



**Cathedral
International School**

School Handbook
2019

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CATHEDRAL INTERNATIONAL SCHOOL

CHAPTER 1

Objetives

The purpose of this manual is to make our entire educational community aware of the school's procedures, policies, and regulations, and thus ensure optimal development in our school life. We are convinced that knowledge of these regulations by families, students, teachers, and other members, provides the basic tools to create a warm, effective, trustworthy, and safe environment.

Other objetives:

- Encourage the development of self-discipline.
- Make fair correctives lead to self-reflection.
- Encourage respect for yourself and others.
- Stimulate good behavior.
- Maintain a harmonious school environment that allows for greater learning.
- Ensure the well-being and greater safety of all our students and members of the educational community in general.

WHO WE ARE

Cathedral International School is a private educational entity with an English curriculum that teaches formal education at preschool and elementary and secondary levels. It was founded in 1995, recognized by the Ministry of Education of the Dominican Republic and accredited as an International School by the New England Association of Schools and Schools (NEASC) Council of International Schools (CIS) through the new evaluative protocol: ACE.

ORIGIN OF THE MANUAL

A thorough examination of this document will allow realizing that it was drafted within the legal framework of the Dominican education system of which we consult the current legal provisions and the current requirements of the Education Law 66-97, the Code of the System of Protection of Children, and Adolescents, Standards of the Dominican Educational System for Harmonious Coexistence in Public and Private Educational schools (in compliance with articles 48-49, Law 136-03, approved by the National Council of Education), and the current ordinances issued by the Ministry of Education.

PHILOSOPHICAL CONCEPTION

MISSION

We promote critical, creative, and competitive human beings, committed to the excellence and practice of human values, supported by a comprehensive, technological, avant-garde curriculum and an educational community identified with our proposal.

VISION

To be recognized nationally and internationally to form modern, dynamic, and innovative leaders entrenched in excellence and respect for diversity.

OBJECTIVES

- Encourage the integral development of the student.
- Obtain academic excellence in all areas of educational work.
- Potentializing the skills of our students
- Encourage critical and creative thinkers.
- Encourage research, love of art, music, sport, reading, and diversity of cultures.
- Create a personal security and educational support environment to achieve the ultimate in experiences.
- Provide quality instruction, backed by the school curriculum and our teaching staff.
- Provide means, and support resources that make the teaching-learning process more meaningful.
- Encourage parental and community involvement.

VALUES

- Excellence in all our individual and group actions as part of our personal identity.
- Respect for the human being's inalienable rights.
- Freedom of thought, preservation of life, due respect for academic and administrative authorities.
- Responsibility assumes its actions and their consequences.
- Equality is based on the equity of the child.
- Tolerance is a free and respectful acceptance of diversity.
- Integrity, moral fortitude.

INSTITUTION SYMBOLS

Anthem

Classroom and singing of values

You're Cathedral School

That forms me into actions

To learn with compression.

You are the bread of my existence.
Every day you make me grow.
Showing that excellence
It must be our level.

God bless these spaces.
Sharing schools
Learning and teaching
For a fair future.

Classroom and song of joy
You're Cathedral School
Your teaching and
Warranty
A better society.

Thank you, Cathedral School.
Your knowledge will be my light!
Thank you, Cathedral School.
Your knowledge will be my light!
Your knowledge will be my light!

Author: Delores Sánchez
Arrangement and music: Yaqui Núñez del Risco.

Shield

Our school's coat of arms inspires respect, nobility, distinction, and admiration; it represents leadership, unity, and the constant pursuit of excellence. It is framed by the acronym CIS, corresponding to our institution's name and the date of foundation. It distinguishes that a red circle that expresses union, dynamism, and continuity, also symbolizes the same child as the central axis and protagonist of our school.

Meaning of their colors:

Blue: Symbolizes success, justice, the vocation of service, and love for the homeland.

Grey: Integrity, intelligence, and development.

Red Represents creativity, leadership, and imagination.

The flag.

Our flag is white and red and brings the school shield to the school. The composition of these colors represents love and pride in our homeland.

Sports Flag

Our sports flag is red and white and brings the school mascot figure for our school mascot. The flag is used in all interschool events.

CHAPTER 4:

GOVERNANCE AND PARTICIPATION BODIES.

"As a model of conduct, the teaching and administrative staff of each school are subject to the rights, duties, and commitments established in the rules of procedure of the Statute of teachers (Arts. 33.34.35) As well as in the provisions of the code for the System of Protection and Fundamental Rights of Children, and Adolescents (Law 136-03) which refer specifically to these servers. (Art. 45-50)."

SCHOOL GOVERNMENT

Board of Directors

The Higher Council is the highest governing body of the school, and as such, it is responsible for the general orientation of the organization, administration, and arrangement of its assets.

This body is defined under its own terms and statutes and consists of (5) lifetime members.

President

Vice president

Secretary

Treasurer

Vocal

Executive Director.

His/Her responsibility is to ensure that all processes converge: academic, procedural, and administrative to make their success effective. It also addresses the implementation of the activities formulated by the Board of Directors in line with the CIS's objectives and guidelines.

Academic Council/Management Team

It is the advisory body for all the academic processes of the institution. They are chaired by the Academic Director and are also made up of area or level directors, the school psychologist, registration director, administrative director.

Academic Director

He/She is responsible for ensuring the good academic development of the institution. It shall carry out its functions following the Higher Council's policies and guidelines and the CIS Board of Directors. Represents the school before the Ministry of National Education.

Administrative and Financial Director.

Coordinates evaluate and implement the CIS Board of Directors' administrative and financial policies; en ensures the institution's economic and administrative integrity.

Human Resource Manager : plan, direct, and coordinate the administrative functions, oversee the recruiting process, interviewing, and hiring new staff; consult with executives on strategic planning; and serve as a link between the organization's management and CIS employees.

