

THE EPISCOPAL CATHEDRAL SCHOOL
SAN JUAN, PUERTO RICO



STUDENTS HANDBOOK

TABLE OF CONTENTS

Page Number

Table of Contents	i
Preface	1
General Information	2
History	3
Mission Statement	4
School Philosophy / Objectives	5
Teacher Profile	6
Administration	6
Student Services	7
After School Program (Homework Supervision Program)	7
Admission	9
Admission Requirements	9
Early Application	11
Withdrawals	11
School Hours	12
Attendance	13
Tardiness	13
School Curriculum	14
Special Education	15
Credit Requirements	16
Grading and Reports	16
Academic Requirements	17
Graduations	18
Profile of a Graduate	18
Academic Policies	19
Summer School	19
Discipline	21
General Guidelines for Demerits	22
Disciplinary Infractions	23
School Policies (Bullying, Harassment, Cyber Bullying)	26
School Policy on Student Use of Network Resources	28
Uniform Code	29
Uniforms	31
Activities Dress Code	32
Jean Days	32
Casual Days	32
Policies concerning parents	33
General Rules and Regulations	34
Health Services / Medications	35
Asthma Policy	36
Organizations	37

PREFACE

The Episcopal Cathedral School is a private Church-owned institution. Therefore registration of a student by the parents or legal guardians signifies their support and approval of all academic, administrative, and student policies adopted by the school.

The Episcopal Cathedral School, as a private Church-owned educational institution, is entitled and reserves the right to determine the composition of its student body.

The Episcopal Cathedral School's acceptance of a student applies only for the academic year in which the child is enrolled. The school in no way guarantees the continued acceptance and/or re-enrollment for future years.

The Episcopal Cathedral School (ECS) is also a non-special-needs private educational institution. Therefore, it does not have, pursuant to its specific educational mission and philosophy as a college preparatory school ("Prep School"), any special education program(s).

PLEASE BE ADVISED THAT ECS IS NOT EQUIPPED TO HANDLE BEHAVIORAL PROBLEMS AND/OR STUDENTS WITH SPECIAL NEEDS. THEREFORE ITS ENTIRE STUDENT POPULATION MUST FULLY COMPLY WITH THE ACADEMIC STANDARDS AND THE CONDUCT CODE ESTABLISHED BY THIS SCHOOL.

PARENTS IN SENDING THEIR CHILDREN TO THE EPISCOPAL CATHEDRAL SCHOOL AND STUDENTS IN COMING HERE ACCEPT THE JUDGEMENT OF THE HEADMISTRESS OR MEMBERS OF THE ADMINISTRATIVE STAFF AS FINAL IN MATTERS OF DISCIPLINE, DRESS, AND APPEARANCE AT SCHOOL.

THE EPISCOPAL CATHEDRAL SCHOOL

General Information

Licensed by the “Consejo de Educación” of Puerto Rico and accredited by The Middle States Association of Colleges and Schools, Comisión Acreditadora de Instituciones Educativas (C.A.D.I.E.), and a member of the following educational organizations:

Puerto Rico Private Schools Association
Caribbean Counselors Association
Club de Oratoria de Puerto Rico
English Forensic League of Puerto Rico
National Honor Society
National Junior Honor Society
National Elementary Honor Society
National Association Student Councils

FOREWORD

The Episcopal Cathedral School is a self-supporting, nonprofit, coeducational diocesan day school owned and operated by ***La Iglesia Episcopal Puertorriqueña, Inc.***, and housed within the grounds of the Cathedral Church of St. John the Baptist. As an educational endeavor of the Church, it admits students of any racial, national, religious, or ethnic origin who can meet the necessary scholastic standards. All teaching is in English except for required Spanish classes taught in all grades.

HISTORY

With the expanding economy and the geographic significance of Puerto Rico, bringing with it a large influx of people from all parts of the world and particularly from the continental United States, the need for bicultural education grew in many places in Puerto Rico. It was in 1946, principally through the work of the late Very Reverend Arístides Villafañe, Dean of the Cathedral Church of St. John the Baptist, that a bilingual, bicultural kindergarten was begun on the grounds of the Cathedral. The little school met with such success that in ensuing years other grades were added until all grades through high school were represented. The Episcopal Cathedral School has grown into one of the best college preparatory schools in the capital city of San Juan. It is noteworthy that graduates of the school are accepted consistently at the colleges and universities of their choice both here and in the United States.

