



Dorado Academy

"An Advanced Learning Community"

RULES AND REGULATIONS

HISTORY

Dorado Academy, Inc. is a nonprofit corporation established under the laws of the commonwealth of Puerto Rico to operate an private independent, nonsectarian, English language school of the highest academic standards based on the Puerto Rican culture to serve Dorado and surrounding communities. Founded in 1972, Dorado Academy was developed initially as a response to the need for a private school in the Dorado area. At present, services extend from Prekindergarten through twelfth grades.

MISSION

"Dorado Academy will strive every day to maintain the highest educational standards, while fulfilling the following commitments:

- To its students: Innovative education in synergy with our times, that will empower self-learning, promote resiliency and cater to individual academic interests, while preparing you for all challenges and lifelong pursuits
- To its faculty: Recognition as our most critical resource through competitive compensation and our full support in your continued development and certification
- To its community: Sponsor a family-first environment that will effectively interact with our neighbors through strong principles of participative citizenship"

VISION

"Dorado Academy is to be recognized as the premier English instruction Institution in Puerto Rico, by continuously ensuring the highest quality of education through an integrated learning program focused on the creation of innovative leaders and upstanding citizens, well prepared to meet the challenges of today's society".

OBJECTIVES

We view the following as our objectives for each student:

- To develop and continually improve basic academic skills;
- To provide opportunities for students to develop their own creative talents and to learn to appreciate music, art and literature;
- To enrich each child with an awareness of culture and history;
- To ensure that each child acquires the language and other skills needed for a productive life;
- To develop reasoning abilities and critical thinking to the best of each child's abilities, and
- To instill in each child a sense of moral and spiritual values such that he or she will become a humane, concerned, involved, and thinking member of society.

PHILOSOPHICAL BELIEFS

- All students deserve the opportunity to learn.
- Students need to develop a sense of being life long learners.
- The purpose of education is to develop a student intellectually, socially, emotionally, and physically.
- A safe, positive, supportive environment is essential to the educational process.
- Optimal teaching/learning occurs when there is a shared responsibility among students, parents, faculty and community.

Our goal is to develop attitudes and habits which distinguish a self-disciplined and self-directed person. We acknowledge that discipline and self-control are acquired gradually. Therefore, younger students need more direction and supervision than the older ones. In addition, we recognize the need for an orderly procedure which establishes and maintains an adequate environment, suitable for interaction and learning.

Our faculty and administration have prepared the following rules with the objective of facilitating co-operation and creating the proper environment for learning. It is not intended for students and parents to only follow these rules, but to fully understand the reasons for them, accept them and be responsible for carrying them out.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Dorado Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

ARTICLE 1 ADMISSION AND REGISTRATION INFORMATION

A. REQUIREMENTS:

- | | |
|--|--|
| • Picture 2"x 2" | • Entrance Exam |
| • Immunization-(P-Vac3)-Green Form | • G. P. A. 2.50 (B Average) |
| • Physical/Eye Examination | • Report Cards/Official Transcript |
| • Dental Examination Certificate for children in grades K, 2nd, 4th, 6th, 8th, and 10th. | • Letter of Conduct/Recommendation |
| • Original Birth Certificate | • Mandatory Drug Tests (9 th – 12 th grades) |
| • Social Security Number | • Interview |
| • Psychometric Evaluation | • Preschool Screening (Pre-Kinder and Kinder)* |

*For Preschool admission, the student must be 4 yrs old for Pre-Kinder and 5 years old for Kinder, by September 1st. In the event that groups still have spaces available, the school will begin to consider students that are born after September 1st in the order of date of birth beginning September 2nd to October 31st.

Note: In grades 11th and 12th no new admissions are accepted.

B. FEES:

Non-refundable Fees:

- Application Fee per student (one time charge).
- Enrollment Fee per family (one time charge)
- Building Fund Fee per family (annual fee per family)
- Entrance Exam Fee per student (one time charge)
- Registration Fee per student
- Science Lab Fee per student grades 6th - 12th
- P. T. A. Fee per family
- Mandatory Drug Test Fee per student grades 9th - 12th

Graduation Fees:

Kindergarten, 8th and 12th grades.

Any other fee identified as essential for the educational process.

Payments are due the first of the month. Any tuition or late charges not paid on time will be considered late and \$20.00 late charge will be made after the 10th of the month. Non collectible fees will be charged \$25.00 plus \$10.00 late charge per student.

No Final exams, report cards, transcripts or access to Plus Portals services will be given to the students/parents if any tuition and/or fees are owed.

No student will graduate or be promoted to the next grade if any tuition and/or fees are owed.

C. WITHDRAWALS:

Partial month attended by students shall be paid as full month. If a student withdraws, for any reason, reimbursement will be made for the month or period pre-paid in which the student will not be attending classes. From the day parents officially notify the school of the withdrawal. The parent agrees to pay full tuition for the month in which the student had been enrolled plus all enrollment fees, which are non-refundable. For every transcript a \$15.00 fee will be applied.

D. TRANSFERS OUT OF DORADO ACADEMY:

When a child is going to leave Dorado Academy; parents should notify the school in advance to allow time for the preparation of a transcript of the academic record and a letter of attendance and conduct. The school will also return any original documents (birth certificates, health records, or records from other schools) presented when the child was first registered.

E. CHANGE OF SCHOOL:

Students withdrawn from Dorado Academy may be re-admitted only after complying with all requirements as for any new admission and with a positive recommendation from the school's administration. (**Note:** In grades 11th and 12th no re-admissions will be accepted)

F. PAYMENTS:

Non-refundable registration fee is due for each student at the time of registration. The registration fee will reserve a seat for the student. With the total payment of the fees, the process of registration will be completed and the student will be guaranteed a seat.

All school fees are due on/before the established date. A late charge of 20% of the total amount will be charged after that date.

All fees and tuition payments of July and August must be paid before the school year begins, in order for the student to be permitted to attend classes in August.

The balance of the tuition may be paid according to one of the following plans:

PLAN A: One full payment. If this plan is selected a 5% DISCOUNT on tuition will be granted.

PLAN B: Semi-Annual (2.0% DISCOUNT ON TUITION)

PLAN C: Direct Debit payment through the bank.

TUITION DISCOUNT OF \$100.00 FOR SECOND CHILD

G. FUND-RAISING

Tuition alone does not cover the cost of educating students and the cost of providing all of the other services. The most important sources of additional revenues for the school are the annual fundraising activities and private donations. These activities take significant time and effort on the part of the volunteers and staff. All parents and students are required to participate and support all fund-raising activities.

ARTICLE 2 UNIFORMS

The school uniform identifies the student with the school. It is required that each student uses his/her complete uniform while attending Dorado Academy. The homeroom teacher will revise it daily. Any student that attends school with part or no uniform must bring a written excuse from parents, otherwise the student will not be permitted to enter the school.

A. GIRLS UNIFORM:

- **Pre-K & Kinder:** P. E. uniform light blue t-shirt with navy blue borders with school logo; navy blue shorts with school logo or shirt dress with shorts
- **1st to 5th grades:** french blue polo with khaki borders with school logo
Options: khaki bermuda pants, khaki long pants, khaki capri pants or khaki skirt with school logo
- **6th to 11th grades:** french blue polo with khaki borders with school logo
Options: khaki long pants, khaki capri pants or khaki skirt with school logo (no leggings)
- **12th grade (seniors):** light blue polo with khaki borders with school logo
Options: khaki long pants, khaki capri pants or khaki skirt with school logo (no leggings)
- **Pre-K to 12th grades:** white socks
- **Pre-K to 12th grades:** sneakers

Note: Only solid navy blue jackets with school logo are permitted.

All uniform skirt lengths must be no shorter than mid-knee. Girls in grades 9th-12th, skirt pants (skort) are not permitted. No leggings are permitted.

B. BOYS UNIFORM:

- **Pre-K & Kinder:** P. E. uniform light blue t- shirt with navy blue borders and school logo; navy blue shorts with school logo
- **1st to 11th grades:** french blue polo with khaki borders with school logo
Options: khaki bermuda pants, or khaki long pants with school logo
- **12th grade (seniors):** light blue polo with khaki borders with school logo
Options: khaki bermuda pants, or khaki long pants with school logo
- **Pre-K to 12th grades:** white socks
- **Pre-K to 12 grades:** sneakers

Note: only solid navy blue jackets with school logo will be permitted.

Belts: brown or black

All pants and belts are to be worn at the waist, not at the hips.

C. PHYSICAL EDUCATION UNIFORM (ALL GRADES):

- P. E. light blue t-shirt with navy blue borders with school logo
- Navy blue shorts with school logo (Pre-K – 5th)
- Long P. E. pants with school logo (1st – 11th)
- White socks and sneakers

(Please Note: The P. E. long pants/shorts must have the school logo. At the upper school, P. E. long pants are to be worn only on P. E. days).