Directors Areas and/or Level.

Plan, coordinate and evaluate according to established standards the area's activities for which they are responsible.

Student Guidance and Intervention Council

The Student Intervention Council is an agency responsible for observing, studying, and resolving academic situations caused by learning and behavioral issues referred to by teachers, level directions, or other sources.

Teacher.

The teacher has a responsibility to guide, watch over, and lead the group in all academic and disciplinary aspects.

BODIES OF PARTICIPATION:**Parent Association (PTO)**

To strengthen the bonds between the family and the school, the school has formed a partnership with different support committees, which aim to collaborate with the institution's development, support special events, and promote cultural activities.

Disciplinary Committee:

Maximum disciplinary body to know about the serious and severe faults that students comment on. Composed of the Academic Director, counselor/psychologist, teacher.

Student Council.

This is the body of associated students who perform a curriculum or extracurricular activity. Its objectives are: to support the activities of the school, to share ideas, interests, and concerns of students with the authorities of the school and its teachers, to raise funds for special events of the school, community, and social activities.

Ex-students Association.

The CIS Alumni Association aims to group graduate students together to maintain bonds, collaborate, and socially project the school community through their social and cultural activities. Parent School (GROW).

Parents' participation is essential for the integral training of our students, so through their participation in parent education nights, a space for reflection and acquisition of new learnings is possible. It is proposed one night per quarter - autumn, winter, and spring - with topics of relevance to the healthy development of children and young people and creates coherence in managing situations between parents and teachers.

CHAPTER 5

Students Profiles:

Our students must be recognized for being:

- Integral people involve the balanced development of cognitive, physical, affective, social, and human values aspects.
- Oriented to excellence, both in their personal development and in their future professional purposes.
- Open to change, with flexible, responsible, and bold mindsets in the face of new situations.
- Able to successfully meet the future's challenges, resilient, prepared to act in a highly competitive and technological environment.
- With the initiative, creative, responsible, and persistent in the development of their activities.
- With a developed social conscience, with leadership capacity, respectful of all those who need it, and concerning their actions.

Academic Staff

The academic staff of Cathedral International School is:

- Balanced, with full values, you believe to be a transmitter of your own experiences.
- Prepared and updated with the social, scientific, technological, and cultural moment to project its employees to a successful future.
- Open to change and assimilate innovations.
- Critics and accept criticism.
- Maintain order, good customs, promote harmony, and dedication to work, so that love and mutual respect are reflected in the educated.
- Self-esteem and estimate its purpose to carry out with success and responsibility the social function that it is up to them to develop in their education.
- Be exemplary to educate through your attitudes and example.
- Encourage love among all members of the school community.
- Administrative Staff
- The persons who make up the administrative staff must have an integral profile that allows working in harmony with other members of the educational community. Therefore,

they must be equal, understanding, kind, and just. They must be open to change to assimilate the necessary innovations of educational work successfully.

Parents and Family Guardians

- Parents or guardians of the family must identify with the school they choose for their children. According to the mission, vision, and values of the school, parents are needed who:
- Be effective, respectful, and supportive.
- They believe in the validity of the school's Educational Project (PEC).
- Be accountable to the school to achieve goals and goals.
- Become familiar with the school's programs, regulations, and policies.
- They report on their children's activities and goals and continually support their education.
- In the ethical, moral, affective, and social values, they are convinced that these are formed and founded in the home, and the school reinforces, helps, and illustrates. Still, nothing would do without the active presence of the family.
- Worry about your children's affective-social formation, setting the example of love, fidelity, and tolerance.
- Establish standards of conduct in line with those of the school.

DUTIES AND RIGHTS

Family rights

- Be taken care of promptly by management, area management, orientation, teaching, administrative staff, and receive courteous and respectful treatment from the school's staff.
- Propose initiatives and suggestions that contribute to the better functioning of the campus.
- Receive regular information about your children's academic performance or tutors.
- Participate in activities scheduled by the school.
- Provide and ensure your child's education, demanding regular classroom attendance, and ensuring your child's health.
- Participate in the activities of parent committees of the parent association.
- Go to school regularly to learn about your child's academic and behavioral processes.
- Be integrated into CIS activities, without differentiating their political, religious beliefs, or distinctions based on social or racial conditions.
- Choose and be chosen to be part of the participating bodies of the school.

From families Duties

- Know, accept, and respect the school Educational Project (PEC), its idea, principles, values, regulations, procedures, provisions, and act following them.
- Take responsibility for the school achievement of the objectives and goals through the program given and its children's education following the guidelines established in the PEC.
- Ensure proper hygiene, grooming, and health of children.
- Provide uniforms and school supplies necessary for developing class activities and fostering at home a study environment.
- It is the obligation of parents and/or guardians to keep the data up to date.
- Be liable for damages incurred by your children under the Dominican Education System Standards and CIS needs.
- Go to the school when required to ensure your sons' and daughters' good performance and behavior.
- notify any change of address, email or telephone is notified to the Address in writing.
- Actively participate in activities, meetings, talks, and programs for parents held at the school.
- Contribute in solidarity with the educational institution for the training of your children.
- Socialize with your children or protected school regulations and handbook of the school.
- Send in writing and promptly excuses that justify your children's absences to classes or meetings.
- Avoid negative comments in front of your children and individuals that are detrimental to the school.
- Stay informed about your children's academic performance.
- Inform CIS of structural changes in the family.
- Inform CIS about changes in the student's health condition.
- Know, apply, and respect the provisions of this Handbook of Coexistence.
- Attend meetings organized by CIS.
- Respect students, teaching, administrative, and property staff, and standards established by the school.
- Keep your financial commitments to the school updated.
- Oversee your child complies with and respects regulations and regulations.
- Keep your information updated (phone, address, etc.).
- Communicate to the school the justifications of your absences.
- Get prior permission to leave the classroom and/or school. Avoid making trips until you have completed all your commitments to the school. For high school students, meet the established 60 hours of social service to earn a bachelor's degree and do so as established by the school. (Ordinance 4'99).

