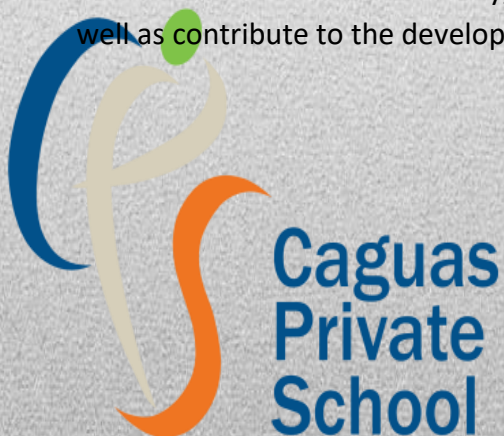


# Regulations Manual 2024-2025

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## Elementary, Middle and High School Student- Student and Parent 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. Make sure both parties (student and parent(s)) and/or legal guardians read its content and understand it. We humbly remind you that our main goal is to assure the entire school stability, in an aim to promote an excellent learning environment as well as contribute to the development of responsible citizens and future professionals.



**Education for the Future...  
TODAY!**

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**Dear Parents and Students:**

The Administration and Faculty of Caguas Private School Corporation (“CPSC”), proudly presents to you CPSC’s 2024-2025 Regulations Manual. This Manual has been developed with the firm purpose of creating and maintaining a school community that is united and follows the path towards academic and citizenship excellence. It is an official document that belongs to the Institution and we kindly request from you to carefully take the time needed to read and understand all the terms provided herein. This document serves as a guideline to help you understand how CPSC sees and expects its entire community to function.

In sum, this Regulations Manual contains the provisions, terms, and procedures that are acceptable to our institutional policies. It is expected that parents, legal guardians and students adhere to the norms and policies provided herein. Please know that this Regulations Manual will be interpreted towards the best benefit of our faculty and its community.

Welcome to CPSC’s academic family!

Cordially,

**Sra. Ana Villanueva**  
**Executive Director**

## **Educational Philosophy**

**Caguas Private School is a bilingual school whose firm purpose is to offer an education of excellence based on an innovative and highly technological curriculum focused on the continuous progress of their interactive learning experiences. Also, it promotes respect, the preservation of the environment, and the acquisition of 21st-century skills that will enable them to succeed in any given scenario.**

### **Motto**

**“Education for the Future...TODAY!”**

### **Vision**

**Develop responsible and caring citizens who have the best thinking skills, values, and self-esteem.**

### **Mission**

**Provide a bilingual and highly technological education to elementary, middle, and high school students from Caguas and nearby municipalities, while developing new learning experiences, 21st-century, and critical thinking skills, so students can succeed in a globalized world.**

### **Goals and Objectives**

**Prepare responsible and well-versed citizens with deep understanding of technology and a high sense of self-esteem and values, who can positively contribute to society, and be capable of discovering and achieving their maximum intellectual development, so they can successfully integrate themselves to the working environment.**

## **Article I. Administrative Organization**

- 1.1.1 The maximum authority within the Institution and its surroundings belongs to the Executive Director, Headmaster, Administrative Personnel, Counselor, and Faculty (in that same order).
- 1.1.2 As an educational institution we respond to a certain specific organizational structure, with the sole purpose of establishing firm decision-making channels.
- 1.1.3 CPSC believes in equality among every individual that composes its environment; therefore, we do not discriminate due to gender, gender identity, sexual preferences, age, religion, physical or mental impairment, economic status and/or social standing.

## **Chapter 2 – Admission**

### **Article I. Admission Requirements**

- 2.1.1 The enrollment process will commence in the month of October. Any new student interested in CPSC, must submit an application for the evaluation exam, duly completed, with the corresponding payment.
- 2.1.2 Students who obtain the required punctuation will be considered as candidates and will be invited to initiate the enrollment procedure.
- 2.1.3 Any student who applies for admission to our Institution will have to comply with all of the following requirements in order to be admitted:
  - Complete “Application for Admission”
  - Take Admission Tests.
  - An official transcript of credits. If the official transcript of credits is not received on/or before the academic year begins, the student will not be allowed to attend school until such document is received. In the case of home-schooling students, a summary of worked skills and a standardized placement test will be required. Furthermore, the conferring of the grade level by an umbrella accredited institution will also be required.
  - Have a GPA of at least 2.50.

- Copy of result sheet from recent standardized test (must be related to the current academic term being taken).
- One 2x2 colored photo.
- Health certificate (will be required annually with effective date of June 1<sup>st</sup> to cover the entire school year)
- Up to date Vaccines certificate (green sheet)
- Dental certificate (SO-001 Form) Kinder, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> grade)
- Copy of Birth certificate (original to verify authenticity)
- Copy of social security card (original to verify authenticity)
- Socio-economic study sheet (completed)
- Signed emergency-medical authorization sheet
- Signed document relating to acceptance of school norms and regulations
- Legal guardianship documentation, if applicable

2.1.4 Enrollment fees must be paid in its entirety. If not paid within the established deadline, it will be understood that the parent or legal guardian has no interest in enrolling the student. Documentation required and payment must be submitted prior to the first day of class on each semester. Otherwise, the student will not be allowed in the classroom.

2.1.5 All parents and/or legal guardians must:

- Pay pre-enrollment fees and admission tests.
- Sign in CPSC Payment Agreement form
  - All new students will be interviewed by the Executive and/or Academic Director and/or School Principal.
  - With the enactment of Law No. 207 of September 27, 2006, all social security numbers can only be used for legitimate legal purposes whenever required by college, government, and/or educational agencies.
    - You will be notified under which circumstances such information will be required or used.



- The only personnel authorized to have access to a student’s social security number will be:
  - Executive Director
  - Academic Director
  - School Counselor
  - Registrar
  - (Under specific circumstances, teachers may also have access)
  
- All documents contained in a student’s file are the property of CPSC. These are not available to parents/guardians.

**Article II. Final Notification Regarding Admission to our Institution**

- 2.2.1 Parents and/or legal guardians will be notified of admission acceptance/rejection of students, one (1) week after receiving ALL documents, including results from admission tests. NO STUDENT WILL BE ALLOWED TO ATTEND SCHOOL UNTIL ALL NECESSARY DOCUMENTS HAVE BEEN RECEIVED BY CPSC ADMINISTRATION.
  
- 2.2.2 The Institution has the right to deny admission to any student who does not comply with the enrollment requirements stated on Chapter 2, Art.I,§1.
  
- 2.2.3 Parents and/or legal guardians must attend orientation meetings for family members of new students. The Regulations manual must be read and an acknowledgement receipt must be signed. At any rate, a copy of the Regulations Manual will be available in the Administration office and electronically at all times.

**Article III. Reimbursement of Pre Admission and/or Admission Fees**

- 2.3.1 Pre Admission and/or Admission Fees are NOT refundable and/or transferable.
  
- 2.3.2 If after being accepted, a student is dropped from school, all payments, including those related to enrollment fees, any monthly tuition, textbook costs, uniforms, among others, will NOT be reimbursed under any circumstances.

## Chapter 3 – Fees

### Article I. Service Charges and Graduation Fees

- 3.1.1 Current students must complete the tuition payment for the next school year before the deadline, established annually by CPSC, and submit any documentation that is required. If the documentation that is required is not submitted timely, the student may lose his/her space for the next school year.
- 3.1.2 Tuition Fees can be paid:
- Monthly payments
- 3.1.3 Graduation Fee and PROM Fee
- Twelfth grade (12<sup>th</sup>) Graduation (Prom fee is generally \$700. It is paid in two installments of \$350 each, commencing in the 10th grade. The Prom fee will vary depending upon the amount of students for the graduating class).
- 3.1.4 Graduation fee is a requirement for all students and it must be paid in full by the month of December. In order for students to graduate, this fee must be paid in full by the term assigned by the Institution.
- 3.1.5 Additional annual fees (comprised in the enrollment fee)
- ✓ Professional assistance insurance
  - ✓ Emergency/Accident insurance policy
  - ✓ Standardized Test
  - ✓ Technology Fees
  - ✓ Use of tablets (androids)
  - ✓ Canine drug prevention program
  - ✓ Random registration as part of the drug and weapon prevention program
  - ✓ Capacitating workshop for students
  - ✓ Books Online (English, Science and Math)

**ALL OF THESE CHARGES WILL BE PAID ALONG WITH THE MONTHLY TUITION FEE FOR AUGUST.**

## **Article II. Payment Norms/Rules**

- 3.2.1 Monthly tuition for the month of August will be paid in July.
- 3.2.2 Payments will be made directly through the institutional electronic platform.
- 3.3.3 Payments should be made during the first five (5) days of each month to avoid a penalty of \$25.00.
- 3.3.4 Payments corresponding to the months of August, December, January, and May will be paid in full, regardless of holidays and/or class days.
- 3.3.5 In case of inclement weather, storm, earthquake, epidemic, pandemic or any other situation or emergency that can or cannot be controlled by the institution, the monthly payments will be paid in full, regardless of the situation and/or emergency. Please understand that the institution allows you to comfortably make the annual services in monthly installments.
- 3.3.6 In case of an academic recess, the institution will evaluate the available holidays and if needed, adjustments in the academic calendar will be made to ensure the fulfillment of the academic skills.
- 3.3.7 In case of an academic recess, the institution will evaluate the situation to instruct teachers to send or not send the class material via the electronic platform to ensure the fulfillment of the academic skills.
- 3.3.8 During final test periods or when grades are to be turned in (published online), ALL payments must be up to date and no pending balances can appear on a student's account. If that is the case, the student will not be allowed to take his/her final tests. This implies receiving a score of zero (0) on all final tests, with no right to reposition.
- 3.3.9 A student can be suspended from school if he/she has pending payments with the Institution and parents and/or legal guardians have not communicated with administration in order to discuss situation (and a formal agreement has been stated between both parties)
- 3.3.10 The formal and valid mechanism the school will use to communicate with parents and/or legal guardians regarding pending payments will be electronic mail.
- 3.3.11 In case CPSC needs to incur in legal expenses to collect any pending from parents and/or legal guardians regarding outstanding payments for an account, please understand that

the person in charge of paying CPSC for all sorts of tuitions, will be held responsible for such costs and any additional honorariums the Institution has to pay.

3.3.12 The parent and/or legal guardian who wishes to remove a student must inform it in writing. In that event, the money paid will not be reimbursed.

3.3.13 No documents will be given to parents and/or students until payments are cleared and no pending balances are in the student's account.

#### **Article IV. Credit Transcripts**

3.4.1 All transcripts will have a cost of \$5.00.

3.4.2 Transcripts will be turned in to parents and/or legal guardians within the next five (5) working days after requested.

3.4.3 In order to receive a transcript from the Institution, the account cannot have any pending balances. If so, the transcript will NOT be prepared until the balance is paid completely.

#### **Article V. Student File**

3.5.1 The parent or legal guardian, must bring all of the student documentation. If the parent or legal guardian has an update on the documentation, it will be their responsibility to submit the new one to the school, so that it can be placed in the student's file.

3.5.2 The parent or legal guardian, has until December 10<sup>th</sup> of the calendar year that his or her child culminates his education in Caguas Private School, to ask for the original documents. After this date, the parent or legal guardian will receive a copy of the documentation in the student's file.

### **Chapter 4 – Accident Insurance**

#### **Article I. Accident Insurance**

4.1.1 Such insurance coverage covers and applies to all students during school hours and during official school activities held outside of the Institution.

4.1.2 The Institution will not be responsible for additional terms or payments, other than those included within the terms of its insurance coverage for accidents.

