



## **DISCIPLINE & CONDUCT PROTOCOL**

Dorado Academy expects all its students to develop holistically to become positive and productive members of society. As part of our vision of integrated learning, we require all students to practice the following high standards of conduct:

- Show respect towards themselves and others.
- Show courtesy to others.
- Respect the personal space of your colleagues.
- Respect private property, including school property.
- Behave responsibly.
- Participate actively and positively in class.
- Be prepared for high academic performance.
- Take the teaching and learning process seriously.
- Properly wear the school uniform.
- Collaborate in the processes carried out by the school officials.
- Follow our school rules and regulations.

The standards of conduct will be continuously assessed by the Dean of Students, Principals, Head of School, teachers, and any of the School Administration personnel. This assessment process includes asking a student to open a device, their book bag, and other personal items for search and inspection if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated the law or rules of the school. Remember that all lockers are property of Dorado Academy and as such, are subject to search and inspection by school personnel at any time without permission from students or their parents, although the student must be present during the search.

### Demerit System

Dorado Academy has implemented a **Demerit System** to keep track of the disciplinary record of the student and the appropriate disciplinary action. The system of merit and demerit is designed to strive for educational excellence by developing and creating a positive environment for education. Using corrective discipline where needed makes it possible for us to provide the right climate for learning.

The main objective of the system is to assist students in making good decisions and being responsible for their actions. A collaborative attitude on the part of the parents, the teachers, as well as the student, is important and necessary. Each teacher is expected to be the first responder to discipline situations in the classroom. When the teacher has exhausted their means in the classroom, the student will be referred to the Dean of Students and/or Principal where disciplinary action will be put in place. These are the number of demerits per infraction by classification.

<b>INFRACTION DEMERITS AND CLASSIFICATIONS:</b>	<b>Demerit</b>	<b>Minor</b>	<b>Major</b>	<b>Emergency</b>
<b>General Conduct</b>				
Invading other’s personal property <b>Interfere (touch, move, hide) with the property of another student without their permission.</b>	2	X		
Invading other’s personal space <b>Getting close to another person in a way that makes the other person uncomfortable.</b>	2	X		

<b>INFRACTION DEMERITS AND CLASSIFICATIONS:</b>	<b>Demerit</b>	<b>Minor</b>	<b>Major</b>	<b>Emergency</b>
Continued disobedience <b>Repetitive action (at least 3 times in the same period or school activity) of the same incident already warned by the teacher or staff member in which it is observed that the student does not respond with the given instruction.</b>	2	X		
Throwing any trash on school grounds <b>Throwing any garbage on school grounds without the student picking up what was thrown away.</b>	2	X		
Using inappropriate language (verbal or non-verbal) <b>Use any type of verbal or non-verbal language (gestures, signs, insinuations) directed at any person directly or indirectly with the intention of insulting.</b>	2	X		
Engaging in improper behavior during school or extracurricular activities <b>Conduct not expected or noticed as incorrect or inappropriate by the teacher or staff member during the class period, curricular, co-curricular, or extracurricular activity.</b>	3	X		
Shouting or insulting people in or around school premises. <b>Raising the volume of voice disproportionately to normal, using inappropriate verbal language with the intention of directly or indirectly insulting any person in or around the school.</b>	4	X		
Staying in the car once parked in the academy. <b>Upon arriving at the academy and parking their motor vehicle, the student remains inside their vehicle after the start of classes.</b>	6		X	X
Throwing of objects that can cause physical or property damage. <b>Using an object that, due to its constitution, when thrown, could cause serious property or physical damage to any person.</b>	7		X	
Organizing or direct strikes within school grounds. <b>The act of organizing and carrying out protests or walkouts inside school grounds resulting in the disruption of the school climate and the regular functioning of the academy.</b>	9		X	X
Refusal to comply with school regulations and/or directives given by a teacher or staff member. <b>Failure to cooperate or refuse a directive given by a teacher or staff member in which the teacher or staff member requires immediate intervention by the administration due to the seriousness of the situation.</b>	15		X	X
<b>Dress Code</b>				
Incomplete or incorrect uniform	1	X		
Incorrect dress code for Jeans Days	1	X		

