



**Dorado Academy**

"An Advanced Learning Community"

# **Student & Parent Handbook**

**IMPORTANT CLARIFICATION**

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

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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, nonsectarian, English language school of the highest academic standards based on the Puerto Rican culture to serve Dorado and surrounding communities. Founded in 1972, Dorado Academy was developed initially as a response to the need for a private school in the Dorado area. At present, services extend from Prekindergarten through twelfth grades.

## MISSION

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

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

## VISION

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

## OBJECTIVES

We view the following as our objectives for each student:

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



## **PHILOSOPHICAL BELIEFS**

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

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

Our faculty and administration have prepared the following rules 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.

## **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, National Association of Independent Schools, Caribbean Association of Independent Schools, 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 School Principals, 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 child is different including siblings. Acceptance of one sibling does not guarantee acceptance of another. Dorado Academy admits students of any race, color, national and 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 and 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, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup>.
- 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 (9<sup>th</sup> – 12<sup>th</sup> 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).

<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 11<sup>th</sup> and 12<sup>th</sup> no new admissions are accepted.

#### Non-refundable Fees:

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

**Graduation Fees:** For Kindergarten, 8<sup>th</sup> and 12<sup>th</sup> grades.

**Any other fee identified as essential for the educational process.**

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

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

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

## 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 2-12 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 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

Partial month attended by students shall be paid as full month. If a student withdraws, for any reason, reimbursement will be made for the month or period pre-paid in which the student will not be attending classes. 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 be applied.

## 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 as for any new admission and with a positive recommendation from the previous school's administration. (**Note:** In grades 11<sup>th</sup> and 12<sup>th</sup> no re-admissions will be accepted.)

## PAYMENTS

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

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

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

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

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

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

**PLAN C:** Direct Debit payment through the bank.

**TUITION DISCOUNT OF \$100.00 FOR SECOND CHILD**

## FUNDRAISING

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

## 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, is 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 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 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 1 SEPTEMBER 2006 prohibits the use of Social Security numbers as identification routine public and private educational institutions from elementary to graduate level, therefore in accordance with this law Dorado Academy establishes the following policy:

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

## **ARTICLE 2**

### **STUDENT'S RIGHTS AND RESPONSIBILITIES**

#### **Student's Basic Rights**

Each student has the right:

- To be provided with a classroom atmosphere most conducive to learning.
- To be secure and safe in their person and property.
- To have a teacher who will provide positive support of the student's appropriate behavior and to limit the student's inappropriate behavior.
- To support the teacher and to expect a positive learning environment.
- To know the expected appropriate behavior.
- To be treated with respect, courtesy, and consideration by every student, teacher, administrator, and adult in school.

#### **Student's Basic Responsibilities**

Each student has the responsibility to:

1. Participate fully in the learning process.
2. Come to school on time, prepared with homework and needed supplies.
3. Show respect for the knowledge and authority of teachers, administrators, and other school employees.
4. Be free of alcohol, drugs, tobacco products, and weapons.
5. Show respect for themselves, their school and other people.
6. Avoid excessive public displays of affection (such as kissing/embracing).
7. Use appropriate language, behavior and attire.
8. Be honest and trustworthy, and treat others with courtesy and respect.
9. Refrain from plagiarism and copying.
10. Upkeep their electronic devices, books, book bag and all materials.
11. Help keep their classrooms, halls and walkways, playgrounds, restrooms and lunch area clean.
  - Writing or drawing on any school property, such as bulletin boards, desk, 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 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.

Rules and regulations represent 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 DRESS CODE

Wearing uniforms establishes a leveled playing field for all students while they also develop a greater sense of equality. They identify each other as members of the same learning community and reinforces 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 dress modestly and act correctly at all times, especially when wearing the school uniform (in or out of campus on official school activities), since they are representing Dorado Academy, and embody the character of the school.

### 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. Natural hair colors only. Extremes in hairstyles (unkempt, unnatural, bleached, unusually wild, or "hair art") shall not be permitted. All decisions as to length and style shall be subject to the approval of the Headmaster and/or Principal.
- **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 Headmaster 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 Casual 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 school logo
- Navy blue shorts with school logo
- Girls: shirt dress with shorts

#### 1st to 11th grades

- French blue polo with khaki borders with school logo
- Khaki Bermuda pants (not shorts), or khaki "Docker Style" long pants

- (All pants and belts (brown or black) are to be worn at the waist, not at the hips. No leggings or jeggings.)
- A pair of long pants is needed for formal activities or field trips (when required).
- Girls: khaki skort (1st to 8th grade), khaki capri pants, and/or khaki skirt (skirt lengths must be no shorter than mid-knee)

### 12th grade (Seniors)

- Light blue polo with school logo and/or Senior shirt with school logo
- Khaki Bermuda pants (not shorts), or khaki "Docker Style" long pants
  - All pants and belts (brown or black) are to be worn at the waist, not at the hips. No leggings or jeggings.
  - A pair of long pants is needed for formal activities or field trips (when required).
- 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 school logo
- Navy blue shorts with school logo (Pre-K – 5th)
- Long P. E. pants with 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).

### Shoes

**Pre-K to 12th grades:** socks and sneakers or tennis shoes

### Jackets

Only Dorado Academy jackets, sweaters, and/or hoodies 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.*

## CASUAL DAY

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

- Jeans and Bermudas are permitted as long as they are not torn or shredded. T-shirts, jackets, sweaters, caps, and hats are permitted but may not display inappropriate logos or designs.
- **Items that are 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.

**Any Dress Code violation will require immediate correction. Students who refuse to comply with the uniform code will be disciplined accordingly and may result in detention, suspension and/or other disciplinary action. Final judgment regarding a student's appearance will be at the discretion of the school's administration.**



## ARTICLE 4 ATTENDANCE

### SCHOOL HOURS

#### Morning Arrival

- Main entrance gate will open at 6:00 AM
- Courts gate will open at 7:00 AM and close at 7:40 AM
- Please do not park in the drop off area.

#### Students in PK to 1st grade ONLY

- Early Bird Care (6:30 to 7:30 AM)
- From 6:30 to 7:30 AM - Parents may take their children to the Elementary School Library.
- After 7:00 AM students may be dropped off at the courts drop off area and a teacher aid will take them to the Library.
- At 7:30 AM, a teacher's aid will take them to their homeroom

#### Bell schedule

7:30 AM –Teacher Sign in

7:35 AM –Open Classrooms

7:40 AM – Warning bell (Students must go to their homerooms)  
(Parents must leave school premises)

7:45 AM – 7:55 AM HOMEROOM

- Cafeteria door to outside of school will be closed at all times, except to let the parents that are having breakfast in the cafeteria exit the school by 8:15 AM. (Otherwise, this is an emergency exit and for cafeteria use only)

#### Afternoon Dismissal

3:00 PM – DISMISSAL

- All gates are available for pick-up.
- Main entrance gate will be closed at 4:00 PM. After this time, all dismissal will be through the courts gate.
- Courts gate will be open until school closes at 6:00 PM.

### HOMEROOM PERIOD

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

## TARDINESS

- Students should be in school by 7:45 AM. The warning bell rings at 7:40 AM. The late bell rings at 7:45 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 7:45 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 7:55 AM need to get a late slip from the school's receptionist and report to the Dean of Students and/or Principal. Consecutive tardiness will affect the participation and/or evaluation in clubs and organizations such as National Honor Society or Student Council.
- Only students with medical excuses or a valid excuse (e.g. driver's license, passport) will be accepted in school after 8:40 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 first period.
- No parent/guardian will be permitted to enter the school and accompany their child to the classroom after the 7:40 AM late bell rings. Parents must leave the school premises.
- Arriving late to class or school, or failure to comply with attendance regulations will result in disciplinary action.
- After five tardies parents will meet with the Dean of Students and/or Principal to find a solution to the problem. Five tardies will be counted as an absence.
- 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 149-1999 "Ley Orgánica del Departamento de Educación de Puerto Rico" and 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.

