



**Dorado Academy**

*"An Advanced Learning Community"*

**Student & Parent  
Handbook  
2023-2024**

**IMPORTANT CLARIFICATION**

These policies are subject to change at the discretion of the Dorado Academy Board of Trustees.

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# Dorado Academy

## HISTORY

Dorado Academy, Inc. is a nonprofit corporation established under the laws of the Commonwealth of Puerto Rico to operate a private independent, non-sectarian, 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 Pre-kindergarten 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 seeks 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 ensure that each student acquires the language and other skills needed for a productive life.
- To develop reasoning abilities and critical thinking to the best of each student’s abilities.
- To instill in each student a sense of moral and spiritual values such that he or she will become a humane, concerned, involved, and thinking member of society.
- To develop and continually improve fundamental basic academic skills.
- To enrich each student with an awareness of culture and history.
- To provide opportunities for each student to develop their creative talents and to learn to appreciate music, art, and literature.
- To increase confidence, mental alertness, and self-esteem through the practice of sports.



## **PHILOSOPHICAL BELIEFS**

- All students deserve the opportunity to learn.
- Students need to develop a sense of being lifelong 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 the 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 older ones. Also, we recognize the need for an orderly procedure that establishes and maintains an adequate environment, suitable for interaction and learning.

Our faculty and administration have prepared the following rules to facilitate cooperation and create 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.

## **EQUITY IN EDUCATION POLICY**

At Dorado Academy, we are committed to ensuring equality of education and opportunity for all students, staff, parents, and guardians receiving services from the school, regardless of race, color, gender, socio-economic background, national or ethnic origin. We aim to develop a culture of inclusion and diversity in which all those connected to the school can participate fully in school life.

### **Our approach to equality is based on the following principles:**

- All members of our learning community are of equal value.
- We recognize and respect differences.
- We foster positive attitudes and relationships and share a sense of cohesion and belonging.
- We observe good equality practices in staff recruitment, retention, and development.
- We have the highest expectations of all our students.

## **ACCREDITATIONS**

Our school is accredited by CADIE (Comisión Acreditadora de Instituciones Educativas) and the Middle States Association of Colleges and Schools.

## **MEMBERSHIPS AND AFFILIATIONS**

Dorado Academy is a member of Puerto Rico's Private Schools Association, the National Association of Independent Schools, the Caribbean Association of Independent Schools, the Caribbean Counselors Association, the College Entrance Examination Board, Puerto Rico's Association of College Admitting Counselors, the National and Junior Honor Societies, The National Association of Student Councils, National Association for Secondary Head of Schools, UNICEF, the Puerto Rico High School Athletic Alliance, and the Mini Athletic League of Private Schools.



# ARTICLE 1

## ADMISSION AND REGISTRATION

### NEW STUDENTS

Students seeking admission to the school must submit and comply with all the requirements. All new students will be on academic probation for the duration of the school year in which the student has been enrolled. Dorado Academy reserves the right to expel any student whose conduct is deemed unworthy or harmful to themselves or others. Furthermore, the student may also be dismissed if the school does not meet with their unique educational needs.

Each student is evaluated distinctly from their siblings. Acceptance of one sibling does not guarantee acceptance of another. Dorado Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. The school does not discriminate based on race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, financial aid policies, athletic policies, and other school-administered programs.

#### Requirements

- Picture 2"x 2"
- Immunization-(P-Vac3)-Green Form
- Physical/Eye Examination
- Dental Examination Certificate for children in grades K, 2nd, 4th, 6th, 8th, and 10th.
- Original Birth Certificate
- Social Security Number
- Psychometric Evaluation
- Entrance Exam
- Parental Consent Form for Use of Images
- G. P. A. 2.50 (B Average)
- Report Cards/Official Transcript<sup>1</sup>
- Letter of Conduct/Recommendation
- Mandatory Drug Tests (9th – 12th grades)
- Interview
- Preschool Screening (Pre-Kinder and Kinder)<sup>2</sup>

<sup>1</sup> Foreign students must bring an evaluation issued by the Department of Education of Puerto Rico (Grade equivalences). Homeschooling students must bring an official transcript (using grades or skills) from their homeschooling program.

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

**Note:** In grades 11th and 12th no new admissions are accepted. Certain exceptions have been made under very special circumstances within specific cases. However, acceptance is not guaranteed, and the school reserves the right to admit each student.

### FEES, CHARGES AND PAYMENTS

The non-refundable Application Fee is due for each student at the time of application. Once accepted, the Enrollment 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.

- **One-time charges for new students:**
  - Application Fee per student
  - Entrance Exam Fee per student
  - Enrollment Fee per family

- **Regular Annual Fees:**

- Building Fund Fee per family
- P. T. A. Fee per family
- Identification Card (ID) Printing Fee
- Registration Fee per student
- Science Lab Fee per student grades 6th - 12th
- Mandatory Drug Test Fee per student grades 9th - 12th
- Graduation Fees for Kindergarten, 8th, and 12th grades.
- Any other fee identified as essential for the educational process.

All fees and tuition payments for 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 (1) 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.

**\*NOTE:** *There is a tuition discount of \$100.00 for each additional child enrolled.*

- All school fees are due on or before the established date. A late charge of 20% of the total amount will be charged after that date.
- Tuition payments are due on the first of the month. Any tuition or late charges not paid on time will be considered late and a \$20.00 late charge will be made after the 10th of the month. Non-collectible fees will be charged \$25.00 plus a \$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.

## FUNDRAISING

Dorado Academy is classified as both nonprofit corporation and exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Although we do pursue and receive some federal programs and grants, they contain restrictions that limit their application. The most important sources of additional revenues for the school are the annual fundraising activities and private donations. Donations from individuals and the support of our community, Alumni, and parents/guardians will allow us to carry out projects that address our most important needs to continue to be innovative, provide high-quality services, and sustain our work when other resources are unavailable. Fundraising activities take significant time and effort on the part of the volunteers and staff. All parents and students are required to participate in and support all fundraising activities.

## RE-ENROLLMENT

Re-enrollment is evaluated on a yearly basis for all students and is not to be considered automatic. The school reserves the right to deny re-enrollment due to any or all of the following reasons:

- Student's academic performance
- Students in grades Kinder and 1st must demonstrate satisfactory progress in terms of grade-level expectations and acquired skills to assure reasonable success at the next grade level.

- Students in grades 2nd-11th must maintain a 70% average in each class and maintain appropriate social and academic behavior to enroll for the following year.
  - All students must pass all basic subjects each year or make up no more than two (2) in Summer School to be promoted to the following grade.
- Disciplinary issues
- Lack of compliance with recommendations and requirements made by teachers or other professionals in or outside the school community
- Outstanding tuition and/or other fees

At the end of December, re-enrollment letters are sent out to Dorado Academy parents/guardians. The school must be notified by the end of March whether or not the student will return to school the following academic year. If the re-enrollment process is not completed before April, the student's place will not be reserved.

## WITHDRAWALS

A partial month attended by students shall be paid as a 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. The day parents officially notify the school of the withdrawal, they agree 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 apply.

## 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.

## CHANGE OF SCHOOL

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

## STUDENTS RECORDS AND INFORMATION POLICY

A student's transcript is the official school record of courses taken, grades earned, standardized test results, cumulative GPA, and attendance. Student records are maintained for the benefit of the student. They are used for the promotion, instruction, career development, guidelines, and educational progress of the student.

All school records, including permanent and temporary records, are available for inspection and duplication by students and their parents/legal guardians and when requested by local, state, and federal agencies as allowed by law. Student transcripts can only be released with prior written consent from a parent/legal guardian or by the student if they are over the age of 18.

### **Types of Transcripts:**

- **Official:** This document contains the official school stamp, signed by the registrar or other school official, and is sealed in an envelope.
- **Unofficial:** This is a copy of a transcript that is not signed, stamped, or sealed.

There is a \$15.00 fee for each copy requested. All student school records are kept in a fireproof file cabinet and saved electronically in the school's Administrator Plus Program. Authorized school administrative personnel of Dorado Academy are the only ones that may disclose information about a student's school records.

If for any reason the school closes, the school will assign a custodian for all student school records. The school will announce to parents 60 days in advance who the custodian will be. Before the cessation of operations, if there is no successor entity responsible for the custody of the documents, a copy of each student's diploma and credit transcript shall be filed with the State Department by the school in the format provided by the Secretary and shall certify to him/her that the documents are complete and reliable. The Department shall provide by regulation the format in which these documents will be kept and the protocol for the digitization, retention, or destruction of these documents.

### **POLICY ON THE USE OF SOCIAL SECURITY NUMBERS AS IDENTIFICATION**

Law no. 186 of September 1st, 2006 prohibits the use of Social Security numbers as identification in 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 the 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 other 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 2 STUDENT'S RIGHTS AND RESPONSIBILITIES

### Student's Basic Rights

Each student must:

- Be provided with a classroom atmosphere that is conducive to learning.
- Be secure and safe in their person and property.
- Have a teacher who will provide positive support for the student's appropriate behavior and limit the student's inappropriate behavior.
- Support the teacher and expect a positive learning environment.
- Know the expected appropriate behavior.
- Be treated with respect, courtesy, and consideration by every student, teacher, administrator, and adult in school.
- Have a just disciplinary process that is consistently applied to all students.

### Student's Basic Responsibilities

Each student must:

- Participate fully in the learning process.
- Come to school on time, prepared with homework, devices, and needed supplies. This includes bringing their charged laptop/tablet (according to their grade) with their power cord, books, book bag, and all materials.
- Show respect for the knowledge, and authority of teachers, administrators, and other school employees.
- Be free of alcohol, drugs, tobacco products, and weapons.
- Show respect for themselves, their school, and other people.
- Help keep their classrooms, halls and walkways, playgrounds, restrooms, and lunch areas clean.
  - Writing or drawing on any school property, such as bulletin boards, desks, walls, lockers, etc. is considered damaging school property.
  - Accidental damage must be reported to the Dean of Students and/or Principal's Office immediately. Any accidental or intentional damage must be replaced by the student/parent or charged to the student's account.
  - 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.
- Avoid excessive public displays of affection (such as kissing/embracing).
- Use appropriate language, behavior, and attire.
- Be honest and trustworthy and treat others with courtesy and respect.
- Refrain from using AI technology, plagiarism, and copying.

These rules and regulations represent our guidelines for behavior and are designed to help each member of the Dorado Academy community to function harmoniously. In keeping the rules, the student contributes to an environment in which others can experience meaningful growth.

Students attending any event or function, whether sponsored by the school or not, are responsible for and answerable to school authorities for any conduct that may, in the opinion of the administration, negatively impact the reputation of the school. The Administration has the right to investigate the situation through meetings or interviews with the students involved.

## ARTICLE 3 ATTENDANCE

### SCHOOL HOURS

#### MORNING ARRIVAL

- The recommended\* gates to enter the school are:
  - PK-5th grades through the Main Lobby gate.
  - 6th-12th grades through the Basketball Courts gate (opened at 7:00 AM and closed at 7:45 AM).

*\*The reason for this recommendation is that the Security staff will be supervising traffic and the Elementary School staff will be overseeing children's crossing at the Main Lobby gate. Nonetheless, parents may choose the gate they prefer to enter the school.*

- Early Bird Care for **PK-5th** grade students is from 6:30 to 7:00 AM.
  - Parents may drop off their child at the Main Lobby's drop-off area where a program aid will receive them.
  - Students will be at the Elementary School Library.
  - At 7:15 AM, a teacher's aide will take them to their homeroom.

#### Arrival Schedule

- 6:30 AM – Early Bird Drop-off Main Lobby
- 7:00 AM – SCHOOL OPENS: Main Lobby and Basketball Court gate are opened
- 7:00 AM – Teacher's Aides Sign-in
- 7:20 AM – Open Classrooms
- 7:30 AM – Teachers Sign-in | Elementary School Homeroom begins
- 7:35 AM – Warning bell (All students must go to their homerooms)
- 7:40 AM – Middle/High School Homeroom begins\* | Parents must leave the school premises.

*\*The Homeroom Period is a very important part of every school day. Students must go immediately to their homeroom when they arrive at school. When the bell rings at 7:40 AM, all students must be in their respective homerooms. Classroom doors will be closed when the 7:45 AM bell rings.*

#### Dropping-off Rules

- 1. For parents that wish to drop off their child at the roundabout:**
  - Parents must stop the vehicle and drop off the student with school supplies at the entrance to the school.
  - Please exit the roundabout area promptly. Exiting is very important, as we need a constant traffic flow and space for other cars to get in.
- 2. For Parents that wish to escort their child to their homeroom:**
  - Parents that wish to walk with the student directly to the homeroom, must use the designated parking areas (in front of the golf course or around Dorado del Mar without blocking

- driveways). \*IMPORTANT: If a parent needs to speak with a teacher or has business to do at the administration office, they must make an appointment in advance via phone or email.
- Parents MUST Park in REVERSE, not only for safety purposes in case of an emergency but also because it causes fewer problems by eliminating the need to reverse into the oncoming traffic. **Double parking is not permitted.**
  - Important: All parking areas in front of the school building, in front of the basketball court, and in the Dorado del Mar Community Center are used for the School Personnel. **Parents are not authorized to park in those areas or block any car parked.**
3. Always keep in mind to have courtesy. Please let the neighbors from Dorado del Mar get out of their driveway and head to their workplaces too.
  4. Make sure your child is ready for school. Book bag closed with materials ready, hair done, and dress code checked.
  5. Please, listen to the Security Personnel when they are directing traffic. They have the experience and a clearer picture to get us on our way the fastest way possible.
  6. **Parents will be allowed on the school premises until 7:40 am.**
  7. The school cafeteria will be open to the public for breakfast from 6:30 to 8:00 AM. Everyone must leave by **8:00 AM.**

## CLASSES ATTENDANCE

- The students must be present at the beginning of each class to confirm their attendance.
- They will have three (3) minutes between periods in order to be on time for each class.
- If the student is late for class, the teacher will send the student to the Principal or Dean of Students to get a late pass.
- The students will not be allowed to enter the classroom without the late slip.
- Consecutive tardiness will affect the participation and/or evaluation in clubs and organizations such as the National Honor Society, Student Council, School Organization, Class directives, Clubs, or Sports Teams.
- After three (3) or more tardiness to the same class, the student will not be allowed to enter and must report to the Principal or Dean of Students' office.
  - The parents will be notified, 10% of any classwork will be deducted and the student will be responsible for all the discussed material in the class.

## AFTERNOON DISMISSAL

### Dismissal Bell Schedule

2:30 PM | PK – 5th Grades

2:45 PM | 6th - 12th Grades

### Student pick-up rules

- The lobby gate will be opened at 1:50 PM. Parents/Guardians must wait at the inner patio for teachers to open homeroom doors. **Parents are not authorized to knock, open, or stand in front of the classroom door.**
- The Security staff will be supervising traffic and the Elementary School staff will be overseeing children's crossing at the Main Lobby gate.



- The Courts' gate will be opened at 2:20 PM.
- For parents using car pick-up, each parent must stop the vehicle and make sure to receive the student with school supplies at each entrance.
- Parents that wish to walk and pick up their children personally, must park their cars in reverse at the authorized parking areas (in front of the golf course or around Dorado del Mar without blocking driveways).
- The Main Lobby gate will be closed at 3:00 PM. Students that have not been picked up by their parents/guardians will be taken as walk-ins (at \$10.00 per hour) at the After-School Program's LEARN AND PLAY:
  - PK-5th grade students at the Elementary School Library
  - 6th-9th grade students at the MS/HS School Library
- After 3:00 PM, all dismissals will be through the Courts gate until school closes at 6:00 PM.

## TARDINESS

- Students should be entering the school by 7:35 AM when the warning bell rings. The late bell rings at 7:40 AM. Lateness deprives the student of the time needed to settle down, organize belongings, and perform any pre-class chores that are pending. **ALL STUDENTS ARE LATE AFTER 7:40 AM.**
- All students arriving after 7:45 AM (during Homeroom) must report directly to the receptionist, present their ID card in order to get a late pass, and then report to their homeroom.
- Middle School and High School students (grades 6th to 12th), arriving after 7:40 AM need to get a late slip from the school's receptionist.
  - Consecutive tardiness will affect the participation and/or evaluation in clubs and organizations such as the National Honor Society, Student Council, School Organization, Class directives, Clubs, or Sports teams.
- Only students with medical excuses or valid excuses (e.g., driver's license, passport) will be accepted in school after 8:45 AM.
- Traffic congestion, car problems, or oversleeping are not acceptable reasons for tardiness unless special circumstances apply. These circumstances will be determined by the school.
- Students who stay home to complete projects will not be allowed to hand them in after the first period.
- After three (3) unexcused tardies parents will be notified via email. Arriving frequently late to class/school or failing to comply with attendance regulations will result in disciplinary action.
- If Dorado Academy identifies a pattern of absences and/or unjustified tardiness in a student, the school will have the responsibility of notifying the government agencies such as the Department of the Family, as established in the Ley 246-2011 "Ley para la Seguridad, Bienestar y Protección de Menores."
- The Dean of Students and/or Principal reserves the right to reject any excuse for absence or lateness if the excuse does not represent an acceptable reason.
- After five (5) unexcused tardiness, the Principal, Dean of Students, or Counselor will schedule a meeting with the Parents/Guardians to follow up and determine a plan to help or solve the situation.

## ABSENCES

- Routine medical appointments or any other type of non-urgent personal errand should be scheduled outside of regular school hours or during school holidays or recess, when possible.
- Parents are advised to schedule their vacations, weekend trips, etc. so that they do not conflict with class days.
  - If for any reason a student must travel during school days, the student is responsible for classwork, projects, reports, and tests and must plan with their teachers.
  - Parents must send an email within a minimum of one (1) week prior to their travel to the Principal or Dean of Students stating the days the student will be absent from school.
  - If these arrangements were not previously made, the student will get a "0" in every classwork, project, report, and/or test missed.
- A student may be absent no more than eight (8) days per semester unless the absence is caused by a serious illness and verified by a doctor's certificate. All, plus an equivalent amount of work for the number of class hours missed must be made up by the student.
- A student will not be excused from school to attend student activities that they are not authorized to attend. All students not participating in such activity must report to school. The school will take disciplinary action with the group of students involved.
- On the day a student is absent for any reason, the parent or guardian must call the school (787-796-4616, or 787-796-2180) or email the homeroom teacher, Principal, and/or Dean of Students.
- When a student returns to school after an absence, their parents and or guardians must send a written excuse or send a message through Plus Portals to the Dean of Students and/or Principal, stating the student's name, date(s) of absence, and reason for the absence. Without the excuse, students may not be admitted to class.
- If a student is absent for more than two (2) days, a health certificate signed by a doctor must be provided.
- After five (5) unexcused absences, the Principal, Dean of Students, or Counselor will schedule a meeting with the Parents/Guardians to follow up and determine a plan to help or solve the situation. Unexcused absences may affect the student's academic performance and all the assigned work during this period will have a deduction of 10% of the grade.

