

# CUPEYVILLE SCHOOL

Licensed by: General Council of Education of Puerto Rico Accredited by: Middle States Association - C.A.D.I.E.



## Student / Parent Handbook 2018-2019

~Revised January 2018~

Licensed by: General Council of Education of Puerto Rico  
Accredited by: Middle States Association and C.A.D.I.E.

P.O. Box 20483 San Juan, P.R. 00928-0483  
Tel. (787) 761-6305 – Fax: (787) 761-0445  
Website: [www.cupeyvilleschool.org](http://www.cupeyvilleschool.org)

Phone: (787) 761-6305  
Fax: (787) 761-0445  
P.O. Box 20483,  
San Juan,  
P.R. 00928-0483

# Table of Contents

- BACKGROUND AND PHILOSOPHY ..... 4
  - HISTORY ..... 4
  - MISSION ..... 4
  - PHILOSOPHY ..... 4
  - BELIEFS ..... 5
  - ACCREDITATION ..... 5
  - MEMBERSHIP AND AFFILIATIONS ..... 5
- ADMISSION POLICY ..... 6
  - ADMISSION REQUIREMENTS FOR NEW STUDENTS ..... 6
- REGISTRATION REQUIREMENTS AND PROCEDURES ..... 8
  - REGISTRATION REQUIREMENTS FOR NEW STUDENTS ..... 8
  - RE-ENROLLMENT REQUIREMENTS FOR CUPEYVILLE STUDENTS ..... 10
  - ENROLLMENT PROCEDURE FOR ALL STUDENTS ..... 12
  - REGISTRATION GUIDELINES 2018-2019 ..... 12
  - REGISTRATION PAYMENT METHODS AND OPTIONS ..... 13
- TUITION ..... 13
  - Registration Fees for All Students ..... 14
- TUITION DELINQUENCY ..... 16
- FINANCIAL AID ..... 17
- PARENTS’ CUSTODIAL / NON-CUSTODIAL RIGHTS ..... 17
- ACADEMICS ..... 18
  - BRIDGES PROGRAM ..... 18
  - TESTING AND COLLEGE PLACEMENT OFFICE ..... 20
- GRADUATION REQUIREMENTS ..... 21
  - Kindergarten Graduation ..... 21
  - Sixth Grade Graduation ..... 21
  - Twelfth Grade Graduation ..... 22
- ASSESSMENT ..... 26
  - PARENT - TEACHER CONFERENCES ..... 27
  - Grading ..... 28
- HOMEWORK POLICY ..... 29

ASSIGNMENT NOTEBOOK.....	30
BOOKS AND SUPPLIES.....	30
TABLET / LAPTOP POLICY.....	31
CLASS AND CLUB / ORGANIZATION ACTIVITIES.....	33
SERVICES.....	34
HEALTH.....	34
GUIDANCE PROGRAM.....	35
ACCIDENT INSURANCE.....	36
CAFETERIA.....	37
LOCKS AND LOCKERS.....	38
SUPERVISED STUDIES.....	38
STAY AND PLAY.....	38
INFORMATION CENTERS.....	39
GENERAL PROCEDURES.....	41
ARRIVAL AND DISMISSAL.....	43
LATENESS, ABSENCES AND TRUANCY.....	45
VISITORS.....	48
PARKING.....	49
CLASSROOM DELIVERIES.....	49
FIELD TRIP / FIELD STUDIES.....	49
CO-CURRICULAR ACTIVITIES.....	50
VOLUNTEER PROGRAM.....	50
LETTERS AND NOTICES.....	50
DISTRIBUTING AND SELLING MATERIAL.....	50
STUDENT EXPECTATIONS.....	50
DRESS CODE.....	50
Girls Uniforms:.....	51
Boys Uniforms:.....	52
Physical Education.....	52
Field Day.....	53
Senior Uniform.....	53
Knowledge is Power Days / Casual Days:.....	53
Casual Days.....	53

Spirit Week Dress Code .....	54
Organizations .....	54
Dress Code Violation.....	54
LOST AND FOUND .....	55
STUDENT IDENTIFICATION CARD (ID) .....	55
DISCIPLINE POLICY.....	55
Cellular Phones.....	57
Portable Electronic Devices.....	57
Hallway Behavior.....	58
Assemblies .....	58
CONSEQUENCES OF INAPPROPRIATE BEHAVIOR .....	58
BEHAVIOR CHART .....	59
BULLYING POLICY .....	63
DRUG FREE AND PROUD OF IT SCHOOL PROGRAM.....	65
Athletic Department .....	67
Philosophy.....	67
Goals.....	68
Coaching .....	68
Sportsmanship .....	69
Commitment.....	69
Athletes Expectations.....	70
Parents/Spectators Expectations .....	72
Wellness Rule .....	72
Transportation .....	73
Safety and Emergencies .....	73
Try-out Policy .....	73
Uniforms/School Property.....	74
Conflict Resolution .....	75
Awards .....	75
EXTRAORDINARY EXCLUSION .....	76
EMERGENCY DRILL PLAN .....	76

# **BACKGROUND AND PHILOSOPHY**

## **HISTORY**

Cupeyville School is located on six and a half (6 1/2) acres of foothills in the Cupey area on the outskirts of San Juan.

The school was founded in 1963 by the González-Pagán family as an early childhood institution offering Nursery, Pre-Kinder, and Kinder. They were responding to the needs of a growing suburban community interested in a bilingual/co-educational learning program.

From a pre-school for fifty students to a college preparatory facility with a total enrollment of over 1,000 students, Cupeyville School has offered the community quality bilingual education.

School facilities have expanded as enrollment increases.

The teaching personnel and support staff for this year exceeds 135 professionals ensuring a balanced social, physical, and academic learning program.

## **MISSION**

The mission of Cupeyville School is to prepare well-rounded individuals and committed citizens for a changing society by providing an excellent bilingual education that strives to meet students' needs and abilities within differentiated teaching programs.

## **PHILOSOPHY**

Cupeyville School's philosophy of education is based on the cognitive/humanistic theories of learning.<sup>1</sup> This institution honors all students' individuality promoting respect and appreciation for diversity in our school community. Cupeyville School provides students an environment that fosters the acquisition of knowledge, skills and values to develop a holistic individual.

---

<sup>1</sup> Most cognitive theory is developmental. It supposes that growth and development occur in progressive stages. This theory presupposes a maturation process. The mental operations are sequential and successive. All school learning activities should be centered on the felt needs and interests of the child. (Skinner, Piaget, Maslow, Roger, and Roth)

## **BELIEFS**

1. Students are at the core of our educational commitment.
2. We recognize and address the multiple learning styles and needs of our students.
3. The formation of an individual thrives equally in the pursuit of academic excellence, personal values, and a sense of social responsibility.
4. Our learning community respects, values, and prospers from cultural and ethnic diversity.
5. Teachers and support staff are committed to enable every child to reach his/her highest potential.
6. Family and community are essential.
7. Instills a strong sense of belonging and pride that transcends generation.

## **ACCREDITATION**

Cupeyville School is accredited by The Middle States Association of Colleges and Schools, “Comisión Acreditadora de Instituciones Educativas” (CADIE), and Licensed by the General Council of Education of Puerto Rico.

## **MEMBERSHIP AND AFFILIATIONS**

- College Board
- National Association of College Admissions Counselors
- Caribbean Counselors Association
- National Association of Secondary School Principals
- National Association of Elementary School Principals
- Association for Supervision and Curriculum Development
- National Council of Teachers of Mathematics
- TESOL
- International Reading Association
- National Honor Society
- National Junior Honor Society
- Association of Private Education of Puerto Rico
- P.R. High School Athletic Alliance

- L.A.M.E.P.I. (Liga Atlética Mini de Escuelas Privadas, Inc.)
- Student Council Association
- English Forensics League
- Spanish Oratory League

## **ADMISSION POLICY**

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

Each child is different including siblings. Acceptance of one sibling does not guarantee acceptance of another.

Cupeyville School 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 on the basis of 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.

## **ADMISSION REQUIREMENTS FOR NEW STUDENTS**

### **Pre Pre-Kinder**

- Required age is 3 years by September 30
- Must be toilet trained

### **Pre-Kinder**

- Required age is 4 years by September 30
- Must be toilet trained
- Fill Pre-School Student Information Form

## Kindergarten

- Required age is 5 years by September 30
- Must be toilet trained
- Fill Pre-Admission Application
- Fill Pre-School Student Information Form
- Entrance test– \$75 non-refundable fee
  - Passing grade will be based on Cupeyville School grade level standards
  - Evaluation / recommendation by any support professional
- School visit

## Elementary School

- Fill Pre-Admission Application
- Elementary School Letter of Recommendation (Cupeyville School format)
- Official transcript from previous schools with minimum “C” average **before** admission testing
- Entrance test for **regular program**– \$75 non-refundable fee
  - Passing grade will be based on Cupeyville School grade level standards
  - Evaluation / recommendation by any support professional
  - Entrance test for **Bridges Program**– \$100 non-refundable fee
    - Passing grade will be based on Cupeyville School grade level standards
    - Professional evaluation that includes diagnosis
- School visit and/or interview
- Homeschool students must take placement test
- Foreign students must bring an evaluation issued by the Department of Education (grade equivalencies)

## High School

- Fill Pre-Admission Application
- High School Letter of Recommendation (Cupeyville School format)
- Official transcript from previous schools with minimum “C” average **before** admission testing
- Entrance test for **regular program**– \$75 non-refundable fee
  - Passing grade will be based on Cupeyville School grade level standards
  - Evaluation / recommendation by any support professional
- Entrance test for **Bridges Program**– \$100 non-refundable fee

- Passing grade will be based on Cupeyville School grade level standards
- Professional evaluation that includes diagnosis
- School visit and/or interview
- Foreign students must bring an evaluation issued by the Department of Education (grade equivalencies)

**Admission test will determine student's grade and level placement.**

## **REGISTRATION REQUIREMENTS AND PROCEDURES**

### **REGISTRATION REQUIREMENTS FOR NEW STUDENTS**

#### **Pre Pre-Kinder / Pre-Kinder**

- Birth Certificate
- Immunization Record (PVAC)
- Proof of citizenship (foreign students) or proof of legal residency
- Credit clearance from previous school
- Registration Form (must be signed by both parents; in case one parent's signature is missing, must provide a written consent from that parent; legal guardian must provide a childcare authorization letter)
- Student Information Form
- Medical Information Form
- Health Certificate
- Handbook Agreement Form
- Photo/Image Release Form

#### **Kindergarten**

- Birth Certificate
- Immunization Record (PVAC)
- Proof of citizenship (foreign students) or proof of legal residency
- Credit clearance from previous school
- Registration Form (must be signed by both parents; in case one parent's signature is missing,

must provide a written consent from that parent; legal guardian must provide a childcare authorization letter)

- Student Information Form
- Medical Information Form
- Health Certificate
- Handbook Agreement Form
- Photo/Image Release Form
- Psychometric Evaluation- If the child is 4 years old, must include: K-ABC or WPPSI (Subtest scores must be included) and VMI-R / If the child is 5 years old, must include: K-ABC or WPPSI (Subtest scores must be included), Raven-Color Form (optional), VMI-R and DFH

#### **Elementary School 1<sup>st</sup> – 6<sup>th</sup>**

- Birth Certificate
- Immunization Record (PVAC)
- Proof of citizenship (foreign students) or proof of legal residency
- Credit clearance from previous school
- Registration Form (must be signed by both parents; in case one parent's signature is missing, must provide a written consent from that parent; legal guardian must provide a childcare authorization letter)
- Student Information Form
- Medical Information Form
- Health Certificate
- Handbook Agreement Form
- Photo/Image Release Form
- Official transcript (final) - minimum of "C" average (grade completion)
- Psycho educational test for students applying to Bridges Program (grades 1-11) Psychometric test for all new students must include: EIWN-R-PR or WISC IV with subtotals, VMI-R or Bender Gestalt, Raven Color Form and D.F.F.