## ABSENCES

- On the day a student is absent for any reason, the parent or guardian must call the school (787-796-4616, 787-796-2180 or fax 787-796-7398).
- When a student returns to school after an absence, they must bring a written excuse or send an email to the Dean of Students and/or Principal giving 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.
- Appointments with doctors, dentists, or other types of personal business should be scheduled after regular school hours or during school holidays or recesses.

- Parents are advised to schedule their vacations, weekend trips, etc., so that they do not conflict with class days. If for any reason you must travel during school days, the student is responsible for class work, projects, reports, tests and must make arrangements in advance with their teachers. If these arrangements were not previously made, the student will get a "0" in every class work, projects, reports and/or tests missed.
- A student may be absent no more than eight days per semester unless the absence is caused by serious illness and verified by a doctor's certificate. All, plus an equivalent amount of work for the number of class hours missed must be made up by the student.
- Students 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.

## EXCUSED ABSENCES

- School sponsored activities
- Personal illness
- Medical appointments
- Death in the family
- Religious holidays
- Court appearances
- College visitations (Juniors & Seniors only)
- Any loss that affects the emotional wellbeing of the student
- Personal absences (trips or others previously notified)

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

## MAKE-UP EXAMINATIONS

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

## LEAVING CLASSES

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

## Early dismissal

- In case of early dismissal, a communication to the Dean of Students and/or Principal from the parent is required before the student can leave the school.

- Parents who come to take their child out of school before dismissal, must go to the office and sign the early dismissal slip.
- In case of sickness or any other emergency, the school will call the parents for authorization of the early dismissal.
- No student may leave the school during school hours to make preparations 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 at 3:00 PM.
- Senior students leaving school in their car, parents need to fill out the Senior Dismissal Slip and send it to the Homeroom teacher by email.

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

## ARTICLE 5

### GRADES AND PROMOTION POLICIES

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
- Under - 0.79    **F**    59 - 0

The grading curve for the  
**Advance Placement Courses (AP)**  
including **Advanced Math** is as follows:

- **A** 100 – 87
- **B** 86-77
- **C** 76-67
- **D** 66-57
- **F** 56 - 0

- **S = Satisfactory:** grade C or better (Passing grade)
- **UN = Unsatisfactory:** is equivalent of a D/F in determining a student's academic status but will not affect grade point average
- Students who maintain a grade average of A in the subject during the entire semester will be excused from the final exam.

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

**Elective subjects are:** Art, Music, Theater, Physical Education, Computers, and other electives.

### Progress Reports and Report Cards

Progress Reports and Report Cards are sent four times during each academic year.

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

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

If the 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.

#### 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.)

## PROMOTION POLICIES

### Elementary School

- Elementary School students must obtain a year-end average of at least 70% (C) in all core subjects (English, Spanish, Math, Science, and Social Studies).
- Students who do not pass one or two of the core subjects, will be required to attend Dorado Academy's Summer School and obtain a passing grade in the subject(s).

- For 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 student receives a D or F in three or more core subjects at the end of the school year they will not be promoted to the next grade.

## Middle/High School

- Students must obtain a year-end overall GPA of at least 70% (C).
- Students with less than 70% (C) in any course or for the year-end average will be required to attend the Dorado Academy Summer School to be promoted.
- If a student receives a D or F in three or more core subjects at the end of the school year they will not be promoted to the next grade.
- 12th-grade students earning less than a 70% (C) overall grade in any subject area 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.

## ACADEMIC PROBATION

Any student currently enrolled with less than 70% (C) in two 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 may 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

Dorado Academy Summer School is designed for students who received less than C in one or two subjects and need to retake them to continue at Dorado Academy.

- If a student fails one or two core subjects they must enroll in our Summer School to repeat them.
- Under special circumstances, students can receive permission from their Principal to enroll in another summer course 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.

- Students will only be eligible to receive a semester average grade of “C” if their work merits it.
- If the student does not get a satisfactory grade, in one of the Summer courses and the percentage does not result in a passing grade, the student must repeat the class before graduating.
- If the student does not get a satisfactory grade, in two of the Summer courses, re-enrollment to Dorado Academy will be denied.

## PLUS PORTALS

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, to communicate related information, schedule meetings, and access grades and attendance information.

All parents PK-12 are required to activate their ParentPlus Portals accounts. Students in 6<sup>th</sup> grade and up are required to activate their accounts in StudentPlus Portals. Parents must register on the Parent Portal to see their child’s grades and have awareness of how they are doing in class. Students are required to activate their Portals account as they will be using it as a communication and information system for their classes. Although with limited features, there are ParentPlus and StudentPlus Mobile Apps for iOS and Android are available for your mobile devices.

## 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. We understand that the general length of homework time is 10 minutes per grade level.

The following guidelines for homework are:

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

These times may vary depending on the pace at which an individual student works. **If your child is spending an excessive amount of time on homework, please have them stop and discuss this with the teacher immediately. Parents can send an email to the teacher or request an appointment to discuss this situation.**



## 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. Work assigned for home 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.

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, in writing and/or posted in Plus Portal. 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.

Parents should provide a regular time and quiet place for study. Distractions that Interfere with the completion of the child's work should be eliminated.

## PRINCIPAL/HONOR ROLL

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

## **ARTICLE 6**

### **GRADUATION REQUIREMENTS**

#### **HIGH SCHOOL GRADUATION REQUIREMENTS (24 credits):**

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

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

#### **HIGH HONOR AWARD**

Both 8<sup>th</sup> and 12<sup>th</sup> grade graduating students must obtain a 3.75 – 4.00 academic average throughout their entire Middle or High School years in all classes up to the end of the first semester of year graduating and a good conduct record.

#### **HONOR AWARD**

Both 8<sup>th</sup> and 12<sup>th</sup> grade graduating students must obtain a 3.50 – 3.74 academic average throughout their entire Middle or High School years in all classes up to the end of the first semester of year graduating and a good conduct record.

#### **ACADEMIC SUBJECT MEDALS**

Graduating students must obtain a 4.00 GPA in that specific academic subject during their entire Middle or High School years and a good conduct record.

#### **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 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.

## ARTICLE 7 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 on-going part of life. We are committed to make community service an integral part of our school culture and support students in demonstrating responsible citizenship by connecting, helping and serving others.

We believe students that take part in community service projects develop skills not commonly found in the classrooms as well as encourages them to take an active role as leaders in their communities. Students are encouraged 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	9 <sup>TH</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
MINIMUM HOURS	10	15	20	25

### What qualifies as community service?

- Community service hours must be completed at non-profit organization.
- A student may volunteer for a single organization or at a variety of organizations.
- Service must meet an actual community need.
- 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 organizations supervisor's name, signature, telephone number and email is required on each form.
- A parent or immediate family member of a student may not sign as the supervisor.
- It is recommended that forms be submitted within one month of the date of service and are turned in at the MS/HS Office. We encourage students to take pictures while engaged in service and include it in the service form.

### DEADLINES

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

## **ARTICLE 8**

### **SPANISH AS A SECOND LANGUAGE**

The Spanish as a Second Language students are those with no previous background education in Spanish. They are students who grow up in an environment where family members speak English or other languages, except Spanish. To be part of the program students must have one of these essential criteria:

- Born outside of Puerto Rico, in a country where the first language is not Spanish.
- Those who come from an environment where a language other than Spanish has had a significant impact on the level of Spanish language proficiency.
- Immigrant students, whose mother tongue is a language other than Spanish, and in whose environment a language other than Spanish predominates.

The objective of the SSL program is to acquire written and verbal skills through materials and activities specifically designed for Spanish as a Second Language learner. Classroom activities focus on developing oral, listening, reading, writing abilities in a variety of formal and informal contexts. Since the goal is for the students to be included in the regular Spanish class, the maximum period students should participate in the program is two (2) years.