From the Students Rights

- Receive education without discrimination of sex, race, culture, creed, or economic and social position.
- Receive a quality education, according to its potential and the needs of the new times.
- To be treated with respect, appreciation, and justice.
- Receive oral and written information about the results of your assessments.
- Participate in general and extraordinary activities scheduled at the school.
- Require full compliance with surgery programs.
- Ask teachers for additional explanations on topics covered.
- Ask the teacher to review their assessments.
- Access all existing teaching support facilities in the school(library, laboratories, educational trips), under the corresponding supervision.
- Actively and freely participate in your own educational process concerning your curiosity, interests, questions, and experiences.
- Organize scientific and cultural activities together with your educators.
- Choose and be chosen to be part of the school's participating bodies, cultural, scientific, sports, and service associations.
- Duties:
 - Respect and comply with this school Handbook and Code of Conduct.
 - Attend classes on time and regularly.
 - The parent or guardian of the student who cannot attend classes must notify him/her indicating the reason for the absence.
 - Attend properly uniformed, observing personal hygiene.
 - Fulfill efficiently and honestly with the tasks assigned to them.
 - Avoid the use of cell phones and electronic devices during the school day.
 - Avoid bringing magazines, games, and any other distracting material.
 - Protect and care for physical facilities, furniture, materials, and teaching and bibliographic equipment owned by the institution.
 - Care for and protect the natural resources of your school environment.
 - Replace or repair the damage done to any material or facility in the facility.
 - Respect your companions, to whom you must dispense a courteous and kind treatment.
 - Respect academic and administrative staff following ethical standards and principles of human relations.
 - Provide yourself with school supplies and work materials requested.
 - Observe conduct attached to good customs and moral principles.
 - Meet the academic requirements of each subject.

- Cooperate with all scientific, sporting, and cultural activities organized by the school.
- Respect the patriotic symbols.
- Keep all the facilities of the school clean and tidy, especially the classroom and its furniture.
- Use a moderate tone of voice in conversation with others.
- Find out about the school's exam dates, tasks, and extracurricular activities related to your learning process.
- Attend exams on scheduled dates and times.
- Academic Staff
- Rights
- Receive respectful treatment from all members of the educational community.
- Be stimulated when your work warrants it.
- Participate in the improvement, updating, and professionalization courses organized by the institution.
- Choose and be elected as a representative to the board of directors.
- Be heard regarding resolving problems and eventualities of a personal or work order and receiving an effective and timely response.
- Choose and be chosen to be part of the participating bodies of the school.
- Duties
- Know, ensure, and comply with the agreements set out in this Coexistence Manual.
- Be an example to your students in all circumstances and places.
- Respect your peers, students, and others in the educational community.
- Make students aware of the expected assessment criteria and basic achievements.
- To make known to its students in each evaluative court, the subject's results show the documentation that supports these results.
- Participate in the curriculum and complementary activities scheduled by the school.
- Instill in students, with their testimonies, the love of life, freedom, science, and social coexistence.
- Comply with scheduled activities in the activity schedule.
- Comply responsibly with accompaniment in breaks, grooming, transportation, pedagogical outings, cultural and sports days, coexistences, and other activities, including parent education nights, parent evening meetings, and other activities scheduled by the school and/or parent association.
- Fulfill the working day and dedicate all the regulatory time to the functions of your position.
- Present yourself in optimal conditions for the performance of your educational work.
- Treat with dignity and stealth matters that may violate the good name of the school.

- Respect the rights of all people and avoid comments against their honor.
- Give a fair and equitable treatment to your students to maintain a permanent and qualitative evaluation system that allows establishing achievements and difficulties in training students.
- Must show a respectful language all the time.
- The use of the cell phone for any purpose, in students' eyes, is forbidden during schoolwork hours.
- Providing private tutoring to students of their own or school is forbidden .
- The teacher strictly prohibits the recommendation of tutoring to parents.
- Any recommendation for tutoring and/or external support such as therapies must be channeled through the student guidance and intervention committee, the school coordinator, principal, or psychologist exclusively.
- Belonging to virtual groups, participating in social networks, and/or communicating with them with students, allowing students to follow teachers or vice versa, by virtual means or photographing and/or filming students to display it in a way, is forbidden .
- Photos and filming of students can only be ended through school-sponsored social/virtual media. If you disagree that your child appears on the school's social networks, notify him in writing, in the corresponding coordinator office.

CHAPTER 6

NEXT SCHOOL YEAR REGISTRATION

Cathedral International School receives re-entry applications from domestic and international students continuously during the school year; we give priority to our students enrolled up to the date established by the Administrative Director each year. After that date, the quotas are granted to the students of new income, and the current ones will be enrolled as available.

Current Students must:

Quota reservation

Any parent or guardian must fill out the quota reservation form and deliver it on the date indicated. By bypassing this step, the school assumes that it will not enroll and will have this space for another candidate.

Documentation update

Active students must update and complete the following documents:

- Enrollment Form.
- Emergency information sheet.
- Photos (if necessary).

- Enrollment Contract

Schedules:

Administrative Management: 7:30 a.m. to 5:00 p.m.

Academic Management: 7:15 a.m. to 3:00 p.m.

Credits and Collections: 7:30 a.m. to 4:30 p.m.

School Store: 7:30 a.m. to 4:30 p.m.

Coffee shop: 7:30 a.m. to 4:30 p.m.

CLASS HOURS:

Preschool: 7:30 a.m. to 12:45 p.m.