- 4.1.3 The accident insurance coverage that the Institution has is a complementary one to any main health insurance the student may have. It covers one (1) emergency room visit, and two (2) follow up visits during the totality of the school year. It is **NOT** a health insurance plan.
- 4.1.4 It is expected that parents and/or legal guardians exhaust any available resources and/or mechanisms, prior to making any formal legal claim against CPSC due to an accident.
- 4.1.5 In the event a parent decides to take legal action against the Institution due to an accident, he/she should transfer all of his/her children from CPSC immediately after presenting the complaint, for failure to adhere to the terms agreed upon in this Regulations Manual.

## **Chapter 5 – Daily Schedule and Homeroom Directive**

### **Article I. Daily Schedule**

- 5.1.1 CPSC is characterized by an educational program that requires the participation of the student in the classroom. Excessive absenteeism and tardiness will entail the intervention of the School Principal, and it could be the basis for findings with its corresponding consequences. Therefore, it is the responsibility of each student to come to school timely every day.
- 5.1.2 The regular daily schedule for all students from Middle School to High School is from Monday through Friday, 7:50 a.m. to 2:30 p.m. (Elementary 7:50 a.m. to 2:40 p.m.) Students must attend a Homeroom period daily from 7:50 a.m. to 8:00 a.m. Tardiness and absences during this Homeroom period will be recorded in the student's profile.
- 5.1.3 Students who arrive during their Home Room period (7:50 a.m. to 8:00 a.m.) will not need to present a late pass to their homeroom teacher. However, if the student arrives after from 8:10 a.m., he/she will be requested to present a late pass to their teacher.
- 5.1.4 Students will have up to five (5) tardiness per semester. Once the student accumulates six (6) or more tardiness per semester, he/she will NOT be exempted from the final exams of that particular semester.
- 5.1.5 In the case of medical appointments, the student must submit the corresponding medical certification to prevent the tardiness on their final test record.

- 5.1.6 For both Middle School and High School all main subjects will be taken on alternate schedules (this implies that main subjects will be taken either Monday/Wednesday/ Friday or Monday/Tuesday/Thursday).
- 5.1.7 All main subjects will be presented for periods of one hundred (100) minutes, except on Mondays, in which all periods will last fifty (50) minutes only.
- 5.1.9 Tardiness between classes will be subject to disciplinary action.
- 5.1.10 Lunch periods will be as follows:
- Elementary School: 10:30 a.m. – 11:20a.m. (PPK-1<sup>st</sup>)  
11:20 a.m. – 12:10p.m. (2<sup>nd</sup>-3<sup>rd</sup>)  
12:10 p.m. – 1:00pm. (4<sup>th</sup>-5<sup>th</sup>)
  - Middle School: 11:20 a.m. – 12:10p.m.
  - High School: 12:10 p.m. – 1:00p.m.
- 5.1.11 CPSC has a cafeteria where students can acquire snacks and buy their lunch daily. Students must pay in cash or ATH Mobile.
- 5.1.12 The cafeteria will be open from 6:30 a.m. to 7:50 a.m. Breakfast must be bought during that period. Then, it will be open from 11:20 a.m. to 1:00 p.m. Students will NOT be allowed to buy during closed periods.

## **Article II. Homeroom Directive**

- 5.2.1 Students who want to belong to Homeroom directive, student organization or club, must complete a nomination form and submit it to the School Principal, who will evaluate it, together with the teachers' recommendations. The minimum requirements for nomination are:
- a. Have an average of 80% or more or the equivalent of 2.50 or higher on a scale from 0 to 4.00 in the previous year
  - b. Comply with the duties of attendance and punctuality to school (up to 6 absence or tardiness is considered acceptable)
  - b. Good conduct. (Not having committed a serious or severe infraction and not having 3 or more less serious infractions).

- d. Meet academic degree requirements. (The student may not be on academic probation).
  - e. Obtain approval from the School Principal, which is subject to meeting certain requirements.
- 5.2.2 As part of the procedure, the Homeroom teacher or Club moderator will present the qualified candidates.
- 5.2.3 Election campaigns or propaganda distribution, in or outside school premises, including social networks, will not be allowed. Failure to observe this norm may entail the suspension of the nomination.

## Chapter 6 – Programs

### Article I. Study Programs

- 6.1.1 Our institutional philosophy is based on providing an education of excellence that promotes the development of a holistic individual; therefore we seek to develop skills related to areas such as: intellectual, emotional, and social. Regarding intellectual development, we aspire to enable our students with the maximum critical thinking proficiency skills possible. By doing this, we contribute to a generation of well capable students and citizens.
- a. This Institution promotes:
    - 1. **Physical Condition** or healthy lifestyles, based on the comprehension of the human body and its necessities, as well as the correct attitudes toward everything that can contribute to good health.
    - 2. **Social Virtue** based on the comprehension of today's Puerto Rican lifestyle, and also on solid ethical principles by which it should be promoted.
    - 3. **Cultural Development** throughout the study of history and literature in order to help all students comprehend ethical and aesthetic values of humanity.

## **Article II. Evaluations Regarding Student's Academic Development**

6.2.1 In the event the student shows some academic or behavioral difficulty that, according to their teachers, require professional evaluation or assistance, a member of CPSC's Administration Office will meet with the parent or legal guardian. They may be required to conduct development evaluations (psychological, psychiatric, psycho-educational, psychometric, occupational, speech, and others), at any time. It is the responsibility of the parent or legal guardian, to realize these evaluations within the period of time required by the school and abide by the recommendations provided by the professional regarding therapies and follow-up examinations. If evidence is not received in a period of 15 days showing that these actions are taken, or if the student's behavior presents a risk to his/her peers, an administrative drop may proceed.

## **Article III. Special Education and Reasonable Accommodation Services**

6.3.1 CPSC does not offer a Special Education program. We offer strictly a regular education program, given that we do not have the specialized personnel, or the required resources, to provide such specialized educational services. However, in compliance with the Federal Act "No Child Left Behind", we do offer reasonable education accommodation services to all students whose case is properly documented and evidenced with the Department of Education of Puerto Rico, and for which our Institution has the capability to provide.

6.3.2 Reasonable accommodation services are classified as a modification or adjustment of the learning environment, schedules, and/or tests taken by any student with an impairment that limits him/her from competing under equal circumstances, as the rest of the student population.

6.3.3 Parents and/or legal guardians who desire a reasonable education accommodation must request a meeting for general orientation. A reasonable education accommodation application will be provided. Recent medical evidence must be submitted including the diagnosis and the type of academic accommodation that is recommended. The medical certification must include the name, license number, address and telephone number of the physician certifying the medical condition. CPSC will evaluate the information and determine whether it is able to provide such accommodation.

- a. Special Education - CPSC is a regular mainstream school. No specialized educational services are offered.



## Chapter 7 – Evaluation

### Article I. Evaluation

7.1.1 The test dates will be distributed as follows:

- Middle School: Mondays – No tests  
Tuesdays – According to their schedule  
Wednesdays – According to their schedule  
Thursdays – According to their schedule  
Friday – According to their schedule
- High School: Mondays – No tests  
Tuesdays – According to their schedule  
Wednesdays – According to their schedule  
Thursdays – According to their schedule  
Friday – According to their schedule

7.1.2 The school will publish grade reports two (2) times a year, one (1) time per semester, every twenty (20) weeks.

#### **Example:**

Grade Reports will be published on the following periods:

1<sup>st</sup> – 20 weeks (December / First Semester)

2<sup>nd</sup> – 40 weeks (May / Second Semester)

7.1.3 CPSC notifies the student's official grades by e-mail. Parents and/or legal guardians also have access online to CPSC's digital platform to review the student's progress throughout the semester. Access requires a username and password. Also, parents and/or legal guardians may establish online communication with teachers and/or administrative personnel if necessary via the institutional email. It will be the parent's sole responsibility to access his/her child's main grade page as reported on premise 6.3.1

7.1.4 To calculate the final grade (every 20 weeks) the teacher must include no less than five (5) grades out of which three (3) must represent tests scores (there might be special situations/ cases in which less amount of grades may be accumulated; however, the Academic Director must be informed and authorization has to be granted).

7.1.5 An evaluation of non-academic aspects, such as behavior/conduct will be performed (to all students) by the end of each main period (every 20 weeks), but will not be used to

calculate final scores per subject. However, we do remind you that attendance, attitudes, responsibility, and conduct, can impact the academic performance of students, therefore, will be evaluated within the Conduct/Behavior grade. Such scores will be reported to parents and/or legal guardians on every progress report published and will become part of the student’s profile. This grade is also taken under consideration for re-enrollment purposes.

**Article II. Grading Scale Used for all Subjects and Works Presented by Students**

<b>Final Grade</b>	<b>Level</b>	<b>Interpretation regarding domain of concepts and competencies of a course (achieved by the student)</b>
<b>A</b>	Excellent	Excelling domain of skill (s)
<b>B</b>	Good	Superior domain of skill (s)
<b>C</b>	Average	Minimum required domain of skill (s). It demonstrates difficulties regarding concepts, skills or competencies
<b>D</b>	Poor	Limited domain of skills. Shows that the majority of the concepts, skills, or competencies were not understood.
<b>F</b>	Unacceptable	Shows no or poor domain of skill(s)

7.2.1 For the final grade and general academic average for each subject, the grade obtained will be multiplied by the amount of credits assigned to the class. The sum of each one of those products will be divided by the total amount of approved credits. CPSC DOES NOT WORK WITH GRADES AS PERCENTAGES.

7.2.2 When calculating the final GPA, all classes taken by the student will be considered (refer to Chapter 4, Art. III, §1-2).

7.2.3 Numerical Value for Grades

<b>Average</b>	<b>Grade = numerical value</b>
4.00 – 3.50	<b>A=4</b>
3.49 – 2.50	<b>B=3</b>
2.49 – 1.50	<b>C=2</b>
1.49 – 0.80	<b>D=1</b>
0.79 – 0.00	<b>F=0</b>

- 7.2.4 Conduct/behavior grade will be contemplated as an additional grade per subject, and will NOT be considered part of the academic average; however, it can and will be used for institutional purposes (i.e. sports teams, Honor Roll, final exemptions, etc.).

### **Article III. General Provisions Regarding Grading Scales**

- 7.3.1 Our goal is that students complete and submit all their work developing their responsibility and punctuality. Tasks allow students to practice skills and are the means to determine their mastery of the material. Therefore, it is essential that they complete the assigned work on time to meet the curriculum's goals.
- 7.3.2 A student will be allowed to make-up for missing test(s), short test(s), quiz, projects, and/or other assessment activities used to calculate final scores, as long as he/she presents a medical excuse to the teacher(s), and such is accepted by the school principal. The Institution reserves the discretion to determine whether an excuse is justified.
- 7.3.3 Replacement of works not delivered on time, will be done in coordination with the teacher. The teacher will deduct 10% of the value of the undelivered work for each school day, until the fifth (5) day, unless there is an extraordinary situation in the opinion of the Academic Director and the teacher. If the work is not submitted on the fifth (5th) day, the student will automatically receive a score of zero (0), or F.
- 7.3.4 Double scores will not be given to the next work, in an aim to replace the one that was not previously delivered. In the case of exams, the student may request a reposition of only one (1) not taken for justified reasons (no medical excuse). If there is no justified reason (medical excuse), a 15% will be deducted in the reposition. The teacher along with the student will coordinate the date of the reposition. Only one (1) opportunity for exam reposition will be offered, on the date assigned, unless there is just cause at the discretion of the Academic Director, who may consult the teacher.
- 7.3.5 If the student is absent on the reposition date for the test, short test or quiz, he/she will automatically receive a score of zero (0), or F.
- 7.3.6 If the student is absent from an exam for reasons of vacation travel purposes, he/she must inform the administration for its replacement. This will have a charge of \$40.00
- 7.3.7 Teachers will not assign more than two (2) extensive research projects simultaneously within a period of two (2) weeks. Furthermore, teachers will not assign projects during the Thanksgiving recess, Christmas recess, and/or Spring Break recess.
- 7.1.8 Test, short tests, and/or special projects must be announced with a minimum of one (1) calendar week before the evaluation of that particular test, short test, and/or special project.

