

Caribbean School, Inc.

Parent-Student Handbook

2019-2020



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Academic Excellence and Caribbean School are Synonymous

CONTACT INFORMATION

Website address: <https://www.caribbeanschool.org/>

School Phone: 787-843-2048, Fax: 787-844-5626

If you wish to contact a faculty or staff member, the address will usually be the first initial + last name name@caribbeanschool.org (for example: jsmith@caribbeanschool.org). Please check our Website Contact Page.

Important Phone Numbers:

- Administrative Assistant- Mayra Bonilla Ext. 1000;
mbonilla@caribbeanschool.org
- Acting Head of School – John Carpenter Ext.1001;
jcarpenter@caribbeanschool.org
- Business Administrator—Rebecca Diaz Ext. 1002;
rdiaz@caribbeanschool.org
- Dean of Students-- Stewart Palmer Ext.1006;
spalmer@caribbeanschool.org
- Business Office
Rebecca Diaz Ext. 1002, rdiaz@caribbeanschool.org
 - ✓ Bookkeeper Ext. 1022
 - ✓ Shantal González Ext.1003, sgonzalez@caribbeanschool.org
 - ✓ Marisol Blasco Ext.1018, mblasco@caribbeanschool.org
- Registrar Office- Wilda Esponda Ext. 1008; registrar@caribbeanschool.org
- Athletic Office- Jose Enrique Caraballo Ext. 1009;
athleticsdirector@caribbeanschool.org
- IT Coordinator -Joshua Silvestrini Ext. 1010;
itcomputertech@caribbeanschool.org
- HS Library- Belinda Blay Ext. 1013; bblay@caribbeanschool.org
- Guidance Counselor- José Carlos Caraballo Ext. 1011;
jcarloscaraballo@caribbeanschool.org
- Nurse- Gloria Santana Ext. 1012; nurse@caribbeanschool.org
- College Advisor- Maria Correa Ext. 1014; mcorrea@caribbeanschool.org
- Cafeteria Ext. 1016, 1019
- Security Ext. 1017
- Panthers Store Ext. 1023

PARENT-SCHOOL PARTNERSHIP

When joined by a common set of beliefs and purposes, a school and its parents form a powerful team with far-reaching positive effects on students and the entire school community. As a result, Caribbean School relies on its parents to understand and embrace the school's mission, share its philosophy and values and fully support its curriculum, administration, faculty and staff. Working together, parents and the school staff exert a strong influence on students to become fully educated, and help them to mature by modeling healthy working relationships based on honesty, trust, civility, and mutual respect.

The administration, faculty, and staff of Caribbean School share our parents' commitment to their students and join them in partnership dedicated to the personal and intellectual growth of each student. This partnership begins with timely, honest, and open communication between home and school, and is based on an assumption of goodwill and a shared interest in what is best for each student.

Parents can best support this climate of trust and respect by communicating concerns openly and constructively. In most cases, parent questions and concerns should be directed first to the classroom teacher. If a satisfactory conclusion is not reached, the parent should then contact the Dean of Academics or the Dean of Students, depending on the nature of the concern. If a satisfactory conclusion is not reached after this meeting, the matter can be referred to the Head of School. Out of respect for the individual needs and privacy of each family, the school places a high value on confidentiality and expects families to do the same. Efforts to lobby other parents or to post comments on social media in these instances are contrary to the spirit of the Parent-School partnership.

The relationship between parents and the school is formally governed by the school's written enrollment contracts and the Parent-Student Handbook. By enrolling their students in Caribbean School, parents agree to support the school's mission, follow its rules and policies, and abide by its decisions. While parents may not agree with every decision of the school, it is hoped that there will be enough common ground to continue a mutually respectful and productive relationship.

However, when it is clear that despite all efforts a constructive, positive relationship cannot be maintained, the School reserves the right to dismiss and/or not re-enroll a student if the School, at its sole discretion, believes the actions, conduct, and/or behavior of the student, parent/guardian and/or family member make a constructive relationship impossible or may interfere with the School's accomplishment of its educational purposes, School policies, and/or if reenrollment is not in the best interests of the School.

Section 1

CARIBBEAN SCHOOL MISSION AND VISION



MISSION

Caribbean School is a multi-cultural college preparatory school committed to providing a structured, safe, nurturing, and yet a challenging academic program to foster student eligibility and success to prestigious colleges and universities in the United States and Puerto Rico.

VISION

Caribbean School aims to prepare and graduate responsible and productive citizens with strong character traits, critical thinking, and academic skills by providing a rigorous, dynamic, comprehensive curriculum delivered in partnership with the community, family, and competent, qualified staff in a safe and caring environment.

SLOGAN

“Academic Excellence and Caribbean School are Synonymous”

Caribbean School Believes

- In strengthening life-long learning skills
- Student learning and academic performance is the primary focus of our school.
- Student success is dependent on a partnership between school, family, and community.
- All students can learn, provided a safe, nurturing environment.
- Comfortable classroom environments and class sizes up to 25 promote learning.
- Students benefit by being actively engaged in different methods of learning that are applied in meaningful, real-life activities.
- Each student is a valued individual with unique physical/health, social, emotional, moral, and intellectual needs.
- Promoting student self-esteem, school pride, and mutual respect enhances a positive relationship among the school community.
- Cultural diversity increases student tolerance and understanding of different people and cultures.

Section 2

SCHOOL HISTORY AND ACCREDITATIONS

Caribbean School was founded in September 1954 to meet the need for a quality English-speaking educational institution in the area of Ponce. It was first established at the United Evangelical Church of Puerto Rico. In 1956 the school was moved to a farm house property belonging to the Catholic University. By 1971, it began its operations at its present location in La Rambla.

After more than fifty years, Caribbean School has been able to maintain its philosophy and mission of providing a strong academic program and co-curricular activities.

Caribbean School is accredited by the Middle States Association of Colleges and Schools (PK - 12) and The Department of Education of Puerto Rico (K-12). It holds membership in the Puerto Rico Private Education Association, Caribbean Association of Independent Schools, National Association of Secondary School Principals, College Board, National Association of Student Councils, National Honor Society, National Junior Honor Society, National Elementary Honor Society, Catholic Athletic League, National Association of Math Teachers, National Council of Teachers of Mathematics, The National Science Teachers Association, The Art Museum of Ponce, and Teachers of English as a Second Language (TESOL).

Section 3

GENERAL SCHOOL POLICIES

ENTRANCE AGE

Kindergarten (and preferably Pre-Kindergarten) is the normal prerequisite for first grade. Summer school or other remedial courses may be a prerequisite for Caribbean School admission.

No student shall be admitted to any grade (from the existing student body or from outside) unless that student has demonstrated the potential to succeed in that grade in the opinion of the professional staff and administration.

The ages for admission can be calculated using 6 years of age for entry into 1st grade. The age of entry into Pre-Kindergarten is 4 years of age (by September 30) and the age of entry into Kindergarten is 5 years of age. The birth date to qualify for admission will be determined by the school in accordance with Department of Education policy.

ADMISSIONS POLICY

Caribbean School enrolls students of good character who give evidence of being able to benefit from a challenging college preparatory experience. Students aspiring to enter Pre-Kindergarten and Kindergarten should have the ability to succeed in a structured and nurturing learning environment. Students in all other grades are admitted on the basis of age, maturity, academic testing, cumulative average, school records, interviews and recommendations, including age/grade level appropriate mastery of English. All students who wish to attend Caribbean School will be required to take an Entrance Exam. Students will take the test

that corresponds to the grade level for which they are applying in order to evaluate mastery and readiness.

Caribbean School strives to reasonably accommodate a variety of different learning profiles. We recognize that bright students who are capable of succeeding in a rigorous college preparatory program may also experience mild learning difficulties that require additional support in the area of organization and/or development of a specific academic skill. While our teachers are committed to offering differentiation to meet the needs of various learners, we are not a therapeutic school and may not be able to address the specific needs of individual students with more complex learning profiles who need specialized remediation or support.

All students, from Pre-Kindergarten through 12th grade, are required by the Health Department of Puerto Rico to have a vaccination certificate (green PVAC-3 form). Students who have not submitted proper health forms will not be allowed to continue in classes after the due date. Each student who is a citizen of the United States must have a registered Social Security number on file with the school.

Caribbean School will not accept any student entering the 12th grade unless the student has relocated and will be on track to complete the required 27 credits for graduation by the end of the academic year. The Head of School must approve this request.

TUITION, FEES AND FORMS

Students are enrolled for the entire school year or such portion of the year that remains after the entrance date. The fact that tuition is paid in installments during the school year does not constitute a fractional contract. Tuition payments and other charges and fees in

arrears for more than 30 days will result in a student being released from classes until obligations are met. In addition, students who have not turned in required forms will not be allowed to continue in classes after the due date.