VISION STATEMENT

**At The Episcopal Cathedral School,
we believe in educating the whole child
(intellectual, physical, emotional, social, spiritual, aesthetic)
in a supportive, student-centered school community
that values the rigors and joy of active learning and the dignity,
self-worth, and potential of each individual.**

MISSION STATEMENT

**The Episcopal Cathedral School strives to foster these guiding principles:
character built on personal integrity, compassion, and respect;
disciplined scholarship grounded in intellectual curiosity,
independent thought, and effective communication;
and the development of courageous, civil, and responsible leadership.**

Our mission is to:

**offer our students the finest preparation for college;
inspire in our students a lifelong love for learning;
invite each student to deepen his or her relationship with God;
encourage each student's social, cultural, and physical development;
challenge our students to become leaders, living as individuals of
conscience, compassion, and action.**

The Episcopal Cathedral School strives to accomplish this mission by demonstrating personal care and concern for all of its students and by celebrating their unique gifts and diversity. In turn, students are expected to become responsible participants in the college prep community and beyond and are encouraged to use their talents in the service of others, especially to those in need, for the glory of God.

ECS fosters academic excellence through comprehensive curricula, rigorous standards, and challenging assessments. Faculty members will guide students to master intellectual, physical, and creative skills; to acquire knowledge; and to think critically, creatively, and independently. The Episcopal Cathedral School will emphasize teaching cultural understanding and responsible citizenship to its diverse student body so those students may become compassionate and informed participants in local and world affairs.

SCHOOL PHILOSOPHY AND OBJECTIVES

Holy Scripture reveals that God has created Man and Women in His own image, whose image consists of human beings' ability to reason. It is this ability to reason that distinguishes mankind from all other animals on this earth. It therefore becomes imperative that humans use all means available to develop and deepen this God-given image.

Formal education is one of the means best suited to the developing of rational ability. The Episcopal Cathedral School believes that a good education is more than just a privilege; because of the image of God in Man and Women, it is an innate right of every human being.

However, the educative process does not take place *in vacuo*: there is always a concrete setting of culture and community, and certainly the current needs of the community served should be reflected in the major goals of any school.

Finally, it is to be remembered that a group of students assembled in the classroom is nonetheless a group of individuals. Provisions must be made for the education of the student as an individual; not merely as a member of a class, a group, or community.

Therefore, guided by this basic educational philosophy, The Episcopal Cathedral School has set itself the accomplishment of the following major objectives:

- To foster a Christian atmosphere in which the basic methods of formal education can best be utilized and to provide our students with a basic foundation in Christian ethics with Biblical emphasis.
- To provide the best possible educational facilities at the lowest possible cost so that a good college preparatory education is made available to families of middle income.
- To emphasize the acquisition of a spoken and written command of the English language, thereby preparing our students for the realities of modern Puerto Rican life.
- To broaden each student's knowledge of the Spanish language, thus developing his or her appreciation of, and respect for, Hispanic literature, history, and tradition, on which the cultural heritage of Puerto Rico is based.
- To show concern that the individual student achieves his or her full potential, both scholastically and spiritually.
- To encourage the development of awareness on the part of the student of the fields of potential interest open to him or her.
- To prepare the students to compete on equal terms with students of any college.
- To equip all of our students with the necessary tools, such as reading, writing, listening, problem solving, as well as critical thinking, for success in an ever-changing world.
- To enable our students, through technology and media communications, to identify issues facing the global community.
- To foster a deep sense of community awareness in our student body.

TEACHER PROFILE

THE EPISCOPAL CATHEDRAL SCHOOL faculty members (teachers and aides) promote with their example and teachings the development of the whole child. All faculty members have committed themselves to work towards the established goals and educational objectives set by the institution. Faculty members will:

- o Promote the evangelical values and beliefs of the Episcopal Church.
- o Promote student's academic performance within an active and collaborative learning environment. It's our goal to see that our student body performs above the 75 percentile.
- o Be creative, artistic, and enthusiastic.
- o Participate in team work with fellow teachers and school administrators.
- o Treat their students with love, justice, equality, and objective serenity.
- o Value educational effort of its fellow workers.
- o Maintain confidentiality about academic records and social or personal situations concerning students.
- o Make ethical use of all media equipment and integrate technology to curriculum.
- o Plan daily lesson plans based on student's profile and academic needs.

