whenever it deems it necessary to support decision-making.

The Discipline Commission must coordinate and carry out all its activities through a procedure that respects the integrity and dignity of all the students of the School, guaranteeing them the opportunity to be heard before receiving a sanction and allowing the active participation of parents. and/or tutors in the process of educating their children.

In some special cases, the presence of the Supervisor and/or a representative of the Office of Legal Advice of the Ministry of Education of Guatemala or the legal adviser of the school will be requested.

### **11.3 Code of Conduct**

#### **Every student has the RIGHT TO LEARN**

Every student at Colegio Interamericano has the right to receive a quality education. This right is accompanied by responsibilities towards others and towards oneself.

##### **RESPONSIBILITIES**

- Attend all classes on time.
- Be prepared with the necessary materials.
- Actively participate in class discussions.
- Complete homework assignments for the class
- Review each teacher's informational web page for instructions, announcements, and homework due schedules.  
[www.interamericano.edu.gt](http://www.interamericano.edu.gt)
- Keep materials and assignments organized.
- Follow the instructions of the teachers.
- Keep working on assignments in class
- Make an effort to carry out all the assigned tasks
- Support colleagues.
- Maintain a high standard of academic honesty.

#### **Every student has the RIGHT TO ASK FOR HELP**

Every student at Colegio Interamericano has the right to ask for help in academic and non-academic areas. **This right is accompanied by the following responsibilities:**

- Attend tutoring and leveling sessions offered by the school during recess, lunch and/or outside class hours.
- Ask questions in class, after class or via email to the teachers, about academic topics that are not clear to the learner
- Request, in writing, the extensions due date, when there is a valid reason for for this request
- Report intimidation and mistreatment by their peers (bullying).

- Make an appointment with the school counselor, when needed
- Request written permission from their teachers to be able to miss class in order to attend a session with the school counselor or other school authorities.
- Catch up on the tasks carried out during the period in which you attended the session to your appointment with the counselor.
- Maintain the confidentiality of counseling, academic or disciplinary meetings.

### **Each student has the RIGHT TO BE RESPECTED**

Each student has the right to be respected by their peers, teachers, school authorities and anyone who works in the institution.

Therefore each student has the **responsibility to practice** the following

- **SELF-RESPECT** - in their behavior and wearing the school uniform correctly, Students must behave with dignity at all times.
- **RESPECT FOR YOUR PEERS** – showing support and encouragement, refraining from insults, teasing, intimidation and humiliation towards others, be it physically, emotionally or sexually harassing other students.
- **RESPECT FOR ALL ADULTS** – listening and following their instructions, using an appropriate tone of voice, respecting and honoring the teachers' need to present their lessons to the whole class; demonstrating that you are aware of the appropriate time and place to express your ideas; and accepting the feedback that is given. Following the indications of the staff in charge of buses, parking lots and entrances.
- **RESPECT FOR DIFFERENCES**- showing sensitivity and tolerance for physical, cultural, religious, gender and sexual orientation differences of other members of the community, and refraining from using stereotypes of any kind in their personal dealings with other members of the community school.
- **RESPECT FOR PROPERTY** – respecting their belongings, those of their classmates, and teachers and those of the school. Showing care for books and other materials, as well as school facilities, helping to keep them clean and in good condition.

Disrespectful, abusive, insubordinate behavior and the use of profanity and obscene language are unacceptable and will receive consequences. Consequences may range from recess, lunch, or after school detention to suspension. In some cases they may lead to a recommendation for no enrollment in the following school year depending on the circumstances. (For more details go to the “Catalog of Offenses and Consequences”).

### **Every student has the RIGHT TO LIVE IN A SAFE ENVIRONMENT**

Every student has the right to obtain their education in an environment that is clean, safe, and comfortable. Therefore, each student has the responsibility to:

- Listen to all staff members who work in the school, inside and outside the campus, including inside the buses.
- Respect each other.
- Bring to school only items appropriate for their learning activities within the school.
- Follow the rules of the School.