## High School 7<sup>th</sup> – 12<sup>th</sup>

- Birth Certificate
- Immunization Record (PVAC)
- Proof of citizenship (foreign students) or proof of legal residency
- Credit clearance from previous school
- Registration Form (must be signed by both parents; in case one parent's signature is missing, must provide a written consent from that parent; legal guardian must provide a childcare authorization letter)
- Student Information Form Medical Information Form Health Certificate
- Handbook Agreement Form
- Photo/Image Release Form
- Drug Testing Consent Form (grades 9-12) Behavior Chart
- Official transcript (final)- minimum of "C" average (grade completion)
- Psycho educational test for students applying to Bridges Program (grades 1-11) Psychometric test for all new 7th to 9th grade students must include: EIWN-R-PR or WISC IV with subtotals, Bender Gestalt (optional) and Raven– standard form

## RE-ENROLLMENT REQUIREMENTS FOR CUPEYVILLE STUDENTS

- Students must have a C average in each class in order to register.
- Students on academic probation will NOT be allowed to register.
- Students with discipline problems will NOT be allowed to register.
- Students whose parents owe tuition will NOT be allowed to register.
- All students must have an up to date vaccination certificate. (Dept. of Health-PVAC original)
- Students registering for Kindergarten have until September to bring copy of a psychometric evaluation.
- Cupeyville School reserves the right to deny, re-enrollment, any student for the following reasons:
  - A student is verbally, physically and/or psychologically aggressive toward another student, a staff member or him or herself (i.e. student is actively suicidal)
  - A student has been referred by the School or by an outside mental health professional

for a mental health intervention (i.e. medication), or for treatment, but the parent/guardian refuses to comply or 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 that the School is not the appropriate placement for the student.
- Parents must follow all recommendations given by our guidance department and if requested, they must present proof of treatment and/or evaluations before the termination of probation or re-enrollment.
- Students in grades 1-3 must demonstrate satisfactory mastery of the learning objectives for the grade in order to be promoted to the next level.
- Students in grades 4-12 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 in order to be promoted to the following grade.
- Summer School: Students repeating any course during the summer session will only be eligible to receive a grade of “C” if their work merits it. A maximum of two classes may be taken during the summer session.
- Academic Probation: A student currently enrolled will be placed on ACADEMIC PROBATION when at the end of the semester the student is failing two or more subjects. Parents will receive a probation letter by mail.
  - A. The conditions for removal of academic probation are:
    1. Student must receive a positive recommendation from his/her teachers and the administrative staff.
    2. Student must raise his/her failing grades to a 70% or more.
    3. Parents will be informed of the final decision by phone and mail.
- **Students failing a course should request permission from the administration to repeat the course in an accredited school. Evidence of said course work must be presented to the principal before the beginning of the next school year.**

## ENROLLMENT PROCEDURE FOR ALL STUDENTS

- Late registration (if space is available) after April 27 has a 15% late charge.
- Registration payments are non-refundable.
- **Registration must be paid in full in order for your child to be admitted to Class in August.**
- Registration payment doesn't guarantee that the student will have grade placement for next year. Students must comply with the academic requirements and the Student Handbook policies for the current school year, until the last day of classes in May.

## REGISTRATION GUIDELINES 2018-2019

In order for the registration process to be finalized and for students to be admitted to class, parents must complete all forms and documents required for the student's record and pay in full the registration for the corresponding school year.

1. **To register access the Cupeyville School Online Application through the school app or school web page ([www.cupeyvilleschool.org](http://www.cupeyvilleschool.org))**
2. Follow the instructions posted on the school app or web page.
3. Fill all forms, according to grade level :
  - Student Handbook Agreement Form (All grades)
  - Photo/Image Release Form (All grades)
  - Medical Information Form (All grades)
  - Drug Test Consent Form (7<sup>th</sup> to 12<sup>th</sup> grade)
  - Behavior Agreement Form (7<sup>th</sup> to 12<sup>th</sup> grade)
    - P-VAC-3 (Immunization record updated)
    - **Health Certificate - you must print the form from the web page.**
    - **Your Doctor must fill in the information and then you may upload online to the registration program, or hand in to the school nurse the first week of May.**

## REGISTRATION PAYMENT METHODS AND OPTIONS

1. Cupeyville School Online Application (VISA, Master Card, Discover or Debit Cards with VISA/Master Card logo)
    - a. **Registration options:**
      - i. Total Registration (1 payment)
      - ii. Partial payments (initial 25% payment)
  2. At school (cash, money order or certified check)
    - a. **Registration options:**
      - i. Total Registration (1 payment)
      - ii. Partial payments (initial 25% payment)
- **Payment method cannot be changed during the registration process.**

### **Registration payment deadline (online or at school) – April 27, 2018**

- After April 27, 2018 a 15% students can be registered upon space availability and a late fee will be charged.

### **For any balance due on Registration after April 27, 2018 late charges will apply accordingly:**

- After April 27, 2018 a 15% late fee will be charged on registration balance due.

## TUITION

### **1. PAYMENT PLAN OPTIONS**

1. Full Payment (5% disc.)
2. Two Payments (2.5% disc.) **(Applied on the second payment)**
3. **Ten Payments (Aug. – May) Payments must be made before the 5<sup>th</sup> of each month. If you chose to pay at school and the 5<sup>th</sup> of the month is a Saturday, Sunday or holiday, payment must be done on Monday or the next working day.**

## 2. PAYMENT PLAN METHODS

- a. Cupeyville School Online Application with credit card (Master Card, Visa, Discover) or debit card with logo.
  - b. At school payment methods: cash, money order or managers check.
- **Payment method is chosen at the beginning of the tuition process and cannot be changed during the school year.**

## TUITION DISCOUNT

- **If you have more than one student registered at Cupeyville School you will receive a discount**
  - **10% discount for accounts up to 3699, 5% discount for accounts 3700 and up**
- **Discounts do not apply to Pre-Pre Kinder students**
- **There is no discount for Bridges Program**

## Registration Fees for All Students

The charges will vary in accordance with the student's grade, academic level and services required (Pre-Pre) (PK-K) (1-6) (7-12).

### **Building and Maintenance Fund per Family Registration Management Fee per Family**

#### **Registration Fees – Per child**

Registration

Insurance (Accident and Student Services) Materials

Home Economics (7<sup>th</sup> – 8<sup>th</sup>)

Art Materials (7<sup>th</sup> – 8<sup>th</sup>)

Mosaic Materials (10<sup>th</sup>)

Library and Audiovisual

Physical Fitness Facilities (Physical Ed. /Athletic Dept. / Field Day t-shirt) (PK-10<sup>th</sup>)

Field day t-shirt (Pk-12<sup>th</sup>)

**Graduation Fees:** Kindergarten, Sixth Grade, and Twelfth Grade

**Pin Ceremony (9<sup>th</sup>)**

**Laboratory Fees:**

7<sup>th</sup>-9<sup>th</sup> - Life Science, Earth Science, Physical Science

10-11-12<sup>th</sup> – Bio, Chem., Phys., A.P. Bio., Env. Sci., A.P. Chem. A.P. Env.

**Math Book Rental (Grades 3-6<sup>th</sup>)****Student ID card (Grades PK-12<sup>th</sup>)****Electives Fee (Grades 7-12<sup>th</sup>)****Electronic Babies (9<sup>th</sup>)****Activities Fee (Grades PK-12<sup>th</sup>)****Technology Fee (PK-12<sup>th</sup>) Drug Test (9<sup>th</sup> – 12<sup>th</sup>)****Student Supplies (PK-3<sup>rd</sup>) for art, learning activities, classroom work****Testing Fees:****Grades 1-5<sup>th</sup>**

IOWA Test

**Grade 6-9<sup>th</sup>**

IOWA Test of Basic Skills

P.I.E.N.S.E. (College Board)

**Grade 10<sup>th</sup>**

P.S.A.T.

IOWA Test of Basic Skills

P.I.E.N.S.E. (College Board)

**Grade 11<sup>th</sup>**

P.S.A.T.

IOWA Test of Basic Skills

**Financial Aid Fee\*****Turn-it-in Plagiarism Prevention Program (Grades 7-12<sup>th</sup>)****Athlete's uniform quota (If you participate in any sports)****Pre-Pre Kinder****Registration Fees:**

Building and Maintenance Fund per Family

Registration Management Fee per Family Insurance (Accident and Student Services)

Classroom Materials

Student ID card

Activities Fee

Technology Fee

Tuition Fees

Lunch included for pre-pre kinder students.

## **Bridges Program**

Students registered under the BRIDGES PROGRAM will be required to satisfy additional fees in accordance with the amount of classes taken by the students under this program. Payments for the Bridges Program must be done in our Accounting Office, not the Bridges Program.

### **Fees:**

One class - \$100 per month

Two classes - \$180 per month

Three classes - \$ 270 per month

## **TUITION DELINQUENCY**

- If your account is not up to date (one or more months of outstanding balance) it automatically becomes delinquent.
- If you choose the ten month payment plan option for Tuition a delinquency fee of \$30.00 will be applied if received after the 5<sup>th</sup> of each month.
- Cupeyville School reserves the right to take, at its sole discretion, any or all of the following actions upon the occurrence of a delinquency:
  - Denial of admission to classes. (Suspension)
  - Denial of taking of mid-year or final examinations
  - Denial of re-enrollment for the next school year
  - Withholding of report cards
  - Withholding of official transcript
  - Denial of access to Plus Portal

## FINANCIAL AID

Financial aid is available for families that have been in our school for at least two years. Financial aid is provided by the parents committee (A.R.C.E.C.) on a yearly basis.

- Parents may apply for financial assistance by completing a financial aid form and submitting the requested documentation.
- It is essential that the application be received by the deadline, which is last day of registration.
- Student's academic and disciplinary performance will also be taken into consideration.
- Students with financial aid must follow rules and regulations stated in the handbook and must be drug tested.
- The financial aid may only be used for tuition payments and it will be revised every year.
- Tuition and cafeteria account must be up to date in order to be eligible and must be kept up to date during the school year.

## 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 his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list, unless otherwise prohibited by the other parent's legal custodial rights.

# ACADEMICS

## BRIDGES PROGRAM

### What is Bridges?

**Bridges** is an instructional program for students with mild learning disabilities designed to meet the unique educational needs of students who have difficulty working independently and who require additional academic support in the basic areas of English, Spanish, and Math. The program is available in grades 1-11 and will run during regular school hours. In order to provide the service, the student's program needs to match the Bridges program schedule. This service is also limited to the Bridges faculty available and the number of students enrolled.

### How Does Bridges Work?

Students remain integrated with their peers in a regular classroom except for the subjects English, Spanish, or Math, in which the student requires additional support. Students will go to a resource room daily for the duration of the school year. Trained and/or licensed teachers will provide small group instruction. For grades 1<sup>st</sup> to 6<sup>th</sup> clear goals and measurable indicators of success will be developed for all participating students (English, Spanish, and Math) and these will be clearly communicated to parents at the end of the school year. Parents play a major role in this program and will be required to follow-through on the recommendations for enhancing the education of their children. For grades 7<sup>th</sup> to 11<sup>th</sup> the course syllabus (available through Ed-line) will be the educational resource to follow for English, Spanish, and Math. The college preparatory curriculum standards of Cupeyville School will continue to serve as the framework for instruction.

### Who Is Eligible?

Bridges program will serve students in grades 1-11 who have been identified as having a mild learning disability, and/or a mild attention deficit disorder. Enrollment is limited and Cupeyville School reserves the right to accept applicants for whom the program is best suited.