## EXCUSED ABSENCES

- School sponsored activities
- Personal illness or emotional wellbeing
- Medical appointments
- Death in the family
- Religious holidays
- Court appearances

**\*Students are responsible for the material covered in class during this time. All excused absences will be accounted for in our school records.**

## MAKE-UP CLASSWORK, ASSIGNMENTS, AND EXAMINATIONS

- A student is entitled to a maximum of one (1) make-up test per semester in a given subject during the school year, with a valid excuse without penalty.
- The teacher will set a specific date on which any missed test will be rescheduled.
- It is the student's responsibility to find out the assignments missed and to turn in the work on the designated due date.
- A student will be allowed two (2) days for every day missed to make up schoolwork.

## LEAVING CLASSES

- No student is to leave the classroom at any time without the permission of their teacher.
- If a student skips class, their parents will be notified. Disciplinary action will be taken. Students will get a "0" in that day's class work, quiz, and/or test.

## EARLY DISMISSAL

- Parents are advised to respect dismissal times and pick up students at the end of the school day unless there is an emergency.
- If for any reason you must pick up your child early, it should be done during your child's snack or lunch period, so that classes are not interrupted.
  - The parent must go to the reception and fill out the early dismissal book.
  - In Elementary School, the student will be escorted by an adult to the reception.
  - In Middle and High School, the student will be notified of the early dismissal and must go to the Principal or Dean of Students to receive the early dismissal slip.
  - The early dismissal slip must be handed to the receptionist before exiting the school.
- In case of sickness or an emergency, the school will call the parents to pick up their child.
- No student may leave the school grounds during school hours to prepare for a class or class activities.
- The last period of the day may not be interrupted by parents for early dismissal, parents must wait until regular dismissal.
- Senior students leaving school in their car, parents need to fill out the Dismissal Slip and send it to the Homeroom teacher by email. The school will call the parent to verify and confirm the early dismissal. No student will be allowed to leave until the proper validation.

**\*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 Head of School.

## SCHOOL CAMPUS CLOSING

- If an atmospheric event (hurricane, earthquake, etc.) or major health event (COVID-19, flu, mycoplasma, or any other disease outbreak) has prompted the government and/or school administration to determine to close the campus for a short or extended period, students must continue with synchronous learning.
- In synchronous learning, the student will connect through Teams in real-time with each class.
- This modality will follow the Blended Learning protocols and procedures.

## BLENDED LEARNING

Although we are an On-Campus Learning school where the students interact directly with the teacher in a classroom scenario, we have two Blended Learning alternatives in place for special and extreme circumstances that could arise in a family. In some cases, parents/guardians will have the option to request the Principal or the Dean of Students for approval of a Blended Learning environment where the student can learn through asynchronous or synchronous learning.

### **When can you request asynchronous learning for your child?**

In asynchronous learning, the student will receive the educational material during the class day to complete on their own time and will not connect through Teams. This option is available for students who cannot attend on-campus classes due to special circumstances like travel, medical appointments, sports, etc.

### **When can you request synchronous learning for your child?**

In synchronous learning, the student will connect through Teams in real-time with each class. This option is available for students medically excused from attending on-campus classes, any other extreme family situation, or school campus closing.

Parents must fill out the Blended Learning Request Form (available in the Plus Portals School Resources) to ask for any of these accommodations and submit the required documentation. The request will be received and evaluated by the Principal or Dean of Students. The form must be submitted at least 24 hours in advance.

### **Online Classes Attendance**

While on Blended Learning, “attendance” is more than just logging into the class. Online attendance is measured by your academic engagement with the course content, course tools, course teacher, and other students in the class. The following is strongly recommended:

- It is a good practice to log in to Plus Portals, Microsoft Teams, and school email by Plus Portals or Microsoft Office account, daily to stay informed of news, announcements, grades, assignments, and other important class information.
- Attending a class through Microsoft Teams is an opportunity for direct interaction between the teacher and students. Teachers will maintain a record of participation and attendance in academically related activities.

#### **Academically related activities include, but are not limited to:**

- Participating in an online discussion
  - Submitting an academic assignment
  - Taking an exam or quiz
  - Attending a study group or group project that is assigned by the teacher
  - Submitting a form during an online class
- The schedule must be respected as if they were on campus. If for any reason the student decides not to attend the online class, you will receive an email regarding your child's absence. We need the parents' full support in this matter.
  - By attending an online class, both students and parents/guardians consent to video recording the class. If the teacher records the class, it is hereby understood that the videos, under no circumstance, shall be used for any purpose but the one intended; that is, that the students view the class once. Videos shall not be edited or shared without previous written authorization from the school's administration. Any violation of this instruction may lead to academic sanctions that, depending on the severity, may include the expelling of the student. After the video has been seen, the same shall be erased from any and all hard drives to which it was copied to.
  - During On-campus Learning, if a special circumstance arises where the student needs to remain at home and connect to the class online, this must be requested, evaluated, and approved by the Principal and/or Head of School. Then, teachers can be tasked to connect with the student.

### **Online Classes Tardiness**

- While on Distance or Blended Learning, coming late to online classes is disruptive to your child's education and to his or her classmates. Student late arrivals will always receive special attention from teachers, school counselors, and school principals. Tardiness disrupts instruction for the late student and the rest of the class. Late arrivals will be recorded. Students who arrive 5 minutes after the class has started are considered tardy.
- Elementary Students that incur three (3) unexcused tardiness will be referred to the Elementary Counselor and will be communicating with the parent to deal with any challenges that the student or family is facing during distance education.
- Middle & High School Students that incur three (3) unexcused tardiness will be referred to the Dean of Students. The Dean of Students or School Counselor will be communicating with the parent to deal with any challenges the student or family is facing during distance learning. Unexcused tardiness may affect student academic performance and grades.
- After five (5) unexcused tardiness, the Principal, Dean of Students, or Counselor will schedule a meeting with the Parents/Guardians to follow up and determine a plan to help or solve the situation.

### **Online Classes Absences**

- Attendance represents a critical component in the overall success of each distance student. When a student's absenteeism is excessive, the school principal or Dean of Students will send a letter to the student's parents with the total number of student absences and the importance of school attendance. Further actions will be made if necessary.
- **ELEMENTARY SCHOOL:** Parents should email teachers if their son or daughter will not be attending class. The Elementary Teachers will refer students with three (3) unexcused absences to the Elementary Counselor.
- **MIDDLE SCHOOL AND HIGH SCHOOL:** The Middle/High School teachers will refer students with three (3) unexcused absences to the Dean of Students. The Counselor or Dean of Students will be communicating with the parent to deal with any challenges that the student or family is facing during distance education.
- After five (5) unexcused absences, the Principal, Dean of Students, or Counselor will schedule a meeting with the Parents/Guardians to follow up and determine a plan to help or solve the situation. Unexcused absences may affect the student's academic performance and all the assigned work during this period will have a deduction of 10% of the grade.

### **Leaving Online Classes**

- Leaving online classes early is considered an unexcused absence.
- Parents should notify the teacher by email if the student is going to disconnect before class ends. If the student leaves the class due to Internet connection problems, the student or the parent should inform the teacher as soon as possible about this situation when they have an Internet connection again.
- Leaving online classes will be documented and after three (3) unexcused leaving will be referred to the school principal or Dean of Students to deal with any challenges that the student or family is facing.

## ARTICLE 4 DRESS CODE

Wearing school uniforms establishes a leveled playing field for all students while they also develop a greater sense of equality. Being dressed in uniforms helps students to identify others who are committed to being part of the same learning community while reinforcing unity and teamwork. At Dorado Academy, every student is to be in full uniform every day. It is the responsibility of the parent/student to see that the uniform is clean and in good condition.

Our students are expected to always dress modestly and act correctly, especially when wearing the school uniform (in or out of campus during official school activities), since they are representing Dorado Academy, and embody the character of the school.

**As soon as any dress code violation is observed, the student will be informed that it must be corrected immediately.** If this is not possible, the student will have to communicate with their parents or guardians so that they can bring the appropriate uniform. The student will not be able to enter class until the uniform is corrected.

Students who refuse to comply with the uniform code will be disciplined accordingly, and may result in detention, suspension, and/or other disciplinary action. If we identify a student with a pattern of dressing inappropriately, their Jeans Day privilege will be revoked. Final judgment regarding a student's appearance will be at the discretion of the school's administration.

### GENERAL GUIDELINES

- **Hair:** The general principle of cleanliness, neatness, and simplicity should govern hairstyles. **Hair should not be on their faces as it obstructs vision and affects the learning process.** Hair can be dyed; however, if the student chooses to dye the hair in what is considered unnatural hair colors (i.e., pink, purple, green, yellow, blue), it cannot be more than 50% of the hair (i.e., highlights, ombre, balayage) nor multiple hair colors. All decisions as to length and style shall be subject to the approval of the Head of School and/or Principal.
- **Face:** Subtle, unobtrusive makeup. Extremes in make-up are not permitted. Facial Hair should be kept neat and clean.
- **Jewelry:** If worn, one small pair of earrings. Studs should be small. Jewelry must be simple and modest as determined by the Head of School and/or Principal. No additional visible body piercing is permitted, including facial piercings of any description like (but not limited to) nose studs, a tongue piercing, and/or multiple ear piercing.
- **Tattoos:** Tattoos are not permitted. If for any reason the student already has one, it should not be visible.
- **Hats:** Hats or caps of any kind are not permitted (except on Jeans Days).

### SCHOOL UNIFORM

The school uniform identifies the student with the school. It is required that each student uses their complete uniform and wears their ID 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. If the student loses their ID, another card will have to be printed and this entails a printing fee. Otherwise, the student will not be permitted to enter the school.

### **Pre-K & Kinder**

- P. E. light blue t-shirt with navy blue borders with the school logo
- Navy blue shorts with the school logo
- Girls: shirt dress with shorts

### **1st to 5th grades**

- French blue polo with khaki borders with the school logo
- Khaki Bermuda pants (not shorts), or khaki "Dockers" long pants
  - A pair of long pants is needed for formal activities or field trips (when required).
  - All pants and belts (brown or black) are to be worn at the waist, not at the hips.
  - No leggings or jeggings.
- Girls: khaki skirt (1st to 5th grade), khaki Capri pants, and/or khaki skirt (skirt lengths must be no shorter than mid-knee, and must wear shorts under the skirt)

### **6th to 12th grades**

- French blue polo with khaki borders with the school logo
- Seniors can also wear their Senior Class shirt with the school logo
- Khaki Bermuda pants (not shorts), or khaki "Dockers" long pants
  - A pair of long pants is needed for formal activities or field trips (when required).
  - All pants and belts (brown or black) are to be worn at the waist, not at the hips.
  - No leggings or jeggings.
- Girls: khaki Capri pants and/or khaki skirt (skirt lengths must be no shorter than mid-knee)

### **Physical Education Uniform**

- P. E. light blue t-shirt with navy blue borders with the school logo
- Navy blue shorts with the school logo (Pre-K – 5th)
- Long P. E. pants with the school logo (1st – 12th) (**Please Note:** The P. E. long pants/shorts must have the school logo. At the High School, P. E. long pants are to be worn only on P. E. days).

### **Tournament and Field Day T-shirts**

- Tournament and Field Day t-shirts can only be used in the activities for which they were created. **They will not replace the P.E. shirt.**
- Students will have the option to wear the tournament t-shirts, with their school uniform pants or skirts, during the next three (3) Fridays following the tournament.

### **Athletic Uniforms**

- The athletics jacket and uniforms will be used only during the practices or competitions in which the students participate.

### **Shoes**

- **Pre-K to 12th grades:** socks and sneakers or tennis shoes. Sneakers where one is of one color and the other is a totally different color will not be allowed.



## **Jackets**

- Dorado Academy jackets, sweaters, hoodies, or plain navy-blue jackets (with no logo) will be permitted.

*\*All uniforms must be the officially authorized school uniform with the school logo from the established uniform provider. No other uniform will be permitted to be worn to school.*

## **JEANS DAYS**

When a Jeans Day is scheduled, student participation is optional. The money collected is donated to school activities or the School Improvement Fund. Students participating in Jeans Day are expected to dress modestly.

- Blue or black jeans are permitted as long they are not torn or shredded.
- T-shirts, jackets, sweaters, caps, and hats are permitted but may not display inappropriate logos or designs.
- **Not permitted:** shorts; tight pants; beachwear; see-through or transparent apparel; tops without sleeves, with bare backs, or bare stomachs; dresses/skirts shorter than 2" above the knee; flip flops, or sandals.

## ARTICLE 5 STUDENT NEEDS

### BOOKS AND MATERIALS

Parents are responsible for providing/purchasing textbooks, workbooks, and materials for their children. They will be evaluated periodically and changed or revised according to the necessity of keeping the school's curriculum updated. Devices (computers/tablets) are part of the student's materials. When required by the teacher, the student must bring their devices to school. Parents will receive a book list and will be notified of the dates on which the books will be on sale.

1. Each student is responsible for having and taking care of all materials necessary for class.
2. Each student should write their name on the inside cover of all their books.
3. Books/Book bags are not to be left on the floor, hallways, or unattended at any time.
4. To borrow without permission or to damage another student's books/materials constitutes theft and destruction of private property.

### ELECTRONIC DEVICES<sup>1</sup>

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

#### PROTOCOL OF USE

- 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 teacher.
- Printing from personal devices will not be possible at school.
- 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.
- Students are solely responsible for their devices. The responsibility to keep the personal device secure rests with the individual owner.
- Students and parents should be aware that all devices are subject to search by school administrators (with the owner present during the search) 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.
- 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 devices under the direct supervision of their teacher. Any unauthorized use can result in privileges being revoked.

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<sup>1</sup> **Device:** it refers to privately owned wireless and/or portable electronic hand-held equipment that includes, but is not limited to laptops, netbooks, cell phones, smartphones, iPods, iPads, tablets, and e-Readers.

- Every student must have a **tablet** (touchscreen is recommended for grades from Pre-K to 2nd grade) or **laptop** that meets the minimum requirements. It is important to follow school recommendations each year due to technological and software platform specifications changes. Please check that your child’s current device complies with these requirements:

Pre-K to 2nd grade: Tablet Minimum Hardware Specifications			
Processor	Apple or Cortex A	Operating System	Windows, IOS or Android
Display	10" Inch	Battery Life	10 hours
RAM	6 GB RAM	Weight	Light
Storage	64 GB	Internet	Wi-Fi connection
Camera	Yes	Browser	Google Chrome

3rd to 12th grade: Laptop Minimum Hardware Specifications	
Processor	Intel Pentium i5
Display	14" Inch
Touchscreen Display	*Recommended for elementary students
RAM	8 GB RAM
Storage	256 GB
Camera	Yes
Operating System	Windows or IOS
Battery Life	10 hours
Weight	Light
Internet	Wi-Fi and Ethernet connection
Browser	Google Chrome

- **Cellular/Wireless Telephones** are prohibited from use by all Elementary School students during school hours (7:40 AM to 2:30 PM). Should an emergency arise, the student may call from the office of the Principal, Dean of Students, Counselor, or Main office.
- If an Elementary School student has a cell phone it must be kept away in their backpack.
- Middle School and High School students have the privilege of using their cell phones during snack and lunch hours. While in the classroom, cell phones must be placed in the pocket organizer under the teacher's supervision or in their backpacks.
- Cell phones can be used for educational purposes through teacher-guided activities. Taking pictures or videos of classes, teachers, or incidents going on in school is prohibited. Posting pictures, videos of teachers in school, or official documents on any Internet social network (Facebook, YouTube, Twitter, Instagram, etc.) is prohibited by law, and legal action can be taken.
- **Smart Watches are not allowed at school.** Watches that vibrate or ring during class are not only a major source of distraction but give students the possibility to unobtrusively access apps and gain information during tests or exams.
- If a student is found using a cellular/wireless telephone inappropriately or a Smart Watch, a staff member has the right to take away the device and give it to the Dean of Students and/or Principal. The Dean of Students and/or Principal will hold the device until the parents/guardians claim it.

- Taking pictures or videos of classes, teachers, activities, or incidents going on in school is prohibited. Posting pictures, videos of teachers or activities in school, or official documents on any Internet social network (Facebook, YouTube, Twitter, Instagram, etc.) is prohibited by law and disciplinary, and/or legal action can be taken.
- If a student is found using an electronic device inappropriately, a staff member has the right to take away the device and give it to the Dean of Students and/or Principal. The Dean of Students and/or Principal will hold the device until the parents/guardians claim it.

## INTERNET ACCESS

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:

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Do not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Do not distribute private information about others or themselves.
2. 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.
  - Do 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.
3. Respect and protect the intellectual property of others.
  - Do not infringe copyrights (no making illegal copies of music, games, or movies).
  - Do not plagiarize or use AI technology to compose and submit works as your own original creation.
4. Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher.
  - Do 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).
  - Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - Do not send spam, chain letters, or other mass unsolicited mailings.
  - Do 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 resources 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.

## **STUDENT LOCKERS**

The school provides lockers as a service to students. Lockers are property of Dorado Academy; therefore they may not be vandalized or mutilated. Lockers should always be neat. Interference with another student's locker in any way is considered a serious offense against the student's rights.

### **General rules**

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

## **LIBRARIES**

### **SERVICE HOURS**

Elementary School Library | **Monday – Friday: 7:00 AM – 2:30 PM**

Middle/High School Library | **Monday – Friday: 7:00 AM – 4:00 PM**

### **PROCEDURES**

- All library materials must be returned promptly and in good condition at the Librarian's desk.
- Reference books, periodicals, newspapers, and reading tablets are to be used exclusively in our facilities.
- During the Christmas and Easter vacations, patrons can sign out books with a special permit from the librarian.
- Books do not circulate after the first week of May and during the summer vacation.
- Books lost or mutilated have a charge of \$20 to \$100, depending on their replacement cost.
- The person who checks out the library material is responsible for it. Failing in returning material on time will receive the applicable fine.

