



Education for the Future... TODAY!

Regulations Manual 2026 - 2027

Elementary School Parent and Student Guidelines

The information contained in this document represents the norms and regulations to be followed by all students and/or parents and/or legal guardians who become part of Caguas Private School Community. We humbly remind you that our main goal is to ensure the schools integrity, in an aim to promote an excellent learning environment, as well as contribute to the development of responsible citizens and future professionals.

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Dear Parents, Students, and Legal Guardians:

The Administration and Faculty of Caguas Private School Corporation (CPSC) proudly present the 2026–2027 Rules and Regulations Manual. This document has been developed with the firm purpose of fostering and maintaining a unified school community committed to academic excellence and responsible citizenship.

This manual is an official institutional document. We strongly encourage all members of our school community to take the time to read it carefully and become familiar with its contents. It is intended to serve as a comprehensive guide to the standards, expectations, and procedures that govern daily life at CPSC.

The Rules and Regulations Manual outlines the policies, provisions, and procedures established by the institution. All parents, students, and legal guardians are expected to comply fully with the guidelines set forth herein. Please note that these regulations will be implemented consistently, always with the best interests of our students, faculty, and school community in mind.

We warmly welcome you to the academic family of CPSC.

Sincerely,
Ana Villanueva
Executive Director

Educational Philosophy

Caguas Private School is a bilingual school committed to providing an excellent education, based on an innovative and highly technological curriculum focused on the continuous development of interactive learning experiences.

In addition, the school promotes respect, environmental conservation, and the development of 21st-century skills, which are the key to success in a variety of situations.

Motto

“Education for the Future... TODAY!”

Vision

To develop responsible citizens who are committed and equipped with strong thinking skills, values and self-esteem.

Mission

To provide a bilingual and highly technological education to students in elementary, middle, and high school from Caguas and surrounding towns, while developing new learning experiences, 21st-century skills, and critical thinking in order to achieve success.

Goals and Objectives

To prepare responsible citizens who are well-versed in technology, possess a strong sense of values and self-esteem, and can contribute positively to our society while achieving the highest level of intellectual development.

In this way, they will be able to successfully integrate into the workforce.

Chapter 1 – Administration

Article I. Administrative Organization

1.1.1 The highest authority within the institution and its premises rests with the Executive Director, followed by the Principal, Academic Director, administrative staff, counselors, and faculty, in that order.

1.1.2 As an educational institution, CPSC operates under a structured administrative organization designed to establish clear and effective channels for decision-making and institutional governance.

1.1.3 CPSC believes in equality among all individuals who make up its community and therefore does not discriminate on the basis of gender, gender identity, sexual orientation, age, religion, mental or physical disability, or economic or social status.

Chapter 2 – Admissions

Article I. Admission Requirements

2.1.1 The enrollment process begins during the month of October. Any student interested in admission to CPSC must submit a fully completed application for the evaluation test along with the corresponding payment.

2.1.2 Students who obtain the required score on the evaluation test will be considered candidates for admission and will be invited to begin the enrollment process at the institution.

2.1.3 Prior to the student’s admission to the institution, parents or legal guardians must provide the following documentation:

- Completed Admission Application.
- Official Transcript (required for second grade and above). If the transcript is not received on or before the start of the school year, the student will not be permitted to attend the institution until it is received. In the case of students participating in homeschooling, a summary of the skills covered and a standardized placement test will be required. Evidence of the grade awarded under the supervision of an accredited institution must also be provided.
- Appointment scheduled for the Admission Test.
- Updated Immunization Certificate (green form).
- Health Certificate (required annually with an effective date beginning June 1 and valid

for the entire school year).

- Oral Health Certificate – Form SO-001 (required for Kindergarten, Second Grade, and Fourth Grade).
- Social Security Card (original and copy).
- Emergency Authorization Form (signed).
- One (1) 2×2 color photograph of the student.
- One (1) 2×2 photograph of each person authorized to pick up the student.
- Completed socio-economic study.
- Signed document acknowledging receipt of the school’s Rules and Regulations.
- Legal custody documentation, if applicable.
- Original Birth Certificate and a copy.

2.1.4 Enrollment fees must be paid in full. If payment is not received within the established timeframe, it will be understood that the parent or legal guardian is not interested in continuing with the enrollment process. All documentation and payments must be completed before the first day of classes of the semester. Otherwise, the student will not be allowed to attend classes.

2.1.5 All parents and/or legal guardians must comply with the following requirements:

- a. Pay the pre-enrollment and admission testing fees
- b. Sign the CPSC Payment Agreement and provide all required documentation.

In accordance with Law No. 207 of September 27, 2006, Social Security numbers may only be used for legal purposes when required by universities, government agencies, and/or educational agencies.

Parents or guardians will be notified under what circumstances this information will be required and/or used.

Only the following personnel are authorized to have access to a student’s Social Security number

Executive Director, Academic Director, School Counselor or Registrar

Under specific circumstances, faculty members may also be granted access.

All documents contained in the student’s file are the property of CPSC and are not available to parents and/or guardians.

Article II. Final Notification Regarding Admission

2.2.1 Parents and/or legal guardians will be notified of the acceptance or denial of a student’s admission one (1) week after ALL required documents have been received, including the results of the admission tests. No student will be allowed to attend school until all documents required by the CPSC administration have been received.

2.2.2 The institution reserves the right to deny admission to any student who does not meet the enrollment requirements established in Chapter 2, Article I.

2.2.3 Parents and/or legal guardians must attend the orientation meetings for families of newly admitted students. The Rules and Regulations Manual must be read, and the acknowledgment of receipt must be signed. A copy of the manual will be available in the administrative office, and an electronic copy may be provided upon request.

Article III. Refund of Pre-Enrollment and/or Enrollment Fees

2.3.1 Pre-enrollment and enrollment fees are NON-REFUNDABLE and NON-TRANSFERABLE.

2.3.2 If, after being accepted, a student withdraws from the institution, payments related to enrollment, monthly tuition, books, uniforms, Achievement Day, field trips, and other related costs are NON-REFUNDABLE and NON-TRANSFERABLE.

Chapter 3 – Costs

Article I. Service Fees and Graduation Costs

3.1.1 Current students must complete payment of the enrollment fee for the following school year before the due date established annually by CPSC. All required documentation must also be submitted. If the required documentation is not submitted on time, the student may lose their place for the following school year.

3.1.2 Enrollment fees may be paid in monthly installments.

3.1.3 Achievement Day Fee: The Achievement Day fee (grade promotion ceremony) is required for all Kindergarten and Fifth Grade students. This fee must be paid in full by the month of December and/or within the timeframe established by the institution.

3.1.4 School Cafeteria Fee:

The school cafeteria service is mandatory for all students enrolled in the institution. The annual cost of the service is five hundred dollars (\$500.00) per student and must be paid in two installments:

(\$250.00) in the month of August
(\$250.00) in the month of January.

It is the responsibility of parents or guardians to make cafeteria service payments within the established deadlines. If payment is not received on time, cafeteria service will be temporarily suspended until the outstanding balance is paid in full.

Students who, for health reasons, cannot consume the food offered in the school cafeteria must submit an official certification from a qualified health specialist that justifies the condition and specifies the corresponding dietary restrictions. The administration will evaluate each case based on the documentation provided.

It will be the responsibility of the guardian to provide meals for students in containers that maintain proper food temperature, as the institution does not have microwave facilities available for this level (elementary). The institution and its staff are not responsible for any food brought from home by students, including its storage or heating.

3.1.5 Additional annual fees included as part of enrollment costs may include:

- a. Accident and/or emergency insurance policy
- b. Standardized testing fees
- c. Construction fee
- d. Technology fee

Article II. Payment Rules and Policies

3.2.1 The tuition payment for the month of August must be paid during the month of July.

3.2.2 Payments must be made through the institution's electronic platform.

3.2.3 Monthly tuition payments must be made within the first five (5) days of each month to avoid a \$25 late fee.

3.2.4 Payments for the months of August, December, January, and May must be paid in full, regardless of the number of holidays and/or school days.

3.2.5 In the event of severe weather or other emergencies such as storms, earthquakes, epidemics, pandemics, or any other situation beyond the Institution's control, monthly tuition payments must still be paid in full as usual.

3.2.6 In the event of an academic recess, the Institution will evaluate available holidays and, if necessary, will adjust the academic calendar to ensure that the previously established academic skills and objectives are met.

3.2.7 CPSC will not issue refunds, compensation, credits, chargebacks, prorated tuition adjustments, discounts, or any other financial reimbursement. This applies in cases of class suspensions, temporary closures, calendar modifications, or changes in the instructional model (including remote/virtual or hybrid learning) resulting from adverse weather conditions, public

health measures, infection prevention efforts, epidemics, pandemics, or any other emergency or force majeure, whether foreseeable or unforeseeable.

3.2.8 In the event of an academic recess, the Institution will evaluate conditions and instruct faculty to send materials through the electronic platform to meet the previously established learning objectives.

3.2.9 During final exam periods or when the electronic grade record is updated, all payments must be current and the student's account must show no outstanding balance. If there is an outstanding balance, the student will not be permitted to take final exams. This will result in a score of zero (0%) on all final exams, with no opportunity for make-up exams.

3.2.10 A student may be suspended if there are outstanding balances owed to the Institution and the parents or legal guardians have not contacted the Institution to reach a formal payment agreement.

3.2.11 The official and valid method of communication with parents and/or legal guardians regarding payments will be by email.

3.2.12 A parent or legal guardian who wishes to withdraw a student must notify the Institution in writing. In such case, any money already paid will not be refunded.

3.2.13 No documents will be released to parents or legal guardians who have an outstanding debt with the Institution. Any unpaid balance must be paid in full before requesting any document.

3.2.14 If CPSC must incur legal expenses to collect an outstanding balance, the parent or legal guardian will be responsible for paying required charges such as enrollment fees and tuition, and will also be responsible for applicable attorneys' fees and legal costs.

Article III. Transcript of Credits

3.3.1 Each official transcript has a cost of \$5.

3.3.2 In order to receive a transcript from our institution, the student's account must have no outstanding balance. If there is an outstanding balance, it must be paid in full before the requested document will be released.

3.3.3 All transcript requests require processing time. Therefore, all requests will take between **three (3) and five (5) business days** to be processed. Weekends (Saturday and Sunday) are not included in this timeframe.

3.3.4 The transcript must be requested by email, phone call, or in person. It must be paid in full at the time the request is made. Requests will not be processed until payment is received.

Article IV. Student Records

3.4.1 The parent or legal guardian must submit all requested documentation. If any document is modified or updated, it is the responsibility of the parent or legal guardian to submit the updated version so it can be included in the student's file.

3.4.2 The parent or legal guardian will have until **December 10** of the year in which the student completes his/her studies at Caguas Private School to request the original documents. After this date, the parent or legal guardian will only receive copies of the documents contained in the student's file.

Chapter 4 – Accident Insurance

Article I. Accident Insurance

4.1.1 This insurance coverage applies to all students during school hours and during official school activities held off campus.

4.1.2 The Institution's accident policy coverage is secondary/supplemental to any primary health insurance the student may have. It covers one (1) emergency room visit and two (2) follow-up visits during the school year. It is **not** a full medical insurance plan.

4.1.3 In the event of an accident, the parent, guardian, or legal tutor must notify the School Administration within twenty-four (24) hours after the incident. Timely notice is essential to ensure that the claim is processed within the mandatory deadlines established by the insurer. The Institution is not responsible for claims denied by the insurer due to late notification by parents/guardians.

4.1.4 Parents and/or legal guardians are expected to exhaust all available resources and mechanisms before proceeding with any legal claim against CPSC related to an accident.

4.1.5 If a parent or legal guardian decides to pursue legal action against CPSC related to an accident, he/she must immediately transfer all of his/her children to another educational institution after filing the lawsuit, for not having complied with the terms agreed to in this handbook of rules and regulations.

4.1.6 The Institution will not be responsible for any terms or additional payments beyond what is already specified in the accident insurance policy.

Chapter 5 – Daily Schedule and Homeroom Policy

Article I. Daily Schedule

5.1.1 CPSC is characterized as an educational program that requires student participation in the classroom. Excessive absences and tardiness will result in intervention by the school principal. To avoid disciplinary measures, it is important that students attend classes regularly during the schedule established by the Institution.

5.1.2 For purposes of this Manual, “excessive absenteeism” or “excessive tardiness” means any pattern of absence or lateness that negatively affects the student’s academic performance or the classroom’s educational development. Specifically, **five (5) unexcused absences per semester** or **six (6) unexcused tardies per semester** will be considered excessive.