No reduction of tuition can be allowed by the school for absence, withdrawal or dismissal. Fees, including entrance exams and registration fees, are non-refundable. All tuition accounts must be paid in full in advance for the year or can be maintained through a monthly payment plan. A fee will be charged for any check returned by the bank. Students with accounts in arrears will not receive any services from the school, including report cards, transcripts of credits, letters of recommendation, registration for the next school year, or diplomas. Accounts must be brought to current status before these services can be restored.

THE USE OF ENGLISH

Caribbean School is a school in which the English language is the standard of instruction. Caribbean School is not a bilingual school. All classes, except Spanish and world languages courses, are taught in English. There are exceptions to this rule, especially in lower grades or for new students, but English remains the language of instruction. Outside of class, faculty and staff, with the exception of Spanish and foreign language teachers, should initiate conversations with students in English. Whether addressed in English or Spanish by the students, faculty should always answer in English. Faculty and staff may find it helpful to explain to students that they are speaking to them and responding to them in English in an attempt to give them as many opportunities as possible to use the English language.

REGISTRATION FOR PLUS PORTALS

All parents Pre-K through 12 and all students in grades 5-12 are required to activate their accounts in PlusPortals, our student information system. Parents must register in order to see their student's grades and to receive disciplinary notices. Students are required to activate their accounts so they can use them for communication with and information about their classes.

PlusPortals maximizes school-to-home communication and inspires student performance and success. At the time of acceptance, students will be given their own Caribbean School email. They must activate this account on Google Mail, which will be their school email account. This email address will be used for school purposes only. Parents must provide their own personal email when applying for Caribbean School. Once enrolled, parents and students will receive an email notification from the school requesting that they activate their account in PlusPortals.

ATTENDANCE

Parents should call the Main Office by 8:00 a.m. if a student is going to be absent from school. Students who are absent must present a written note from home to the Main Office on the day they return to school. All assignments that were previously assigned must be turned in on the day of the student's return and exams and tests that had been previously scheduled must be taken on the day of the student's return. Refer to each teacher's course syllabus for the regulations on how late assignments or tests will be graded. The school will classify absences as either **Excused** or **Unexcused** (*see below*). Parents should make medical appointments and travel plans outside of the school calendar. Students who are absent for more than 10 unexcused days in a semester may not be eligible to receive academic credit for that

semester. In the case of extended illnesses or other extraordinary reasons, an administrative conference will be held.

STUDENT ABSENCES

Caribbean School feels strongly that regular attendance is essential for a student's intellectual growth and development. Students are expected to attend all scheduled classes. Since the school offers generous vacations, absences on class days during the school year are strongly discouraged. An absence on the day immediately preceding or immediately following a school vacation is considered unexcused except in the event of an emergency.

Students who are absent for one day are expected to come to school fully prepared upon their first day back for the next day's work, including any tests previously scheduled. All assignments that had been due prior to the absence are due on the day of the student's return. Each teacher's syllabus lists regulations for the grading of late assignments or tests.

A student who knows ahead of time that they will be absent on a specific day or days must fill out a **Student Absence Form**. The form can be obtained from the main office. The form must be signed by a parent or legal guardian. Students are responsible to see each teacher to get their signature and to discuss work that will be missed. When all teachers have signed the Student Absence Form it must be signed by the Dean of Academics and Head of School.

CLASSIFICATION OF ABSENCES

1. **Excused Absence:** These are absences excused by the parents and permitted by the school administration. Illness, funerals, medical appointments, religious holidays, college

visits for 11th/12th grade students, and school-sponsored activities or trips are considered excused absences.

2. **Unexcused Absence:** These are absences without authorization from the school. Family trips are an example of an unexcused absence. Students with 10 or more unexcused absences during a semester may not receive credit for the course for that semester.

TARDIES

Students are expected to be in their Homeroom for the start of the school day at 8:00 AM, except on Wednesday Late Starts, when classes begin at 9:00 AM (see ‘Wednesday Late Starts’ paragraph below). Students who arrive late **between 8:00-8:10 AM** should proceed directly to their homeroom, where they will be marked tardy. Students arriving **after 8:10 AM** should go to the Main Office in the Main Building, where they will be issued a Tardy Slip. A note will be sent home to parents for students who have five (5) or more tardies during a single quarter-- that student will then be required to serve a Friday Recess Detention (in Lower School) or a Friday Afterschool Detention (in Middle & Upper School) in the Library from 3:00-3:45 PM.

Any student who arrives to school **after 9:45 AM** must be signed in by a parent, and will be recorded as half-day attendance.

AFTER SCHOOL SPORTS & EXTRACURRICULAR PARTICIPATION POLICY

Attendance in class is the single most important piece of our school program. Therefore, students who arrive to school after 9:45 AM without prior authorization (i.e. doctor’s appointment) may not be eligible to participate that particular day in afterschool sports and/or extracurricular activities.

ARRIVAL AND DISMISSAL TIMES

ARRIVAL--

- **Regular Days:** Lower School students who arrive on campus before 7:30 a.m. must remain in the Panther Lunchroom until 7:30 a.m. Middle and Upper School students are allowed to be either in the Panther Lunchroom or the Upper School Lunch Pavilion area between the baseball field and the Upper School Breezeway.
- **Wednesday Late Starts:** Students arriving on campus before 8:30 must be in one of the officially designated Late Start supervision areas-- Lower School students must report directly to the Panther Lunchroom; Middle/Upper School students must go directly either to the Lunchroom or the Burgos Pavilion.

DISMISSAL--

- Students in Pre-Kindergarten and Kindergarten are dismissed at **2:30 p.m.**
- Students in grades 1-6 are dismissed at **2:45 p.m.**
- Students in grades 7-12 are dismissed at **3:00 p.m.**

NOTE: Parents should arrange to pick up their students as soon as possible following end-of-day dismissal.

AFTER SCHOOL SUPERVISION

Following dismissal, all students who are not participating in an official school-sponsored extracurricular club, sport or activity

must wait to be picked up in the **Lower School Gazebo** at the front of the school after **3:30 p.m.** There will be no charge for this supervised time until 4:30 p.m. Parents arriving after 3:30 p.m. must sign out their student in the Gazebo. For students waiting to be picked up after 4:30 p.m. there will be a fee of \$15/hour, which covers supervisors and guards.

CHANGE OF ADDRESS/TELEPHONE/EMAIL

It is important that the Main Office and/or Business Office has on file the most recent postal address, telephone number (work and cell) and email for each parent. Emergency contact information should be current as well. Please report changes in these addresses as soon as possible. Changes can be made online in the demographic area of PlusPortals.

WITHDRAWALS

Parents are required to notify the school before withdrawing students. The students must return all books and materials and clear all accounts before any records can be sent. Expulsion will not result in any refund of tuition paid.

PERSONAL PROPERTY

Caribbean School is not responsible for any items brought on campus. The school's insurance does not cover the loss or damage of any personal articles. This includes student laptops and tablets, for which students are responsible for taking adequate measures to protect their devices during use and/or travel. For Lower School students, the device must have a case or cover for its protection. In the Upper School, the device must be carried in a separate bag at all times or inside a book bag when not in use.

Students should not bring valuable items or large amounts of cash to school, and are encouraged to use a lock for their lockers in

order to secure their possessions. Students should take personal belongings home with them each night. Personal music or video players, video games, fidget spinners, and other toys should not be brought to school. Personal athletic equipment such as playground or court balls are not acceptable without the prior approval of the Dean of Students. Students may not use cell phones or other electronic devices during school hours.

USE OF CELL PHONES

Caribbean School believes that part of being an active member of our school community is being present and engaged with people. The use of cell phones is not permitted at Caribbean School except during the following times--

Lower School: Cell phones are to be turned off and out of sight as soon as the First Bell rings at 7:55 AM. Phones are not allowed to be used at any time until after Dismissal at 2:45 PM.

Middle/Upper School: Cell phones are to be turned off and out of sight as soon as the First Bell rings at 8:00 AM. *Students are allowed to use phones ONLY during Morning Snack Break and Lunch Break if they are eating outside in the Upper School Pavilion. Students may not use their cell phones at any other time, including while in the Panthers Lunchroom or while travelling between classes.*

If any student uses a cell phone at any other time, the phone will be taken away and the student can claim it at the Dean of Students office at the end of the day. Subsequent violations will result in further disciplinary action as outlined in the Code of Conduct.

TEXTBOOKS

The cost of textbooks is included in the annual tuition.

Supplementary reading books for Spanish, English and other subjects during the year and for the summer reading program must be purchased by the student. Textbooks issued by the school are a loan and must be kept in good condition, with removable covers.