## RULES

- Libraries are a place for studying, research, and recreational reading. Only during recess, at the Elementary School library, can personal electronic devices and games can be used.
- A low tone of voice is expected at all times.
- Students using the libraries' facilities during school teaching hours require a written permit from their teacher.
- All resources must be handled carefully. Reading tablets cannot be modified in any way.
- Food and drinks (including water) must be finished before entering, as they may cause damage to resources.
- Everyone will have a limited period of time to use our computers for research purposes.
- Receiving e-mail, game playing, or tampering with the computer settings is prohibited.
- Students, who fail to comply with the library's rules, will be temporarily suspended from the use of its resources and reported to the Dean of Students.
- All technological resources will be used with consent and under strict supervision.
- Material for projects or presentations must be saved on the Cloud or USB drive.

## STUDENT'S INTERNET USE

Computers in the library and throughout the school have access to the Internet. To ensure appropriate use of the Internet, Dorado Academy has developed an Internet Acceptable Use Policy. The school recognizes that the Internet may contain items that are illegal, defamatory, and/or offensive. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner.

Students are responsible for good behavior on the Internet just as they are in the school building. General school rules for behavior and communication apply. Network storage areas are treated like school lockers. Administrators and other appropriate school personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect files to be private.

### **The following student behaviors are not permitted:**

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Posting or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, insulting damaging to another's image, or illegal.
- Downloading files, software, or installing personal software onto a Dorado Academy computer.
- Tampering/damaging computers, computer software, or network settings (changing settings and/or configuration files).
- Violating copyright laws.
- Using chat rooms, personal e-mail, or accessing personal profile web pages (Facebook, Instagram, etc.) or any other social network.
- Using another person's password.
- Trespassing in another person's folder, files, or storage device.
- Employing the network for commercial purposes.
- Using the Internet for non-educational purposes.
- Online gaming, Internet radio, downloading music, and/or watching videos not suggested by the teacher for educational purposes.

Violation of the school's Internet/computer use policy may result in a loss of access as well as other disciplinary actions. Parents will be notified of the offense and all possible legal actions will be taken against offenders.

## **AFTER SCHOOL PROGRAM**

We provide various services in the After School Program for families that cannot pick up their children at dismissal time.

### **Learn and Play After-School**

This program is for students in PK to 8th grade. It runs from 2:30 PM to 6:00 PM. Parents interested in the program are required to enroll their students at the Administration Office.

### **Supervised Studies**

Teachers provide supervised studies for students in grades PK-11th. Teachers rent classrooms from the school. Payments for supervised studies are paid directly to the teachers. Teachers are responsible for the supervision of students during and after the supervised studies. Students in supervised studies must follow the Student and Parent Handbook rules and regulations.

### **Additional After-School Options**

As part of the program, we offer activities like Kids' Sports, Ballet and Hip Hop lessons, Basketball, and Volleyball Training. Payments for these classes and training sessions are paid directly to the teachers and coaches. They are responsible for the supervision of students during and after their classes. Participants must follow the Student and Parent Handbook rules and regulations.

## **COLLEGE COUNSELING**

1. The College Counselor is responsible for coordinating and administering standardized assessments for eighth through twelfth grades.
  - CEPA Test of Skills and Interests for Grades 8th and 10th.
  - Pruebas de Ingreso y Evaluación para el Nivel Secundario I y II (PIENSE I, II) - Grade 9th.
  - Preliminary Scholastic Aptitude Test (PSAT) – Grades 9th, 10th, and 11th.
  - PAA (College Board de Puerto Rico) (First Semester ONLY) – Grades 11th-12th.
  - Advanced Placement Test – Grades 11th-12th .
2. The College Counselor assists and guides students and families with the selection of colleges and the application process.
3. Reasonable accommodations for standardized exams such as the PIENSE test, College Board, and/or SATs must be requested in advance through the Sunrise Program Office.

## **STUDENT ACTIVITIES**

All student recreational and fundraising activities must be authorized by the administration. Participating in school activities is a privilege that must be earned by students. For students to obtain



these privileges they must follow all rules, regulations, and proper norms of discipline. Otherwise, permission to conduct the activities will not be granted.

On events related to curriculum and holidays, groups may celebrate with a special activity and/or treats. These celebrations should be well planned, have time limits, and be pre-authorized by the Principal and/or Head of School.

## **BIRTHDAYS**

If a parent/guardian wishes for their child to celebrate their birthday with their classmates, they must notify the teacher in advance. The teacher will arrange approval from the administration and schedule with the parent/guardian the most appropriate date and time to bring the birthday supplies. Parents/guardians are not allowed on the school premises unless authorized.

## **FIELD TRIPS**

Field trips are important for students because they are able to learn in a variety of ways as they encounter real-world experiences. They provide students with first-hand exposure to people, places, and ideas. Concepts are presented through different media and different modalities, so students who struggle with traditional learning can feel smart and confident. They become actively engaged in learning. All students are expected to participate.

- Transportation will be provided for all students to and from the activity.
- School uniform is required on all field trips unless another dress code is authorized by the Principal or Head of School.
- When a school trip is planned, a form will be sent home containing a brief description of the activity and a permission slip to be signed by the parent/guardian and returned to the teacher before the trip.
- If a student does not return the signed permission slip, they will not be allowed to participate in the field trip and must stay home.
- Students are expected to follow the rules set by the teacher prior to the trip.

## **FIRST AID**

Our school has a full-time registered nurse with all the necessary basic first-aid equipment. Upon enrolling a student in Dorado Academy, parents agree to receive services provided by the nurse when needed. The nurse will follow this procedure:

1. Teachers refer students to the First Aid Office if they have any of these symptoms:
  - Injuries or accidents occurring in school
  - Asthma
  - Headaches
  - Vomiting, abdominal pain, and/or diarrhea
  - Fever/Chills
  - Ear ache
  - Eye irritations
  - Persistent cough
  - Nasal drip
  - Sore throat
  - Skin rashes or eruptions
  - Muscle or body pain
  - Fatigue or feeling more tired than usual
  - Pediculosis (lice)

2. The School Nurse communicates with the student's parents or guardians and informs them of the student's symptoms.
3. Finally, the School Nurse decides if the student can continue taking their classes or must be picked up to be evaluated by a doctor.
4. If absent for more than two (2) consecutive days, the student must present a medical certificate or official doctor's note informing their health state and when they can report back to school.

### **General guidelines**

- Parents are expected to respond promptly to sick calls and come to pick the child up. Our First Aid Office is not equipped to handle sick children for long periods of time.
- All students enrolled at Dorado Academy are insured. This policy covers school-related accidents.
- All children attending school in Dorado Academy must comply with the *LEY DE INMUNIZACIÓN DE VACUNACIÓN, LEY NUM. 25* ("Artículo 2 de la Ley Núm. 25 de 25 de septiembre de 1983 - A partir de la vigencia de esta ley, ningún estudiante o niño preescolar podrá ser admitido o matriculado en una escuela, centro de cuidado diurno, o centro de tratamiento social, si no está debidamente inmunizado"). Please make sure your child is up to date on all immunizations. Each student must have completed the required immunizations to attend school and bring the Immunization Record with expiration date, updated, GREEN FORM (P-vac-3) to the School Nurse.
- It is recommended to also vaccinate your children against influenza and COVID-19. Vaccination against influenza and COVID-19 is the best tool to prevent these infections and their complications.
- If you have a medical or religious reason to refuse the immunization then we need a signed *Objection letter for immunizations (Exención a Vacunar por Razones Médicas o Religiosas)*, it must be signed before the beginning of every school year.
- According to the Health Department of Puerto Rico, Law #63 of 2017 all parents, tutors, or legal guardians of Kindergarten, 2nd, 4th, 6th, 8th, and 10th grade students, must provide the school an oral health certificate in order to start in August. The Oral Certificate form may be downloaded through the *Departamento de Salud* webpage, or the Dorado Academy Plus Portal Homepage.
- Students should not be sent to school ill. Allowing a child to attend school when sick harms the student as well as others.
- Students with contagious diseases must inform the School Nurse and follow any isolation period required.
- Medication will not be administered to any student by the school nurse without written authorization signed by the parent or legal guardian.
- Each student must bring their own mask for respiratory therapy. If your child needs respiratory therapy more than twice during the school day, they should stay at home.
- Make routine dental and doctor appointments after school hours or on Saturdays.
- A student should only be absent due to illness.
- All students are required to have a completed Dorado Academy Health Record form.

### **School Elevator Policy**

The school elevator is only for authorized use by injured, disabled, and/or physically disadvantaged, for transporting cargo to or from the second floor, or for emergencies and authorized personnel authorized by the school administration.

## SAFETY AND SECURITY

The school should be the safest space for the entire school community. With the purpose of guaranteeing the physical and emotional health of our school; strengthening the actions for the protection of the facilities; and increasing the perception of security, we have a team of specialized security guards and a detailed security protocol where guidelines are offered to handle all the emergency situations that may arise on campus.

Likewise, there is an Operational Plan in place for Emergency and Risk Management supervised by Dorado's Municipal Office for Emergency Management (*Oficina Municipal de Manejo de Emergencia*). This plan was also evaluated and reviewed by an independent safety and health consulting group.

## SECURITY CAMERAS

Dorado Academy has cameras installed throughout the school to protect the institution's property and everyone's personal belongings and to monitor students' conduct. The security cameras are not installed in the restrooms or where they are not permitted by law and they only record video images, not audio. They are active seven (7) days a week, twenty-four (24) hours a day. They are monitored by the Security team, the Dean of Students, the Principals, and the Head of School. The IT Department is the only one with access to and custody of the recordings.

## CAFETERIA

1. The cafeteria opens at 6:30 AM and closes at 3:30 PM. Parents must leave by 8:00 AM.
2. The school schedule provides a snack and lunch period each day. For Elementary School (PK-5th grades), a second snack time is provided.
3. Students may purchase the food available in the cafeteria or they may bring their own snacks/lunch from home.
4. Parents may register at [payschoolscentral.com](https://payschoolscentral.com) to make online meal payments and review which items their child is consuming and purchasing in the cafeteria.
5. If the student has a negative balance of \$50.00 or more, the student will only be sold toast and water until the student's account is paid.
6. Students may not purchase or have lunch delivered to the school during school hours (especially by outside food vendors).
7. All students must eat their lunch in the cafeteria. Each class will be responsible for leaving the tables and area clean.
8. No food may be taken into the library, basketball court, or classrooms.
9. Students are to clean up the area they use for recess, and be on time for their next class of the day.
10. It is expected that parents will timely pay any debts owed by their children who are DA students within the month when they are incurred.

## ARTICLE 6 GRADES AND PROMOTION POLICIES

### REPORT CARDS

Report Cards are sent four (4) times during each academic year. They reflect the student's achievement in **Core subjects** (English, Spanish, Mathematics, Science, and Social Studies) and **Elective subjects** (Art, Music, Theater, Computer, Physical Education, Foreign Language, and other electives).

#### The purpose of the Report Card is:

- To evidence a grade relative to acquired skills. (Report card grades are final in each quarter. The academic averages are calculated with all the grades of each semester.)

### FOR PK TO 2ND GRADE

In these levels they evaluate skills and expectations with the following Skills-Based Grading Key:

- **E - Excellent**
- **G - Good**
- **S - Satisfactory:** grade C or better (**Passing grade**). States that the student's skills are in process.
- **NM - Not Mastered:** is equivalent to a D/F in determining a student's academic status.

### FOR 3RD TO 12TH GRADES

In these grades, the marking system used for measuring student's academic progress is as follows:

- 4.00 - 3.50    **A**    100 - 90
- 3.49 - 2.50    **B**    89 - 80
- 2.49 - 1.60    **C**    79 - 70
- 1.59 - 0.80    **D**    69 - 60
- 0.79 - 0        **F**    59 - 0

The grading curve for the **Advance Placement Courses (AP)**:

- **A**    100 - 87
- **B**    86.99 - 77
- **C**    76.99 - 67
- **D**    66.99 - 57
- **F**    56.99 - 0

*Students who maintain a grade average of A in the subject during the entire semester may be excused from the final exam (not partial exam).*

### CONDUCT GRADE (PK - 12TH GRADES)

All student's **conduct** will also be evaluated using the following key:

- **E - Excellent**
- **S - Satisfactory**
- **NI - Needs Improvement**
- **U - Unsatisfactory**

## PROGRESS REPORTS

Progress Reports are for 3rd to 12th grades and are sent four (4) times during each academic year. Students from PK to 2nd grades do not receive a Progress Report.

### The purpose of the Progress Report is:

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

### In the progress reports, teachers inform the parents regarding:

- **Academic Progress** using the student's skills and expectations following this grading key:
  - E - Excellent
  - G - Good
  - S - Satisfactory: grade C or better (**Passing grade**)
  - NI - Needs Improvement: is equivalent to a D/F in determining a student's academic status but will not affect the grade point average.
- **Conduct** using the following key:
  - E - Excellent
  - S - Satisfactory
  - NI - Needs Improvement
  - U - Unsatisfactory

The teacher can also indicate with an **X** next to the skill or expectation if the student **needs improvement**. If the student lowers their 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 their academic progress in each subject.

## PROMOTION POLICIES

### PRE-KINDER - 2ND GRADE

From PK to 2nd grade our students participate in Skills-Based Education. This system breaks down each subject into smaller "learning targets." Each target is a teachable concept that students should master by the end of the course. In Skills-Based Education, teaching is responsive to learning. When starting a new skill target, teachers present introductory lessons. As students progress, they are offered more complex material. They continue working and learning until they reach the target.

### Students in these levels are evaluated within a Skills-Based promotion system.

- Throughout the term, student learning on each target is documented.
- Teachers track student progress, give appropriate feedback, and adapt instruction to meet student needs.
- In Skills-Based Education, the evaluation is documented based on the demonstration of proficiency. Teachers provide students with standards-aligned activities (projects, worksheets, quizzes, essays, presentations, etc.).

- Teachers assess the student's accomplishments and choose the appropriate skill proficiency level that was demonstrated.

### **Our scales reflect students' increasing skill proficiency as follows:**

- **E** for "**Excellent**" is used for students who meet a skill target and constantly demonstrate their best effort.
- **G** for "**Good**" means that the student meets a skill target and mostly demonstrates their best effort.
- **S** for "**Satisfactory**" indicates that the student's skills are in the process of developing. As students learn, they can demonstrate partial proficiency or meet a skill target.
- **NM** stands for "**Not Mastered**" and indicates that students have little understanding of a concept, and consequently cannot demonstrate any proficiency.
  - When starting a new skill target, many students have no prior knowledge and begin at NM.
  - Nonetheless, if a PK to 2nd grade student receives an NM in four (4) essential Language and/or Math Skills at the end of the year, they must repeat the grade.
  - Kindergarten students that have not mastered the skill of proper bathroom habits will not be promoted to 1st grade.

### **3RD GRADE - 12TH GRADE**

- The end-of-year grade is determined by taking the class assessment points accumulated since the beginning of the student's school year and dividing it by the total number of points attempted in the class during that year. This process will reflect an average that will be the grade established in the marking system.
- To be promoted, students must obtain at least a C grade in the core subjects (English, Spanish, Math, Science, and Social Studies) at the end of the year.
- Students who receive a D grade in three (3) core subjects at the end of the year, will not be promoted to the next grade.
- Students who receive an F grade in two (2) core subjects at the end of the year, will not be promoted to the next grade.
- Students must attend Summer School if they receive a D in one (1) or two (2) core subjects at the end of the year. The same goes if they receive an F in one (1) core subject at the end of the year.
- 12th-grade students earning less than a C in any core subject and/or elective subject may impact graduation at the discretion of the Principal and Head of School. Students will be required to complete Dorado Academy Summer School to receive their diplomas.
- The school reserves the right to evaluate each retention case individually and make appropriate recommendations to the student's legal guardians.

### **PRINCIPAL'S AND HONOR ROLL AWARDS**

- To qualify for the Principal's Roll or the Honor Roll, each student's academic average for the year is calculated from the grades in English, Spanish, Math, Social Studies, and Science.
  - For the Principal's Roll, the student must have a 4.0 academic average throughout the school year.
  - For the Honor Roll, the student must have an academic average of 3.50 to 3.99 throughout the school year.
- Grades in the elective courses are not calculated into the academic average, but all elective courses must obtain a passing grade. A student is not eligible for the Principal's Roll or Honor Roll with a failing grade in any subject or if placed on academic probation.

- The Principal's Roll and the Honor Roll Awards are presented to students at the Academic Achievement Award Ceremony held during the first quarter of the following school year.

## ACADEMIC PROBATION

Any student currently enrolled with D or F in two (2) or more core subjects (English, Spanish, Mathematics, Science, and Social Studies) during the first semester will be placed on Academic Probation, and parents/guardians will be notified. The Academic Probation will affect their return to Dorado Academy for the next school year and graduation. (**Note:** All new students are automatically placed on probation during their first year at Dorado Academy.)

Students who consistently do not show improvement during the semester following the academic probation may not be re-enrolled for the next academic year.

### **The conditions for removal of academic probation are:**

1. Students must receive a satisfactory Progress Report in the next quarter in all core subjects.
2. Students must receive a positive recommendation from the Principal.

## SUMMER SCHOOL

To determine if a student needs to enroll in Dorado Academy Summer School, we must take into account the following conditions:

- If the student receives a D in one (1) or two (2) core subjects at the end of the year.
- If the student receives an F in one (1) core subject at the end of the year.

For Elementary and Middle School students who get a D or an F in English, Spanish, and/or Math, in any quarter it is strongly recommended that they be enrolled in the Summer Reinforcement (Booster) Program to improve skills. **The original grade will not be substituted.**

If a High School Student receives only one (1) D in any semester in a core subject, even if they pass the grade, we recommend they take Summer School to improve that grade.

Under special circumstances, students receive permission from their Principal to enroll in a summer course at another accredited institution if it is not offered at Dorado Academy Summer School.

### **Summer Report**

- The course final grade will be averaged using the Summer School grade and the lowest grade from one of the semesters.
- If the student does not get a satisfactory grade, in two (2) of the Summer courses, re-enrollment to Dorado Academy will be denied.