- 7.3.9 Each teacher must provide a rubric (per subject) when the project is assigned. They will also inform students and parents and/or legal guardians, through the electronic platform, of all norms and criteria that will be evaluated when granting a final score/grade to works assigned to students.
- 7.3.10 Teachers must coordinate to assure not more than two (2) tests are given on the same day. In addition, not more than three (3) tests are given in the same week. Only one (1) take-home test can be given per subject and semester. Teachers are not obligated to give take-home tests.
- 7.3.11 Students with a final semester grade of A may be excused from their final tests as long as no conduct/behavior incidents have been reported to the office, and no major infractions have been committed. In addition, no pending payments with administration can be identified and the student has five (5) or less tardiness in that particular semester.
- 7.3.12 Students may be excused from a final test during the second semester due to his/her performance in the standardized tests.
- (a) Standardized Test Results “Above Average”: the student obtains “Above Average” results on the standardized tests given on the second semester. Please understand that being excused by means of this mechanism:
- Only applies to MATH, SPANISH, and/or ENGLISH (depending on which part the student excelled).
  - DOES NOT imply the student’s final grade on the class has to be an A. It only grants the student the privilege of not taking his/her final test.
- 7.3.13 CPSC may allow dismissing a student during the school year for failing to meet academic or conduct standards. The student who does not pass three (3) basic classes at the end of the year will not approve the grade and will be dropped out.
- 7.3.14 The parent or legal guardian, who wishes to drop out his/her child, must complete the Drop-Out Application Form. The student must have paid any pending balances to receive the credit transcript. Tuition educational services payments are non- refundable.

#### **Article IV. Main Grade Promotion**

- 7.4.1 To approve any main grade level, whether middle school or high school, the student must obtain a final (minimum) GPA of 1.90 and cannot fail on three (3) or more classes.
- 7.4.2 In order to approve (pass) a class, the student must approve the second semester of it. This implies that any student who obtains an “F” on the second semester, on any subject,

cannot approve it and will have to retake it during the following summer. Also, any student who obtains an “F” on any subject during the first semester, but on the second semester obtains no less than a “D”, will approve such subject given the fact he/she will be granted a “passing grade” of D.

**Example:**

<b>Subject</b>	<b>First Semester</b>	<b>Second Semester</b>
Class 1	F = D *The F is replaced with a passing grade of D.	D
Class 2	F = D *The F is replaced with a passing grade of D.	A, B, or C

**NOTE:** The process exemplified above DOES NOT imply replacing a grade. Therefore, even when a student may obtain an “A” on his second semester, the grade for the first semester will still be “D”.

7.4.3 In case a student fails one (1) or two (2) classes, he/she will have to retake such courses during summer at CPSC during the month of June. In the event that CPSC does not offer such a class, the student must bring proper official evidence of completing the class, no later than fifteen (15) days prior to commencing the new academic year. If such a process is not done according to what has been previously stated, the student exposes him/herself to repeating the class during the regular academic year, and even a suspension.

7.4.4 In case the student does not repeat (during summer school) a class that was not approved during the school year, he/she will have to repeat it during his/her new schedule and in addition to the mandatory courses of such main grade level.

7.4.5 A student that does not approve three (3) or more subjects must repeat the entire main grade level.

7.4.6 CPSC will offer standardized tests, as determined by the Administration. The PAA of the College Board is required at least once in grades 11th and 12th.

**NOTE:** Since CPSC is a college prep educational institution, we remind you that colleges require a minimum GPA during High School years to validate admission applications.

**Article V. National Honor Society or Juvenile Honor Society**

7.5.1 Requirements to belong to the National Honor Society (NHS) or Juvenile Honor Society (JHS):

- b. Academic Excellence –NHS’s candidates must have an overall average of 91 or greater of 3.50 on the scale from 0 to 4.00. JHS’s candidates must have an overall of 85 or greater. Having this grade point average will allow the student to be a candidate.
- c. Candidates will be evaluated by a committee of 5 members of the faculty chosen by the School Principal. Characteristics of service, leadership and character will be assessed, together with the criteria for academic excellence.
- d. Students, who come from another school and already belong to the NHS or JHS, must bring a letter from the school of origin certifying this to become active members of CPSC’s Chapter.
- e. Special Education - CPSC is a regular mainstream school. No specialized educational services are offered.

## Article VI. Graduation

### 7.6.1 Graduation Requirements Middle School

#### Grades 6<sup>th</sup> – 8<sup>th</sup>

3 credits -	Spanish
3 credits-	English
3 credits-	Science
3 credits-	Mathematics
3 credits-	Social Studies
½ credit-	Fine Arts
1 credit-	Physical Education
½ credit-	Health
1 credit-	Technology
1 credit-	Family Sciences
40 hours-	Community Service

### 7.6.2 Graduation requirements for high school

#### Grades 9<sup>th</sup> – 12<sup>th</sup>

4 credits-	Spanish
4 credits-	English
1 credit-	Physical Science – 9 <sup>th</sup>

1 credit-	Biology – 10 <sup>th</sup>
1 credit-	Chemistry – 11 <sup>th</sup>
1 credit-	Physics – 12 <sup>th</sup>
1 credit-	Algebra 2 – 9 <sup>th</sup>
1 credit-	Geometry – 10 <sup>th</sup>
1 credit-	Trigonometry– 11 <sup>th</sup>
1 credit-	College Math or Pre-Calculus – 12 <sup>th</sup>
1 credit-	World History
1 credit-	PR History
1 credit-	US History
1 credit-	Geography/Electoral Process
1 credit-	Physical Education
3 credits-	Electives
1 credit-	Fine Arts
½ credit-	Technology
1 credit-	School Health
½ credit-	Parenting
40 hours-	Community Service
20 hours-	Occupational Experience

- 7.6.3 Administration will celebrate the Graduation Ceremony at the end of twelfth grade (12<sup>th</sup>).
- 7.6.4 In order to obtain/receive the graduation diploma, the student must have complied with all graduation requisites corresponding to his/her main level (Refer to Chapter 4, Art. 3§1-2)
- 7.6.5 Any student who incurs improper behavior, violating the norms and/or principles of our Institution, will NOT participate in his/her graduation ceremony, and his/her diploma will be sent by mail.
- 7.6.6 In order to receive an award, the following aspects will be taken into consideration:
- a. Years enrolled in the Institution (Institutional Fidelity)
  - b. Final grade point average (GPA)
  - c. Academic standing (High Honor / Honor / Honorable Mention)
  - d. Individual subject grades
  - e. Behavior grade
  - f. Participation in school activities
  - g. Leadership
  - h. Citizenship
  - i. Attendance and Punctuality to school

### 7.6.7 Medals

Academics	-	Final GPA
Advance	-	4.01 – 5.00
High Honor	-	4.00 – 3.80
Honor	-	3.79 – 3.50
Honorable Mention	-	3.49 – 3.30

7.6.8 The final GPA taken under consideration for graduation purposes is obtained from previous grades. For instance:

- a. 12<sup>th</sup> grade graduation uses final GPA from 9<sup>th</sup>/10<sup>th</sup>/11<sup>th</sup>/12<sup>th</sup>

### 7.6.9 Special Awards

- a. Loyalty – granted to the student(s) that have been enrolled at our institution since kindergarten
- b. Valedictorian – highest academic GPA
- c. Salutatorian – second highest academic GPA



## Chapter 8 – Uniforms

### Article I. Uniforms

#### 8.1.1 Male Uniform

##### a. Middle School

- ✓ Navy blue shirt with school emblem
- ✓ Khaki pants (with school emblem)
- ✓ Black belt
- ✓ Black shoes/tennis (NO Converse)
- ✓ Official CPS Jacket (only available at CPS uniform store) or blue navy jacket
- ✓ Eighth grade Graduation Class shirt must be used with blue jeans

##### b. High School

- ✓ White polo shirt with school emblem
- ✓ Khaki pants (with school emblem)
- ✓ Black belt
- ✓ Black shoes/tennis (NO Converse)
- ✓ Official CPS Jacket (only available at CPS uniform store) or blue navy jacket

##### c. Seniors

- ✓ Official Senior Class shirt
- ✓ Official Senior Jacket
- ✓ Khaki pants (with school emblem)
- ✓ Black shoes/tennis (NO Converse)

#### 8.1.2 Female Uniform

##### a. Middle School

- ✓ Light green blouse with school emblem
- ✓ Navy blue skirt
- ✓ Navy blue vest (short)
- ✓ Navy blue school socks with no brand logos
- ✓ Navy blue school shoes
- ✓ Official CPS Jacket (only available at CPS uniform store)
- ✓ Eighth grade Graduation Class shirt must be used with blue jeans

b. High School

- ✓ White polo shirt with school emblem
- ✓ Navy blue skirt
- ✓ Navy blue long vest
- ✓ White school socks with no brand logos
- ✓ Navy blue or black school shoes
- ✓ Official CPS Jacket (only available at CPS uniform store)

c. Seniors

- ✓ Official Senior Class shirt
- ✓ Navy blue skirt
- ✓ Navy blue or black school shoes
- ✓ Navy blue school socks
- ✓ Official CPS Jacket (only available at CPS uniform store) or Hoodies (Graduation Class)

8.1.3 Physical Education Uniform for ALL students

- ✓ Green gym pants (with school's name)
- ✓ Tan T-Shirt (with school emblem)
- ✓ Sport shoes

**Article II. General Provisions Regarding Uniforms**

8.2.1 Any student who attends school wearing an improper and/or altered uniform will NOT be admitted inside classrooms. The student must present a written excuse to the Principal and, if considered necessary, parents and/or legal guardians will be called in order for them to pick up the student or bring him/her a complete uniform. Non-compliance of CPSC uniform regulations will be taken under consideration when implementing disciplinary action.

8.2.2 All uniforms must be complete, clean, and properly worn as required by CPSC Regulations. Failure to do so will be considered an infraction to the student's institutional regulations, subject to disciplinary action and it will affect behavior grades.

- 8.2.3 The use of hats, beanies, wigs, and or any other accessory or article that covers a student's hair is NOT permitted. Any special situations must be informed to the Principal or Administrative Personnel.
- 8.2.4 Using oversized earrings and/or accessories is NOT part of the uniform and is NOT permitted. Chains must be worn inside a school shirt. Body piercings such as nose piercings, tongue piercings, eyebrow piercings, or any other visible piercings are NOT permitted within school hours or premises.
- 8.2.5 The use of visible tattoos is NOT permitted within school hours or premises.
- 8.2.6 The use of sunglasses is NOT permitted.
- 8.2.7 Hair must be fixed or maintained, cleaned and adequate for school.
- 8.2.8 The use of make-up is permitted for female students; however, its use must be in such a manner that it seems natural and adequate for age and a school environment.