### **Prohibitions**

In order to maintain a safe environment within the School, Interamericano prohibits the following practices: Vandalism, gambling, games of chance, robbery, theft, fights, possession of any type of white and firearms, possession of substances to ignite flammable materials, possession of flammable materials, possession or being under the influence of illegal, alcoholic and psychotropic substances, possession of vapes (and similar items) tobacco and smoking products inside the school facilities or on school buses.

### **Physical and verbal aggression**

Fights are not allowed at Colegio Interamericano. Students are expected to resolve their differences without resorting to insults or physical attacks. In this cases, the students involved will receive the corresponding sanction according to the Offenses established in the "Catalog of Offenses and their Consequences" In all cases of fights, **the presence of the parents of the students involved will be required immediately to pick up their children from the school premises** and take them home on the day of the incident. School staff and students are expected to report conflicts before they escalate into more complex situations.

### **Harassment, hostility, and persecution (Bullying)**

Colegio Interamericano has **NO TOLERANCE** in cases of harassment, hostility, bullying and persecution. Students who get involved in these activities will receive the consequences established according to the Catalog of Offenses managed by the school. If these behaviors persist, the student's enrollment in the next school year will be evaluated and may be denied.

### **Tobacco, e-cigarettes and incendiary devices**

The possession or use of tobacco, electronic cigarettes, "vapes" and the like is prohibited in the facilities of the School as well as the possession of incendiary devices (matches, lighters, and any type of flammable substances ). The student who is found in possession of any of the objects described above will be sanctioned by the school. The School reserves the right to treat each case individually.

### **Other drugs**

The possession or use of drugs is prohibited at Colegio Interamericano. In these specific cases and if necessary, the country's authorities will be notified. Any student found to be accompanying the person in violation of this rule will also receive consequences. The students involved will receive the consequences established in the School's Catalog of

Offenses and Consequences, and they will also be required to attend a rehabilitation program and attend counseling meetings. Rehabilitation treatments must be completed in specialized institutions and the school will require documentation that proves the participation of students in said program. The student in violation of this rule will be a candidate not to enroll in the following school year.

### **Electronic Devices**

Electronic devices may be used to enhance student learning. Any device that is not being used must be in a secure, locked location, such as the student's locker.

Cell phones **may not be used during school hours**. Students using cell phones or unauthorized electronic devices during school hours will have them confiscated. A student whose unauthorized electronic device is confiscated must pick it up at the end of the day from the level office the first time it occurs, and if it occurs again, they must have their parent pick it up.

### **Public displays of affection**

PDA's not allowed: Caresses, or inappropriate physical contact for the school environment are not allowed on campus or during school activities, these include, but are not limited to kisses and caresses between couples. Students will receive a consequence as established in this Handbook.

### **Cafeteria**

All students are expected to conduct themselves in a respectful manner. It is important that, out of respect for others, you pick up your garbage, deposit it in the appropriate places and leave the table where you ate clean.

### **Delivery**

Students will not be allowed to order food from fast food restaurants outside the School, unless authorized by the level management for group activities organized by the School.

## **11.4 Classroom Discipline Plan**

Teachers have the right to:

- Maintain an optimal environment for learning.
- Establish positive behavior expectations that allow the teaching-learning process within the classroom in a participatory manner.
- Get help from administration and parents when needed.

Students have the right to:

- Have teachers help them develop and progress academically.
- That his teachers support him to behave appropriately

- Choose how to behave, knowing in advance the consequences that will be applied as a result of his actions.

The goal of developing a classroom discipline plan is to have a participatory, fair and consistent way to handle students who do not behave appropriately, creating an environment that favors the educator, the student and the instruction; Allowing more time for learning. It is essential that the classroom discipline plan be posted in a conspicuous place. The Plan must include the following elements:

- Rules: They determine exactly what is expected of the students in the classroom. Rules are outlined in the best interest of the student.
- Positive Consequences: It is a system of rewards that motivates the good behavior of the students. They are considered of two types: individual and collective. They are obtained by having complied with the agreed rules for a certain period of time.
- Negative Consequences: They are part of a disciplinary hierarchy. Consequences are determined according to the Catalog of Offenses and their consequences.