## PLUS PORTALS AND TEAMS PLATFORMS

Plus Portals provides an interactive interface that enables school administrators and teachers to instantly share data and engage with parents and students in a secure environment. It is a user-friendly system that gives parents, students, and teachers the opportunity to announce ongoing activities or upcoming events, communicate related information, schedule meetings, and access grades and attendance information.



**Parents and students are required to activate their respective Portals account as they will be using it as a communication and information system for their classes including each student's demographic information, class syllabus, grades, re-enrollment, and official documents.** Middle and High School students are responsible for verifying the information about their grades during the school year.

**All parents PK-12 are required to activate their Parent Plus Portals accounts.** Parents must register on the Parent Portal to see their child's grades and be informed and aware of how they are doing in class. Although with limited features, there are Parent Plus and Student Plus Mobile Apps for iOS and Android available for your mobile devices.

The formal communication to clarify doubts about classes or work between students and teachers is done through Microsoft Teams. Teachers and students can use Microsoft Teams to communicate through a private chat or post in the class team for the benefit of the complete group. As a reminder, Teams, and channels are public, so anything posted here will be visible to anyone who has access to the Team in which they reside. You should exercise caution when sharing information more than you would in private one-on-one with teacher and student.

Microsoft Teams will be used to post all assignments and receive them. Teachers will upload specific instructions on how to complete and submit works and assignments while keeping track of all works assigned.

The system will keep a copy of the student's submitted assignment in the student's E-locker or Assignment folder. The student can access or review the assignment but also can delete it and upload it again if needed. Students should keep in mind:

- Always edit and proofread the work before submitting it.
- Check spelling and grammar.
- Make sure to cite or use proper quotations when using other people's words in the written work. AVOID plagiarism.

Students have the responsibility to regularly monitor online platforms (Microsoft Teams, Plus Portals, email, etc.) to check for announcements and feedback from their teachers. For assistance with Plus Portals and the Microsoft 365 student account, you can contact our IT Department.

## **HOMework**

### **ELEMENTARY SCHOOL**

Homework is assigned starting in first grade and is an integral part of the Dorado Academy academic program. Parents/guardians are asked to be involved by providing the time and a quiet place for students to complete the assigned homework. At the same time in the younger grades, homework can be collaborative, and parents are sometimes encouraged to work with their children.

Dorado Academy promotes a healthy balance in students' lives and understands that each student's week should include time for learning, for playing, and for family. We believe that homework should not be punitive or excessive. Homework may be assigned Monday through Thursday and is left to the discretion of the teacher, as the professional in charge of the group who best understands your child's needs and progress. We understand that the general length of homework time is 10 minutes per grade level.

**The guidelines for homework are:**

- 1st grade: 10 minutes of homework, plus 10 minutes of reading.
- 2nd grade: 20 minutes of homework, plus 15 minutes of reading.
- 3rd grade: 30-35 minutes of homework, plus 20 minutes of reading.
- 4th grade: 35-45 minutes of homework, plus 25 minutes of reading.
- 5th grade: 50- 60 minutes of homework, plus 25 minutes of reading.

These times may vary depending on the pace at which an individual student works.

## MIDDLE SCHOOL AND HIGH SCHOOL

Dorado Academy recognizes the importance of assigning meaningful, reasonable, and quality homework to students. The purpose of homework is to promote mastery of skills and concepts taught during classroom instruction. Homework shall include but not be limited to activities or tasks that reinforce concepts taught in class.

- It is the policy of the school that homework should be tasks that students can complete (mostly) without parental assistance. Projects assigned by a teacher will be clearly explained to the students, directions and assessment criteria will be given orally and in writing or posted in Plus Portal and Teams. Teachers will take into consideration materials needed and time allotted. Group projects may be given in grades 6-12 and they should be coordinated among grade and subject level. It is the responsibility of the individual student to participate appropriately.
- Homework may be assigned Monday through Thursday and is left to the discretion of the teacher, as the professional in charge of the group who best understands the student's needs and progress.
- Students will assume increased responsibility for their assignments as they progress in school. Dorado Academy follows the "10-minute Rule" in which students should be doing about 10 minutes of homework per night per grade level. For example, 60 minutes of homework for 6th grade, 70 minutes for 7th grade, 80 minutes for 8th grade, and so on.
- Parents should provide a regular time and quiet place for study. Distractions that interfere with the completion of the student's work should be eliminated.

## MAKE UP HOMEWORK

- A student is entitled to make up their homework in a given subject during the school year, with a valid excuse without penalty.
- It is the student's responsibility to find out if any homework was missed and to turn in the work on the designated due date.
- Students will be allowed two (2) days for every day missed to make up homework.

## ARTICLE 7 ACADEMIC ACCELERATION POLICY

The Academic Acceleration Policy aims to explore the possibility of advancing students to a school grade ahead of where they would be in the regular school curriculum, depending on their needs. Dorado Academy will carry out a fair, objective, and systematic process that is most beneficial to the students. The process of evaluation for the Academic Acceleration Policy is the following:

- **Nomination:** When there is interest in a student to be evaluated for the Academic Acceleration Policy he or she must be nominated to the Principal. The nomination process must be completed before the end of the first quarter of the first semester of school (October) and it can be solicited by the student, parent, guardian, or teacher. *Keep in mind, that every student must complete the graduation years (Kindergarten and 8th grade), which means that these grades cannot be skipped.*
- **Application:** The parent or guardian completes the formal application to begin the process of evaluation of the Academic Acceleration Policy. The application must be completed and turned in before the end of the first semester of school (December).
- **Referral:** The parent or guardian is informed of the initial process of the student's academic acceleration process. At this stage, the parent or guardian must request an appointment with any of the psychological service providers that Dorado Academy recommends carrying out the referral and the corresponding psychometric and psychoeducational tests. All referral documents must be submitted before the end of the third quarter of the school year (March).
- **Documents:** The Dorado Academy administration will use the corresponding standardized test results for the student's level. The Dean of Students will render the corresponding discipline report to the Academic Acceleration Committee.
- **Academic Acceleration Committee:** This Committee is formed by these staff members:
  - Principal (Elementary or Middle/High School)
  - Counselor (Elementary or Middle/High School)
  - Dean of Students
  - Student's current teachers
  - Student's future (next year) teacher
  - Special Education Specialist (Sunrise Program).

The Academic Acceleration Committee will take into consideration the required documents mentioned above and will evaluate the candidate from their different perspectives and professional roles.

- **Decision:** The decision of the Academic Acceleration Committee will be submitted to the Head of School for approval.

The decision made by the Dorado Academy administration will be notified to the student's parent or guardian on or before the end of the current school year (May), as students cannot be accelerated in the middle of the School Year. The Dorado Academy administration reserves the right to accept any student into the Academic Acceleration Policy. Dorado Academy does not discriminate based on race, sex, age, physical, mental, or socio-economic condition.

## **ARTICLE 8 GRADUATION AND PROMOTION REQUIREMENTS**

### **KINDERGARTEN PROMOTION REQUIREMENTS**

The Preschool student must demonstrate proficiency in these established kindergarten skills:

- 1 School Year in English
- 1 School Year Math
- Social and physical skills development recommendation

### **FIFTH GRADE PROMOTION REQUIREMENTS**

To be promoted, Elementary school students must obtain at least a C grade in the core subjects (English, Spanish, Math, Science, and Social Studies) at the end of the year.

- Students who receive a D in one (1) or two (2) core subjects at the end of the year must attend Summer School. If completed with a satisfactory grade, the promotion is granted.
- Students who receive a D grade in three (3) core subjects at the end of the year, will not be promoted to the next grade.
- Students who receive an F grade in two (2) core subjects at the end of the year, will not be promoted to the next grade.

### **EIGHTH GRADE GRADUATION REQUIREMENTS**

To graduate from Middle school, eighth grade students must obtain at least a C grade in the core subjects (English, Spanish, Math, Science, and Social Studies) at the end of the year.

- Students who receive a D in one (1) or two (2) core subjects at the end of the year, must attend Summer School. If completed with a satisfactory grade, the graduation diploma will be presented.
- Students who receive a D grade in three (3) core subjects at the end of the year, will not be promoted to High School.
- Students who receive an F grade in two (2) core subjects at the end of the year, will not be promoted to High School.

### **GRADUATION AWARDS**

#### **High Honor Award**

The 8th grade graduating students must obtain a 4.00 – 3.75 GPA throughout their entire Middle School years in all classes up to the end of the graduation school year and a good conduct record.

#### **Honor Award**

The 8th grade graduating students must obtain a 3.74 – 3.50 GPA throughout their entire Middle School years in all classes up to the end of the graduation school year and a good conduct record.

#### **Academic Subject Medals**

Graduating students must obtain an A grade in all marking periods in that specific academic subject taken at Dorado Academy during their entire Middle School years and maintain a good conduct record up to the end of the graduation school year.

## HIGH SCHOOL GRADUATION REQUIREMENTS

**To graduate, High School students must complete 24 credits as follows:**

- 4 credits in English
- 4 credits in Spanish
- 4 credits in Social Studies (World History I, Puerto Rican History, U.S. History, Psychology/Sociology)
- 4 credits in Math
- 4 credits in Science
- 1 credit in Physical Education
- 0.5 credit in Health
- 2 credits in electives: Business Math, French, Computer, Art, and/or Music.

**Optional:**

- Advanced Placement: Senior Year (AP English, AP Calculus AB, AP Biology, AP Spanish, AP Chemistry)

## GRADUATION AWARDS

### Valedictorian and Salutatorian Awards

The Valedictorian and Salutatorian are selected each year from the graduating Senior Class and they both receive an award during the Commencement Ceremony. Students eligible for awards may not have excessive absences or lateness and may not be on disciplinary probation. Candidates must have attended classes at Dorado Academy for all their High School Years (9<sup>th</sup> - 12<sup>th</sup> grades).

### Valedictorian and Salutatorian Awards are chosen based on:

- Highest and Second Highest Academic Achievement, determined at the end of their Senior Year (May)
- Two (2) Advanced Placement courses
- Scores on the SAT and College Board tests
- Involvement in school activities
- Conduct Record
- Community Service

### High Honor Award

The 12th grade graduating students must obtain a 4.00 – 3.75 GPA throughout their entire High School years in all classes up to the end of the graduation school year and a good conduct record.

### Honor Award

The 12th grade graduating students must obtain a 3.74 – 3.50 GPA throughout their entire High School years in all classes up to the end of the graduation school year and a good conduct record.

### Academic Subject Medals

Graduating students must obtain an A grade in all marking periods in that specific academic subject taken at Dorado Academy during their entire High School years and maintain a good conduct record up to the end of the graduation school year.

**Fidelity Award**

Given to students who have been at Dorado Academy from Kindergarten to Senior year graduation.

**Alumni Award**

Given to students whose parent is a Dorado Academy Alumni.

**Dolphin Pride Award**

This award is given to the most outstanding leader of the Dorado Academy community. The student is selected by students, faculty, and administration. The student must have a "B" or above average and no disciplinary referrals.

**Community Service Award**

The Community Service Award is given to the graduating student with the most accumulated community service hours from ninth grade through the last day of class in their senior year dedicated to direct service, indirect service, advocacy, and/or research.

## **ARTICLE 9**

### **SOCIAL-EMOTIONAL HEALTH AND WELLNESS PROGRAM**

The school-based Social-Emotional Health and Wellness Program is a program dedicated to providing services, resources, and support focused on social-emotional health and wellness across the school community: students, staff, families, and the community. This program is developed and implemented to provide the necessary services to create a healthy learning and working environment for the entire school community.

Our program works with students, families, and teachers, by guiding them to various aspects of mental wellness. We work towards enhancing children's mental health, which also caters to their academic, social, and overall well-being. We collaborate with the teachers and work with them based on the social interactions and curriculum requirements throughout the academic year.

#### **Our program is based on the five foundation pillars which are:**

1. Exploring self
2. Interpersonal skills
3. Dealing with emotions
4. Understanding mental illnesses
5. Nutrition and Physical Activity

#### **The services for our learning community include:**

- Home-School-Community Liaisons
- Social Emotional & Behavioral Assessment
- SUNRISE Student Support Program
- Student Progress
- Nutrition / Physical Activity
- Counseling
- Student individual / Group Counseling
- Consultation
- Psychoeducational / Prevention programs
- Referrals to outside resources
- Mentorship

### **SUNRISE STUDENT SUPPORT PROGRAM**

Following the Americans with Disabilities Act (ADA), the SUNRISE Student Support Program is a student support service that helps ensure equal access to educational opportunities for students with learning disabilities. Nonetheless, this is not a remedial program, as Dorado Academy does not offer Special Education Services (SES). Our coordinators provide reasonable accommodations and monitor students' evaluations and recommendations. Reasonable accommodations are practices and procedures in the presentation areas, way of responding, environment and space, time, and schedule that provide equitable access during teaching and assessment for students with disabilities. Diversity and individuality are embraced while promoting acceptance, tolerance, cooperation, equality, independence, a positive attitude, self-awareness, and confidence.

#### **WHO MAY REQUEST A REASONABLE ACCOMMODATION?**

Accommodations should be requested by parents or legal guardians of the student with a disability. For the accommodation to be provided, the student has to be evaluated by a specialist in the area of disability that certifies their condition and provides an official written diagnosis. Evaluations that measure reading, writing, and comprehension skills should be preferably in English. In order



to remain in the SUNRISE program, students' evaluations and accommodation documents must be up to date.

In Dorado Academy, the recommendations of the specialists will be evaluated to analyze, authorize, and integrate into the teaching and evaluation process, according to the policy and vision of our school. Typically, the use of accommodations does not begin or end at school. They will generally need them as well at home, in the community, and, as they grow, in postsecondary institutions and at work.

### **HOW TO REQUEST A REASONABLE ACCOMMODATION?**

The parents or legal guardians request the SUNRISE Program Application Documents. These documents will be available in the SUNRISE Program classroom or School Counselor's office.

#### **This is the general process to request the services:**

1. Parents or legal guardians will submit medical evidence certified by a qualified professional in the area diagnosing the condition.
2. Teachers refer students to School Counselor's office for possible evaluation (preferably in English) or to begin the process for the SUNRISE Program.
3. The documents for evaluation must be brought to the SUNRISE Program or the Elementary School Counselor's office for students from 1st to 5th grade and the Middle/High School Counselor's office for students from 6th to 12th grade.
4. The School Counselor reviews the documents with the SUNRISE coordinator, who in the end determines the eligibility of the accommodations.
5. Parents will be invited to discuss and approve the student's reasonable accommodations plan with teachers.
6. The reasonable accommodations will be offered according to the document entitled Reasonable Accommodation Plan in the SUNRISE classroom and also in the teacher's classroom.

The SUNRISE Student Support Program will monitor each student's files and may request updated evaluations and/or recommendations as needed. Other additional professional evaluations of related areas of learning may be required and are expected.

### **REASONABLE ACCOMMODATIONS PROTOCOL AT DORADO ACADEMY**

#### **As established in our protocol:**

- Evaluations for students enrolled in the SUNRISE program must be up to date. These evaluations are essential to accurately assess your child's current needs. Consequently, we can determine appropriate services and accommodations.
- Evaluations are valid for a maximum of **three (3) years in Elementary School**.
- Students must have at least **one (1) current evaluation** during the **Middle School** years and **one (1) current evaluation** during the **High School** years.
- In some cases, if your child is receiving treatment, we will accept an official letter from the attending physician or specialist with the recommended accommodation(s) and, if applicable, information on any medication the child will be taking during school hours.
- On the other hand, for a student to be eligible to receive **accommodation services in the SAT and College Boards tests**, the SUNRISE Program needs the student to have an evaluation that is **not older than three (3) years from the date of the test**.

## COUNSELING PROGRAM

The School Counseling Program at Dorado Academy consists of two full-time School Counselors. There is a counselor for grades Pre-Kinder to 5th grades and another counselor for 6th-12th grades. By enrolling your child at Dorado Academy, you agree to have your child participate in our counseling program services if needed. The Counseling Program receives referrals orally or written. It can be solicited by the students, by the teacher's or parents' request.

The goal of the School Counseling Program is to work in alliance with the students, their parents/guardians, and school staff to promote the students' academic success, adequate social and emotional growth, and career planning. The counselors at the Counseling Program serve as advocates to all members of the school community. They are committed to consult, discuss and collaborate with teachers, administrators, and guardians for the benefit of the students.

The School Counseling Program facilitates both the academic and emotional educational processes, that mold students into responsible future citizens and leaders. The program promotes within the school community an environment filled with empathy, assertiveness, and respect. The School Counselors work in accordance with Dorado Academy's mission and vision, goals, and objectives.

The Counseling Program services are provided with strict confidentiality. Its main purpose is to provide assistance, orientation, and or help in an individualized and respectful manner. It enables students to learn how to behave responsibly. The students' records are locked and maintained under the custody of the counselor.

Dorado Academy reserves the right to deny registration to, or to expel any student at any given time during the school year for the following reasons:

- A student is verbally, physically, and/or psychologically aggressive toward another student, faculty or staff member.
- A student has been referred by the school or by an outside mental health professional for a mental health intervention (i.e. medication or treatment), but the parent/guardian refuses to comply or withdraws the student from treatment.
- A parent/guardian withdraws the student from treatment before the school determines any significant change/improvement has been achieved.
- A student is actively participating in treatment, but the school determines that no significant change/improvement has been made and the school is not the appropriate placement for the student.
- That it becomes apparent, after the child has been accepted, that his learning/conduct/emotional challenges are greater than the school can work with.

**If a student is presenting suicidal ideation, the 'Protocolo para la Prevención del Suicidio' will be activated according to 'Ley 227'. According to 'Ley 246, Ley para la Seguridad, Bienestar y Protección de menores', Dorado Academy is obligated by law to report any suspicion of any form of child abuse to the appropriate authorities.**

## COMMUNITY SERVICE

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 ongoing part of life. We are committed to making community service an integral part of our school culture and supporting students in demonstrating responsible citizenship by connecting, helping, and serving others while developing skills not commonly found in the classroom.