Students must take a test where they demonstrate their knowledge of the Spanish language. If the student gets a score of 70%, or more, on the administered test, he will be able to be part of the regular Spanish program offered at Dorado Academy.

Students who are in the regular Spanish program will not be able to enter the SSL program under any circumstances. The SSL class is not a remedial version of the regular Spanish course and is not an option for students who are not doing well academically in their regular Spanish class.

## **ARTICLE 9**

### **CAREER-ORIENTED ONLINE COURSE PROGRAM**

The Online course modality, offered to High School students (grades 9-12), allows the student 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 10 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 upon 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
6 <sup>th</sup> grade	Math 6th	None
7 <sup>th</sup> grade	Pre-Algebra	None
8 <sup>th</sup> grade	Algebra 1 A	Advanced Algebra 1
9 <sup>th</sup> grade	Algebra 1 B	Advanced Geometry
10 <sup>th</sup> grade	Geometry	Advanced Algebra 2
11 <sup>th</sup> grade	Algebra 2	Advanced Pre-Calculus
12 <sup>th</sup> grade	College Algebra Pre-Calculus Statistics	AP Calculus

A collaborative team of the 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 Learn Aid standardized test in the Math section.
- Students in 11<sup>th</sup> grade that are in the Advance Program are encouraged to take the "Prueba de Nivel Avanzado – Precálculo". Students who obtain three 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 placed 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 on an individual basis. Students who finish the first semester with a grade lower than B will be unenrolled in the course and placed in a Regular Math level course.



## ARTICLE 11

### ACADEMIC ACCELERATION PROGRAM

The Academic Acceleration Program 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 program is the following:

- **Nomination:** When there is interest in a student to be evaluated for the Academic Acceleration Program 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 and it can be solicited by the student, parent, guardian, or teacher.
- **Application:** The parent or guardian completes the formal application to begin the process of evaluation of the academic acceleration program. The application must be completed and turned in before the end of the first semester of school.
- **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 chooses to carry 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.
- **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 the Principal (Elementary or Middle/High School), Counselor (Elementary or Middle/High School), Dean of Students, a current teacher of the student, a future (next year) teacher of the student and a 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 Headmaster 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. The Dorado Academy administration reserves the right to accept any student into the Academic Acceleration Program. Dorado Academy does not discriminate based on race, sex, age, physical, mental or socioeconomic condition.

## **ARTICLE 12 SUNRISE PROGRAM**

In accordance with the American with Disabilities Act (ADA), the SUNRISE Program is a student's support service that helps ensure equal access to educational opportunities for students with learning disabilities. Our coordinators provide reasonable accommodations and monitor student's evaluation and recommendations. 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. In order for the accommodation to be provided, the student has to have a written diagnosis completed by a specialist in the area of disability that certifies their condition. Evaluations that measure reading, writing and comprehension skills should be preferably in English.

### **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 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 1<sup>st</sup> to 5<sup>th</sup> grade and Secondary School Counselor's office for students from Sixth to Twelfth grade.
4. 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 also in teacher's classroom.

**The SUNRISE 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.**

## ARTICLE 13 TECHNOLOGY

### TELEPHONES

- Cellular/Wireless Telephones are prohibited from use by all Elementary and Middle School students during school hours (7:40 AM to 3:00 PM). Should an emergency arise, the student may call from the Principal's, Dean of Student's, Counselor's or Main office.
- High School students will have the privilege of using their cell phones during snack and lunch hours. While at the classroom, cellphones must be placed in the pocket organizer under the teacher's supervision.
- Cell phones can be used for educational purposes through a teacher-guided activity. 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.
- If a student is found using a cellular/wireless telephone inappropriately, a staff member has the right to confiscate 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.

### ELECTRONIC DEVICE PROTOCOL

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

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

### PROTOCOL OF USE

- 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.
- Students are solely responsible for their device. Devices must be fully charged when brought to school. Similar to other personally owned items, Dorado Academy is not liable for loss, damage, misuse or theft of the device. Responsibility to keep the personal device secure rests with the individual owner. Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- To maintain a safe and secure learning environment, a filtered Internet connection will be provided for students. Students will only be able to use their device under the direct supervision of their teacher. Any unauthorized use can result in privileges being revoked.

- 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 legal action can be taken.

## ACCEPTABLE INTERNET USE POLICY

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

### **Respect and protect the privacy of others.**

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

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

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

### **Respect and protect the intellectual property of others.**

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

### **Respect and practice the principles of community.**

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

### **Students may, if in accord with the policy above:**

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

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

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

## ARTICLE 14 DISCIPLINE & CONDUCT

### GENERAL RULE

The school reserves the right to implement reasonable discipline measures to fit the needs of each child. It is impossible to provide the right climate for learning without using corrective discipline where needed. A cooperative attitude on the part of the parents as well as the student is imperative. Each teacher is expected to handle as many discipline problems as possible in the classroom. When the teacher has exhausted their means in the classroom, the student will be referred to the Dean of Students and/or Principal.

The following procedure will be taken for disciplinary actions (this may be modified depending on the situation):

1. The teacher will refer the student to the Dean of Students and/or Principal (Disciplinary Referral Form).
2. The Dean of Students and/or Principal will discuss the situation with the student and a notification may be sent to parents and/or guardian regarding the situation and the agreements taken.
3. If the misbehavior conduct persists the Dean of Students and/or Principal will communicate with the parent and/or guardian for a meeting with the student to take disciplinary actions.

**\*Some discipline problems may require an immediate suspension or expulsion. The administration will take any necessary action and demand the parent's immediate presence.\***

### DEFINITIONS OF DISCIPLINARY ACTIONS

**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.

**Suspension:** A student who is suspended is temporarily removed from classes for a period of time 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.

**In-school suspension:** is a regular class day(s) and the student should be taken to the Dean of Students or Principal office and spend the day(s) working in their daily work. 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 office.

**Out-of-school:** The student must stay at home for one or more days and they will get a "0" in each classwork, test, quiz or project given during those days.

**Disciplinary Probation:** A student placed on probation must agree to plan for correcting the behavior and meet with the Dean of Students, Principal and/or School Counselor regularly during the probation period.

**Disciplinary Committee:** The Disciplinary Committee is composed of staff and faculty members representing different grade levels who meet to evaluate discipline problems with students who have been involved in any violation of rules stated in the Student Handbook. No parents or legal counselors will be allowed in this meeting.

**Expulsion:** Because of a grave and/or continuing inappropriate behaviors, a student may 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.

**Recurring Misconduct or Misbehavior:** may require an immediate suspension or expulsion. The administration will take any necessary action and demand the parent's immediate presence.

## **INAPPROPRIATE CONDUCT OR BEHAVIOR BY CLASSIFICATION**

### **Uniform**

- Incomplete or incorrect uniform
- Incorrect dress code for casual days
- Using Physical Education uniforms days when there is no Physical Education.
- Failure to comply with the standards of uniform and personal care.
- Wearing nose studs, tongue piercing, multiple ear piercings or having a visible tattoo.

### **Classroom**

- Does not bring classroom materials.
- Does not bring homework or assignments.
- Does not do classwork.
- Does not bring tablet/laptop ready for use.
- Falling asleep in the classroom.
- Enter and/or leave the classroom, laboratories and school grounds without authorization.
- Enter and exit of classrooms in a disorderly manner.
- Interrupting the teaching-learning process.
- Being in a classroom without the proper authorization.
- Skip classes.

### **Food, Drinks, Gum Chewing**

- Chewing gum in school.
- Eating or drinking in the classroom without permission.

### **Absence or tardiness**

- Absences and/or unexcused tardiness.
- A pattern of absence and/or tardiness without proper justification.

### **General Conduct**

- Invade other's personal property.
- Conceal faults committed by other students.
- Continued disobedience.
- Engaging in improper behavior during institutional or extracurricular activities.