1st to 6th: 7:30am to 1:45pm

7th to 12th: 7:30am to 2:30pm

School Attendance and Absence

The class program is sequenced, the regular attendance (a) is decisive in their performance. A minimum of 80% assistance is required to pass the course (Ordinance 1'96 of the Ministry of Education).

Punctuality at the school

The school opens its doors at 7:15 am. The school day starts formally at 7:30 am with the flag act. After the time of the start of the event (7:30 am), the student who arrives at the campus must register in the late book of the school with the student service manager and give his/her tardiness pass to his/her teacher. The student with more than three consecutive delays in a month will be start classes from second period of classes.

HomeWorks

Within the philosophy of the school is training in the sense of responsibility. Homework is a means of continuing school learning, so it should be done by students and supervised by parents.

ASSESSMENT OF STUDENTS AND OTHERS

Student evaluation is a process that provides information to make the necessary adjustments to the teaching process. The evaluation gathers the possible evidence to objectively measure the student's behaviors and abilities quantitatively or qualitatively.

For evaluation purposes, it is considered: classwork: participation, internships, tasks, use, and order of notebooks and technology, etc. The demonstration of the skills acquired through rubrics, observations, research assignments, and critical thinking is taken into account and the original creation of various projects, including digital ones. Finally, cumulative achievement assessments are considered at the end of the evaluated periods.

Tests and Exams

Tests and exams are performed on students from 3rd to 12th grade through tests of different types. Tests, whether information or competencies are carried out on the dates previously scheduled in the school calendar.

Report Cards

The school establishes different ways to assess student development process.

Preschool to 2nd: delivered quarterly, physically, and in a special meeting.

From 3rd to 12th: they are delivered quarterly, physically, and in a special meeting.

Promotions

Preschool to 2nd

As they are considered transitioning, preschool through second graders will be promoted to the higher course, except for special situations involving the child. Approved by MINERD.

3rd to 6th primary

"A student whose year-end grade is equal to or greater than 65% will be promoted to the higher grade, in all subjects, and who has accumulated 80% or more of class attendance. Otherwise, the student whose year-end grade is less than 65 points will participate in a single opportunity in full tests, will only be promoted if he approves all the subjects". (Ordinance 1'98).

7th-12th Secondary (now 1st to 6th High School)

70% of the final grade is required to pass all subjects and 80% or more class attendance to be promoted. The minimum score of 70% can be applied to the 7th and 8th course after 2017.

National Tests for 6 and 12th (now 6th High School)°

At the end of 6 and 12th grades, or 6th grades, students participate in National Tests for 6 as a requirement for their promotion to high school and 12th to obtain the high school degree °°, respectively.

Completion certification

100% to 90% of indicators achievement: A

89% to 80% of indicators achievement : B

79% to 65% of indicators achievement: C

64% to 60% of indicators achievement : D

with 21% or more indicators in the process

National tests:

12th graders will have opportunities to participate in clinics for national tests.

Community Service

To obtain a bachelor's degree, students must have completed a minimum of 60 hours of community service, so they will receive a certificate from the institution where they performed the service.

Graduations

At the end of the school year, CIS holds graduations for kindergarteners and 12th grade.

Recognitions

Cathedral International School recognizes student achievements in the following areas.

- Students who, by their grades and/or index, qualify as students of honor or high honor, depending on their level. They must demonstrate high behavioral performance in addition to academic performance.
- The most prominent students in sports discipline during the school year
- The most prominent students in the artistic discipline during the school year
- Other Recognitions
- Esperanza Award: Graduates who have been in the school for twelve uninterrupted years.
- Citizenship: We recognize students for their conduct and training in values.

Rating Scale

The school's Grade System is expressed in two ways depending on the level of an academic degree. From Preschool to 2nd are assessed by achievement indicators or learning outcomes. For students from 3rd to 12th grade, the areas of knowledge are evaluated by competence and expressed in numerical terms.

Honors

The final grade average will award academic honors. To obtain recognition, students must average 90 to 100 points in all subjects, including the behavior note. Honor Roll from 90 to 94 and High honor roll from 95 to 100. They will be delivered at the end of the school year.

From 3rd to 6th From 7 to 12

∞∞

Letter Grade	Grading Scale
To	90-100
B	80-89
C	70-79
D	65-69
F	64 or <

Letter Grade	Grading Scale
To	90-100
B	80-89
C	70-79
F	69 or <

To opt for recognition, the student must not have committed serious or severe misconduct during the school year.

PERSONAL PRESENTATION

Dress code

As part of the personal image, students must attend school well presented; this implies grooming, clean and ironing uniforms, traditional haircuts, and natural and uniform color. Males should always be shaved.

The uniform is for daily use and mandatory during the hours of the school day and during the extra and co-curricular activities carried out in the school. Uniforms are for sale at the school Bookstore.

Students Uniforms

- The school uniform must be worn with pride and neatness. The uniform identifies the school on and off the school grounds, so it is mandatory to comply with the same standards set out in this manual while wearing.
- Children and young people should wear the uniform correctly; this implies, wear the polo shirt inside the trousers, wearing a strap (mandatory on pants). Makeup, tattoos, or long nails are not allowed, and only pastel colors can help high school students.

For all students:

Daily:

Preschool students: White Polo shirt with school logo, navy trousers, blackstrap, black shoes, and white stockings.

Pupils from 1 to 12: White shirts and blouses (male and female) with school logo, navy trousers, blackstrap, black shoes, and white stockings.°°

Sports

Sports uniforms are for exclusive use for sports and/or physical education days. It is not allowed to be used outside the day of your school hours.

For all students: White T-shirt with school logo, navy sports pants with red side stripes, white stockings, black or plain white sneakers.

Swimsuits and coats: Only school coats and swimsuits are allowed.

Jewelry and other accessories

- These are not permitted, this includes, but is not limited to:
- Gold garments or precious metals (CIS is not responsible for the loss of garments).
- Wearing caps, sunglasses,
- Perforations (piercing in visible places), visible tattoos, no hairstyles, and/or cuts (mohawk, for example) or exaggerated hair dyes (red, hot blonde, etc.).