5.1.3 In addition, every three (3) unexcused tardies will be counted as one (1) unexcused absence for administrative and disciplinary record purposes.

5.1.4 The regular school day schedule for all elementary students is Monday through Friday from **7:50 AM to 2:40 PM**. Students must report to homeroom from **7:50 AM to 8:00 AM**. Tardiness and absences during the homeroom period will be reflected in the student’s attendance record.

5.1.5 Students who arrive on campus after **8:05 AM** must present a tardy pass to their homeroom teacher.

5.1.6 Students may have a maximum of five (5) tardies per semester. Once a student accumulates six (6) or more tardies in a semester, he/she may not be exempted from the final exam for that semester.

5.1.7 In cases of tardiness due to medical appointments, the student must submit the proper medical excuse so the tardy is not counted for purposes of qualifying for a final exam exemption.

5.1.8 In elementary school, core classes will be offered Monday through Friday in **50-minute periods**.

5.1.9 Tardiness between classes will result in disciplinary action.

5.1.10 Lunch periods are divided as follows:

Elementary School: 10:30 a.m. – 11:20 a.m. (PPK–1st)
11:20 a.m. – 12:10 p.m. (2nd–3rd)
12:10 p.m. – 1:00 p.m. (4th–5th)

5.1.10 CPSC Elementary has a school cafeteria where students may eat lunch daily. Payment is made in the month of August and in the month of December at the Elementary Administrative Office.

5.1.12 CPSC has a school store where students may purchase snacks and breakfast daily. The store will be open from **6:40 AM to 7:50 AM**. If a student wishes to purchase breakfast, it must be done during this time period. The store will reopen from **10:30 AM to 1:00 PM** for snack sales. Students are not authorized to purchase items outside the established hours.

Article II. Clubs

5.2.1 A student who wishes to join an organization or club must complete a form and email it to the club's faculty moderators. Clubs are subject to space availability. Minimum requirements include:

Maintaining an average of 80% or higher, or the equivalent of 2.50 or higher on the 0–4.00 scale from the previous year.

Meeting attendance and punctuality requirements (up to a maximum of six (6) tardies and/or absences will be allowed).

Good behavior (having committed no severe infractions and no three (3) less severe infractions).

Signing and submitting to the club moderator all documents related to the club (Club Rules and student/parent responsibilities).

5.2.2 As part of this process, the homeroom teacher or club moderator will present the qualified candidates.

5.2.3 Election campaigning or distribution of propaganda on or off school grounds is prohibited. This includes social media.

5.2.4 Students must comply with club requirements, including any materials requested by the teacher or moderator.

5.2.5 Students must comply with the schedule established for club activities. Failure to comply with the schedule may result in removal or suspension from the club.

5.2.6 Failure to comply with these rules will result in suspension of the nomination.

Chapter 6 – Programs

Article I. Academic Programs

6.1.1 Our institutional philosophy is based on providing an excellent education that promotes the

development of the whole child. For that reason, we seek to develop skills in areas such as intellectual, emotional, and social growth. Regarding intellectual development, we aim to help our students reach the highest level of critical-thinking skills. By doing so, we contribute to shaping capable students and responsible citizens.

a. This institution promotes:

Physical fitness and healthy lifestyles, based on an understanding of the human body and its needs, as well as attitudes that support and contribute to good health.

Social virtues, grounded in understanding the lifestyle of today's Puerto Rican community and the ethical principles that are promoted.

Cultural development through the study of history and literature to help students understand ethical values and appreciate the aesthetics of humanity.

Article II. Evaluations Related to Students' Academic Development

6.2.1 If a student shows academic or behavioral difficulties and the teacher(s) determine that a professional evaluation is necessary, a member of the CPSC administration will meet with the student's parents or legal guardians. Behavioral and developmental evaluations may be requested at any time, including psychological, psychiatric, psychoeducational, psychometric, functional vision, occupational, or speech evaluations. It is the responsibility of the parent or legal guardian to arrange for the student to complete the evaluation(s) within the time period established by the school. Parents/guardians must also comply with the recommendations made by the evaluating professional, including therapies and follow-up visits. If the institution does not receive evidence that the evaluation process has been initiated within fifteen (15) days, or if the student's behavior represents a risk to the student and/or peers, the school may proceed with withdrawing the student from the institution.

Article III. Special Education and Reasonable Accommodation Services

6.3.1 CPSC does not offer a Special Education program. We offer a general education program because we do not have the specialized staff or the resources necessary to provide specialized services. However, in compliance with federal law "No Child Left Behind," we do provide reasonable accommodation services for students whose cases are properly documented and verified with the Puerto Rico Department of Education; for this, we do have the capacity to provide support.

6.3.2 CPSC does not have specialized personnel (such as special education teachers, therapists, or psychologists) or the infrastructure required to provide a Free Appropriate Public Education ("FAPE") as defined by federal IDEA laws, which apply to public entities.

6.3.3 Reasonable accommodations are classified as a modification or adjustment to the learning environment, schedules, or assessments for a student with a disability that limits the student's ability to compete on equal terms with the rest of the school community.

6.3.4 In accordance with the Americans with Disabilities Act (ADA) and applicable local regulations,

CPSC provides Reasonable Accommodations to qualified students with documented disabilities. A “Reasonable Accommodation” is defined as a modification or adjustment to the learning environment, schedules, and/or assessments for a student with a disability that prevents the student from participating on equal terms with the rest of the student body, without:

- a. Altering the fundamental nature of CPSC’s academic program (Fundamental Alteration).
- b. Imposing a significant financial or administrative burden on the Institution (Undue Burden).

6.3.5 Parents or legal guardians who wish to request reasonable accommodations must schedule an orientation appointment. They will be provided with a Reasonable Accommodation Request Form. Recent medical documentation must be submitted, including the diagnosis and the type of accommodation recommended. The medical certification must include the provider’s name, license number, address, and phone number. CPSC will review the request and the information provided to determine whether the accommodation can be offered.

6.3.6 The Institution reserves the right, at its sole discretion, to determine whether it can effectively meet a student’s academic and emotional needs.

- a. Insufficient resources: If at any time the Institution determines that the student requires a level of support, supervision, or curricular modification that constitutes a fundamental alteration of the program or an undue burden, CPSC will notify the parents/guardians.

Recommendation for transfer: If the accommodations provided do not result in academic or social progress, or if the student’s needs exceed what CPSC can reasonably provide, the Institution reserves the right to terminate the educational services agreement and recommend a transfer to a specialized setting better suited to meet the student’s needs. This determination is an administrative right of the Institution to protect the student’s well-being and the integrity of its educational program.

6.3.7 Reasonable accommodations are not permanent. They will be reviewed annually, or as needed, to evaluate effectiveness and the Institution’s continued ability to provide them.

Article IV. Student Placement and Class Group Changes

6.4.1 Initial student placement in grade level and class group is determined based on various academic and administrative criteria.

6.4.2 These criteria include, but are not limited to:

- Results of the institutional admissions exam
- Results of a placement test (if applicable)
- Official academic transcript/credits
- Space availability in existing class groups

6.4.3 Caguas Private School reserves the right to assign students to the group the Academic Team considers most appropriate, based on what best supports each student’s development and the overall balance of the school community.

6.4.4 Decisions related to placement or group changes are not subject to appeal, except in cases of a verifiable administrative error.

6.4.5 Requests for group changes must be submitted in writing by email to the Academic Director. Each request will be reviewed carefully; however, approval is not guaranteed.

6.4.6 Group changes will not be made based on personal preferences such as **friendships** or preference for a particular teacher.

6.4.7 At the end of the academic year, the Academic Team will issue internal recommendations regarding possible group changes for the following school year. These recommendations must be based on documented evidence collected by the teacher throughout the school year.

6.4.8 Before submitting a recommendation, the teacher must meet with the student’s parent/guardian to explain observations and the reasons for the proposed recommendation.

6.4.9 Caguas Private School reserves the right to notify parents/guardians of a student’s placement up to one week before the start of the school year. This placement notification will be final and binding, and no changes will be made afterward except in exceptional cases the Academic Team deems necessary. Placement and group-change decisions are not subject to appeal except in cases of verifiable administrative error.

6.4.10 The school reserves the exclusive right to make internal reassignments when necessary for academic, disciplinary, or administrative reasons, without prior consultation with or approval from families.

Chapter 7 – Evaluations

Article I. Evaluations

7.1.1 Exam dates for Elementary School will be distributed as follows:

Monday – No exams

Tuesday – Spanish

Wednesday – Science or Math

Thursday – English

Friday – Social Studies

7.1.2 The school will issue report cards two (2) times per year, once (1) per semester, every twenty (20) weeks.

Report cards will be issued during the following periods:

1st Semester – 20 weeks (December / First Semester)

2nd Semester – 40 weeks (May / Second Semester).

7.1.3 CPSC sends official grades by email. Parents and legal guardians also have access to CPSC's digital grading platform, where they can view the student's progress throughout the semester. Access requires a username and password provided by the appropriate administrative office. Parents/guardians will communicate with teachers and/or administration through the institutional email system. It is the responsibility of the parent or legal guardian to access the platform to review grades.

7.1.4 Grade appeals will only be accepted within the established appeal periods each semester. For the August–December semester, parents/guardians will have until the last business day of January to submit a grade appeal. For the January–May/June semester, parents/guardians will have until June 1 to submit an appeal. Appeals submitted after these dates will not be considered. Any grade change will be subject to review and final approval by the Academic Director.

7.1.5 To calculate the final grade for each twenty (20) week period, the teacher must include at least five (5) grades, and at least three (3) of those must be exam grades. In special cases where fewer grades are accumulated, the Academic Director must have granted prior authorization.

7.1.6 An evaluation of non-academic areas, such as behavior and conduct, will be completed for all students at the end of each main period (20 weeks), but it will not be used to calculate the final grade for each subject. However, punctuality, attendance, attitude, responsibility, and conduct can affect academic performance and will therefore be evaluated under the conduct/behavior category. These scores will be reported to parents/guardians and will become part of the student's profile. This evaluation will be considered when renewing enrollment for the next school year.

Article II. Grading Scale Used in All Subjects and Student Work

7.2.1 The grading scale used in all subjects and student work is as follows:

A – Excellent (Exceeds skill mastery)

B – Good (Surpasses skill mastery)

C – Average (Minimum skill requirement; demonstrates some difficulty with certain concepts, skills, and/or competencies)

D – Deficient (Limited skill mastery; demonstrates lack of understanding of most concepts, skills, and competencies)

F – Unacceptable (Demonstrates poor or no skill mastery)

7.2.2 For the final grade and overall average in each subject, the grade earned will be multiplied by the number of credits assigned to the class. The sum of those results will be divided by the total number of credits passed. CPSC does not use percentage-based grades.

7.2.3 When calculating the final GPA, all classes taken by the student will be considered.

7.2.4 Numeric value of grades is determined as follows:

4.00–3.50 = A (4)

3.49–2.50 = B (3)

2.49–1.50 = C (2)

1.49–0.80 = D (1)

0.79–0.00 = F (0)

7.2.5 The conduct/behavior grade will be considered an additional grade in each subject and will NOT be included as part of the overall academic GPA. However, it may be used for institutional purposes such as athletics eligibility, honor roll, exemption from a final exam, among others.

Article III. General Provisions Regarding the Grading Scale

7.3.1 Our goal is for students to complete and submit all assigned work, helping them develop a sense of responsibility and punctuality. Completing assignments allows students to practice their skills and serves as a way to evaluate whether they have mastered the material taught. Therefore, it is essential that they complete assigned work within the established timeframe in order to meet the goals set in the curriculum.

7.3.2 Students will be allowed to make up exams, short tests, quizzes, projects, and any other assessment used to determine final grades, provided that the student presents a valid medical excuse to the teacher and it is accepted by the School Principal. The institution will have the final decision on whether the excuse presented is valid. Once the excuse has been validated, the student will have up to five (5) school days to make up the assessment.

7.3.3 Make-up work for assignments not completed on time will be coordinated with the teacher. The teacher will deduct ten percent (10%) of the assignment's value for each school day it is submitted late, up to the fifth day, unless the situation warrants an exception and is discussed with the teacher and the School Principal. If the assignment is not submitted by the fifth day, a grade of zero (0) or F, as applicable, will be assigned.

7.3.4 Double credit will not be granted on the next assignment to make up for points lost from work that was not submitted. In the case of exams, a student may request one (1) make-up opportunity for an exam that was missed for justified reasons (medical excuse). The teacher and the student will agree on the date and time for the make-up exam. Only one (1) opportunity will be provided to make up the exam on the agreed date and time with the teacher, unless there is a

justified reason and at the discretion of the Academic Director, who may also consult with the teacher.