- Organize or direct strikes or protests.
- Shouting or insulting people who walk around the school.
- Staying in the car once parked in the academy.
- Throwing of objects that can cause physical or property damage.
- Throwing papers or any trash on school grounds.
- Use of inappropriate or obscene vocabulary.

### **Dishonesty**

- Acts contrary to the philosophy of the institution (immoral behavior)
- Forging parents, teacher and/or school staff signature
- Alter, falsify, destroy, steal or hide exams, letters, notices, files and/or any other official documents.
- Copying test/homework
- Plagiarism

### **Sexual Conduct**

- An exaggerated expression of affection and physical contact with a sexual connotation.
- Maintain intimate or sexual relations in the institution.
- Possessing or displaying obscene material or pornography in any manner.

### **Aggression, defamation and bullying**

- Verbal, physical, emotional or cyberbullying
- Fights.
- Highly abusive risk behavior.
- Pushing people.
- Threatening the safety of others by using any type of weapons.
- Verbal or physical aggression.
- Defame any member of the school community (verbally, in writing, social media, circulars, poster and/or in whatever manner).
- Malicious comments

### **Vandalism**

- Damaging or mutilating property of the institution or members of the school community.
- Writing on the walls or other surfaces of the institution.

### **Illegal actions**

- Gambling.
- Possession of weapons on school grounds.
- Steal and/or illegal appropriation of others' property.
- Use, possession or distribution of drugs.
- Use, possession or distribution of pyrotechnics.

## MAJOR INAPPROPRIATE CONDUCT OR BEHAVIOR

The following are some, but not all of the examples of major inappropriate behavior with its definitions. These require disciplinary action, including but not limited to, detention, suspension (in-school or out-school) and/or expulsion:

- **Alcohol/drugs:** using, possessing, selling or being under the influence of alcohol, drugs, or other intoxicants or possessing drug paraphernalia.
- **Plagiarism:** a student, who knowingly and deliberately uses the words or thoughts of another person's material, whether it occurs in homework, on a major paper, or a class test, is dishonest and contrary to the principles and philosophy of Dorado Academy.
- **Defiance of Authority:** refusing to follow the reasonable request of personnel in the classroom, on campus, or at an activity.
- **Disorderly conduct:** disrupting the orderly education procedure of school by use of inappropriate language, behavior, or attire.
- **Fighting:** engaging in or threatening physical violence with another person with the intent to inflict harm.
- **Forgery or lying:** writing or giving false or misleading information to school officials.
- **Off-campus:** being off-campus during school hours without permission.
- **Theft:** taking, giving or receiving property not belonging to you. The school retains the right to search for lost items lockers and all areas of the school.
- **Smoking:** Smoking or possession of related paraphernalia, including matches, lighters or e-cigarettes (vape pens or juuls), on school grounds or at any school activity.
- **Vandalism:** intentionally destroying or defacing school and/or personal property. Any damages to Dorado Academy, another student, teaching and non-teaching staff property caused by a student will be the parent and/or guardian responsibility.
- **Weapons:** possessing a dangerous weapon or using any object to inflict bodily injury on another person or to intimidate or threaten.
- **Kissing-Embracing:** the display of exaggerated expression of affection and physical contact with sexual connotation on the campus at any time.
- **Harassment:** the purposeful intent to intimidate, exploit, or hurt another. Behaviors which the school recognizes as harassment include bullying, teasing, sarcasm, and taunting, browbeating, name-calling, and/or repeated physical aggression.
- **Bullying:** aggressive behavior that involves unwanted and repeated negative actions (verbal, physical, social, emotional or cyber).
- **Gambling:** a bet, wager, or other gambling venture in school grounds.
- Foul language/obscene gestures are not allowed.
- Detained, arrested or convicted of any offenses by any court.
- Refusal to comply with school regulations and/or directives given by a teacher or staff member.

## **ARTICLE 15**

### **DORADO ACADEMY'S 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 the distribution of illegal drugs such as marijuana, cocaine, crack, heroin, etc., prescription drugs without medical authorization is totally prohibited on the grounds of Dorado Academy and/or at officially sponsored school activities off school grounds.
- 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 fund raising/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 the students is its prevention through education and proactive prevention activities. The school through its School Counselor and community resources and in accordance to its resources and capabilities, will offer its students, parents, faculty, and administrative personnel educational prevention activities which will enhance the continual development of a healthy and secure learning environment free of alcohol, tobacco, and other drugs.

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. Additionally, the administration may ask a student to open their book bag and other personal items for search and inspection if there is reasonable grounds for suspecting that the search will turn up evidence that the student has violated the law or rules of the school.

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.

### **DISCIPLINARY ACTION**

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 could ultimately result in dismissal 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

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

**Step 1:** Depending on the seriousness of the of the case, the Dean of Students and/or Principal together with the student and their parents will discuss the facts involved in a confidential meeting.

**Step 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.

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

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

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

## SECURITY MEASURES

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

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

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

## 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 9<sup>th</sup> to 12<sup>th</sup> 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 confidentiality of test results. These procedures will follow strict sanitary and legal rules established by Department of Health and applicable laws such as HIPAA and 59 SOP.
11. The collection of urine specimens shall be conducted on school premises. If a test result is found to have been adulterated, the student may be required to be retested.
12. The laboratory will test each specimen using the industry's normal procedures and techniques for this type of drug test analysis established by the Department of Health.
13. Survey data will be collected by school personnel. Survey information is anonymous. Results are to be used for the sole purpose of determining 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 Dean of Students, Principal and/or Headmaster, 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.** The test results forwarded to the Dean of Students, Principal and/or Headmaster shall indicate if the results were negative or positive.
- 17.** In the event that a student's urine specimen produces a positive result, the Dean of Students, Principal and/or Headmaster 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.
- 18.** The parent will be notified to administer a second test to confirm such results. If the results are confirmed to be positive, recommendations of professional help and information of intervention programs will be provided. After receiving the recommended assistance, an additional urinalysis test will be conducted. The parent/guardian will be responsible for the cost of these services, intervention programs and additional tests.
- 19.** Failure to comply with the intervention programs will be referred to the School's Headmaster/Principal which may consider expulsion. A positive result shall be treated as a second violation.
- 20.** Any student who has tested positive, the student's parents or legal guardians may contest the test result by informing the School Principal within seventy-two (72) hours of receipt of written notice of the positive test result. The 72 hour period may be extended only by the Headmaster and with cause. The just cause for a longer period has to be submitted in writing, before the end of the 72 hour period. The Headmaster will extend the 72 hour period only if the reasons given for the extension are fact specific, not generalizations, and the same could be subject to corroboration. The student and parent shall be entitled to present any evidence they desire to defend the charge of violation of this policy prior to implementation of sanctions. The Dean of Students, Principal and/or Headmaster may require written documentation (such as a doctor's statement) of any evidence the student may wish to present that the student feels may have affected the test results. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this procedure for a positive test result. Upon request by the student's parents or legal guardians, the following laboratory analysis shall be conducted with the student's remaining urine specimen preserved by the testing laboratory at the student's expense: At an extra cost a MRO (Medical Review Officer), recommended by the Laboratory, will analyze the identity of the controlled substance(s) for which the test verified positive and the evidence that may have affected the test results. Then, if necessary, at the discretion of the school and at an extra cost to be covered by the student's parent, a Gas Chromatography analysis which is an instrumental technique used forensically in drug analysis will be performed with the student's remaining urine specimen preserved by the testing laboratory.
- 21.** The final determination of the student's eligibility shall be made at the school level by the Dean of Students, Principal and/or Headmaster.
- 22.** Any refusal by a student to be tested shall be treated as a positive result and, thus, as a violation, and will be subject to the appropriate sanctions. (See Sanctions.) The student's parents or legal guardians shall be notified by the School's Headmaster/Principal of the refusal and the resulting sanctions.
- 23.** Violations shall be deemed to accumulate throughout the student's involvement in all extra-curricular activities, student's clubs or organizations and sports or Senior Class privileges, as applicable, during High School.