<b>INFRACTION DEMERITS AND CLASSIFICATIONS:</b>	<b>Demerit</b>	<b>Minor</b>	<b>Major</b>	<b>Emergency</b>
Using P.E. uniforms on days when there is no P.E. Class	1	X		
Failure to comply with the standards of uniform and personal care. <b>Using the uniform in a way in which the standard of decorum, simplicity and uniformity prevails, either by wearing a torn uniform, incongruent clothing (i.e., P.E. pants and a regular shirt, etc.) or not maintaining adequate personal hygiene.</b>	1	X		
Wearing nose studs, tongue piercing, multiple ear piercings or having a visible tattoo.	1	X		
<b>Classroom</b>				
Does not bring classroom materials	1	X		
Does not bring homework or assignments	1	X		
Does not do classwork	1	X		
Does not bring tablet/laptop ready for use	1	X		
Falling asleep in the classroom <b>When the student falls asleep in the classroom during the class period after the teacher instructs him to stay awake.</b>	1	X		
Entering and exiting classrooms in a disorderly manner <b>Entering the classroom while using inappropriate language (verbal or non-verbal), shouting, throwing objects or any other act that violates the teaching process.</b>	2	X		
Entering and/or leaving the classroom, and/or laboratories without authorization and before the period ends.	3	X		
Interrupting the teaching-learning process <b>Constant interruption of the teaching-learning process using language (verbal or non-verbal) and after instructing them, they continue their behavior.</b>	3	X		
Being in a classroom without the proper authorization <b>Act of staying in a classroom after the class period is over or without the presence of a teacher.</b>	3	X		
Skipping classes <b>Failure to report to assigned classroom during class period.</b>	6		X	X
Leaving the school grounds or boundaries of supervision without authorization	15		X	X
<b>Foods, Drinks, Gum Chewing</b>				
Chewing gum in school or classroom	1	X		

<b>INFRACTION DEMERITS AND CLASSIFICATIONS:</b>	<b>Demerit</b>	<b>Minor</b>	<b>Major</b>	<b>Emergency</b>
Eating or drinking in the classroom without permission	1	X		
<b>Absence or Tardiness</b>				
Unexcused absences and/or unexcused tardiness	1	X		
A pattern of absence and/or tardiness without proper justification	1	X		
<b>Dishonesty</b>				
Copying test/homework (Plagiarism)	7		X	
Lie or concealing faults committed by the student or other students. <b>Omit or lie about information about the actions committed by the student or other students during the investigative process.</b>	5	X		
Forging parents, teacher and/or school staff signature	9		X	
Acting contrary to the philosophy of the school <b>Any act that, due to its consequence and severity, determines that a student, being a member of the school community, put the name and prestige of Dorado Academy at risk.</b>	20		X	
Altering, falsifying, destroying, stealing, or hiding exams, letters, notices, files and/or any other official documents.	10		X	
<b>Technology</b>				
Improper or unauthorized use of electronic devices in school (cell phone, tablet, computer, smart watches, etc.)	4	X		
Using AI technology to compose and submit works as your own original creation.	7		X	
Taking unauthorized photos or videos to engage in improper behavior	9		X	
Using social media to engage in improper behavior	9		X	
<b>Sexual Conduct</b>				
Using obscene language (verbal or non-verbal) <b>Use of verbal or non-verbal sexual language (gestures, signs, insinuations) directed at any person directly or indirectly.</b>	7		X	
An exaggerated expression of affection and physical contact with a sexual connotation	9		X	