7.3.5 If the student is absent on the agreed date for the make-up exam, short test, quiz, or other assessment, the student will automatically receive a zero (0) or F, as applicable.

7.3.6 If a student is absent from an exam due to leisure travel, the student must notify the administration in order to schedule a make-up date. A fee of forty dollars (\$40.00) per exam will be charged. Teachers will not assign more than two (2) extensive research projects within a two-week period. In addition, teachers will not assign projects during the Thanksgiving, Christmas, or Easter recess.

7.3.7 Exams, quizzes, and/or special projects must be announced at least one (1) week in advance.

7.3.8 Every teacher must provide a rubric (by subject) when assigning a special project. Teachers must also inform students and parents/guardians through the electronic platform about the rules and the evaluation criteria that will be used when assigning the grade for the project.

7.3.9 Teachers must coordinate with one another to ensure that no more than two (2) exams are given on the same day. In addition, students should not take more than three (3) exams in the same week. Only one (1) take-home exam per subject per semester will be allowed, at the discretion of each teacher. Teachers are not obligated to offer take-home exams.

7.3.10 CPSC will administer standardized tests as determined by the administration.

7.3.11 Students who have a grade of A may be excused from taking the final exam, provided that no incidents or infractions have been reported to the office. In addition, the student must not have any outstanding balances and must not have more than five (5) tardies during the semester.

7.3.12 Students may be excused from the second semester final exam based on their performance on standardized tests. If a student obtains an "Above Average" result on the standardized tests administered during the second semester, the student may be excused from one (1) final exam. This applies only to Spanish/English and Mathematics, depending on the subject in which the student received the "Above Average" score. This does not mean the student's final course grade must be an A; it only grants the student the privilege of being excused from taking that final exam.

7.3.13 CPSC may dismiss a student during the school year if the student does not meet the required academic and behavioral standards. A student who fails three (3) core classes at the end of the school year will not be promoted to the next grade and will be dismissed from the school.

7.3.14 A parent or legal guardian who wishes to withdraw a student must complete the corresponding form. All outstanding balances must be paid before requesting an official transcript. Tuition fees are non-refundable.

7.3.15 Grade appeals will not be accepted outside the established appeal periods for each semester. For the August–December semester, appeals must be submitted no later than the last business day of January. For the January–May/June semester, appeals must be submitted no later than June 1. Appeals submitted after these dates will not be processed. Any grade change will be subject to evaluation and final approval by the Academic Director.

Article IV. Achievement Day

7.4.1 Achievement Day is an activity in which the accomplishments achieved by students are recognized. During this event, academic excellence, academic improvement, and students' qualities based on their performance are acknowledged. It is intended for students in Kindergarten and Fifth Grade.

7.4.2 The School Principal will establish a committee to organize the Achievement Day activity. This committee will be formed in the month of November of each school year and will include Academic Coordinators, the Activities Coordinator, and Homeroom Teachers.

7.4.3 The Achievement Day Committee will establish the awards and the criteria for selecting students. Academic recognitions will be governed by the standards established by CPSC.

7.4.4 To be promoted to the next grade, a student must obtain a final average of at least a 1.90 GPA and may not fail three (3) or more classes.

7.4.5 To pass a class, a student must pass the second semester of that course. Any student who receives an F in any subject during the second semester will not pass the class. A student who receives an F during the first semester but earns at least a D in the second semester will pass the course, since a passing grade of D will be awarded.

Example: If a student earns an F in the first semester and a D in the second semester, the student will pass the course with a final passing grade of D.

If a student earns an F in the first semester and earns an A, B, or C in the second semester, the student will pass the course and the final passing grade will reflect a passing outcome based on the second semester performance.

This process does not imply replacing a grade; if a student earns an A in the second semester, the first semester grade remains as earned.

7.4.6 If a student fails three (3) or more subjects, the student will be required to repeat the grade.

7.4.7 Any student who engages in inappropriate behavior that violates the institution's rules and regulations will not be allowed to participate in the Achievement Day ceremony.

7.4.8 For Fifth Grade students to receive an award, the following criteria will be considered: years

enrolled in the institution (institutional loyalty), final cumulative GPA, academic standing (High Honor / Honor / Honorable Mention), individual class grades, participation in school activities, leadership, civic responsibility/citizenship, school attendance, and punctuality.

7.4.9 The last grade considered for awards in individual classes will be the one obtained in December of the school year.

7.4.10 Medal recognition will be awarded based on final cumulative GPA as follows: High Honor (4.00–3.80), Honor (3.79–3.50), and Honorable Mention (3.49–3.30).

7.4.11 Special awards may include:(a) Loyalty – awarded to students who have been enrolled in the institution since Kindergarten; (b) Sports; and (c) Fine Arts.

Chapter 8 – Uniforms

Article I. Uniforms

8.1.1 Boys' Uniforms

a. Pre-Pre, Pre-Kinder, Kindergarten

Orange and navy polo shirt (with school emblem) must be worn tucked into the pants/shorts.

Navy shorts (with school emblem)

Black shoes with athletic-style soles or black athletic sneakers (tennis shoes)

Navy socks

Official CPS jacket (available only in our uniform store)

b. First, Second, Third, Fourth, Fifth

Orange and navy polo shirt (with school emblem) must be worn tucked into the pants

Navy long pants (with school emblem) must be worn at the natural waist; sagging or low-rise pants are not permitted

Black belt

Navy socks

Black shoes with athletic-style soles or black athletic sneakers (tennis shoes)

Official CPS jacket (available only through our uniform office)

8.1.2 Girls' Uniform

a. Pre-Pre through Third Grade

Navy jumper (with school emblem) must be knee-length or below; jumpers above the knee are not permitted

Short white socks with no brand references/logos

Black school shoes with athletic-style soles or black athletic sneakers (tennis shoes)

Official CPS jacket (available only in our uniform store)

b. Fourth and Fifth

Navy vest (with school emblem)

Navy skirt must be knee-length or below; skirts above the knee are not permitted

White blouse must be worn tucked into the skirt

Navy socks with no brand references/logos

Black school shoes with athletic-style soles or black athletic sneakers (tennis shoes)

Official CPS jacket (available only in our uniform store)

8.1.3 Physical Education Uniform for ALL Students

Green sweatpants (with school emblem) must be worn at the natural waist; sagging or low-rise pants are not permitted

Tan T-shirt (with school emblem) must be worn tucked into the pants

Athletic sneakers (tennis shoes)

Article II. General Uniform Guidelines

8.2.1 Any student who arrives at school wearing an incomplete or altered uniform will **NOT** be admitted to the classroom. The student must provide a written excuse to the School Principal, and if deemed necessary, parents or legal guardians will be contacted to pick up the student or bring the required uniform. Failure to comply with these guidelines will be considered when implementing disciplinary actions.

8.2.2 All uniforms must be complete, clean, and worn as established in the CPSC regulations. Failure to comply will be considered an infraction, subject to disciplinary action, and may affect the student's conduct grade.

Shirts/Polos/Blouses: Must always be worn tucked in at the waist.

Pants: Must be worn at the natural waist. Sagging or low-rise pants are strictly prohibited.

Skirts: Must be knee-length or below. Skirts above the knee are not permitted.

Jackets: Must be worn properly in the classroom. Jackets are not permitted in the cafeteria area or on the playground.

8.2.3 Any failure to comply with these uniform-wear requirements will be considered an infraction of the institutional regulations, will be subject to disciplinary measures, and will negatively affect the student's citizenship/conduct grade.

8.2.4 The use of caps, beanies, wigs, scarves, bandanas, or any other accessory that covers the

student's hair is NOT permitted. Any special circumstance must be discussed with the School Principal or administrative personnel.

8.2.5 Earrings on boys and/or very large accessories are NOT permitted. Chains must be worn inside the school shirt.

8.2.6 Wearing sunglasses is not permitted.

8.2.7 Hair must be clean and neatly groomed, appropriate for school.

8.2.8 The use of makeup is not permitted.

8.2.9 The use of **AirPods, AirMax, or any type of wireless headphones/earbuds** is not permitted at any time during the school day. These items are not part of the uniform and their use may result in disciplinary action.

8.2.10 If a student chooses to wear a jacket or coat that is not official CPSC apparel, the hood may not be worn over the head. Jackets must be **navy blue**, and jackets containing references to drugs, alcohol, sexual content, or alcoholic beverage brands are strictly prohibited. CPSC reserves the right to determine whether a jacket interferes with the educational process. If it is considered disruptive, the student will be asked to store it in their backpack.

8.2.11 Wearing a jacket does not exempt the student from full compliance with the uniform rules (for example, the shirt must remain tucked in even under the jacket).

8.2.12 Students participating in sporting events, extracurricular activities, or special programs that require an alternate uniform must arrive at school wearing the regular CPSC uniform (or the official Physical Education uniform, when applicable), attend classes according to the established schedule, and change into the event uniform only at the time authorized by the Institution and in the designated area.

8.2.13 Students will not be permitted to attend classes, remain on campus, or move around school facilities wearing an alternate uniform (including team uniforms, practice clothing, or activity uniforms) unless there is explicit written authorization from School Administration for that specific event. No student may remain at school wearing a different uniform outside the authorized event period.

8.2.14 Once the event or activity has ended, students must change back into the regular CPSC uniform and may not remain on campus wearing the event/activity uniform.

8.2.15 All teaching, administrative, and support staff members of CPSC have the authority and duty to supervise and enforce these uniform rules. When a staff member intervenes with a student for improper uniform use—such as skirt length, pant position, or an untucked shirt—such intervention is carried out strictly for institutional and disciplinary purposes.

8.2.16 These interventions are based solely on compliance with the dress code and have no sexual or inappropriate connotation. CPSC seeks to maintain an environment of decency and mutual respect. Therefore, unfounded accusations of inappropriate conduct against staff members who are fulfilling their duty to enforce this Manual will not be tolerated, and such accusations may result in disciplinary action against the person making them.

Article III. Non-Uniform Dress Days

(Civic Day, Theme Days, Informal Days, and Special Activities)

8.3.1 Casual Day is not a right, but a privilege, and will take place only when designated by the Director.

8.3.2 Any student who attends school wearing inappropriate clothing for Civic Day, Theme Days, Informal Days, and/or Special Activities will not be admitted to the classroom. Parents/guardians may be contacted to bring appropriate clothing or to remove the student from campus.

8.3.3 The privilege of not wearing a uniform requires students to maintain a standard of modesty, safety, and decorum. The following items are NOT permitted:

- Pajamas (unless authorized by administration)

- Sandals

- Costumes

- Masks

- Shorts above the knees

- Leggings under shorts

- Swimsuits

- Skirts or dresses above the knees

- Crop tops/short shirts

- Sleeveless shirts

- Low-cut tops/cleavage

- Pants with rips above the knees

- See-through/transparent shirts

- Shirts or accessories referencing drugs, alcohol, vulgar language, and political parties, among other things.

- Crocs, flip-flops, or high heels

8.3.4 All rules related to hair, jewelry, piercings, tattoos, and makeup (Article 8.2) remain fully in effect during non-uniform dress days.

8.3.5 School Administration reserves the right to determine whether any clothing or personal grooming choice is inappropriate. If a student violates these rules, parents/guardians will be called

to bring a change of clothing, and the student may lose the privilege of participating in future informal days.

8.3.6 Civic Days are regular class days, and students must attend class with all books and materials required.

8.3.7 A student who does not wish to participate in “Casual Day” attire may wear the corresponding uniform for that day.

8.3.8 The cost for Casual Day will be determined by Administration.

Chapter 9 – Conduct and Discipline

Article I. Conduct and Discipline

Important Note: Maintaining control and discipline on school grounds is extremely important for the shared well-being of our school community.

9.1.1 All established discipline rules and regulations will be enforced at our institution.

9.1.2 CPSC respects and strives to ensure that all students receive an excellent education. To meet these expectations, we cannot and will not tolerate the teaching and learning process being affected or interrupted by poor behavior, lack of interest, and/or negative attitudes from students. Such situations will be referred immediately to the School Principal and the Executive Director and may result in suspension from school.

9.1.3 All students will begin with a 4.00 (A) conduct grade.

9.1.4 Infractions will be evaluated according to the severity of the offense committed by the student.

9.1.5 Disciplinary consequences may be imposed based on the nature of the infraction.

9.1.6 The school has established a Drug Prevention Program in which trained canines may be used for special searches and inspections. These canines can detect items such as illegal substances, weapons, pills, among other items. All students and general school personnel are subject to these inspections, which may include searches of individuals and belongings on school grounds. These inspections will not be announced in advance and everyone must cooperate. Vehicles parked on school property may also be subject to inspection.