Students are encouraged to take an active role in learning about a community need and spark creative problem-solving through one or more of these four types of service:

- **Direct Service** is an action that happens in the presence of the persons, animals, or places we want to impact. This may include volunteering or cleaning up a park.
- **Indirect Service** may not be in the presence of the person or thing you are impacting. Service might take the form of fundraising or collections.
- **Advocacy** is when you speak up against an issue or for a solution. When we use our voices, we are being advocates.
- **Research** involves finding out new information that informs or demands action. For example, collecting scientific data or surveying a group.

Students are motivated to complete as many hours of community service as possible per year as it is a valuable experience in the process of academic and personal growth. The amount of community service hours will not accumulate from one year to the next. **The minimum hours required per grade are as follows:**

GRADE	9TH Grade	10th Grade	11th Grade	12th Grade
MINIMUM HOURS	10	15	20	25

### What qualifies as community service?

- Community service hours must be completed at a non-profit organization.
- A student may volunteer for a single organization or at a variety of organizations.
- Service must meet an actual community need and within the four types of service.
- Paid experiences, babysitting for free, tutoring a classmate, working without pay at your job or for a family business do not qualify as community service.

### How do you prove your community service?

- Students must complete a Community Service Verification Form for each organization or activity they volunteer at.
- The organization's supervisor's name, signature, telephone number, and email are required on each form. *(A parent or immediate family member of a student may not sign as the supervisor.)*
- We encourage students to take pictures while engaged in service.
- Follow the instructions to create an account in **x2VOL.com**, our community service hours tracking record program. It is recommended that forms be uploaded within one (1) month of the date of service.

### DEADLINES

- Hours earned during the School Year must be turned in at the beginning of the next school year by August 31<sup>st</sup> to qualify.
- Hours not completed during the school year will carry over to the next school year. All hours must be fulfilled by the graduation date.

## CLUBS AND ORGANIZATIONS

The purpose of Dorado Academy's clubs and organizations is the extracurricular and co-curricular development of our students. Each of our organizations or school clubs must be aligned with the mission and vision of our institution and are moderated by one of our teachers or staff. Some organizations, such as the National Honor Society and the National Student Council, are nationally recognized as institutional organizations for student development. Our organizations and clubs are open to all students who meet the admission requirements and are committed to growing in them.

### Clubs

- Eco-logical Club
- Math Club
- Poetry Out Loud
- Art Club
- Music Club
- Love 4 Satos Club
- Math Team
- United Nations International Children's Emergency Fund Club (UNICEF)

### Organizations

- National Honor Society
- National Junior Honor Society
- National Student Council
- Liga de Oratoria en Español de Puerto Rico
- Rotary International (Interact Club)
- Society of Hispanic Professional Engineers (SHPE)
- Model United Nations
- Forensics League

For additional information on our clubs and organizations, visit [www.doradoacademy.org/clubs](http://www.doradoacademy.org/clubs).

## ARTICLE 10 SPANISH AS A SECOND LANGUAGE PROGRAM

At Dorado Academy, we offer Spanish as a Second Language (SSL) to all non-Spanish-speaking students who have no previous background education in Spanish. These are students who have grown up in an environment where family members speak English only or other languages, except Spanish. The objective of this program is to provide students with the opportunity to understand and connect with Spanish-speaking cultures and communities. To do so, students will have the opportunity to develop functional written and verbal skills following a curriculum designed for Spanish as a second language learners. This curriculum will focus on developing oral, written, listening, and reading skills.

Our main goal is to provide students with a Spanish immersion environment through developmentally suitable activities and opportunities for meaningful communication which will allow them to become globally literate students as well as life-long Spanish learners. Nevertheless, the goal of the program will vary depending on the level at which the student enters the program. Each level builds from one to the next. Therefore, the content described in one level implies that the student masters the skills in the previous level.

### **For a student to be registered in the program, they must meet the following criteria:**

- Be born outside of Puerto Rico, in a country where the first language is not Spanish.
- Must come from an environment where a language other than Spanish has had a significant impact on his/her language proficiency.
- Be a student whose difficulties in speaking, reading, writing, or understanding the Spanish language may affect the ability to meet our academic standards, the ability to achieve success in the classroom, or the opportunity to participate fully in a Spanish-speaking society (culture).
- Immigrant students, whose first language is other than Spanish, and in whose environment a language other than Spanish predominates.
- **IMPORTANT NOTE:** This program is NOT a remedial course for students who are not performing well academically in their regular Spanish class.

### **If a student meets the criteria:**

- They will take a placement exam to determine his/her course level.
- The SSL program teacher will meet with parents/guardians to discuss the work plan according to the course level achieved.
- Books/materials will be acquired following the school's guidelines.

At the end of each school year, the student will be tested and placed on the next level according to their performance on the placement test. If a student is able to complete 70% or more of the placement test successfully, he/she may be placed in a regular Spanish course for the following school year.

- Levels:**
- **I** - Basic Language
  - **II** - Intermediate Language
  - **III** - Advanced Language
  - **IV** - Expert Language / Regular Spanish

## ARTICLE 11 ADVANCED MATH LEVEL PROGRAM

The Dorado Academy’s Math Department offers regular and advanced courses in the Middle and High School program. The Regular Math Level courses meet the standards that get the students ready for higher education. The Advanced Math level courses address the same standards but go deeper into the content. Advanced Math level courses are more rigorous and push student learning beyond grade level.

At the Middle School level, making appropriate and responsible placement decisions for our students is critical for their future success in Mathematics. For this reason, Dorado Academy has worked to develop a placement process using specific criteria and measures regarding the student’s aptitude and performance to make placement decisions that are in the student’s best interest. Placing a student in a Math class that does not match the demonstrated student’s level of performance, ability, and aptitude will not become an opportunity for challenge and enrichment. Instead, the experience is often one of frustration and discouragement. Therefore, careful thought must be placed when deciding to apply to an Advanced Math course. Due to the learning progression at each grade level, content is designed to build upon each succeeding grade developing a strong foundation of mathematical understanding for High School level Math.

The following is a table showing the possible pathways for Math courses depending on the levels of Math taken in Middle School. Each pathway satisfies the minimum standards for High School graduation and university entry.

**Pathways for Middle/High School Math Courses**

Grade level	Regular Level Track	Advanced Level Track
6th grade	Math 6th	None
7th grade	Pre-Algebra & Algebra 1	None
8th grade	Algebra 1	Algebra 1 B
9th grade	Algebra 1 B	Geometry
10th grade	Geometry	Algebra 2
11th grade	Algebra 2	College Algebra   Pre-Calculus
12th grade	College Algebra Pre-Calculus	Statistics AP Calculus AB

A collaborative team of Middle/High School Math Teachers will review the student’s performance in the previous School Year, diagnostic test, standardized test, and teacher’s recommendation. All students who fulfill all the requirements will receive letters stating their placement into the assigned Math level.

## REQUIREMENTS

Students who aspire to the challenge of the Advanced Math level program **must satisfy ALL of the following requirements** to earn admission:

- Earn an A in both semesters of the previous Math course.
- Earn an 80 score on the appropriate diagnostic test offered at the end of the second semester. Passing this diagnostic test does not guarantee admission to the program.
- Math Teacher’s Recommendation
- Obtain “above average” on the standardized test in the Math section.
- Students in 11th grade that are in the Advance Program must take the “Prueba de Nivel Avanzado – Precálculo”. Students who obtain three (3) or more points on the test may enroll in the AP Calculus course.

## EXPECTATIONS

**Upon acceptance into the Advanced Math Level Program, students are expected to:**

- Maintain A/B grades in all Advanced Math level courses in both semesters.
- Remain in the course for the duration of the school year.
- Maintain high standards of academic integrity.
- Be in class every day. Excessive absences or tardiness are grounds for removal from the course and placement in the Regular Math Level course.
- Student success is the ultimate goal, but students not succeeding in the Advanced Math level courses will be handled individually. Students who finish the first semester with a "C" grade or lower will be disenrolled from the class and placed in a Regular Math level course.

## ARTICLE 12 CAREER-ORIENTED ONLINE COURSE PROGRAM

The online course modality offered to 9th and 10th grade High School students, allows them to strengthen self-study skills for their future university life. This means, that the Program is designed for the student to work the course mostly independently. This program encourages students to explore areas of occupational interest where they can direct their college studies.

The student will have the convenience of selecting from a variety of courses, which will provide them with the opportunity to explore occupational interests. In addition to strengthening their habits and skills of independent study, they will work on their time management skills by completing school assignments.

The course is conducted on an online platform, where they receive academic instruction through different strategies, such as readings, videos, and interactive 'games'. The methodology of the course is made to promote and encourage students to seek and inquire about the information related to the course through different tools. The platform uses different evaluation methods such as quizzes, exams, projects, discussion questions, and "lab questions".



## ARTICLE 13 ATHLETIC PROGRAM

### LEAGUE AFFILIATIONS

Interscholastic Sports are played in different leagues, with various categories and seasons.

#### **Dorado Academy competes in the following leagues:**

- LAMEPI League (Mini category for 4th, 5th and 6th grades)
- PRHSAA League (Youth, Junior Varsity, and Varsity categories for Middle and High School)

**Note:** Divisions are created by student enrollment within and among participating schools.

The LAMEPI and PRHSAA leagues provide all the rules and regulations according to the sport and season as well as all regular season and playoff schedules. Additionally, Dorado Academy has its own rules and regulations related to participating in the school's program as student-athletes. Teams participate in tournaments primarily on an invitation basis, rather than according to league affiliation.

### ELIGIBILITY

No student shall be kept from participating in athletics at Dorado Academy due to their race, religious beliefs, gender, or socio-economic status. Most students are eligible to participate in athletic activities.

#### **A student will become ineligible under the following conditions:**

- Any student who has a Grade Average of less than **C** at the end of a quarter will become ineligible to play/practice for the next 4 weeks. Upon the end of that 4-week period, a progress report will be issued to check if the student can return to the team.
- Any student-athlete who misses practice without a valid excuse may be suspended from league play at the coaches' or Athletic Director's discretion (schoolwork or tests are not an excuse to miss a practice or a game, all athletes must find their own free time to do their respective schoolwork).
- Any student who is on Disciplinary Probation will be ineligible to participate for the rest of the year.

The coach, Athletic Director, Dean of Students, and/or Principal will contact the student-athlete and his or her parents to inform them of any eligibility issues that may arise during a sports season. The student-athlete who was deemed ineligible for academic reasons may be reinstated if the student-athlete's grades are brought to eligibility standards by midterm or end of the quarter. (It will be the student-athlete's responsibility to bring all his or her most recently published grades to the Athletic Director, not just the coach, before being reinstated on the team.)

### WELLNESS RULE

While you are a participant in the athletic program, you will be expected to adhere to a healthy lifestyle. The athletic department strongly supports the school-wide disciplinary policies in place regarding a "safe and healthy environment".

The use of alcohol, tobacco, and other controlled substances such as steroids will not be tolerated. An athlete that uses illicit drugs or alcohol is vulnerable to the added risk of injury to themselves or others.

Any student found in violation of the Wellness Rule at a school event, either on or off-campus, will be suspended from the athletic program and referred to the disciplinary committee for further disciplinary action.

**All students from 9th - 12th grades have a mandatory drug test that will allow them to participate in any athletic activity representing our school. If a student-athlete tests positive, they will be unable to participate in athletics until the student-athlete completes the Disciplinary Action imposed by the Dean of Students, Principal, and/or Head of School, and tests negative again.**

## DISCIPLINE

All Dorado Academy students will be governed by the rules established in the Student and Parent Handbook; however, we understand that students who participate in our athletic teams must demonstrate excellence in their conduct and behavior to represent our school. Depending on the accumulated demerits, our student-athletes will receive the corresponding Disciplinary Actions based on Article 14 of this handbook.

## TEAM SELECTION

Team member selection is done by the Athletic Director, and/or team coaches. They have the playing and coaching experience that qualifies them to select athletes that will represent our school. The selection process is not an easy task and carries many emotions for the candidates. Students may at times not be selected for teams they had hoped to be selected for but it is the goal of the department to give the opportunity to join the team as many members as possible. They evaluate the overall potential of the players that include performance, contribution to the team, fitness, discipline, skill, and sportsmanship.

## TRY-OUT POLICY

- For every sport, the Athletic Department will organize tryouts to select the students that will make the athletic teams.
- The coaches will establish specific criteria related to the sport, to select the best candidates among the students to participate in the team. After being selected for the team students must abide by all the rules and responsibilities as a team player.
- No student-athlete is allowed to quit a team without a parent conference with the coach. Once a team is selected the coach plans their season based on a complete team. All coaches expect each athlete selected to play the entire season. The season includes practices, league games, and invitational tournaments.
- A player is permitted to drop off a team if a serious injury dictates or if it is in the best interest of their academic success.
  - No athlete who quits will be allowed to rejoin the team that season and also forfeits all awards and/or letters for that sport.
  - If an athlete quits without the consent of the coach and Athletic Director, they will not be eligible to play a sport in the following athletic season.

It is essential that the following forms, provided by the Athletic Director or Coach at the beginning of the season, be completed by a parent/guardian and submitted to the Athletic Department prior to trying out for a team:

- **Dorado Academy Student-Athlete Commitment:** It indicates the student-athlete and parents have read, understood, accept, and support the policies, procedures, and regulations of the Dorado Academy Athletics Program. In addition, it gives the student-athlete consent to participate in sports.
- **Student Medical Emergency Contact:** To be filled out by the student's parent/guardian. The information includes emergency phone numbers, emergency contacts, and doctor of choice.
- **Student Health Form:** Is usually completed during the Registration process and given to the School Nurse. Parents should state any areas of medical concern and indicate their child's qualification to participate in athletics. The form must be dated for the current school year and signed by the parents

## ATHLETES EXPECTATIONS

**Student-athletes are representatives of their school.** As ambassadors of the Dorado Academy community, it is incumbent upon them to **represent their school with class, respect, dignity, integrity, good sportsmanship, and compassion for their fellow competitors and their communities.**

The privilege of representing your school as an athlete also carries the responsibility to the classroom. Athletes are expected to be examples of good behavior in all aspects of their school life. This behavior includes being responsible for their work in each class, being on time for school, and following the dress code protocol and the discipline protocol as well. If a faculty member reports an incident of unacceptable behavior, or negative classroom attitude, or is found to be cheating in classwork or tests, the situation will be discussed with the player and disciplinary action will be determined by the Dean of Students, Principal, and coach.

## ATTENDANCE AND PLAYER COMMITMENT

In order to be successful, a student-athlete must place the highest priority on health, academics, and training. All team members are valuable, and each team needs to know that it can count on its members to be there. Often this means sacrificing social life, family trips, and other events, which come in conflict with the rigors of training and competition.

If a student-athlete wants to commit to playing two sports in the same season; it will be necessary for the Athletic Director, coach, student, and parents to meet and agree to team commitment terms. Once the team tryouts are finished and/or after the sports season starts if a player chooses to quit the team, their request will be evaluated by the Athletic Director, and/or Coach. If the reason behind their request is found to be unacceptable, the student will not be allowed to participate during the following season in any other school sports program.

## PRACTICE

Athlete participation on a team requires commitment. An athlete must attend every practice on time to improve, and a team must have all players in attendance to develop team play and team unity. Attendance and effort at the practice are fundamental to the strength of the team; punctuality is closely monitored.

Practice schedules are discussed at the beginning of each season. Teams practice two to four times per week, depending on the division level and sport. Please note that field, court, pool, and track time is extremely limited, and coaches often plan concepts and drills with specific facility availability in mind.

### **Practice Standards**

- After the team has been selected, athletes can expect to practice two to four times per week (8-10 times in total) before the season begins.
- Once the season has begun, practices will take place between scheduled games.
- Games are usually scheduled twice a week in block format (e.g., Mondays and Wednesdays or Tuesdays and Thursdays).
- If a student does not attend a practice or game, disciplinary action may be taken by the coach and/or Athletic Director.
- If an athlete is unable to attend a practice, it is their responsibility to inform the coach and/or the Athletic Director well in advance.
- Student-athletes absent or tardy (after 12:00 noon) to school, cannot practice or play in a game on that date.
- All students, not in season, are encouraged to visit the fitness center at least 2 times per week until the beginning of team tryouts for the sport that interests them.

### **COMPETITIONS**

- Athletes are responsible for sharing the team schedule with their parents in advance of practices and games so parents can be aware of team obligations.
- Parents should check the Athletic Calendar sent via email for any changes or updates.
- Athletes are expected to attend all competitions and remain until the game/match has concluded. Student-athletes absent or tardy (after 12:00 noon) to school cannot practice or play in a game on that date.

### **ACADEMIC EXPECTATIONS**

If a student-athlete leaves for the entire school day or part thereof to represent Dorado Academy, this is considered an excused absence and students are entitled to fully make up the work missed in coordination with the teachers.

#### **If an athlete is going to be absent from any class due to a game (representing Dorado Academy):**

- Although the competition calendar is sent to all teachers by the Athletic Director, it is the student's responsibility to inform the teacher that he or she will be absent from their class.
- It is the student's responsibility to contact the teacher and make the proper arrangements to find out the classwork or assignments missed and to turn in the work on the designated due date.
- The student may take the test, quiz, or laboratory the same day in the morning or the teacher may set a specific date on which it will be rescheduled.
- If the student is absent from class due to illness (not an excused medical appointment), they will not be able to participate in that day's game.

Every athlete must follow the rules and regulations stated in the Student and Parent Handbook and the Puerto Rico High School Athletic Alliance league rules (7th to 12th). Failure to do so may have consequences for their participation in the athletic program.

## SPORTSMANSHIP

As members of the Dorado Academy athletic program, students, coaches, and parents are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community. Student-athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing field, as they are always representative of their team and school. Their display of sportsmanship is to be expected, encouraged, and rewarded.

### **The following sportsmanlike behavior is to be shown by our players and spectators:**

- Be prompt to practices and games.
- Shake hands with opponents before and after the game.
- Respect the official's judgment in the interpretation of the rules.
- Accept both victory and defeat without being boastful or bitter.
- Cooperate with the coach and fellow players in promoting good sportsmanship.
- Encourage teamwork and off the field.
- Be respectful to others.
- Exercise self-control in all circumstances.
- Accept seriously the responsibility and privilege of representing the school.
- Positive cheering only. Spectators should not shout coaching comments (leave the coaching to the coaches).