At the end of the year, students must return their assigned books in satisfactory condition. Students will pay for any damage or loss of books.

LOCKERS

Students in grades 4 through 12 are assigned lockers at the beginning of the school year. The student has the responsibility to keep the locker in good condition. Students in grades 4-6 will be required to bring a combination lock and the homeroom teacher will keep a copy of the lock's combination. For students in grades 7-12 a lock will be provided by the school. These are the only locks that any student in grades 7-12 can use on their locker. The administration will hold a master key for each lock. According to school policy, the locker remains the property of the school and it can be searched by school authorities at any time. A \$10 fee will be applied for lost locks.

Students must bring a lock to use during their P.E. class to keep their personal belongings safe. Students are expected to use a lock for their lockers in order to secure their possessions. At the end of each P.E. class, the lock must be removed to allow the next class use of the lockers.

EMERGENCY CLOSINGS

The Head of School is authorized to announce the closing of school if an emergency situation threatens the safety of students or staff. The school will post closing notices on the school's official website at www.caribbeanschool.org. Email notification will also be sent to parents regarding emergency situations. No social media site, such as WhatsApp, Snapchat or Facebook, should be used as an official source of information by parents. Instructional days lost due to closings will be rescheduled and may result in extended days, Saturday classes and/or an extended school year.

VISITORS

Caribbean School is a closed campus. For student and staff safety, no parents or visitors are allowed on campus without an appointment. All parents and visitors must sign in at the Main Gate and be announced, and must wear a visitor badge at all times. Parents and visitors on campus without permission and without a visitor badge are trespassing. All parents and visitors on campus must be escorted by a guard, a teacher or another staff member at all times.

MEALS

Breakfast is available for purchase in the Panther Lunchroom every day from 7:00 --7:50 a.m. No cooked breakfast can be ordered after 7:45. Lunch orders will be taken each morning in homeroom and students who want a sandwich must order them by 8:00 a.m. (grades PK-6 in the Panther Lunchroom and grades 7-12 in the Panther Corner store). Lunch will feature a hot entree as well as sandwiches and other items. Snacks will be available every day after school in the Panther Lunchroom until 4:00 p.m. Please note that parents are expected to keep their student's lunch account up to date by paying any balances and ensuring that there

is an adequate amount of credit for student use. Due to health and safety concerns, students are not permitted to purchase food from any outside vendor or to accept food deliveries from any outside vendors. Students must either purchase a lunch in the Panther Lunchroom or carry their lunch. Microwave ovens are available for student use in the lunchroom.

MEDICINE

The Nurse's Office must be notified of any student taking medication. If the medication is to be taken during school hours, arrangements must be made with the nurse. Students are only allowed to carry and self-administer necessary medications only upon written consent of a parent/legal guardian and written certification by a physician that the student knows how to self-medicate appropriately.

EMERGENCY DRILLS

Emergency drills will be carried out several times each semester. Procedures for these drills will be revised and practiced annually. During the time of an emergency drill, all school work ceases, and all staff and students must comply with the drill. Detailed procedures for each type of drill can be found in the school's Crisis & Emergency Plan (currently under revision).

OFFICE TELEPHONES

Office telephones may be used by students only in case of emergency. Cell phones must be turned off during school hours, so if it is necessary to reach a student during school hours, parents should call the Main Office and messages will be delivered. The Nurse or Main Office staff will contact parents if a child is ill or needs to be picked up from school for any reason.

USE OF IMAGES

Parents and students understand and agree to the school using student images in school marketing and promotional materials.

Parents who do not authorize use of their child image are required to submit a Formal Request to the School indicating their withholding of consent.

ITEMS WITH WHEELS

Bicycles, skateboards, in-line skates, scooters and other wheeled items are not permitted on school grounds except with the permission of the Head of School or Dean of Students.

ANIMALS

Animals are not permitted on school grounds without prior permission from the Head of School or Dean of Students.

SCHOOL PUBLICATIONS AND FREEDOM OF EXPRESSION

Caribbean School recognizes each student's constitutionally protected right to freedom of expression. This is interpreted at Caribbean School as:

- Development of student responsibility in distinguishing between freedom and license
- Consideration by the faculty of the maturity levels of students and of age appropriate standards of journalistic taste
- Care for the development of skills of written and oral expression among students

Regulations regarding student publications will be vested in the advisor of the publication under the supervision of the Dean of Academics, the Dean of Students and the Head of School.

Section 4

ACADEMICS

BELL SCHEDULES

LOWER SCHOOL (PreK-6)

WARNING BELL:	7:55 – 8:00 A.M.	
HOMEROOM:	8:00 – 8:07 A.M.	
1 ST PERIOD:	8:10 – 8:54 A.M.	
2 ND PERIOD:	8:57 – 9:41 A.M.	
SNACK:	9:41 – 9:46 A.M.	
3 RD PERIOD:	9:49 – 10:33 A.M.	
4 TH PERIOD:	10:36 – 11:20 A.M.	(LUNCH PK AND KINDER)
5 TH PERIOD:	11:23 – 12:10 P.M.	(LUNCH 1 ST , 2 ND , AND 3 RD)
6 TH PERIOD:	12:13 – 1:00 P.M.	(LUNCH 4 TH , 5 TH , AND 6 TH)
7 TH PERIOD:	1:03 – 1:50 P.M.	
8 TH PERIOD:	1:58 – 2:30 P.M.	(PreK AND K DISMISSAL)
	1:58 – 2:45 P.M.	(1st-6 th DISMISSAL)

MIDDLE & UPPER SCHOOL (7-12)

WARNING BELL:	7:55 - 8:00 A.M.	
HOMEROOM:	8:00 - 8:10 A.M.	
1 ST PERIOD:	8:14 - 9:38 A.M.	
BREAK:	9:40 - 9:55 A.M.	
2 ND PERIOD:	9:57 - 11:21 A.M.	
	(LUNCH 7 th & 8 th)	11:23 - 12:08 P.M.)
3 RD PERIOD:		
	9 TH -12 TH GRADES:	11:23 - 12:47 P.M.
3 RD PERIOD:		
	7 TH – 8 TH GRADES:	12:10 - 1:34 P.M.
	(LUNCH 9 th – 12 th)	12:49 - 1:34 P.M.)
4 TH PERIOD:	1:36 – 3:00 P.M.	

WEDNESDAY LATE START SCHEDULES

LOWER SCHOOL

WARNING BELL:	8:55 AM
HOMEROOM:	9:00 – 9:07 AM
1 st PERIOD:	9:09 – 9:48 AM
2 nd PERIOD:	9:51 – 10:30 AM
3 rd PERIOD:	10:33 – 11:12 AM
4 th PERIOD:	11:15 – 11:54 AM
(PreK-K LUNCH)	
5 th PERIOD:	11:57 – 12:36 PM
(1st – 3rd LUNCH)	
6 th PERIOD (9 TH – 12 TH)	12:39 – 1:18 PM
(4th – 6th LUNCH)	
7 Th PERIOD:	1:21 – 2:00 PM
8 th PERIOD:	2:03 – 2:45 PM

MIDDLE & UPPER SCHOOL

WARNING BELL:	8:55 AM
HOMEROOM:	9:00 – 9:07 AM
1 st PERIOD:	9:11 – 10:23 AM
2 nd PERIOD:	10:27 – 11:39 AM
3 rd PERIOD (9 th -12 th)	11:43 – 12:55 PM
7th-8th LUNCH 11:43 – 12:28 PM	
3 rd PERIOD (7 th -8 th)	12:33 – 1:45 PM
9th-12th LUNCH 12:59-1:44 PM	
4 th PERIOD:	1:49 – 3:00 PM

CLASSIFICATION OF GRADE LEVELS

Lower School - Pre-Kindergarten through grade 6

Upper School - Grades 7-12 (Middle School, grades 7-8)

- 9th grade - Students who have completed 0-8 credits
- 10th grade - Students who have completed 8-16 credits
- 11th grade - Students who have completed 15-24 credits
- 12th grade - Students who have completed 24 or more credits

COURSE CREDIT FOR GRADES 9-12

Caribbean School offers a college preparatory program which leads toward high school graduation. Students are required to take 8 credits a year, leading to a total of 32 credits over the full four-year 9th-12th grade sequence. The above applies to students attending all four years (9th-12th grade). Otherwise, a minimum of 27.5 credits is needed to graduate.