### Admission Requirements

- Candidates for the program must comply with general admission requirements and parents must submit a copy of psycho-educational evaluation that includes the diagnosis.

- A completed Mental Health Professional Treatment Summary Form.
- All other evaluations/recommendations by any support professionals who have evaluated/or seen the student (i.e. Speech therapist, occupational therapist, neurologist).
- **New students diagnosed with a condition must mark the placement for Special Ed when completing the Pre-Admission Application.**
- Priority will be given to students presently enrolled in Cupeyville School.
- Courses will be offered if we have an enrollment of **5 (five)** students or more.

### **Program Requirements**

- Children who are accepted to the program must be seen regularly by a mental health professional, not only to monitor medications, but also to help the child handle the interpersonal, social and, self-esteem challenges that are experienced by children with learning difficulties.
- The child's mental health professional must be willing to work closely with staff, by sharing helpful information by letter or phone with the Bridges Coordinator or Counselor.
- Parents must be willing to make arrangements for the mental health professional to come to school when needed to explore strategies and recommendations with staff, coordinator, and counselor.
- All medication and/or treatment plan changes must be immediately reported by parents to the coordinator or counselor.
- Parents must commit to provide any service/therapies recommended by the health professionals and/or by Bridges Coordinator.
- A student registered in the program must remain in it for the entire school year.

### **Reasonable Accommodations for Students with learning disabilities**

***An accommodation is any change in the learning environment, or in the way things are customarily done, that enables an individual with a qualifying disability to have access to education or to perform the duties or tasks required by the school. (The Americans with Disabilities Act of 1990, ADA)***

All students who need reasonable accommodations during the school year must provide a certificate from a Mental Health Professional (psychologist, neurologist, or psychiatrist) stating the diagnosis of the learning disability that justifies the services.

To provide the accommodations parents must:

1. Fill out accommodation request form at the Bridges Program office.
2. Include a copy of the diagnosis of the student's disability and the required accommodations from the Mental Health Professional.
3. Provide the above information every school year even if the condition has not changed.

These are examples of possible accommodations available for the benefit of the students diagnosed with a learning disability:

- An isolated and quiet area for tests
- Extended time for work, tests, or quizzes. For tests, the teacher will provide **50% extra time or time and 1/2 of the test time.**
- Special projects
- Oral tests
- Preferential seating arrangement
- Use of personal computer
- Test readers or proctors
- All other possible accommodations will be evaluated and considered for approval by the school administration.

\* All accommodations will be based on each student's individual needs and must have approval of school administration. Accommodations must be requested at the beginning of the school year and must be informed prior to the assigned testing dates. This will give the teacher the time to make arrangements in order to provide the accommodations requested before the test.

## **TESTING AND COLLEGE PLACEMENT OFFICE**

The office's primary responsibilities are:

1. Coordinate and administer all standardized tests for grades 1-12<sup>th</sup>.

These tests are:

- IOWA test of Basic Skills (I.T.B.S.) Grades 1-11<sup>th</sup>
- Scholastic Aptitude Test (S.A.T. I & II) Grades 11-12<sup>th</sup>
- Preliminary Scholastic Aptitude Test (P.S.A.T) Grades 10-11<sup>th</sup>

- Pruebas de Ingreso y Evaluación para el Nivel Secundario I y II (P.I.E.N.S.E. I, II) Grades 6<sup>th</sup> - 10<sup>th</sup>
  - Pruebas de Nivel Avanzado (P.N.A.) Grades 11<sup>th</sup> - 12<sup>th</sup>
  - Advanced Placement Test – Grade 12
  - Pruebas de Evaluación y Admisión Universitaria (P.E.A.U.) Grades 11-12<sup>th</sup>
2. To work with students and their parents in the college selection and application process.
  3. Reasonable accommodation for standardized tests such as PIENSE test, College Board and/or SAT tests must be requested through the Bridges Program office.

## GRADUATION REQUIREMENTS

### Kindergarten Graduation

- The student demonstrates mastery of established kindergarten skills and work habits at Cupeyville School.

### Sixth Grade Graduation

- Student must complete the school year with satisfactory grades.
- A student with 60% or below in one or two academic classes does not pass the grade without satisfactory completion of remedial summer classes, at which time the graduation diploma will be presented.
- A student with 60% or below in one or two classes must repeat the grade.

### **Awards**

To be eligible for academic awards at the sixth grade graduation, a student must have attended Cupeyville School in grades 4-5-6.

1. Valedictorian and Salutatorian Awards are chosen on the basis of:
  - Academic Achievement
  - Conduct Record
2. Subject Medal Awards – *Gold, Silver, Bronze*
  - Academic Achievement

3. Conduct Record
4. Honors – On the basis of three years
  - *High Honor* – Student must have a 96 or above average and a good conduct record.
  - *Honor* - Student must have a 90 to 95 average and a good conduct record.
5. Athletic Award - This award is given to one female and one male athlete and is based on:
  - Participation in at least two interscholastic sports.
  - Demonstrate academic excellence (90% or above).
6. School Spirit Award - Given to students who have been at Cupeyville School from Kindergarten to 6<sup>th</sup> grade.
7. Alumni Award - Given to students whose parent is a Cupeyville School Alumni.

## Twelfth Grade Graduation

### *Minimum Credits Required for Graduation*

HP = Honor Program

AP = Advanced Placement

Subject	Grade				Credits
English	10	11	12	or	3
	10HP	11HP	12HP	12AP	
Spanish	10	11	12	12AP	3
Science	10	11	12	12AP	3
Mathematics	10	11	12	12AP	3
History	10	11	12		3
Electives	10	11	12	12AP	3
Total Credits					18

### **Courses**

- Students are required to enroll in a minimum of five academic courses each semester.
- Students may take courses at the universities with administrative approval to enrich or enhance any course given at Cupeyville School. These courses and their grades will not be used for awards.
- Seniors may voluntarily (with parent's permission) change a course before the end of August. Seniors may not enroll in a new course after this date. If there is to be a schedule change, it must be done with the permission of the teacher and the principal. Students will not be allowed to have less than five courses.

## **Awards**

To be eligible for these awards, the student must have attended Cupeyville School for two consecutive years prior to graduation and taken all classes at Cupeyville School (Example: grades 10-11). Students eligible for awards may not have excessive absences, lateness and may not be on disciplinary probation.

1. Valedictorian and Salutatorian Awards are chosen on the basis of:

- Academic Achievement
- Two (2) Advanced Placement courses
- Recommendation from teachers
- Involvement in school activities
- Conduct Record
- National Honor Society Member

2. Subject Medal Awards – *Gold, Silver, Bronze*

3. Academic Achievement

- Two (2) Advanced Placement courses (English, Spanish, Math, Science)

4. Recommendation from teachers

5. Conduct Record

6. National Honor Society Member

- Honors – On the basis of three years
  - *High Honor* – Student must have a 96 or above average and a good conduct record.
  - *Honor* - Student must have a 90 to 95 average and a good conduct record.

7. Athletic Award

This award is given to one female and one male athlete and is based on:

- Participation in at least two interscholastic sports.
- Demonstrate academic excellence (90% or above).
- Student must have been enrolled in Cupeyville for grades 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>.

8. School Spirit Award

- Given to students who have been at Cupeyville School from Kindergarten to Senior year

graduation.

9. Alumni Award

- Given to students whose parent is a Cupeyville School Alumni.

10. President's Education Award (Awarded by the President of the United States)

- The purpose of this award is to recognize and reward educational excellence. The primary indicator of excellence must be academic accomplishments.

*Criteria:*

- Grade Point Average (Gold- 95 or above) (Silver- 90-95)
- High motivation, initiative, and integrity
- Leadership qualities

11. Falcon Award:

- This award is given to the most outstanding leader of the Cupeyville 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 (9<sup>th</sup> to 12<sup>th</sup> grade)**

Cupeyville School recognizes the importance of instilling in students an ethic of service and an appreciation for giving back to the community. It also recognizes that academic learning is more meaningful when it can be applied to real life situations. **Community Service is a graduation requirement and all High School students must complete 70 hours in order to graduate.** All community service projects must be pre-approved by the administration. Students must comply with program guidelines. The community service hours are in addition to the National Honor Society service hours required for active members.

**Purpose**

- Create effective and meaningful civic participation programs that are designed to develop in students a commitment to service and a sense of personal responsibility for the welfare of the community.
- Increase awareness of needs of the community and ways to solve community problems.
- Motivate the students to use their talents, skills and knowledge in favor of those in need.

- Foster an understanding of the value of citizenship and the rewards of helping others.

**Hours of community service: (To be completed during the current school year)**

<b>9<sup>th</sup> grade</b>	<b>10 Hours</b>
<b>10<sup>th</sup> grade</b>	<b>15 Hours</b>
<b>11<sup>th</sup> grade</b>	<b>20 Hours</b>
<b><u>12<sup>th</sup> grade</u></b>	<b><u>25 Hours</u></b>
<b>Total</b>	<b>70 Hours</b>

**Guidelines**

1. All registered students from grades 9<sup>th</sup> to 12<sup>th</sup> are required to participate in the community service program.
2. All community service must be **pre-approved by the school administration.**
3. Community Service hours will not be given for service performed for a parent or a relative.
4. **Service hours must be completed outside of school hours during the school year. (August to May) (Not during the summer).**
5. Hours must be completed under the supervision of an adult at the agency, group or organization. The on-site supervisor must be identified and is responsible for verifying the student hours and providing on-site supervision for the service activities.
6. Paid work will not be considered for community service hours.
7. Students must complete the following forms:
  - Approval and Verification Form (For each organization visited)
  - Student Service Log (Student must keep it until all hours are completed)
8. Examples of acceptable community service:
  - Non-profit organizations events (i.e. Relay for life).
  - Tutoring/mentoring students.
  - Working in community shelters (Elderly Homes, Homeless Child Care, Abused children shelter)
  - **Helping in school activities, office or teacher aid. (Only 5 hours per year)**
  - Participation in special events sponsored by a recognized organization:
    - Cleaning up beaches, rivers or parks.

- Preparing or serving food.
- Instructing senior citizens on computer use.
- Participating in school cleaning, remodeling or building.
- Helping families rebuild their homes damaged by disasters.

9. Examples of Unacceptable community service:

- Babysitting, performing chores for family or friends
- Receiving payment for any activity
- Contributing a donation (i.e. money, etc.).

***Senior Project***

The Senior Project is a high school graduation requirement. It constitutes a pass or fail grade included in the official school transcript. The project is designed to demonstrate the skills and knowledge that students have acquired during their K-12 academic career that will allow them to achieve post-secondary school goals in a changing society.

All components of the Senior Project will be posted on Cupeyville School website, or PlusPortals.

## **ASSESSMENT**

Elementary and high school teachers share data and important information through PlusPortals. Teachers will post scores **at least every three weeks**. Parents and students only need to login to PlusPortals to view in real-time scores and grades. Each mid-semester, a **Mid Marking Progress Report** will be posted in PlusPortals during the months of October and March. An **End of Semester Report Card** will be sent through email during the months of December and May.

**PlusPortals**

PlusPortals is a family of interactive web portals that enable school administrators and teachers to instantly share data and engage with parents and students in a secure environment. It is a powerful, user-friendly system that gives parents, students, and teachers an easy access to information about academic progress, attendance, discipline records, and more.

All parents PPK-12 are required to activate their ParentPlus Portals accounts. Students in grades 4-12 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.

ParentPlus and StudentPlus Mobile Apps for iOS and Android are available for your mobile devices.

### **Cupeyville School email account**

**A cupeyvilleschool.org email account has been assigned for our students in grades 4 to 12!**

This email is provided through our **Microsoft Office 365** school account and will be used only for educational purposes. The student's cupeyvilleschool.org email will be used as the student's user name to sign-in to his/her StudentPortal.