Athletes should live by a code of ethics, which will entitle them to the honor, and respect, which they can rightfully earn, through competition and representation of their school. Conduct resulting in dishonor to athletes reflects not only upon themselves, but also upon their teams, coaches, and school. Participation in Dorado Academy athletics is a privilege, not a right. These rules and regulations are in effect every day, in school or out, for the athletic season beginning on the first scheduled practice and ending with the sports awards ceremony. Violation of good sportsmanship may result in the denial of participation in any future event.

## UNIFORMS/SCHOOL PROPERTY

- The school does not provide uniforms to athletes for all sports teams. Some uniforms will be paid for by the parents of the student-athlete who is participating unless they are donated by a sponsor.
- If they are not paid, Dorado Academy reserves the right not to deliver Credits Transcripts and limit access to report cards.
- These are the only uniforms that may be worn during official sports competitions.
- Athletes are responsible for the care of their official uniforms. It is required that athletes use the proper footwear for their sport. Experience has shown that incorrect footwear can lead to injury.
- For athletes who wear eyeglasses, we recommend wearing contact lenses or sports goggles as they can help prevent injuries.
- School team uniforms will be distributed at the beginning of the season. **It is the responsibility of the student-athlete to take proper care and cleaning of the uniform and to bring designated uniform colors to games.**
- A team uniform may only be worn during the game or to school on game day. Athletes may not wear the uniform outside of school-sponsored activities or games, for any purpose, like regular

attire or as P. E. uniform. Athletes are not allowed to wear the uniform if they quit or are suspended from the team.

- Sometimes, donated uniforms are available and distributed by the Athletic Director. At the end of the season or if a student is suspended from a team, he or she must return the loaned uniform to the Athletic Director.

## TRANSPORTATION

Dorado Academy will provide transportation for the league games. Only student-athletes of the team, the coaches, and parent volunteers, in case additional support is necessary, will be allowed on the bus. The coach and/or parent volunteers are responsible for enforcing all rules and regulations set forth by the school and bus driver. These adults in charge are directly responsible for the control of the students and attendance on the bus. The driver is responsible for the safety and welfare of the students and personnel on the bus.

- All athletes will travel with the team on a bus provided by the school when going to a scheduled competition.
- Students are not allowed to leave the game/contest site with anyone other than their parents.
- Students may not ride home with a friend or their friend's parents, unless it has been authorized in writing, by the Athletic Director or administrative office.
- When previously authorized to leave with parents, they must talk to the coach before leaving the game/contest site. Team parents have to sign off their children on the *Transportation Authorization Form*.

## SAFETY AND EMERGENCIES

All student-athletes are required to have an annual physical examination, valid for one (1) calendar year, by a medical doctor at the beginning of the school year or before trying out for a team. If a student-athlete presents a medical condition that parents should be aware of, the parent must specify this in the emergency medical consent form. This form will help to assist the personnel in dealing with the student-athlete in case of an emergency. These documents will be maintained and addressed in confidential settings.

- Coaches are trained in CPR/First Aid.
- If an athlete requires medical services, a parent/guardian will be contacted, whenever it is practical and possible to do so. In a case where contact is made, family instructions will be followed as closely as possible. The coach will stay with the student until the parents arrive.
- If it is not practical or possible to contact a family member, the athlete will be taken by school transportation, private car, or ambulance to a hospital. The coach or adult designee must remain with the athlete until a parent or family member arrives and takes responsibility for the athlete.
- If an accident or injury occurs, the coach must submit a written accident report to the Athletic Director within 24 hours.

## PARENTS/SPECTATORS EXPECTATIONS

We believe the most positive athletic experiences take place when players, parents, coaches, and fans alike are aware of and committed to the ideals of sportsmanship, good citizenship, and

moral integrity. The activities that student-athletes are involved in are a part of the school because of their educational value. Parents and spectators must support the value of these activities by offering encouragement and support to athletes, officials, and coaches. **Be an active spectator and support our activities by modeling good sportsmanship.**

It is very difficult to accept your student-athlete not playing as much as you hope. Coaches are professionals. They make decisions based on what they believe to be the best for all student-athletes involved. **Playing time, cut process, team strategy, play-calling, and other student-athletes' performance are matters that must be left to the discretion of the coach.** For any other concern, parents/spectators must follow the steps for conflict resolution stated in this handbook.

### **Spectators are expected to abide by the following Code of Conduct:**

- Elect to use communication and take actions that reflect an understanding that the goal of athletics is to provide an enjoyable experience for all student-athletes. Participation in athletics helps to promote good citizenship, fair play, respect, and responsible behavior.
- Model behavior that shows a positive example of being a positive role model, encouraging sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, and spectators.
- Refrain from distracting sideline coaching of players.
- Show respect game to officials and refrain from addressing them or questioning their decisions.
- Support coaches by trusting their judgment and integrity and respecting their decisions and encourage open communication by agreeing to speak with them only at a predetermined time and place.

Any spectator who does not comply with these expectations during any competition will be asked to leave the event and school grounds. This spectator could also be suspended from participating in future events if behavior contrary to the above expectations is repeated or if the exhibited behavior contrary to these expectations is egregious.

## **CONFLICT RESOLUTION**

When conflicts or issues arise, they must be addressed immediately, and as directly as possible, so that they can be promptly resolved. Student-athletes and parents need to **recognize that coaching strategy and playing time are not appropriate subjects for complaint.** In addition, parents should follow any instructions from the coach about the best way/time to approach the coach with questions or concerns.

**First step: Student-athlete contacts coach** – The student should present the conflict/issue to the coach as soon as possible. It is always best for students to become their advocates. It is expected that the majority of concerns will be resolved at this first meeting. The coach must notify the Athletic Director about the issue.

**Second Step: Parent contacts coach** – If needed, a parent may contact the coach directly (not just before, during, or just after a practice or game). A parent should email or call the coach to set up an appropriate time to discuss the issue. The Athletic Director must be present in this meeting.

**Third Step: Contacting the Administration** – If a satisfactory solution is not reached through direct contact with the coach and Athletic Director, the student or parent may contact the Head of School. The Athletic Director should be informed that this contact is going to be made.



## AWARDS

At the end of the school year, Dorado Academy will host the annual Athletic All-Stars Awards Ceremonies. All coaches and athletes are expected to attend. Parents of our athletes, various administrative, and faculty are also invited to attend.

Mini, Youth, Junior Varsity, and Varsity awards will be presented at the end of the school year in a designated athletic ceremony held at school. Elementary awards will be presented at an assembly during the day.

These Athletic Awards Ceremonies serve as a time for the department and the school to recognize our student-athletes and teams for their accomplishments during the year. Dorado Academy student-athletes are also recognized for their exceptional sportsmanship and commitment to the school. Numerous awards will be given each year to deserving students, as determined by coaches and the Athletic Director.

**The Athletic Participation Award** is given to athletes that have been chosen in any of the sports during the school year. The school recognizes the effort in participating in hard practices and games or contests (meets).

**The Most Improved Player Award (Mini, Youth, Junior Varsity, and Varsity)** is presented annually to the student-athlete who has demonstrated hard work, commitment, discipline, and improvement in developing their skills.

**The Coach Award** is presented to the athlete, who demonstrates leadership, good character, and commitment to the team, not necessarily by performance on the field or court. This athlete must also represent Dorado Academy displaying excellent behavior in and outside the school.

**The Most Outstanding Player Award (Mini, Youth, Junior Varsity, and Varsity)** is presented annually to the student-athlete who has demonstrated not only talent (performance) but also leadership, responsibility, honesty, teamwork, commitment, sportsmanship, and discipline.

**The Dolphin Award** is presented to the **Senior Athlete** with the highest GPA during their **senior year**. This athlete must have had valuable participation in the season during a minimum of two sports seasons during the school year.

**The Athlete of the Year Award (Mini, Youth, Junior Varsity, and Varsity)** is given to an athlete who has demonstrated responsibility, punctuality, teamwork, and commitment to the team and was awarded the most of any of these recognitions throughout the season: Rookie of the Year, Most Improved Athlete and/or Most Outstanding Athlete.

## ARTICLE 14 DISCIPLINE & CONDUCT

Dorado Academy expects all its students to develop holistically to become positive and productive members of society. As part of our vision of integrated learning, we require all students to practice the following high standards of conduct:

- Show respect towards themselves and others.
- Show courtesy to others.
- Respect the personal space of your colleagues.
- Respect private property, including school property.
- Behave responsibly.
- Participate actively and positively in class.
- Be prepared for high academic performance.
- Take the teaching and learning process seriously.
- Properly wear the school uniform.
- Collaborate in the processes carried out by the school officials.
- Follow our school rules and regulations.

The standards of conduct will be continuously assessed by the Dean of Students, Principals, Head of School, teachers, and any of the School Administration personnel. This assessment process includes asking a student to open a device, their book bag, and other personal items for search and inspection if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated the law or rules of the school. Remember that all lockers are property of Dorado Academy and as such, are subject to search and inspection by school personnel at any time without permission from students or their parents, although the student must be present during the search.

### DEMERIT SYSTEM

Dorado Academy has implemented a **Demerit System** to keep track of the disciplinary record of the student and the appropriate disciplinary action. The system of merit and demerit is designed to strive for educational excellence by developing and creating a positive environment for education. Using corrective discipline where needed makes it possible for us to provide the right climate for learning.

The main objective of the system is to assist students to make good decisions and be responsible for their actions. A collaborative attitude on the part of the parents, the teachers, as well as the student, is important and necessary. Each teacher is expected to be the first responder to discipline situations in the classroom. When the teacher has exhausted their means in the classroom, the student will be referred to the Dean of Students and/or Principal where disciplinary action will be put in place. These are the number of demerits per infraction by classification.

INFRACTION DEMERITS AND CLASSIFICATIONS:	Demerit	Minor	Major	Emergency
<b>General Conduct</b>				
Invading other's personal property	2	X		
Concealing faults committed by other students	2	X		
Continued disobedience	2	X		
Throwing any trash on school grounds	2	X		
Using inappropriate language (verbal or non-verbal)	2	X		

<b>INFRACTION DEMERITS AND CLASSIFICATIONS:</b>	<b>Demerit</b>	<b>Minor</b>	<b>Major</b>	<b>Emergency</b>
<b>General Conduct</b>				
Engaging in improper behavior during school or extracurricular activities	3	X		
Shouting or insulting people around school premises	4	X		
Staying in the car once parked in the academy	4	X		
Throwing of objects that can cause physical or property damage	7		X	
Organizing or direct strikes or protests	9		X	X
Refusal to comply with school regulations and/or directives given by a teacher or staff member.	15		X	X
<b>Uniform</b>				
Incomplete or incorrect uniform	1	X		
Incorrect dress code for Jeans Days	1	X		
Using PE uniforms on days when there is no PE Class	1	X		
Failure to comply with the standards of uniform and personal care	1	X		
Wearing nose studs, tongue piercing, multiple ear piercings or having a visible tattoo	1	X		
<b>Classroom</b>				
Does not bring classroom materials	1	X		
Does not bring homework or assignments	1	X		
Does not do classwork	1	X		
Does not bring tablet/laptop ready for use	1	X		
Falling asleep in the classroom	1	X		
Entering and exiting classrooms in a disorderly manner	2	X		
Entering and/or leaving the classroom, and/or laboratories without authorization	3	X		
Interrupting the teaching-learning process	3	X		
Being in a classroom without the proper authorization	3	X		
Skipping classes	6		X	X
Leaving the school grounds without authorization	15		X	X
<b>Foods, Drinks, Gum Chewing</b>				
Chewing gum in school	1	X		
Eating or drinking in the classroom without permission	1	X		
<b>Absence or Tardiness</b>				
Unexcused absences and/or unexcused tardiness	1	X		
A pattern of absence and/or tardiness without proper justification	1	X		

<b>INFRACTION DEMERITS AND CLASSIFICATIONS:</b>	<b>Demerit</b>	<b>Minor</b>	<b>Major</b>	<b>Emergency</b>
<b>Dishonesty</b>				
Copying test/homework (Plagiarism)	7		X	
Using AI technology to compose and submit works as your own original creation.	7		X	
Forging parents, teacher and/or school staff signature	9		X	
Acting contrary to the philosophy of the school (immoral behavior)	10		X	
Altering, falsifying, destroying, stealing, or hiding exams, letters, notices, files and/or any other official documents.	10		X	
<b>Technology</b>				
Improper or unauthorized use of electronic devices in school (cell phone, tablet, computer, smart watches,...)	4	X		
Taking unauthorized photos or videos	9		X	
Using social media to engage in improper behavior	9		X	
<b>Sexual Conduct</b>				
Using obscene language (verbal or non-verbal)	7		X	
An exaggerated expression of affection and physical contact with a sexual connotation	9		X	
Possessing or displaying obscene material or pornography in any manner	10		X	
Engaging in intimate or sexual intercourse on campus	20		X	X
<b>Aggression, Defamation and Bullying</b>				
Malicious comments	7		X	
Pushing people	9		X	
Defaming any member of the school community (verbally, in writing, social media, circulars, poster or in any manner)	10		X	
Harassment, bullying, or cyberbullying, based on race, ethnicity, color, gender, sexuality, socio-economic condition, beliefs, age, and/or mental or physical functionality	15		X	
Fighting	15		X	X
Verbal, physical, or emotional aggression	20		X	X
Highly abusive risk behavior	20		X	X
Threatening the safety of others by using any type of weapons	20		X	X
Threat or intent to harm or assault another person	20		X	X
<b>Vandalism</b>				
Writing on the walls or other surfaces of the school	7		X	
Damaging or mutilating school property	10		X	

<b>INFRACTION DEMERITS AND CLASSIFICATIONS:</b>	<b>Demerit</b>	<b>Minor</b>	<b>Major</b>	<b>Emergency</b>
<b>Illegal Actions</b>				
Stealing and/or illegal appropriation of others' property	15		X	X
Drug Test positive result	15		X	X
Gambling	20		X	X
Possessing weapons on school grounds	20		X	X
Use, possession, or distribution of alcohol, vape, cigars, cigarettes, or drugs and/or pyrotechnics on campus or any school-sponsored activity	20		X	X
Detained, arrested, or convicted of any offenses by any court	20		X	X
Inappropriate conduct or behavior not classified *	20		X	X
<b>*INAPPROPRIATE CONDUCT OR BEHAVIOR NOT CLASSIFIED</b>				
Repeated violations of the Student and Parent Handbook; any behavior that threatens the safety of other people in the school community, any action that goes against school rules, or government laws; and/or any inappropriate conduct or behavior committed by any student that is not listed in these classifications will be referred by the Dean of Students or Principal to the Disciplinary Committee to determine the appropriate disciplinary action, and possible expulsion, based on the severity of the conduct or behavior.				

## DISCIPLINARY ACTION PROCEDURES

The school reserves the right to implement reasonable discipline measures to fit the needs of each student. Some disciplinary situations may require an immediate suspension or expulsion. The administration will take any necessary action and demand the parent's immediate presence. The following are the procedures for disciplinary actions:

### MINOR OFFENSES

1. The student will be informed in private by the teacher or staff member about the infraction and the meaning of the action.
2. The *Demerit Form* will be completed by the teacher or staff member, and an email will be sent to the parent informing them about the situation. The parents will have access via Plus Portals to overlook the different demerits that the student accumulates in each class.
3. The Principal or Dean of Students will keep a record of the report for subsequent actions, if necessary.

#### Recurring Situation

A recurring misconduct or misbehavior is established when a student has had three (3) recurring minor offenses and may require an immediate suspension or expulsion. The administration will take any necessary action and demand the parent's immediate presence.

1. The teacher or staff member sends the *Disciplinary Referral Form* to the Dean of Students or Principal.
2. The Dean of Students or Principal interviews the student using *Disciplinary Action Form*.
3. The Dean or Principal contacts the parents immediately to schedule a meeting.

4. The Dean or Principal and the teacher will meet and discuss the situation with the parents/guardians.
5. The Dean or Principal will discuss the *Disciplinary Action Form* with the parents/guardians and a Disciplinary Action is put in place.

## MAJOR OFFENSE

We have a zero-tolerance policy on major offenses. These require disciplinary action, including but not limited to suspension and/or expulsion.

1. The teacher or staff member sends the *Disciplinary Referral Form* to the Dean of Students or Principal. The Head of School is notified immediately of the situation.
2. The Dean of Students or Principal interviews the student using *Disciplinary Action Form*.
3. The Dean or Principal contacts the parents/guardians to inform them that they are required to report immediately to school.
4. The Dean or Principal meets with the parents using *Parent-Teacher Conference Form* to inform them of the Administrative Disciplinary Action.

## EMERGENCY SITUATION

It is IMPORTANT to understand that if the student has seriously disrupted the academic atmosphere or endangered other students, teachers, or staff:

1. The teacher or staff member will communicate immediately with the Dean of Students or Principal to address the situation. The Head of School is notified immediately of the situation.
2. The Dean of Students or Principal will contact the Security Staff to intervene with the student.
3. The student will be taken into immediate temporary custody by our Security Staff.
4. An immediate investigation will take place and parents/guardians are notified of the situation.
5. The Dean or Principal contacts the parents using Parent-Teacher Conference Form to inform them of the Administrative Disciplinary Action that may include expulsion.
6. If necessary, the official government authorities will be notified.

## DISCIPLINARY ACTIONS

The category of the infraction and the number of demerits that a student has accumulated will be used to determine the proper disciplinary action. These are the definitions of the disciplinary actions in place at Dorado Academy:

- **Verbal Warning:** The teacher or staff member will inform the student and parents/guardians via email about the infraction committed and the possible disciplinary actions for not correcting this behavior.
- **Call Parents or Guardians:** The teacher or staff will communicate via telephone with the parent or guardian about the infraction committed by the student and the possible disciplinary actions for not correcting this behavior.
- **Parent-Teacher Conference:** The Dean of Students and/or Principal will schedule a short meeting with the parents or guardians and the teachers to discuss and find solutions to behavioral problems.
- **Detention:** It requires the student to stay after school for a specified time. The student will normally be given at least one-day notice. A student who fails to report to detention at the assigned

date and time will have the penalty doubled. The Dean of Students and/or Principal will notify the parents/guardians of how the detention will be set in place.