A student graduating from Caribbean School must meet the following minimum **graduation requirements** (1 credit equals a 1 year course):

- English - 5 credits (ELA I, II, III, IV, Research) or AP
- Spanish - 4 credits (or as many years in Caribbean School)
- Math - 4 credits (includes Algebra I, Geometry and Algebra II)
Students may not be enrolled for more than one year without taking a math course.
- Social Studies - 4 credits (World History, U.S. History, Modern World History and History of Puerto Rico).
- Science - 3 credits (Biology, Chemistry and Physics)
- Health - 0.5 credit
- Technology – 0.5 credit
- Public Speaking - 0.5 credits
- P.E. – 3 credits
- Electives - 3 credits (one elective must be a math or science course)

All courses taken from grades 9-12 will make up the cumulative grade point average (GPA).

Any online or off-campus course must be approved for credit in advance by both the Dean of Academics and the Head of School. Online and off campus course fees are the responsibility of the student.

To be eligible as Valedictorian or Salutatorian for the Senior Class, a student must have been enrolled from Grades 9-12 at Caribbean School.

CONTINENTAL SPANISH

Non-native Spanish speakers will take Continental Spanish for a maximum of three years. At that time the Dean of Academics and Spanish teachers will evaluate each student in an effort to integrate the student into a regular Spanish class.

COMMUNITY SERVICE

The goal of community service is for students to appreciate the issues and concerns of our larger community. These experiences will help our students develop a compassionate attitude and better understanding of civic responsibility.

Caribbean School works to facilitate student service opportunities with many local non-profit institutions and organizations. Those students seeking to earn credit towards a President's Award for Community Service (100 hours or more) must submit an official Community Service Form documenting the specific date(s) and hours at an approved organization, following approval with the Dean of Students.

ADVANCED PLACEMENT, PRE-COLLEGE and HONORS COURSES

Students registering for AP, Pre-College or Honors classes are required to meet certain prerequisites prior to formal approval. Students who are accepted into the AP program are charged a fee for each AP course (\$125 for all courses except Studio Art which is \$135). This fee is due by the end of August. The fee covers the spring AP exam plus limited supplemental material. While textbooks are provided for AP courses by the school, students must purchase AP exam review books. Students enrolled in AP courses must take the spring exam. Students passing AP courses with a minimum grade of 70% will receive 1.50 quality points when calculating GPA. Students passing Pre-College or Honors courses

with a minimum grade of 70% will receive 1.00 quality points when calculating GPA.

PROGRESS REPORTS AND REPORT CARDS

Teachers will post grades weekly on PlusPortals and will communicate regularly with parents during the academic year. Report Cards will be distributed two times a year, at the end of each semester in December and in May. A paper copy will also be sent at the end of the year. Teachers will send a notice of concern via PlusPortals any time it is necessary. Parents have up to two weeks following the close of each semester to voice concerns over student grades. After that two-week period, all grades will be considered final and no changes will be made.

INCOMPLETE WORK

In the event that a student needs more time to complete coursework or hand in missing assignments, the teacher can give up to two weeks, but in the meantime will place a zero in the gradebook to indicate that it has not yet been turned in. If the student submits the required work within the two-week period, partial credit will be granted. If the student fails to provide the work after the two-week period an automatic zero will be recorded. After the two-week period, all grades will be considered final and no changes will be made.

ELECTIVE COURSE CHANGES

Scheduling of electives are based on Course Selection sign-ups which each student completes in the spring of the previous year. Students are expected to rank their elective choices carefully, as over-enrollment and/or other scheduling issues may prevent them from getting their first choice. Changes in electives will be granted only if the course is not full and does not conflict with core subject classes. All course change requests must be made to the Dean of Academics during the first week of class.

HOMEWORK

Teachers will assign homework to reinforce class lessons and to help students develop good study and work habits. Assignments should be purposeful and appropriate in length and content for the grade level. Teachers will correct and return all homework in a reasonable length of time. Pre-Kindergarten and Kindergarten have a No Homework policy.

ACADEMIC DISHONESTY

Caribbean School greatly values academic integrity as an essential part of the learning process. Any student found guilty of cheating, copying or plagiarizing will receive an automatic zero for their work in addition to other appropriate penalties outlined in the School's Code of Conduct. This includes tests, quizzes, papers, projects, or any other type of assessment or assignment for which students receive a grade.

TESTS & SENIOR FINAL EXAM EXEMPTION

Students cannot have more than two major tests scheduled on one day. A major test is defined as one which will take the student more than half of one period to complete. Students must receive at least three school days' advance notice of major tests. Teachers from grades 1-12 are required to sign up for major tests with the Registrar. As with homework, students absent on the day of a test are expected to make up the test on the day of their return.

All required courses are required to give a Final Exam at the end of each semester. For students who are absent the day of the exam, a make-up exam will be arranged at no cost if the student's absence is Excused. Other courses will give a formal Final Project or Assessment as deemed appropriate by the teacher. Seniors who have earned a minimum average of 95% in a given course may be exempt from taking the Final Exam.

ACADEMIC WARNING/PROBATION

Success in academics is the main goal of Caribbean School's educational program. The school is committed to finding ways to help students who encounter difficulty in course work.

Each semester on Friday of the fourth week of class, all teachers will submit a list to the Dean of Academics of those students in grades 1-12 who are currently earning below a 70%. Those students will be placed on **Academic Warning** and are required to meet with the teacher and Dean of Academics to develop a plan to bring the grade to a passing average. Parents will also be notified of this warning status and will receive weekly progress reports each Friday until the grade improves to a passing level (70%).

Students in grades 1-12 who remain on Academic Warning list for two weeks without raising the grade in question to a passing level will be placed on **Academic Probation** until the grade is raised to a passing level. A parent meeting will be scheduled with the Dean of Academics and the teacher, and a Weekly Progress Report will be sent home each Friday. In addition, all 7th -12th grade students on Academic Probation will be required to report to the Library from 3:00-3:45 every school day for a mandatory work session. During this period, no participation will be permitted in clubs, meetings, sports or activities. At the end of the first semester, Academic Warning and Academic Probation will reset and begin again on the fourth week of classes for the second semester.

STUDENT LEARNING ACCOMMODATIONS

Parents and teachers are encouraged to share any concerns they have about struggles an individual student may be experiencing, so that home and school can partner together to better support that

student's progress. For students who experience more persistent struggles, the school may recommend or require an outside evaluation in order to better determine appropriate interventions. The most common accommodations provided for students at Caribbean School include: preferential seating, extended time for testing, and access to a distraction-reduced testing environment where appropriate. In order for a student to receive these above accommodations, the following are required:

- The specific learning issue must be formally diagnosed by a qualified professional with appropriate credentials to diagnose the condition (i.e. psychologist, licensed counselor or social, neuropsychologist, etc.) via a full cognitive-educational evaluation; a letter from a family physician does not qualify.
- The evaluation report must be current (defined as one that has taken place within the past 3 years), and submitted to the School Counselor, who should be contacted beforehand to issue the family the appropriate 'Permission to Release Confidential Information.'
- The school will then review the evaluation report to determine if an appropriate Action Plan with reasonable accommodations can be provided. Parents of students currently receiving accommodations will be required to submit an updated evaluation upon request; if a student's evaluation is outdated, services may be suspended until re-evaluation is complete.

For students with mild physical or social/emotional impairments:

- The diagnosis must be made by a qualified professional (medical physician, psychiatrist, licensed counselor or

social worker, etc.) who documents the current condition and the impact on learning and life function.

- Documentation must be provided to appropriate school personnel (nurse, counselor and/or Dean of Academics), who will then make an appropriate determination of the school's ability to accommodate the student's needs.

As with all students, the school will periodically assess the student's progress to ensure that it is able to continue adequately serving the educational needs of the student.

GRADING SCALE

The following grading scale is used for grades 1-12:

Average	GPA Value
100-90	4.0
89-87	3.5
86-80	3.0
79-77	2.5
76-70	2.0
69 and below	0.0

Conduct Scale: E (Excellent);
S (Satisfactory);
N (Needs Improvement)

No credit will be given for any course with an average of 69% or below.

AP Courses: a weight of 1.50 per course will be added to the final GPA value for every course with a minimum passing grade (70 and above).

Honors and Pre-College courses: a weight of 1.0 per course will be added to the final GPA value for every course with a minimum passing grade.

PROMOTION

In the Lower School (grades 1-6) a student who fails up to two core courses with a grade average (for both semesters combined) of below 70% must repeat these courses in summer school or be tutored. Core courses include Reading, Language Arts, Math, Social Studies, Science and Spanish. If the summer school is somewhere other than Caribbean School or if the student is tutored, the student must pass a Caribbean School examination to determine if the work was equivalent. If the student does not pass this examination, they may not pass to the next grade level. Any student failing three or more core courses must repeat the grade level.