- 24.** Any violation by a student shall be reported to the student's parents or legal guardians 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.

## Sanctions

### First violation:

- **Suspension.** The student shall be suspended from school for the next three (3) days. The student will be reclassified in the enrollment status as "probation". The Dean of Students will notify the student and their parents of: (1) the "probation" status; and (2) the warning of a possible expulsion from school with a second positive result.
- **Monthly Drug Tests.** The student must submit to monthly drug tests for a period of one calendar year, at the parent's expense. Even though the test will be administered in accordance with the same procedures utilized for drug testing, it may include a more thorough and detailed analysis in order to detect other types of drugs and/or body cleaning or chemical substances that may be used to avoid positive tests results. Thus, its cost may be higher.
- **The Laboratory,** which is the same professional, testing company selected by the Administration, will conduct all subsequent drug tests. Failure to comply with the monthly testing will be referred to the School's Headmaster/Principal which may consider expulsion. A positive result shall be treated as a second violation.
- **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, students organizations, clubs, extra-curricular, class activities and others** if applicable, the student shall be suspended from participating. The suspension shall carry for a period of one calendar year.
  - Participation consists of practicing, dressing out, traveling with, or receiving recognition with or for the activities in which the student is involved before reinstatement to the team or organization after a first violation.
  - If a student is reinstated to the team or organization following a first violation, the student's participation in another team or organization shall not be restricted solely because of the 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 violation:**

- Parents must be notified immediately. The final decision will be determined by the Administration which ultimately may result in expulsion.
- Monthly Drug Tests. The student must submit to monthly drug tests for a period of one calendar year, at the parent's expense. Even though the test will be administered in accordance with the same procedures utilized for drug testing, it may include a more thorough and detailed analysis in order to detect other types of drugs and/or body cleaning or chemical substances that may be used to avoid positive tests results. Thus, its cost may be higher. The laboratory, which is the same professional testing company selected by the school, will conduct all subsequent drug tests. Failure to comply with the monthly testing the student will be expelled from school. A positive result shall be treated as a third violation.
- Financial Aid, if applicable, the student will be suspended from all financial aid activity that the school may be offering.
- Seniors privileges, sports/competition teams, students organizations and clubs, extracurricular, class activities and others. If applicable, the student will be suspended from participation the suspension shall carry for a period of one calendar year during the student's enrollment in the school.
- Chemical Dependency Assessment. After a second violation, the student must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect will be issued by a qualified chemical dependency professional to the School's Headmaster.

### **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 9<sup>th</sup> to 12<sup>th</sup> and their parent or legal guardian will be provided a written Consent Form to be admitted as an active student in Dorado Academy. Student and one parent or legal guardian of that student shall be required to sign the consent form indicating that the student and the student's parent or legal guardian have read, understand and agree to be bounded by the terms and conditions of the policy and procedure.

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

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

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

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



## ARTICLE 16

### HARASSMENT POLICY INCLUDING TITLE IX POLICIES AND PROCEDURES ON SEX-BASED DISCRIMINATION AND SEXUAL HARASSMENT

Dorado Academy does not tolerate ethnic, socio-economic and/or sexual harassment.

- **Ethnic harassment** is an unwanted hostile or offensive act or expression against an individual or a group relating to color, race religion, nationality, ethnic or national origins.
- **Socio-economic harassment** is an unwanted hostile or offensive act or expression against an individual or a group relating to resource-based (i.e., material and social resources) or prestige-based (individual's rank or status) differences of socioeconomic position.
- **Sexual harassment** is unwanted conduct of a sexual nature affecting the dignity of an individual or a group. Sexual harassment includes but is not limited to any unwelcome sexual advances, comments, innuendos, or contact that substantially creates an intimidating, hostile or offensive environment.

Dorado Academy is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. Given this, Dorado Academy does not discriminate on the basis of sex in any of its education or employment programs or activities. 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's requirement not to discriminate in any of the Dorado Academy education programs or activities applies to both students and employees and extends to both admission and employment. The same complaint procedures that will be explain in detail regarding sex-based discrimination and sexual harassment, are applicable for ethnic or socio-economic harassment.

### SEXUAL HARASSMENT UNDER TITLE IX

Title IX defines *sexual harassment* as conduct on the basis of sex that meets one or more of the following criteria:

- An employee conditioning the provision of help, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
- Unwelcome 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, below, for an explanation of these terms**).

#### How does Dorado Academy respond to reports of sexual harassment?

All students and employees are encouraged to report sexual harassment to the School. Upon receiving a report of 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 sexual harassment) to discuss the availability of supportive measures and explain the process

for filing a formal complaint of sexual harassment.

Dorado Academy also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute 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 organize the school efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinators' names and contact information are as follows:

**Evelyn Olivieri**

eolivieri@doradoacademy.org  
787-796-2180 Ext. 295

**Angel Torres**

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

**Alberto de la Torre**

adelatorre@doradoacademy.org  
787-796-2180 Ext. 295

**Enid Laureano**

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

**Tatiana Pagán**

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

**Marcel Torres**

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

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

Any person may report sex discrimination, including 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 person 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** or email: **titleIX@doradoacademy.org**.

### **Formal complaint of sexual harassment**

Either a complainant or any of Title IX Coordinators can file a formal complaint alleging sexual harassment against a respondent.

To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint) or signed by any of the Title

IX Coordinators. The document must allege sexual harassment against a respondent and request that the School investigates the allegation of sexual harassment.

At the time of filing a formal complaint, a complainant must be participating in the School's education program or activity.

Formal complaints of sexual harassment trigger the grievance process prescribed by Title IX and its regulations. The school's grievance process for formal complaints of sexual harassment and complaints including allegations of sexual harassment is set forth below.

### **How to File a Complaint of Discrimination on the Basis of Sex (including Sexual Harassment)**

Dorado Academy has established several methods for filing complaints of discrimination on the basis of sex (including sexual harassment). They include:

- Filing a complaint using the **Online Complaint Form**.
- Completing a paper complaint form, which is available in your school's MS/HS or Elementary Counselor's Office, or speaking to any School Administrator or Supervisor.
- Contacting any of the Title IX Coordinators by any of the means set forth above.
- Students and employees may also contact the U.S. Department of Education's Office for Civil Rights to report discrimination by writing a letter or filing a complaint form available at: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

### **Grievance procedures**

Dorado Academy has two sets of grievance procedures for processing complaints of sex-based discrimination:

- **Grievance Procedure for Complaints of Alleged Discrimination on the Basis of Sex that Does Not Include an Allegation of Sexual Harassment:** Dorado Academy will process complaints of discrimination on the basis of sex that does not include an allegation of sexual harassment under its standard investigation policies and procedures.
- **Grievance Procedure for Formal Complaints of Allegations of Sexual Harassment:** Formal complaints of sexual harassment and complaints including allegations of sexual harassment trigger a unique grievance process, described below.

Both of these grievance procedures provide for the prompt and equitable resolution of student and employee complaints alleging discrimination on the basis of sex, including sexual harassment.

### **Rights during this grievance process**

During the grievance process for formal complaints of sexual harassment and complaints including allegations of sexual harassment, parties are guaranteed several rights, including:

- The presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- Equal opportunity to (i) present witnesses and other evidence, and (ii) inspect and review any evidence obtained as part of the investigation that is directly related to the allegations in the formal complaint.
- Privacy protections for records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional.

- Protections for information covered by a legally recognized privilege.
- Credibility determinations that are not based upon a person's status as a complainant, respondent, or witness.
- Objective evaluation of all relevant evidence.
- No conflict of interest or bias for or against complainants or respondents generally or for or against an individual complainant or respondent.
- The right to an advisor of choice, who may be, but is not required to be, an attorney.
- During the Grievance process, the alleged offender could be relocated or assigned to an Online course.
- No Retaliation.