## **11.5 Catalog of Offenses and Consequences**

### 11.5.1 Minor offenses

The School considers as minor offenses those that interrupt the normal development of any school activity; In general, teachers handle the application of consequences for minor offenses. They notify parents according to the manual.

These include, but are not limited to:

- a. Disrupting the normal development of a class or school activity.
- b. Using inappropriate or vulgar language in conversations.
- c. Using objects that are not related to the school activity in which they participate, including electronic devices.
- d. Organizing activities without authorization
- E. Not respecting the established schedule.
- F. Collecting money or goods without authorization.
- g. Failure to comply with personal grooming and presentation.
- h. Inappropriate behavior that results in damage to the decoration, facilities, equipment or materials of the school (financial compensation will be required)
- i. Not having the materials ready for the activity to be carried out.

J. Encouraging or promoting another person to commit any minor offense.

h. Any other conduct or attitude that meets the definition of minor offenses

### 11.5.2 Serious Offenses

These offenses endanger the physical and/or emotional integrity of the student and those around him. For the most part, they are offenses directed at other people and/or their property.

The School considers the following as serious misconduct, according to AM 01-2011 and 1505-2013, Mineduc:

a. Using verbal and/or body language that is offensive, indecent and inappropriate to the school environment of respect and courtesy, towards another student, School staff and visitors (including through social networks).

b. Inappropriate physical contact for the school environment: physical manifestations of courtship.

c. Start, promote or participate in a fight; assaulting or causing harm to another student, visitor or member of the school. (In the case of those involved in a physical aggression, parents will be asked to remove them for the rest of the day to provide students with time to reflect)

d. Harassment, bullying, social blocking, manipulation, coercion or physical, verbal or social intimidation of another student or member of the School, carried out by any means, including social networks, that reflect a serious lack of respect for human dignity.

e. Insulting, slandering, defaming, threatening or attacking school personnel, classmates and/or parents or guardians, directly or through written or electronic social media; as well as incurring acts of disrespect against the School and its educational community.

f. Intentionally damaging the material, equipment and facilities of the School or to the belongings of the staff or of another student; as well as withdrawing property of the School or of another person from campus without appropriate consent. It also includes disabling and/or sabotaging any part of the school's security system, computers, alarms or others. (restitution/financial compensation will be required)

g. Interrupting civic and protocol acts, incurring in disrespect towards the national or school symbols.

h. Possessing and using substances and/or objects that are considered dangerous, including any type of knife or firearm.



- i. Ingesting, consuming, distributing or being under the influence of liquor, drugs or any other psychotropic substance within the School and in activities organized by the School.
- j. Not attending class while at school or being absent from class without permission.
- k. Staying in unauthorized school areas without permission from the teacher in charge or the corresponding administration.
- l. Leaving the school premises without prior authorization. When a student chooses to escape from the School, he or she does so with the knowledge that he or she is committing an improper and prohibited act. In this case, the student ceases to be under the responsibility of the School.
- m. Giving or receiving information on the content of an evaluation during its completion; as well as having notes of the content, including by electronic means, that have not been allowed. (see 6.4 Academic Honesty and Plagiarism)
- n. Subtract, alter or fraudulently obtain evaluation tests. (see 6.4 Academic Honesty and Plagiarism)
- o. Copying or allowing someone else to copy papers, homework, or other assigned tasks, including material written by other authors in books or electronic media. All student work must be original and research must cite appropriate sources. (see 6.4 Academic Honesty and Plagiarism)
- p. Falsifying or altering the signature of the parents or guardians, of the School personnel or of another student.
- q. Falsifying or altering any other document, communication or information of the School by any means.
- r. Willful disobedience/refusal to obey school personnel, particularly if the student puts himself or someone else at risk. Insubordination.
- s. The social conduct and behavior of the students, inside and outside the School, must be in accordance with the environment of respect and proposed values. For this reason, a student who publicly participates in a scandalous or inappropriate act, and is identified as a student of the School, commits a serious offense.
- t. Failure to respect the instructions of the staff in charge when bringing his vehicle to school.
- u. Use the name of the College without authorization.