9.1.7 Any inspection and/or search will be conducted without prior notice.

Article II. Infractions and Sanctions

In order to promote a respectful, safe, and learning-centered school environment, each elementary student is expected to:

Attend school punctually and daily, participating actively in all classes.

Strive to achieve satisfactory academic performance according to their abilities, completing all assigned tasks and projects.

Act with respect and courtesy toward others, assuming personal responsibility for their conduct.

Bullying, intimidation, or harassment **in any form will not be tolerated.**

Follow school safety and community rules to protect the well-being of the entire school community.

Demonstrate good manners and consistent respect toward teachers, assistants, and classmates.

Communicate in a respectful and thoughtful manner with peers and school authority figures, understanding the impact of words and actions.

Accept disciplinary consequences with maturity, committing to reflect and improve behavior.

Follow institutional rules regarding proper uniform use and electronic devices.

Behave appropriately in all school activities, both on and off campus.

Care for school facilities and materials, avoiding damage and helping maintain a clean and orderly environment.

At Caguas Private School, we believe every disciplinary moment is also an opportunity to learn. When a student engages in behavior that disrupts a respectful learning environment, corrective measures will be taken to:

Guide the student to recognize their mistake

Prevent the behavior from happening again

Support both the affected student and the student who committed the infraction

Interventions are designed according to the student's age, the nature of the behavior, and prior history, and may include, but are not limited to:

Direct guidance with the student to help them reflect on their decision

A corrective reminder using positive redirection and a clear explanation of expected behavior

Writing, expressing, or drawing what happened

A brief break from the activity to calm down, reflect, and rejoin with a better attitude (“reflection time”)

Temporary removal from the group under supervision when warranted

Communication with parents/guardians to develop support strategies together

Individual guidance with the school counselor to address underlying patterns or emotions

Assigning formative tasks (repair actions, cooperation/support activities)

In-class or out-of-class suspension when conduct is serious or repeated

Out-of-school suspension when behavior requires a more serious and reflective consequence

Review by the disciplinary team; direct intervention by the counselor; a behavior contract

9.2.1 Minor Infractions

Violation of the Uniform Code established in this Manual of Rules and Regulations

Improper use of the school uniform

Ignoring or dismissing correction of a minor offense

Not having required school materials (complete or as requested)

Improper use of school or laboratory equipment

Unnecessary noise in hallways, playground, and/or classrooms

Littering on school grounds

Writing on or soiling walls or other school property

Improper use of restrooms

Damage to school landscaping/grounds (“ornamental areas”)

Bringing objects or equipment that produce loud noise or sounds

Chewing gum on school grounds or in classrooms

Misuse of the library

Bringing toys

Selling items without authorization from the Principal and/or Administration

9.2.2 Serious Infractions

Sanction: One (1) day of suspension from school. The student will be assigned a special project, community service, or any other task at the discretion of the CPSC administration.

Disrespecting teachers

Initiating or participating in fights or physical aggression

Initiating or participating in disruptions in the classroom

Smoking on school grounds

Being present or cooperating while others smoke on school grounds

Possession of cigarettes, pipes, vapes, or any item used for smoking

Being present and cooperating with the possession of cigarettes, pipes, vapes, or any item used for smoking

Participating in academic dishonesty, including cheating on tests/quizzes, classwork, or receiving unauthorized help

Destroying classroom or school property

Theft or unlawful appropriation of another person’s property without the owner’s consent on school grounds

Bringing electronic equipment (cameras, recorders, smartwatches, cell phones, etc.) to record without prior authorization from the Principal or Administration

Posting or sharing on social media photos or videos taken at school or in surrounding areas

Posting or sharing on social media photos or videos of a student enrolled at Caguas Private School

Posting any defamatory material or information about any student enrolled at Caguas Private School

Providing false information

Being absent for more than three (3) consecutive days without proper medical excuse from parents/guardians

Inappropriate physical contact with peers

Cutting ahead in the cafeteria line while mistreating classmates

9.2.3 Severe Infractions

Sanction: Two (2) days of suspension from school. The student will be assigned a special project, community service, or any other task at the discretion of the CPSC administration.

Committing acts of vandalism against the property of classmates, teachers, administrative staff, or other school personnel

Physical or verbal violence toward another person

Defamation against teachers, students, school authorities, and/or any other school personnel

Posting defamatory content on social media about any CPS employee

Disrupting school operations and violating the rights of others

Possessing, distributing, or offering any illegal or controlled substance commonly known as drugs

Obscene or immoral behavior

Damaging or stealing school equipment/materials or classmates' belongings

Distributing any type of propaganda on school grounds without prior authorization from the administration

Possessing or distributing pornographic material on school grounds

Possessing or carrying a weapon (including but not limited to knives, pocketknives, firearms, razor blades, box cutters, homemade weapons, etc.)

Stealing exams or any other school document

Physical or verbal aggression toward teachers, the Principal, or any other employee; leaving the institution during class hours without prior authorization from parents/guardians or the administration

Physical or verbal harassment and/or bullying toward any person within the institution

Threatening or attempting against the life of any person within the institution

9.2.4 Infractions classified as severe will be evaluated by the Principal and/or Executive Director. The final determination will be issued in writing and will become part of the student's record.

9.2.5 A severe infraction may result in an **indefinite suspension** if the administration determines that the stability, well-being, and best interests of the institution are being compromised and/or disrupted.

Progressive Behavior Management Protocol – Elementary Level

1st Warning

Formal Description: A verbal warning is issued by the teacher to the student for inappropriate behavior. Parents are notified verbally or in writing.

Consequences / Institutional Action: Incident recorded. Teacher speaks with the student and reinforces community expectations. Brief communication with parents; either by email or phone.

Common Examples: Repeatedly interrupting class; refusing to follow instructions; inappropriate tone of voice.

2nd Warning

Formal Description: A written warning is issued and a behavior modification strategy is developed. A meeting with parents is scheduled. The student is referred to the school counselor.

Consequences / Institutional Action: Action plan/intervention is created. Counselor begins follow-up. Official incident record. Case is discussed in a meeting with parents and school staff.

Common Examples: Repeated behavior after the first warning; conflicts with classmates; misuse of school materials.

3rd Warning

Formal Description: A formal written warning is issued and placed in the student's disciplinary file. Suspension may be considered as a corrective measure.

Consequences / Institutional Action: Meeting with parents, teaching team, administration, and counselor. Official record in file. Possible suspension depending on severity.

Common Examples: Repeated behavior after first and second warnings; property damage; disrespect toward teachers; conflicts with classmates.

9.2.4 Bullying

CPSC has a **Zero Tolerance Policy** against bullying and supports all students through its Anti-Bullying Program.

a. In accordance with Puerto Rico **Law No. 149 of July 15, 1999** and **Law No. 37 of April 10, 2008**, and for the sole purpose of preventing and prohibiting harassment on school grounds, at school activities, or in any academic setting, CPSC maintains a firm “zero tolerance” policy toward any form of bullying. Therefore, any form of bullying is unacceptable at our institution.

b. Caguas Private School defines bullying as any intentional and repeated behavior (verbal, physical, written, psychological, or digital) that causes harm, intimidation, exclusion, or humiliation to another student. These behaviors interfere with the victim’s emotional and academic well-being and negatively affect the school climate. This definition aligns with **Law No. 85-2017, Article 1.3**, which describes bullying as any deliberate pattern of harmful behavior (verbal, physical, psychological, or electronic) that causes intimidation, humiliation, insults, or unjustified exclusion of a student. Psychological harm is generally present to some degree, and multiple forms of bullying may occur simultaneously.

c. It is important to note that not all interpersonal conflicts qualify as bullying. Bullying must meet three essential criteria: **repetition, intentionality**, and a **power imbalance** (real or perceived by the victim), consistent with Olweus (1992). Isolated incidents of conflict, disagreements, or altercations between peers that do not meet these criteria will not be classified as bullying.

Forms of Bullying (Law No. 85-2017):

Physical Bullying: Physical contact intended to cause pain or harm (e.g., hitting, kicking, spitting, slapping, pushing, pulling hair, biting, or destroying belongings such as backpacks, books, devices).

Social Bullying: Behavior intended to exclude, marginalize, or isolate a student, including rumors, gossip, defamation, or actions that cause discrimination or social exclusion.

Psychological/Emotional Bullying: Conduct that harms self-concept or self-esteem (threats, humiliation, mockery, blackmail, rejection, ridicule), including discrimination based on sexual orientation, gender identity, or personal traits.

Cyberbullying: Digital communications (texts, emails, images, videos, social media posts) used to intimidate, harass, insult, defame, or exclude a student. Under the law, even a single digital act may be considered cyberbullying due to its ability to replicate and amplify.

Bullying affects a student in ways that may cause them to feel:

Physically and emotionally hurt or worried

Unsafe or fearful

Unable to progress academically

Alone, worthless, or rejected

Additional policy points:

· Teachers and students receive guidance throughout the school year on respect and the consequences of violating others' rights and dignity. Reported and documented cases will be referred to the school counselor, who will evaluate them with teaching staff and the Academic Director to determine appropriate actions.

Students must report bullying with the confidence that incidents will be handled effectively. Any community member aware of bullying must report it to the Administrative Office to activate the protocol.

· All reports will be taken seriously and fully investigated. Signs that may indicate bullying include nervousness, shyness, pretending to be sick to avoid school, excessive attachment to adults, changes in academic performance, or difficulty concentrating.

· Students who bully also need support to understand and change behavior. Students who are aware of bullying are encouraged to be a positive force and respond safely.

· Students are encouraged to report concerns to a trusted staff member.

· No adult not involved in the investigation may interfere with an ongoing investigation.

· Parents are encouraged to report concerns and support CPSC's efforts to maintain a safe, harmonious environment.

· The school will offer workshops on bullying and personal development.

· Caguas Private School reserves the right to evaluate each case based on its unique context and determine an appropriate response consistent with institutional policies and applicable laws.

· The school will not be responsible for unfounded claims arising from misunderstandings or interpersonal disputes that do not meet the definition of bullying.

· Our goal is to guide students through a reflective process so they assume responsibility for their actions and understand how their behavior affects others. Respect for all life is an integral part of our motto, and we work to make that a reality.

9.2.5 Plagiarism

a. The purpose of our institution is to empower all CPSC students to maintain high ethical standards, and the institution is authorized to take action when those standards are not met. At CPSC, plagiarism is unacceptable and will not be tolerated. Plagiarism includes cheating on exams, copying another student's work, and other forms listed below. Any act of plagiarism results in an automatic **F**.

b. Plagiarism and cheating include, but are not limited to:

Copying another person's work (homework, classwork, projects, assignments)

Falsifying information or data

Copying and pasting information from any resource, including the internet

Written Work:

Students may use as guidance either of these recognized associations specialized in writing standards:

American Psychological Association (APA)

Modern Language Association (MLA)

These two (2) associations are among the most widely used and recommended for writing rules and formatting, including citing sources and using references.

c. Plagiarism includes two (2) types of errors:

Presenting another person's ideas, information, or expressions as one's own to obtain a better grade or advantage constitutes fraud. (Gibaldi)

Using another person's ideas, information, or expressions without giving proper credit constitutes intellectual theft.

9.2.6 Policy for Requesting Review of a Disciplinary Action

a. Rational and constructive dialogue with the involved parties is the first step in clarifying concerns about a disciplinary decision. If a student, parent, or legal guardian believes a matter was not handled appropriately, they must request an appointment by email with the School Principal.

b. A review of the disciplinary decision will be considered within 15 days of the request.

c. All evidence will be heard and the best decision will be made, considering the well-being of the student and the school community. The final decision will rest with the Academic Director.

d. The final decision will be provided in writing.

9.2.7 Safe Study and Work Environment

a. CPSC is committed to providing a safe environment free of drugs, alcohol, weapons, and dangerous conduct for the entire school community. The only way to achieve this is through the commitment of every member of our community.

b. To safeguard and protect all members of the school community, CPSC has installed security cameras in various areas of campus. In addition to electronic camera surveillance at entrances and hallways, cameras may be installed in common areas, cafeterias, libraries, conference rooms, and administrative offices, among others. Camera images will be recorded. CPSC reserves the right to use these recordings for disciplinary measures or legal action against persons who violate Puerto Rico laws and/or this Manual of Rules and Regulations.