### **Length of the Grievance Process**

The grievance process (up to and including the determination of an appeal, if applicable) will be completed in a reasonably prompt time frame, which the School designates as 120 school days from receipt of the formal complaint.

Temporary delays or limited extensions of time frames may be permitted for good cause with written notice to the complainant and respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

### **Standard of evidence for determining responsibility**

The standard of evidence to be used for determining responsibility under this grievance procedure (and for all formal complaints of sexual harassment, including formal complaints against employees and students) is the preponderance of the evidence standard.

### **Investigation phase of the grievance process**

Upon receipt of a formal complaint, the Title IX Coordinators will provide the known parties written notice of the grievance process (including informal resolution), allegations of sexual harassment, and other information required by Title IX and its regulations.

The specific steps of the investigation will vary based on the nature of the allegations and other factors. However, the Dorado Academy's inquiry will be prompt, thorough, and impartial. The burden of gathering evidence sufficient to reach a determination regarding responsibility rests on Dorado Academy and not the parties.

The investigation may include, but is not limited to, the following:

- Interviews of the parties and/or witnesses;
- Requests for written statements from the parties and/or witnesses; and/or
- Review and collection of relevant documentation or information.

Both parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint,

including the evidence upon which the School does not intend to rely in reaching a determination of responsibility.

- The investigator in the case of Middle and High School students who are allegedly involved as respondents will be Dorado Academy's Dean of Students.
- The investigator in the case of Elementary School students who are allegedly involved as respondents will be Dorado Academy's Elementary School Principal.
- The investigator in the case of Dorado Academy Employees who are allegedly involved as respondents will be Dorado Academy's Human Resources Manager.

The investigator in the case of students who are allegedly involved as respondents will present the case to the Decision-Making Panel. This Decision-Making Panel will be selected by the Head of School and should be composed but not limited to the following members:

- Middle School or High School Teacher
- School Administrator
- Elementary School Teacher

#### **The Decision-Making Panel members:**

- must be composed of employees not associated with any part of the investigation process.
- must not be current or former teachers of any of the parts involved.
- will be covered under anonymity and must sign a nondisclosure and confidentiality agreement.
- will determine first if the sexual harassment occurs based on the Title IX definition of sexual harassment, definitions, and the nature of this Policy.

If the case proceeds the panel will determine a disciplinary action based on the following guidelines: *(The School reserves the right to immediately suspend or expel the student if the severity of the offense warrants it.)*

- **First offense:** The student will be referred for counseling and will be suspended from school for a day.
- **Second offense:** The student will be suspended from school for about 2 – 5 days, depending on the severity of the incident. The suspension means that the student will not participate in any extracurricular activity or sport, and whatever school work, test, quiz, or project they miss will be given a zero.
- **Third offense:** Immediate expulsion without the right to re-apply to Dorado Academy.

#### **Non-disciplinary Interventions**

When verified acts of harassment are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to 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 Decision-Making Panel 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.

For employees, the range of possible discipline may extend from verbal warnings up to and including termination. 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.

Parties can appeal on the following bases:

- A procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- The Title IX Coordinator, investigator, or Decision-Making Panel had a conflict of interest or bias for or against complainants or respondents generally or against the individual complainant or respondent that affected the outcome of the matter.

Upon receipt of a timely appeal, the Head of School will notify the parties that an appeal has been filed. The Head of School will notify the parties of the appeal procedures and set a schedule for the parties to submit a written statement in support of, or challenging, the decision-making panel's determination.

Upon reviewing both parties' statements, the reviewer will issue a reasoned written decision describing the result of the appeal and rationale for the result. The reviewer's decision will be final and binding on the parties.

## Title IX Training and Orientation Program for Students and Staff

The Title IX Training and Orientations will be given every school year to all students, parents, and staff.

- Each Counselor's Office will be in charge of coordinating orientations for students at each level.
- The Principal of each level will be in charge of the coordination of workshops and training for Teachers.
- The Human Resources office will be coordinating training sessions and workshops for the Staff and administrators.

## 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 person's will in instances where the victim is incapa-

ble 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 cohabitating with, or has cohabitated 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.



## ARTICLE 17

### BULLYING AND CYBERBULLYING POLICY

#### DEFINITION OF BULLYING

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, color, gender, sexual orientation, birth, social, political or religious beliefs, age, and/or mental or physical functionality.

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

- physically harms a student or damages the student's property;
- causes emotional distress to a student;
- interferes with a student's educational opportunities;
- creates a hostile educational environment; or
- substantially disrupts the orderly operation of the school.

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

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

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

**Bullying or Cyberbullying is strictly forbidden and will not be tolerated whether it occurs on or off school premises**, and in addition 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 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.

- **Step 1:** Depending on the seriousness of the case, the Dean of Students, the School Counselor and/or School Principal together with the student and their parents will discuss the facts involved in a confidential meeting.
- **Step 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.

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

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

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

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

## NON-DISCIPLINARY INTERVENTIONS

When verified acts of bullying are identified early and/or when such verified acts of 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 18

### STUDENT SERVICES

#### BOOKS AND MATERIALS

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

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

#### FIRST AID

Our school has a full time registered nurse with all the necessary basic first aid equipment. By enrolling your child at Dorado Academy you agree to allow your child to receive services provided by the nurse when needed. **Teachers refer students to the First Aid Office for:**

- Injuries or accidents occurring in school
- Ear ache
- Eye irritations
- High fever
- Diarrhea or stomachache
- Skin rashes or eruptions
- Severe headache
- Asthma
- Sore throat, acute cold, or persistent Vomiting, nausea or severe abdominal pain
- Cough
- Pediculosis ("piojos")

#### General guidelines

- All sick calls must be made at the First Aid Office.
- Our nurse will decide if a student should be sent home due to illness. Parents are expected to respond promptly to sick calls and take home children with contagious diseases.
- 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.
- 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, the Law #63 of 2017 all parents, tutors or legal guardians of Kindergarten, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> 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. Permitting a child to attend school when sick harms the student as well as others.
- Students with impetigo must remain home for 3 days.
- Every student who is sent to the First Aid office must bring a sick report paper signed by the teacher.
- Medication will not be administered to any student by the school nurse without a written authorization signed by 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 for the use of injured and handicap persons, for transporting cargo to or from the second floor, emergencies and authorized personnel.

## **TRANSPORTATION**

Parents are responsible for making their transportation arrangements to bring or pick-up their children at Dorado Academy.

## **CAFETERIA**

1. The Cafeteria opens at 6:30 AM and closes at 3:30 PM.
2. The school schedule provides a snack and lunch period each day. For Elementary School (PK-5<sup>th</sup> 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 in *payschoolscentral.com* to make on line meal payments and also review what their children are consuming and purchasing in the cafeteria.
5. Students may not purchase or have lunch delivered to the school during school hours (especially by outside food vendors).
6. All students must eat their lunch in the cafeteria. Each class will be responsible for leaving the tables and area clean.
7. No food may be taken into the library, basketball court or classrooms.
8. Students are to clean up the area they use for recess, and be on time for their next class of the day.

## 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 5<sup>th</sup> grades and another counselor for 6<sup>th</sup>-12<sup>th</sup> 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 upon 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 a 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 the 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.**

## LIBRARIES

### Service Hours

**Elementary School:** Monday – Friday: 7:00 AM – 3:00 PM

**Middle/High School:** 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 (to be observed for the benefit of all its patrons)

- The 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 can not be modified in any way.
  - Food and drinks (including water) must be finished before entering, as they may cause damage to resources.
  - All rules and regulations stated in this handbook apply throughout the libraries operating hours.
  - 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.
- The libraries welcome volunteers who wish to help in its many and varied tasks.

### 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 communications 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 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 or software from the Internet or installing personal software onto a Dorado Academy computer.
- Tampering/damaging computers, computer software, network setting (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 watching videos.

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.