ADMINISTRATION

ADMINISTRATION -- The administrative organization of The Episcopal Cathedral School is composed of the following: The Cathedral Chapter (Cabildo); Board of Advisors, Headmistress and Administrative Staff. However, final authority in all matters in the operation and administration of the school is vested in the Bishop of Puerto Rico, who may at any time veto, revoke, or change any decision of the Board of Advisors, or Headmistress.

DEAN OF THE CATHEDRAL – The Dean is the Vicar of the Bishop at the Cathedral Church. He is appointed by the Bishop of Puerto Rico.

ADVISORS COMMITTEE - The Advisors Committee consists of members appointed by the Bishop. The principal duties of the Board are to advise the Headmistress as to the general administrative and educational policies of the school.

HEADMISTRESS – The Headmistress is appointed by the Bishop of Puerto Rico and is the Chief Executive and Operating Officer, responsible for making the ordinary administrative and educational decisions. She is responsible of all staff and faculty appointments. She oversees the process of admission of new students and decides upon the dismissal or suspension of students (due to disciplinary or academic reasons). In the absence of the Headmistress, these duties devolve to the Assistant to the Headmistress for Administration.

ADMINISTRATIVE STAFF - The Administrative Staff is made up of the following persons: Headmistress, Assistant to the Headmaster for Administration, School Principal, Secretary, Registrar, Human Resources Coordinator, and Financial Officer. The Headmistress and Assistant for Administration are the major executive officers of the school and have the corresponding authority over teachers, students, and other staff members. Administrative Staff meetings are held each week or more frequently, if necessary.

STUDENT SERVICES

COUNSELING – Counseling services are offered through a full-time licensed professional counselor. The role of the school counselor is to help students focus on academic, career, and social/emotional development so they can achieve success in school and are prepared to lead fulfilling lives as responsible members of society. Students and parents should feel free to obtain an appointment with the Counselor at any time.

LIBRARY/MEDIA CENTER – The school library is at the service of all ECS students and faculty members. It is open daily for the purpose of reading, studying, and the borrowing of books. An atmosphere of quiet and decorum is preserved in the library. Students may use computers in the library only with the permission and under the supervision of the librarian. Internet access is allowed only in accordance with the rules established by the school.

CHAPLAIN SERVICE – Chaplain services are offered by priests of the Church. They are in charge of spiritual guidance and all religious services. They also work with parents whenever necessary.

CAFETERIA PRE-PAID LUNCH TICKETS — **Pre-paid** Lunch tickets are sold at the Cafeteria. All other purchases at the Cafeteria can be made in a cash or credit card. They cannot be used for breakfast or during break; they are good only for lunch. The ticket has no expiration date and can continue to be used until all ten lunches have been received. **The School is not responsible for any lost ticket.**

Student's not eating lunch from the cafeteria should bring their lunch from home. If your child doesn't bring lunch, he or she should purchase lunch from the cafeteria and you will be billed accordingly. **Parents are not allowed to bring any fast food during the day.** If there is an emergency, a call should be made to the office.

Sodas will not be sold to or allowed to be brought from home for elementary students.

Students with special dietary needs should bring snacks/meals from home.

Menus for the coming month are handed out to all students at the beginning of each month and posted online on the school's website and Facebook page.

AFTER SCHOOL PROGRAM – As part of the After School Program, the School offers a Homework Supervision Program and After School Activities. The purpose of the After School Program is to allow students from Kinder to 8th grade a quiet, air-conditioned atmosphere to do their homework before they are picked up by parents. They are supervised by a teacher in order to maintain a quiet and disciplined program and make sure students complete most or all of their homework.

Please bear in mind, that the program **is not a tutoring service.** Parents are responsible to verify their children's homework on a daily basis

Students enrolled in the After School Program should report to the designated classroom at the sound of the 3:15 pm bell. The Episcopal Cathedral School closes the entrance and exit gates at 3:15 p.m. After this time **no student** is permitted in the school premises, except for those who are registered in the After School Program, or in supervised activities, school organization meetings, or other official school activities.

All programs/activities end at 6:00 p.m.

The enrollment in the After School Program is for the whole academic year. Therefore, neither reductions nor refunds are to be made for vacations, school holidays, or early withdrawal from the program.

ADMISSION

The Episcopal Cathedral School as a private educational institution reserves the right to determine the composition of its student body.

ADMISSION REQUIREMENTS – Every person whose enrollment at The Episcopal Cathedral School is desired for the coming school year is a “candidate for admission”, whether or not he or she is presently enrolled at said school.