### **Article III. Civil Day**

- 8.3.1 Any student who attends school wearing an improper and/or altered dress code will NOT be admitted inside classrooms.
- 8.3.2 The following dress code is mandatory during every Civil Day.
- ✓ Pajamas are NOT allowed
  - ✓ Sandals are NOT allowed
  - ✓ Costumes are NOT allowed
  - ✓ Character Masks are NOT allowed
  - ✓ Shorts above the knee are NOT allowed
  - ✓ Shorts with leggings underneath are NOT allowed
  - ✓ Swimsuits are NOT allowed
  - ✓ Skirts or short dresses above the knee are NOT allowed
  - ✓ Short (crop) tops are NOT allowed
  - ✓ Tank tops or thin straps are not permitted
  - ✓ Low cut Necklines (“escotes”) are NOT allowed
  - ✓ Ripped pants above the knee are NOT allowed
  - ✓ Transparent/sheer tops are NOT allowed
  - ✓ Clothing or accessories referring to alcoholic beverages, drugs or foul language, political statements, etc. are NOT allowed
  - ✓ Cros, open slippers/flip-flops, extremely high heels are not permitted

## **Chapter 9 – Conduct and Discipline**

### **Article I. Conduct and Discipline**

**Important Note: Maintaining control and discipline within school premises is of extreme importance for the general well-being of our school community.**

- 9.1.1 All disciplinary and behavior norms will be enforced and established by the institution.
- 9.1.2 CPSC respects and seeks for all of its students to receive an education of excellence. To ensure our expectations are met, we cannot, and will not, tolerate teaching-learning processes to be interrupted or limited by misbehavior, lack of interest, and/or attitudes from students. Such situations will be immediately referred to the School Principal and/or the Executive Director and may result in a suspension from school.
- 9.1.3 All students begin with a conduct grade of 4.00 (A).
- 9.1.4 Infractions will be evaluated pursuant to the degree or extent of the conduct incurred. Sanctions will be applied depending on the nature and scope of the infraction.
- 9.1.5 The school established a “Drug-Prevention” Program in which trained dogs are used to conduct special searches and inspections. These dogs can detect substances such as: illegal substances, weapons, pills, among others. All students and general personnel are subject to inspections that may involve personal searches of possessions within school premises. Such inspections are unannounced and everyone must willingly participate of them. Please understand that vehicles can be subject to inspections if parked within school premises.
- 9.1.6 All inspections and/or revisions that are conducted are done on an unannounced basis.

### **Article II. Infractions and Sanctions**

- 9.2.1 Less Serious Infraction(s)
  - 1. Visit establishments close to the institution within school hours
  - 2. Cutting class (first time)
  - 3. Violation to the uniform code established in this Regulations Manual

4. Use the uniform in an improper manner
5. Not having school materials (complete or as requested)
6. Improper use of school property and/or laboratory
7. Making unnecessary noises in hallways, patio, and/or classrooms
8. Throwing trash on school surroundings/premises
9. Writing and/or drawing on walls without proper authorization
10. Improper use of bathrooms and/or library
11. Parking vehicles outside of designated areas

Sanction entails one (1) day of suspension from school. The student will be assigned a special project, community work hours or any other task, as per the discretion of the Administration.

#### 9.2.2 Serious Infractions

1. Disrespecting teachers
2. Provoke or participate in fights and/or physical aggressions
3. Smoke within school premises
4. Being present and cooperative while smoking within school premises
5. Possession of cigarettes, pipes, vapes, or any other smoking material
6. Being present and cooperative with the possession of cigarettes, pipes, vapes, or any other smoking material
7. Cheat/copy on tests, short test, quiz, assessment, or any school document or provide aid to a student while taking or completing a test, short test, quiz, assessment or any school document.
8. Destroy classroom property or any other school property
9. Improperly use school lockers
10. Not turn in to parent(s) letters or communications sent from school
11. Bringing to school electronic devices such as: digital or non-digital video cameras, and/or recorders to record without having the authorization from the Principal and/or Administration.
12. Publish or broadcast on social networks pictures or videos taken at school or its surroundings.
13. Publish or broadcast on social networks pictures or videos related to any student currently enrolled at Caguas Private school.
14. Publish on social networks information with defamatory content about a student currently enrolled at CPS.
15. Provide false information
16. Driving irresponsibly within school premises or its surroundings
17. Be absent more than three (3) times consecutively without a valid excuse (medical excuse) from parents and/or legal guardians.
18. Improper physical contact with peers

Incurring in any of these infractions will carry a suspension from school (2 days). The student will be assigned a special project, community work hours or any other task, as per the discretion of the Administration.

### 9.2.3 Severe Infractions

1. Vandalizing school property and/or other students, teachers, or administrative personnel's belongings.
2. Physical or verbal violence against anyone.
3. Defamation against teachers, students, school authorities, and/or any other personnel.
4. Publish on social networks information with defamatory content about an employee of CPS.
5. Use of reactants.
6. Attend school under the influence of alcohol or any other illegal/controlled substance.
7. Possess, offer, and/or distribute illegal substances commonly referred to as drugs.
8. Obscene or immoral behavior.
9. Mutilate or steal equipment or school material.
10. Distribute propaganda of any sort within school premises without administrative authorization.
11. Possess or distribute pornographic material within the institution.
12. Possess or carry a weapon (this includes, but is not limited to knives, pocket knives, metal knuckles, guns, blades, box cutters, homemade weapons, among others) .
13. Stealing tests or any other academic documents.
14. Physical or verbal aggression against a teacher, director, or any other employee.
15. Sell stolen property.
16. Leave outside the school without authorization of the parents and / or the administration during school hours.
17. Physical or verbal harassment or bullying towards any person within the institution.
18. Threatening or attempting against the life of any person within the institution.
19. Pregnancy.
20. Conviction of a criminal misdemeanor or felony or offense

The student is exposed to suspension for a period not to exceed two (2) weeks. The student will be assigned a special project, community work hours or any other task, as per the discretion of the Administration.

9.2.4 Infractions classified as severe, will be directly evaluated and all recommendations to be taken will come from the Principal and/or Director and informed in a written communication that will become part of the student's file.

9.2.5 A severe infraction may result in the indefinite suspension of a student from the institution, if the stability, well-being, and best interests of the institution are considered to be disrupted or altered.

#### 9.2.6 Bullying

- a. CPSC has a Bullying-Free Policy and it promotes assistance to all students through its Bullying Program.
- b. According to the provisions of Law No. 149 of July 15, 1999 and Law No.37 of April 10, 2008, and with the sole purpose of preventing and prohibiting harassment acts within school premises, school activities, or any other academic situation(s), CPSC maintains a firm “no tolerance” policy against any kind of bullying. Therefore, any type of bullying is unacceptable in our Institution.
- c. Harassment or bullying involves sustained mental or physical violence, led by an individual or a group in school age, addressed against another student also in school age, which is not capable of defending himself/herself of the situation. It usually begins with verbal violence (for example, nicknames, threats, offensive comments, or insults) and social exclusion. The most prevailing conduct is direct physical aggression (for example, kicking, hitting, stealing, damage personal items), and pressing or obligating others to attack the victim (hitting or coercing), and lastly, threats with arms and sexual harassment. More than one modality of bullying would occur in most cases, and psychological abuse is always present at different levels.
- d. Bullying harms another student in a way that he/she feels:
  - ✓ Physically and mentally hurt or concerned.
  - ✓ Insecure or afraid
  - ✓ unable to progress academically
  - ✓ alone, worthless, or scorned
- e. All teachers and students are properly orientated during the academic school year regarding the importance of respect and the consequences for violating the rights and dignity of others. Any case that is reported and documented will be referred to the school counselor, who will evaluate it with the faculty and Principal in order to determine actions to be taken.
- f. If an act of bullying occurs, the student will report it confident that incidents of this nature will be handled effectively. Any member of the school community who knows that bullying acts are occurring should report to the Administration Office to activate this protocol.

- g. All concerns about acts of bullying will be evaluated seriously and investigated fully. Sometimes students who are victims of bullying may not report it, however, the possibility exists that changes in behavior are observed; for example, the student becomes nervous or shy, pretends being sick not to go to school or be possessive with adults. Perhaps there is evidence of changes in his/her academic work or lack of concentration during classes. If a member of the school community notices any kind of behavior, as indicated herein, it is their duty to report it to the teachers, Academic Director or the Administration Office.
- h. Students who are bullies also need support to help them understand and change their behavior. Students, who do not participate in bullying, but have knowledge of it, can be a force to help dealing with it and are encouraged to do so safely.
- i. All students are encouraged to report cases of school bullying. Everyone is encouraged to speak with a staff member of his/her choice and confidence.
- j. No adult who is not involved in the investigation of the case should interfere in the ongoing investigation.
- k. Parents are also encouraged to report their concerns about bullying and support CPSC in our efforts to maintain a safe and harmonious school environment.
- l. The school will organize workshops on bullying for the students, as well as personal development training.
- m. Our goal is always to escort students through a thoughtful process to assume responsibility for their actions and become aware of the effects of their behavior on others. Respect for all life is an integral part of our motto and we strive to make it count.

#### 9.2.7 Plagiarism

- a. The aim of this policy is to empower CPSC's students to uphold ethical standards and to give the Institution the power to act in cases where contraventions of ethical academic standards occur. At CPSC plagiarism is unacceptable and it will not be tolerated. Plagiarism includes, cheating on examinations, copying another student's work, as well as plagiarism outlined in the descriptions below. Any instance of cheating or plagiarism will result in an "F".
- b. Plagiarism and Cheating Includes, But It Is Not Limited To:
  - Copying someone else's homework, class work, project, or assignment.
  - Falsifying information or data.
  - Copy and paste information from any source, including the internet.



c. Written Papers:

You can use as guide, any of these two recognized associations, which specializes in writing guidelines:

- American Psychological Association (APA).
- Modern Language Association (MLA).

These two (2) associations are the most commonly used and recommended for basic writing rules and formats. Also, it helps with citation basics, how to cite from different sources, and how to use references.

d. Plagiarism Involves Two (2) Kinds of Wrongs

- Passing off another person's ideas, information or expressions as your own to obtain a better grade or gain some other advantage constitutes fraud. (Gibaldi).
- Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft.

#### 9.2.8 Policy on the Petition for Revision of Disciplinary Actions

- a. The rational and constructive dialogue with stakeholders is the first tool to clarify concerns about disciplinary decisions. Should a student, parent or legal guardian feel that a particular matter has not been handled adequately, he/she should make an appointment by email with the School Principal.
- b. A revision of a disciplinary action will be considered within 15 days from the date requested by electronic mail.
- c. All the evidence will be heard and the best decision, taking into consideration the wellbeing of the student and the school community, will be taken. The final decision on any revision lies in the Academic Director.
- d. The final decision will be notified in writing as well.

#### 9.2.9 Safe Study Workplace

- a. CPSC is committed to providing all members of the school community an environment free of drugs, alcohol, weapons, tobacco and harmful conducts, such as, assaults and property damage behavior. The best way to ensure this is through the active collaboration of each member of the school community.

- b. In the best interest of protecting the security of all, CPSC has installed security cameras at various locations of the school. In addition to electronic surveillance cameras at the entrances and corridors, they could be placed in lounges, dining rooms, libraries, meeting rooms, administrative offices, among others. The camera images are recorded. CPSC reserves the right to use these recordings for disciplinary or legal action with persons who commit violations of the laws of Puerto Rico and the Regulations Manual.

#### 9.2.10 Festivities Celebrated at the School

- a. It is allowed to celebrate the student's birthday in coordination with the Homeroom teacher and with the permission of the Principal. Any snacks that will be shared must be provided by the parent or legal guardian, including utensils. Soft drinks are prohibited.
- b. Activities, such as Field Day, Thanksgiving Breakfast, Christmas Program, Achievements Day, Friendship Day, Puerto Rican Festival, among others, are celebrated. No senior farewells or graduation trips are allowed; neither activities convened, on behalf of CPSC, without the express authorization from the Administration.