## **CLUBS AND ORGANIZATIONS**

The purpose of our 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.

**List of clubs and organizations:**

- |  |  |
|--|--|
| • National Honor Society   | • Eco-Logical Club                           |
| • National Junior Honor Society  | • Math Club                                  |
| • United Nations International Children's Emergency Fund Club (UNICEF) | • Liga de Oratoria en Español de Puerto Rico |
| • National Student Council   | • Poetry Out Loud                            |
| • Rotary Interact Club   | • Art Club                                   |
| • Society of Hispanic Professional Engineers (SHPE)                    | • Music Club                                 |
|  | • Love for Satos Club                        |
|  | • Math Team                                  |



## AFTER SCHOOL PROGRAM

We understand that the modern lifestyle sometimes does not allow parents to pick up their children at dismissal time. Therefore, we provide parents with after school care for children.

This program is for students in PK to 10<sup>th</sup> grade. It runs from 3:00 PM to 6:00 PM. Parents interested in the program are required to enroll their students at the Administration Office. Students in the After School Program must follow Student Handbook rules and regulations.

## SUPERVISED STUDIES

Teachers provide supervised studies for students in grades PK-11. 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 Student Handbook rules and regulations.

## COLLEGE COUNSELING

1. The College Counselor is responsible for coordinating and administering all standardized tests for grades Grades 9<sup>th</sup>-12<sup>th</sup>. These tests are:
  - Scholastic Aptitude Test (SAT I & II) Grades 11<sup>th</sup>-12<sup>th</sup>
  - Preliminary Scholastic Aptitude Test (PSAT) 9<sup>th</sup>-11<sup>th</sup>
  - Pruebas de Ingreso y Evaluación para el Nivel Secundario I y II (PIENSE I, II) Grades 9<sup>th</sup>-11<sup>th</sup>
  - Advanced Placement Test-Grade 11<sup>th</sup>-12<sup>th</sup>
  - Pruebas de Evaluación y Admisión Universitaria (P.E.A.U.) Grades 11<sup>th</sup>-12<sup>th</sup>
2. The counselor works with the students and their parents in the college selection and application process. Reasonable accommodation for standardized tests such as PIENSE test, College Board and/or SATs must be requested through the Sunrise Program Office.

## 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 6<sup>th</sup> – 12<sup>th</sup>.
- 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.
- Students will be responsible for keeping lockers clean and any damage done to the lockers.
- No food is to be kept in lockers.
- No writing or drawing on/in lockers.
- No stickers on/in lockers.
- Slamming of locker doors is not permitted.



## PARTIES

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

## FIELD TRIPS

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

## STUDENT ACTIVITIES

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

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

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

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

## ARTICLE 19

### ATHLETIC PROGRAM

This is a reference guide for coaches, student-athletes and parents, concerning the policies that govern interscholastic athletics at Dorado Academy. Student-athletes, parents, and coaches are responsible for knowing this information and for following the guidelines in it.

Interscholastic athletics is a voluntary program. Participation in sports is an extra-curricular activity and students are not obligated to participate. Thus, **competition in school athletics is a privilege and not a right**. Accompanying this privilege is the responsibility to conform to standards established for the athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

The coach of an athletic team reports to the Athletic Director and is primarily responsible for the compliance by their team members to the rules, regulations, and policies governing athletics at Dorado Academy. The Athletic Director will administer these rules and regulations as they relate to their team and coach relationships.

### PHILOSOPHY

The Athletic Department is an integral part of the total educational process of Dorado Academy. Being involved in athletics provides the student with opportunities to learn skills, good sportsmanship, develop leadership skills and learn the ideals of fair play and ethical behavior that are necessary for competition and cooperation in our society. It should also provide our students with unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school and the team. Dorado Academy encourages all students to participate in athletics by offering a well-rounded program of interscholastic athletics for students.

We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development. We aim at better developing the minds, bodies, and character of our student-athletes, and as both a complement and supplement to our educational course of study.

### GOALS

It is important for all to recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players. Most of all, it is the duty of all concerned with school athletics to remember that each individual athletic game/contest is only a game and should be kept in that perspective.

#### **The Athletic Department goals are:**

- To develop school pride, unity and character.
- To provide an experience where success is measured by effort, and by becoming the best athlete possible.
- To elevate the standards of good sportsmanship.
- To increase student experience in meeting challenges and coping with success and failure.
- To learn, practice and execute the fundamentals of the various sports while trying to be the best you can be.

## COACHING

Dorado Academy hires experienced coaches, dedicated to educating student-athletes in developing individual skills, teamwork, good sportsmanship and fair play. Most of our coaches are from our faculty and staff, but some coaches are hired part-time from outside the school. The same behavior expected of a teacher in the classroom is expected of all coaches during practices and games. Coaches have a tremendous influence on both athletes and spectators. **At Dorado Academy we expect our coaches to take their role as a coach seriously and show respect for all involved.** They must always model good sportsmanship and fulfill their responsibilities before, during and after each practice or game/contest.

## 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 in the team students must abide 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 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.

## 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.** Failure on the part of student-athletes to do this may result in disciplinary action being taken against them by their coach, the Athletic Director, the Principal or the School Director.

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, 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, the act will be discussed with the player and disciplinary action, if necessary will be determined by the principal and coach.

The privilege of representing your school as an athlete also carries the responsibility to the classroom. Any team member found to be cheating in classwork or tests will be denied participation for one week of athletic contests. Continued problems will bring increased denial of participation.

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

- It is the student's responsibility to inform the teacher that he or she will be absent from their class. It is the students' responsibility 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.

Every athlete must follow the rules and regulations stated in the Student Handbook and PR High School Athletic Alliance league rules (7<sup>th</sup> to 12<sup>th</sup>) and MEPT Failure to do so may have consequences in 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 fields, as they are at all times a 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.

## 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. There are going to be times that you will have an obligation that will take priority over a practice or game/contest. For these times you must communicate with the coach at least one week prior to the date of conflict. Learning how to make choices is one of the most valuable life lessons an athlete takes from a good athletic program.

If a student-athlete wants to commit to playing on 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.

## Eligibility

No student shall be kept from participation in athletics at Dorado Academy due to this or her race, religious beliefs, gender or socioeconomic 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 is capable of returning 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 (school work 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)

**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 has been removed from athletic competition may be reinstated if the student's grades are brought to eligibility standards by midterm or end of the quarter. (It will be the student'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.

Anyone found in violation of the Wellness Rule, on- or off-campus, will be suspended from the athletic program and referred to the disciplinary committee for further disciplinary action.

**All students from 9<sup>th</sup> - 12<sup>th</sup> grades have a mandatory drug test that will allow them to participate in any athletic activity representing our school.**

**Students will be unable to participate as a student athlete, if they tests positive, until the student completes an appropriate course of counseling or treatment, and tests negative again.** (See Drug Free Policy, on page 30, for more information).

## PARENTS/SPECTATORS EXPECTATIONS

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.** Parents/spectators or fans may be ejected from a game/contest for inappropriate behavior.

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 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.

## UNIFORMS/SCHOOL PROPERTY

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.** If a student is suspended from a team, he or she must return the uniform to the Athletic Director. 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 a regular attire or as P. E. uniform.

## 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 team members are expected to ride with the team to and from games or contests. **Students are not allowed to leave the game/contest site with anyone other than their parents with the prior consent of the coach. 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 in the transportation document form.

## SAFETY AND EMERGENCIES

All student-athletes are required to have an annual physical examination, valid for one 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 under confidential settings.

Coaches are trained in CPR/First Aid. If an accident or injury occurs, the coach must submit a written accident report to the Athletic Director within 24 hours. If the injury is serious the coach will contact the parent immediately and take the necessary actions. The coach will stay with the student until the parents arrive.