Any other behavior that is considered serious will be dealt with by the Disciplinary Commission. Serious offenses are those that threaten the dignity and/or safety of the student or other people. Art. 30 and 31, AM 1505-2013, Ministry of Education.

The parents of the student or his guardian, will be responsible for correcting the damages that the student may cause due to the commission of any offense. Art. 30, AM 1505-2013,

### 11.5.3 Extremely Serious Offenses

These actions **gravely endanger** the integrity of the student and other members of the educational community. These are actions so serious that they have legal repercussions and the country's authorities must be immediately involved.

## 11.6 Disciplinary measures

The objective of these disciplinary measures is to help students make decisions in such a way that their future is functional, responsible and focused on taking advantage of the educational opportunities that the Interamericano offers them to receive a quality education.

Students who violate the School's regulations, the provisions of the competent authorities or display reprehensible conduct, will be sanctioned according to the seriousness of the act, as follows, based on Ministerial Agreements 01-2011 and 1505-2013 of the Ministry of Education.

### 11.6.1 Consequences for minor offenses

Minor offenses will be sanctioned with a verbal warning by the teacher or competent authority. In the verbal sanction, the student will be called to reflection so as not to commit any other type of fault again. Art. 29, AM 01-2011, Ministry of Education.

The repetition of minor offenses occurs when a student continues to perform inappropriate behavior despite the fact that the teacher has called his attention several times to stop doing it during the same class or subject or in successive classes. This attitude is reported to the level principal or vice principal, the following will proceed:

First time: The student will speak with the teacher to reflect and modify their behavior in the future. The conclusion of the session will be left in writing and the parents will be informed.

Second time: The student will be referred to the level address and will speak with the vice-principal or principal, who will inform the parents in writing. Work will be done with

the student so that he can reflect and propose a personal improvement plan, which will be shared with parents, teacher and level management.

Third time: Parents will be informed in writing or in person during an appointment. The student may be held in the afternoon for one to three days, or for one or more recess or lunch breaks depending on the severity of the misconduct. The level management can seek the support of the Disciplinary Commission to establish the sanction and an appropriate strategy to solve the situation.

If a positive change in the student's behavior is not observed, after a meeting with the parents or guardians, the case will be presented to the Disciplinary Commission and the student will receive an internal suspension of one to three days and will be conditioned to a change in positive attitude and behavior. The student must carry out the academic activities that are indicated during this time and will receive the grade corresponding to his effort. Students who accumulate two or more situations that warrant suspension may be conditioned for enrollment in the following school year. Each case will be treated individually by the Conduct Commission and the level management.

Any student who encourages or promotes another to commit a minor offense will receive the same penalty as the one who committed it.

#### 11.6.2 Consequences for Serious Offenses

In the case of a student who commits a serious offense, their parents or guardians must come to the School for a meeting with the directors, if possible, on the same day. Serious offenses indicated both in the regulations and in Ministerial Agreement 1505-2013 will not be tolerated and the student who incurs in them will be internally suspended from three to five days and conditioned. The Director and/or assistant director will inform the School's Technical Director and the student's parents or guardians in writing, and the Disciplinary Commission will be convened to decide on the corresponding sanction. The suspension period will be defined by the Disciplinary Commission and communicated to the parents. During the suspension, the student must carry out academic activities that are indicated and will obtain the grade corresponding to your effort. Art. 31, AM 1505-2013, Ministry of Education. If necessary, the participation of the school supervisor and/or a representative of the legal advisor of the Ministry of Education and/or the legal advisor of the school will be requested. If the case merits it, the support of the country's authorities will be requested, proceeding to present the complaint where it corresponds.

The student who is conditioned by serious offense or accumulation of offenses, must demonstrate a change in behavior and attitude to be entitled to enrollment for the next school year and continue in the School.

Any student who encourages or promotes another to commit a serious offense will receive the same penalty as the one who committed it.

### 11.6.3 Consequences for Extremely Serious Offenses

The School will collaborate with the country's authorities, who will be immediately contacted.