***Through their Microsoft Office 365 cupeyvilleschool.org email account, our students will also be able to download a complete version of the latest Microsoft Office, free to use for as long as they're a student at our school. (Word, Excel, and PowerPoint included.) It's not a trial!***

Each student will be able to install Office 365 in 5 PCs or Macs, 5 tablets (Windows, iPad and Android) and 5 phones, and will get 1 TB of free online storage!

## **PARENT - TEACHER CONFERENCES**

- Teachers have been instructed not to interrupt their teaching time with unscheduled visits or parent-teacher conferences.
- Parent-teacher conferences are by appointment only.
- (PK – 6<sup>th</sup> grades) - Parents may request a conference with a teacher by writing a note directly to the teacher (in the binder/planner).
- (7<sup>th</sup> – 12<sup>th</sup> grades) – Conferences will be coordinated through the Dean of Discipline.
- The administration will determine who will be present at conferences.
- Students are not allowed to be present during these conferences unless requested by the administration.

- Copy of a written *Parent-Teacher Conference* will be given to the parent.
- Parents may not send emails to teachers regarding school issues. They should come to school to have a parent-teacher conference with teachers and/or administrators.

## Grading

Grades are a professional evaluation, which takes into account all facets of a student’s work: tests, quizzes, homework assignments, classroom participation, projects, oral and written expression, effort and attitude. As a result, a grade may not necessarily reflect a strict average of tests, but rather a carefully compiled combination of the above factors.

In Elementary School computer lab points are given in English and Spanish classes. Grades for are calculated using the following scales:

Grades 1-2-3 Academic Subjects – **Letter Grades** are used

O	Outstanding	100 - 95	
E	Excellent	94 - 90	
G	Good	89 - 80	
S	Satisfactory	79 - 70	
N	Needs Improvement	69 - 60	*Summer school
U	Unsatisfactory	59 or below	required for basic classes

Grades 4-12

Academic Subjects – **Numeric Grades** are used

A	Excellent	100 - 90	
B	Good	89 - 80	
C	Average	79 - 70	
D	Lowest grade	69- 60	*Summer school
F	Failing	59 or below	required for basic classes

Grades 1 – 6

Art, Music, and Physical Education

S	Satisfactory	100 - 70
N	Needs Improvement	69 or below

Grades 7 – 12

Electives receive a numerical grade and are calculated in the general average, based on credit weight.

**Honor Points** are added to the average at the end of each semester (before final tests) to:

**Honor, Advanced, and Advanced Placement courses in grades 8-12. English and Spanish Courses (grades 8-11)**

Honor class: 2 points per marking period

**Mathematic Courses (grades 8-11)**

Accelerated: 2 points per marking period

Honor class: 2 points per marking period

Advanced (Pre-AP): 3 points per marking period

Advanced Placement Courses (grade 12 only): 5 points per marking period

Students must have a minimum average of 70% to be eligible for Honor or Advanced points

**Honor Roll**

An honor roll is established for students in grades 4 -12. Any student considered for the honor roll, must be a full time student with an average of 90% or above. Honor certificates are given on the basis of the semester average.

**Testing**

Students will not be tested on Mondays on regular classes (English, Spanish, Science, History and Math). Electives may be tested on Mondays.

7<sup>th</sup> -12<sup>th</sup> grade: All students must take final tests on December. Students with 90 or above after adding honor points will be excused from finals on May.

## **HOMEWORK POLICY**

Cupeyville School 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 PlusPortal. Teachers will take into consideration materials needed and time allotted. Group projects may be given in grades 4-12 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; it is **not assigned on Fridays**.

Students will assume increased responsibility for their assignments as they progress in school. Cupeyville School has “**The 10-Minute Rule**”, in which students should be doing about **10 minutes of homework per night per grade level**.

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.

## **ASSIGNMENT NOTEBOOK**

Students in grades 1 through 8 are required to use the designated assignment notebook. At the beginning of the school year teachers will give direct instruction on how to use the assignment notebook as an organizational tool.

Parents should check the assignment notebooks every day. Students must take the assignment notebook to all classes. Parents are requested to encourage students to use the assignment notebook correctly.

## **BOOKS AND SUPPLIES**

The list of books and materials will be provided at the end of every academic year. Each student must purchase the books and materials to be used the following academic year before school begins in August. Students are expected to come to school with the books and material they will need. **SONS System notebooks are mandatory for first to eighth grade.**

Teachers will inform students of any other supplies needed for the school year. Parents are asked to cooperate by being sure their child brings only the necessary books and supplies. Each student in grades 1-6 has an assigned cubbyhole in the homeroom. Students in grades 7-12 keep their books in lockers in an assigned hallway. Students are encouraged to keep their books and supplies in a neat and orderly manner.

Students use **backpack style bags (No wheels)** to carry books and materials needed for home assignments to and from home. Books and materials not needed may remain at school.

**Please do not send book bags with wheels unless child has a medical condition. (Students need a written medical excuse)** Keep in mind that the school facilities do not provide enough space for wheeled book bags.

### **Textbook Rental (if applicable)**

- Parents must pay yearly rental fee (included in registration).
- Textbooks are school property; therefore they will always stay in the classroom.
- Students are to keep books in optimum conditions; *No damage to book, spine is intact and all component parts of the book are present, and no writing/ drawing/ or highlighting*).
- Textbooks will be assigned to students according to roll in alphabetical order. Therefore, each student will use the same book every day.
- If a book is damaged, parents will be charged the retail price of a new book paid to Cupeyville School.

## **TABLET / LAPTOP POLICY**

Students in grades 6 – 12 will be using tablets or laptops on a daily basis for their English classes. In addition, students in grades 9 and 10 will be using their tablets or laptops for their history classes as well.

Use of technology in school is for educational purposes only consistent with the mission, goals, and objectives of Cupeyville School.

Cupeyville School's Tablet/Laptop Policy establishes the following as violations to the proper use of the tablets and laptops:

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Using as a screensaver weapons, pornographic material, inappropriate language, alcohol, drugs, inappropriate symbols or pictures.
- c. Vandalizing, damaging, or disabling the devices of another student, teacher, or any other member of the school community.
- d. Accessing another person's materials, information, or files without permission.
- e. Releasing files, home addresses personal phone numbers, passwords, or other sensitive information to others.
- f. Using the school's network or Internet for purposes unrelated to education.
- g. Promoting or soliciting illegal activities.

- h. Violating copyright or other protected material laws.
- i. Using your tablet or laptop for cyberbullying

**Consequences for 7<sup>th</sup> to 12<sup>th</sup> grade students:**

1st offense: **2 point deduction** from Behavior Grade and a Disciplinary Referral

2nd offense: **2 point deduction** from Behavior Grade, Disciplinary Referral, and meeting with parents

3rd offense: Use of tablet or laptop will be prohibited. Student will have to print and bring to class all necessary material.

**Tablets / Laptops Left at Home**

1. Not having their tablet or laptop is equivalent to not having their textbook since the text is downloaded to the device. Failure to bring tablet/laptop to class is a **2 point deduction from Behavior Grade**.
2. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.
3. Any attempt to alter data, the configuration of someone's computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook.
4. Taking pictures and videos without authorization is illegal and strictly prohibited. Cover the lens of your device's camera to avoid giving the impression that you are recording or photographing anything during class without permission.
5. Legal Issue
  - a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
  - b. Plagiarism is illegal and a violation of the Cupeyville School's Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
  - c. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences; such action is a violation of applicable local or federal law.
6. All students must follow the rules and guidelines listed in this document so they may use their

tablet or laptop appropriately. Non-compliance with the policies for the correct use of tablets and laptops will result in disciplinary action as outlined in Cupeyville School's Student Handbook.

## **CLASS AND CLUB / ORGANIZATION ACTIVITIES**

### **7<sup>th</sup> to 12<sup>th</sup> grades**

All special activities sponsored by Cupeyville School must be:

- Approved by the school administration
- Sponsored by a class, club or organization
- Approved by the advisor
- Adequately supervised by adults including school representatives

Students participating in any school-sponsored activity in which they have to leave campus must have a written permission slip and the written approval of:

- Advisor
  - Teachers
  - School Principal
  - Parent
1. All permission slips must be in the Administration's office twenty-four hours prior to the activity.
  2. Often students will have private parties that do not come under the supervision of the school. The school cannot be held responsible for arranging for facilities or providing chaperons for activities that are not sponsored by the school.
  3. Class and club/organization meetings may be held only with and under the direction of the adult sponsor. Adequate notice of all meetings must be given by the sponsor.
  4. All class funds and class quotas must be deposited in the school account. All deposits and withdrawals must be made in accordance with school and School Board policy. Accurate financial records must be kept by each class or club/organization treasurer.
  5. Class quotas are for class activities during the year and are not refundable.

**All posters, banners and announcements of class or club/organization activities must be approved by the administration and posted ONLY ON BULLETIN BOARDS assigned by the**

**administration. No posters, banners or announcements may be posted in hallways around the school.**

Interests, Service and Honor Clubs/Organizations are available. Students are strongly encouraged to limit club memberships to one service, one of interest and one honor club/organization.

A student may serve in only **one major office** (President, Vice-president, Secretary or Treasurer). No more than 25 members in each club except those approved by the administration. A copy of each club's constitution and list of officers must be submitted within the first four weeks of each school year.

Members of the club/organization may be removed by the principal or by the board of officers and the sponsor of the club/organization, for nonattendance, nonparticipation, and nonpayment of dues or reasons detrimental to the club/organization or school.

A student who violates any of the school regulations will automatically be placed on probation or suspended from such as National Honor Society, Student Council or any other club or organization.

## SERVICES

### HEALTH

**All students enrolled at Cupeyville School are insured. This policy covers school related accidents.**

- In accordance with Immunization Law No. 25, **NO** student may attend school without full immunization. A current P-VAC-3 must be on file at school.
- 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 infirmary 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.
- If your child needs respiratory therapy more than twice during the school day he/she 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 Cupeyville School medical information form on file in their school record.

Our school has a full time registered nurse with all the necessary basic first aid equipment. By enrolling your child at Cupeyville School you agree to allow your child to receive services provided by the nurse when needed.

- Teachers refer students to the infirmary for:
  - Injuries or accidents occurring in school
  - Vomiting, nausea or severe abdominal pain
  - High fever
  - Diarrhea or stomachache
  - Skin rashes or eruptions
  - Severe headache
  - Asthma
  - Sore throat, acute cold, or persistent cough
  - Eye irritations
  - Pediculosis (“piojos”)
  - Ear ache

**All sick calls must be made at the infirmary.** 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.**

## **GUIDANCE PROGRAM**

This program is an integral part of our educational program and is staffed by licensed social worker, and a clinical psychologist. Individual and supportive short-term counseling or group interventions and education, are the modalities used to help pre-school through 12th grade students meet school and life related challenges. By enrolling your child at Cupeyville you agree to have your child participate of our guidance program services if needed.

## ***Referral***

A student is usually referred to the program by a teacher. However, a parent may request services directly by asking to speak with a counselor. Parents will be contacted if a student is referred for testing (i.e. psycho-educational, psychometric) and/or long or short term therapy.

A counselor will meet with students and parents as frequently as needed.

Cupeyville School 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, 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 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 246, Ley para la Seguridad, Bienestar y Protección de menores”, Cupeyville School is obligated by law to report any suspicion of any form of child abuse to the appropriate authorities.**

## **ACCIDENT INSURANCE**

During the school day all students are covered by the school insurance policy against any accidents which might occur on school property. The insurance fee is payable upon registration. The insurance covers the student one hour before classes begin and one hour after classes end.

## CAFETERIA

Cafeteria opens from 6:00 to 7:30 a.m. for breakfast. It re-opens for mini-break/lunch at 9:00a.m.

Cafeteria closes at 3:00 p.m.