<b>INFRACTION DEMERITS AND CLASSIFICATIONS:</b>	<b>Demerit</b>	<b>Minor</b>	<b>Major</b>	<b>Emergency</b>
Possessing or displaying obscene material or pornography in any manner	10		X	
Engaging in intimate or sexual intercourse on campus	20		X	X
<b>Disrespect, Bullying, and Aggression</b>				
Disrespect towards another person (staff, student, or visitor) <b>Insulting someone (directly or indirectly) with offensive and degrading words or gestures. Putting someone down because of their physical appearance, gender, sexual orientation, race, or religion. Make fun of someone in public or private. Verbally attacking someone because of a difference of opinions. Humiliating someone in front of others to make them feel inferior.</b>	5	X		
Malicious comments <b>Comments in which bad intentions are expressed (teasing, insinuations, etc.) towards another student verbally (written or vocal).</b>	7		X	
Physical aggression (minor incident) <b>Conduct in which one or more students physically attack (punches, kicks, bites, scratches, etc.) any person and didn't result in bodily harm.</b>	7		X	
Pushing people	9		X	
Defaming any member of the school community in any manner	10		X	
Harassment, bullying, or cyberbullying, based on race, ethnicity, color, gender, sexuality, socio-economic condition, beliefs, age, and/or mental or physical functionality (See Article 15)	15		X	
Fighting <b>Conduct in which two students agree to use physical violence against each other.</b>	15		X	X
Verbal aggression <b>Use of verbal language (written or vocal) in which it is expressed to physically harm another student.</b>	15		X	X
Physical aggression <b>Conduct in which one or more students physically attack (punches, kicks, bites, scratches, etc.) any person and results in bodily harm.</b>	20		X	X
Riot <b>Behavior of physical violence in which more than 2 people participate and violate school peace.</b>	20		X	X
Highly abusive risk behavior <b>Any aggressive and abusive physical behavior that puts the physical integrity of any person at risk.</b>	20		X	X

<b>INFRACTION DEMERITS AND CLASSIFICATIONS:</b>	<b>Demerit</b>	<b>Minor</b>	<b>Major</b>	<b>Emergency</b>
Threatening the safety of others by using any type of weapons	20		X	X
Threat or intent to harm or assault another person	20		X	X
<b>Vandalism</b>				
Writing on the walls or other surfaces of the school	7		X	
Damaging or mutilating school property (vandalism) <b>Any damages to Dorado Academy property caused by a student will be the parent and/or guardian responsibility.</b>	10		X	
Damaging or mutilating another person's property (vandalism) <b>Any damages to another student, teaching, and non-teaching staff property caused by a student will be the parent and/or guardian's responsibility.</b>	10		X	
<b>Illegal Action</b>				
Illegal Appropriation <b>Act of taking by force any property that does not belong to that person to gain any benefit.</b>	9		X	
Stealing <b>Act of taking any property without permission to gain any benefit.</b>	11		X	
Drug Test positive result (see Article 16)	15		X	X
Gambling <b>A bet, wager, or other gambling venture in school grounds.</b>	20		X	X
Possessing weapons on school grounds	20		X	X
Use, possession, or distribution of alcohol, vape, cigars, cigarettes, or drugs and/or pyrotechnics on campus or any school-sponsored activity	20		X	X
Convicted of any offenses by any court	20		X	X
<i>*INAPPROPRIATE CONDUCT OR BEHAVIOR NOT CLASSIFIED</i>				
<b>Repeated violations of the Student and Parent Handbook; any behavior that threatens the safety of other people in the school community, any action that goes against school rules, or government laws; and/or any inappropriate conduct or behavior committed by any student that is not listed in these classifications will be referred by the Dean of Students or Principal to the Disciplinary Committee to determine the appropriate disciplinary action, and possible expulsion, based on the severity of the conduct or behavior.</b>				

## Disciplinary Investigation and Procedures

Each student has the following rights when going through a disciplinary investigation and procedures:

- to be heard.
- to a quick, fair, and objective process.
- to present evidence.
- to confidentiality.
- to be given all class assignments if suspended.
- for their parents or guardians to know about the situation.

### Elements when an infraction is committed

These elements must be present to determine that an infraction has been committed. If the action was committed:

- Freely: the student's ability to decide the action for themselves.
- Voluntarily: the intent of the student (the desire to commit the infraction).
- Consciously: Act of discernment about what is right and what is wrong.
- Maliciously: propensity to commit an offense with the desire to do harm.