***All uniforms must be the official authorized school uniform with school logo from UNIFORM AUTHORITY. No other uniform will be permitted to be worn to school.**

D. PERSONAL APPEARANCE:

Every student is to be in complete uniform every day. It is the responsibility of the parent/student to see that the uniform is clean and in good condition. Periodically there will be a check on personal appearance and uniforms.

Students are expected to dress modestly and act in a correct manner at all times, especially when wearing the school uniform (in or out of school). Since they represent Dorado Academy, the students are responsible for the reputation of the school.

HAIR:

The general principle of cleanliness, neatness, and simplicity should govern hair styles. Boys hair length should be no longer than the bottom of the ear lobe, off the back of the neck. A neat hair cut is mandatory to contribute to good personal appearance. Extremes in hair styles (unkempt, colored, bleached, unusually wild, pony tails, braids, Mohawk style or “hair art”) shall not be permitted. All decisions as to length and style shall be subject to the approval of the Headmaster and/or Principal.

FACIAL HAIR:

Boys are to come to school clean shaved. (No facial hair is permitted.)

JEWELRY AND TATTOOS:

If worn, jewelry must be simple and in good taste as determined by the Headmaster and/or Principal. Visible body piercing, including (but not limited to) nose studs, tongue piercing and multiple ear piercing are not permitted. Boys must remove all earrings before entering school and are prohibited from wearing them during regular school hours.

Tattoos are not permitted. If for any reason the student already has one, it should not be visible.

JACKETS/SWEATERS:

Only solid navy blue/black jackets/sweaters will be permitted. (No brand names are permitted.) School official athletic jackets are permitted.

HATS:

Hats/caps/headbands of any kind are not permitted.

OTHER:

Extremes in make-up, jewelry, hairstyles, etc. are not permitted.

ANY DRESS CODE VIOLATION WILL REQUIRE IMMEDIATE CORRECTION. STUDENTS WHO REFUSE TO COMPLY WITH THE UNIFORM CODE WILL BE DISCIPLINED ACCORDINGLY AND MAY RESULT IN DETENTION, SUSPENSION AND/OR SENT HOME AND LOSE THE RIGHT TO MAKE UP MISSED ACADEMIC WORK.

Final judgment regarding a student's appearance will be at the discretion of the school's administration.

ARTICLE 3 SCHOOL MAINTENANCE

1. Students are all expected to help keep their classrooms, halls and walk ways, playgrounds, restrooms and lunch area clean.
2. Writing or drawing on any school property, such as bulletin boards, desk, walls, lockers, etc. is considered damaging school property.
3. Accidental damage must be reported to the Principal's Office immediately.
4. Littering, throwing papers or waste items on the floor or school grounds is considered a violation of the aesthetic atmosphere of the school and is considered property damage.
5. Any accidental or intentional damage must be replaced by student/parent or charged to the student's account.

RULES FOR STUDENT LOCKERS:

- Lockers are only for students in grades 6th – 12th.
- No lock, other than the school's master lock will be permitted.
- The administration has the authority to open and check student lockers at any time.
- Only books and P. E. uniforms are to be kept in lockers.
- Keeping lockers clean will be the responsibility of the students.

- Students will be responsible for any damage done to the lockers.
- No food is to be kept in lockers.
- No writing or drawing on/in lockers.
- No stickers on/in lockers.
- Slamming of locker doors is not permitted.

ARTICLE 4 FIRST AID

1. If the student feels sick, he/she should be sure to tell the teacher. If the illness requires more attention he/she will be asked to go to the First Aid Room. The School Nurse will provide simple first aid. The school nurse is not authorized to give any kind of medication.
2. Parents/legal guardians will be responsible for administering the students' medication. Should the student have a chronic condition, we will require a medical certificate with instructions on how and when the medication should be administered and a signed release form. The prescription medication must be sent in the original container from the pharmacy and include pharmacy label.
3. Under no circumstances is any student allowed to have medication in their possession. Students will be subject to disciplinary action if they share or give medication or drugs to other students.
4. If a student needs to go home or to be taken to the hospital, the school will notify the parent or guardian.
5. Current emergency information must be on file for each student. It is the responsibility of the parent to inform the school of any change in this data.

SCHOOL ELEVATOR POLICY:

The school elevator is for the use of injured and handicap persons, for transporting cargo to or from the second floor, emergencies and authorized personnel.

ARTICLE 5 ATTENDANCE

A. SCHOOL HOURS:

Pre-Kinder – 12th 7:40 a.m. – 2:50 p.m.

B. HOMEROOM PERIOD:

Homeroom period is a very important part of every school day. All students must be present every day for Homeroom Period. It is strongly recommended that students go immediately to homeroom when they arrive at school. The warning bell rings at 7:40 a.m. All students must go immediately to their respective homerooms. Classroom doors will be closed when the 7:45 a.m. bell rings.

C. ABSENCES:

1. On the day a student is absent for any reason, the parent or guardian must call the school (787-796-4616, 787-796-2180 or fax 787-796-7398).
2. When a student returns to school after an absence, he/she must bring a written excuse giving the student's name, date(s) of absence, and reason for the absence. Without the excuse, students may not be admitted to class.
3. Appointments with doctors, dentists, or other types of personal business should be scheduled after regular school hours or during school holidays or recesses.
4. Parents are advised to schedule their vacations, weekend trips, etc., so that they do not conflict with class days. School work or exams will not be altered for vacations scheduled during class days. Students will receive a grade of zero (0) for exams missed.
5. A student may be absent no more than eight days per semester unless the absence is caused by serious illness and verified by a doctor's certificate. All class work, reports, tests, plus an equivalent amount of work for the number of class hours missed must be made up by the student.
6. Students will not be excused from school to attend student activities not authorized by the school. All students not participating in such activity must report to school. The school will take disciplinary action with the group of students involved.

D. TARDINESS

- Students are expected to arrive on time each day. The warning bell rings at 7:40 a.m. The late bell rings at 7:45 a.m. Anyone arriving late for the start of the school day must report to the Principal's office for a late slip. No student will be permitted into the classroom without a late slip.
- No parent/guardian will be permitted to accompany their child to the classroom after the 7:45 a.m. late bell rings.
- After five tardies parents will meet with the Principal to find a solution to the problem. Five tardies will be counted as an absence.

The Principal reserves the right to reject any excuse for absence or lateness if the excuse does not represent an acceptable reason.

E. LEAVING CLASSES:

1. No student is to leave the classroom at any time without the permission of his/her teacher. This applies to the office, library, cafeteria, restrooms, and any other restricted area.
2. When a student is dismissed by a teacher during a regular period for any reason, he/she is to report immediately to the Main office.
3. If a student cuts class, his/her parents will be notified. Disciplinary action will be enforced immediately. Any class missed must be made up after school hours.

F. LEAVING SCHOOL:

1. If it is necessary for a student to leave school early, the student must report to the Principal and the school will contact the parent for the necessary permission, otherwise, no student will be permitted to leave school before dismissal time.

Revised October 2019

2. In case of early dismissal, a letter from the parent is required before the student can leave the school.
3. Parents who come to take their child out of school before dismissal, must go to the office and sign the early dismissal form.
4. In case of sickness or any other emergency, the school will call the parents for authorization of the early dismissal.
5. No student may leave the school during school hours to make preparations for a class or class activities.
6. The last period of the day may not be interrupted by parents for early dismissal, parents must wait until regular dismissal at 2:50 p.m.

E. TRANSPORTATION:

Parents are responsible for making their own transportation arrangements.

G. SNACK/LUNCH/CAFETERIA:

1. The school schedule provides a snack and lunch period each day.
2. Students may purchase the food available in the cafeteria or they may bring their own lunch from home.
3. Parents may register in PayForit.net to make on line meal payments and also review what their children are consuming and purchasing in the cafeteria.
4. Students may not purchase or have lunch delivered to the school during their lunch period (especially by outside food vendors).
5. All students must eat their lunch in the cafeteria. Each class will be responsible for leaving the tables and area clean.
6. No food may be taken into the library, basketball court or classrooms.
7. Any parties or celebrations must be held during recess or last period and only with the permission of school authorities.
8. Students are to clean up the area they use for recess, and be on time for their next class of the day.

ARTICLE 6 BOOKS

Parents are responsible for the purchasing of textbooks and workbooks for their child. Parents will receive a book list and will be notified of the dates on which the books will be on sale. Textbooks will be evaluated periodically and changed or revised according to the necessity of keeping the school's curriculum updated.

1. Each student is responsible for having and taking care of all materials necessary for class.
2. Each student should write his/her name in the inside cover of all his/her books.
3. Books are not to be left on the floor or hallways at any time.