## TECHNICAL FOULS/CAUTIONS/EJECTIONS

Any student-athlete receiving a conduct technical foul in basketball, a caution (yellow card) in soccer, a caution (yellow card) in volleyball, or a verbal caution in baseball may be removed from that game/contest and may remain out of that game or any time deemed necessary by the coach. Any athlete receiving a caution or technical in two consecutive games may be removed from the remainder of that game and suspended from the following game.

Any athlete receiving two technical fouls in one game/contest, an ejection (red card) in soccer or volleyball, or an ejection in baseball will be suspended from the following game.

Any athlete who is suspended from two games for cautions or ejections will be removed from the team for the remainder of the season.

**Ejections resulting from violent behavior, punching, slugging, kicking, slapping with fists or feet, and wrestling or tackling an opponent outside of legal play will be followed by further disciplinary action from the athletic department and disciplinary committee.**

A student or parent/legal guardian contesting the disciplinary action taken based on team or department rules shall have the right to appeal with the Dean of Students and/or Principal. Request for an appeal must be made in written form in the administration office.

## 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**. Also, 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 school Principal. 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 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 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.

**Rookie of the Year Award (Mini, Youth, Junior Varsity and Varsity)** is presented annually to the student-athlete who has demonstrated notable ability and is competing for the first time in any league sport. The student-athlete must also have leadership, responsibility, honesty, teamwork, commitment, sportsmanship and discipline.

**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 20**

### **NOTIFICATION OF EMERGENCY SCHOOL CLOSING**

If for any reason Dorado Academy must suspend classes, parents will be notified as quickly as possible. Notification of school closing will be carried out 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 (available at <https://www.doradoacademy.org/school-continuation>) 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 institution, 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 Headmaster 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 21

### PARENT-SCHOOL RELATIONS

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

Promoting an effective learning environment requires a comprehensive program supported by everyone. We believe that a well-disciplined school not only guarantees a safe and comfortable environment for all and has a friendly cooperative atmosphere, but also offers the same set of rules for everyone and provides equal application of all rules. The relationship of respect that should be kept in our community is fundamental to fulfill our mission.

### PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are best scheduled during Report Card days. All parents should meet with their child's teacher at least once during the school year. Parents who wish to meet with their child's teacher can do so by requesting an appointment through the main office.

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

Talk to your child before you attend the conference. Ask what 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 problems 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:**

- What is being covered in this grade or subject this year?
- What are your expectations for homework? Has my child missed any assignments?
- How are my child's work habits? Does he/she use time well?
- Does my child read at the level you would expect for this grade?
- Is my child able to do the 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 Headmaster, a satisfactory resolution has not been reached, parents and guardians have the option to contact the Board of Trustees at:

***parentconcern@doradoacademy.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 Principal should be contacted.

4

**Fourth:** The Headmaster 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 Dorado Academy Board of Trustees directly at this email: ***parentconcern@doradoacademy.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 wish 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 on 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 on 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 on school. Parents are to promptly and respectfully comply with the directives of the school security officials.

## 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 on 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 on 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 office where you must sign in and obtain a visitor's ID pass. No visitor will be allowed on 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 Division Head. 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 on 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 on school with appropriate administrative authorization.

## **VEHICLE CIRCULATION RULES**

1. The first thing to keep in mind is courtesy. Please let the neighbors from Dorado del Mar get out of their driveway and head to their workplaces too. We forget it sometimes when we are in a hurry.
2. There are two gates:
  - Main gate: it opens at 6:00 AM. It has two lanes in the carport. Please, reach all the way to the front of the lane before stopping.
  - Basketball court gate: opens from 7:00 until 7:40 AM. After this time entrance is only through the Main Gate.
3. Make sure your child is ready for school. Book bag closed with materials ready, hair done and dress code checked. 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.
4. If you need to park, use the designated parking areas. You **MUST** park in REVERSE in the parking area. 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.
5. The designated U-Turn area is after the Basketball court gate and marked in pink on the map.

When you decide to do a U-turn in any other place in front of the school, traffic stops flowing, then starts to pile up and you affect others.

6. Double parking is not permitted.
7. Please exit the school area promptly. Exiting our school is as important as arriving. We need a constant traffic flow and space for other cars to get in.

## **LUNCHTIME**

Students have designated lunchtime and they will eat lunch with their class. Parents may deposit money in your child's account directly at the cafeteria or you can pay for your child's meal Online through *payschoolscentral.com*. PaySchools allows you to create a secure Online account where you may deposit money to your child, see what they are consuming in the school cafeteria and view your balance.

Students may bring food from home. Students may not 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 appropriate Division Head office for any special events.

## **DROPPING OFF MATERIALS**

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 materials or assignments after 8:00 AM.

Parents desiring to deliver items, messages and/or materials 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.

## **CLASS PARTIES AND PRIVATE EVENTS**

Parties for any occasion must have prior approval of the Division Head and should have a limited impact on the educational program.

## **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 22**

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

- Parents must faithfully comply with all terms of the Admissions contract for educational services. Faithfully observe the terms of the admission's contract.
- Parents must keep all their accounts up to date and cash balances with the school in zero (0).
- Changes to any contact information must be reported to the school office immediately.
- It is the duty of the parent to support the school's philosophy and mission expressed clearly in this Rules and Regulation manual.
- 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 in our school's web site, 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.
- Parents must attend all meetings and conferences that are notified and required by the school.
- The parent is responsible to bring their child to school on time.
- Appointments with doctors, psychologists, dentists, etc., must be scheduled after hours during the school year.
- Parents must consider the school calendar year to plan family vacations, so they do not disrupt the student's school program.
- The presence of parents in the playground, hallways, classrooms and other school areas, once the first bell has rung and class periods have begun is prohibited.
- Parents may visit teachers before 7:40 AM, after 3:00 PM or by appointment. The same can be coordinated through the student agenda, letter, phone call or email.
- At the time of dismissal, parents must wait for their child at the school gates or designated pick up areas.
- 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.
- Parents may not enter the school facilities until the school gates are opened.



- 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.
- Parents must behave correctly, with respect and courtesy to all members of the faculty, administration and staff in and out Dorado Academy.
- The security guards are responsible for ensuring order and safety in the institution. Their duty is to enforce all the school's rules and policies that may apply, as well as any situations deemed prudent for the benefit of students. It is the duty of all parents to comply with the instructions provided by Dorado Academy Security Guards.
- At no time should any hint of disagreement or disharmony among parent and employee be displayed before other parents, students or employees. Should this happen, the school's administration may take any and all measures that it deems necessary to assure a safe school environment.
- Verbal and/or physical aggression by a parent or guardian to a teacher or non teaching inside or outside the school on or after working hours with regards to situations originating in academic and disciplinary aspects will be considered a hostile act towards the institution, which is contrary to the school's philosophy and be considered as serious misconduct. It may be sufficient cause for termination of the educational services contract signed by both parties, without Dorado Academy being obligated to return any fees.
- Parents may not, under any circumstances, act against teachers or any other school's employee or against students other than their own children. There are appropriate procedures in the institution for such situations. If a situation or problem is witnessed, parents should notify the teacher or Administration immediately. Parents who are involved with a student who is not their own, will be held accountable for their actions before an officer of the institution, as well as to the parents of affected students.
- The school's administration will immediately take action if any parent does not comply with the rules and exhibits behavior which interferes with the proper functioning of the school. It will be considered a serious fault, in which case the same disciplinary procedures, which includes the prohibition of entry to the school and the immediate termination of this contract.
- Defamation, discrediting the prestige of Dorado Academy, both inside and outside of the school, is prohibited.
- Assault on a teacher, Principal, Headmaster or employee of Dorado Academy is prohibited.
- Lack of respect for teachers, Principal, Headmaster or employee Dorado Academy is prohibited.
- If an urgent termination of this contract is necessary, then all contributions and payments due and the institution'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.

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

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



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

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

Name of Student (printed) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Grade \_\_\_\_\_

Father's or Guardian Signature \_\_\_\_\_

Mother's or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**DORADO ACADEMY**  
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