#### 9.2.11 Use of Cellular and Other Electronic Devices

- a. It is the responsibility of the parent or legal guardian to guide the student about the proper use of any electronic device that is provided to him/her.
- b. The cell can be used before the school day start time and after the end of the school day, as well as lunch and break and lunch periods. It can also be used in emergency situations with permission and in the presence of the Principal or a member of the faculty or administration grants the permission. Teachers can authorize the use of cellular phones and other electronic devices for educational purposes.
- c. High school students can use the phone in their free periods.
- d. It is prohibited, and carries a less serious infraction, the use the cellular phone or any other device, such as, computer, laptop, tablet, I Pod, PSP, DS photo camera or video, to take photos or videos, at any time, in the school and its surroundings; unless the student has permission from the teacher or Principal.
- e. Publish or broadcast on social networks pictures or videos taken at school or its surroundings will entail a serious infraction. The Administration shall have the right to

confiscate any electronic device which is suspected that was used on school property or during school hours.

- f. CPSC is not responsible for comments, photos or videos that are disseminated on social networks by school students. The Administration will intervene only in situations that have an impact on the school. In such circumstances, the school will have the right to access and copy the contents published in the social network to conduct the corresponding investigation.
- g. Allowing the use of the cell phone is a student privilege. Misuse of the cell phone will entail the suspension of the privilege for a specified period of time. The student who uses a cell phone without authorization during class periods, class changes or any other period, than the ones authorized in the first paragraph of this section, the cell phone will be confiscated. The parent or legal guardian will have to pick up the phone in the Administration office.

#### 9.2.12 Use of I-Pods

- a. The same directives provided herein for the use of cell phones, apply for the use of I-Pods. In the class room, group use of the I-Pod is allowed, only for activities lead by the teacher or that have been notified to the Academic Director.

#### 9.2.13 Use of Electronic Games in Middle School

- a. The use of electronic games during recess or lunch time is allow. Games with violent content or that do not correspond to the student's age are prohibited at school. Parents and/or legal guardians are responsible for reviewing the content of electronic devices that their children bring to school.

### **Article III. Probation**

**Note: Probations will be used with students who incur in situations related to: behavior, academics, 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. Has a grade point average less than 2.0 or less than 70.
- b. Has two (2) or more classes with less than 70.
- c. Has one (1) severe infraction or two (2) serious infractions or various less serious infractions, at the discretion of the School Principal and/or Executive Director.
- d. As per the recommendation of the teachers.
- e. For excessive absenteeism or tardiness.

- 9.3.2 Probations have to be authorized by the School Principal and/or Executive Director.
- 9.3.3 Probations cannot extend more than a year or less than a semester, unless authorized by the School Principal and/or Executive Director.
- 9.3.4 Any student under probation and his/her parents and/or legal guardians will have to sign a Probation Contract providing certain terms and conditions for the probation. In the case an infraction is committed while on probation, the Probation Contract will no longer be considered valid. Additionally, if the student does not fully comply with the terms of the Probation Contract, he/she will not be allowed to continue being part of CPSC academic community.
- 9.3.5 At the end of the probation period, the student and parents and/or legal guardians will meet with the Principal, Academic Director, or Executive Director who will evaluate and provide final recommendations in terms of actions to be taken with the student.

## **Chapter 10 – Books and Materials**

### **Article I. List of Books**

- 10.1.1 Before receiving the list of books to be used, all parents and/or legal guardians will have to read and sign a document in which they accept the responsibilities established by CPSC as requirements to be followed by students and parents. The books use in the institution are part of our Academic Curriculum. It is the responsibility of students to comply with the use of the books that are part of the list.
- 10.1.2 The institution will provide a list of books including grade and prices, to all parents and/or legal guardians prior to the commencement of the next academic year and/or as stated by the Department of Consumers Affairs (“DACO”).
- 10.1.3 The school will have an available copy of the memo sent by DACO. Such a document contains the regulations to be followed by all academic institutions. It is the parent's responsibility to ask for it in case he/she wants to read it.
- 10.1.4 The school provides the service of selling the online books to be used by its students.
- 10.1.5 Those parents and/or legal guardians who desire to use the school services when acquiring textbooks can separate their order leaving a deposit of fifty (\$50) dollars on or before the assigned date by administration.

- 10.1.6 Administrative personnel will inform parents and/or legal guardians via email of the date(s) to pick up textbooks and make any pending payments in order to receive their order(s).
- 10.1.7 Any parent who decides to acquire textbooks outside the institution will be held responsible for the language, edition, and date of revision of books. In case they are not the ones specified by the institution, parents will assume costs of replacing books for the ones assigned by CPSC. The institution will not accept different editions, or language other than the ones assigned by us.
- 10.1.8 Administration will not be responsible in case a parent who decided to acquire books outside the institution confronts lack of availability of them at any book store.
- 10.1.9 All CD's brought to the institution (relating to academic content: books, workbooks, etc.) must be original versions. Teachers must revise all items to validate original versions are used at all times. Any copied/"burned" items will not be allowed and, if deemed necessary, it will be reported to corresponding agencies and/or forums. This practice violates copyright laws.

## **Article II. School Materials**

- 10.2.1 There is a list of materials that must be provided by parents and/or legal guardians. Some of these materials are for common use of the group. During the school year, additional materials may be required.
- 10.2.2 Student's belongings, such as, coats, pencil cases, lunch boxes, school bags, etc., must be labeled. Lost items will be kept in the Administration Office. After a month, the items are discarded or donated.
- 10.2.3 CPSC provides its students textbooks, reference books, children's literature and literature. It is the responsibility of each student to maintain these books in good condition. Any book damaged or lost by the student, must be replaced by their parent and/or legal guardian.
- 10.2.4 The student must report to class with the required materials. If the student leaves some material at home, including projects, the parent and/or legal guardian can bring it to the Administration Office. It will be taken to the student in a timely fashion.

## **Chapter 11 – Emergencies**

### **Article I. Weather Emergencies**

- 11.1.1 In case that weather conditions result in the impossibility of providing our services, the school will maintain parents and/or legal guardians and general community informed of actions to be taken by means of: e-mail communications, television announcements and/or radio. Parents and/or legal guardians must pick up their kids as soon as CPSC sends notice of such action.
- 11.1.2 The decision to close due to an emergency will be notified in advance, as circumstances allow for it.
- 11.1.3 The fact that the Puerto Rico Education Department suspends classes in the Caguas Region does not imply that CPSC will take the same measure. This decision relies on the Executive Director.
- 11.1.4 All students go to their Homeroom. The teacher must choose two students from the class room to go to the lobby. As the guard announces that a student is ready for pick up, one student goes to the classroom to look for the student. Once the reception lobby is evicted, students who have not yet been picked up will be transferred to the Administration Office, where they should sit in order and wait while the amount of children reduces. As the lobby is more manageable, students may go to their usual pickup place.
- 11.1.5 Club meetings are canceled on emergency days due to rain.
- 11.1.6 The cooperation of all teachers is needed at this time. Teachers should be placed at strategic points to make a voice chain, as the guards mention the student's name.
- 11.1.7 Every attempt should be made for students to use their "inside" voice. The noise complicates the pick-up process.

### **Article II. Emergencies with Students**

- 11.2.1 In case of an accident or serious incident involving a student, CPSC will contact the parent and/or legal guardian immediately.
- 11.2.2 Once informed, the parents and/or legal guardian MUST pick up the student at school.

### **Article III. Emergency Plan**

11.3.1 This Article includes general steps to follow in the event of an emergency at school. The specific emergency plan is discussed with teachers and the Administration staff.

#### 11.3.2 Procedure to follow in the event of an Earthquake. The Stop-Drop-Hide Process

- a. Following the teacher's directions, students should quickly fit under the table and away from windows. They must be accommodated with knees bent, tilting the head and back to the floor, one arm around the head and the other holding the table leg, if reachable. Otherwise, both hands around the head.
- b. The students should remain in that position until the tremor or earthquake ends.
- c. It is recommended to remain silent to listen to the instructions and avoid movements, such as walking, until the end of the event.
- d. The building's exit, if necessary, will be done as specified in the event of a fire, following the directions map indicating the eviction of the room and building.

During the school year, teachers provide guidance to their students about emergency procedures and inform the steps to follow if the emergency occurs elsewhere in the school premises, like the bathroom or cafeteria area.

If the student is in the hallway, he/she must seek refuge in the nearest room and follow the instructions. If the student were in the physical education class, he/she should run to the center of the campus with his/her teammates, to safeguard each other mutually in the same position.

#### 11.3.3 Procedure in the Event of fire or Bomb

The emergency will be announced by alarm and action must be taken immediately:

- a. Students must stop what they are doing to get in line and out in strict silence through the designated exit door. They will go to an assigned area outside the school, according to the map of eviction of the classroom and the building.
- b. The teacher or legal guardian must bring his/her student list to call the students by their names. Should there be more than one adult in the classroom, one of them must remain at the end of the row. Otherwise, the class President or student leader, assigned by the teacher, should go to the end of the row.
- c. The room lights should remain lit and the doors open.

- d. Students must go to the designated area walking quietly and quickly, without running. They will remain in the designated area outside the school, until the end of the emergency and any instructions are given by the corresponding authorities.

#### 11.3.4 Procedure for any other emergency

- a. The faculty is responsible for the wellbeing of the students and will locate them in a safe place to wait for instructions. Students must remain calm and follow the teachers' guidance.

#### 11.3.5 Drills

- a. Each semester, the CPSC community practices the procedures to follow in case of an emergency. At the beginning of the school year and periodically, each teacher reviews these procedures with their students. Among the matters discussed, are the directives to follow if at the moment of the emergency the student is in the bathroom, hallways, library or cafeteria. Emphasis is made on the importance of remaining calm, silent and walking with urgency, but not running. Teachers should keep students together as a group for the duration of the situation and they will notify any irregularity.

## **Chapter 12 – Students Norms**

### **Article I. General Norms for Students**

- 12.1.2 Medical appointments must be planned, as possible outside the school class schedule.
- 12.1.3 Trips must be planned within the vacation periods, except for those that are necessary to attend emergency situations.
- 12.1.4 Trip absences without authorization of the Administration will not be justified.
- 12.1.5 At any rate, the student is responsible for the material covered in the class room when he/she travels during the academic semester.
- 12.1.6 It is the responsibility of the parents and/or legal guardian to help the student catch up on the material to be current with class work schedule.
- 12.1.7 If a student is absent, he/she may not on the same date:



- a. Tender school work after 9:30 a.m., unless excused in advance by the Academic Director. School work pending to be submitted may be brought by a relative or by electronic mail before 9:30 a.m.
  - b. Participate in school activities.
  - c. Show up to the school premises or its surroundings in or after school hours.
  - d. Take exams in school class schedule or outside of the school class schedule.
- 12.1.8 Short tests or quizzes do not have to be announced.
- 12.1.9 Students cannot go to their lockers once the school schedule begins. They may change their books as needed prior to 8:00 a.m., during lunch time, and after 2:30 p.m.
- 12.1.10 All materials, equipment, or belongings inside a locker will be the responsibility of the owner of such locker. Sharing lockers IS PROHIBITED.
- 12.1.11 In case that any inappropriate material or content appears inside a locker, the student under which such locker was rented will be held entirely accountable and will have to assume total responsibility of what is found inside of it, as well as consequences that may arise for such content(s).
- 12.1.12 No students will be allowed in the parking lot once the school class schedule begins.
- 12.1.13 Students must remain inside school premises during their entire academic program.
- 12.1.14 Drinking alcoholic beverages within school premises or its surroundings is strictly forbidden. This regulation also applies to all activities sponsored by the institution whether or not they take place within the school's facilities.
- 12.1.15 Request written authorization from administration or assigned personnel whenever in need to leave school premises with an authorized adult (school hours).
- 12.1.16 Report to school to take standardized tests as scheduled by administration.
- 12.1.17 Maintain healthy relationships with students and teachers.
- 12.1.18 Remain within the classroom for the totality of the class period whenever having a substitute teacher assigned.
- 12.1.19 If enrolled in a student organization or sports team, the student must abide by its norms and regulations.