- Note: If a student does not attend the school properly uniformed, the family will be contacted for the parent or guardian to show up in the uniform. Incorrect use of the uniform affects the behavior note from each student's personal responsibility perspective.

Dress Code for Families and Visitors

The following rules govern clothing and personal care for families and school visitors:

Parents, guardians, and/or friends must attend the institution dressed in moderation, so it is not allowed to access the school campus with the non-use of flannels, spandex, pajamas, shorts, miniskirts or very pronounced necklines. We must be an example to our sons and daughters and the school environment that demands everyone involved.

It`s forbidden:

- Enter institutions with firearms or whites.
- Enter with medications, drugs, alcohol, or other similar substances.
- Show tattoos, piercings.
- Make sales, barter, or any other commercial activity that involves profits of their own and/or third parties.
- Smoking in or near the premises.

NOTE: "Smoking is forbidden on the perimeter of all Educational schools of the Dominican Republic, administrative offices, teachers and any units belonging to or linked to the Ministry of Education, officials, teachers, students, and employees, as well as any other person who visits the designated places" (Departmental Order 1-2005 of MINERD).

INSTITUTIONAL PERSONAL ORGANIZATION MEASURES

Punctuality.

- Punctuality is responsibility of families.
- The flag ceremony starts at 7:30 am, it is a civic duty to participate in it, so admission to the students' campus will be at 7:15 am.
- Students will be considered late if they do not participate in the flag assembly.
- Students who submit 3 delays in a month must attend classes accompanied by their parents or guardians to sign a letter of engagement. It's a slight foul; recidivism makes it serious.
- The school is not responsible for students who are left by parents or guardians, outside of our regular hours, outside of extracurricular activity (ASP) hours and outside our facilities.
- Permits, absences, and delays
- Applications for leave to leave the school are made in writing in student services approved by the corresponding Area Director.

- Disease non-assistance must be endorsed with a medical certificate issued by the PRIMARY doctor and delivered to the area address.

The withdrawal of students before the end of the school day must be in case of emergency and authorized by the Area Director, or if not by the Coordination.

Health

Students with viral or infectious or contagious conditions must not attend school the until the contagion period has passed.

They are considered unjustified excuses

- Travels
- Visits or arrivals of family members
- Parties or social commitments or any other that the institution might consider.
- Note: The school reserves the schedule of tests or exams not taken on the established dates.

Parents' visits to the school.

- Parents' visits or stays to the school during school hours are limited to administrative departments; in no case are student classrooms allowed in or interrupted. To make visits or interviews, parents must make an appointment through the appropriate department.
- **Ex-students visits**
- Alumni students may visit the school upon notification and authorization of the Director during recess hours without having access to the classrooms.
- Students may not be accompanied by escorts (driver, nannies, security escort) within the school premises. If you require this service, you must inform the administration Department , and must remain outside of the institution.

Parking

- To facilitate the viability of transit, parents are accommodated to the measures established by this school.
- Families who require parking around the school do so in compliance with the elementary standards of civics; this implies respecting parking of the school staff, canopies, and other nearby parking spaces.
- Families who transport their children in private vehicles and require leaving them on the school's thru drive must present the TARJETON identification and access from the Rotary Club towards the Juan Goico Alix.
- Families should not park at the thru drive pass or hinder their passage and thus avoid congestion. The support staff has been assigned to families and children who require it.

- **"Right to image protection.** "As established in article 26 of the Code of Children and Adolescents, quote: "The image and data of children and adolescents are forbidden from being disposed of or disseminated through any means in a way that may affect their physical, moral, psychological and intellectual development, honor and reputation, or constitute arbitrary or illegal interference in their private life and family privacy or that may stigmatize their conduct or behavior." Paragraph: The violation of the prohibitions referred to in the preceding articles shall be punished in the manner provided for in Article 411 of this Code. Therefore, students are forbidden from taking or distributing photos on social networks or electronic media (Facebook, email, Twitter, Tumblr, Snapchat, Instagram, WhatsApp, or YouTube, etc.) of their peers at the school's premises. If a student violates this provision, the parent or guardian shall be responsible for the consequences of such action as provided for in articles 69 and 26 of the Code of Children and Adolescents.

Teachers' cloisters or in-service days:

They are conceived for professional development sessions purpose, revision of pedagogical practice, students follow up. Academic staff meets 3 or 4 times during the school year.

INFORMATION AND COMMUNICATION

Information and communication regarding the educational processes of our students and school life is made through:

- General assemblies.
- Individual or family meetings.
- School calendar.
- Physical and/or digital newsletters.
- Telephone communications and via e-mails.
- Website: www.cathedral.edu.do
- Area Assemblies

During the school year, general assemblies and/or areas is provided information regarding all school processes. The attendance of parents or guardians at these meetings is mandatory. Usually, the school year begins with the first meeting of all parents. This meeting provides the most important guidelines in the classroom and school level in general. There is a meeting for new families.

Meetings with Families

Parents who require an interview with academic authorities regarding the resolution of concern do so in the following order:

With the staff and/or teacher of the matter that causes the concern.

With area management in case such concern has not been resolved with the first management.

With the Academic Director as the last instance.

School Calendar

The school calendar is published on our website refers to all the activities to be carried out during the year, such as celebrations, holidays, delivery of notes, date of exams, and all the activities of our school life. The school reserves the right to make changes or modifications if necessary and inform families through the school's different means of information.

Website

All information regarding our school life is presented on our website. Every day it is updated with the most relevant information on our educational work.

Newsletters:

The newsletters are sent by emails to families and published on our website.