It is understood that one or more of these elements must be present in the student's action when a disciplinary sanction is imposed. Some infractions, due to their nature, do not necessarily comply with all the elements. Based on the evidence and investigation the school administration will decide which if any of the elements are met.

The school reserves the right to implement reasonable discipline measures to fit the needs of each student. Some disciplinary situations may require an immediate suspension or expulsion. The administration will take any necessary action and demand the parent's immediate presence. The following are the procedures for disciplinary actions:

### Minor offenses

1. The student will be informed in private by the teacher or staff member about the infraction and the meaning of the action.
2. The *Demerit Form* will be completed by the teacher or staff member, and an email will be sent to the parents informing them about the situation. The parents will have access via Plus Portals to overlook the different demerits that the student accumulates in each class.
3. The Principal or Dean of Students will keep a record of the report for subsequent actions, if necessary.

### Recurring Situation

Recurring misconduct or misbehavior is established when a student has had three (3) recurring minor offenses and may require an immediate suspension or expulsion. The administration will take any necessary action and demand the parent's immediate presence.

1. The teacher or staff member sends the *Disciplinary Referral Form* to the Dean of Students or Principal.
2. The Dean of Students or Principal interviews the student using the *Disciplinary Action Form*.

3. The Dean or Principal contacts the parents immediately to schedule a meeting.
4. The Dean or Principal and the teacher will meet and discuss the situation with the parents/guardians.
5. The Dean or Principal will discuss the *Disciplinary Action Form* with the parents/guardians and a Disciplinary Action is put in place.

### Major Offense

We have a zero-tolerance policy on major offenses. These require disciplinary action, including but not limited to suspension and/or expulsion.

1. The teacher or staff member sends the *Disciplinary Referral Form* to the Dean of Students or Principal. The Head of School is notified immediately of the situation.
2. The Dean of Students or Principal interviews the student using the *Disciplinary Action Form*.
3. The Disciplinary Committee will determine the appropriate disciplinary action.
4. The Dean or Principal contacts the parents/guardians to inform them that they are required to report immediately to school.
5. The Dean or Principal meets with the parents using the *Parent-Teacher Conference Form* to inform them of the Administrative Disciplinary Action.

### Emergency Situation

It is IMPORTANT to understand that if the student has seriously disrupted the academic atmosphere or endangered other students, teachers, or staff:

1. The teacher or staff member will communicate immediately with the Dean of Students or Principal to address the situation. The Head of School is notified immediately of the situation.
2. The Dean of Students or Principal will contact the Security Staff to intervene with the student.
3. The student will be taken into immediate temporary custody by our Security Staff.
4. An immediate investigation will take place and parents/guardians will be notified of the situation.
5. The Dean or Principal contacts the parents using the *Parent-Teacher Conference Form* to inform them of the Administrative Disciplinary Action that may include expulsion.
6. If necessary, the official government authorities will be notified.

## DISCIPLINARY ACTIONS

The category of the infraction and the number of demerits that a student has accumulated will be used to determine the proper disciplinary action. These are the definitions of the disciplinary actions in place at Dorado Academy:

- **Verbal Warning:** The teacher or staff member will inform the student and parents/guardians via email about the infraction committed and the possible disciplinary actions for not correcting this behavior.
- **Call Parents or Guardians:** The teacher or staff will communicate via telephone with the parent or guardian about the infraction committed by the student and the possible disciplinary actions for not correcting this behavior.
- **Parent-Teacher Conference:** The Dean of Students and/or Principal will schedule a short meeting with the parents or guardians and the teachers to discuss and find solutions to behavioral problems.