- 12.1.20 Any student that is absent for a period longer than ten (10) consecutive days and provides no valid written excuse to the administration and/or academic director will be unenrolled from school automatically.
- 12.1.21 Must demonstrate a proper behavior/conduct in all extracurricular activities in which the school participates.
- 12.1.22 All students must cooperate in maintaining the Institution in its optimum state.
- 12.1.23 If a student decides not to participate in a school activity, then he/she must stay at home.
- 12.1.24 Students must demonstrate a proper conduct/behavior code within hallways, cafeteria and general school surroundings.
- 12.1.25 CPSC will not assume responsibility for educational material, homework, special projects, quizzes, assessments, and/or tests not taken by the students, because of an absence and/or trip. The student is responsible to look for the given material in [cpsquest.com](http://cpsquest.com)
- 12.1.26 CPSC is responsible for the students that are part of Supervised Studies from 3:00-5:00 p.m. However, CPSC will not assume responsibility for the students that remain at school after 3:15 p.m. and are not part of any sports varsities, extracurricular clubs, and/or supervised studies. A \$10.00 dollar daily fee will be charged, additionally to the monthly payment, for students that remain at school after 3:15 p.m.
- 12.1.27 CPSC will not assume responsibility for students that remain at school after 5:30 p.m. CPSC reserves the prerogative to contact the Puerto Rico Family Department to report incidents of children left alone at school after 5:30 p.m., for their appropriate action.
- 12.1.28 The parent or legal guardian has five (5) days after notification of the semester grades to request verification or submit a claim.

## **Chapter 13 – Health and Nutrition**

### **Article I. Nutrition**

- 13.1.1 CPSC has a policy that promotes healthy nutrition.

- 13.1.2 Ordering food from any restaurant, fast food, and/or cafeteria outside the school premises is prohibited. Therefore, students are not allowed to receive delivery at school from anyone, without distinction.
- 13.1.3 CPSC has a cafeteria in the school premises that adheres to this Nutrition Policy.
- 13.1.4 Students must buy from the cafeteria before their Homeroom period at 7:50 a.m.
- 13.1.5 Middle school students are allowed to buy from the cafeteria again at 11:20 a.m.
- 13.1.6 High school students are allowed to buy from the cafeteria again at 12:10 p.m.
- 13.1.7 Students may bring their snacks but they must be nutritious.
- 13.1.8 The consumption of meals low in sugar, sodium and fat is encouraged.
- 13.1.9 Soft drinks are prohibited. Drinks must be 100% juice, milk or water.
- 13.1.10 CPSC recommends using thermos or reusable bottles for drinks, since we promote ecological awareness in the school.
- 13.1.11 CPSC thanks parents and/or legal guardians for their cooperation and support with our Nutrition Policy. CPSC promotes healthy eating habits.

## **Article II. Policy on Health-Related Aspects**

- 13.2.1 The student may not attend CPSC if he/she has any of the following symptoms:
  - a. Fever
  - b. Diarrhea
  - c. Vomiting
  - d. Discharge from ears and eyes
  - e. Strong nasal discharge (especially yellowish)
  - f. Earache
  - g. Persistent cough
  - h. Skin rashes of unknown origin
  - i. Pediculosis
  - j. Any contagious disease or condition that may affect the student's school performance or jeopardize the school community.
- 13.2.2 If, when arriving at school or while in the school, the student has any of the above-mentioned symptoms the teacher should notify the Administration Office. The parent or legal guardian will be contacted to come by the school to pick up the student. In the case of high school students, the teacher will direct the student to the Administration Office.

If the student goes to school the next day, he/she must go through the Administration Office, to obtain authorization to resume classes.

- 13.2.3 The student who is absent due to illness for three (3) or more consecutive days must bring a medical certificate authorizing admission to the school again.
- 13.2.4 If the student suffers from a contagious disease (chicken pox, mononucleosis, influenza, etc.), he/she may not attend school until the contagious period passes. The student must bring a medical certificate to be readmitted to the classroom.
- 13.2.5 In the case of pediculosis (lice), it is required to be given proper treatment and that the student does not attend school until the problem is eradicated.
- 13.2.6 CPSC can manage certain non-prescription drugs, such as acetaminophen, as long as the parent and/or legal guardian has filled out an authorization form. All other prescription medications must be handled by the parent/legal guardian.

### **Article III. Policy for Students with Asthma**

- 13.3.1 In the case of students with asthma, they may self-administer these therapies if a parent and/or legal guardian authorizes it and provided that the following protocol is followed, in accordance with Law No. 56 of February 1, 2006.
- 13.3.2 Any student who suffers from asthma has the right to self-administer medication treatment for their asthmatic condition previous written consent of his/her parent and/or legal guardian indicating that the student may possess and use the asthma medication while at school or at sponsored activities.
- 13.3.3 The parent and/or legal guardian must bring to the Administration office a medical certificate stating that the student has asthma and that he/she received adequate training by a qualified health care professional about proper and responsible use of asthma medication. If applicable, the certification must be accompanied by an action plan providing for the use of medication during school hours.
- 13.3.4 The certification and action plan shall ascertain that the student has the maturity to self-medicate, type of medication, procedures for self-administration, dosage to be self-administered, time and frequency of self-administration, instructions for handling and safe ways to store the medicine.
- 13.3.5 It is the responsibility of the parent and/or legal guardian to submit updated documents for the student to make use of this right.

## **Article IV. Policy on the Integral Wellbeing and Protection of Childhood**

13.4.1 Propitiating the best integral wellbeing and development of children is a responsibility of the family and of the school. Law No. 246 of December 16, 2011, mandates the protection of children against harm, abuse or negligence, both in the family and institutionally. This includes ensuring that the school setting is one where the child can feel safe, physically and emotionally. It, also, consists in ensuring that children have adequate care and protection at home.

13.4.2 At CPSC, we have a clear and proactive policy in this regard.

- a. Our curriculum includes the development of skills in the personal, emotional and social aspects. Students have the opportunity to participate in activities such as reading stories, movies, discussion of newspaper articles, role making, among others, to further develop dialogue in the classroom about what is violence and abuse. The importance of respecting the dignity of all people is emphasized, including children, within the framework of values and a culture of peace at school.
- b. In each semester, CPSC offers a school activity related to peace and children's rights.
- c. An orientation and prevention program for families will be developed. This includes workshops, and counseling services.
- d. Written information will be provided to the teachers and other Administration staff on identifying minor abuse and neglecting. This policy and protocol will be discussed at the school semester initial meeting with the school staff.
- e. All necessary support to victims of abuse or neglect will be offered.
- f. CPSC will provide support to students in potentially traumatic situations involving adults in their family, such as separation or divorce, job loss, catastrophic illness, criminal conviction, among others.
- g. In the event of a situation where there is suspected family abuse or neglect, the following protocol will apply:
  - (i) The adult who identifies a situation where suspected abuse or neglect is occurring must report the situation to the Administration office. This may

include the student's physical condition (bruises, dirt, etc.), or observations in relation to comments made by the student or his/her behavior. The law allows taking pictures, to preserve evidence, if deemed necessary.

- (ii) Findings or suspicions will be consulted with a social worker.
- (iii) Should there be reasonable evidence, CPSC will notify the Puerto Rico Family Department through their Helpline.
- (iv) In cases where it is deemed necessary, CPSC will provide protection to the student in emergency situations, including: transportation, coordination of medical services, emergency custody, and any other service that is necessary, until the Puerto Rico Family Department of Child Service exercises its intervention.
- (v) Civil rights of minors, privacy and integrity will be protected. The abuse or neglecting and the child's circumstances will be kept confidential to the rest of the school community to the extent it is possible given the circumstances.
- (vi) Services for abused children with governmental and non-governmental agencies will be coordinated.
- (vii) Adults who work with children should participate in evaluations, provide support services and monitor situations of abuse or neglect. They should also assist in facilitating the investigation of referrals of institutional abuse or neglect. The designated social worker who handles cases of abuse (both institutional and intra-family) shall maintain regular communication with social workers from the Puerto Rico Family Department, to actively participate in the intervention protocol that has been designed for the concerned child and for his/her family, including the batterer adult.
- (viii) If necessary, protection orders for minors will be petitioned. The adult who is suspected to have abused or neglected a child will be suspended from work with pay.
- (ix) Circumstances, school schedules, established procedures, available supervision, and any other additional information that can help elucidate the situation, will be examined.
- (x) If it is determined that an official investigation should be conducted, CPSC will collaborate in everything required with the representative of the Puerto Rico Family Department.

- h. In the case of protection orders or situations of domestic violence between adults in the child's home, child safety will be prioritized. The parent and/or legal guardian who has the protective order must report it to the Administration to take the necessary precautions.
- i. In the event of suspected sexual abuse, the following actions will be taken:
  - (i) The suspected adult will be suspended from employment immediately.
  - (ii) It will be recommended that the child be examined by a professional (pediatrician or other)
  - (iii) After conducting an investigation and making the corresponding referrals, if it is determined that there was no sexual abuse, the Academic Director may decide to reinstate the adult to his/her work. If, to the contrary, it is determined that the adult incurred institutional abuse, he/she will be separated from his/her employment for gross misconduct.
  - (iv) The necessary guidance and support will be offered to the child and his/her family.

## **Article V. Regulation on the Use of Alcohol and Controlled Substances**

13.5.1 This Regulation establishes CPSC's institutional policy on zero tolerance regarding the use or possession of drugs and alcohol at the school level.

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

13.5.3 These rules apply to all students of CPSC, parents and/or legal guardians and they will undertake to ensure that their children comply with this policy.

### 13.5.4 Definitions

- (i) School official activity - Any activity, including those promoted by clubs or student organizations or where the school's name, funds or property is used as sponsor.
- (ii) School community - the group of people who work and study in CPSC, including parents and/or legal guardians of students.
- (iii) Consumption - is defined as sporadic or frequent consumption of controlled substances that entail the danger of dependence. The use of controlled prescription or other legal substances are exempted.

### 13.5.5 Rules

- (i) Consumption, possession, purchase or sale of any controlled substance (e.g., illegal drugs, narcotics, hallucinogens), alcohol or products derived from snuff by students at CPSC is strictly prohibited anywhere in the school or its surrounding land, in official, curricular or extra-curricular activities sponsored by CPSC and while the student uses the school uniform or is representing the institution.
- (ii) Ads or sponsorship of alcoholic beverages within CPSC premises or at CPSC's official activities are prohibited. The use of promotional items of alcoholic beverages or cigarettes, such as head caps, key chains and notebooks, among others, are not permitted. Failure to comply with this norm will entail the school retaining the items.
- (iii) As a prevention method, the school doesn't permit the delivery of food or beverage to the institution. Also, the school doesn't permit the use of liquid bottles that prevent the liquid inside to be seen, when the bottle is closed. Therefore, the only liquid bottle permitted is a transparent one.
- (iv) Failure to comply with these regulations, require that parents and/or legal guardians of the student be informed and could lead to the imposition of the most severe penalties pursuant to CPSC Norms of Conduct. Likewise, CPSC is required to notify the relevant authorities of any incident that may constitute a violation of law.