Phone Calls

For families and students to communicate with each other in emergencies, the procedures established are the following:

If parents need to communicate with students during the school day, they can do so through the front desk or the student services department, who will notify the area address. Phone (809) 592.9997 extension 221 or 222.

* If a student needs to make an emergency call during the school day, they can make it by asking their teacher to attend area coordination or student services.

* The use of personal phones during the school day is forbidden .

* Calls to retrieve a forgotten task or object are not allowed, as these actions limit the development of student responsibility.

* Parents may contact faculty and administrative managers when they deem it necessary.

ASSISTANCE OR COUNSELLING PROVISION .

If a student has academic or behavioral difficulties that interfere with academic development, the teacher and/or the principal in charge will refer him/her to the Counselling Department.

Physicians or Health

* The school has a infirmary assisted by a doctor who serves our students.

* The school provides school health insurance for accidents that occurred during the school day.

* Students who need to be medicated during school hours do so through the infirmary. For this, the parent must provide a medical certificate stating dose and schedule.

* The school is not responsible for the consequences that arise on students who self-medicate without our knowledge.

* In case of accidents or illnesses, the student first attends the infirmary, where it is established whether he or she should be admitted to a health school. First aid will be given, and parents are notified either by telephone or through written notification.

Emergency Sheet

In our archives, there is an emergency sheet, which is filled out as part of the registration documentation, by the parent or guardian, indicating the common medicines that your child can use in case of minor emergencies, which is deposited in the infirmary. The datasheet should indicate allergies or special health care to consider. The doctor will always contact the parents before providing any medicines and in cases of discomfort.

Certifications, Results, and Registration.

Families who require documents must request them through the registration department, within the time limits described below:

- * Letters of recommendation or certification of studies: 5 free days.
- * Records of official end-of-year grades are required 15 days free of charge, after the minutes have been deposited with the Ministry of National Education, in any other case, a provisional record is given.
- * Results of admission assessments 3 working days.

School Cafeteria and Dining Room

- * The School Cafeteria offers a variety of groceries and refreshing beverages to all members of the school community.
- * Good behavior during school snack hours speeds up service, so it's important to keep order, line up, avoid receiving the money to buy colleagues, not run, take care of furniture, and cleanliness.
- * Lunch brought by or to students engaged in extracurricular activities must be identified and taken to the cafeteria. They can only be removed from the cafeteria area after the student's corresponding departure time.
- * Under no circumstances are students allowed to leave the school premises to purchase food or anything else and return.

School Store

Our store offers the educational community the service of selling school supplies and uniforms. The sale for students is only allowed before the start of the school day, at recess time, or on departure.

Extra-Curricular Activities after School Activities (ASA)

Extracurricular activities are evening activities that are carried out to provide a service that improves the capabilities of our students.

CIS offers within these activities: sports clubs: taekwondo, volleyball, football, basketball. It also offers first communion classes, instrumental music, robotics, cheerleading, choir, swimming, preparatory for model united nations, dance classes, and salsa. Task room and tutoring services are also available.

Co-Curricular Activities

The school carries out co-curricular activities to complement and strengthen students' training, and they represent an assessment in their qualifications. They are carried out with the collaboration and integration of teachers and families of the school. Among our co-curricular activities are:

Fairs and Competitions

- * Scientific, Technological and Cultural Fair
- * International Fair
- * Art Club
- * Patriotic Fair
- * Spelling Bees-
- * "The Genius Cats." contest
- * Math Olympics-
- * Olympiad Day."
- * Model United Nations.
- * Cila
- * Christmas Fest

Educational Visits or Departures:

The purpose of the trip is usually observation for education, non-experimental research or to provide students with experiences outside their everyday activities, such as going camping with teachers and their classmates.

Students must have authorization signed by their parents as an indispensable requirement to participate. Students must travel on the transportation assigned by the school, so they are not allowed to travel in their private vehicles.

The parent, responsible of the cost of a pedagogical outing, and pay it on time.

Depending on the nature of the activity, the school may authorize clothing other than uniform.

Lost and found Items:

Any lost items found by any student or school staff must be delivered immediately to the student services department. The person in charge of this department must write down the date and time it was found, its description and save, to manage the return to its owner. The owner must make a detailed description of his/her membership.

FACILITIES, PROPS, FURNITURE, AND EQUIPMENT

Facilities

It is everyone's duty to take care of and ensure the proper use of the school's facilities.

Sports facilities:

Proper use of sports facilities avoids endangering the physical integrity of students. It should not remain in these areas during the performance of any activity. They must take care of guards on the installed courts to protect the physical safety of our students while participating in sports activities.

English textbooks

are the school's exclusive property and leased to students during the school period, which must be kept clean and in good condition. Losses or damages caused to them result in a fine or payment of the total cost thereof.

Use of Science Labs

To enter science laboratories, the safety requirements and standards established internally by the Institution must be met. The use of the gown is mandatory to enter the laboratories.

Technology and Computer Science.

Technological and educational resources are strictly for school use and must be cared for by their use under the teacher's standards. It is not allowed to remove any device or other items from the school or save for its exclusive use.

The School has the right to supervise the student using technology to inspect the content of the student, what is considered not to contribute to the integral development of the student (adult content, violence, inappropriate language, distractions, offensive innuendos, chats, distracting games, etc.) will proceed to notify the parents or guardians.

Lockers and Wardrobes

- * The school offers rent of lockers to students from 6th to 12th
- * lockers to store their belongings, which must be properly cared for. The school reserves the right to suspend this service if it is misused.
- * Lockers are assigned to students by number. Only merge fasteners are allowed. The combination of the closures must be recorded by the teacher guide of the grade level in case the student forgets or has to enter the locker for reasons of force majeure.
- * The student undertakes to open the locker at the time a school authority requests it.
- * It will be the parent or responsibility to pay for the opening of locker locks or locks.