The Episcopal Cathedral School is authorized under Federal Law to enroll non-immigrant alien students.

For a new student to be considered for admission to The Episcopal Cathedral School the parents **must** do the following:

1. Make appointment to take the entrance examination given by the school.
2. Complete and submit within the prescribed time period the registration forms obtained at the school office.
3. Submit a 2”x 2” photograph.
4. Submit the Social Security number (preferably with the original card to be photocopied by the school).
5. Submit an original birth certificate to be photocopied by the school.
6. Submit the academic record (official copy) from the previous school (grades 1st through 12th).
7. Submit a letter of recommendation from an administrative officer of the previous school attended.
8. Be personally interviewed by a designated member of the administrative staff.
9. Submit up-to-date original P-VAC-3 Vaccination Form.
10. Kindergarten candidates may be required to participate in the Kinder Immersion Summer School Program.
11. A psychometric evaluation **may be** requested as part of admission requirement.
12. Two letters of recommendation from the previous school **may be** required.

The candidate himself or herself must:

- Be personally interviewed by the Headmistress of ECS or a designated member of the Administrative Staff.
- Candidates for Kindergarten must complete their fifth (5th) birthday before the end of the month of October in the school year for which they are applying. A psychometric evaluation may be requested as part of admission requirement. They must also submit the results of an eye and physical examination.

The determination of acceptance and/or enrollment is based upon the following principles:

1. The Episcopal Cathedral School as a private educational institution reserves the right to determine the composition of its student body.
2. Complying with the above application process does not guarantee acceptance for enrollment.

3. The Episcopal Cathedral School is a community of educators. It is therefore stated and hereby made known to all interested parties and/or applicants that the acceptance and/or enrollment of a candidate is an institutional determination and made in good faith after the examination and assessment of the applicant's complete "application process". The institution makes said examination and assessment as an educator's value judgment.
4. Parents of enrolled students commit to maintain their financial accounts with school up to date. At the end of every academic semester school accounts must have been kept up to date in order to be considered to be admitted to classes in the second semester and/or be considered for re-enrollment for the next school year.

Candidates are informed of the decision of the Administration with respect to their acceptance at The Episcopal Cathedral School by means of an official letter mailed by the Registrar. Presenting the Administration Office with the registration forms completely filled out, the required documents, and accompanied with the payment of the registration fee completes matriculation.

Candidates who are placed on the waiting list may contact the school at their convenience for further details.

All acceptances shall be regarded as conditional pending the final report on the candidate from his or her previous school and the successful completion of any required summer studies. These candidates will be placed automatically in academic and conduct probation for that school year.

EVALUATION PERIOD – All new students accepted will undergo an evaluation period during their first quarter. If during this time the Headmistress determines that the school is unable to meet the needs of the new student, his or her parents will be required to withdraw their child. Such a recommendation would occur after a conference with the parents. As a reminder, all new students are automatically placed on Academic and Conduct Probation.

Orientation Days for parents and students (K through 12th grades) is offered at the beginning of the school year. Orientation Day begins at 8:00 A.M.

FINANCIAL OBLIGATION – All families **MUST** complete, sign, and return the tuition/enrollment agreement form at the time of enrollment of the student every academic year. The school reserves the right to withhold final exams to students whose parents and/or legal guardians have school bills pending payment. **NO OFFICIAL DOCUMENTS WILL BE GIVEN UNTIL THE STUDENT'S FINANCIAL RECORD IS UP TO DATE. ALSO, GRADES POSTED ONLINE WILL BE BLOCKED. THE STUDENT CAN BE SUSPENDED FROM SCHOOL FOR ANY ACCOUNT WITH MORE THAN ONE MONTH IN ARREARS.**

Checks returned by the bank to ECS due to non-sufficient funds will be handed as follows: a check return charge of \$50.00 is made on the first offense. The check will be re-deposited or substituted by another method of payment. **NO CHECKS will be admitted** from that moment as method of payment. **ONLY CASH, ATH, or CREDIT CARD** payments will be accepted.

All compulsory payments must be met on due date. These include monthly tuition, After School Program, Special fees, Contingency Fund, Yearbook, Graduation Fees, Locker rental, and Technology fee, Instrument Fee. A late fee charge of 10% will be applied on any payment not met by the 10th of the month. If the 10th of the month falls either on a Saturday, Sunday, or holiday, payment must be made on a prior (before) working day.