## 11.7 Basic Terms

- **Condition of Conduct:** It is the status that the student acquires by repeating the breach of the Code of Conduct of the School. A student may also be placed in Conduct Probation if he gets a **“U” (unacceptable)** in behavior in two or more classes at the end of a grading period. The counselor and the vice principal, along with the parents, provide close support to the student in behavior condition to help him to make positive changes in his behavior. The student in this situation is evaluated at the end of each period to determine if his attitude has changed and if he continues in a behavioral condition or not. A student on behavior probation will not be allowed to participate in co-curricular activities, athletics, or any other activity, including field trips. If a student reaches the end of the school year in behavior condition, his/her re-enrollment will not be authorized until the end of the year, once her/his case has been discussed with the Disciplinary Commission who will make the corresponding decision.
- **Detention – Study hall:** Term used when students must remain with their teachers or at the level office for a set time or after class, performing specific tasks, such as: catching up on work that has not been turned in or is incomplete. During lunch detention, a student will be given a reasonable amount of time to eat.
- **In-School Suspension.** When students, due to their attitude, must work within the school facilities, but not in their classroom. The student usually remains in the level office.
- **Decision-Making Procedure of the Disciplinary Commission:** It is the procedure in which the level management presents a student's disciplinary file, including the evidence of the faults, acts, and the minutes of the meetings with the parents and the counselors that have followed up on the student. The members of the Discipline Commission will study the documentation presented and will proceed to carry out an investigation of the cases, which may include interviews with the affected students, the teachers involved and the parents. Then the situation will be discussed, the recommendations for each particular case will be heard and decisions will be made by consensus. These decisions will be notified in writing to all parties. The Disciplinary Commission, if it considers it so, may request support and advice from the school's lawyer and/or a representative of the Legal Advice office of the Ministry of Education, to ensure the legality of the procedure. The actions taken by the Disciplinary Commission will be recorded in a minute in the official record book of the school, authorized by the educational supervisor assigned to the school by the Ministry of Education.
- **Procedure for Disagreement:** It is an appeal procedure in which parents can send a letter to the Technical Director and the General Director of the School, after the

Disciplinary Commission has determined a consequence with which they are not satisfied due to procedural reasons and misconduct or professional ethics.

## 12. PROCEDURES FOR SPECIAL CASES

### 12.1 Illness or Accident

- In case of illness or accident, the teacher must send the student to the Infirmary. Pre-primary students will be accompanied by a nanny or teacher in charge.
- If necessary, parents will be notified to come to pick up the student and he will be authorized to leave the School with a pass signed by the School nurse.
- If the illness or accident is considered serious, Alerta Médica will be called and the student will be sent to the hospital previously indicated by his parents on the Emergency Card.
- Parents must notify the School nurse of their children's allergies and known medical conditions through the medical form that is filled out at the time of registration. This information must be updated by the School nurse at the beginning of each school year based on the updates provided by the parents or guardians with the registration paperwork.
- To re-enter their regular classes, after going to the Infirmary, students must present a pass from the nurse.
- If a student is under the care of a doctor and is taking medication during school hours, the medication will be kept in the School Infirmary with the corresponding instructions. Medications must be properly identified and in their original containers. Students will be allowed to leave class at the designated times to take their medications. The nurse will not administer medications without medical authorization, except those sold without a prescription and previously authorized by each student's parents.

### 12.2 Emergencies

If necessary, the General Director will give the order to call the parents so that they come to pick up their children. Students will be released to their parents as they come to pick them up.

Teachers will remain with their group of students at School until the last one is picked up by his parents. Teachers must be extremely careful when moving students with physical disabilities outside. Students who are not picked up by their parents will remain under the supervision of their teacher.

## **13. TRANSITORY AND FINAL PROVISIONS**

Cases not provided for in this Manual will be resolved by the General Director, the Technical Director and the Disciplinary Commission of the Colegio Interamericano with the advice of the Board of Directors. These will be resolved taking into consideration the Ministerial Agreements in force at that time.



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