In the Upper School (grades 7-12) a course that is failed (69% or below) must be repeated the following year or taken as a summer course. Courses can be one semester courses or full year courses. If the summer course is not offered at Caribbean School but is at another school or is online, approval must be given in advance by both the Dean of Academics and the Head of School in order to earn credit. Following confirmation of successful remediation, a student will be awarded a passing grade of 70% for the course. For full year courses, no half credit awards will be given for passing one of the two semesters.

TRANSCRIPTS

Requests for official transcripts should be made to the Registrar. In order for a transcript or other educational records to be sent, all families need to submit a signed FERPA (Family Educational Rights and Privacy Act of 1974) Consent Form which is sent to all families at the start of the school year granting the School permission to release their student 's educational record to a third party. Please note that this consent form does not cover the release of disciplinary records, which are considered "in house documents" separate from a student's official file and are used for the sole purpose of ensuring that the school's policies and Code of Conduct are properly followed. It is the School's policy not to release disciplinary records to third parties (See Policy Book **8.8.9.1**).

The transcript is official only if signed by the Head of School, Dean of Students, or Registrar. The first three transcripts for seniors are free of charge. Any other transcript request carries a fee. Transcripts will not be sent until families have satisfied all financial obligations with the Business Office.

STUDENT COUNCIL

The Student Council is an official, elected body representing students in grades 7-12. The advisor of Student Council is appointed by the Head of School. Balloting for Student Council takes place on the scheduled day, with students in grades 6-11 being eligible to vote. All candidates for office must be in good academic standing to be eligible and are required to give a speech outlining their goals for the coming year. The Student Council is a forum for student opinion and coordinates activities throughout the year.

GUIDANCE SERVICES

Guidance services are available for all students at Caribbean School. Counselors help students to find solutions to their personal problems. Through the use of outside resources and individual and group sessions, counselors help students explore self-esteem, values, decision making, conflict resolution, problem-solving and communication skills. The guidance department also serves as a referral source for parents, teachers and administration.

COLLEGE ADVISING PROGRAM

The College Advisor assists students in grades 7-12 in the pursuit of career and higher education options, both in Puerto Rico and outside of the island. Annual Career Day and college visits will be coordinated to assist students in their planning. The College Advisor also coordinates school testing, including College Board (PSAT, SAT, ACT) and the annual TerraNova exams.

The PSAT will be administered in October for students in 8th, 9th, 10th and 11th grades. During the 10th, 11th and 12th grade, students are invited to attend conferences and college fairs. College campus visits are strongly encouraged during the 11th and 12th grade years and during summer vacation. While college visits are considered excused absences for juniors and seniors, students are encouraged to plan and communicate about these trips well in advance so as to minimize disruptions to their academic program. At the beginning of 12th grade, students will have an interview with the College Advisor to refine school selections and get admissions material in order. The College Advisor will also schedule conferences with parents on college selection and admission, scholarships, financial aid and other information.

Section 5

STUDENT CONDUCT

The Code of Conduct at Caribbean School is based on the premise that all students are called to behave appropriately at school. They have the responsibility to behave in a manner that allows teachers to teach and students to learn. The goal is to provide a safe, calm and secure environment that is conducive to the educational process. The intent is to ensure common courtesy and to protect the rights of each student in pursuit of an education free from disruption.

The primary responsibility for a student's behavior rests with the individual student. The primary responsibility for ensuring that students are responsible and accountable rests with the school administration, faculty and parents.

The Code of Conduct is designed to provide a consistent and fair means for responding effectively to situations that may occur at school or school-sponsored events. This code has been written with due

consideration for the legal rights and responsibilities of the Board of Directors, school personnel, students and parents. This policy presents guidelines for the uniform and equitable treatment of all students. It is intended to provide direction for teachers, faculty, staff and administration, and to make students and parents aware of actions and their consequences. This will provide the greatest possible protection to the security of individual students and the safety of the entire student body and staff. It is to be noted that this code suggests the minimum steps to be followed in any given circumstance. The administration may, if in their judgement the case so warrants, impose alternative or stricter disciplinary methods. These lists of offenses are not all inclusive; they are intended to serve as a guide.

Students who accumulate an excess amount of tardies in a given quarter will be assigned a Friday Detention either during recess (Lower School) or after school (Upper School). Part of the detention will be a reflection on why the student has earned detention.

Suspension, whether in-school or out-of-school is the temporary separation of a student from the school community and from all school-related activities for one or more days. The purpose of suspension is to provide the student the opportunity to reflect on the seriousness of actions and their consequences and the values to which they are called as a member of the Caribbean School community. Students returning to school after an out-of-school suspension must meet with the Dean of Students of the Head of School before going to first period class.

Please note that all disciplinary records are intended for internal school use only and do not become part of a student's official educational record that are used for college applications, etc. It is the School's policy not to release disciplinary records to outside third parties

LEVEL ONE VIOLATIONS

- Improper uniform (see Dress Code in Parent-Student Handbook)
- Unauthorized parking or parking out of designated area

- Inappropriate behavior including, but not limited to, yelling, running, throwing food, talking in class or during exams, not cleaning up area in cafeteria
- Use of cell phone at unauthorized times (see ‘Cell Phone Policy’)
- Inappropriate signs of public affection
- Inappropriate use of technology (see Internet and Technology policy in Parent-Student Handbook)
- Failure to serve an assigned detention without being excused

LEVEL ONE PENALTIES

First offense - Verbal and written warning

Second offense - Detention

Third offense - One day in-school suspension; work will be brought to the office for the student to complete

Fourth offense - One day out-of-school suspension, student on disciplinary probation, warning letter about the possibility of expulsion.

Fifth offense - Possible expulsion

LEVEL TWO VIOLATIONS

- Physical aggression (e.g. pushing, shoving, punching)
- Bullying (see Anti-Bullying Policy in Parent-Student Handbook)
- Verbal aggression or intimidation designed to hurt others, including aggression on the telephone, personal electronic devices, or online, or initiating gossip
- Sending a virus to anyone’s computer
- Cheating
- Plagiarism
- Lying to or disrespecting staff, faculty, or guards
- Failing to obey directions of staff, faculty, or guards
- Reckless driving on school property
- Failure to follow rules and regulations in school or during school-sponsored activities on or off school property
- Forging parent signature

- Gambling in school or during school-sponsored activities on or off school property
- Possession or use of tobacco in school or during school-sponsored activities on or off school property
- Damaging school property or property at school belonging to someone else (also requires restitution)
- Stealing (also requires restitution)
- Skipping any part of a class
- Leaving school without permission
- Possession of pornographic materials in school or during school-sponsored activities on or off school property

LEVEL TWO PENALTIES

First offense - Detention

Second offense - One day in-school suspension; work will be brought to the office for the student to complete

Third offense - Two day in-school suspension

Fourth offense - Two day out-of-school suspension, student on disciplinary probation, warning letter about the possibility of expulsion.

Fifth offense - Possible expulsion

LEVEL THREE PENALTIES

- Physical assault of a staff member or student while the student is participating in school activities in or out of school or while on campus outside of regular school hours
- False emergency reporting (e.g. - calling in a bomb scare)
- Arson
- Sexual harassment
- Criminal acts
- Drug or alcohol possession or use in school or during school-sponsored activities on or off school property
- Weapon possession in school or during school-sponsored activities on or off school property

LEVEL THREE PENALTIES

First offense - Possible expulsion

DRESS CODE

Students should dress for school in a manner that reflects the mission of the school and promotes an environment that is conducive to learning. Students are expected to be neat and clean. The school will not allow clothing or grooming that is distracting or offensive to others. Although the details of the dress code are intended to be specific, they cannot possibly address every possible existing or future fashion trend. The school places as much value on the spirit as it does the letter of the dress code, and expects students to comply accordingly if cautioned by a faculty or staff member not to wear an article of clothing. If everyone approaches the dress code in a spirit of cooperation and good sense, dress code should not be a big issue for any student.

The Caribbean School uniform consists of standard items that identify the student as attending Caribbean School. It must be worn properly when students are on campus or field trips. A separate, specific uniform is required for Physical Education classes. Head scarves, bandanas, elaborate bracelets, sweatbands, headbands, tattoos, and hats are not permitted. Additionally, clothing and accessories promoting alcohol, tobacco or drugs or which are offensive to others are not permitted. It will be the judgement of the administration to determine what is acceptable.

GIRLS' DRESS CODE

1. In grades Pre-Kindergarten through 11, girls must wear a white or blue collared knit polo shirt bearing the school insignia. Shirts must be tucked in at all times and vests are optional. Senior girls have the right to wear an alternate dress code once they have earned the privilege by adhering to the rules in the

handbook for two weeks. This privilege can be revoked temporarily or permanently by the administration if students in the class do not adhere to the rules in the handbook.

