

Disciplinary Procedures

DAYCARE

Practices used:

Happy/Sad Face

Counseling

Be By Myself

Children shall not be subjected to discipline that is severe, humiliating or frightening.

Discipline shall not be associated with food, rest or toilet use.

Spanking or any other form of physical punishment is prohibited.

The above-mentioned practices are explained to the parents, prior to admission to school. In addition, the parent/guardian is issued a brochure "Know your child's Day Care Center" as a measure of helpful information regarding our facility.

ELEMENTARY, MIDDLE AND HIGH SCHOOL

Practices used:

Classes will begin at 8:30 A.M.

All students that arrive after the National Anthem, must obtain a "late to school pass" in order to be admitted. After three tardy passes, the student will get one-hour detention.

"Late slip" will be issued when the student is late to class. Each late-slip is equivalent to one-hour detention.

An "Out of Uniform" pass means one hour detention.

Students having more than two hours detention in one week, or are absent to the detention, will have to sign the conduct record if not previously excused by the Principal.

Students from 6th-12th grade arriving after 9:00 a.m. without an acceptable excuse will be sent to back home.

Students are responsible for completing all their assignments issued by each of their teachers.

On Mondays, students must line up by grade level in the north campus to raise and salute the flag. All other days' students will go directly to class and the seventh graders will be in charge of raising the flag. Those students who are not present during the flag salute will be considered late to school.

Students, along with their teachers, will enter their classes and rise next to their seats during the National Anthem.

Afterwards, they will sit and listen to the morning announcements (if there are any), homeroom class will proceed and attendance will be taken.

Students are not permitted to be socializing in front of the school or in the parking lot.

Upon your arrival to school, you must go immediately to the cafeteria unless you are in grades Pre-Kinder through eighth that must go directly to their classrooms.

Students are not permitted to be inside any classrooms before or after school hours as well as during lunch or break time.

During lunch and break, students must be in the cafeteria or in the north campus.

Under no circumstances, are students permitted to leave school grounds for lunch. If they decide to, it will be

considered skipping school.

Students are never to be in front of the school, in the back parking lot or on the basketball courts.

Students are to answer "Present" when attendance is taken at the beginning of each period in order to report all absences to the office.

As a matter of courtesy, students will stand whenever a faculty member, administrator or visitor enters the room, and will remain standing until the teacher asks them to be seated.

When the bell rings, students must remain in their seats until their teacher dismisses them.

Courtesy and good behaviors in the hallways are essential. Students should line up when waiting for another class to exit, always maintaining the flow of traffic. Silence must be observed in the halls while classes are in session and at all times.

The position of "weekly monitor" will be assigned to a student every Monday. This student will serve as an aid to the teacher. The responsibilities of this position are listed in each attendance book. Failure to carry out these responsibilities will result in one-hour detention.

All students must be prepared for class upon arrival to school. They must have all the required materials and books for each subject before entering their classroom.

Students are to use the bathroom during recess and the last fifteen minutes of their lunch period. In case of an emergency, the teacher will send the student to the office in order for him/her to be issued a "Bathroom pass" by office personnel.

Our school counts on capable people to help us whenever our regular teachers are ill, or absent due to personal reasons. A substitute is an important visitor whose impression of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as we expect our students to be towards their regular teachers.

The use of the public phone is restricted. Students may ask permission to use the phone during their break or lunch time. Under no circumstance, can the phone be used during class time.

Personal phone calls are not permitted. Office personnel will only take messages under special situations.

A parent or guardian may only leave messages. The use of cellular phones is not allowed.

All students must wear their complete school uniform and must be well groomed at all times.

Their shirts must always be tucked in and pants must be properly hemmed.

Students are expected to have all their uniforms ready before the beginning of the school year.

All students must wear their complete physical education uniform during physical education class.

The wearing of jewelry is not advisable. The school will not be responsible for jewelry lost on campus or any items of value such as beepers, cellular phones or other electronic devices that are prohibited from school.

Smoking or chewing gum is not allowed in school. Food and drinks are forbidden in classrooms at all times.

Girls: Excessive facial make-up is not allowed. Girls cannot wear large or fancy earrings, extravagant barrettes, etc.

Skirt-shorts cannot be any shorter than two inches above the knees.

The attire (school uniform) that should be worn on a daily basis is specified on the uniform regulation sheet.

Baseball caps, hats or sunglasses are permitted in school.

Boys: Long hair going under the shirt collar, beards nor goatees is permitted.

Students wearing “Mushrooms”, “New Wave” cuts or styles will not be admitted in school.

The attire (school uniform) that should be worn on a daily basis is specified on the uniform regulation sheet.

Sunglasses, baseball caps nor hats are permitted in school.

Dismissal for high school students will be through the East and West gates heading towards the school bus, their parent's car or their own car. In case that the students are not picked up immediately after dismissal, they are placed in the Study Hall program. Daycare, pre-school, first and second grades will be dismissed directly from their classrooms. All other elementary grades will be dismissed through the north campus. They will line up according to their grades.

Detentions will be held on Thursdays. Students will receive notification a day in advance of their detention. An hour detention will take place from 3:00 p.m. to 4:00 p.m. and a two hour detention will be served from 3:00 p.m. to 4:30 p.m. Reasons for detentions are stated throughout the regulation book. If a student has three causes of detention in one week, they will sign the conduct record. Rescheduling of detentions will only be permitted once a year with the approval of the Assistant Principal. It is up to the Principal's discretion to wave a detention or make any type of changes.

Students are forbidden to bring, distribute, or sell any kind of merchandise on school grounds.

All of the school properties will be respected and taken care of by the students. Parents will pay for any damage done intentionally or maliciously.

Laboratory facilities, science and computers are available to the students and teachers. We have implemented these facilities for the benefit of our student body with the objective of promoting educational excellence. The use of the laboratories is a privilege, not a right and inappropriate use will result in a cancellation of privileges and/or disciplinary action. All students must be well mannered, polite and organized.

The use of the Internet and On-line service is a privilege. It may only be used for educational purposes. Personal use, including e-mail is not allowed. The Internet service contains some improper material. Therefore, students are restrained from obtaining this information or sharing it with others and must immediately exit out. Students who do not conduct themselves accordingly will be reprimanded. General rules of network etiquette must be observed, appropriate language must be used and obscenities or illegal activities are strictly prohibited. Furthermore, the uploading or creation of viruses is considered vandalism and parents will be subject to fully reimburse the school for the cost of and repairs or replacements of the damages incurred.

The use of the library is also a privilege. It may be used for scholarly purposes only. The library is a research area; it should not be used for socializing or studying. Silence and thoughtfulness towards others is paramount.

Rules of proper conduct will apply to all school sponsored events and social activities, whether on school grounds or elsewhere.

Fighting on, or near school property, or in a sponsored event is prohibited.

Public display of affection will not be tolerated under no circumstances. Students must conduct themselves in an acceptable manner, always upholding the moral standards of our school.

Students are forewarned that for their own sake, and for the benefit of the entire student body, the disciplinary action to be taken for the possession or use of alcoholic beverages or drugs on school grounds or sponsored event will result in expulsion from Brito Miami Private School. Students determined to be under the influence of drugs or alcohol will be subject to the same action.

Students who leave before their regular dismissal time without the proper “Early dismissal pass”, that is, with no authorization whatsoever, will seriously endanger their position at school. The first time a student skips; a parent conference will be scheduled. If it should occur again, during the entire school life of the student he/she will be

automatically expelled.