- **Detention:** It requires the student to stay after school for a specified time. The student will normally be given at least a one-day notice. A student who fails to report to detention at the assigned date and time will have the penalty doubled. The Dean of Students and/or Principal will notify the parents/guardians of how the detention will be set in place.
- **Suspension:** A student who is suspended is temporarily removed from classes for a period because of a serious infraction or because of a growing number of inappropriate behaviors that have not been corrected through counseling and meeting with the Dean of Students and/or Principal. The Disciplinary Committee will determine the number of suspension days. The Dean of Students and/or Principal will notify the parents/guardians of how the suspension will be set in place.
- **In-school Suspension:** It will be treated as a regular class day(s) but the student will be taken to the Dean of Students or Principal’s office to continue their classwork individually. The student will have a snack and lunch in the office as well. The parent will pick up the student at the end of the day in the Dean of Students or Principal’s office. The School Administration will determine the number of suspension days. The Dean of Students and/or Principal will notify the parents/guardians of how the suspension will be set in place.
- **Out-of-School Suspension:** The student must remain out of school for one (1) or more days and they will have a 15% deduction of the grade of each classwork, test, quiz, or project given during those days. The Disciplinary Committee will determine the number of suspension days. The Dean of Students and/or Principal will notify the parents/guardians of how the suspension will be set in place.
- **Disciplinary Probation:** indicates that a student has engaged in unacceptable behavior, according to our student handbook, and remains at the school during a probationary period, as opposed to suspending or expelling them. The Disciplinary Committee will meet with the parents or guardians.
- **Expulsion:** Because of grave and/or continuing inappropriate behaviors, a student will be permanently separated from school membership. The school reserves the right to dismiss the student whose conduct is deemed unworthy or harmful to him/her or others. The Head of School and administration will meet with the parents or guardians.

The following are the types of disciplinary actions to be taken depending on the number of demerits the student accumulates **by each classification:**

Demerit points	Disciplinary action	Demerit points	Disciplinary action
1	Verbal Warning	8	Detention 4 hours
2	Verbal Warning	9	In-School Suspension 1 day
3	Call Parent or Guardian	10	In-School Suspension 2 days
4	Parent-Teacher Conference	11	Out-of-School Suspension 1 day
5	Detention 1 hour	12	Out-of-School Suspension 2 days
6	Detention 2 hours	13	Out-of-School Suspension 3 days
7	Detention 3 hours	14	Out-of-School Suspension 4 days

## Demerits Accumulated

When a student accumulates between **11-14 demerit points** among all classifications, disciplinary action will be put in place and a Parent-Teacher Conference will be held to develop a plan for the student to modify their behavior.

## Disciplinary Probation

At **15 demerit points** accumulated a second Parent-Teacher Conference will be held, and the student will be put on Disciplinary Probation. A student placed on probation must agree to a plan for correcting their behavior and meet with the Dean of Students, Principal, and/or School Counselor regularly during the probation period.

- The student's participation in any co-curricular, extracurricular, or sports activity will be suspended.
- The student will have their registration on hold for the next academic year.
- The student who is on Disciplinary Probation and gets an out-of-school suspension during the year that they are on probation will be expelled from Dorado Academy.
- The Dean of Students or Principal must inform the Disciplinary Committee, at the beginning of the third quarter, about the conduct of the student, so that they can determine if the student will be permitted to enroll at Dorado Academy the next school year or if they will not be eligible for re-enrollment. *(The Disciplinary Committee is a group of staff and faculty members, representing different grade levels, who meet to evaluate major discipline situations with students who have been involved in any rule violation of the Student and Parent Handbook. No parents or legal counselors will be allowed in this meeting.)*
- The Disciplinary Committee will have a meeting with the parents or guardians to inform them about their decision regarding the re-enrollment of the student. This meeting will be held at least one (1) week after the committee has a final decision.

### **Disciplinary Probation can only be removed if the student:**

- Gains merits until the number of demerits is removed from their Disciplinary Record.
- Completes the first quarter of the next school year without any disciplinary remarks.
- Completes the correcting behavior plan established by the Dean of Students or Principal.

## Expulsion

If a student reaches **20 demerit points** the Disciplinary Committee will meet to determine suspension or expulsion.

## Merits Accumulated

Students with demerits that exhibit an improvement in their behavior will have the opportunity to receive merits to help them make up for the demerits received. The number of merits will be accumulated at the end of each quarter. The teacher will send their recommendation for merit using a report through Plus Portals.