- Cafeteria is a concession. All cafeteria transactions will be held directly through the Falcon Nest app.
- Students are to maintain orderly conduct in the cafeteria, stand in a single line, and to observe the usual forms of table etiquette.
- The students must clean their tables and deposit all wastes in trashcans and recycle plastic in the proper bins after eating.
- Students must always be courteous to the cafeteria personnel.
- Food is never to be taken to any classroom, hallway or courts. It must be eaten in the cafeteria, except for Pre-K to 2<sup>nd</sup> grade who have lunch in their classrooms.
- Students are not allowed to order food from outside school premises.
- For health reasons, students should not share food.
- No refrigeration facilities are available to students.
- Students may bring food from home in the morning. Parents are not allowed to bring lunch for their child during the day.

### **Snack/Mini-break**

Grades PK-6            Students must bring their snack from home.

Grades 7-12           Students may purchase snack in cafeteria.

### **Lunch**

Grades 1-6            Students have a 25 minute lunch period and 20 minutes for recess.

Grades 7-11           Students have a 45 minute lunch period.

## **LOCKS AND LOCKERS**

The school provides lockers as a service to students. Lockers will be rented to the students in grades 7<sup>th</sup> - 11<sup>th</sup>. A fee will be charged for the use of the locker. Lockers are property of Cupeyville School; therefore they may not be vandalized or mutilated. Students must use a lock that may only be purchased at school. At the end of the school year the student must remove the lock and take it home.

Lockers should always be neat. Interference with another student's locker in any way is considered a serious offense against the student's rights.

Note also that Cupeyville School will not be responsible for loss of books, physical education uniforms, book bags, etc. due to carelessness on the part of students who leave them lying around the school in hallways, courts, etc., or who allow others knowledge of the combination of their lock, or who leave their lock open.

All student lockers are subject to regular inspection/searches at any time without notification by school administrators. The lockers must be cleaned out on the last day of classes in May otherwise books and materials left in the locker will be discarded and may not be claimed for during the summer or the beginning of the following school year.

## **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.

## **STAY AND PLAY**

The Cupeyville School After School Program offers Stay & Play. In Stay & Play your kids will be well supervised while they have fun, play creative games, watch movies or just relax. It is open from Mondays to Fridays from 3:00 to 6:00pm.

## **INFORMATION CENTERS**

<b>Service Hours:</b>	<b>Elementary School:</b>	<b>Monday – Friday: 7:00am – 2:40pm</b>
	<b>High School:</b>	<b>Monday – Friday: 7:30am – 3:00pm</b>
	<b>HISIC Extended Hours:</b>	<b>Tuesday &amp; Thursday - 3:00pm – 4:00pm</b> <b>Wednesday - 3:00pm – 3:30pm</b>

### **Procedures**

- During the first month, an orientation is given to students. Services, procedures and rules are clarified for the best performance of our Centers.
- Students will use their student's identification number to check-out books.
- Books may be kept for 2 weeks, with renewal for the same period upon request.
- Monographic resources are loaned until the due date.
- Books from the Puerto Rican Collection can only circulate for monographic purposes. A contract must be signed by the student and the monograph director.
- All library materials must be returned promptly and in good condition at the Librarian's desk.
- Reference books, periodicals, and newspapers 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 1<sup>st</sup> week of May and during the summer vacation.
- A fee of \$0.25 for each day late will be charged to books returned late. (Including weekends and holidays)
- Books lost or mutilated have a charge of \$20.00 to \$100.00, 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 information Centers are a place for studying, research, and recreational reading.
- A low tone of voice is expected at all times.
- Students using the Centers' facilities during school teaching hours require a written permit from their teacher.
- All resources must be handled carefully.

- Food and drinks (including water) must be finished before entering, as they may cause damage to resources.
- The school dress code applies throughout the Information Centers' 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 Centers' rules, will be temporarily suspended from the use of its resources and reported to the Dean of Discipline.
- All technological resources will be used with consent and under strict supervision.
- Material for projects or presentations must be saved on CD or USB drive.

**The Information Centers 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, Cupeyville School 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 are 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 Cupeyville 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, My Space, 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.**

## **Photo/Image Release Form**

Parents must sign a photo/image release form to give Cupeyville School the right and permission to reproduce in any form, copyright, publish, circulate, or otherwise use, any school pictures, videos and/or recordings produced by the school, or any agent, employee, or representative assigned by the school for said matters that contain images of their child. This authorization and release covers the use of said school pictures, videos and/or recordings in any published form (school's webpage, bulletin boards, etc.). It also authorizes to post their child's image on the school's webpage after their child takes the drug test and results negative (High School students only). Parents recognize that no compensation will be received for the use of the images of their child.

## **GENERAL PROCEDURES**

### **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 his/her 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 what the rules of student behavior are.
- 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:

- Participate fully in the learning process.
- Come to school on time and prepared with homework and needed supplies.
- Show respect for the knowledge and authority of teachers, administrators, and other school employees.
- Be free of alcohol, drugs, tobacco products, and weapons.
- Show respect for him/herself, his/her school and other people.
- Avoid demonstrating physical affection (such as: kissing/embracing) which does not show moderation in public.
- Use appropriate language, behavior and attire.
- Be honest and trustworthy, and treat others with courtesy and respect.
- Refrain from plagiarism and copying.
- Use internet and/or social media networks wisely.
- Upkeep their electronic devices, books, book bag and all materials.

Rules and regulations represent guidelines for behavior and are designed to help each member of the Cupeyville community to function harmoniously. In keeping the rules, the student contributes to an environment wherein 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.**

## Parent/Guardian Responsibilities

- Read the student handbook with your child and support the school's discipline policy.
- Show respect and support for the child, the teachers and the school.
- Have children at school on time and prepared for a full day.
- Provide time and place for homework.
- Attend parent-teacher conferences.
- Report to the front office with proper identification when coming on campus.
- Accept major responsibility for the proper conduct of your child at school and take appropriate action.
- Work together with the school to assist in your child's success at Cupeyville School.

## **ARRIVAL AND DISMISSAL**

### Arrival

- Students begin the school day at **7:40 a.m.**
- Homeroom teachers are on duty at 7:30 a.m. Prior to this, there is no supervision of the students' activities.
- Upon arrival at school, students should organize their materials for the day.
- All students must remain in their classroom area. **NO running or rough play is permitted.**
- **Staff supervision is provided in Pre-school from 6:30 a.m. to 7:30 a.m. Children may not be left unattended on school grounds.**
- Parents are requested not to enter the classroom in the morning before classes begin, unless designated by the teacher in charge.
- **Parents are to leave school grounds by 7:40 a.m.** when teachers are on duty.
- Vehicle access to the school will be closed at 7:30 a.m.

### Dismissal

- Pre-school students will be dismissed only through the main door located on the upper level. **Dismissal starts at 2:15 p.m.** for parents that pick up children walking. **School gates open for cars at 2:15 p.m.** If picking up your child by car, you must have the **dismissal card** on the dashboard. **If someone else is going to pick up your child you must inform the homeroom teacher in the morning.**

- **Brothers and sisters are not allowed in the pre-school building for dismissal. Please assign another pick up place for siblings.**
- **Grades 1 and 2 will be dismissed from the cafeteria by the homeroom teacher from 2:35 p.m. to 2:45 p.m.** If the person in charge of picking up the child arrives late (after 2:45) they must pick up their child in Pre-school area (lower level).
- **3<sup>rd</sup> to 6<sup>th</sup> grade dismissal is at 2:35 p.m.**
- **7<sup>th</sup> to 12<sup>th</sup> grade dismissal is at 2:40 p.m.**
- **Students may not remain unsupervised on school grounds**
- **Parents may not wait for or pick up students in hallways before 2:40.**
- **Seniors dismissal is at 12:14.**

### **Early sign-out**

**Early sign-out is not encouraged.** Parents should make routine doctor appointments after school hours or on Saturdays.

In case of an emergency, if a student needs to leave the school grounds before dismissal time, the parent must go to the school reception area to sign the Permission to Leave School and wait for your child at the school's reception. The receptionist will arrange with the principal for the dismissal. The form will be sent to the teacher and must be signed and returned. Students must present their ID to receptionist at the time of departure. **(White copy to receptionist and yellow copy to school guard.)**

**If picking up your child for a medical appointment please be sure to arrive at our school at least one (1) hour in advance.**

Parents are not allowed to pick up a student directly from the classroom, playground, cafeteria, or courts. This rule is for your child's safety.

If you know that your child is going to leave school early please fill out the early dismissal form in the morning.

**No permission will be given for early dismissal after 2:00 p.m.**

# LATENESS, ABSENCES AND TRUANCY

## Lateness

- Students should be in school by 7:40 a.m. Lateness deprives the student of the time needed to settle down, organize belongings and perform any pre- class chores that are pending.
  - **ALL STUDENTS ARE LATE AFTER 7:40 AM**
- All students arriving after 7:40 am must report directly to the attendance officer in the trophy area for a late pass and report to their homeroom.
- All students arriving after 7:50 am need to get a late slip from the attendance officer and report directly to their first class.
- All students in grades 1<sup>st</sup> to 12<sup>th</sup>, arriving after 7:53am will not be allowed to go to their 1<sup>st</sup> period class. They need to get a late slip from the school's receptionist and will be detained in the administration office and will get a "0" in any given work during this class. If student misses a test during this period he/she must make arrangements with the teacher to take the test during that same day.
- Students in grades 1<sup>st</sup> to 12<sup>th</sup> will not be admitted to school after 8:38 am.
- Only students with medical excuses or a valid excuse (ex. driver's license, passport) will be accepted in school after this time.
- Students will not be admitted to the classroom without the late pass.
- Pre-school students will not be admitted to school after 8:00am. Only students with medical excuses will be accepted in school after this time.
- Students who stay home to complete projects will not be allowed to hand them in after 1<sup>st</sup> period.
- Arriving late to class or school, or failure to comply with attendance regulations will result in disciplinary action.
- If Cupeyville School identifies a pattern of absences and 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 Ley149-1999 "Ley Orgánica del Departamento de Educación de Puerto Rico" and the Ley 246-2011"Ley para la Seguridad, Bienestar y Protección de Menores".
- We encourage parents to make routine dental and doctor appointments after school hours or

on Saturdays.

- Students in grades 7<sup>th</sup> to 12<sup>th</sup> who arrive after the second bell during changes of classes will be penalized by their teachers following rules and regulations for their level.
- Students that have 1-5 unexcused lateness a written note will be sent to parents.
- Traffic congestion is not an acceptable reason for tardiness unless special circumstances apply. These circumstances will be determined by the school.
- Oversleeping, not feeling well, or car problems are not valid reasons for being late.

### **Lateness to class**

Students should be in class and seated when the bell rings.

In grades 7<sup>th</sup> - 12<sup>th</sup>, students will be granted 100 points per class each semester. However, 2 points will be deducted (from the 100 points) each day that a student is late to class.

More than 15 minutes late to class without permission of the teacher or an administrator will be recorded as a cumulative absence and may be treated as cutting class.

*(A student is considered cutting a class when he/she is in school, but absent from class without administrative permission.)*

### **Absences**

Attendance is an essential part of effective teaching and learning. Students who maintain faithful attendance maximize their talents and abilities. Children are required to attend school every day unless excused.

- To be readmitted to classes after an absence the student must present a written excuse (to the Dean of Discipline) from the parent or guardian **on the day of his/her return**, stating the reason for the absence.
- A student absent due to a contagious illness must bring a written authorization from the attending doctor to be readmitted to school.
- In case of prolonged absences the parents should contact the administration to make arrangements for an independent study plan. It will be given to the student with specific learning activities and work to be handed in upon return to school. Major evaluations will be rescheduled during the first two weeks after returning to school.

- Plus Portal is a helpful source of information for projects, due dates, and tests.
- Vacations should be planned to coincide with the school calendar.