Economic and Material Replenishments

It is the responsibility of parents or guardians to make financial and/or material replenishments when it is found that their child incurred:

- * Damage to the school's physical plant
- * Damage to schoolbooks, materials, equipment, or furniture.
- * Damage to technological equipment, including iPad linings, hearing aids, and others.
- * Damage to some belongings of a partner.
- * Loss of books, teaching materials, or sports equipment.

Others**School Supplies**

All students must have the necessary school supplies for classroom development: textbooks, pencil, rubbers, sharpeners, notebooks, etc. The repeated lack of this standard demonstrates the student's lack of interest (a) and is observed in the participation notes.

Photographs and Social Networks

If you do not want your child's photograph to appear in the school's publications and other media, you must notify the executive director department, writing a copy of the student registration form.

It is a serious fault to use technological or other social networks to make publications that affect the image of the school and any of its members.

- It is also totally forbidden to publish photos or images with the school badges without the express consent of the executive address.

Birthday Celebration

Only preschoolers can celebrate birthdays within the school campus. The dates set for these celebrations are the second and last Fridays of each month from the time of recess. Inform the principal area in advance to book the day. Children attend these celebrations in uniform except for the birthday boy/ girl.

If you hand out invitation cards for celebrations at home or at school, there must be one for each child in the classroom. In the case of selective invitations, they must be delivered directly to families without going through school.

Other Celebrations

Events, parties, or other activities on behalf of the school are forbidden. To coordinate any activity in which the name and image of the school are compromised, express authorization from the executive management is required. Failure to comply with this rule leads to the suspension of the student and involved.

Forbidden items.

It is forbidden to bring to school equipment, games, or other objects that cause distraction or affect the development of students' academic processes.

Confiscations:

Any forbidden items or equipment considered as "object of distraction" for the student will be confiscated. The confiscated item will be returned the first time to the student at the end of the school day. In the event of failure to occur, a second time will be returned exclusively to the parent or guardian after three working days.

CODE OF CONDUCT

The educational schools assume what establishes the Dominican Educational System Standard issued by the Ministry of Education of the Dominican Republic dated July 2013.

Faults

Actions or omissions that violate the rules of conduct and organization governing our institution's coexistence policies are misconduct.

FACTS LIKELY TO BE IMPLEMENTED BY EDUCATIONAL MEASURES AND

Disciplinary

The CIS assumes what the Rules of Coexistence of the Dominican Educational System issued by the Ministry of Education of the Dominican Republic are established in July 2013.

General Provision: To objectively assess each disciplinary situation that violates the fulfillment of the duties of the students contained in these regulations, and within the framework of the established disciplinary regime, minor, serious, and severe faults are established, capable of disciplinary measures.

Updated in 2019

Criteria for the implementation of Measures: The consequences applied for minor, serious, and severe faults will consider the level of development and evolutionary stage of children and adolescents. In the event of any decision or consequence affecting students, the "Higher Interest of Children or Adolescents" will prevail (Principle V, Law 136-03).

Discipline Dialogues: Before applying any warning or sanction, the teacher will try to reflect on the behavior in question with the student and discuss the possible consequences and importance of respecting the provisions of school life as learning for their present and future life. For this type of dialogue, the necessary support is available from the Department of Guidance and Psychology.

Minor faults: Minor misdeem lacks are voluntary actions that, although they do not conflict with the person and harmonious coexistence, negatively influence the student's performance and the fulfillment of his/her duties with the educational school. Minor faults are situations that can be handled by the teacher within the classroom.

Minor faults are considered:

- Interruptions to the work of the classroom or the school, if they do not correspond to a special or health condition of the student.
- Disturb peers with comments or taunts, who ridicule peers, teachers, or another member of the community, if they do not have the character of bullying.
- Use inadequate language and tone of voice.
- Class interruptions such as unnecessary noises.
- Exiting the classroom without justification during class hours (it is the responsibility of the teacher to ensure that students stay focused, developing classroom activities).
- Ignore the rules about the code of ethics of cell phone use on the school campus and the positive use of computers and other electronic devices in the school.
- Stay in classrooms or unauthorized areas during recess.
- Throwing trash and waste out of the scum.

Paragraph I. To prevent minor misdeeds from becoming serious, all possible guidance and accompanying measures for students and families, involving all actors in the system, should be exhausted to ensure that the student's teaching and learning process is not interrupted.

Educational and disciplinary measures for minor misdeeds: Educational and disciplinary measures that the teacher may apply before minor misdeeds, in a differentiated way, and as each case warrants, will consist of:

- Reflective dialogues with the student from a support perspective focused on solutions and logical consequences.
- Verbal warning in private and/or apology in private.
- Assignment of extra jobs.

- Retention of distracting objects in the school Direction for three (3) days.
- Establishment of written agreements and commitments with the student, following up on agreements and recognition of their achievements.
- Written and/or verbal communication with the family to implement support strategies for the student to achieve a positive behavior change. As far as possible, the counselor or psychologist will accompany teachers in this process.
- Analysis and thoughtful dialogue with the group of students, trying to generate with them, and they support solutions for healthy coexistence and strengthening their learning process.

Serious misbehaviors are voluntary actions that obstruct the development of the comprehensive pedagogical process of members of the student community.

Without prejudice to the others, expressly indicated in the Regulation coexistence of the Educational school, serious faults are considered:

- Non-compliance with the rules established in the execution of tests or examinations.
- Use disrespectful actions or words toward colleagues and/or authorities.
- Irreverence to the patriotic symbols.
- Discrimination and stigmatization against members of the educational community by race, nationality, religion, disability, among other differences.
- Negative use of social media for defamation or entry into restricted school pages.
- Dirty, damaged, or deteriorate the furniture and/or facilities of the school.
- Departures to different units of the school without proper authorization.
- Leaving the school during class hours without proper authorization.
- Inappropriate behavior in educational outings, activities outside of regular class hours.
- Defamatory attribution of serious mis faults to others.
- Plagiarism or copy of papers and/or exams.
- Recidivism in the slight faults that, even with the follow-up and support of the school in articulation with families, have not been overcome.