4. Book bags are not to be left unattended at any time.
5. To borrow without permission or to damage another student's book constitutes theft and destruction of private property.

ARTICLE 7 TECHNOLOGY

A. TELEPHONES

- Cellular/Wireless Telephones are prohibited from use by all students during school hours (7:40 a.m. to 2:50 p.m.). Should an emergency arise, the student may call from the Principal's, guidance or main office.
- Telephone messages will not be given to students except in the case of a real emergency.
- If a student is found using a cellular/wireless telephone, a staff member has the right to confiscate the device and give it to the Principal/Headmaster. The student must claim his/her device at 2:50 p.m. that day from the Principal/Headmaster. If a second offense is committed, the Principal will hold the device until a meeting with the parents/guardians is arranged.

B. ACCEPTABLE INTERNET USE POLICY

Dorado Academy's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

STUDENTS MUST:

Respect and protect the privacy of others.

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

Respect and protect the intellectual property of others.

- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize.

Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher.

- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above:

- Design and post web pages and other material from school resource with a teacher's permission.
- Use the resources for any educational purpose.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

C. ELECTRONIC DEVICE PROTOCOL

Technology plays an integral part in the educational process at Dorado Academy. Electronic devices enhance the learning experience providing access and tools for all students. Appropriate use of electronic devices and systems enrich the teaching and learning process by permitting access to external references and learning tools. Through the use of the latest technology, e-books, and school wide wireless network, students have greater success in the acquisition of skills and competencies.

"Device": *Device means privately owned wireless and/or portable electronic hand-held equipment that includes, but not limited to laptops, net books, cell phones, smart phones, iPods, iPads, tablets, and e-Readers.*

PROTOCOL OF USE

1. Student devices may be used to access resources and complete classroom activities. Educational activities may include researching information, analyzing data and reading e-books. The use of the device is at the discretion of the school. Printing from personal devices will not be possible at school.
2. Students are solely responsible for their device. Devices must be fully charged when brought to school. Similar to other personally owned items, Dorado Academy is not liable for loss, damage, misuse or theft of the device. Responsibility to keep the personal device secure rests with the individual owner. Students and parents should be aware that devices are subject to search by

school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.

3. To maintain a safe and secure learning environment, a filtered Internet connection will be provided for students. Students will only be able to use their device under the direct supervision of their teacher. Any unauthorized use can result in privileges being revoked.

ARTICLE 8

DISCIPLINE & CONDUCT

A. GENERAL RULE

The school reserves the right to implement reasonable discipline measures to fit the needs of each child. It is impossible to provide the right climate for learning without using corrective discipline where needed. A cooperative attitude on the part of the parents as well as the student is imperative. Each teacher is expected to handle as many discipline problems as possible in the classroom. When the teacher has exhausted his/her means in the classroom, the child is sent to the office with a written explanation. The following actions will be taken in relation to office discipline:

1. **First Offense:** The student will discuss the problem with the Guidance Counselor or Principal.
2. **Second Offense:** A letter will be sent to the parents giving them time to appear and an opportunity to help in corrective discipline on behalf of his/her child.
3. **Third Offense:** The student will be suspended and all school work will be graded "F" in all classes. Suspensions are not intended to be vacations. Parents are expected to continue the disciplinary action at home, and may ask for a meeting with the administration of the school.
4. **Fourth Offense:** The student will be permanently expelled.

WARNING: Some discipline problems may demand an immediate suspension, doing away with the usual process. The office will take any necessary action and demand the parent's immediate presence.

B. PERSONAL CONDUCT

1. Each student is responsible for his/her personal property. The school does not assume any obligation covering such items or any other expensive item brought to school.
2. Kindness, courtesy and respect toward adults and student are demanded at all times.
3. Students are expected to act like ladies/gentlemen at all times, shouting, screaming, "fooling around", running through the halls, improper language, etc; will not be tolerated.
4. To insure a clean and safe environment for all, students are not permitted to consume any food, candy and/or beverages in the classroom without the expressed permission of the teacher of that classroom. Should any of the mentioned items be consumed in the classroom, it is the student's responsibility to clean up any garbage or spills created.
5. Students are not to bring candy, gum, comic books, or any other publications for the purpose of selling or distributing these items in school, except for official school fundraising activities.

6. If students bring to school radios, video games, tape recorders, walk-mans, PSP, Game Boys, iPods, iPads, tablets, Laptops, computers, etc, if these items are broken, misplaced or stolen, the school will not be held responsible.
7. Students are to show respect for the feelings, rights, and property of others in the school community.
8. Students are expected to act responsibly. This means being self disciplined, acting in the best interest of one's self and of others.
9. Students are expected to treat school property with respect. This includes desks, lockers, grounds, lavatories, library books, textbooks, and materials, etc. The care, protection, and maintenance of school property is the responsibility of every student.
10. Students and their parents will be held responsible for damage to school property or to the property of others.
11. The school's administration will immediately take action with those students which are referred to the office because of failure to comply with the rules and for exhibiting behavior which does not enable the normal process of the classroom.

C. COLLABORATION WITH THE CLASSROOM PROCESS

1. Students collaborate by bringing the materials and work assigned, being prepared, and participating actively.
2. Students must work on assigned tasks during class periods.
3. A student may leave the classroom only if the teacher or a school official has granted permission.
4. Students must do their own work originally and individually. COPIES ARE NOT ACCEPTED.
5. Plagiarism is a serious academic offense and will not be tolerated. Copies will not be accepted in lieu of original work. Cheating during a quiz or an examination is also a serious violation of these rules and will not be tolerated.
6. Students are allowed only three or four minutes when they are excused to use the bathroom, the cafeteria, and the office.
7. The Principal reserves the right to determine the seriousness of the infractions or violations of the above mentioned rules and regulations, and will determine the penalty or punishment administered.

D. SPORTS

1. Students who play on school teams represent Dorado Academy in games/tournaments in/outside the school. We consider this a privilege and an honor. We expect the student to maintain the following requirements: 1. Maintain an excellent conduct record.
2. Maintain a minimum general academic average of 2.50 (B).
3. Attending practices is a requirement. No more than four (4) absences are accepted.
4. Arriving on time to games and practices is required.

5. Kindness, respect and courtesy towards the team's coach, team members and opposing team is required at all times.
6. Any violation of the above requirements must demand immediate suspension from the team.
7. All uniforms must be returned to the coach immediately the season ends of each particular sport.

AFTER SCHOOL DETENTION

1. Any student who does not maintain proper behavior during a regular classroom period or during recess or lunch time will have thirty (30) minutes of detention after the dismissal bell rings.
2. Eating or drinking during a class period, arriving late or cutting classes, abusive or obscene language or gestures, etc. are reasons for after school detention.

IN-HOUSE SUSPENSION

If the student shows a very serious discipline problem the school's administration will have the option to apply "In-House Suspension" for that student which will require school community services. He/she must help in the elementary school, cafeteria, library or school maintenance during regular or after school hours.

ARTICLE 9

POLICY ON ALCOHOL, TOBACCO, AND OTHER DRUGS

A. DESCRIPTION

Dorado Academy is totally committed to providing a healthy and secure environment free of alcohol, tobacco, and other drugs through the following:

1. The selling, manufacture, possession, consumption, and/or the distribution of illegal drugs such as marijuana, cocaine, crack, heroin, etc., prescription drugs without medical authorization is totally prohibited on the grounds of Dorado Academy and/or at officially sponsored school activities off school grounds.
2. Smoking on school grounds before, during, after school hours or at any officially sponsored school activity is prohibited for all students and adults.
3. The selling, distribution or consumption of alcoholic beverages and tobacco is prohibited at all fund raising/school activities on or off school grounds held by classes or student groups of Dorado Academy.
4. Fund raising and other activities that are not sponsored by the school, but are sponsored by parents will be the sole responsibility both socially and legally of the parents involved. The name of Dorado Academy may not be used for contracting services

B. EDUCATION AND PREVENTION

Dorado Academy recognizes that the best solution to alcohol, tobacco, and other drugs used by the students is its prevention through education and proactive prevention activities. The school

through its Guidance Counselor and community resources and in accordance to its resources and capabilities, will offer its students, parents, faculty, and administrative personnel educational prevention activities which will enhance the continual development of a healthy and secure learning environment free of alcohol, tobacco, and other drugs.

C. DISCIPLINARY ACTION

Students of Dorado Academy will be subject to the following disciplinary measures in relation to violations of the **Rules and Regulations** regarding the use of alcohol, tobacco, and other drugs.

Step 1: Depending on the seriousness of the of the case, the Guidance Counselor and/or School Principal together with the student and his/her parents will discuss the facts involved in a confidential meeting.

Step 2: The student and his/her parents will be formally advised either verbally or in writing of the charges involved and the evidence to sustain the charges.