### **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). **\*Students are responsible for material covered in class during this time.**

**All excused absences will be accounted for in our school records.**

### **Unexcused Absences**

1-3 absences during the semester, a written note will be sent to parents.

### **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, quiz, or laboratory will be rescheduled.
- A student is entitled to a maximum of two (one per semester) make-up tests in a given subject during the school year, with a valid excuse without penalty.
- In unexcused absences make-up tests will be given with an automatic 10% penalty.

### **Truancy**

- Unauthorized absences from school are considered truancy. Students who leave the campus

during school hours without permission are subject to disciplinary action and/or expulsion. Students who are absent from class, but do not appear on the absentee list or are not excused for early dismissal are considered truant. Teachers must report the student immediately to the principal and/or Dean of Discipline and the following actions will be taken:

- The Principal will notify the Dean of Discipline and the parents of the student's unauthorized absence.
- The student will be notified by the Dean's office for truancy investigation, and a written report will appear in the student's file.
- Excessive cutting will result in expulsion from Cupeyville School.
- A student who misses a test due to cutting will receive an "F" for the test; no make-up will be given.

## **VISITORS**

**All visitors must register at the school's main office** where they will receive identification and instructions. **Visitors are expected to comply with the school's rules and policies.**

**We are an educational institution and as such we require our visitors to use proper attire while in campus. (NO: shorts, spaghetti straps, miniskirts, see-through or revealing clothing).**

All visitors (parents, graduates, relatives) who wish to visit teachers in the school must sign in at the main office and plan to see teachers when they are not involved with school duties.

Parents may not visit their children during the school day.

Visitors may not transact business on school grounds without written authorization from the administration. No visitor may confer with a student during school hours unless it is with the specific approval of the principal.

The principal is authorized to prohibit the entry of any person whose presence in the school is not required by reasons of enrollment or employment or to expel any such person when she has reason to believe that the presence of such person is or will become inimical to the good order of the school. If a person so identified and instructed refuses to leave the school premises or creates a further disturbance, the principal is authorized to request assistance from the local law enforcement agency. To ensure your comfort and safety while school is in regular session, students from neighboring schools will not be permitted to visit.

## Visitor's Pass

**VISITOR**



CUPEYVILLE SCHOOL

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## PARKING

Cupeyville School has **NO** parking on campus for parents or visitors. Parking facilities on school grounds are for the exclusive use of school personnel. Unauthorized parking on the Cupeyville School campus is prohibited. Cupeyville School Inc. is not responsible for damages or theft to vehicles that are parked on campus.

## CLASSROOM DELIVERIES

- **NO** item such as a lunchbox, homework, project etc. will be delivered to a student during the school day. Students who do not purchase food from our school cafeteria must bring their lunch in the morning.
- The school will not accept deliveries to students for special occasions (flowers, balloons, stuffed toys, candies etc.)

## FIELD TRIP / FIELD STUDIES

- Field trips are an important part of the student's learning experience. They provide students with first hand exposure to people, places, and ideas. They become actively engaged in learning. Students are expected to participate.
- Transportation is provided for all students to and from activity.
- When a school trip is planned, a form will be sent home containing a brief description of the activity and a permission slip to be signed by the parent/guardian and returned to the teacher before the trip.
- Students are expected to follow the rules set by the teacher prior to the trip. The dress code

for a field trip will be advised and must be followed exactly.

## **CO-CURRICULAR ACTIVITIES**

On specific occasions related to curriculum and holiday themes, groups may celebrate with special activities and treats. These activities should be well planned and have time limits.

**Birthday parties will not be permitted during school hours.**

## **VOLUNTEER PROGRAM**

The purpose of the volunteer program is to provide an opportunity for parents and other interested adults to assist school personnel in the operation of the school. Such services are valuable in library work, aiding teachers with the classroom, helping in special school activities and lending special skills and talents to the learning program.

Cupeyville School needs the support of all parents. Please consider participating in some way!

Home-school partnership can make a positive difference for students.

## **LETTERS AND NOTICES**

Any letters or notices, which are sent home by the students concerning class or club activities, must be approved by the club advisor and the administration before being emailed, handed out or posted.

## **DISTRIBUTING AND SELLING MATERIAL**

Parents and students may not distribute literature, or signs on school property without the permission of the Activities Coordinator. This also applies to religious, political propaganda and party flyers. No sales (candy or any other item) are allowed on school premises by students or parents. Only pre-approved school/class fundraisers will be permitted before or after school.

## **STUDENT EXPECTATIONS**

### **DRESS CODE**

Cupeyville School expects its student to treat themselves and each other with respect. Parents must cooperate by upholding the dress code of Cupeyville School. Please be sure to have an adequate

number of uniform items so emergencies will not arise. **The administration reserves the right to admit or reject a student due to improper attire.** The administration reserves the right to prescribe standards for hairstyles, jewelry, and dress. Uniforms are to be worn by all students every day. **Students are expected to come to school clean and well groomed.**

**The Cupeyville School dress code rules apply for every academic, athletic, social and extracurricular activity in which the students participate or is representing the school, in or out of school grounds.**

- Visible tattoos and body piercing will not be permitted.
- Sunglasses or hats are not allowed on campus, unless it is for a special activity.
- Cosmetics are not appropriate for elementary students (nail polish, lipstick, eyeliner, etc.).
- Excessive and/or inappropriate jewelry may not be worn to school.
- Only Cupeyville School jacket may be worn with the school uniform. **(No hoodies)**
- Boys are not allowed to have long hair, Mohawk hairstyle, earrings, beards, sideburns or mustaches.
- Hair coloring (non-natural colors like pink, yellow, blue, orange, red or purple) will not be permitted.
- Students are prohibited from wearing clothing that exposes undergarments or is otherwise revealing or offensive.

No student will be admitted to class if not in complete uniform unless the student presents a written valid excuse.

## **Girls Uniforms:**

### ***Pre-Kinder, Kindergarten and Grades 1<sup>st</sup>– 6<sup>th</sup>***

- White blouse or white polo and **knee length jumper** with school insignia on the left side
- Black or navy blue **closed** leather/school shoes **(NO SNEAKERS)** and white crew socks  
**(No ankle socks)**

### ***Grades 7<sup>th</sup> – 11<sup>th</sup>***

- White blouse or white polo shirt tucked in skirt
- Plaid skirt **2 inches above the knee**
- Navy blue vest with school insignia on left side

- Black or navy blue **closed** leather/school shoes (**NO SNEAKERS**) and white crew socks (**No ankle socks**)

Girls may not wear excessive make-up or jewelry to school.

## Boys Uniforms:

### *Pre-Kinder, Kindergarten and Grades 1<sup>st</sup> – 6<sup>th</sup>*

- Cupeyville School gray polo shirt
- **PK & K ONLY** - Long or short navy blue “Dockers style” with black or blue belt
- **1<sup>st</sup> - 6<sup>th</sup>** - Long navy blue pants “Dockers style” with black or blue belt
- Black or navy blue **closed** leather/school shoes (**NO SNEAKERS**) and white or blue crew socks. (**No ankle socks**)

### *Grades 7<sup>th</sup> -11<sup>th</sup>*

- Cupeyville School beige polo shirt
- Long navy blue pants “Dockers style” with black or blue belt.
- Black or navy blue **closed** leather/school shoes (**NO SNEAKERS**) and white or blue crew socks. (**No ankle socks**)

**Shirts** must be tucked in at all times. If an undershirt is worn it must be plain white with no designs or emblems.

**Pants** The following styles and brands may **not** be used: Jeans, baggies, oversized or cargo pants, Levis, Wrangler, or Tom Sawyer. Dockers or similar style are recommended. Pants must be worn at waist level with navy or black belts.

## Physical Education

- Only gray “Falcon” T-shirt, navy blue Cupeyville shorts (Pre-K to 4<sup>th</sup>), long navy blue Cupeyville sweat pants (5<sup>th</sup> to 10<sup>th</sup>), and any color ankle (low cut) socks. Girls **may not** wear yoga pants.
- Students should wear sneakers (with Velcro - PK & K)
- Students in grades 5<sup>th</sup> - 10<sup>th</sup> must wear long navy blue Cupeyville sweatpants over shorts.
- For swimming season Crocs are permitted and for girls a one piece bathing suit is mandatory.  
**No flip-flops/beach sandals**

## Field Day

- All students must wear field day t-shirt.

## Senior Uniform

- Seniors must wear their complete uniforms at all times. Seniors will not be allowed in the classroom without proper uniform. No Crocs. No tennis shoes.

## Knowledge is Power Days / Casual Days:

### **Knowledge is Power (KIP) Days**

Students should wear Knowledge is Power T-shirt and **only denim (blue) long jeans (clean, not torn) on KIP days. They may use any jacket that does not include inappropriate words or pictures on it. In case a student has Physical Education scheduled on an assigned KIP day he/she must bring sneakers for their class.**

- No flip-flops/beach sandals
- No hats/caps
- As with regular uniform, boys may not use earrings.

## Casual Days

- Students will be excused from not wearing the school uniform only during specific events called “casuals”. The following dress code applies for casuals:
  - No shorts or Bermuda
  - No hats/caps
  - No muscle shirts
  - No torn jeans
  - No sunglasses
  - No off shoulder blouses
  - No spaghetti straps
  - No flip-flops/beach sandals
  - No cut-off shirts
  - No midriff blouses
  - No swimming trunks

- No miniskirt
- No yoga pants
- No see-through, revealing clothing or excessive cleavage.
- As with regular uniform, boys may not use earrings.
- Clothing must not demonstrate offensive language or innuendo, nor promote drugs, tobacco, alcohol or inappropriate products.
- No T-Shirt with double meaning, crude phrases, alcoholic messages or promoting other substance abuse.

Because of different values of parents and students as well as individual interpretation, adjudication in matters of dress and appearance could be difficult. To obviate this, parents, in sending their children to Cupeyville School, and students, in coming here, accept the judgment of the Administration as final in matters of dress and appearance at school.

## **Spirit Week Dress Code**

Students must follow Spirit Week Dress Code instructions given every year. Dress code will vary depending on themes chosen; nevertheless students must comply with the dress code stated in the handbook.

## **Organizations**

Complete uniform will be required for induction ceremonies (NHS, NJHS, and Student Council).

## **Dress Code Violation**

**1<sup>st</sup> Offense:** Student will be sent to Dean of Discipline and parent/guardian will be notified.

**Student must change to appropriate attire.**

**2<sup>nd</sup> Offense:** Same as 1<sup>st</sup> offense and 2 points deduction in all classes prior to changing to proper attire.

**3<sup>rd</sup> Offense:** In school suspension (the student loses the privilege of casual or spirit days depending on the violation).

## LOST AND FOUND

The lost and found is located at the infirmary. Parents are requested to label (student's name and homeroom) all garments, footwear, books, and materials so they may be easily identified and returned.

We will dispose of items not claimed within one week.

## STUDENT IDENTIFICATION CARD (ID)

- Students must have the ID at all times.
- They will use the ID for:
  - Attendance when arriving late
  - Dismissal when leaving early
  - Library
  - Cafeteria
  - Identification
- ID may not be mutilated or vandalized. If so, ID must be replaced immediately for a \$5.00 cost.
- If lost, student must pay \$5.00 for replacement.
- Picture must be exposed at all times. Therefore, students should wear their ID in a lanyard or clip. The lanyard must not have any offensive language or innuendo, nor promote drugs, tobacco, alcohol or inappropriate products.

## DISCIPLINE POLICY

Cupeyville School is committed to a safe and secure environment for all students and staff. All students are expected to follow the rules and regulations at all times during the school day, while on school property and when attending any school-sponsored or school-related activities, regardless of time or location.