9.2.8 School Celebrations

a. Birthday celebrations must be coordinated through the administrative office. The office will notify the teacher. The scheduled time for birthday celebrations is during the last class period. Piñatas, candy bags, chewing gum, tattoos, or surprises that compromise student safety are not permitted.

b. Activities such as Field Day, Thanksgiving Breakfast, Christmas Party, Achievement Day, Friendship Day, and the Puerto Rican Festival, among others, are celebrated by the institution. CPSC is not responsible for the loss of or damage to gifts shared during these activities.

9.2.9 Cell Phones and Other Electronic Devices

a. The use of cell phones and/or smartwatches is prohibited in elementary school, except for educational purposes authorized by teachers and with prior approval from the Academic Director and/or the Administrative Coordinator. Otherwise, devices must remain powered off and inside the student's backpack while in the classroom, during class transitions, and at lunch. The school is not responsible for loss or malfunction/damage of these devices.

b. Allowing students to use a cell phone is a privilege. Misuse may result in suspension of that privilege for a determined period of time. Any student who uses a phone during class, transitions, recess, or any period not authorized (as described above) will lose the privilege and the phone will be confiscated. The parent or legal guardian must pick up the phone in the administrative office.

c. It is the responsibility of the parent or legal guardian to educate the student on the appropriate use of any device provided to them.

d. The use of a cell phone or any other electronic device (computers, laptops, tablets,

smartwatches, cameras, or any device used to take photos or videos) is strictly prohibited and constitutes an infraction at any time at school or in surrounding areas unless previously authorized by the Principal or the teacher.

e. Taking photos and/or videos at school or in surrounding areas and then posting or sharing them on social media is prohibited and constitutes a serious infraction. The administration reserves the right to confiscate any device when there is suspicion it has been used for these purposes during school hours or on school grounds.

f. CPSC is not responsible for comments, photos, or videos shared on social media by students. Administration will intervene only when a situation has an impact on the school. In such circumstances, the school will have the right to access and copy the content shared on social media in order to conduct the corresponding investigation.

9.2.10 Use of iPods

a. The same guidelines provided for cell phone use apply to iPods. Use of this device is permitted in the classroom only for educational activities and with prior authorization from the Academic Director.

Article III. Probation

Note: Probation applies to students who incur academic failures, behavioral issues, or both.

9.3.1 Any student who, at the end of the semester, has one (1) or more of the following will be placed on probation:

- a. A general average of 2.0 or lower **or** 70% or lower
- b. Two (2) or more classes below 70%
- c. One (1) severe infraction or two (2) serious infractions, or multiple minor infractions at the discretion of the Principal and/or Executive Director
- d. Recommendation by teachers
- e. Excessive absences and tardiness

9.3.2 Probation must be authorized by the Principal and/or Executive Director.

9.3.3 Probation may not be extended for more than one year or be less than one semester, unless authorized by the Principal and/or Executive Director.

9.3.4 Any student placed on probation and their parents/legal guardians must sign a probation contract outlining the terms and conditions of probation. If the student commits an infraction while on probation, the probation contract will be void. If the student fails to fully comply with the terms and conditions of the contract, the student may not continue as part of the Caguas Private School community. The probation period does not constitute a guarantee of continued enrollment at the institution.

9.3.5 Failure to comply with the Probation Contract may result in immediate disciplinary action, including suspension, recommendation for transfer, or unilateral termination of the enrollment contract by the Institution. In such cases, the student may not continue as part of the CPSC academic community.

9.3.6 At the conclusion of the probation period, a mandatory meeting will be held between parents/legal guardians and the Director or Executive Director. The administration will issue a final determination, which may include: (1) removal from probation, (2) extension of probation, or (3) denial of re-enrollment for the following academic year.

Chapter 10 – Books and Materials

Article I. Book List

10.1.1 Before receiving the list of books and materials, parents and/or legal guardians must read and sign a document acknowledging the responsibilities established by CPSC regarding the requirements that must be followed by both parents and students. The books used in our institution are part of the academic curriculum. It is the student’s responsibility to comply with the use of the books specified in the official list.

10.1.2 The institution will provide parents and/or legal guardians with a list of required books by grade level, including their prices, prior to the beginning of the upcoming school year as required by the Puerto Rico Department of Consumer Affairs (DACO).

10.1.3 The school will have available a copy of the letter issued by DACO to all educational institutions explaining the guidelines that all academic institutions must follow. It will be the responsibility of the parent or legal guardian to request a copy of this letter if they wish to review it.

10.1.4 Parents or guardians may purchase physical books at the bookstore of their choice. CPSC will share the official book list with a designated bookstore to help ensure the availability and accuracy of the assigned texts; however, parents or guardians may choose where to purchase them. Parents are responsible for acquiring the books in the language, edition, and revision date specified by the institution. If these specifications are not followed, parents must assume the cost of replacing them with the correct editions assigned by CPSC. The institution will not accept books in different editions or languages than those specified.

10.1.5 Digital books required by the institution must be purchased through CPSC, as the necessary licenses will be managed directly by the institution to ensure proper access to the assigned platforms and materials.

10.1.6 CPSC assumes no responsibility for the lack of availability of books in local bookstores.

10.1.7 All CDs brought to the institution (related to academic content such as books or notebooks) must be original versions. Teachers must ensure that they are original copies. Copied or burned CDs are not permitted. If necessary, the appropriate agencies will be notified, as this practice violates copyright laws.

Article II. School Materials

10.2.1 A list of required materials will be provided to parents and legal guardians. Some of these materials may be for shared classroom use, and additional materials may be required during the school year.

10.2.2 Students' belongings must be properly labeled. Items such as jackets, pencil cases, lunch boxes, backpacks, etc., must be identified. Lost items will be kept in the administrative office for a period of one month. After one-month, unclaimed items will be discarded or donated.

10.2.3 CPSC provides students with textbooks, reference books, literature, or children's literature for their use and enjoyment. Each student is responsible for maintaining these books in good condition. Any book damaged or lost by a student must be replaced by the parent or legal guardian.

10.2.4 In the event of rain or other severe weather conditions, CPSC will not be responsible for damage caused to backpacks, books, notebooks, or any other school materials belonging to the student.

10.2.5 Every student must come to class with the required materials. If a student leaves material at home, including projects, parents may deliver them to the office and the administration will provide them to the student within a reasonable timeframe.

Chapter 11 – Emergencies

Article I. Weather Emergencies

11.1.1 In the event that CPSC is unable to provide its services due to severe weather conditions, the school will keep parents, legal guardians, and the school community informed. Parents should monitor communications sent via email and announcements on television or radio. Parents or legal guardians must pick up their children once a notice has been issued requesting student pickup.

11.1.2 The decision to close school due to weather emergencies will be communicated in advance whenever circumstances allow.

11.1.3 The fact that the Puerto Rico Department of Education suspends classes in the Caguas region does not necessarily mean that CPSC will do the same. The decision will be made by the Executive Director of the institution.

11.1.4 All students must report to their homeroom classroom. As parents arrive to pick up students, they will be announced by the school security guard.

11.1.5 Teacher cooperation will be required in situations such as this. Teachers must position themselves at strategic points to assist the guard during the student pickup process.

11.1.6 Students are asked to remain calm and maintain an appropriate tone of voice to facilitate the dismissal process.

Article II. Student Emergencies

11.2.1 In the event of an accident or serious incident involving a student, CPSC will immediately contact the parent or legal guardian.

11.2.2 Once notified, the parent or legal guardian must come to the institution to pick up the student.

Article III. Emergency Plan

11.3.1 This article outlines the general steps to follow in the event of an emergency at the school. The detailed emergency plan is discussed with teachers and members of the administration.

11.3.2 Earthquake Procedure – “Stop, Drop, Hide”

a. Students must follow the instructions of the teacher. They must move under their desks and away from windows. They should bend their knees, keep their head and back toward the floor, and use one hand to cover their head while the other holds onto the desk leg, or use both hands to cover their head.

b. Students must remain in this position until the earthquake has passed.

c. Silence is recommended so that instructions can be heard clearly. Students should avoid moving or walking until the event has ended.

d. If necessary, evacuation of the building will take place according to the fire evacuation plan. Students must follow the classroom evacuation map and then proceed according to the facility evacuation plan.

During the school year, teachers will review emergency procedures with their students in case an event occurs while they are in areas such as the restroom or cafeteria.

If a student is in a hallway, they must enter the nearest classroom and follow the procedure described above. If a student is in physical education class, they must run with their classmates to the center of the soccer field and assume the same protective position together.

11.3.3 Procedure for Bomb Threat or Fire

- a. The emergency will be announced by alarm and action must be taken immediately.
- b. Students must stop what they are doing and line up in complete silence to exit through the designated door and proceed to the assigned area outside the school, according to the classroom and building evacuation map.
- c. The teacher must bring a student roster. If more than one adult is present in the classroom, one adult should remain at the end of the line. If only one adult is present, the class president or a student leader designated by the teacher should remain at the end of the line.
- d. Classroom lights should remain on and doors left open.
- e. Students must proceed to the designated area outside the school without running and in silence. They must remain in that area until the emergency has passed and further instructions are provided by the appropriate authorities.

11.3.4 Other Emergencies

In any other emergency situation, faculty members are responsible for the safety and well-being of students and will move them to a safe location while awaiting instructions. Students must remain calm and follow the teacher's instructions.

11.3.5 Emergency Drills

Each semester, the CPSC community practices emergency procedures. At the beginning of the school year and periodically throughout the year, teachers review these procedures with their students. Topics include the steps to follow if an emergency occurs while the student is in areas such as the restroom, hallway, library, or cafeteria. Students are reminded of the importance of remaining calm, staying silent, and walking quickly but not running. Teachers must keep their students together during emergencies and report any irregularities that may arise.

Chapter 12 – Student Regulations

Article I. General Student Rules

12.1.1 Medical appointments should be scheduled outside of school hours whenever possible.

12.1.2 Travel should be scheduled during vacation periods, except when necessary due to emergency situations.

12.1.3 Absences due to travel without prior authorization from the administration will be

considered unexcused. The student will be responsible for making up any material covered during the semester. Parents or guardians must assist the student in catching up on missed work.

12.1.4 Students must always attend their classes with the books and materials assigned by the teacher. The absence of these materials negatively affects academic performance, classroom order, and discipline. It is the responsibility of parents to provide these materials.

12.1.5 Every student must attend school wearing the complete uniform. On days when the class has Physical Education, students must wear the designated PE uniform.

12.1.6 During special activities sponsored by the school, students and parents must wear appropriate clothing that does not detract from the reputation or moral standards of the institution. The school will determine the appropriate attire for each activity.

12.1.7 Students must refrain from causing damage to school property, equipment, or materials. Acts of vandalism will be sanctioned and the responsible party must pay for any damages.

12.1.8 Avoid rough play that may lead to disrespect toward classmates.

12.1.9 Use appropriate and respectful language.

12.1.10 Chewing gum is not permitted inside or outside the classroom.

12.1.11 Bringing chemical substances or compounds is prohibited.

12.1.12 Students may not bring or use objects that could cause physical harm to others.

12.1.13 Explosive devices of any kind are strictly prohibited.

12.1.14 Students must maintain good conduct both in the classroom and on school grounds and must not engage in actions that interrupt order or disrupt the academic activities of others. Such actions may result in suspension from the institution.

12.1.15 Students must maintain orderly behavior in hallways, stairways, and restrooms. Running, shouting, or fighting will not be tolerated and repeated behavior may lead to suspension. Students may not remain in hallways without permission from a teacher.

12.1.16 Altering or falsifying grades, records, notifications, or official documents will be considered a serious violation and will result in disciplinary action.

12.1.17 Any misconduct occurring outside school hours, whether on school grounds or off campus during academic or athletic trips, will be evaluated according to the seriousness of the case.

12.1.18 Toys are not allowed on school grounds unless authorized for educational purposes or extended care. If a toy is confiscated in class, it will not be returned to the student. Parents must pick it up in the administrative office.

12.1.19 Students may not run, throw, or ride on their backpacks while walking down the ramp.

12.1.20 Students who intentionally damage another student's property will be financially responsible for replacing it.

12.1.21 Students must help maintain the cleanliness and appearance of the school by using trash bins for all waste.

12.1.22 Quizzes or short tests do not need to be announced in advance.

12.1.23 Students may not access their lockers once the school day begins. Books may be changed before 8:00 a.m., during lunch, or after 2:30 p.m.

12.1.24 All materials and belongings inside a locker are the responsibility of the locker owner. Sharing lockers is prohibited.

12.1.25 Students must remain on campus throughout the school day.

12.1.26 Written authorization from the administration or authorized personnel is required for a student to leave campus during school hours with an authorized adult.