2. Skirts or jumpers made from the approved Caribbean School material where the length reaches the top of the kneecap must be worn.
3. Single-color black lace, buckle or loafer shoes must be worn. Shoes should be of material that is “shineable.” High heels, clogs, platforms and canvas sneakers are not allowed. Plain white, navy or black crew-length or ankle socks must be worn (no “no show” anklets are permitted).
4. Hairstyles must be kept simple. Only natural hair colors are permitted. Hair must be well groomed and clean.
5. Simple jewelry is allowed but no more than two earrings per ear or two bracelets per wrist. Facial piercings are not allowed.
6. Nails are to be well-groomed with no designs.
7. Students in the Lower School are not permitted to wear cosmetics or makeup.

BOYS’ DRESS CODE

1. Boys in grades Pre-Kindergarten through 11 must wear a white or blue collared knit polo shirt bearing the school insignia. Shirts must be tucked in.
2. Boys in grades Pre-Kindergarten through 11 must wear navy blue dress pants. Jeans of any type or cargo pants are not permitted. Pants must be in good condition and fit properly. They must be worn properly, not down on their hips.
3. Beginning in 1st grade belts are mandatory and must be black.
4. Navy blue shorts (not cargo shorts) may be worn in grades Pre-Kindergarten through 6.
5. Single color black laced, buckle or loafer shoes must be worn. Shoes should be of the material that is “shineable.” Canvas shoes (sneakers) are not allowed. Plain navy blue, black or white crew-length socks must be worn.

6. Hairstyles must be kept simple. Hair must be well-groomed and clean. Hair cannot touch the collar. Hair color must be natural.
7. Boys must be clean shaven and may not wear beards, mustaches or sideburns that extend below the ear.
8. Boys may not wear earrings while on campus or while representing the school in any activity. Facial piercings are not permitted and boys may not color their nails.
9. Senior boys have the right to wear an alternate dress code once they have earned the privilege by adhering to the rules in the handbook for two weeks. This privilege can be revoked temporarily or permanently by the administration if students in the class do not adhere to the rules in the handbook.

PHYSICAL EDUCATION UNIFORM

P.E. uniforms and sneakers must be worn during P.E. classes. P.E. shorts must be Bermuda length. Skorts can be used by girls from Pre-K through 6th grade. Both shorts and shirts must be loose-fitting and worn properly. Ankle socks are permitted but “no show” socks are not permitted. All students may come to school in their P.E. uniform if they have P.E. class first period but must change into regular uniform before going to second period. Students who have P.E. last period of the day can remain in the P.E. uniform for dismissal.

FIELD TRIPS

The dress code for field trips is the regulation uniform unless the nature of the field trip calls for a different dress code, which the teacher will make known. Students who are not in the required dress code will not be permitted to attend the field trip.

JACKETS AND SWEATERS

When the weather is cool, students may wear a sweater without a hood.

CASUAL DAY

Casual days must be approved by the Dean of Students and Head of School. Students who do not participate in the casual day must report in regular uniform. During casual days:

- Shorts and skirts must be no higher than 3 inches above the kneecap.
- Clothes are not to be revealing.
- Shirts should hang down below the waistline. No bare midriffs are permitted.
- Tight leggings will not be permitted unless they are worn with appropriate length shorts, a long shirt or a skirt over them. Leggings by themselves and spandex are not permitted.
- For the girls, spaghetti straps, thin straps, halter tops, tank tops, and strapless shirts are not permitted. Boys are not permitted to wear muscle shirt or tank top.
- No offensive language or images that refer to alcohol, drugs or tobacco is permitted.
- No caps, hats, scarves, bandanas, or headbands are permitted unless they are specifically part of the approved theme for the casual day.
- Shoes can be casual but not beachwear unless that is specifically part of the approved theme for the casual day.
- Clothing should be clean and in good condition with no holes or tears.

Section 6

HONORS

SELECTION of VALEDICTORIAN and SALUTATORIAN

On a yearly basis Caribbean School will select a Valedictorian and Salutatorian from each graduating class. In order to qualify students must have attended Caribbean School for at least four (4) years prior to

graduation. The cumulative grade point average (GPA) from all courses required to graduate and taken since ninth (9th) grade will be calculated as part of the GPA; Advanced Placement (AP) and Honors courses are also included. Calculations will be done to the third decimal place. In the event of a tie all students with the same score will be selected for the respective award/honor.

ACADEMIC HONORS

Caribbean School will schedule regular award ceremonies to ensure that those who achieve academic distinction receive appropriate recognition. At the end of each semester, the following academic honors will be posted:

1. **High Honors:** At the end of each semester, GPA must be 3.75 or higher.
2. **Honors:** At the end of each semester, GPA must be 3.5 or higher.

AWARD CEREMONIES

Caribbean School will schedule regular award ceremonies to ensure that those who perform meritoriously, whether it is in academics, sports or other activities, receive appropriate recognition.

Guidelines for Grade 12th Graduation

1. The guest speaker is selected by the class, but must be approved by the Administration.
2. The speeches of the Valedictorian, Salutatorian and the Class President, will be approved by the Administration before the ceremony.
3. The stoles for the National Honor Society students are presented by the National Honor Society.
4. The 12th grade Advisors and Administration are in charge of organizing the ceremony.

Senior Graduation Awards

Graduation ceremonies have a value for the educational organization extending well beyond the individuals recognized. Such activities represent the progressive academic experience of our students and an opportunity for students, teachers, and family members to celebrate and share in the accomplishments reached by a student. Caribbean School aims to recognize those students who have demonstrated outstanding achievement in the day-to-day academic challenges by publicly identifying and recognizing them during these ceremonies with academic and/or achievement awards.

SPECIFIC AWARDS

Army Reserve National Scholars Award

Given by the National Armed Reserve to a student that has excelled academically and in sports. (set by the National Army Reserve).

National Hispanic Scholars Awards

In recognition to an academically outstanding Hispanic/Latino High School students that achieved the highest scores in the PSAT exams throughout PR, Guam, Mariana Islands, Marshall Island, US Virgin Islands, and the USA.

President's Award for Educational Excellence

Given to students that hold a 3.5 or above GPA, demonstrates high motivation, initiative, integrity, intellectual depth, and leadership. The student must also excel in standardized college admissions tests with scores of over 3,000 in the College Board or 1,800 in the SAT.

President's Volunteer Service Award

Recognize those students who have contributed 100 hours or more to community service.

Fidelity Award

Given to student who has been at Caribbean School from 1st grade until 12th grade.

Core Subjects Awards

Awards in English, Mathematics, Science, Spanish, and Social Studies are given to the student that has been enrolled at Caribbean School continuously from 9th grade to 12th grade and has the highest cumulative GPA.

Salutatorian

Given to a student who has attended Caribbean School for at least four years and holds the second highest cumulative GPA as calculated per policy 7.7.8.4 (Valedictorian and Salutatorian Award)

Valedictorian

Given to a student who has attended Caribbean School for at least four years and holds the highest cumulative GPA

Honor Societies

The National Honor Society (grades 10-12) and National Junior Honor Society (grades 8-9) are the nation's premier organizations established to recognize high school and middle school students who demonstrate excellence in scholarship, leadership, service and character. Since their beginnings nearly a century ago, inductions to these societies are done annually. All students interested must inquire with the respective chapter advisor for details and application forms.

LOWER SCHOOL and UPPER SCHOOL AWARDS

At the end of each year students will receive:

High Honors – (1st Honor) - Students with an average of 95%-100% for all major subjects. (Reading, Language, Math, Science, Social Studies, and Spanish).

Honors – (2nd Honor) - Students with an average of 90%-94%.

Achievement Awards - Students must maintain an average of 95%-100% in a subject area. The award will be for that subject only.

Merit Awards - Students must maintain an average of 90%-94% in a subject area. The award will be for that subject only.

Other Awards - Any other awards will be given according to the pre-established criteria. Examples: Perfect Attendance, Athletic Awards, Improvement Award, Presidential/National for PE, Presidential for Academic Excellence, etc.

Section 7

INTERNET & TECHNOLOGY

Acceptable Use Policy (AUP)

Caribbean School provides computer use and Internet access to promote educational excellence by facilitating resource sharing, innovation, and communication. We recognize the educational value of technology and also the issues that can accompany such access. The following Caribbean School Acceptable Use Policy (AUP) along with the Code of Conduct outlined in the Student-Parent Handbook will govern student behavior while utilizing the Caribbean School Network, accessing the internet, using school-owned computers, and personal digital devices utilized on school property.

Internet and Technology Rules

Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and for specific projects.