- **Suspension:** A student who is suspended is temporarily removed from classes for a period because of a serious infraction or because of a growing number of inappropriate behaviors that have not been corrected through counseling and meeting with the Dean of Students and/or Principal. The School Administration will determine the number of suspension days. The Dean of Students and/or Principal will notify the parents/guardians of how the suspension will be set in place.
- **In-school Suspension:** It will be treated as a regular class day(s) but the student will be taken to the Dean of Students or Principal’s office to continue their classwork individually. The student will have a snack and lunch in the office as well. The parent will pick up the student at the end of the day in the Dean of Students or Principal’s office. The School Administration will determine the number of suspension days. The Dean of Students and/or Principal will notify the parents/guardians of how the suspension will be set in place.
- **Out-of-School Suspension:** The student must remain out of school for one (1) or more days and they will get a “0” in each classwork, test, quiz, or project given during those days. The School Administration will determine the number of suspension days. The Dean of Students and/or Principal will notify the parents/guardians of how the suspension will be set in place.
- **Disciplinary Probation:** indicates that a student has engaged in unacceptable behavior, according to our student handbook, and remains at the school during a probationary period, as opposed to suspending or expelling them. The Disciplinary Committee will meet with the parents or guardians.
- **Expulsion:** Because of grave and/or continuing inappropriate behaviors, a student will be permanently separated from school membership. The school reserves the right to dismiss the student whose conduct is deemed unworthy or harmful to him/her or others. The Head of School and administration will meet with the parents or guardians.

The following are the types of disciplinary actions to be taken depending on the number of demerits the student accumulates **by each classification:**

Demerit points	Disciplinary action	Demerit points	Disciplinary action
1	Verbal Warning	8	In-School Suspension 2 days
2	Verbal Warning	9	Out-of-School Suspension 1 day
3	Call Parent or Guardian	10	Out-of-School Suspension 2 days
4	Parent-Teacher Conference	11	Out-of-School Suspension 3 days
5	Detention 1 hour	12	Out-of-School Suspension 4 days
6	Detention 2 hours	13	Out-of-School Suspension 5 days
7	In-School Suspension 1 day	14	Out-of-School Suspension 6 days

## DEMERITS ACCUMULATED

When a student accumulates between **11-14 demerit points** among all classifications, disciplinary action will be put in place and a Parent-Teacher Conference will be held to develop a plan for the student to modify their behavior.

## DISCIPLINARY PROBATION

At **15 demerit points** accumulated a second Parent-Teacher Conference will be held, and the student will be put on Disciplinary Probation where a 5-day out-of-school suspension will go into effect. A student placed on probation must agree to a plan for correcting their behavior and meet with the Dean of Students, Principal, and/or School Counselor regularly during the probation period.



- The student’s participation in any co-curricular, extracurricular, or sports activity will be suspended.
- The student will have their registration on hold for the next academic year.
- The student who is on Disciplinary Probation and gets an out-of-school suspension during the year that is on probation will be expelled from Dorado Academy.
- The Dean of Students or Principal must inform the Disciplinary Committee, at the beginning of the third quarter, about the conduct of the student, so that they can determine if the student will be permitted to enroll at Dorado Academy the next school year or if they will not be eligible for re-enrollment. The Disciplinary Committee is a group of staff and faculty members, representing different grade levels, who meet to evaluate major discipline situations with students who have been involved in any rule violation of the Student and Parent Handbook. No parents or legal counselors will be allowed in this meeting.
- The Disciplinary Committee will have a meeting with the parents or guardians to inform them about their decision regarding the registration of the student. This meeting will be held at least one (1) week after the committee has a final decision.

**Disciplinary Probation can only be removed if the student:**

- Gains merits until the number of demerits is removed from their Disciplinary Record.
- Completes the first quarter of the next school year without any disciplinary remarks.
- Completes the correcting behavior plan established by the Dean of Students or Principal.

**EXPULSION**

If a student reaches **20 demerit points** the Disciplinary Committee will meet to determine suspension or expulsion.

**MERITS ACCUMULATED**

Students with demerits that exhibit an improvement in their behavior will have the opportunity to receive merits to help them make up for the demerits received. The number of merits will be accumulated at the end of each quarter. The teacher will send their recommendation for merit using a report through Plus Portals.

<b>Improvement action</b>	<b>Merit points gained</b>
Four (4) hours of volunteered community service	1
No tardiness to any classes in a period of 30 school days	2
Only one (1) tardy in a period of 30 school days	1
Perfect attendance in a period of 30 school days	2
1 absence in a period of 30 school days	1
Academic performance with a 4.0 GPA (per quarter)	4
Academic performance with a 3.99 - 3.50 GPA (per quarter)	3
Academic performance with 3.49 - 3.00 GPA (per quarter)	2
No demerits in a period of 30 school days	1
Teacher determined reward (Recognized consistent class participation, Demonstrating leadership, etc.)	1

## DISCIPLINARY ACTION IN CLUBS, ORGANIZATIONS, CLASS DIRECTIVES, AND ATHLETIC TEAMS

All Dorado Academy students will be governed by the rules established in this handbook; however, we understand that students who participate in our clubs, organizations, class directives, or athletic teams must demonstrate excellence in their conduct and behavior to represent our school in its different activities.

### CLUBS, ORGANIZATIONS, CLASS DIRECTIVES

Any student who accumulates **5 demerits** will be exposed to suspension from their participation in the activities of their club, organization, or class directive.

- The Dean of Students, and the Director of SEHW, along with the Advisor, will meet with the student and their parent or guardian to establish a behavior modification plan.
- The student must earn merits to eliminate demerits entirely.
- As soon as the demerits are eliminated, the student will be able to participate in any activity of their club, organization, or class directive.
- If any student who has been suspended from participating in the activities of their club, organization, or class directive accumulates 5 additional demerits, they will be referred by the Dean of Students or Principal to the Disciplinary Committee for them to decide their membership status in their club, organization, or class directive.
- The Disciplinary Committee will meet with the student's parent or guardian at least one (1) week after making its decision to let them know if the student will be suspended or expelled from their club, organization, or class directive.

### ATHLETIC TEAMS

Depending on the accumulated demerits, our student-athletes will receive the following athletic penalties excluding them from participation in their sport as follows:

Disciplinary Action	Athletic Penalty
5 demerits	Cannot participate in one (1) game of the current or the next season of their sport
6 demerits	Cannot participate in two (2) games of the current or the next season of their sport
7 - 10 demerits	The Athletic Director will determine which one of these penalties will be applied, depending on the sport and length of the season: <ul style="list-style-type: none"> <li>• One (1) week out of games of the season/tournaments,</li> <li>• Or cannot participate in three (3) games of the next season,</li> <li>• or cannot participate in the 1st meet of the next season.</li> </ul>

- The Dean of Students, along with the Athletic Director, will meet with the student and their parent or guardian to establish a behavior modification plan.
- If any student who has been suspended from participating in any of the athletic activities, accumulates 5 additional demerits, they will be referred by the Dean of Students or Principal to the Disciplinary Committee for them to decide their participation on the team.
- The Disciplinary Committee will meet with the student's parent or guardian at least one (1) week after making its decision to let them know if the student will be suspended or expelled from the team or teams.

## ARTICLE 15 BULLYING AND CYBERBULLYING POLICY

The act of *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, ethnicity, color, gender, sexuality (see ARTICLE 17), socio-economic condition (based on material, social resources, individual's rank, status or differences of socio-economic position), beliefs (social, political or religious), 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 cannot 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 the conduct defined above undertaken using electronic devices. Electronic devices include but are limited to, telephones, 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 to school-sponsored activities or events. This type of conduct is considered a serious violation of 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, Dean of Students, the Counselor, and/or the Principal. 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 Dean of Students, the Counselor, and/or the Principal. The School will conduct a thorough and confidential investigation.

## PROCEDURE FOR THE INVESTIGATION OF THE COMPLAINT

1. The Dean of Students and/or Principal will be responsible for leading the investigation and use resources provided by the school to lead a thorough inquiry.
  - The Dean of Students and/or Principal will perform the process of interviewing potential victims, alleged perpetrators, bystanders, and witnesses. The Dean of Students and/or Principal will prepare a written report for each interview.
  - Each interview will be held separately to protect the parties involved.
2. After evaluation of the interviews, it will be important that the Dean of Students or the Principal determines whether the behavior can be defined as bullying, harassment or intimidation according to the parameters established in this protocol.
3. Once the parties are interviewed, Dean of Students and/or Principal will notify the parent or guardian of each student involved in the situation. These will be informed that there is an ongoing investigation of an allegation of bullying, thus, documenting all steps that have been taken.
4. The Dean of Students and/or Principal will 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 the parents of the children involved.
5. Disciplinary measures will be taken in cases where it is concluded that an act of bullying occurred.
6. The Dean of Students and/or Principal shall refer the case to the School 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.
7. The School 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 concerning violations of the rule and regulations regarding "Bullying", "Cyberbullying" or Harassment.

1. Depending on the seriousness of the case, the Dean of Students, the School Counselor, and/or Head of School together with the student and their parents will discuss the facts involved in a confidential meeting.
2. The student and their parents will be formally advised either verbally or in writing of the charges involved and the evidence to sustain the charges.
3. The investigator in the case of students who are allegedly involved as respondents will present the case to the School Discipline Committee.
4. If the case proceeds, the school's Discipline Committee will determine a disciplinary action based on the established Demerit System guidelines.
  - The Disciplinary Action for Bullying is 15 demerit points and the student will be put on Disciplinary Probation where a 5-day out-of-school suspension will go into effect.

## RECURRING BULLYING SITUATION

1. When it is determined that there is a recurring situation of bullying, based on the investigation, the Dean or Principal contacts the parents/guardians to inform them that they are required to report immediately to school. The Head of School is notified immediately of the situation.
2. The Head of School and Dean of Students or Principal will meet with the student's parents/guardians to let them know of the student's immediate expulsion.

## NON-DISCIPLINARY INTERVENTIONS

When verified acts of bullying are identified early and/or when such verified acts of bullying 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 the nature of the behavior.

## 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". Important terminology:

SCHOOL CONFLICT	BULLYING
<ul style="list-style-type: none"> <li>• An isolated event that occurs accidentally - accidental conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• A repetitive event that occurs during an extended length of time - intentional conduct.</li> </ul>
<ul style="list-style-type: none"> <li>• Conduct not necessarily meant to harm or inflict pain - lacks a clear objective.</li> </ul>	<ul style="list-style-type: none"> <li>• An 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Conflict occurs between equal parties; there is an equal balance of power and/or strength.</li> </ul>	<ul style="list-style-type: none"> <li>• Conflict is power imbalanced, where one party may be weaker or less powerful than the other party/parties involved.</li> </ul>
<ul style="list-style-type: none"> <li>• Conflict will be managed by the steps established in day-to-day conflict-solution scenarios that occur in any given school.</li> </ul>	<ul style="list-style-type: none"> <li>• The situation will require more specific strategies and a more aggressive approach to the solution.</li> </ul>
<ul style="list-style-type: none"> <li>• There is not a clear pattern of bullying by the party/parties involved.</li> </ul>	<ul style="list-style-type: none"> <li>• The party/parties are identified in their roles and the way they have persistently carried out these - victim, perpetrator(s), and bystanders.</li> </ul>
<ul style="list-style-type: none"> <li>• When the conflict is solved there is a positive learning experience that results in the intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• When the conflict is not expediently resolved, it tends to have short-term effects on the victim's academic achievement, socialization, and overall health.</li> <li>• When it transcends to a long-term scenario, the victim has self-esteem issues, possibly decide to desert school, contemplates suicide, delinquent behavior begins, sexual abuse, and/or threatened with weapons.</li> </ul>

## **ARTICLE 16**

### **DRUG FREE POLICY (DFP) ON ALCOHOL, TOBACCO, AND OTHER DRUGS**

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

- The selling, manufacture, possession, consumption, sharing, and/or 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.
- Smoking/Vaping on school grounds before, during, after school hours or at any officially sponsored school activity is prohibited for all students and adults. Dorado Academy believes that smoking, either with cigarettes, e-cigarettes, or through the use of vaping, presents a significant threat to one's health and, therefore, smoking is not permitted in school or at any school-related activity, at any time for students in any grade. Violation of this rule will lead to suspension from school.
- The selling, distribution, or consumption of alcoholic beverages and tobacco is prohibited at all fundraising/school activities on or off school grounds held by classes or student groups of Dorado Academy.

### **EDUCATION AND PREVENTION**

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

- The school through its Counselors 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.
- The Health curriculum also provides information regarding drugs.
- All lockers are property of Dorado Academy and as such, are subject to search and inspection by school personnel at any time without permission from students or their parents, although the student must be present during the search.
- Additionally, the administration may ask a student to open their book bag and other personal items for search and inspection if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated the law or rules of the school.
- Periodically the school will bring dogs trained to search and detect the presence of any illegal substances or weapons.
- Mandatory and random drug testing will be administered to:
  - All students in grades 9th to 12th
  - Students on probation (academic or disciplinary)
  - Students receiving financial aid
  - New students applying for high school (9th – 12th)

Dorado Academy will meet its responsibility to inform parents of a specific student if in fact information is received that the student is involved with illegal substances.

## MEDICINAL LAW

Following the guidelines of Law 42 of 2017 (Law to Manage the Study, Development and Research of Cannabis for Innovation, Applicable Norms and Limits - "Medicinal Law") the policy states:

- Any student who complies with the regulations of the Medical Cannabis Regulatory Board of the Department of Health of Puerto Rico and has a valid identification for the use of Medicinal Cannabis must present it to the Principal and/or Dean of Students at the beginning of classes.
- The parent or guardian must contact the Principal and/or Dean of Students if they are requesting to get an identification for Medicinal Cannabis on behalf of the student during the school year and present it to them as soon as it is issued.
- Drug tests will be carried out randomly, as customary, and any student who gets a positive result in the drug test and has not complied with the provisions of this policy will receive the corresponding disciplinary action.

## 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, pockets, handbags, school 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 detecting the presence of possession of drugs.

## STUDENT MANDATORY DRUG TESTING PROCEDURE

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 Policy (DFP) for our students. The DFP 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. We expect your support in making the school's Drug Free Policy an integral part of our successful learning program.

## TESTING PROTOCOLS

1. The DFP 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 DFP 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 DFP, 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 DFP.
5. Students and one of the parents or legal guardian will consent and acknowledge the DFP in writing upon registration/enrollment.
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 the confidentiality of test results. These procedures will follow strict sanitary and legal rules established by the 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 DFP success as related to student, parent, and teacher attitudes toward drug use and the testing program. Surveys conducted for the evaluation of the DFP 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 Head of School, who shall provide the results (negative or positive) to the Dean of Students and/or Principal. All test results are confidential and shall be maintained by them under the strictest security. Adequate confidentiality handling procedures will be followed at all times.
16. In the event that a student's urine specimen produces a positive result, the Dean of Students, Principal and Head of School 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, they 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.
17. The parent will be notified to administer a second test to confirm such results. If the results are confirmed to be positive, recommendations for professional help and information on 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.

- 18.** Failure to comply with the intervention programs will be referred to the School's Head of School/Principal who may consider expulsion. A positive result shall be treated as a second violation.
- 19.** For any student who has tested positive, that student's parents or legal guardians may contest the test result by informing the Head of School 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 Head of School 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 Head of School 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 the implementation of sanctions.
  - The Dean of Students, Principal, and/or Head of School 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 an 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.
- 20.** The final determination on the student's eligibility shall be made at the school level by the Dean of Students, Principal, and/or Head of School.
- 21.** 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 Head of School/Principal of the refusal and the resulting sanctions.
- 22.** 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.
- 23.** Any violation by a student shall be reported to the student's parents or legal guardians and disciplinary action will occur as 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.

## DISCIPLINARY ACTION

Students of Dorado Academy will be subject to the following disciplinary measures in relation to violations of the **Student Handbook** regarding a first positive drug test.

1. In the case of a first positive result, the Disciplinary Action is 15 demerit points and the student will be put on Disciplinary Probation where a 5-day out-of-school suspension will go into effect.
2. The student and their parents will be formally informed by the Head of School in writing of the Disciplinary Action and the warning of possible expulsion from the school with a second positive result.

### Sanctions after a First Positive Result:

- Monthly Drug Tests. The student must submit to monthly drug tests for a period of one (1) 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 test 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 Head of School/Principal who may consider expulsion. A positive result shall be treated as a second violation.
- Financial Aid, if applicable, the student will be suspended from all financial aid activity that the school may be offering.
- Senior privileges, sports/competition teams, student organizations, clubs, extracurricular, class activities and others if applicable, the student shall be suspended from participating. The suspension shall carry for a period of one (1) 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 existence 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.
- 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 Positive Result

1. If there is a second positive result, the Dean or Principal contacts the parents/guardians to inform them that they are required to report immediately to school.
2. The Head of School and Dean of Students or Principal will meet with the student's parents/

guardians to let them know of the student's immediate expulsion.

### **Use, possession, or distribution of drugs on campus or school-sponsored activities**

Any student who is discovered possessing, using, selling, and/or distributing illegal substances (alcohol, drugs, intoxicants, or medications) will face a disciplinary process conducted by the school administration which will ultimately result in 20 demerit points and in expulsion from school. This also applies to the sharing, selling or distribution of prescribed medications.

The disciplinary process will take into account several aspects, including but not limited to:

- Intent (possession, use, sale, distribution)
- Location (buildings, school grounds, field trips, athletic events, activities sponsored by the school, others)
- Circumstance
- Student's record
- Harm to user or others
- Level of criminality

### **Confidentiality**

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

### **Notice to participants**

Every student entering grades 9th to 12th and their parent or legal guardian will be provided a written Consent Form to be admitted as an active student in Dorado Academy. The 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, handbags, 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 detecting the presence of possession of drugs. For example: dogs.

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

## **ARTICLE 17**

### **SEXUAL HARASSMENT AND SEX-BASED DISCRIMINATION UNDER TITLE IX**

Dorado Academy is committed to providing a learning environment that is free from discrimination based on sex, sexual orientation, gender identity and gender expression, including sexual harassment and sexual violence. Title IX of the Education Amendments of 1972 (“Title IX”), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment. Title IX defines sexual harassment as conduct on the basis of sex that meets one or more of the following criteria:

- When an individual conditions the provision of help, benefit, or service of the school on another individual’s participation in unwelcome sexual conduct;
- An unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or Sexual assault, dating violence, domestic violence, or stalking (see the Definitions section further in this article for an explanation of these terms).