The school reserves the right to immediately suspend or expel the student if the offense warrants it.

The student with his/her parents will participate in an administrative hearing with the School Principal and/or School Counselor and/or other individuals such as teachers and/or health professionals, as deemed necessary, to evaluate the situation and offer pertinent recommendation.

Dorado Academy, through its Guidance Counselor, will still offer the student and his/her family assistance in finding help and referral for rehabilitation, if the student and his/her family desire it.

ARTICLE 10

DORADO ACADEMY'S DRUG FREE PROGRAM POLICY (DFPP) AND STUDENT MANDATORY DRUG TESTING PROCEDURE

INTRODUCTION

Dorado Academy is fully committed to a drug free learning environment. It is our goal to adopt any and all necessary actions in order to prevent, discourage and eliminate drug use within our school community. For this reason, we are implementing a Drug Free Program Policy (DFPP) for our students. The DFPP will enable us, among other things, to counteract negative peer pressure among students; but most importantly to deter them from this destructive behavior during their crucial formative years in High School.

Dorado Academy firmly believes that the use of drugs is incompatible with the mental, physical, and emotional demands that the school requires from its students. Help us make the school's Drug Free Policy an integral part of our successful learning program.

TESTING PROTOCOLS

1. The DFPP will require a urinalysis test to be conducted twice a year (once per semester). These tests will have a nominal fee of \$25 per test, a total amount of \$50 a year which will be pre-paid during the time of registration.
2. The DFPP is a mandatory program and is to be administered to all students from grades 9th to 12th as part of our registration requirements.

3. With the DFPP, the students will be exposed to a compulsory test each semester while other random tests will be given throughout the year. The random tests costs will be covered by the school while the first and second semester mandatory tests costs will be charged at the time of registration.
4. The Administration will ensure training as necessary to the staff members involved in the DFPP.
5. Students and one of the parents or legal guardian will consent and acknowledge the DFPP in writing.
6. Immediately prior to giving a urine specimen, each student shall complete all forms required by the testing company selected by the school.
7. The school will have the discretion in choosing which type of drug(s) will be tested.
8. The collection of urine specimens and the scientific analysis of the collected specimens shall be conducted by a professional testing company ("the Laboratory") selected by the Administration.
9. For the random tests, the Administration shall determine which students are to be tested by the random selection of names from among all student participants during the entire school year.
10. Collection procedures for urine specimens shall be developed, maintained, and administered by the Laboratory in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students' specimens, minimize the likelihood of the adulteration of a urine specimen, and maintain confidentiality of test results. These procedures will follow strict sanitary and legal rules established by Department of Health and applicable laws such as HIPAA and 59 SOP.
11. The collection of urine specimens shall be conducted on school premises. If a test result is found to have been adulterated, the student may be required to be retested.
12. The laboratory will test each specimen using the industry's normal procedures and techniques for this type of drug test analysis established by the Department of Health.
13. Survey data will be collected by school personnel. Survey information is anonymous. Results are to be used for the sole purpose of determining DFPP success as related to student, parent, and teacher attitudes toward drug use and the testing program. Surveys conducted for the evaluation of the DFPP are voluntary. Students will not be penalized for not participating in the surveys.
14. A split sample of each urine specimen given by each student shall be preserved by the Laboratory for a minimum of three (3) weeks.
15. Written confirmation of all test results shall be forwarded by the laboratory to the School's Headmaster, who shall provide the results (negative or positive) to the Principal and School Guidance Counselor. All test results are confidential and shall be maintained by the School's Headmaster under the strictest security. Adequate confidentiality handling procedures will be followed at all times.
16. The test results forwarded to the School's Headmaster shall indicate if the results were negative or positive.
17. In the event that a student's urine specimen produces a positive result, the School's Headmaster and the Principal shall meet with the student and the student's parent(s) or legal guardian(s) to disclose and discuss the test results. At this meeting, the School's Headmaster and the Prin-

Principal shall advise the student and the student's parent(s) or legal guardian(s) of the procedures under this policy when a student's urine specimen produces a positive result.

- 18.** The parent will be notified to administer a second test to confirm such results. If the results are confirmed to be positive, recommendations of professional help and information of intervention programs will be provided. After receiving the recommended assistance, an additional urinalysis test will be conducted. The parent/guardian will be responsible for the cost of these services, intervention programs and additional tests.
- 19.** Failure to comply with the intervention programs will be referred to the School's Headmaster/Principal which may consider expulsion. A positive result shall be treated as a second violation.
- 20.** Any student who has tested positive or the student's parents or legal guardians may contest the test result by informing the School Principal within seventy-two (72) hours of receipt of written notice of the positive test result. The 72 hour period may be extended only by the Headmaster and with cause. The just cause for a longer period has to be submitted in writing, before the end of the 72 hour period. The Headmaster will extend the 72 hour period only if the reasons given for the extension are fact specific, not generalizations, and the same could be subject to corroboration. The student and parent shall be entitled to present any evidence they desire to defend the charge of violation of this policy prior to implementation of sanctions. The School's Headmaster/Principal may require written documentation (such as a doctor's statement) of any evidence the student may wish to present that the student feels may have affected the test results. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this procedure for a positive test result. Upon request by the student's parents or legal guardians, the following laboratory analysis shall be conducted with the student's remaining urine specimen preserved by the testing laboratory at the student's expense: At an extra cost a MRO (Medical Review Officer), recommended by the Laboratory, will analyze the identity of the controlled substance(s) for which the test verified positive and the evidence that may have affected the test results. Then, if necessary, at the discretion of the school and at an extra cost to be covered by the student's parent, a Gas Chromatography analysis which is an instrumental technique used forensically in drug analysis will be performed with the student's remaining urine specimen preserved by the testing laboratory.
- 21.** The final determination of the student's eligibility shall be made at the school level by the School's Headmaster or Principal.
- 22.** Any refusal by a student to be tested shall be treated as a positive result and, thus, as a violation, and will be subject to the appropriate sanctions. (See Sanctions.) The student's parents or legal guardians shall be notified by the School's Headmaster/Principal of the refusal and the resulting sanctions.
- 23.** Violations shall be deemed to accumulate throughout the student's involvement in all extra-curricular activities, student's clubs or organizations and sports or Senior Class privileges, as applicable, during High School.
- 24.** Any violation by a student shall be reported to the student's parents or legal guardians, but no disciplinary action will occur unless stipulated in this policy. One (1) year after the student's graduation, all records, including electronic records that may be created, in regard to this procedure concerning each student shall be destroyed, and at no time shall these results or records be placed in the student's academic file or be voluntarily turned over to any law enforcement

agency, or used for any purpose other than those stated herein. For students who transfer into another school or otherwise do not fulfill the requirements for graduation, the records of that student shall be destroyed one (1) year after the student turns eighteen (18) years old.

SANCTIONS

FIRST VIOLATION:

- Suspension. The student shall be suspended from school for the next three (3) days.
- Monthly Drug Tests. The student must submit to monthly drug tests for a period of one calendar year, at the parent's expense. Even though the test will be administered in accordance with the same procedures utilized for drug testing, it may include a more thorough and detailed analysis in order to detect other types of drugs and/or body cleaning or chemical substances that may be used to avoid positive tests results. Thus, its cost may be higher. The
- Laboratory, which is the same professional, testing company selected by the Administration, will conduct all subsequent drug tests. Failure to comply with the monthly testing will be referred to the School's Headmaster/Principal which may consider expulsion. A positive result shall be treated as a second violation.
- Senior privileges, sports/competition teams, students organizations, clubs, extra-curricular, class activities and others if applicable, the student shall be suspended from participating. The suspension shall carry for a period of one calendar year. Participation consists of practicing, dressing out, traveling with, or receiving recognition with or for the activities in which the student is involved before reinstatement to the team or organization after a first violation. If a student is reinstated to the team or organization following a first violation, the student's participation in another team or organization shall not be restricted solely because of the existent of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior team or organization. If the student elects not to seek reinstatement to a team or organization after the first violation (either because of the student's own election or the season concluded prior to the expiration of the student's own suspension), the student is still required to serve the unexpired portion of the suspension before the student can be eligible for any other activity and must provide the monthly negative drug test result from the testing company currently under contract with the school at the student's expense. A positive result shall be treated as a second violation.
- Chemical Dependency Assessment. The student must receive an assessment or evaluation for chemical dependency and provide verification of an assessment by a qualified chemical dependency professional at the parent's expense. The evaluation provider must be selected from the approved list issued by the school.