12.1.27 Students must attend school to take standardized tests scheduled by the administration.

12.1.28 Students must remain in class for the full class period even when a substitute teacher is present.

12.1.29 Students who belong to a team or student organization must follow its rules and regulations.

12.1.30 If a student is absent for more than ten (10) consecutive days without providing a valid written excuse to the administration or academic director, the student will be automatically withdrawn.

12.1.31 Students must demonstrate appropriate conduct and behavior in all extracurricular activities in which the school participates.

12.1.32 All students must cooperate to keep the school in optimal condition.

12.1.33 If a student decides not to participate in a school activity, they must remain at home.

12.1.34 The playground facilities are intended for play and motor skill development; therefore, students must behave appropriately and follow playground rules.

12.1.35 Although CPSC provides staff supervision in the playground area, accidents may still occur.

12.1.36 Students must demonstrate appropriate behavior during recess.

12.1.37 CPSC is not responsible for educational materials, assignments, projects, quizzes, assessments, or exams missed due to absences or travel. Students are responsible for obtaining the material covered.

12.1.38 CPSC is responsible only for students participating in the supervised study program from 2:00 p.m. to 6:00 p.m. The school is not responsible for students who remain on campus after 3:00 p.m. and are not part of a sports team, extracurricular club, or the supervised study program. A \$10 daily fee, in addition to tuition, will be charged for students who remain on campus after 3:00 p.m.

12.1.39 CPSC will not assume responsibility for students remaining on campus after 6:00 p.m. The school reserves the right to contact the Puerto Rico Department of Family Affairs if a student is left at the school after 6:00 p.m. so that appropriate action may be taken.

12.1.40 Parents or legal guardians will have five (5) days from the notification of semester grades to submit any formal claim or appeal.

Chapter 13 – Health and Nutrition

Article I. Nutrition

13.1.1 CPSC promotes healthy nutrition through its policies.

13.1.2 CPSC has a school cafeteria that adheres to the school's nutrition policy. It is mandatory that all students eat lunch in the school cafeteria. If a student has a medical condition, the parent or legal guardian must provide medical documentation.

13.1.3 Ordering food from any restaurant, fast-food establishment, and/or any cafeteria outside the school premises is prohibited. Therefore, students are not allowed to receive food deliveries, regardless of who the delivery is from.

13.1.4 Students may purchase breakfast at the school store before their homeroom period at **7:50 a.m.**

13.1.5 Students may purchase snacks at the school store again during their recess (lunch) period and at dismissal time.

13.1.7 Students may bring their own snacks, but they must be nutritious.

13.1.8 Consumption of foods low in sodium, sugar, and fats is recommended.

13.1.9 Soft drinks (sodas) are not permitted. Beverages must be 100% juice, milk, or water.

13.1.10 CPSC recommends the use of reusable water bottles, as the school promotes environmental awareness.

13.1.11 CPSC thanks parents and/or legal guardians for their support and cooperation in helping us comply with our nutrition policy. CPSC promotes healthy eating habits.

Article II. Policy on Health-Related Matters

13.2.1 A student may not attend CPSC if they present any of the following symptoms:

- a. Fever
- b. Diarrhea
- c. Vomiting
- d. Discharge from the eyes or ears
- e. Heavy nasal discharge
- f. Earache
- g. Persistent cough
- h. Skin rash of unknown origin
- i. Pediculosis (head lice)
- j. Any contagious illness that may affect the student's school performance or place the school community at risk.

13.2.2 If upon arrival at school, or during the school day, the student presents any of these symptoms, the student must be sent to the nurse's office and the administrative office must be notified. The parent or legal guardian will be called to pick up the student from school. If the student returns to school the next day, the student must present a medical certificate authorizing the student's readmission.

13.2.3 Any student who is absent for more than three (3) consecutive days must present a medical certificate authorizing the student's readmission to school.

13.2.4 If the student has a contagious illness such as chickenpox, mononucleosis, influenza, among

others, the student may not attend school until the contagious period has passed. The student must present a medical certificate to be readmitted.

13.2.5 In cases of pediculosis (head lice), the student must receive appropriate treatment and may not attend school until the condition has been eradicated.

13.2.6 CPSC may administer certain over-the-counter medications, such as acetaminophen, provided the parent or legal guardian has completed the authorization form. Prescription medications must be managed by the parent or legal guardian.

Article III. Policy for Students with Asthma

13.3.1 The parent or legal guardian must submit to the administrative office a medical certificate indicating the student's asthma condition. Administrative office personnel will share this document with the nurse. If applicable, the certificate must be accompanied by an action plan explaining how the medication must be administered during school hours. The certification and action plan must specify the type of medication, procedures for administration, dosage, schedule and frequency, as well as instructions for proper storage.

13.3.2 The parent or legal guardian must complete a medication authorization form at the nurse's office. Once the document has been properly completed and signed, the nurse will be authorized to administer the medication or therapy.

13.3.2 Any student with asthma has the right to self-administer their own medication or therapy for their asthma condition. The parent or legal guardian must provide prior written authorization stating that their child may self-administer medication during the school day or during school activities, in accordance with the protocol established under Law No. 56 of February 1, 2006.

13.3.4 The certification and action plan must confirm that the student has the maturity to self-medicate, and must specify the type of medication, procedures for self-administration, dosage, schedule and frequency, as well as instructions for proper storage.

13.3.5 It is the responsibility of the parent or legal guardian to submit and update the documents referenced above as required.

Article IV. Policy on Comprehensive Well-Being and Child Protection

13.4.1 Promoting comprehensive well-being and protecting children is the responsibility of both the family and the school. **Law No. 246 of December 16, 2011** mandates protection against harm, abuse, or neglect by both the family and the educational institution. This includes ensuring that the school environment is safe, where the student feels physically and emotionally secure. It also includes ensuring that children receive appropriate care and protection at home.

13.4.2 At CPSC, we have a clear and proactive policy for this purpose:

a. Our curriculum includes the development of personal, emotional, and social skills. Students have the opportunity to participate in activities such as story readings, films, discussions of news articles, and role-playing, among others, to foster classroom dialogue about what violence and abuse are. The importance of respecting the dignity of all people—including children—is emphasized within a values-based framework and a culture of peace at school.

b. Each semester, CPSC offers a school activity related to peace and children's rights.

c. A family guidance and prevention program will be developed. This will include workshops and counseling services.

d. Written information will be provided to teachers and administrative staff regarding what to do when identifying child abuse or neglect. This protocol and policy will be discussed with teaching and administrative staff at the beginning of the school year.

e. All necessary support will be offered to victims of abuse and/or neglect.

f. CPSC will provide the necessary support to students in potentially traumatic situations involving adults in their family, such as separation, divorce, job loss, a catastrophic illness, criminal conviction, among others.

g. If a situation arises where family abuse or neglect is suspected, the following protocol will be activated:

(i) The adult who identifies a suspected situation of abuse, mistreatment, or neglect must report it to the administrative office. This may include the student's physical condition (bruises, hygiene, etc.) or observations related to comments made by the student and/or behavior. The law allows photographs to be taken to preserve evidence if necessary.

(ii) Findings or suspicions will be consulted with the social worker.

(iii) If there is reasonable evidence, CPSC will notify the Puerto Rico Department of the Family through its hotline.

(iv) When necessary, CPSC will provide protection to the student in emergencies, including transportation, coordination of medical services, emergency custody, and any other necessary services until the Department of the Family carries out the intervention services.

(v) The civil rights of minors, their privacy, and their integrity will be protected. Abuse or neglect will be kept confidential from the rest of the school community whenever possible given the circumstances.

(vi) Services for child victims of abuse will be coordinated with governmental and non-governmental agencies.

(vii) Adults who work with children must participate in evaluations, provide support services, and monitor situations of abuse or neglect. They must also assist in any ongoing investigation regarding institutional abuse or neglect referrals. The designated social worker handling cases of institutional or family abuse must maintain constant communication with Department of the Family social workers and must actively participate in the intervention protocol designed for the child and family, including the abusive adult.

(viii) If necessary, protective orders for minors will be sought. Any adult suspected of abusing or neglecting a minor will be suspended from employment and pay.

(ix) The circumstances, school schedules, established procedures, available supervision, and any other information that helps clarify the situation will be evaluated.

(x) If it is determined that an official investigation must be conducted, CPSC will cooperate fully with everything required by the Puerto Rico Department of the Family.

h. In cases where protective orders have been issued or where domestic violence situations have occurred in the minor's home, the child's safety will be prioritized. A parent or legal guardian who has a protective order must notify the administrative office so that appropriate precautions can be taken.

i. If sexual abuse is suspected, the following actions will be taken:

(i) The adult suspected will be immediately suspended from their duties.

(ii) It will be recommended that the child be examined by a licensed healthcare professional.

(iii) After the investigation is concluded and the appropriate referrals have been made, if it is determined that no sexual abuse occurred, the Academic Director may reinstate the adult to their duties. Otherwise, the individual will be terminated for inappropriate conduct.

(iv) Necessary support and guidance will be offered to the child and their family.

Article V. Rules Regarding Alcohol and Controlled Substances

13.5.1 This regulation establishes CPSC’s zero-tolerance policy regarding the possession of drugs and alcohol at school.

13.5.2 These rules are intended to maintain a safe environment and establish procedures to prevent the use and/or possession of alcohol or controlled substances at CPSC.

13.5.3 These rules apply to all CPSC students; parents or legal guardians are responsible for ensuring that their children comply with these rules.

13.5.4 Definitions

(i) **Official school activity** – any activity, including those promoted by student clubs or organizations, or where the school’s name, funds, or property are used or sponsored.

(ii) **School community** – the group of people who work or study at CPSC, including parents and/or legal guardians of students.

(iii) **Use/consumption** – defined as frequent or occasional consumption of controlled substances that may cause harm or dependency. The use of prescribed controlled medications and other legal substances is exempt.

13.5.5 Rules

(i) The use, possession, purchase, or sale of any controlled substance—meaning illegal drugs, narcotics, hallucinogens, alcohol, or tobacco-derived products—is prohibited for CPSC students. This applies on campus and in surrounding areas, whether during curricular or extracurricular activities sponsored by CPSC, and while the student is wearing the school uniform or representing the school.

(ii) Advertising or sponsorship of alcoholic beverages on CPSC premises or at its official activities is prohibited. The use of promotional items related to alcoholic beverages or cigarettes—such as hats, keychains, notebooks, among others—is not permitted. If this rule is not followed, the school reserves the right to confiscate any such items.

(iii) As a preventive measure, the school does not allow deliveries of beverages or food to the institution. In addition, the school does not allow non-transparent containers for carrying liquids, since the contents cannot be seen. Therefore, only transparent containers are permitted.

(iv) Failure to comply with these guidelines requires that parents and/or legal guardians be

notified and may result in the most severe sanction in accordance with CPSC's conduct standards. Likewise, the appropriate authorities must be notified of any incident that violates the law.

Article VI. Authorized Inspections

13.6.1 General Inspections

CPSC reserves the right to periodically, randomly, and without prior notice, at any time, conduct inspections within the following parameters:

(i) Backpacks, bags, purses, briefcases, uniform pockets, pencil cases, containers, or any other items brought to school by students. This inspection may be conducted by the school director, an assigned teacher, or any other school personnel.

(ii) Lockers are the property of CPSC if they are provided to facilitate students' management of school materials. Therefore, checking lockers and the items stored in them is not considered a violation of private property.

13.6.2 Motor Vehicle Inspections

CPSC reserves the right, upon receiving information or upon belief that controlled substances and/or alcohol exist inside motor vehicles parked at the school or adjacent area, or that such substances are being handled or consumed, to act within the following parameters:

(i) The principal and/or assigned teachers or staff may conduct an inspection when there are sufficient reasons to believe that one or more students are handling or consuming controlled substances and/or alcohol in or around the vehicle.

(ii) Sufficient reasons include information received or suspicion that such activity is occurring in or near the vehicle, even if it is later determined that the activity was not carried out by the student(s).

(iii) Sufficient grounds may be established based on information received or anything that can be perceived through the senses.

(iv) If, through inspection of the vehicle, it is determined that the use or handling of controlled substances and/or alcohol has in fact occurred, this constitutes a violation of the rules and will result in severe sanctions.

(v) CPSC will notify the registered owner of the vehicle and the authorities so that the necessary action may be taken.

13.6.3 Means of Search

- a. CPSC uses trained dogs to conduct these types of searches and inspections, as well as other lawful means to detect or find controlled substances and illegal drugs on campus and in surrounding areas.
- b. Any person on campus may be subject to inspection, as necessary.