All students are responsible for their actions and activities involving computers, devices, Internet, and network. They are also responsible for their files, passwords, and accounts. These rules provide guidance concerning the proper use and examples of prohibited uses. This AUP does not attempt to describe every possible case of prohibited activity. Students, parents, and staff who have questions regarding improper use should contact the Technology Coordinator or Dean of Students for clarification. Students are expected to comply with this policy. Prohibited and inappropriate student use of technology will result in disciplinary action.

Files, communications and personal devices are subject to search

by school administrators if the student is suspected of a violation of the student Code of Conduct or this AUP. If the device is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

Students must sign onto the Caribbean School network while on school property. The school's network filters will be applied to a device's connection to the internet and any attempts to bypass the network filters is prohibited. If the school's network is illegally bypassed by a student, the school will not be responsible for any inappropriate or illegal things which might be download or visited.

Approved personal devices must be in silent mode/muted unless otherwise allowed by a teacher. Headphones may be used with teacher permission. Personal devices must be charged prior to school and run on battery power while at school.

Student work or photographs may be published on the Internet. To ensure student privacy, student authorized items placed on the Internet will only include the student's first name.

Student Responsibility for Personal Devices

As part of our BYOD (Bring Your Own Device) program, all students in 3rd-12th grade are required to bring a personal digital device (i.e. laptop/tablet) to school in order to be able to access classroom

technology. While School employees will help students identify how to keep personal devices secure, the School is not responsible for lost, stolen or damaged devices, including lost or corrupted data on those devices. Students have final responsibility for taking proper steps to adequately protect and secure their devices while on campus. For Lower School students, the device must have a case or cover for its protection. In the Upper School, the device must be carried in a separate bag at all times or inside a book bag when not in use.

The following practices are not permitted:

- Intentionally sending or displaying pictures or words which are racist or sexually explicit.
- Using obscene language in e-mail or web pages.
- Harassing, insulting or attacking others.
- Intentionally damaging computers, computer systems, computer networks, or any other school technology equipment. Damages resulting from vandalism will be collected from parents of students who damage equipment.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Non-educational chat usage and non-educational online game usage are prohibited.
- Install programs or download other material on the hard drives of school-owned technology hardware unless instructed to do so by a Caribbean School teacher or administrator.
- Accessing computer files on internet sites which are relevant to the classroom curriculum.
- Using any device to cheat on assignments, quizzes, or tests or for non-instructional purposes.
- Using devices to record, transmit, or post photographic images or video of a person or persons, including other students, classmates, and teachers, on campus during school

hours or during school activities unless otherwise allowed by a teacher.

Section 8

ANTI-BULLYING and ANTI-HARASSMENT POLICY

SECTION 8 - ANTI-BULLYING AND ANTI-HARASSMENT

Caribbean School Inc. is committed to protecting its students, parents/guardians and employees from bullying, harassment, or discrimination for any reason and of any type. It is the School's belief that all students, parents/guardians and employees are entitled to a safe, equitable and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with the board's collective-bargaining agreements, and if necessary with all applicable laws of the jurisdiction of the Commonwealth of Puerto Rico.

It is essential that a basic prevention curriculum be in place, so that Caribbean School will be built upon a culture of health, wellness, safety, respect and excellence.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families and community agencies that will improve relations within the School. It is designed to ensure that the School compromises itself to having staff that has been trained and supports their School's efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, and to direct follow up when incidents are reported and/or occur.

I. Definitions:

For purposes of this policy, the following definitions will apply:

A. “Harassment” means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

- a. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- b. Has the effect of substantially interfering with a student’s educational performance, or employee’s work performance, or either’s opportunities, or benefits;
- c. Has the effect of substantially negatively impacting a student’s or employee’s emotional or mental well-being; or
- d. Has the effect of substantially disrupting the orderly operation of the School and/or School work environment.

B. Discriminatory, Physical and Sexual Harassment

Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.

Physical harassment refers to methods of coercion, threats, or bullying that involve physical gestures or threats. There are many different forms this type of behavior can take, from blocking someone’s path to the threat of physical violence.

Prohibited harassment includes but is not limited to unwelcome jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, threats of physical violence, physical acts of aggression or assault upon another, and damage to another’s property.

Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature whenever: (1) submission to that conduct or communication is either an explicit or implicit term or condition of an individual’s employment, academic status and/or benefits or to obtaining

an education; (2) the individual's reaction to that conduct (submission or rejection) is used as a factor in decisions affecting that individual's employment or education; or (3) the conduct or communication has the purpose or effect of unreasonably interfering with an individual's educational status, work, performance or creating an intimidating, hostile or offensive educational, work or learning environment.

Sexual harassment is not limited to demands for sexual favors. It also may include but is not limited to actions such as: sex-oriented verbal "kidding", "teasing", or jokes; unwelcome sexually motivated patting, pinching, or physical contact, unwelcome verbal, or written words or symbols directed at an individual because of gender; the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities. This applies whether the harassment is between people of the same or different gender and/or authority.

Sexual harassment does not refer to occasional legitimate non-sexual physical contact such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. It refers to behavior that is not welcome and that is personally intimidating, hostile and offensive.

No student, employee or third party should be subjected to unsolicited or unwelcome sexual overtures of harassment of any kind. In determining whether alleged conduct constitutes a violation of this policy, Caribbean School, Inc. shall consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

This policy also prohibits retaliation against persons for complaining of discrimination, including harassment for participating in related proceedings. Retaliation includes but is not limited to any form of threat, intimidation, reprisal or discrimination.

- C. Bullying** is defined as: "The unwanted, repeated and habitual behavior of the use of force, coercion, or threat, to abuse, aggressively dominate or intimidate another person perceived as vulnerable. One essential prerequisite is the perception of an

imbalance of physical or social power. This imbalance distinguishes bullying from conflict. Bullying is a subcategory of aggressive behavior characterized by the following three minimum criteria:

1. Hostile intent
2. Imbalance of power
3. Repetition over a period of time

Bullying is the activity of repeated, aggressive behavior intended to hurt another individual physically, mentally or emotionally.”

Caribbean School Inc. is committed to protecting its students, parents/guardians and employees from bullying. Bullying will not be tolerated and shall be just cause for disciplinary action

D. Cyber-bullying is defined as the repeated, deliberate, hostile and harmful use of the internet and related technologies to threaten, embarrass, harm, and target other people. It does not refer to a one time action, unless it involves bodily harm or death threats.

E. Cyber-stalking is the repeated use of the internet and related technology to anonymously frighten, stalk, threaten or intimidate an individual or a group causing substantial emotional distress to that person and serving no legitimate purpose.

Forms of Harassment also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment or discrimination.
2. Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
3. Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a) incitement or coercion;
 - b) accessing or knowingly and willingly causing or providing access to data network within the scope of the School system;or

- c) acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

Bullying, Cyber-bullying, Harassment and Discrimination also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, consultant, contractor agent, visitor, volunteer, student, or other person in the School or outside the School at School-sponsored events, on school buses, and at training facilities or training programs sponsored by the School.

It is essential that a basic prevention curriculum be in place, so that Caribbean School will be built upon a culture of health, wellness, safety, respect and excellence.

II. Expectations: Caribbean School expects students, parents/guardians and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and School staff, the educational purpose underlying all School activities, and the care of School facilities and equipment.

III. Stakeholder Responsibilities:

A. Student Support Services of Prevention: School-based staff members, corporate member's families and community stakeholders will collaborate to utilize this policy and associated procedures to promote academic success, enhance resiliency, build developmental assets and promote protective factors within the School by ensuring that faculty/staff and students receive information on violence prevention. These trainings will work to create a climate within the School and the surrounding community that fosters the safety and respect of

children and the belief that adults are there to protect and help them. Additionally, students and staff (including, but not limited to, School based employees, administrators, counseling staff) will be given the skills, training and tools needed to create the foundation for preventing, identifying, investigating, and intervening when issues of bullying arise.

B. School: Caribbean School shall designate a “Prevention Liaison” who shall serve on an existing team that address acts of violence and school safety. At minimum, this team should include staff members from administration, guidance and instruction. These designees are the key in the dissemination of prevention methods, intervention, and curriculum, for bullying and other issues that impact the school culture and welfare and staff.

At the beginning of each school year, the Head of School/designee and/or appropriate administrator(s), shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal to students, School staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Code of Conduct, Employee Handbook, the School website, and/or through other reasonable means.

IV. REPORTING AN INCIDENT PROCEDURE

Any teacher, administrator, student or employee of Caribbean School who believes that he/she is a victim of sexual or other forms of harassment by another teacher, administrator, student, employees, agents, or third parties should in a confidential manner report the act immediately or as soon as possible to one of the following persons: Head of School, Business Administrator, Dean, Human Resources person, Counselor or teacher. The same procedure applies to teachers, administrators, students or employees who believe they have been retaliated against for complaining of sexual or other types of harassment. Any act of harassment may initially be reported verbally but may be required in writing by the School. In all cases the Informed party must file a written report to the Head of School and/or Business Administrator within a 24 hour period.