SECOND VIOLATION:

- Suspension. The student will be automatically suspended from school five (5) days. The student will be reclassified in the enrollment status as "probation". The Headmaster/Principal will notify the student and his/her parents of: (1) the "probation" status; and (2) the warning of a possible expulsion from school with a third positive result.
- Monthly Drug Tests. The student must submit to monthly drug tests for a period of one calendar year, at the parent's expense. Even though the test will be administered in accordance with the same procedures utilized for drug testing, it may include a more thorough and detailed analysis in order to detect other types of drugs and/or body cleaning or chemical substances that may

be used to avoid positive tests results. Thus, its cost may be higher. The laboratory, which is the same professional testing company selected by the school, will conduct all subsequent drug tests. Failure to comply with the monthly testing the student will be expelled from school. A positive result shall be treated as a third violation.

- Financial Aid, if applicable, the student will be suspended from all financial aid activity that the school may be offering.
- Seniors privileges, sports/competition teams, students organizations and clubs, extracurricular, class activities and others. If applicable, the student will be suspended from participation the suspension shall carry for a period of one calendar year during the student's enrollment in the school.
- Chemical Dependency Assessment. After a second violation, the student must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect will be issued by a qualified chemical dependency professional to the School's Headmaster.

THIRD VIOLATION:

- Expulsion: At this stage, the school has no choice but to expel the student from school.

CONFIDENTIALITY

Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results.

NOTICE TO PARTICIPANTS

In every year's pre-admission process, the School Administration shall provide all participating students and their parent or legal guardian with a written Consent Form in order to be admitted as an active student in Dorado Academy. Student and one parent or legal guardian of that student shall be required to sign the consent form indicating that the student and the student's parent or legal guardian have read, understand and agree to be bounded by the terms and conditions of the policy and procedure.

In addition, Dorado Academy reserves the right to implement strict security measures in order to reduce the risk of problems associated with the use of alcohol, tobacco, and other drugs, as well as theft and violence.

These security measures include, but are not limited to, the right to search student book bags, hand bags, lockers, or any other type of bag on school grounds or officially sponsored school activities celebrated off school grounds when there is reasonable doubt to verify the possession of alcohol, tobacco, and/or other drugs or stolen property.

Dorado Academy could also use other means of detection of the presence of possession of drugs. For example: dogs.

Note: Parent and student must sign the "Compulsory Drug Urinalysis Consent Form".

ARTICLE 11

OTHER REASONS FOR SUSPENSION OR EXPULSION

The administration of Dorado Academy considers the following behavior a possible cause for suspension and/or expulsion:

- Carrying, possessing, distributing, or selling, whether in school or outside of the school premises any type of material or objects (i.e. guns, knives, drugs, pornographic material, etc;) forbidden by any Puerto Rican or Federal Law, or considered harmful to the spiritual, mental or physical health of any student.
- Cheating during an examination or quiz, giving assistance or conspiring to commit cheating; plagiarism or any work submitted to a teacher for a grade.
- Stealing, fighting or any form of violence, including continual use of abusive or obscene language or gestures.
- Activities or conduct, whether on or outside of school grounds, against the philosophy of the school or damaging to the reputation of the school.
- Student group extracurricular activities, during school hours, need to be authorized by the school. Any student not participating in this authorized activity must report to school. If not, immediate disciplinary action will be taken.
- Cutting classes or being absent without a justified reason to any class period. Attendance at all classes is mandatory.
- Leaving the school premises without written permission from parents and authorization from School Principal or Headmaster.
- Entering the school premises before/after school hours without authorization from School Principal or Headmaster will result in immediate disciplinary action by school/local authorities.
- Bullying is strictly forbidden. This type of conduct is considered a serious deviation from the behavior we expect from our students and immediate disciplinary action will be taken.
- Disrespectful behavior with peers, teachers, Principal, Headmaster, school employees, parents or any person having any relation with the school.
- A student who has been suspended for three times during the regular school year will be permanently expelled.

The school reserves the right to expel any student convicted of a felony.

ARTICLE 12

SECURITY MEASURES

Dorado Academy reserves the right to implement strict security measures in order to reduce the risk of problems associated with the use of alcohol, tobacco, and other drugs, as well as theft and violence.

These security measures include, but are not limited to searching student book bags, hand bags, lockers, or any other type of bag on school grounds or officially sponsored school activities celebrated off school grounds when there is reasonable doubt to verify the possession of alcohol, tobacco, and/or other drugs or stolen property.

Dorado Academy could also use other means of detection of the presence of possession of drugs.

ARTICLE 13 HARASSMENT POLICY

- The school does not tolerate ethnic and/or sexual harassment.
- Ethnic harassment is an unwanted hostile or offensive act or expression against an individual or a group relating to color, race religion, nationality, ethnic or national origins.
- Sexual harassment is unwanted conduct of a sexual nature affecting the dignity of an individual or a group. Sexual harassment includes but not limited to any unwelcome sexual advances, comments, innuendos, or contact that substantially creates an intimidating, hostile or offensive environment.
- Any member of the school community who experiences or witnesses any type of harassment or inappropriate behavior is to report it immediately to the school's Principal or Headmaster. The school will conduct a thorough investigation. The school will respect the particular sensitivity and confidentiality of the complaints, and will protect the rights of the person making the complaint, the alleged harasser and the possible victim.
- The school will take the necessary disciplinary actions with the alleged harasser and seek professional help by a specialist trained in dealing with harassment.

ARTICLE 14 EXTRACURRICULAR ACTIVITIES

PARTIES

The school celebrates major holidays with parties. Birthday parties must be celebrated at the end of the month on casual day during at the last period of the school day (except Pre-K and Kinder birthdays may be celebrated any day of the month as long it is coordinated with the homeroom teacher). The Principal must authorize any other type of celebration or activity.

VISITORS

All visitors to the school must go to the Administration Office. Visitors are not permitted to meet with a student or pass through the premises without the authorization of the Principal or Headmaster.

FIELD TRIPS

Field trips are to be educational experiences and are not intended to be excursions purely for amusement. Teachers will need and appreciate the help of parent volunteers as chaperons. Before the field trip, each parent must sign a field trip permission slip and return it to school immediately. If a student has not returned the signed permission slip, he/she will not be allowed to participate in the in the field trip. School uniform is required on all field trips unless authorized by the Principal or Headmaster.

CASUAL DAY

- Jeans are permitted as long as they are not torn or shredded. T-shirts are permitted but may not display inappropriate logos or designs. Beach wear, shorts, see-through or transparent apparel,

strapless blouses, tank tops and bare backs and stomach (belly buttons) are not permitted. Visible body piercing, including (but not limited to) nose studs, tongue piercing and multiple ear piercing are not permitted. Boys must remove all earrings before entering school and are prohibited from wearing them during regular school hours and on casual days. If for any reason the student has a tattoo, it should not be visible.

- Students participating in casual day are expected to dress modestly. Middle/High school students may not wear shorts. Mini dresses/skirts shorter than 2" above the knee are not permitted.
- Inappropriately attired students must change their clothing.
- Preschool, Elementary, Middle and High school students pay \$1.00 (one dollar). The money collected is donated to school activities or to the School Improvement Fund.

STUDENT ACTIVITIES

All student activities must be authorized by the administration. All student fundraising activities must be authorized by the School Headmaster.

Please Note: All activities are privileges and, in order for students to obtain these privileges, they must follow all Rules and Regulations and proper norms of discipline. Otherwise activities will not be granted.

Dorado Academy does not permit "Reggaeton Music" at any party, student show and tournament on school premises or live "reggaeton" performances during the Junior Prom because of the following reasons:

- Some "reggaeton" groups/songs use obscene, vulgar and/or coarse language.
- During live presentations it is difficult to control the performance and content of these songs. As an institution committed with highest standard of education, it is our responsibility to assure that our students are not exposed to situations that we understand are not positive to their educational growth.
- To safeguard the enjoyment of our families and guests during this event the school considers inappropriate this kind of performance. The school understands that some of them may consider offensive this kind of performance.
- "Reggeaton" songs that do not contain obscene, vulgar and coarse words will be permitted by previously selecting them through a DJ service.

ARTICLE 16

GRADES AND PROMOTION POLICIES

A. MARKING SYSTEM

- Students who receive a "D" or "F" grade in one major subject at the end of the second semester must attend Summer School and receive a minimum grade of C.
- Students who receive a "F" grade in two major subjects at the end of the second semester will not be promoted to the next grade. Students who receive a "D" grade in three major subjects at the end of second semester will not be promoted to the next grade.
- A student failing one of the minor subjects will be recommended to make up this course in a Summer School if it is available.
- Students in grades 8th and 12th who are failing and promotion is in doubt, the student may not participate in Pin or Ring Ceremonies.

Revised October 2019

- The school reserves the right to evaluate each retention case individually (Pre-K – 12th) and make appropriate recommendations to the students' legal guardians.