Chapter 14 – Parent Standards

Article I. General Standards for Parents and/or Legal Guardians

14.1.1 CPSC believes that the primary role of parents and/or legal guardians is to educate their children. CPSC promotes communication, cooperation, and good interpersonal relationships between school and home.

14.1.2 All parents and/or legal guardians must support and enforce the school’s educational and institutional philosophy.

14.1.3 All information to parents and/or legal guardians will be sent via email. For this reason, it is important that parents and/or legal guardians provide this information to the administrative office. Likewise, they must report any change of email address.

14.1.4 CPSC expects parents and/or legal guardians to commit to the following:

- a. Attend all general or individual meetings held at the school, as well as those related to students’ academic performance.
- b. Parents and/or legal guardians must attend meetings with teachers or school administration staff. Parents or guardians may cancel up to two (2) meetings by email. On the third occasion, the parent and/or legal guardian will be notified by letter sent directly with the student. If the parent or legal guardian fails to attend a third meeting, the student may not attend school until the parent or guardian attends the meeting scheduled in the letter.
- c. If you miss one of these meetings, you must contact the student’s homeroom teacher and obtain the material covered in class.
- d. Stay informed about calendars sent during the school year, as well as any modifications.
- e. Keep in mind that taking photos or videos at any time on school grounds or in surrounding areas is prohibited.
- f. Keep in mind that taking photos or videos of any student assessment work, as well as exams, is prohibited.

g. Monitor the student's attendance and punctuality. It is important that the student participates in daily classroom activities to ensure continuity in academic performance.

h. Maintain appropriate behavior both at school and in surrounding areas, and when attending school activities.

i. Come to school properly dressed at all times, following CPSC's dress code. If the dress code is not followed, CPSC reserves the right to deny entry.

j. Be kind and courteous. Be mindful of language and/or expressions used when communicating with teachers, administrative staff, students, and other parents.

k. Address through the administrative office any matter related to your child that involves another student. CPSC does not authorize situations in which a parent intervenes directly with another student.

l. Promote the importance of being responsible.

m. Attend, collaborate, and/or support the teacher(s) and school staff in carrying out any remedial plan designed to help the student improve in academic and/or behavioral areas.

n. Parents are not authorized to contact another Caguas Private School student.

o. Parents and/or legal guardians are NOT authorized to take photos or videos within the school campus and/or surrounding areas.

14.1.5 CPSC promotes rules of courtesy and appreciates support at home so that these practices are reinforced, such as saying thank you, good morning, and waiting your turn.

14.1.6 CPSC seeks parents' cooperation to reinforce in their children:

- a. Taking care of their belongings and classroom property.
- b. Throwing trash in the trash can.
- c. Using materials properly, such as soap and toilet paper.
- d. Keeping the bulletin board, desks, and chairs clean and orderly.

14.1.7 Help students stay organized:

- a. Establish a routine, including having materials and the school backpack ready the night before.
- b. Have a designated area to do schoolwork free of distractions, with necessary supplies available (pencils, crayons, erasers, etc.).
- c. Check that the uniform is clean and complete.
- d. Monitor completed and pending work, even if the student participates in the Supervised Study

Program. Ask questions such as: What did you learn today? What are you reading? Was anything significant today?

e. Comply with the submission of documents and/or information requested by the teacher or administration.

f. Promote student independence. Check their homework. Allow the student to organize their belongings and help prepare their snacks.

14.1.8 Ensure the student arrives at school on time regularly. Students who arrive after **8:10 a.m.** will not be admitted to the classroom until the next class period, in order to avoid affecting the teaching-learning process.

14.1.9 The period from **7:00 a.m. to 7:50 a.m.** is designated for receiving students under teacher supervision. **This period may not be interrupted.** Please go to the administrative office for any matter. All communication with the teacher should be done via email, and the teacher will respond as soon as possible.

14.1.10 Visits to teachers must be coordinated in advance. Appointments will be arranged through the administrative office and will take place during the teacher's planning/training period.

14.1.11 If you have a question or concern, please request an appointment with the teacher through the administrative office. Email is an effective means of communication.

14.1.12 If you enter campus after **7:50 a.m.**, you must check in at the administrative office.

14.1.13 Conversations in the hallways after **7:50 a.m.** are not permitted, as they disrupt classroom work.

14.1.14 After **8:01 a.m.**, only parents attending an activity, going to a specific classroom, or conducting business in the administrative office will be allowed access.

14.1.15 Parents and/or legal guardians must have administrative authorization to enter classrooms during school and non-school hours.

14.1.16 Collaborate with the classroom and school activities. This may be done by joining a committee and responsibly completing assigned tasks.

14.1.17 Ensure your child is well nourished when attending school. A good breakfast is essential.

14.1.18 Follow the rules set forth in CPSC's nutrition policy.

14.1.19 Follow the rules set forth in CPSC's uniform policy.

14.1.20 Follow and obey the school security guard's instructions. Remember that the security

guard follows administrative directives and understands the traffic flow. Do not think only of your own convenience, but of how traffic can be facilitated in the area. Be prepared to drop off your student and refrain from grooming them or giving instructions at drop-off. If you need to do so, park in the designated areas. Do not take up two parking spaces. Avoid blocking other vehicles unless instructed by the security guard.

14.1.21 Parents and/or legal guardians must behave appropriately while on campus.

14.1.22 Remember that you are a role model for your children. When speaking about other adults, show prudence and respect. Children learn what they hear. Therefore, parents and legal guardians must show a respectful and cordial attitude toward all individuals within the school community.

14.1.23 Using inappropriate or disrespectful language, or displaying violent behavior toward any employee or person within the institution—including teachers, instructional and non-instructional staff—is NOT permitted and may result in an indefinite suspension of the student whose parent or legal guardian engages in such conduct.

14.1.24 CPSC is not responsible for accidents that occur to parents, legal guardians, and/or visitors on school property.

14.1.25 Parents and/or legal guardians may not pick up a student before the end of the school day without prior authorization from administration.

14.1.26 CPSC will not assume responsibility for educational materials (books, notebooks, projects, backpacks, or lunchboxes) left on campus. It is the parents' responsibility to discuss with their children the importance of protecting their belongings at all times.

14.1.27 Every parent and/or legal guardian must pick up their children within the established schedule. CPSC will not be responsible for accidents occurring outside school hours.

14.1.28 Monthly charges are not subject to the number of working days or class days. Therefore, parents and/or legal guardians must make payments in full regardless of the number of class days in the month or the number of days the student attended.

14.1.29 Any student or parent who brings valuables or unnecessary items to school facilities does so at their own sole risk. The Institution strongly discourages bringing expensive electronic devices, large amounts of cash, or items of sentimental value to school.

14.1.30 Although the Institution may assist, as a courtesy, in locating lost items, CPSC has no legal or administrative obligation to conduct formal investigations, review security camera recordings due to the loss of personal items, or reimburse the value of lost property.

14.1.31 Items found on school grounds will be placed in the designated "Lost and Found" area. The

Institution reserves the right to donate to charitable organizations or dispose of any unclaimed items at the end of each month, without prior notice or any liability to their owners.

14.1.32 Every parent and/or legal guardian must comply with payments as stipulated in the chapter.

14.1.33 Every parent and/or legal guardian must guide students regarding appropriate conduct during school activities.

14.1.34 Parents are expected to attend all meetings or appointments scheduled by teachers or academic staff.

14.1.35 Parents and/or legal guardians must wait for their children outside the school campus in the previously designated area.

14.1.36 No parent or legal guardian may take action against a student who is not their child.

14.1.37 If a student needs to attend a medical appointment, travel, or any activity that prevents attendance at school, the parent or legal guardian must provide written communication explaining or justifying the situation along with supporting documentation. In this way, the student will be formally excused.

14.1.38 CPSC will refrain from enrolling students whose parents or legal guardians have not complied with the rules established.

14.1.39 CPSC will withhold the school-year enrollment of students whose parents do not comply with the standards established in this regulation.

14.1.40 All visits to the school must be scheduled in advance. If a parent or guardian arrives without an appointment, they will be instructed to request one. If they wish to speak with a teacher, they must coordinate through the office to confirm staff availability. Interruptions during class time will not be permitted.

14.1.41 CPSC reserves the right to determine which activities and/or events parents and/or legal guardians may attend or participate in, as well as the conditions, schedule, and location of such participation.

14.1.42 Parent participation may be limited, postponed, or denied when necessary to protect the safety, privacy, and well-being of students and staff, or to prevent disruptions to school operations and the educational environment.

14.1.43 Caguas Private School reserves the right to accept or reject requests for appointments or visits from parents or legal guardians of students who are no longer enrolled in the institution.

Such requests will be evaluated on a case-by-case basis, considering the relevance and purpose of the visit in relation to school operations.

14.1.44 The institution also reserves the right to limit, postpone, or deny appointments or visits that are considered excessive or that may compromise the safety, stability, or overall well-being of the school community. Decisions will be made in accordance with institutional policies and in the interest of maintaining a safe and productive educational environment.

Chapter 15 – Computers and Internet

Article I. Computers and Internet Use

Access to school computers or personal computers is a privilege provided to CPSC students.

15.1.1 Parents and/or legal guardians must support the established standards for appropriate internet use at school.

15.1.2 The internet is an educational resource that will be used for research purposes or activities related to clubs. The school reserves the right to impose restrictions on the material and content to which students may be exposed.

15.1.3 Computers may be used for educational purposes only. They must not be used during recess for recreational purposes. Inappropriate and unauthorized use of computers is prohibited, regardless of whether the computer belongs to the institution or is personal.

15.1.4 Each computer must be identified with the student's name. Students will be instructed on proper use and care of the equipment. Students may leave their computers in the classroom during specific periods if they have obtained prior authorization from their teacher. At CPSC, we reinforce the value of honesty; nonetheless, we will not be responsible if a computer is lost or disappears.

15.1.5 The following is prohibited at school:

- a. Accessing obscene information or content.
- b. Posting any message that could be considered offensive or harassing.
- c. Transmitting illegal content under the local laws of the Commonwealth of Puerto Rico and the United States.
- d. Installing programs on CPSC computers or copying programs that have been installed on school computers.

15.1.6 Students may have access to:

- a. searching for information related to class topics and/or project research
- b. news services
- c. online libraries
- d. public-domain services

15.1.7 CPSC recognizes the right of students and parents to use social media. However, the use of these platforms must not interfere with the educational process, violate the rights of others, or harm the reputation of the Institution and its staff. A student’s enrollment at CPSC implies a commitment—by both students and parents—to maintain a relationship of mutual respect and institutional loyalty.

15.1.8 The following actions are strictly prohibited and will be considered a serious breach of the enrollment contract:

- a. Publishing, sharing, or encouraging the dissemination of false information, malicious rumors, or unfounded accusations against CPSC, its administration, teachers, or any staff member.
- c. Making disparaging, insulting, or offensive comments in public forums, social media groups (including private WhatsApp groups), or websites that harm the Institution’s image and prestige.

Chapter 16 – Harassment, Sexual Harassment, and Discrimination

Article I. Policy

16.1.1 CPSC is committed to maintaining a school environment free of harassment. Every individual has the right to learn and work in a safe environment where equal opportunity is promoted and discriminatory practices—including harassment—are prohibited. Therefore, CPSC expects relationships on campus to be free of prejudice and harassment. All members of the CPSC community share responsibility for avoiding, discouraging, and reporting any type of harassment.

16.1.2 Sexual harassment in any form is not consistent with the culture of CPSC and will not be tolerated. Sexual harassment is illegal under federal and local laws.

Article II. Definitions

16.2.1 Sexual harassment includes a range of subtle and not-so-subtle behavior and may involve members of the same gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- Unwanted sexual advances, lewd acts, flirting, or sexual propositions
- Unwanted sexual comments, epithets, verbal abuse, disparaging comments, or degrading sexual remarks

Graphic verbal comments about another person's body, or overly personal conversations
Sexual jokes, stories, drawings, photos, gestures, including digital content and spreading sexual rumors

Teasing or making sexual comments about students enrolled in a group where one gender predominates

Touching someone's body or clothing in a sexual way, or in a way that could be interpreted as such

Intentionally limiting access to educational tools

Cornering or blocking someone to prevent them from moving freely

Displaying sexually objectifying materials in an educational setting

Retaliating against an individual who reports a violation of the sexual harassment policy or participates in an investigation of a complaint

Requesting sexual favors regardless of how "serious" the request is—saying "I was joking" is not an excuse

16.2.2 Not all behavior with sexual connotations constitutes an illegal act. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects the individual's education or creates a hostile or abusive school environment.