Educational and disciplinary measures for serious misdeeds: The measures in case of serious faults are as follows:

- All set for minor fouls.
- Sending the student to the Address, with a maximum of time of one hour. This measure must be agreed in advance with the director of the Educational school and the Department of Guidance and Psychology, to have an appropriate place for the student to fulfill this consequence, performing the assigned tasks with due supervision.
- Written reflection works.

- Public or private apologies.
- Conversations with parents or guardians, to establish commitments with students and ensure a positive follow-up of the process.
- Written communications to parents or guardians.
- Reversal of the copied or plagiarized point or job.
- Repetition of the plagiarized examination. Loss of points in the corresponding discipline and/or subject parameters.
- Assignment of special tasks that guide reflection.
- Limitation on the participation of some school activities walks, and/or social action.
- Prohibition of the use of computers and other electronic equipment for repeated improper use thereof.
- Replacement of damaged or destroyed furniture or equipment. Where a sanction includes reparation for physical harm, it should engage in dialogue with families and establish agreements with them on replenishment. They should also dialogue to look for alternatives that favor a change in student behavior.

Paragraph I.

The application of any of these measures shall be communicated to the parent or guardian.

Severe faults: Actions involving danger and/or harm to students, anyone or the facilities of the school constitute severe faults—also, those that constitute moral harm to colleagues, authorities, and the institution itself.

Only the following are considered severe faults:

- Bullying.
- Bring or consume forbidden substances (drugs, alcohol, unauthorized drugs, cigarettes, e-cigarettes, hookahs, among others).
- Appropriation of school supplies in a way or complicity.
- Alteration of school documents.
- Bring or use dangerous objects.
- Recidivism in serious mis faults that, even with the follow-up and support of the school, in articulation with families, have not been overcome.
- Educational and disciplinary measures for severe injury:
- The following measures
- are applicable in the face of severe faults:
- All educational and disciplinary measures in place for serious faults.

- Location of the student in a space outside the classroom, for a maximum period of two days, I had to perform the tasks indicated by the teacher elsewhere in the previously identified school. The student will have specific tasks and undertake to make progress each day under the supervision of the teacher and the family. Parents or guardians should review, and sign assignments assigned to students.
- Suspension of participation in activities outside the school.
- Suspension of student participation in activities within the school provided that these activities are not part of the mandatory curriculum of the course.

Paragraph I.

The implementation of any of these measures shall be communicated to the parent or guardian to socialize the causes of the measures and establish the commitments of families to accompany the process positively.

DETERMINATION AND IMPLEMENTATION OF DISCIPLINARY MEASURES

- Bodies implementing measures: The following bodies constitute mediation and implementing bodies for measures under this Standard:
- Teacher (slight fouls).
- Mediation Team.
- School Management Team.

Proceedings of Penalty of Faults: Minor faults will be determined by the teacher and applied immediately, without any need for any subsequent consultation process.

Mediation: In all cases where serious or grave misconduct is applicable, the complainant must resort to the Mediation Team. The Mediation Team will hear the reported student and seek conciliation between the parties.

If an agreement is reached between the parties, the process will be closed, and the Mediation Team will communicate the result to the Management Team. In this case, no other action will be taken against the person reported.

If no agreement is reached or it is breached by one of the parties, the Mediation Team will immediately report the situation to the Management Team for the initiation of the corresponding procedure.

The objective of the Mediation Team: The objective of the Mediation Team will be to seek solutions, through the application of appropriate and appropriate measures for coexistence, that do not threaten or violate the rights of students, fostering a conciliatory, harmonious horizon that educates the whole community.

Paragraph I. During the research process, if necessary, measures of the student's location in a space outside the classroom, prohibition of the use of computers and other electronic equipment, limitation on the participation of some school activities outside or within the school, may apply where they do not constitute essential activities of the basic academic curriculum.

Criteria for the Determination of Measures: Any assessment of situations of conduct that determines serious or very serious misconduct, shall take into account the circumstances of the fact, collected from different sources and perspectives, as well as personal history, recidivism or not in this type or other family and school conduct, duly recorded in the student's file, as well as in other sources, taking into account situations of risk or vulnerability that the student may be going through.

FACTS OUTSIDE SCHOOL JURISDICTION

The Code of Children and Adolescents establishes in article 221 the concept of Criminal Justice of the adolescent person, which seeks to determine both the commission of the unidirectional act and the criminal responsibility of the adolescent for the punishable acts in violation of the criminal law in force in the Dominican Republic guaranteeing compliance with due process of law.

Those facts that are sanctioned by Dominican legislation called "crimes" or "punishable acts," escape the disciplinary system established for schools, being competent to know about them the Criminal Chamber of the Court of Children and Adolescents, who will be responsible for the implementation of the socio-educational measure or the corresponding sanction once the criminal responsibility of the adolescent, in fact, is established.

Children under the age of thirteen (13) are under no circumstances criminally responsible for the fact committed. Still, the violations committed by them will be known to the Criminal Chamber of the Court of Children and Adolescents.

SPECIAL SITUATIONS

Sinister and Emergencies

Cathedral International School has an emergency protocol for sinister cases.

Drills are carried out periodically, and the entire educational community is instructed on the actions to be taken in the event of a fire and/or earthquake.

In the same order, a communication network is developed to be notified of important information in case of an unforeseen event outside the school day that may affect the school's activities.

Final Decision Making

By formalizing registration, families undertake to comply with the rules set out in this manual and accept that in case of non-compliance, they will be susceptible to the actions and consequences that result from it. The Board of Directors may make decisions regarding any conflict situation described in this document when it deems appropriate.