The following are some but not all of the examples of inappropriate behavior that will bring disciplinary action, including immediate expulsion:

**Alcohol/drugs:** using, possessing, selling or being under the influence of alcohol, drugs, or other

intoxicants or possessing drug paraphernalia. (Refer to Drug Free Policy)

- **Plagiarism:** a student who knowingly and deliberately uses the words or thoughts of another person's material, whether it occurs in homework or on a major paper or on a class test, is dishonest and contrary to the principles of personal honor
  - As an institution, we are subscribed to the Turn-it-in web-based software suite that contains the Originality Check Plagiarism Prevention services. This program is used for students in grades 7<sup>th</sup> through 12<sup>th</sup>.
- **Cheating:** automatic "0" or a failure
- **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 educational 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. Students whose honor and integrity cannot be trusted fall short of the citizenship standards of the school.
- **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 in lockers and all areas of the school.
- **Smoking:** smoking or possession of related paraphernalia, including matches and lighters, on school grounds or at any school activity.
- **Vandalism:** intentionally destroying or defacing school and/or personal property. Students are expected to treat property with respect. Any damages to Cupeyville School's site property caused by a student will be the parents' responsibility.
- **Weapons of any kind:** possessing a dangerous weapon or using any object to inflict bodily injury on another person or to intimidate or threaten.
- **Kissing- Embracing:** public displays of affection are not allowed on the campus at any time.
- **Foul language/obscene gesture** are not allowed.
- **Planning or actually carrying out "fuga"**

- **Refusal to comply** with school regulations and/or with directives given by a faculty or staff members.
- **Detained, arrested or convicted** by any court of any offense, which brings discredit to the school.
- **Harassment** is 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 aggressions.
- **Bullying** is aggressive behavior that involves unwanted and repeated negative actions. (Verbal, physical, social, emotional or cyber). (Refer to Bullying Policy)
- **Gambling**: a bet, wager, or other gambling venture in school grounds.
- **Students are not allowed to use around school campus bicycles, skateboards or roller blades.**

## Cellular Phones

Cellular phones must be turned off during classes. Students are not permitted to use the phone unless there is a school emergency (i.e. fire, hurricane). Cell phones may not be used to take pictures unless authorized by a teacher. Phones will be confiscated by teacher if used during class time and given to the Dean of Discipline until parents meet with the Dean, unless it is used for educational purposes through a teacher guided activity. Teachers have the right to store the cellphones during class. 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.

## Portable Electronic Devices

Walkman radios, radios, CD players, iPods, MP3 players or similar devices are not allowed in school. Teachers will coordinate with the administration for the usage of this equipment for learning purposes (oral presentations, talent show rehearsals etc.). Students will be allowed to use laptops, iPads, or tablets for educational purposes. Cupeyville **School cannot be held responsible for loss or damage of any electronic device brought to school. Students must have their electronic devices at all times. Students are responsible for their electronic devices.**

If any device is missing in school, the student must notify it to the administration office immediately.

**All backpacks and lockers may be searched by the administration.**

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, etc.) is prohibited by law and legal action can be taken.

## **Hallway Behavior**

Cupeyville School students are to behave in an orderly manner in the halls and stairways at all times. Running, shouting and any other form of disturbance are out of order. Students that are free should be in the lunchroom or Information Centers. Students are not allowed in hallways during lunch period.

## **Assemblies**

Students move to all assemblies in order at the direction of their teacher or grade moderator. Attention and applause show appreciation of the assembly. Return from assemblies is in order and at the direction of the teacher. Silence is observed when it is evident that the assembly is about to begin.

# **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

## **Behavior Lookout Policy for Pre Kinder to 6<sup>th</sup> grades**

The purpose of this program is to encourage positive behavior in students. The program uses a rubric according to developmental stages of students. Skills and consequences vary according to grade level. Written notification will be sent to parents informing any inappropriate behavior. Parents must sign and return the form to the teacher.

If problem persists the student will be referred to the school principal where the situation will be evaluated for further disciplinary action which may include out of school suspension and/or expulsion.

## **Discipline Procedure for 7<sup>th</sup> to 12<sup>th</sup> grades**

At Cupeyville School we encourage positive behavior in our students. **For this reason students in 7<sup>th</sup> to 12<sup>th</sup> grades will be granted 100 points, per class each semester. This grade will be negatively affected if the student fails to comply with the school rules and Discipline Protocol.**

If a student's behavior is inappropriate the following procedure will be followed. (These may be modified depending on the situation)

Teachers will notify the Dean of Discipline in writing (Referral Form).

- **1<sup>st</sup> offense** Behavior Notification Referral will be sent to parents. **Points will be deducted from the 100 points of Daily Class.**
- **2<sup>nd</sup> offense** – Referral to Dean of Discipline, parents will receive a written notice and/or conference with parents.
- **3<sup>rd</sup> offense** – Written notice and one detention.
- **4<sup>th</sup> offense** – Written notice and in-school suspension.
- **5<sup>th</sup> offense** - The Discipline Committee will evaluate for further disciplinary action which may include out of school suspension and/or expulsion.
  - **A student may be referred to the Discipline Committee directly if a major offense has taken place or if repeated disciplinary concerns are present.**
  - **In case where severe violation of rules or violation of civil or criminal law has been committed, maximum disciplinary action will be taken immediately and the police or law enforcement authorities will be notified.**
  - **Cupeyville School reserves the right to require a student whose behavior is inappropriate to receive outside professional counseling as a condition for remaining in school.**

## **BEHAVIOR CHART**

Learning requires dedication, motivation, responsibility, and discipline among other things. In order to encourage students to do their best in the area of discipline, the Cupeyville School administration has established a 100 point conduct grade per semester per class for each student from 7<sup>th</sup> to 12<sup>th</sup> grade. Students who follow the established rules and regulations as stated in the Student Handbook and who also follow classroom rules as well, will receive **100 points for outstanding conduct at the end of each semester in each of his or her classes.**

However, the following points will be deducted from the conduct grade in each of the following areas every time a student fails to comply with any of the rules listed below.

<b>Conduct</b>	<b>Penalty</b>
<p><b>I. Uniform</b></p> <ul style="list-style-type: none"> <li>• Shirt out (boys)</li> <li>• No belt (boys)</li> <li>• Wrong shirt, jackets, sweaters, shoes or socks</li> <li>• Folding the skirts</li> <li>• Blouse (girls) excessive cleavage, colored underwear</li> <li>• Using PE uniform on a day when there is no PE</li> <li>• Using the wrong jacket</li> <li>• Beard (boys)</li> </ul> <p><b>*Student will be sent to Dean of Discipline for parents referral if:</b></p> <ul style="list-style-type: none"> <li>• Not wearing a vest underneath a jacket (girls)</li> <li>• Wearing casual clothes instead of school uniform</li> <li>• Wearing short skirt (not more than 2 inches above the knee)</li> <li>• Boys not wearing polo underneath their jacket</li> <li>• The student needs to shave or needs a haircut</li> <li>• Wearing tattoos</li> </ul>	<b>- 2 points</b>
<p><b>II. Books and Materials</b></p> <ul style="list-style-type: none"> <li>• Not coming prepared with your books and materials to class</li> </ul>	<b>- 3 points</b>
<p><b>III. Tablet and Laptop</b></p> <ul style="list-style-type: none"> <li>• Not bringing to class the tablet or laptop/materials needed for class</li> <li>• Not having your tablet/laptop ready for use(charged)</li> <li>• Being on inappropriate websites</li> </ul>	<b>-3 points</b>  <b>-5 points</b> <b>Plus written notification</b>
<p><b>IV. Food, Drink, Gum Chewing</b></p> <ul style="list-style-type: none"> <li>• Bringing food or drinks to the classroom after PE class</li> <li>• Eating or drinking in the classroom without permission (Only drinking water is permitted at any time)</li> <li>• Chewing gum in the classroom</li> </ul>	<b>- 2 points</b>
<p><b>V. Misbehavior</b></p> <ul style="list-style-type: none"> <li>• Running or jumping over desk in the classroom</li> <li>• Sitting on top of a desk or on top of a teacher's desk</li> <li>• Throwing any object at anyone</li> <li>• Leaving trash on the floor</li> <li>• Working on homework or classwork from another class</li> <li>• Repetitive interruptions</li> <li>• Falling asleep in the classroom</li> </ul>	<b>- 2 points</b>      <b>-5 points</b>
<p><b>VI. Late to Class</b></p> <ul style="list-style-type: none"> <li>• Late to class (excused only if you bring a written note from the Dean of Discipline, administration, nurse, a counselor or another teacher)</li> </ul>	<b>- 2 points</b>

<p><b>VII. Language</b></p> <ul style="list-style-type: none"> <li>• Foul language</li> <li>• Incessant talking, unnecessary noises or screaming</li> </ul>	<p><b>- 5 points</b></p> <p><b>Plus written notification</b></p>
<p><b>VIII. Cell Phone, IPod, other electronic devices use during class time</b></p> <ul style="list-style-type: none"> <li>• Making and receiving phone calls or texts</li> <li>• Using the phone for devious purposes</li> <li>• Taking pictures or videos</li> <li>• Playing games on your phone</li> <li>• Using IPods or any other electronic devices without permission</li> </ul> <p><b>*Refer to the Tablet/Laptop Policy in the Student Handbook for penalties regarding the misuse of devices in class and around school grounds.</b></p>	<p><b>- 5 points</b></p> <p><b>Plus confiscation of device</b></p>
<p><b>IX. Damaging school property and equipment</b></p>	<p><b>Disciplinary referral Plus payment of equipment</b></p>
<p><b>X. Bullying</b></p> <ul style="list-style-type: none"> <li>• Verbal, physical, emotional or cyberbullying</li> </ul>	<p><b>Disciplinary referral</b></p>
<p><b>XI. Cutting Class</b></p> <ul style="list-style-type: none"> <li>• Cutting class</li> <li>• Leaving the classroom without permission</li> <li>• Excusing yourself from the class for a valid reason and then not returning promptly or at all without a valid written excuse</li> </ul>	<p><b>- 10 points</b></p> <p><b>Plus disciplinary referral</b></p>
<p><b>XII. Academic Dishonesty</b></p> <ul style="list-style-type: none"> <li>• Copying tests/homework</li> <li>• Plagiarism</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Forging parent's signature</li> </ul>	<p><b>0 on the work assigned</b></p> <p><b>Plus disciplinary referral</b></p> <hr/> <p><b>-10 points</b></p> <p><b>Plus disciplinary referral</b></p>

## 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's notice. A student who fails to report to detention at the assigned date and time will have the penalty doubled and will be referred to the Disciplinary Committee.

### **Suspension:**

A student who is suspended is temporarily excluded from classes and activities 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 less severe measures.

#### **In-school suspension:**

Is a regular class day and the student should be taken to the office and spend the day working. The student will not participate from recess and will have snack and lunch in the office as well. Parents will pick up the student at the end of the day in the administrative offices.

#### **Out-of-school suspension:**

The student must stay at home for one day and he/she will get a "0" in each class work, test, quiz or project given during that day. The suspended student may not participate in sports and extra/co-curricular activities that take place the week of the suspension.

### **Disciplinary Probation:**

A student placed on probation must agree to plan for correcting the behavior and meet with the school counselor/social workers or psychologist regularly during the probation period.

### **Disciplinary Committee:**

The Disciplinary Committee is composed of 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 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.

### **Academics and Participation in Sports/Co-Curricular Activities**

If a student has failed a class at the end of a semester, the principal or director will suspend the student from the activity or the team to which he/she belongs for the remainder of that particular season or the end of the next grading period, whichever comes first.

### **Conduct and Participation in Sports and Extra/Co-Curricular Activities**

A student receiving a disciplinary referral or an academic probation will be put on ineligible status and may not take an active part in sports, clubs or co-curricular activities.