## **Article VI. Authorized Inspections**

### 13.6.1 General Inspections

CPSC reserves the right to periodically, at random, and without notice, or at any time, by reasonable belief, inspect within the following parameters:

- (i) Book bags, backpacks, wallets, briefcases, uniform pockets, holsters, containers or any other item brought by the student to school premises. The inspection may be conducted by the Principal and/or appointed teachers and/or personnel.
- (ii) Lockers are property of CPSC and are provided to facilitate the handling of school supplies to the students. Therefore, there is not a reasonable expectation of privacy with respect to the use of the lockers and items storage in them.

### 13.6.2 Motor Vehicle Inspections

CPSC reserves the right when, based on information or belief, it understands that controlled substances or alcohol in motor vehicles located in the school parking or



parking area adjacent to the school, is being handled or consumed, within the following parameters:

- (i) The Principal and/or appointed teachers and/or personnel may conduct inspections when there are reasonable grounds to believe that one or more students are handling controlled substances or alcohol in or around the vehicle.
- (ii) It shall be deemed sufficient grounds that information or knowledge that leads a prudent and reasonable person to believe that the student or students are handling or consuming controlled substances or alcohol in or around the vehicle, whether it is later established that he or they, as the case may be, did not handle or consume the controlled substance or alcohol.
- (iii) Sufficient motives can be established based on information or anything that might be perceived through the senses.
- (iv) If by means of the inspection of the vehicle, it is determined that controlled substances or alcohol have been handled or consumed, it will constitute a violation of these norms and it will lead to the imposition of severe sanctions.
- (v) CPSC will notify the owner of the vehicle and the authorities so that appropriate action is taken.

### 13.6.3 Means of Search

- a. CPSC uses trained dogs when conducting searches and inspections, as well as any other legitimate means to detect or find controlled substances and illegal drugs in its premises or school surroundings.
- b. Every person within school premises can be revised and is subject to inspection, if necessary.

## **Chapter 14 – Parents Norms**

### **Article I. General Norms for Parents and/or Legal Guardians**

14.1.1 CPSC strongly believes in the primary role of parents and legal guardians as educators of their children. CPSC promotes communication, cooperation and good interpersonal relations between the school and home.

14.1.2 All parents and/or legal guardians must support and reinforce the academic and institutional philosophy.

14.1.3 All communication is sent through electronic mailing. Parents and/or legal guardians must present their email address to the Administration Office. Any changes or new account must be informed to the Administration.

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

- a. Attend general and individual meetings convened at school and meetings of student progress and/or assessment.
- b. Attend school appointments with teachers or any administrative personnel. Parents are allowed to miss up to two (2) appointments sent via email. The third (3<sup>rd</sup>) appointment will be sent through a written letter given to the student with the appointment date. If the parent or legal guardian does not attend the appointment, the student will not be allowed to attend school until the parent or legal guardian attends the meeting.
- c. In the event of an absence from one of these meetings, excuse the student with the homeroom teacher and learn about the material that was discussed.
- d. Be attentive to the semi-annual, monthly and weekly calendar, and letters sent by CPSC.
- e. Having knowledge that it is prohibited to take photos or videos, at any time, in the school and its surroundings.
- f. Having knowledge that it is prohibited to take photos or videos, at any time of any assessments and/or other evaluations.
- g. Having knowledge and supporting activities that are conducted for CPSC students.
- h. Maintain communication with the teacher on any relevant situation or information related to the student.
- i. Be watchful for the consistency in the attendance and punctuality of students. This is important to engage in the routine of the school program and ensure continuity of the educational experiences.
- j. Maintain proper behavior at the school and its surroundings, and in school activities.

- k. Attend school at all times with adequate and appropriate attire for the school environment. Avoid extremely short, transparent clothing, low cut tops, etc.
- l. Be courteous and careful in the language and expressions used to communicate with the teachers, Administration staff, students, and other parents when referring to them.
- m. Channel through the Administration, any incident relating to your child, in which another student is involved. CPSC does not authorize in these cases the direct intervention of parents with students.
- n. Promote the value of responsibility.
- o. Assist, collaborate and/or support the teacher and the school staff with any action or remediative plan designed to help the student improve areas of academic opportunities and/or behavior.
- p. Parents are not allowed to contact any student that is enrolled in Caguas Private School.
- q. Parents or legal guardians are NOT allowed to take photos or record videos inside the school premises.

14.1.5 CPSC promotes the development of courtesy norms and thanks the home support to promote them (hello, thank you, wait your turn).

14.1.6 CPSC seeks the cooperation of parents providing frequent reminders to their children regarding:

- a. Caring their belongings and those of the classroom.
- b. Throw the garbage into the trash can
- c. Use materials properly, such as soap and bathroom paper.
- d. Keep the bulletin boards, tables, and chairs clean.

14.1.7 Help students organize:

- a. Establish a regular routine, including preparing materials and bookbag the night before.
- b. Having a designated place to do homework without distractions, with the necessary materials (pencils, erasers, crayons, dictionary, etc.
- c. Check that the uniform is clean and complete.
- d. Monitor assignments, even in the case of students attending tutoring or extended hours. For example, it is encouraged to ask: "What did you learn today?" "What

are you reading?" "What subject are you studying?" "Was there anything significant today"?

- e. Promptly comply with requests for information and documents, by both the classroom and the administration.
  - f. Promote student independence and review their homework. In middle school, allow the student to do things for himself/herself. For example, let the student bring his/her book bag into the class room and organize his/her belongings, allow the students to assist in the preparation of his/her snacks.
- 14.1.8 Make sure that students arrive on time and regularly to school. Students who arrive after 8:15 a.m. will not enter the classroom until the next period, since interruptions affect the teaching-learning process of the students.
- 14.1.9 The period from 7:30 a.m. to 7:50 a.m. is designated as preparation time for the teacher. Parents are asked to avoid involving the teacher in extended conversations, beyond any specific questions. If you need to discuss a topic, do it through electronic mailing. CPSC encourages communication between parents and teachers via email. The teacher will answer messages sometime during his/her working hours.
- 14.1.10 Make sure that students arrive on time and regularly to school. Students who arrive after 8:15 am will not enter the classroom until the next period, since interruptions affect the teaching-learning process of the students.
- 14.1.11 Visits to teachers must be arranged at a mutually convenient time.
- 14.1.12 Avoid asking questions, talking with the teacher or entering the classroom once the Homeroom Period has begun.
- 14.1.13 Faced with a question or concern related to school, go directly to the person authorized to provide or clarify the information. Ask the teacher if it is a matter related to the class. If it is a matter related to school, check with the Administration. Emailing is an efficient way to communicate. If you need a direct consultation, feel free to request an appointment at the Administration Office.
- 14.1.14 Whenever entering school premises after 7:50 a.m., you must go through the Administration Office.
- 14.1.15 Chatting in the halls after 7:50 a.m. is not allowed because it interrupts the work in the classroom.
- 14.1.16 After 8:01 a.m., the presence of parents will be allowed only to those who are participating in an activity committee or a specific classroom.

- 14.1.17 Parents and/or legal guardians must have administrative clearance/authorization to enter classrooms during school or non-school hours.
- 14.1.18 Collaborate with classroom and school activities. This can be done by enrolling in committees and fulfilling assigned tasks responsibly.
- 14.1.19 Make sure your child is well fed to go to school. A good breakfast is essential.
- 14.1.20 Observe the norms set forth in CPSC's Nutrition Policy.
- 14.1.21 Observe the norms set forth in CPSC's Uniform Policy.
- 14.1.22 Observe and follow the instructions of the school's security guard(s). Remember that the guard acts upon directives of the Administration Office and knows how the traffic flow process works. Do not think only on your own convenience, but rather on how to facilitate the transit in the area. Be ready to drop off the student from your car and avoid using that time to comb his/her hair, or giving instructions, etc. If you need to park, please do so in the spaces provided. Park between the lines, do not occupy more than one space. We ask that you avoid blocking other cars unless specifically authorized by the guard.
- 14.1.23 Parents and/or legal guardians and/or visitors must properly behave while inside school premises.
- 14.1.24 Remember that you are a model for your child. When speaking of other adults, show prudence and respect. Children learn what they hear. Therefore, parents and/or legal guardians must demonstrate a cordial and respectful attitude towards every individual within the school community.
- 14.1.25 Making use of improper or disrespectful language, and/or exhibiting a violent conduct against any employee or individual within the institution, including teachers, academic and non-academic personnel, is NOT permitted and may result in the indefinite suspension of the student whose parent/guardian exhibits such conduct.
- 14.1.26 CPSC is not responsible for accidents that occur to parents and/or legal guardians and/or visitors in the premises of the Institution.
- 14.1.27 Parents and/or legal guardians cannot take a student prior to concluding school hours, unless authorized by the Administration.
- 14.1.28 CPSC will not assume responsibility for educational material (books, notebooks, projects, backpacks, or lunch bags) left by the students in the school premises. It is considered to be a responsibility of parents to speak to their children about protecting their personal belongings at all times.

- 14.1.29 All parents must pick up their children within the predetermined school schedule. CPSC will not be responsible for accidents that occur outside school hours.
- 14.1.30 Monthly fees are not subject to working or class days; therefore, all parents and/or legal guardians must comply with their monthly payments regardless of the amount of days the student attends school or the amount of days the school is open.
- 14.1.31 All parents and/or legal guardians must comply with their payment as stipulated on Chapter III.
- 14.1.32 All parents and/or legal guardians must advise students about proper conduct/behavior during school activities.
- 14.1.33 Parents are expected to attend school meetings and/or meeting appointments when requested by teacher or academic personnel.
- 14.1.34 Parents and/or legal guardians must wait for their children outside the school premises or in designated areas.
- 14.1.35 No parent can take any type of action against a student that is not his/her child.
- 14.1.36 In case a student needs to attend a medical appointment, trip, or any sort of activity that will not allow him/her to be at school, parents must provide a written communication, explaining and/or justifying the situation along with any supporting documentation, in order for the students to be formally excused.
- 14.1.37 CPSC will hold the school year enrollment of students whose parents do not abide with the norms set forth herein.

## **Chapter 15 – Computers and Internet**

### **Article I. Computers and Internet Use**

- 15.1.1 Access to school computers or to personal computers is a privilege that is provided to the students at CPSC.
- 15.1.2 Parents and/or legal guardians must support the standards established for the proper use of the Internet at school.
- 15.1.3 The Internet is an educational resource that will be used for the purpose of class research or club related activities. The school reserves the right to impose restrictions on the material that students may have access to or will be exposed to.

15.1.4 The use of computers is for educational purposes only. They may not be used at recess for recreational purposes. The inappropriate and unauthorized use of computers is prohibited, whether the computer is school property or personal.

15.1.5 Each computer must have its case and both, the computer and the case, must be labeled with the student's name. Students will be advised on the use and care of this equipment. Students will be allowed to leave computers in the classroom at specific periods, if they have requested authorization from the teacher. At CPSC, we provide counseling to our students about the value of honesty; nonetheless, the school is not responsible if a computer is lost or it disappears.

15.1.6 It is prohibited at the school:

- a. Access to information with obscene content.
- b. Post any message that may be considered offensive or harassment
- c. Transmit any material that is illegal according to the laws of the Commonwealth of Puerto Rico and/or the United States.
- d. Install programs on the school computers or copy the programs that are installed in school computers.

15.1.7 Students can have access:

- a. To find information relating to the different class topics and/or as part of a research project
- b. News services
- c. Online libraries
- d. Public Domain Services

## **Chapter 16 - Harassment, Sexual Harassment and Discrimination**

### **Article I. Policy**

16.1.1 CPSC is committed to maintaining a school environment free of unlawful discrimination and harassment. Each individual has the right to learn or work in a safe atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, CPSC expects that all relationships among persons on campus

will be respectful and free of bias, prejudice, and harassment. All members of the CPSC community share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

16.1.2 Sexual Harassment of any kind is in total disregard to the culture of CPSC and will not be tolerated. Sexual harassment constitutes discrimination and is unlawful under federal and local laws.