The marking system used for measuring student's academic progress is as follows:

- | | | | |
|----------------|---|----------|---|
| • 4.00 - 3.50 | A | 90 – 100 | • S = Satisfactory: grade C or better |
| • 3.49 - 2.50 | B | 80 - 89 | • UN = Unsatisfactory: is equivalent of a D/F |
| • 2.49 - 1.60 | C | 70 - 79 | in determining a student's academic status |
| • 1.59 - 0.80 | D | 60 - 69 | but will not affect grade point average |
| • Under - 0.79 | F | 0 - 59 | |

Major subjects are: English, Spanish, Mathematics, Science and Social Studies.

Minor subjects are: Art, Music, Physical Education, Computers and other electives.

Students who maintain a grade average of A in the subject during the entire semester will be excused from the final exam.

B. PRINCIPAL/HONOR ROLL

- Students who qualify for the Principal's Roll must have a 4.0 academic average in each marking quarter. This includes grades in English, Spanish, Math, Social Studies, and Science. Grades in the elective courses are not calculated in to the academic average, but all elective courses must obtain a passing grade.
- Students who qualify for the Honor Roll must have an academic average of 3.50 to 3.99. This includes grades in English, Spanish, Math, Social Studies, and Science. Grades in the electives courses are not calculated in the academic average, but all electives courses must obtain a passing grade.
- A student is not eligible for Principal's Roll or Honor Roll with a failing grade in any subject.

C. PROGRESS REPORTS

Progress reports are sent four times a year, usually during the fourth or fifth week of each quarter.

The purpose of the Progress Report is:

- To inform parents mid-way during the marking period of their child's academic and behavior progress.
- To inform parents of possible failures.
- To request a Parent-Teacher Conference before the end of the marking period.

If the students lowers his/her academic average after the progress reports have been sent home, the school has no responsibility to send an extra report. It is the student's responsibility to be aware of his/her academic progress in each subject.

Any student with less than a minimum academic average of 1.60 (C average) will be put on academic probation. This may affect his/her return to Dorado Academy for the following semester, next school year and graduation.

(Note: All new students are automatically placed on probation during their first semester at Dorado Academy)

D. PLUS PORTALS

Rediker's PlusPortals provides an interface for teachers, parents and students to communicate and access grade and attendance information.

It is important that parents visit the school's registrar's office to receive their own private Plus Portals access code. Plus Portals gives you direct access to your child's important instructional information.

ARTICLE 17 PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice a year during Report Card days. During the regular school year parents who wish to meet with their child's teacher can do so by requesting an appointment through the main office.

Parent-Teacher conferences are a great opportunity to learn more about the student. You can both use the time to share important information to help your child succeed in school. The key to a successful conference, is two-way communication. By exchanging information, parents and teachers can set the stage for a great school year.

Talk to your child before you attend the conference. Ask what he/she would like you to talk about with the teacher. Ask what he/she thinks the teacher will say. Ask about the things he/she likes and doesn't like, his/her problems and successes. Let them know that after the conference, you will discuss with him/her what the teacher said.

Here are some suggestions of questions that you might want to ask your child's teacher:

- What is being covered in this grade or subject this year?
- What are your expectations for homework? Has your child missed any assignments?
- How are my child's work habits? Does he/she use time well?
- Does my child read at the level you would expect for this grade?
- Is my child able to do the math you would expect for students in this grade?
- Does my child get along well with others?
- Does my child cooperate in class and follows directions?
- What can I do at home to help my child be more successful at school?

During the conference keep an open mind. Remember that both you and the teacher want to help your child succeed. Don't forget to ask to see your child's work. Ask the teacher to explain anything you don't understand. Ask for the best way to contact the teacher. (E-mail or Phone)

Procedures for parents/guardians who have exhausted his/her means with the teacher/s:

1. Request an appointment with the School Principal and Guidance Counselor, and if the results are not to your satisfaction,
2. Request an appointment with the School Headmaster

3. Contacting the School's Board of Trustees should be your last resort after you have exhausted all the above.

Please note: At no time should any hint of disagreement or disharmony among parents and teachers be displayed in front of students or others. With respect and courtesy situations can be heard and resolved.

ARTICLE 18

GRADUATION REQUIREMENTS

HIGH SCHOOL GRADUATION REQUIREMENTS (24 credits):

- 4 credits in English
- 4 credits in Spanish
- 4 credits in Social Studies (Western Civilization I, II, Puerto Rican History, U.S. History)
- 4 credits in Math
- 4 credits in Science
- 1.5 credits in Physical Education
- 0.5 credit in Health
- 2 credits in electives: Statistics, French, Computers, Art, Music, and/or Sociology.
- Advanced Placement: Senior Year (AP English, AP Math, AP Biology, AP Psychology, AP Statistics, AP Spanish, AP Chemistry)

ACADEMIC GRADUATION AWARDS:

High Honor Award: Both 8th and 12th grade graduating students must obtain a 3.75 – 4.00 academic average throughout their entire middle or High School years in all classes up to the end of the first semester of year graduating.

Honor Award: Both 8th and 12th grade graduating students must obtain a 3.50 – 3.74 academic average throughout their entire middle or High School years in all classes up to the end of the first semester of year graduating.

Academic Subject Medals: Graduating students must obtain a 4.00 GPA in that specific academic subject during their entire middle or High School years.

ARTICLE 19

HONOR SOCIETY DORADO ACADEMY

Carpe Diem Chapter Bylaws:

NAME AND PURPOSE

Section I The name of this organization is the Dorado Academy Carpe Diem Chapter of the National Honor Society, which appears on the charter granted by the National Council of the National Honor Society.

Section II The purpose of the Dorado Academy Chapter of the National Honor Society shall be

encourage the members to use their talents in creating an enthusiasm for scholarship, to render services, promote worthy leadership and strengthening character in the students of Dorado Academy. In armory with our school mission that strives to maintain educational commitment at the highest levels of quality and excellence, in order to contribute to the betterment of individuals, the school and the community.

MEMBERSHIP

Section I The membership in Dorado Academy Carpe Diem Chapter of the National Honor Society, is an honor bestowed upon deserving students by the faculty council and shall be based on the criteria of scholarship, services, leadership and character.

Section II To be eligible for selection to be a member of this chapter, the candidate must have been enrolled for a period of one school year at Dorado Academy.

Section III Candidates eligible for election to be members of the Dorado Academy National Honor Society Chapter, shall have a minimum cumulative grade point average of 3.50 (out of 4.00: unweighted grade point average), This scholastic level shall remain fixed, and is the required minimum level of achievement for admission to candidacy. Every year students with the GPA of 3.50 or above may be admitted to candidacy for selection to membership. Their eligibility shall then be considered based on their service, leadership and character.

SELECTION OF MEMBERS

Section I The final selection of members shall be by a majority vote of the Faculty Council. This Faculty Council consists of five faculty members appointed by the Principal and the chapter advisor, who does not vote.

Section II Prior to the final selection, the following shall occur:

- Students shall be reviewed to determinate eligibility according to selection process. -At least three faculty members shall be requested to verify candidate's qualifications for scholarship standard.
- The faculty comments shall be reviewed by the Faculty Council.
- The Faculty Council presents the candidates list to the Headmaster.

EXPECTATIONS

All members must maintain the high standards of the National Junior Honor Society (NJHS) and National Honor Society (NHS) by remaining active in organizations and demonstrating positive leadership in all aspects of student and school life. Members must demonstrate "continued performance at or above the required GPA, involvement in service and leadership projects, etc." In addition, the constitution expects members to attend meetings and to perform both individual and chapter service projects during the year. Members must also comply with the requirements and regulations described in the following bylaws as well as the *Rules and Regulations* of Dorado Academy. Be advised that section 3.4.1.2 of the NJHS states that "Membership in NJHS does not automatically confer status of NHS membership upon a student arriving in High School, nor does it automatically make a student a candidate for consideration."

Both programs, NJHS and NHS, are separate.

OFFICERS/EXECUTIVE COMMITTEE

The officers of the chapter shall be president, vice president, secretary, treasurer, and historian. Along with the chapter Adviser, they constitute the Executive Committee.

SERVICE

According to the Constitutions, "Each chapter shall determine one or more service projects for each year. All members shall regularly participate in these projects. These projects shall have the following characteristics: Fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; be well planned, organized, and executed. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. Each chapter shall publicize its projects in a positive manner" (NJHS and NHS Constitution pages 6-7).

All members must comply with the required 20 hours of service per year. These include, but are not limited to, volunteering for service endeavors in both, school—tutoring, aiding in the library, aiding teachers, ushering activities, among others—and community—special community programs, civic and ecclesiastical organizations, any volunteer work/aid to non-family members, among others. Submit the *Service Verification Form* at the end of every month to your Society Adviser and/or Chapter Vice-President. Members who do not have evidence of service on a monthly basis will be reminded of this requirement. These are taken into consideration in overall membership evaluation.

Noncompliance with the hours required may result in penalty or dismissal from the chapter, as per Faculty Council deliberations.