16.2.3 Non-sexual harassment is also prohibited. Under this policy, harassment is defined as physical or verbal conduct that denigrates or shows hostility, or a version thereof, toward another individual because of:

Race, color, religion, national origin, ancestry, citizenship status, gender, sexual orientation, gender identity, marital status, age, disability, military or veteran status, pregnancy, and conditions of birth, or any other condition protected by law; and that:

Is sufficiently severe, acute, and persistent that it adversely affects the individual's education to the extent that it creates a hostile and abusive educational environment.

16.2.4 Harassing conduct includes, but is not limited to: epithets, insults, or negative stereotypes; threats; intimidating and hostile acts; degrading jokes; written or graphic material that denigrates or shows hostility or a version thereof toward an individual or group, posted on walls or elsewhere on school property.

16.2.5 Sexual violence is a criminal matter and includes, but is not limited to: rape, sexual assault, sexual coercion, or any sexual act directed at another person by force or against their will, or where the person is not capable of giving consent. Victims of sexual violence must report the situation to authorities immediately. They must also file a complaint with the administrative office, even if the act occurred off campus, if the alleged offender is a CPSC student or employee. In all cases, victims will be directed to seek assistance from the appropriate agencies.

Article III. Applicability

16.3.1 The individuals and conduct covered by this policy apply to all CPSC students and employees, including contracted service providers and volunteers in school activities. Prohibited conduct will not be accepted at any time—whether in the academic/educational environment, extracurricular or athletic settings, school programs on or off campus, on buses, or at locations where school activities are held off campus. Individuals who violate this policy will be subject to disciplinary action, which may include suspension and even expulsion (if a student) and termination (if an employee). Reportable matters will be referred to the appropriate authorities.

Article IV. Computers

16.4.1 In keeping with CPSC’s mission to create exemplary citizens, students are prohibited from using school computers or the school network to harass others, whether on or off campus. Full disciplinary measures established in this regulation will apply.

Article V. Retaliation

16.5.1 Retaliation is prohibited, and reporting any incident where such conduct or harassment is perceived is encouraged. Our policy provides that these cases will be investigated. It is prohibited to retaliate against any person for reporting an incident of discrimination or harassment, or for participating in an investigation related to these matters.

16.5.2 Retaliation against individuals for reporting harassment, sexual harassment, or discrimination, or for participating in an investigation, is a serious violation of this policy and, like discrimination and harassment, is subject to disciplinary action. Acts of retaliation must be reported immediately, will be investigated, and corrective measures will be taken. Corrective measures may include suspension, expulsion, and, in appropriate cases, involvement of authorities.

Article VI. Reporting an Incident of Harassment, Discrimination, Sexual Violence, or Retaliation

16.6.1 CPSC encourages reporting all incidents where discrimination, harassment, sexual violence, or retaliation is suspected, regardless of the alleged offender’s identity or position. CPSC encourages reporting as soon as possible so corrective measures can be taken. Early intervention has proven to be an effective measure in resolving suspected harassment situations. All CPSC employees are required to immediately report in writing any act or conduct described above, whether based on the employee’s observations or information received from another student, the student’s parent or legal guardian, or third parties. If an employee observes such conduct, they must intervene unless the circumstances could make such intervention dangerous. All complaints related to discrimination, harassment, sexual harassment, sexual violence, and retaliation will be investigated.

16.6.2 Informal Complaint Procedure

- a. The informal complaint procedure is intended to stop inappropriate conduct, investigate, and facilitate resolution through informal means. It is not a prerequisite to a formal complaint and may be ended at any time in order to file a formal complaint.
- b. As an initial step, an individual who believes they are being subjected to discrimination or harassment should inform the offender that the conduct is unwelcome and must stop, provided the individual feels comfortable doing so. In some cases, the offender may not realize the conduct is offensive and may be perceived as harassment. Sometimes, this action alone resolves the problem.
- c. CPSC recognizes that at times an individual may prefer to address the matter through informal or formal complaint procedures. If for any reason the individual does not wish to address the offender directly, or if doing so does not stop the unwanted conduct, the individual should notify the Academic Director or a member of CPSC administration verbally or in writing.
- d. An informal resolution may include a meeting with the alleged offender to discuss the nature of the unwelcome conduct, or, if both parties agree, a meeting may be coordinated between them to reach a solution that works for both. The informal complaint procedure is not intended for victims of sexual violence; in those cases, the victim should not approach the offender and must file a complaint with the appropriate authorities as soon as possible after the incident. A person who has been a victim of sexual violence and has filed a complaint with authorities may also submit a formal complaint with CPSC.

16.6.3 Formal Complaint Procedure

- a. If a complaint is not resolved through the informal procedure, or if the individual decides to file a formal complaint from the outset, the following procedure must be followed:

An individual who believes they have been subjected to discrimination, harassment, sexual violence, or retaliation may submit a formal complaint verbally or in writing. All allegations will be promptly investigated. Typically, the investigation will begin with an interview of the alleged victim to obtain information about the alleged offender, the offensive conduct, witnesses, and the desired resolution. The alleged victim will be given the opportunity to submit any evidence they believe is relevant. The alleged offender will be notified and given the opportunity to submit a written response. Additional interviews may be conducted as necessary, including with the parties, their parents, and witnesses who may have observed the conduct. The investigator will keep both parties informed to the extent possible. The investigator will not require both parties to be in the same location during interviews.

Upon receiving the complaint, the investigator will determine whether interim measures

should be taken during the investigation to protect the alleged victim from additional acts of discrimination, harassment, sexual violence, or retaliation. For example, the investigator and Academic Director may decide the alleged offender should be suspended or placed on an alternative schedule. At the conclusion of the investigation, the investigator will submit a report summarizing the evidence found, whether a violation occurred, and recommendations. Factors considered include, but are not limited to: the nature of the conduct; age and maturity of the parties; frequency; the relationship between the parties; and whether the conduct adversely affected the victim's education and educational environment. The determination will be based on the totality of circumstances and the **preponderance of the evidence** (i.e., it is more likely than not that a violation occurred). Recommendations may include disciplinary measures such as suspension or expulsion (if a student) or termination of employment (if an employee).

Where a violation has occurred, CPSC will make every effort to stop the conduct and prevent it from recurring. Where appropriate, CPSC will take measures to remedy the effects of the violation. Each case will be addressed individually.

b. Consistent with its legal obligations, CPSC reserves the right to investigate reports of harassment occurring between students and other members of the school community, even if the alleged harassment occurred off campus, during or outside school hours, or while using school or personal electronic devices—for example, posts on social media or through text messaging.

16.6.4 Confidentiality

CPSC will make all reasonable efforts to protect all parties involved in an investigation and to keep complaints and investigations confidential. However, confidentiality cannot be guaranteed. For example, certain details or identities may need to be disclosed in order to conduct an investigation.

16.6.5 Recordkeeping

Consistent with record retention practices, CPSC will maintain all files related to investigations and complaints involving harassment, sexual violence, discrimination, and retaliation.

16.6.6 False or Frivolous Complaints

To address all possibilities of misconduct, CPSC reserves the right to discipline students who make false or frivolous accusations of harassment, sexual violence, discrimination, or retaliation. This does not mean a complaint is considered “false” simply because it cannot be corroborated. Disciplinary action may include suspension, expulsion, or termination, as applicable.

16.6.7 CPSC has developed a policy to ensure that all students can learn in an environment free of harassment, discrimination, and retaliation. This policy is consistent and will be applied consistently, together with the complaint investigation policies and procedures established in the Personnel Manual regarding discrimination, harassment, and sexual harassment.

Chapter 17 – General Standards

Article I. Policy on Document Retention and Confidential Information

17.1.1 The information and documents in a student’s file are the property of CPSC and are for CPSC’s exclusive use. Teachers will have access to information relevant to them, such as credit transcripts and evaluations, among others. Student records and the information contained therein will be handled in accordance with the **FERPA law of 1974**.

Article II. Special Permissions

17.2.1 Each parent or legal guardian is required to complete the form indicating which persons are authorized to pick up the student from school.

17.2.2 During the semester, the student may attend events held off campus as well as sporting events. For these purposes, parents or legal guardians must sign the required authorization granting permission for the student to attend or participate in such event or activity.

17.2.3 Field trips during the school year will be announced in advance and will always require parent or legal guardian authorization. The student will always wear the school uniform for such activities. These trips have an educational purpose and are part of the curriculum. Students may be required to complete an assignment during the trip or afterward. Attendance is important, and these are considered memorable experiences.

17.2.4 In cases where an adult’s attendance is required, the adult must pay the cost of attending the activity and must follow the teacher’s instructions. Students will pay transportation and lunch costs if necessary.

Article III. Parking Policy

Article III. Parking Policy

17.3.1 CPSC has limited parking. Parents, legal guardians, and/or visitors must not use parking spaces designated for teachers or administrative staff. Individuals dropping off or picking up students must follow the security guard’s instructions and comply with traffic laws. CPSC does not provide student parking.

17.3.2 Procedure for Picking Up Students at the End of the School Day

a. The parent or legal guardian must go to the administrative office and complete the dismissal sign-out sheet.

b. If another person will pick up the student before dismissal time, that person must have been previously authorized in writing by the parent or legal guardian using the school's official form. Photo identification will be required. If there is doubt about whether the person is authorized, CPSC reserves the right not to release the student to that person.

Article IV. Dropping a Course

17.4.1 CPSC reserves the right to discontinue offering an ongoing elective course when justified, at the institution's discretion.

Article V. Grade Appeal Restrictions

17.5.1 Requests to appeal grades from previous academic years or from past months of the current academic year will not be considered. Appeals must be submitted during the current month while the student remains actively enrolled. All requests will be subject to review and approval by the Academic Director.

Article VI. Security Cameras / Video Surveillance

17.6.1 Caguas Private School (CPSC) maintains security cameras throughout its facilities, including classrooms and offices. Recordings may be reviewed by authorized personnel and, when applicable, may be provided to the appropriate authorities as required by law or institutional necessity.

17.6.2 CPSC security cameras are installed and used exclusively for security purposes, including the protection of school property and the monitoring and investigation of unauthorized access, intrusions, theft, vandalism, or other incidents that may affect the school community.

17.6.3 Security cameras are not used for routine monitoring of students or for general observation of daily classroom activity. Recordings will only be reviewed when there is a legitimate security, disciplinary, or administrative need, as determined by authorized school personnel.

17.6.4 Requests to review recordings will not be granted unless they are related to a specific incident, date/time, and a security concern.

Article VII. Administrative Office Coverage

17.7.1 CPSC provides administrative services through the Elementary Office and the Secondary Office. When the Elementary Office is temporarily unavailable, the Secondary Office will provide administrative assistance to families and students.

17.7.2 Likewise, when the Secondary Office is temporarily unavailable, the Elementary Office will

be available to provide administrative assistance. Families and students should go to whichever office is open and providing service at that time.

17.7.3 CPSC reserves the right to adjust office coverage and service locations as necessary to support school operations.

Chapter 18 – Student Rights

Article I. Student Rights

18.1.1 The fundamental right of all students within an educational institution is to receive an education. As part of achieving this goal, CPSC recognizes students’ right to freely express their opinions. However, the exercise of free expression is subject to the protection and well-being of the entire school community. A healthy environment must be maintained at all times for the benefit of all members of the school community, including students, teachers, and administration.

18.1.2 The concept of a healthy environment refers to the relationships and experiences within the school setting for the entire school community.

18.1.3 Students may exercise their right to receive the best possible education, provided their behavior does not limit, interrupt, or diminish the opportunities and rights of others or affect the property and/or operations of CPSC. This includes, but is not limited to, interrupting the teaching and learning process carried out inside and outside the classroom.

18.1.4 Intellectual integrity and academic honesty must prevail in the pursuit of knowledge and excellence.

Chapter 19 – Enrollment Conditions

Article I. Enrollment Condition

19.1.1 A copy of this Rules and Regulations Manual will be provided to parents and/or legal guardians at the beginning of the school year. Compliance with the terms and conditions outlined herein is a condition of enrollment.

19.1.2 All CPSC employees and members of the school community, including parents, legal

guardians, and students, share the responsibility of implementing the rules and regulations established in this document.

19.1.3 It is the responsibility of all students enrolled at CPSC to know and understand the contents of this document.

19.1.4 The CPSC Rules and Regulations Manual forms part of the institution's educational agreement, which is binding upon students, parents, and/or legal guardians.

Chapter 20 – Severability and Amendments

Article I. Severability

20.1.1 If any part or section of this Rules and Regulations Manual is declared invalid by a competent authority, such determination shall not affect the remaining provisions.

Article II. Amendments

20.2.1 This document may be amended or repealed by the CPSC Administration at any time.