When the Head of School and/or the Business Administrator is a party to a complaint, the President of the Board and the Chair of the

board's Legal Committee shall be informed immediately. When the President of the Board is a party to a complaint, the related duties and responsibilities will be assumed by the Vice President of the Board.

After the complainant informs of the situation, he/she will be required to formally file a claim in writing, containing the incidents that are alleged to constitute harassment.

The Incident Report Form must contain or cover the following:

- (a) The date(s) and hour(s) of the alleged incident of sexual harassment.
- (b) A complete description of the place where the incident occurred.
- (c) A narration of the incident (who, what, how).
- (d) A list of those people who may have been witnesses.
- (e) Name of the alleged harasser.
- (f) If there has been a gap between the incident and the filing of the claim, the reason for it must be explained.

The Dean of Students or his designee is responsible for receiving oral or written complaints alleging violations of this policy when a student is involved, as with all infractions from the Student Code of Conduct. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the greatest extent possible within legal constraints.

The Head of School shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and what actions may be taken.

Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incidents involving bullying of students) is strongly encouraged to report the incident in writing to a School official. Complaints should be filed as soon as possible after the alleged incident and noted on the specified data system.

A. Students may report complaints of bullying to any school staff member; teacher, dean, counselor, Head of School. The student may report the complaint or incidents in writing or verbally to any of the officers named.

B. The staff member that was informed about the complaint has the obligation to report it to the Dean of Students and/or Head of School immediately or as soon as it is possible. If the student report is written, the staff member shall present it to the Dean of Students and/or Head of School.

V. INVESTIGATION PROCEDURE

The Head of School or Business Administrator will proceed to take the appropriate measures considered necessary to avoid continued exposure of the complainant to the conduct complained of.

An investigation will start immediately and no later than ten (10) days after the presentation of the complaint in writing. The investigation will be conducted in a discreet manner and will cover all the relevant facts presented by the parties, including all witnesses announced by the parties.

The appropriate person depending on the circumstances, meaning the Head of School or Business Administrator or Human Resources, will conduct the investigation interviewing the persons involved and the official member that presented the complaint to him/her.

The Head of School will evaluate the situation and according to the specifically circumstances he/she will act and establish a disciplinary action, if it proceeds.

The disciplinary action or sanctions will be applicable as designated in this Policy (Disciplinary Sanctions).

VI. RESULTS OF THE INVESTIGATION

Within ten (10) days of the conclusion of the investigation the results and the finding of facts pertaining to said investigation will be put in writing.

The investigator will conduct the investigation, including, but not limited to, interviewing the person who initiated the complaint, the alleged harasser and any witnesses, and will gather any other relevant information.

The investigator will take notes on interviews and will ask the persons to read, revise, correct and sign the notes. The person interviewed must sign and date the statement, initial each page on the left margin, and initial every correction or change in the document. The statement must also be signed by the investigator.

VII. PRELIMINARY EVALUATION

At this point, the investigator should make a preliminary evaluation. If the investigator believes, based on the interviews, that there is a possible violation of the School's Harassment Policy (of any kind), or if there is a conflict between the versions the alleged victim and harasser have offered, the investigation should be continued.

If, on the contrary, there is no conflict in the versions offered by the alleged victim and harasser, and the interviews clearly point to a misunderstanding or an event that does not violate the School's Harassment Policy, the investigator will proceed to so inform the Head of School and/or Business Administrator or the Board of Directors.

If it is necessary to continue the investigation, the investigator must interview all the witnesses and other possible victims. The procedure mentioned above will be followed for each of the persons interviewed.

VIII. DISCIPLINARY ACTION / SANCTION

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the School.

Based on the facts, the investigator will prepare a complete report of the investigation. This report should include the recommended disciplinary action or sanction, as well as any other action for the parties involved, and copies of all the statements. Copy of this report will be part of the employee's record of the parties (claimant and harasser).

Appropriate disciplinary action will be initiated by the Dean of Students, the Head of School or the Business Administrator, as appropriate, taking into account the severity of the incident and the age of the parties, and will be calculated to stop the specific harassment reported and prevent recurrence.

The range of disciplinary action may include immediate suspension, expulsion from the school and/or termination of employment.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate interventions, restoration of a positive climax and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying, also, constitutes a violation of this policy.

1. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Code of Conduct and this policy.
2. Consequences and appropriate interventions for a School employee found to have committed an act of bullying will be instituted in accordance with the School policy, procedures and agreements under "Employee Disciplinary Guidelines", including reports to appropriate law enforcement officials.

3. Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have committed an act of bullying shall be determined by the Head of School/designee after consideration of the nature and circumstances of the acts, including reports to appropriate law enforcement officials.
4. These same actions will apply to persons, whether they are students, school employees, parents/guardians, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

It may be possible to resolve a complaint through informal discussions between the Head of School and/or Business Administrator and the parties involved. If all parties agree that a resolution has been achieved, no further disciplinary action needs to be taken. The results of an informal resolution shall be put in writing.

Instances which should not be resolved through informal mechanisms include: complaints of harassment of students by employees, complaints in which other students are also apparent victims, complaints that indicate possible threats to the safety of the complainant or other persons, and complaints of harassment that continued or re-occurred after prior informal resolution attempts.

In the event a dispute resolution is needed, the interested party who is adversely affected by the disciplinary action and/or is dissatisfied with the initial determination must submit their position in writing to the Board of Directors, which is the final and binding authority of the school.

FERPA Consent Form

The Family Educational Rights and Privacy Act of 1974, also known as FERPA and/or The Buckley Amendment of 1974, as amended, grants students' certain rights and privacies regarding education records of students attending educational institutions. By submitting this form, the parent or legal guardian consents to release from his or her child's educational records, the documents and/or information described below, to a third party for a defined purpose such as student intention to enroll or to transfer to another school, college applications, summer programs, scholarships, financial aid processing or other special program. Once the student reaches 18 years of age, the consent and the rights accorded to FERPA are required of and accorded to the student rather than to his/her parents, known as "eligible student". There is no need to consent to the release of "directory information" according to FERPA. The parent or the eligible student has the right to inspect the student's education record prior to sign the consent. This consent form does not cover the release of disciplinary records and/or information to third parties. See School policy section pertaining to student records.

Without the written consent of the parent or the eligible student, the documents and information below mentioned will not be processed or submitted, and the parent or the eligible student will be responsible to provide the information directly to the third party as required.

Student Information (please print)

LAST NAME

FIRST NAME

MIDDLE NAME

PHONE NUMBER

EMAIL ADDRESS

Parent Signature

LAST NAME

FIRST NAME

RELATIONSHIP to STUDENT

SIGNATURE

DATE

Check Yes or No to release the information on each item		
	Transcripts	Current Quarter grades, Final grades, GPAs, credits earned, courses, etc.
	Academic Data	Academic work completed, level of achievements, curriculum, extracurricular participation, degrees, honors, awards received, etc.
	Recommendation	Student assessment from teacher, counselor, faculty
	Directory Information	Student's name, address telephone listing electronic mail address, contact information, photographs, date and place of birth, enrollment (elementary, intermediate and high school), major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, etc.
	Attendance	Dates of attendance.
	School Books	Annual year books, etc.
	Standardized Test Scores	SAT, ACT, PSAT, AP, College Board PAA, etc.
	Test and Interest Inventory Results	Tests and Interest Inventory Results.
	Personally Identifiable Information	Personal identifier, names of student's parents or legal guardians, family members background, etc.

I hereby release Caribbean School, its Trustees, Officers and Employees, including the School registrar, College Advisor, Counselor, Agents or Assigns, from any and all liability for release of the above named records/information. I understand the is no private cause of action under FERPA.

I understand that I have the right to revoke this consent at any time. I understand I may revoke this Consent upon providing written notice to the Head of School. I further understand that until the revocation is made, this consent shall remain in effect, and any document and/or information listed above will continue to be provided.

I understand that this consent does not apply to the release of disciplinary records and/or information, which is covered by the School policy pertaining to student records.

I understand that failure to grant release will result in the school not being able to submit said information and/or documents, nor to complete required forms for admission evaluation, scholarship evaluation or special programs participation and I assume all responsibility for contacting the third party directly to submit appropriate information.

Caribbean School

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CARIBBEAN SCHOOL IS A DRUG FREE ENVIRONMENT

As an independent school, Caribbean School does not discriminate on the basis of age, race, sex, creed, color, sexual orientation, or national or ethnic origin

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PUERTO RICO*