DISCIPLINARY ACTIONS

Leadership, character, and citizenship (last one for NJHS): Any violation to classroom rules or to the school's Rules and Regulations may lead to dismissal from NJHS or NHS. Classroom behavior will be evaluated every quarter by teachers. The Faculty Council will meet to deliberate on the member's eligibility to continue being part of the organization, if necessary. A member placed on probation must demonstrate improvement for one marking period (quarter) and his/her teachers must ascertain improvement via written form.

Scholarship: Falling below the 3.50 G.P.A. will be grounds for probation for one marking period (quarter). The member is required to improve and regain the 3.50 G.P.A by the next marking period (quarter). Every effort will be made by members of NJHS/NHS to assist students in achieving the required G.P.A. The Faculty Council will meet to deliberate on the member's eligibility to continue being part of the organization, if necessary. A member placed on probation must demonstrate improvement by the next marking period (quarter) and his/her teachers must ascertain improvement via written form.

Repeated offenses in any of the four (NHS) or five (NJHS) criteria may result in dismissal from the chapter, as per Faculty Council deliberations. D. Appeals: All appeals to suspension or dismissal will be presented in written form to the school Principal, and these will be evaluated by the Faculty Council, as per the National Junior Honor Society and National Honor Society constitutions.

Amendments

These by-laws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions to these are in the selection process and items regarding discipline, which are developed by the Faculty Council with the approval of the Principal.

By-laws and amendments must be consistent with the Constitutions of the National Honor Society and National Junior Honor Society.

ARTICLE 20 **NOTIFICATION OF EMERGENCY SCHOOL CLOSING**

If for any reason Dorado Academy must suspend classes, parents will be notified as quickly as possible. Notification of school closing will be carried out by means of Plus Portals, Dorado Academy Facebook Page and the School's web-site.

ARTICLE 21 **STUDENT RECORDS AND INFORMATION**

No information from student records, files, or other data directly related to a student shall be disclosed to individuals or agencies outside of authorized school administrative personnel of Dorado Academy without the written consent from a parent or guardian, receipt of a court order or by authority of statute.

ARTICLE 22 **BULLYING AND CYBERBULLYING POLICY**

DEFINITION OF BULLYING

The act of bullying (Bullying) is defined as any pattern of repetitive and intentional actions by one or more students aimed at causing harm or discomfort, to another student (the victim), and where there may be a perception of, or an actual imbalance of power. However, a single act could be considered harassment or intimidation because of the severity of it; this includes, but is not limited to harassment based on race, color, gender, sexual orientation, birth, social, political or religious beliefs, age, and/or mental or physical functionality.

“**Bullying**” often refers to verbal, physical or other acts, committed by a student to harass, intimidate, or create harm to another student, or any combination thereof, directed at another student which:

- Physically harms a student or damages the student's property;
- Causes emotional distress to a student;
- Interferes with a student's educational opportunities;
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

“Bullying” shall include actions motivated by an imbalance of power based on a student’s actual or perceived characteristics, behaviors, or beliefs, or motivated by the student’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

Bullying can’t be defined as interpersonal incidents or conflicts between peers in the school setting. If there is no evidence of the three main elements of the definition, namely repetitive behavior, intentionality and power imbalance actual or perceived by the victim then bullying has not occurred.

“Cyberbullying” means conduct defined above undertaken through the use of electronic devices. Electronic devices include, but are limited to, telephone, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

“Bullying” or “Cyberbullying” is strictly forbidden and will not be tolerated whether it occurs on or off school premises, and in addition at school sponsored activities or events. This type of conduct is considered a serious violation to our code of conduct, and immediate disciplinary action will be taken, not excluding suspension or expulsion from school.

INTERVENTION

1. Any member of the school community who experiences or witnesses any type of “bullying” or inappropriate behavior is to report it immediately to the student’s teacher, School Counselor, School’s Principal or Headmaster. The School will conduct a thorough and confidential investigation.
2. The student (victim), parent or guardian who becomes aware of an act of harassment and/or intimidation shall refer this concern to the School’s Principal or Headmaster. The school will conduct a thorough and confidential investigation.
3. After a complaint is issued, the Principal will be responsible for leading the investigation and use resources provided by the school to lead a thorough inquiry.
4. The Principal will perform the process of interviewing potential victims, alleged perpetrators, bystanders, and witnesses. The Principal will prepare a written report of each interview.
5. Each interview will be held separate in order to protect the parties involved.
6. After evaluation of the interviews, it will be important that the Principal determines whether the behavior can be defined as bullying, harassment or intimidation according to the parameters established in this protocol.
7. Once the parties are interviewed, the Principal will notify the parent or guardian of each student involved in the situation. These will be informed that there is ongoing investigation of an allegation of bullying, thus, documenting all steps that have been taken.
8. The Headmaster shall inform all parties concerned of the decision taken. A copy of the decision will be filed in each student’s case file. The school reserves the right to hand a copy of the reports and/or the investigation file to third parties, including parents of the children involved.
9. Disciplinary measures will be taken in cases where it is concluded that an act of bullying occurred.
10. The Principal shall refer the case to the Guidance Counselor to offer support services to both the offender and the victim, and if necessary, to refer to specialists. If necessary, parents will be required to present evidence of any aid of a health specialist which they have sought for their child’s progress.

- 11.** The Counselor shall conduct follow-up interviews with the students involved and if necessary include parents and guardians.

DISCIPLINARY ACTION

Students of Dorado Academy will be subject to the following disciplinary measures in relation to violations of the rule and regulations regarding “Bullying” or “Cyberbullying”.

- **Step 1:** Depending on the seriousness of the of the case, the Guidance Counselor and/or School Principal together with the student and his/her parents will discuss the facts involved in a confidential meeting.
- **Step 2:** The student and his/her parents will be formally advised either verbally or in writing of the charges involved and the evidence to sustain the charges.

First offense: The student will be referred for counseling and will be suspended from school for a day.

Second offense: The student will be suspended from school for about 2 – 5 days, depending of the severity of the incident. The suspension means that the student will not participate in any extracurricular activity or sport, and whatever school work, test, quiz or project he/she misses will be given a zero.

Third offense: Immediate expulsion without the right to re-apply to Dorado Academy.

Note: The school reserves the right to immediately suspend or expel the student if the offense warrants it.

NON-DISCIPLINARY INTERVENTIONS

When verified acts of bullying are identified early and/or when such verified acts of buying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

Important terminology:

SCHOOL CONFLICT	BULLYING
• Isolated event that occurs accidentally – accidental conduct.	• Repetitive event that occurs during an extended length of time – intentional conduct.
• Conduct not necessarily meant to harm or inflict pain – lacks a clear objective.	• Event that is deliberate and meant to cause pain and suffering. The objective is to have control over another person through verbal or physical aggression.
• Conflict occurs between equal parties; there is an equal balance of power and/or strength.	• Conflict is power imbalanced, where one party may be weaker or less powerful than the other party/parties involved.

SCHOOL CONFLICT	BULLYING
<ul style="list-style-type: none"> • Conflict will be managed by the steps established in day-to-day conflict solution scenarios that occur in any given school. 	<ul style="list-style-type: none"> • Situation will require more specific strategies, and a more aggressive approach to the solution.
<ul style="list-style-type: none"> • There is not a clear pattern by the party/parties involved. • When the conflict is solved there is a positive learning experience that results in the intervention. 	<ul style="list-style-type: none"> • The party/parties are clearly identified in their roles and they way they have persistently carried out these – victim, perpetrator(s), and bystanders. • When the conflict is not expediently resolved, it tends to have short-term effects in the victim’s academic achievement, socialization, and overall health. When it transcends to a long-term scenario, the victim has self-esteem issues, possible decides to desert school, contemplates suicide, delinquent behavior begins, sexual abuse, and/or threat with weapons.

In Addition to Prevention and Intervention Administrators, teachers and staff may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Administrators, teachers and staff should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying”.

ARTICLE 23

COMMUNITY SERVICE

At Dorado Academy we aim to develop caring and balanced young men and women who demonstrate responsible citizenship by connecting, helping and serving others. We are committed to make community service an integral part of our school culture and support students in creating a positive and considerable impact in our communities.

The purpose of the community service program is to provide all Dorado Academy High School students the opportunity to have a positive impact in our communities while learning that service to others is an on-going part of like.

We believe students that take part in community service projects develop skills not commonly found in the classrooms as well as it encourages them to take an active role as leaders in their communities.

The minimum hours required per grade are as follows:

GRADE	MINIMUM HOURS
9 TH Grade	20
10 th Grade	25
11 th Grade	30
12 th Grade	35

What qualifies as community service?