## **BULLYING POLICY**

### **“CYBER-BULLYING”, “BULLYING” & “HARASSMENT” PROTOCOL**

- “Bullying” or harassment refers to when an individual is the repeated target of negative actions by one or more persons.
- “Cyber-Bullying” or harassment refers to when an individual is exposed repeatedly to negative actions by one or more persons, through the use of technology or/and media such as: e-mail, text messages, “blogs”, mobile phones, social web, etc. An act of “Cyber - bullying” can be as simple as the consistent sending of e-mails to an individual who has expressed that he does not want these. These can include threats, sexual comments or demeaning labels. Hacking a social web account and or publicizing material in another person’s name with the intention of ridiculizing or defaming also is considered “cyber- bullying”.
- “Harassment” means any type of threat, insult or dehumanizing act , use of facts or program of computer, verbal, written, or physical against a student which:
  - Places the student in a position of reasonable fear of threat to their physical integrity and/or property.
  - Has the effect of interfering in his academic development and/or opportunities.
  - Has the effect of substantially interrupting the operational order of the institution.

The behaviors of “bullying”, “cyber-bullying” and “harassment” include but are not limited to:

1. Provocation
2. Nicknames or name calling
3. Spreading rumors
4. Making up stories to get others in trouble
5. Kick, push or ignore a student

6. Hide or damage another student's property
7. Threats
8. Manipulate other students into doing things which they do not want to.
9. Publish false or embarrassing comments about a student.

Cupeyville School has a commitment of creating a positive and safe environment which permits learning and social development of our students. For this reason, we have adopted a no tolerance cyber-bullying policy.

When a victim, family member or student reports a situation or suspicion of a situation of "cyber-bullying", the following protocol should be activated immediately:

A written report of the incident (Bullying Incident Report Form) will be filled out and will include evidence of the cyber- attack if possible.

1. The Dean of Discipline and the Counseling personnel will proceed to manage the situation.
2. The affected student will be interviewed in order to hear his/her version of the situation.
3. The alleged aggressor "cyber-bully" will be interviewed.
4. The "Bullying Consequence Form" will be filled out.
5. **First Offense** – The alleged aggressor will be advised to cease and desist of inappropriate conduct. They will also be reminded of the "cyber-bullying" school policy and of the consequences which these behaviors can bring. The Parents of the students of both the affected part as well as the aggressor will be notified (via a phone call).
6. **Second Offense**- A meeting will be set up with the Parents of both parts which is to include, the Dean of Discipline and Counseling Personnel.
7. **Third Offense or More**- One of the following disciplinary actions will be imparted immediately: community service, suspension and/or disciplinary probation.

Cupeyville School is committed to creating a safe, healthy, and positive learning environment for all students that enhances personal respect, dignity, and equality among students. Therefore, we prohibit bullying, intimidation, and harassment and will not tolerate it in any form. Cupeyville School is committed to look out for the best interest of the school community.

***"Ley #37 del 10 de abril de 2008: Ley del Consejo General de Educación de Puerto Rico"***

***\*Information containing any complaints of bullying/intimidation/harassment must be treated confidentially.***

## **Actions to be taken**

**The school has a zero tolerance policy for any behavior by students and staff that makes for an uncomfortable and threatening learning environment for students and school personnel.**

Any Cupeyville student on campus, during school hours, or off campus on school-sponsored activities, who has been the subject of prohibited harassment by other student or member of the faculty or staff, should immediately report such incidents.

## **DRUG FREE AND PROUD OF IT SCHOOL PROGRAM**

Cupeyville School is committed to educating our students (at all levels) of the danger of illegal substances. It is the full intent of our school to protect the security of all students and to take quick and decisive actions with respect to the use of illegal substances such as alcohol, marijuana, opiates and other drugs.

The purpose of this program is to help protect the health and well-being of all students, help counteract negative peer pressure by providing students with a reason to refuse drugs, assist in fundamentally creating a culture in our school regarding tobacco, alcohol and other drug use, and to encourage and assist students with drug problems to seek help in overcoming them.

## **Drug Free School Statement**

Drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon the positive image a Cupeyville School student must uphold.

Therefore, any possession, use, sale, or distribution of illegal substances will be handled with great seriousness and confidentiality. Distribution of prescribed medication will also be referred to the administration. In determining what is best for the students and the school, the administration will consider all the relevant facts and circumstances surrounding any incident that is brought to its attention.

All lockers are property of Cupeyville School 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 his/her 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.

Cupeyville School 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.

**Any student who is discovered possessing, using, selling, taking pictures, and/or distributing illegal substances (alcohol, drugs, intoxicants or medications) will face a disciplinary process conducted by the school administration and the Disciplinary Committee 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:

1. intent (possession, use, sale, distribution)
2. location (buildings, school grounds, field trips, athletic events, activities sponsored by the school, others)
3. circumstance
4. student's record
5. harm to user or others
6. school community input
7. level of criminality

## **Prevention Program**

Periodically the school brings dogs trained to search and detect the presence of any illegal substances or weapons.

- Conferences for students and parents given by federal agencies, which provide educational opportunities about drug prevention and drug treatment.
- The Health curriculum also provides information regarding drugs.
- **Mandatory drug testing program for:**
  - **All students in grades 9<sup>th</sup> to 12<sup>th</sup>**
  - **Students on probation(academic or disciplinary)**
  - **Students receiving financial aid**
  - **New students applying for high school (10<sup>th</sup> – 12<sup>th</sup>)**
- Parental consent form for the drug test must be signed at the beginning of the school year.
- A test with a hair follicle or a urine specimen will be conducted in the school infirmary by a certified laboratory and keeping strict confidentiality and wellbeing of the student.
- The drug test will detect the presence of Cannabinoids (Marihuana), Opiates, Cocaine

Metabolites, Amphetamines and Phencyclidine (PCP).

- The cost of the test will be covered by the parents and must be paid before the first day of classes.
- Results and information obtained through this program will be strictly confidential and will be provided **only** to parents or legal guardians by the program Director.
- In case of positive results:
  - ❑ **First offense:** Parents will be notified immediately. A new test will be conducted randomly. The discipline committee will evaluate for further disciplinary action which may include out of school suspension and/or expulsion.

Cupeyville School reserves the right to require drug testing at random during the school year to any student.

## Athletic Department

This Athletic Handbook is a reference guide for coaches, student-athletes and parents, concerning the policies that govern interscholastic athletics at Cupeyville School. Student athletes, parents, and coaches are responsible for knowing the contents of this handbook 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 his/her team members to the rules, regulations, and policies governing athletics at Cupeyville School. 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 Cupeyville School. 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 the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school and the team. Cupeyville School 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

Cupeyville School 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 Cupeyville School 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.

## **Sportsmanship**

As members of the Cupeyville School 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 sportsman like behavior is to be showed by our players and spectators:

- a. Be prompt to practices and games.
- b. Shake hands with opponents before and after the game.
- c. Respect the official's judgment in interpretation of the rules.
- d. Accept both victory and defeat without being boastful or bitter.
- e. Cooperate with the coach and fellow players in promoting good sportsmanship.
- f. Encourage team work on and off the field.
- g. Be respectful to others.
- h. Exercise self-control in all circumstances.
- i. Accept seriously the responsibility and privilege of representing the school.
- j. Positive cheering only. Spectators should not shout coaching comments (leave 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 Cupeyville School 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 schedule 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 the most valuable life lesson an athlete takes from a good athletic program.

If a student-athlete wants to commit to play on two sports in the same season; it will be necessary for the Athletic Director, coach, student and parents to conference and agree to team commitment terms.

## **Athletes Expectations**

**Student athletes are representatives of their school.** As ambassadors of the Cupeyville School 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 responsibility into the classroom. Any team member found to be cheating in class work 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 Cupeyville School):**

- It is the students responsibility to inform the teacher that he or she will be absent to 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. Failure to do so may have consequences in their participation in the athletic program.**

## Eligibility

No student shall be kept from participation in athletics at Cupeyville School 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 who is new at Cupeyville School for grades 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> is ineligible to play for one full school year, as stated by league policy. The following are the exceptions: (A waiver request is needed.)
  - The student is transferring to Cupeyville School from a school that does not have a 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades.
  - The student is transferring to Cupeyville School because of a Legal Change of Residency by the Parent or Legal Guardian. *Legal Change of Residency is defined as moving from one Senatorial District to another, established by the Electoral Law of the Commonwealth of Puerto Rico; or moving from any jurisdiction outside of the Commonwealth of Puerto Rico.*
  - The student is transferring to Cupeyville School because his/her Parent or Legal Guardian is employed full-time by the school. *The transfer must take place within the first two years of his/her Parent or Legal Guardian employment in the school. Supporting evidence must be accompanied with the Waiver Form.*
  - The student is transferring to Cupeyville School because his/her Parent or Legal Guardian has been granted or denied Military Educational Benefits. *In the case of denial, the student must return to the school which he/she transferred from originally. Supporting evidence must be accompanied with the Waiver Form.*
- 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 school work)
- 7<sup>th</sup> and 8<sup>th</sup> grade students may not participate in two sports during one season.

**The coach will contact the student-athlete and his or her parents to inform them of any eligibility issue 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.)

## **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.

## **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 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.

**Student athletes will 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 he/she tests positive, until the student completes an appropriate course of counseling or treatment, and tests negative again.**

(See Drug Free and Proud of it School Policy for more information).

## **Transportation**

Cupeyville School will provide transportation for the league games. Only student-athletes of the team and the coaches will be allowed on the bus. The coach is responsible for enforcing all rules and regulations set forth by the school and bus driver. The coach is 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 parent with prior permission 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 game/contest site.** Mini 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 prior to 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.

## **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 his/her 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 his/her academic success. No athlete who quits will be allowed to rejoin the team that season. If an athlete quits without the consent of the coach and Athletic Director, he/she will not be eligible to play a sport in the following athletic season. The athlete also forfeits all awards and/or letters for that sport.

### **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 around the house, to restaurants, PE class, etc.**

### **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 will be removed from that game/contest and will remain out of that game or any time deemed necessary by the coach. Any athlete receiving a caution or technical in two consecutive games will 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 Athletic Director and Dean of Discipline and/or Principal. Request for an appeal must be made in written form in the administration office.

## **Conflict Resolution**

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

**First step: Student-athlete contacts coach** – The student should present the conflict/issue to the coach as soon as possible. It is always best for students to become their own 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's year, Cupeyville School 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.

Middle school, Varsity and JV 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. Cupeyville School student-athletes are also recognized for their exceptional sportsmanship and commitment to the school. A number of 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 Valuable Player Award (Mini, Jr. High, JV, and Varsity)** is presented annually to the student athlete who has demonstrated not only talent (performance), but also leadership, responsibility, honesty, teamwork, commitment and sportsmanship.

**The Most Improved Player Award (Mini, Jr. High, JV, and Varsity)** is presented annually to the student athlete who has demonstrated hard work, commitment, and improvement in developing their individual skills.

**The Sportsmanship Award (Mini, Jr. High, JV and Varsity)** is given to an athlete who has demonstrated responsibility, punctuality, teamwork and commitment to the team.

## **EXTRAORDINARY EXCLUSION**

When parents apply for a child's entrance to Cupeyville School, they thereby understand and agree that the school reserves the right to exclude the child at any time if the conduct, attitude, emotional stability, or academic standing is regarded as undesirable by the Administration. It is understood that Cupeyville, or any of its administrative officers or faculty, shall not be liable in any way for such exclusion.

Cupeyville School Inc. shall not be liable in any way for trips sponsored or organized by any person or entity other than the school administration.

## **EMERGENCY DRILL PLAN**

Cupeyville School Emergency Procedures Manual may be found on PlusPortal.

### **FIRE DETECTION SYSTEM**

Tampering and/or activating the Fire Detection System will mean automatic expulsion.