## **Article II. Definitions**

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

- Unwelcome sexual advancements, leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexual degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures or gestures, including digital media ☒  
Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way, or in a way that may be construed as sexual.
- Purposefully limiting a student's access to educational tools.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
- Request for sexual favors regardless of the seriousness of the request, i.e. to say "I was just joking" does not excuse the statement.

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

16.2.3 Non-sexual Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual because of:



- his/her race, color, religion, national origin, ancestry, citizenship status, sex, sexual orientation, gender identity, marital status, age, disability, military service or veteran status, pregnancy, childbirth or related conditions
- any other characteristic protected by law, and that:
- is sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive educational environment.

16.2.4 Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group or that is placed on walls or elsewhere on the school premises.

16.2.5 Sexual Violence is a criminal matter and includes, but is not limited to; rape, sexual assault, sexual battery, sexual coercion; or "any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent." Victims of sexual violence are strongly encouraged to report the matter to law enforcement agents immediately. Victims should also file a complaint of school officials, whether the incident occurred on or off campus, if the act of violence was perpetrated by a student or employee of CPSC. In all cases, victims of sexual violence will be directed to seek services from community crisis counseling providers.

### **Article III. Applicability**

16.3.1 Individuals and Conduct Covered These policies apply to all students and employees of CPSC community, including persons hired to provide contracted services and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if an employee), and in egregious situations, law enforcement officials will be notified.

### **Article IV. Computers**

16.4.1 In keeping with CPSC's mission to create world class citizens, students are prohibited from using school computers or the school network to harass others, whether the harassment occurs on or off campus. The full range of disciplinary actions outlined in this Student Regulations will be applied.

### **Article V. Retaliation**

16.5.1 Retaliation is prohibited and CPSC encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of CPSC to investigate such reports. CPSC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

16.5.2 Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include suspension, expulsion and in egregious situations, the involvement of law enforcement officials.

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

16.6.1 CPSC encourages reporting of all perceived incidents of discrimination, harassment, sexual violence or retaliation, regardless of the offender's identity or position. CPSC encourages the prompt reporting of complaints or concerns so that rapid and corrective action can be taken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. All employees of CPSC are required to immediately report in writing any suspected discrimination, harassment, sexual violence or retaliation of a student regardless of whether it is based on the employee's own observations, on information from the student, the student's parent and/or legal guardian, or a third party. An employee who observes such acts is expected to intervene, unless circumstances would make such intervention dangerous. All complaints of discrimination, harassment, sexual violence or retaliation will be investigated.

### 16.6.2 Informal Complaint Procedure

a. The informal complaint procedure is intended to stop inappropriate behavior and investigate and facilitate resolution through informal means. It is not a precursor to the filing of a formal complaint and may be terminated at any time to move to the formal process.

b. As an initial step, an individual who believes he or she has been subject to discrimination or harassment is encouraged to promptly advise the alleged offender that his or her behavior is unwelcome and request that it be discontinued, as long as he or she feels comfortable doing so. In some cases, an offender may not realize his/her behavior is offensive and be perceived as harassment. This action alone may sometimes resolve the problem.

- c. CPSC recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures. If for any reason, an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify, orally or in writing, the Academic Director, or any other member of CPSC's Administration Office.
- d. An informal resolution may involve meeting with the alleged offender to discuss the unwelcome nature of the behavior, or, if both parties agree, facilitating a meeting between the complainant and the alleged offender to work out a mutual resolution. The informal complaint procedure is not intended for victims of sexual violence. Victims of sexual violence should NOT approach the offender under any circumstances in an attempt to resolve the matter, and should file a police report as soon as possible after the attack has occurred. An individual who is a victim of sexual violence and has filed a police report may file a complaint under CPSC's formal complaint procedures.

### 16.6.3 Formal Complaint Procedure

- a. If a complaint is not resolved through the informal complaint procedure, or if an individual elects to file a formal complaint initially, the following formal procedure will be followed:
  - An individual who believes he/she has been subject to discrimination, harassment, sexual violence or retaliation may file a formal complaint, orally or in writing. All allegations of harassment, discrimination, sexual violence or retaliation will be investigated promptly. Typically, the investigation will begin with an interview of the alleged victim to obtain information regarding the identity (ies) of the alleged offender, the offensive conduct, the potential witnesses, and the desired resolution. The alleged victim will be offered an opportunity to submit any evidence that he/she believes relevant to the investigation. The alleged offender will be informed of the allegations and will be offered an opportunity to submit a written response to the allegations. The alleged offender's response and any supporting materials will be reviewed. Additional interviews will be conducted, as necessary, to determine whether there has been a violation of this policy. For instance, the investigator may conduct interviews with the alleged offender, the parent(s) or legal guardian(s) of the parties, and/or other individuals who may have observed the alleged conduct or may have other relevant knowledge. During the investigation, the investigator will keep both parties apprised of the status of the investigation, to the extent reasonably permitted. The investigator will not require the alleged victim to appear in the same room as the accused.

- Upon receiving a complaint, the investigator will consider whether any interim measures should be taken during the investigatory phase of the complaint process to protect the alleged victim from further harassment, sexual violence, or retaliation. For instance, the investigator, in conjunction with the Academic Director may determine that it is necessary to place the alleged perpetrator in interim suspension or alternative setting or change schedules. Upon the completion of the investigation, the investigator will prepare a report that summarizes the evidence gathered, states whether there was a policy violation, and makes recommendations. In determining whether there has been a violation of policy, an investigator will consider a variety of factors, including but not limited to: the nature of the conduct, the age and maturity of the parties, the frequency of the conduct, the relationship between the parties, and whether the conduct adversely affected the victim’s education or environment. The determination will be based on the totality of the circumstances and will be based on the ‘preponderance of the evidence’ (i.e., it is more likely than not that a policy violation occurred). The investigator’s recommendations may include discipline of the alleged offender up to and including suspension or expulsion (if a student) or suspension or termination of employment (if an employee).
  - Where there has been a policy violation, CPSC will make every reasonable effort to stop any conduct in violation of these policies and prevent recurrence. Where appropriate, CPSC will also take steps to remedy the effects of any violation. Any appropriate remedial measures will be determined on a case-by-case individualized basis.
- b. In accordance with its obligations under the law, CPSC reserves the right to investigate reports of harassment occurring between students and other members of the school community, regardless of whether the alleged harassment occurred on or off school grounds; during or outside school hours; or using school-owned or personally-owned electronic devices (e.g., postings to digital media and electronic forums such as Twitter, Facebook, and/or any social media platform and/or text messaging platform).

#### 16.6.4 Confidentiality

CPSC will make all reasonable efforts to protect the privacy of all parties involved in an investigation and to keep the complaint and investigation confidential. Confidentiality, however, cannot be guaranteed. For example, some details or identities may need to be revealed in order to fully investigate the complaint.

#### 16.6.5 Recordkeeping

In accordance with its regular recordkeeping practices, CPSC will maintain records of all complaints of discrimination, harassment, sexual violence or retaliation.

#### 16.6.6 False or frivolous Complaints

In order to cover all possibilities of misconduct, CPSC reserves the right to discipline students who have falsely or frivolously accused another of harassment, sexual violence, retaliation, and/or discrimination. This does not mean that a complaint will be considered "false" solely because it cannot be corroborated. Disciplinary action for making false claims may include termination, suspension or expulsion.

16.6.7 CPSC has developed this policy to ensure that all its students can learn in an environment free from harassment, discrimination, and retaliation. This policy is consistent, and shall be applied consistently, with the policies and investigation procedure established in CPSC's Personnel Manual for discrimination, harassment and sexual harassment complaints.

## **Chapter 17 - General Norms**

### **Article I. Policy on Conservation of Files and Confidential Information**

17.1.1 Information and documents on student records are the property of CPSC and they are for the exclusive use of CPSC. Teachers working with students have access to documents on a need to know basis, such as the development questionnaire, credit transcripts and student evaluations. The student records and information contained therein are handled as provided by the FERPA Law of 1974.

### **Article II. Special Permits**

17.2.1 It is required that every parent and/or legal guardian completes the exit permit specifying the persons authorized to pick up the student at school.

17.2.2 During the semester, students can attend various events held elsewhere or use sports, cultural or other educational facilities. The parent and/or legal guardian will fill out a general authorization permit for the student.

17.2.3 Field trips that are made during the year are notified in advance and will always require the authorization of the parent and/or legal guardian. The student will always use the CPSC uniform for such activities. These educational trips are school related activities and are an important part of our curriculum. In some cases, there may be specific educational

tasks to perform during or after the field trip. The student's attendance to these activities is important for it is considered a valuable experience.

- 17.2.4 In cases where an adult's assistance is required, the adult must pay the cost of attendance to the activity and follow the rules set by the teacher. Students will pay the cost of transportation and lunch, if necessary.

### **Article III. Parking Policy**

17.3.1 CPSC has limited parking spaces. Parents and/or legal guardians and/or visitors may not occupy the spaces designated for teachers and the Administration. People who drop off and pick up students must follow the instructions of the security guard, any notified pick up procedures, and respect the traffic signs placed on the premises of CPSC. We have no student parking.

17.3.2 Procedure for picking up students before the end of the school day.

- a. The parent and/or legal guardian must go through the Administration Office and fill out the check-out log.
- b. If other people will pick up the student before departure time, they must have been authorized by the parent and/or legal guardian in writing through the corresponding form. A photo ID may be required. If in doubt about the authorization of a person, CPSC reserves the right not to let the student go with that person.

### **Article IV. Discontinuance of Class**

17.4.1 CPSC reserves the right to discontinue any elective class or program that is presently offered when justifiable, under the discretion of the Institution.

## **Chapter 18 – Students Rights**

### **Article I. Student Rights**

18.1.1 The fundamental right that all students have within an academic institution is the right to educate themselves. As part of achieving this goal, CPSC recognizes the right of students to express their opinions and general criteria. Nonetheless, the exercise of free expression is subject to ensuring the protection and well-being of the entire school

community. A healthy environment must be maintained at all times, for the benefit of every individual within the school community, including students, teachers, and administration.

18.1.2 The concept of a healthy environment implies the assembly of relations and experiences kept within the entire school community, and also with every member of the academic community.

18.1.3 Students may express to its fullest the right to be educated, while behaving in a way that does not limit, disturb, or minimize the opportunities and rights of others, nor affects the property and/or operation of CPSC. This includes not limiting, or disturbing teaching-learning processes carried out inside or outside classrooms.

18.1.4 The outermost integrity and intellectual pureness must excel in order to conquer knowledge and excellence.

## **Chapter 19– Conditions for Enrollment**

### **Article I. Condition for Enrollment**

19.1.1 Copy of this Regulations Manual will be given to students and parents or legal guardians, at the beginning of the school year. Compliance with the terms and conditions set forth herein is a condition for enrollment for the student.

19.1.2 The entirety of CPSC’s personnel and its school community, including students and parents and/or legal guardians, will have the responsibility of implementing all rules and regulations included within this document.

19.1.3 It will be a duty of all students enrolled at CPCS to know and understand the content of this document.

19.1.4 CPSC’s Regulations Manual is part of the studying contract of this institution, which is binding upon students, parents and/or legal guardians.

## **Chapter 20– Separability and Amendments**

### **Article I. Separability**

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

### **Article II. Amendments**

20.2.1 This document may be amended or repealed by the Administrative Personnel of CPSC at any moment.