Improvement action	Merit points gained
Four (4) hours of volunteered community service	1

Improvement action	Merit points gained
No tardiness to any classes in a period of 30 school days	2
Only one (1) tardy in a period of 30 school days	1
Perfect attendance in a period of 30 school days	2
1 absence in a period of 30 school days	1
Academic performance with a 4.0 GPA (per quarter)	4
Academic performance with a 3.99 - 3.50 GPA (per quarter)	3
Academic performance with 3.49 - 3.00 GPA (per quarter)	2
No demerits in a period of 30 school days	1
Teacher determined reward (Recognized consistent class participation, Demonstrating leadership, etc.)	1

### Disciplinary action in clubs, organizations, class directives, and athletic teams

All Dorado Academy students will be governed by the rules established in this handbook; however, we understand that students who participate in our clubs, organizations, class directives, or athletic teams must demonstrate excellence in their conduct and behavior to represent our school in its different activities. The school administration reserves the right to implement disciplinary action in the participation of clubs, organizations, class directives, and athletic teams if the infraction fits it.

#### **CLUBS, ORGANIZATIONS, CLASS DIRECTIVES**

Any student who accumulates **5 demerits** will be exposed to suspension from their participation in the activities of their club, organization, or class directive.

- The Dean of Students, and the Director of SEHW, along with the Advisor, will meet with the student and their parent or guardian to establish a behavior modification plan.
- The student must earn merits to eliminate demerits entirely.
- As soon as the demerits are eliminated, the student will be able to participate in any activity of their club, organization, or class directive.
- If any student who has been suspended from participating in the activities of their club, organization, or class directive accumulates 5 additional demerits, they will be referred by the Dean of Students or Principal to the Disciplinary Committee for them to decide their membership status in their club, organization, or class directive.
- The Disciplinary Committee will meet with the student's parent or guardian at least one (1) week after making its decision to let them know if the student will be suspended or expelled from their club, organization, or class directive.

### **ATHLETIC TEAMS**

Depending on the accumulated demerits, our student-athletes will receive the following athletic penalties excluding them from participation in their sport as follows:

<b>Disciplinary Action</b>	<b>Athletic Penalty</b>
5 demerits	Cannot participate in one (1) game of the current or the next season of their sport
6 demerits	Cannot participate in two (2) games of the current or the next season of their sport
7 – 10 demerits	The Athletic Director will determine which one of these penalties will be applied, depending on the sport and length of the season: One (1) week out of games of the season/tournaments, Or cannot participate in three (3) games of the next season, or cannot participate in the 1st meet of the next season.

- The Dean of Students, along with the Athletic Director, will meet with the student and their parent or guardian to establish a behavior modification plan.
- If any student who has been suspended from participating in any of the athletic activities, accumulates 5 additional demerits, they will be referred by the Dean of Students or Principal to the Disciplinary Committee for them to decide their participation on the team.
- The Disciplinary Committee will meet with the student’s parent or guardian at least one (1) week after making its decision to let them know if the student will be suspended or expelled from the team or teams.

### **Dorado Academy Discipline Committee**

The Dorado Academy Discipline Committee is constituted for the maintenance of discipline in the school. The committee will ensure that students obey rules and remain orderly and peaceful under educational objectives/goals in the school community. It provides ample opportunities for the development of personality and leadership qualities among the students.

The school’s Discipline Committee will follow these tasks under the guidance of the Head of School:

- To serve as a model in terms of character training and behavior for students.
- To assist the students in conforming to school rules and regulations.
- To help students develop self-discipline.
- To administer consequences commensurate with the offense committed by any student.
- To frame new school rules and regulations in consultation with the Head of School for the student’s behavioral aspect.
- To promote and encourage good behavior among the teachers and students.

- To create an environment that is conducive to peaceful and harmonious co-existence of staff & students of different grades.
- To create an environment that is conducive to peace and harmonious co-existence of staff and students of different grades.
- To enforce strict dress codes among students.
- To enforce the total prohibition of cell phones, cameras or smart watches, and cold drinks usage inside the classrooms.
- To monitor the movement of the students in the school and prevent students from hanging around in the hallways or near bathrooms.
- To assist the school anti-bullying committee in preventing ragging in the school and to spread anti-ragging campaigns throughout the student community.