#### **HOW DOES DORADO ACADEMY RESPOND TO REPORTS?**

All students are encouraged to report sex-based discrimination or sexual harassment to the school. Upon receiving a report of sex-based discrimination or sexual harassment in an education program or activity, the Title IX Coordinators will contact the complainant (the individual alleged to be the victim of conduct that could constitute sex-based discrimination or sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sex-based discrimination or sexual harassment.

Dorado Academy also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sex-based discrimination or sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

*\*Notably, the respondent also has an equal right to supportive measures throughout the report and complaint process.*

#### **Who are the Title IX Coordinators?**

Dorado Academy has appointed a group of Title IX Coordinators to coordinate the school’s efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinators’ names and contact information are as follows:

**Francis Ramos, ES Principal**

framos@doradoacademy.org  
787-796-2180 Ext. 237

**Seny Faría, MS/HS Principal**

sfaria@doradoacademy.org  
787-796-2180 Ext. 234

**Enid Laureano, SEHW Director**

elaureano@doradoacademy.org  
787-796-2180 Ext. 235

**Tatiana Pagán, ES Counselor**

tpagan@doradoacademy.org  
787-796-2180 Ext. 236

**Alberto de la Torre, MS/HS Counselor**

adelatorre@doradoacademy.org  
787-796-2180 Ext. 287

**Angel Torres, Dean of Students**

atorres@doradoacademy.org  
787-796-2180 Ext. 234

### **Who can contact the Title IX Coordinators?**

Any student may report sex-based discrimination or sexual harassment to any of the Title IX Coordinators, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

### **How can I contact the Title IX Coordinators?**

Any student can contact the Title IX Coordinators in person, by telephone, by e-mail, and/or by using the contact information listed above. You can also contact the Title IX Coordinators via the online complaint form, or by any other means that result in the Title IX Coordinators receiving your verbal or written report. Reports can be made to the Title IX Coordinators, including during non-business hours, by using the **Online Complaint Form** available in the Plus Portal School Resources or email: [titleIX@doradoacademy.org](mailto:titleIX@doradoacademy.org).

## **PROCEDURE FOR THE INVESTIGATION OF THE FORMAL COMPLAINT**

1. The Dean of Students and/or Principal will lead the investigation and use resources provided by the school to lead a thorough inquiry. The Head of School must be notified immediately.
2. The Dean of Students and/or Principal will interview potential victims, alleged respondents, bystanders, and witnesses. The Dean of Students and/or Principal will prepare a written report for each interview. Each interview will be held separately to protect the parties involved.
3. After the evaluation of the interviews, it will be important that the Dean of Students and/or Principal determine whether the behavior can be defined as sexual harassment.
4. Once the parties are interviewed, the Dean of Students and/or Principal will notify the parent or guardian of each student involved in the situation. These will be informed that there is an ongoing investigation of an allegation of sexual harassment, thus, documenting all steps that have been taken.
5. The Dean of Students and/or Principal will 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 the parents of the children involved.
6. Disciplinary measures will be taken in cases where it is concluded that an act of sexual harassment occurred.
7. In the case proceeds, the Dean of Students and/or Principal shall refer the case to the School Counselor to offer support services to both the respondent 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.
8. The School Counselor shall conduct follow-up interviews with the students involved and if necessary, include parents and guardians.
9. The investigator in the case of students who are allegedly involved as respondents will present the case to the School Discipline Committee.
10. If the case proceeds, the school's Discipline Committee will determine a disciplinary action based on the established Demerit System guidelines.

## NON-DISCIPLINARY AND DISCIPLINARY INTERVENTIONS

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

The Discipline Committee will then issue a written determination regarding responsibility following Title IX and its regulations. The written determination will include, among other things, the findings of fact supporting their determination, the rationale for their determination, and any disciplinary sanctions imposed on the respondent. Recommendations for discipline will be pursued according to applicable School policies and procedures.

## APPEALING PROCESS

Any party can appeal the Decision-Making Panel's determination regarding responsibility within 10 school days of its issuance. Any party may file an appeal by making a written request to the Dorado Academy Head of School detailing the reason for the appeal.

## DEFINITIONS

- **Sexual assault** is defined as any of these:
  - Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity.
  - Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
  - Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will (in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
  - Forcible Fondling: The touching of the private body parts of another person for sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
  - Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Domestic violence**, as defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed:
  - By a current or former spouse or intimate partner of the victim.



- By a person with whom the victim shares a child in common.
- By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner.
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Puerto Rico.
- **Dating violence**, as defined in 34 U.S.C. 12291(a)(10), includes:
  - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the victim's statement and with consideration of the following factors: the length of the relationship; the type of relationship; the frequency of interaction between the persons involved in the relationship.
  - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Puerto Rico.
- **Stalking**, as defined in 34 U.S.C. 12291(a)(30), is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

## GENDER IDENTITY AND GENDER EXPRESSION DEFINITIONS

The definitions provided here are not intended to label individuals but rather to assist in understanding these guidelines and the legal obligations of district staff. Individuals might or might not use these terms to describe themselves.

- **Gender identity** is a person's internal deeply held sense or psychological knowledge of their own gender, regardless of the biological sex they were assigned at birth. Everyone has a gender identity and the responsibility for determining an individual's gender identity rests with the individual.
- **Transgender** describes a person whose gender identity is different from their biological sex assigned at birth.
- **Gender expression** refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms. Individuals who adopt a presentation that varies from conventional gender expectations sometimes may describe themselves as gender nonconforming, gender expansive, gender queer, agender, gender-free, gender creative, or gender fluid.
- **Gender nonconforming** describes a person whose gender identity or expression differs from conventional or prevailing social expectations, such as "feminine" boys, "masculine" girls, and those perceived as androgynous. Gender nonconforming is not synonymous with transgender because not all gender-nonconforming people identify as transgender.

## ARTICLE 18 PARENT-SCHOOL RELATIONS

We believe that a well-disciplined school not only ensures a safe and comfortable learning environment but is also equitable by offering the same rules for everyone. We provide an equal application of all rules and policies that help us define accepted behaviors from all involved in the school's development, including parents, and establish a friendly cooperative atmosphere. The relationship of respect that should be kept in our community is fundamental to fulfilling our mission.

### PARENT-TEACHER CONFERENCES

- Parent/Teacher Conferences may be requested by parents/guardians, teachers, counselors, or principals.
- Parents are encouraged to meet with their child's teacher(s) periodically throughout the school year, especially during Report Card days.
- Parents are encouraged to meet with the teacher first regarding all concerns. The Counselor and/or Principal will be in on a conference upon request.
- All conferences must be scheduled with the teacher via email or by requesting an appointment through the main office.
- Conferences may be held in person or virtually through the student's Teams account.
- All conferences will be documented and could be recorded as requested.

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 they would like you to talk about with the teacher. Ask what they think the teacher will say. Ask about the things they like and do not like, their challenges and successes. Let them know that after the conference, you will discuss with them what the teacher said.

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

- How are my child's work habits? Do they use time well? Has my child missed any assignments?
- Is my child able to do the work/exercises 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).

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. **Parents/guardians who have exhausted their means with the teacher(s) must proceed with the following established Chain of Communication.**

## CHAIN OF COMMUNICATION

At Dorado Academy, we are well equipped to resolve any issues if the proper communication procedures are followed. Should any parent have any suggestions regarding anything from the educational program to extracurricular activities, please follow the standard chain of communication, starting with their teacher.

If after going through the Teacher(s), Principal, and/or Head of School, a satisfactory resolution has not been reached, parents and guardians have the option to contact the Dorado Academy Board of Trustees at: [parentsconcerns@daboardoftrustees.org](mailto:parentsconcerns@daboardoftrustees.org).

- Any issues will only be resolved through the procedures established in this Handbook, which could be altered for the benefit of a fair and peaceful resolution.
- Although we understand that emotions may run high at times, it is never appropriate to raise one's voice to any member of our community.
- Please avoid directing or discussing concerns to other parents or students, since that behavior may lead to misunderstandings. If this occurs, please notify the Principal immediately for assistance.
- Further, any person not authorized or expected to be in the school's premises such as a parent or their legal representation, as well as anyone that is interrupting in any way the school's operation, may be asked to leave and could be escorted out.

### The following sequence outlines our chain of communication:

1

**First:** In age-appropriate ways, students should attempt to resolve the issue. We will not intervene until the student has attempted to resolve the issue. This process teaches students to communicate clearly, advocate for themselves and become responsible citizens in the community.

2

**Second:** The Teacher or person directly responsible for supervising the situation should be contacted. If the issue is curriculum-related, please make an appointment to see the appropriate teacher or person.

3

**Third:** If at this point there is no resolution, the Dean of Students and/or Director should be contacted.

4

**Fourth:** The Head of School will become involved only if there has not been a satisfactory resolution to the situation after following the three previous steps.

5

**Fifth:** If after going through these four steps, a satisfactory resolution has not been reached, parents have the option to contact the Board of Trustees directly at this email: [parents@daboardoftrustees.org](mailto:parents@daboardoftrustees.org).

## PARENTS' CUSTODIAL/NON-CUSTODIAL RIGHTS

When a student's parents are separated, unmarried, involved in divorce proceedings or divorced, court orders concerning special restrictions will be followed by the school. It is the responsibility of the parents to provide the school with a copy of any court orders. **Without court documentation that says otherwise, both parents will have equal access to the child.**

For school purposes, the parent with whom the child resides during the school week will be the parent with physical custody of the child. If both parents claim to be the custodial parent, registration records will be examined and parents will be interviewed.

**Non-custodial parents may not visit their children during the school day.** Parental rights include access to student records and school mailing, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. It is the responsibility of the non-custodial parent to inform the school office of their name, address, and telephone number if they wish to be consulted regarding their child or to be placed on the school's mailing list unless otherwise prohibited by the other parent's legal custodial rights.

## CONFIDENTIALITY OF INFORMATION

From time to time students/parents may be involved in incidents at school and others want to know the disciplinary action that has been taken to resolve a given situation. Please know that information about the status of another person is considered confidential and we are not permitted to share that information.

## ADMINISTRATION OFFICE SERVICE HOURS

The Administration Office staff is available from 7:00 AM until 4:00 PM. We are happy to help you make tuition payments, obtain past financial records or inquire about the status of your account. Should your account be past due, the Administration Office will contact you directly and your child may be kept from entering class until the account is brought up to date.

### Security Officials

The security team at school is comprised of Dorado Academy employees. We value their commitment to the educational program and your children. Please treat them with the respect and consideration of any professional in school. Parents are to comply with the directives of the school security officials promptly and respectfully.

## ACCESS TO SCHOOL

While Dorado Academy maintains an open school for our community, entrance is a privilege and not a right. We reserve the right to limit access to our school for any reason. This includes but is not limited to students who have been withdrawn or separated from the community, parents, students, or guests who do not possess the level of respect and appropriate decorum expected in our school. After the conclusion of the school day, all students and/or minors must be under the direct supervision of a teacher, coach, or parent/guardian.

Our security personnel is to be respected and their instructions followed. We regret having to engage in law enforcement support should any person in our school not adhere to our instructions and expectations.

### **Visitors on School**

All visitors during the school day, including parents, must report to the guard at the front gate. The guard will direct you to the receptionist's office where you must sign in and obtain a visitor's ID pass. No visitor will be allowed in school without the appropriate sign-in and pass. Visitors should then immediately report to the appropriate division office. If you wish to meet with any of our administrators, staff, and/or faculty members, please arrange an appointment in advance unless it is an extreme emergency. Do not interrupt classes and/or meetings.

Visiting students may make one-day visits with the permission of the Principal. Requests must be made at least 48 hours in advance.

Guests must identify a currently enrolled student who will be responsible for him or her during school. Visitors must wear id badges at all times and follow school dress codes and policies. Please note that at certain times of the school year we are not able to accommodate student guests.

Anyone present at school is expected to be a good role model for our students. Please remember to conduct yourself professionally and courteously. Also, consideration and discretion are expected when speaking to and/or about school personnel, other parents, students, and about the school in general. Parents may be denied access to school or re-enrollment in school if they are unable to abide by our parameters of acceptable interactions.

### **Pets on School**

Pets are only allowed in school with appropriate administrative authorization.

## **LUNCHTIME**

Students have designated snack and lunch times and they will eat with their class. Parents may deposit money in the child's account directly at the cafeteria or can follow the instructions at [www.doradoacademy.org/cafeteria](http://www.doradoacademy.org/cafeteria). The cafeteria will use disposable food service items (e.g., utensils, dishes) and follow all strict CDC recommendations for food handling and serving.

Students may bring food from home (please abstain from bringing seafood for lunch to avoid allergic reactions in other students). Students are not permitted to have food from outside businesses delivered to the school. Pizza parties and the like are not permitted in the cafeteria during lunchtime. Special arrangements should be made through the teacher, principal, and/or Head of School for any special events.

## **DROPPING OFF SUPPLIES**

As a school, we work to help our students to develop age-appropriate organizational skills and independence. By the time they reach Middle School, we discourage parents from dropping off forgotten supplies or assignments after 8:00 AM.

Parents desiring to deliver items, messages and/or supplies to their children must first report to school security. Once logged in with security, parents will then proceed to the School's receptionist.

Parents may not enter a classroom at any time during the school day without the appropriate authorization from the Administration.

## **LOST AND FOUND**

The "Lost and Found" is located in the reception area. Parents must always label all student's belongings (books, materials, jackets, etc.) so they can be easily identified and returned.

## **CLASS PARTIES AND PRIVATE EVENTS**

Parties for any occasion must have prior approval of the teacher and/or principal and should have a limited impact on the educational program. Parents/guardians are not allowed on the school premises unless authorized.

## **TEXTBOOK POLICY**

We reserve the right to adjust our textbook selections to meet the individual needs of our grades, classes, and students, and remain current with the best materials available. Parents will be notified of these changes as early as possible, and we will do everything in our power to maintain the current textbooks over a reasonable period. Please note that consumable books may vary from year to year as their availability is much more limited.

Dorado Academy adheres to the rules and regulations as set forth by DACO regarding the designation and updating of textbooks.

## **ARTICLE 19**

### **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 using PlusPortals (parents '/students' e-mail), social media, and/or the School's website.

As an academic institution, understanding that each emergency scenario is different, we have created a School Continuation Plan to provide a framework with guidelines that can be implemented in a variety of circumstances. Possible circumstances can be atmospheric and health events like hurricanes, earthquakes, flu, mycoplasma, and other disease outbreaks. Despite all protocols established by the school, and all we can aim to foresee and prevent, the possibility of contagion or experiencing an atmospheric event is beyond our control.

If Dorado Academy's campus is closed and this School Continuation Plan is implemented, the Head of School will send email communications to both parents and faculty/staff making this announcement and delineating a timeline for implementation. Students will not attend the school or be required to begin Distance Learning until this date.

During the preceding workdays, Principals will prepare to share more specific information and guidelines with parents, while teachers will arrange to relaunch their classes.



## ARTICLE 20 STUDENT AND PARENT HANDBOOK AGREEMENT

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 fulfilling our mission. This is why we must comply with all the following provisions without exceptions:

1. Parents must observe and comply with all terms of the Admissions contract.
2. Parents must keep all their accounts up to date and cash balances with the school in zero (0).
3. Changes to any contact information must be reported to the school office immediately.
4. It is the duty of the parent to support the school's philosophy and mission expressed clearly in this Student and Parent Handbook.
5. Parents that enroll their child in our school presume that, by participating in school activities, they consent that their image will be documented with photographs and videos. This footage in turn can be used on our school's website, Dorado Academy's social media platforms, advertisements, marketing, leaflets, newsletters, or any other use such as for training educational or publicity purposes. To opt out of this agreement, you must contact the school administration to send you the official opt-out form.
6. Parents must attend all meetings and conferences that are notified and required by the school.
7. The parent is responsible to bring their child to school on time.
8. 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.
9. Appointments with doctors, psychologists, dentists, etc., must be scheduled after hours during the school year.
10. Parents must consider the school calendar to plan family vacations, so they do not disrupt the student's school program.
11. Parents are not allowed on the school premises during school hours **unless they have an appointment.**
12. Parents may visit teachers by appointment only. (See Article 18)
13. At the time of dismissal, parents must wait for their child at the school gates or designated pick-up areas.
14. 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.

- 15.** Parents must behave correctly, with respect and courtesy to all members of the faculty, administration, and staff in and out of Dorado Academy.
- 16.** At no time should any hint of disagreement or disharmony between 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.
- 17.** Parents may not, under any circumstances, act against teachers or any other school employee or against students other than their own children. There are appropriate procedures in the school 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 school, as well as to the parents of affected students.
- 18.** Verbal and/or physical aggression by a parent or guardian to a teacher or staff inside or outside the school on or after working hours with regard to situations originating in academic and disciplinary aspects will be considered a hostile act towards the school, 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.
- 19.** The school's administration will immediately take action if any parent does not comply with the rules and exhibits behavior that interferes with the proper functioning of the school. It will be considered a serious fault, in which case the same disciplinary procedures, which include the prohibition of entry to the school and the immediate termination of this contract.
- 20.** The security guards are responsible for ensuring order and safety in the school. 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.
- 21.** Parents or guardians may not engage (whether in social media, on or off campus) in defamatory behavior, communications, or interactions that are disruptive, intimidating, aggressive, discredit the prestige of Dorado Academy, reflect a loss of confidence in or disagreement with the school's policies, methods of instruction, or discipline. Likewise, if the student or any parent or guardian otherwise interferes with the school's safety procedures, responsibilities, or accomplishment of its educational purpose or program.
- 22.** If an urgent termination of this contract is necessary, then all contributions and payments due and the school's commitment to the parent and student will cease.

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.

For any violation of the above-stated rules the school reserves the right to immediately suspend or expel the student, and/or deny the student's registration for the following year.

The Administration and the Board of Trustees reserve the right to make any regulation changes and/or corrections to the school's disciplinary policy whenever it is deemed necessary.



As parents, we have accessed, opened, carefully read, and agreed with all dispositions stated on the **Student and Parents Handbook** posted on the Dorado Academy Plus Portals page.

As part of the enrollment and re-enrollment process for any student accepted at Dorado Academy, the **Student and Parent Handbook** agreement is completed and digitally signed as proof of this agreement.

**DORADO ACADEMY**

P.O. Box 969

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787-796-2180, 787-796-4616

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