- Community service hours must be completed at non-profit organization.
- A student may volunteer for a single organization or at a variety of organizations.
- Paid experiences do not qualify.
- Babysitting for free or tutoring a classmate does not qualify.
- Working without pay at your job or for a family business does not qualify.
- Service must meet an actual community need.

How do you prove your community service?

- Students must complete a Community Service Verification Form for each organization or activity he/she volunteers at.
- The organizations supervisor's name, signature, telephone number and email is required on each form.
- A parent or immediate family member of a student may not sign as the supervisor.
- It is recommended that forms be submitted within one month of the date of service and are turned in at the MS/HS Office.
- We encourage students to take pictures while engaged in service and include it in the service form.

DEADLINES

- Hours earned over the summer must be turned in at the beginning of the school year by August 31st to qualify.
- Hours earned during the first semester (August – December) must be turned in by the second week of December to be counted.
- The deadline for submitting community service hours for the second semester (January – May) is the first week of May.
- Hours not completed during the school year will carry over to the next school year. All hours must be fulfilled by graduation date.

ARTICLE 24

ASTHMA POLICY FOR STUDENTS WHO ARE ASTHMA SUFFERERS

Dorado Academy recognizes the right of students who have asthma or a related condition that can be self administered drugs in school following the consent of the parents, tutor or guardian.

The students will be required:

- To bring to school a certification that the student with asthma received appropriate training by a qualified health care professional about proper and responsible use of medication, including: type of drug, routes and procedures for self administration, self-dose administered, time and frequency of self-administration, instructions for handling and safe ways to store the medicine.
- Require the student's parent or guardian has authorized in writing that the student possessed and used the drug while at school or a school sponsored activity.
- Require that all students who suffer from asthma have an action plan for managing asthma in writing prepared by your primary physician and the use of medication needed during school hours.

This certification is applicable in the school where the student is enrolled and during the school year for which it was issued. If the student transfers to another school, must submit a copy of the documentation in the new school which is registered. In addition, at the beginning of each school year will be the responsibility of the parent, guardian or tutor, submit the updated documents for the student to make use of this right.

No school or individual may interfere with the right of students to use school facilities necessary medicines for treatment of his asthmatic condition. Any person acting in accordance with the provisions of this policy shall incur no liability in the event of any complications arising from the use of medication the student is given their own account.

ARTICLE 25

POLICY ON THE USE OF SOCIAL SECURITY NUMBERS AS IDENTIFICATION

LAW NO. 186 OF 1 SEPTEMBER 2006 prohibits the use of Social Security numbers as identification routine public and private educational institutions from elementary to graduate level, therefore in accordance with this law Dorado Academy establishes the following policy:

- Dorado Academy will not display Social Security numbers of any student in a place or object visible to the general public in order to identify, locate or publish lists of notes, lists of students enrolled in courses or any another list given to teachers, and inclusion in student directories or any similar list, except for confidential internal use, or make it accessible to anyone who does not need or authority for access to this information.
- When a document containing Social Security numbers should be made public, outside the context of academic confidentiality, will be released so that the data is partially or completely unreadable, but it is considered an alteration of the document content.
- These protections may be waived voluntarily by students of legal age or legally emancipated or parents with custody and custody of minors with written authorization, but no such waiver may be imposed as a condition of enrollment, graduation, transcript of grades or credit or services.
- This provision shall not apply in the use of Social Security number in cases where it is required or authorized by federal law or regulation or used for internal purposes of identity verification.

ARTICLE 26

PARENTS

Dorado Academy is an independent, nonprofit/non-sectarian, English language coeducational college preparatory school of the highest academic standards. We aspire every day to keep those high standards by, among other things, promoting rules and policies that help us define accepted behaviors from everyone involved in the school's development, including parents.

Promoting an effective learning environment requires a comprehensive program supported by everyone. We believe that a well-disciplined school not only guarantees a safe and comfortable environment for all and has a friendly cooperative atmosphere, but also offers the same set of rules for everyone and provides equal application of all rules. The relationship of respect that should be kept in our community is fundamental to fulfill our mission. This is why we must comply with all the following provisions without exceptions:

24.1 Parents must faithfully comply with all terms of the contract for educational services. Faithfully observe the terms of the admission's contract.

24.2 Parents must keep all their accounts up to date and cash balances with the school in zero (0).

24.3 It is the duty of the parent to support the school's philosophy and mission expressed clearly in this Rules and Regulation manual.

24.4 The presence of parents in the playground, hallways, classrooms and other school areas, once the first bell has rung and class periods have begun is prohibited.

24.5 Parents may visit teachers before 7:40 a.m., after 2:50 p.m. or by appointment. The same can be coordinated through the student agenda, letter, phone call or email.

24.6 Changes to parental address or phone number must be reported to the school office immediately.

24.7 At the time of dismissal, parents must wait for their child at the school gates or designated pick up areas.

24.8 Parents may not enter the school facilities until the school gates are opened.

24.9 It is the responsibility of the parent to replace all property that is vandalized in Dorado Academy or broken by their child for one of equal or better quality or the cash costs determined by the administration.

24.10 Parents must consider the school calendar year to plan family vacations, so they do not disrupt the student's school program.

24.11 Parents must behave correctly, with respect and courtesy to all members of the faculty, administration and staff in and out Dorado Academy.

24.12 At no time should any hint of disagreement or disharmony among parent and employee be displayed before other parents, students or employees. Should this happen, the school's administration may take any and all measures that it deems necessary to assure a safe school environment.

24.13 Verbal and/or physical aggression by a parent or guardian to a teacher or non teaching inside or outside the school on or after working hours with regards to situations originating in academic and disciplinary aspects will be considered a hostile act towards the institution, which is contrary to the school's philosophy and be considered as serious misconduct. It may be sufficient cause for termination of the educational services contract signed by both parties, without Dorado Academy being obligated to return any fees.

24.14 Parents may not, under any circumstances, take action against teachers or any other school's employee or against students other than their own children. There are appropriate procedures in the institution for such situations. If a situation or problem is witnessed, parents should notify the teacher or Administration immediately. Parents who are involved with a student who is not their own, will be held accountable for their actions before an officer of the institution, as well as to the parents of affected students.

24.15 The school's administration will immediately take action if any parent does not comply with the rules and exhibits behavior which interferes with the proper functioning of the school. It will be considered a serious fault, in which case the same disciplinary procedures, which includes the prohibition of entry to the school and the immediate termination of this contract.

24.16 Appointments with doctors, psychologists, dentists, etc., must be scheduled after hours during the school year.

24.17 Parents must attend all meetings and conferences that are notified and required by the school.

24.18 The parent is responsible to bring their child to school on time.

24.19 The security guards are responsible for ensuring order and safety in the institution. Their duty is to enforce all the school's rules and policies that may apply, as well as any situations deemed prudent for the benefit of students. It is the duty of all parents to comply with the instructions provided by Dorado Academy Security Guards.

24.20 Parents must make sure that their child follows the uniform dress code required by the school. Refusing to do so including making alterations to the uniform or school logo is not permitted. Any violation of this rule will result in the cancellation of the student's registration in the school.

24.21 Defamation, discrediting the prestige of Dorado Academy, both inside and outside of the school, is prohibited.

24.22 Assault on a teacher, Principal, Headmaster or employee of Dorado Academy is prohibited. Measures will be taken by the administration if such incident occurs.

24.23 Lack of respect for teachers, Principal, Headmaster or employee Dorado Academy is prohibited.

24.24 If the completion of this contract urgently is necessary, then all contributions and payments due and the institution's commitment to the parent and student will cease.

24.25 If after meeting with the school's administration it is determined that the educational goals of the parents are not compatible with Dorado Academy's, then the contract with the school will be terminated and the student in question will be terminated from the school.

Any violation of the above stated rules the schools reserves the rights to immediately suspend or expel the student or it may result in the student's registration for the following year to be denied. The Administration reserves the right to make any regulation changes and/or corrections to the school's disciplinary policy whenever it is deemed necessary.

Any violation of the above stated rules may result in loss of: exams and make up work privileges, awards, Honor Society, participation in sport teams, school and student activities, college recommendations, promotion to the next grade and/or graduation.

Dorado Academy
P.O. Box 969
Dorado, P.R. 00646
787-796-2180, 787-796-4616
Fax: 787-796-7398
Website: www.doradoacademy.org

ALL PARENTS MUST FILL OUT AND RETURN THE ATTACHED FORM VERIFYING THAT THESE RULES AND POLICIES HAVE BEEN READ AND UNDERSTOOD.

Revised October 2019



We have accessed, opened and have carefully read the **Rules and Regulations** that are posted on the ADMISSIONS page of the Dorado Academy website (doradoacademy.org/admissions) and agree with all dispositions stated.

Name of Student (printed) _____

Student's Signature _____

Grade _____

Father's Signature _____

Mother's Signature _____

Date _____