EARLY APPLICATION FOR ADMISSION FOR STUDENTS CURRENTLY ENROLLED – Early application for admission is offered to students presently enrolled at ECS. **This application is provisional depending on end-of-the-year evaluation, when each student’s record is discussed by the faculty and administration.** For those students not recommended by faculty and administration at the end of the school year to be admitted to ECS for the following year, the enrollment fee will be refunded.

The criteria used by faculty and administration in the end-of-the-year evaluation are the following:

1. The overall behavior pattern of the student during the past academic year.
2. Grades and overall scholarship pattern.
3. **Financial records must be up-to-date at the end of the school year.**

A student will not receive re-enrollment papers for Early Application Admission if he or she is under strict conduct or academic probation and or is behind school payments.

Additionally, faculty and administration reserves the right to consider any other criteria which, as educators, they may deem proper. This may include students whose financial records have had erratic payment patterns (frequent late payments of school fees, continuous incomplete payments, and frequent checks returned by the bank).

Those students not recommended by faculty and administration will not be admitted to ECS for the following year. In such cases, the enrollment fee will be refunded.

WITHDRAWALS

Since The Episcopal Cathedral School has an obligation to its employees, students are considered enrolled for the entire school year. Therefore, neither reduction nor refunds are to be made for vacations, school holidays, and/or withdrawals.

In the event that a parent wishes to withdraw his or her child from ECS, the following procedure must be followed:

1. The parent must send the Headmistress a written letter to the effect that the child is to be withdrawn.
2. A transcript is sent to the child’s new school upon request from the parent and payment of the required fee.
3. Any student in grades Kinder-12th who leaves before the end of the school year will receive grades as of withdrawal time.

No transcript will be sent until **all financial accounts are settled** with the Finance Office and the above mentioned letter has been received by the Headmistress. **UPON THE WITHDRAWAL OF A STUDENT NO DEDUCTION OR REFUND OF ANY PAYMENT WILL BE MADE.**

SCHOOL HOURS

Grades Kinder through 12th are in session from **7:50 A.M. through 3:00 P.M.** An After School Program is provided for students in grades Kinder through 8th. The hours are from **3:15 P.M. to 5:00 P.M. or 6:00 P.M.**

The Episcopal Cathedral School **does not assume any responsibility** for students that arrive to the school grounds before 7:15 am and/or stay after 3:15 pm or 6:00 pm, respectively, inside or outside the school grounds. For early dismissal days (half days, days with activities, etc.), the school will not be responsible beyond a half hour after dismissal. Parents assume all responsibility for their children outside of the school grounds. It is not the school's responsibility to provide supervision for any student participating in non-school-sponsored extra-curricular activities. The school is not liable for any injuries or accidents that may occur before or after the times stated above.

Parents who find it difficult to be on time when their children finish school because they work late or for any other reason, must assume total responsibility for their child and make transportation arrangements in order to pick them up on time. It is not the school's responsibility to provide supervision for students remaining before or after school hours.

Any student left unattended by parents after 3:15 pm that are not in any after school program or activity will be sent to a classroom for supervision. Parents will be charged \$25.00 for the child's supervision.

Students who are participating in the After School Program are enrolled for the whole academic year. Any student not picked up at the end of the After School Program, a late fee of \$25.00 will be charged. Additionally, neither reductions nor refunds are to be made for vacations, and/or school holidays, or early withdrawals from the program.

During days with activities (Frolic, Christmas, etc.) or half days (dismissal at noon) students must be picked up at the established dismissal time. **Failure to do may result in the late fee being applied.**

Our student's safety and welfare is very important. Therefore, the children should be picked up as soon as possible. Those who have to wait long periods of time for someone to pick them up, as well as the ones who are still on school premises after 6:00 pm, will be referred to the Headmistress. If a persistent pattern occurs, the school reserves the right to refer any case to the Social Services Department.

The Episcopal Cathedral School does not assume any responsibility for private tutorial services and/or extra-curricular activities. Even though the school does not assume such responsibility, it exhorts the parents to pick up their child on time.

ATTENDANCE

Students are expected to be in school and on time on all days when school is in session. Parents are responsible for the attendance of their children at school. As a guide for parents, ECS considers the following to be valid reasons for absence from school: sickness, death in the family, or health treatment.

In all cases of absence the Headmistress's office should be notified. Parents may inform the school of authorized absence by calling the school on the day of the absence between 7:30 A.M. and 9:00 A.M. A student returning after an absence MUST present a written excuse from his or her parents to the School office.

Once the student arrives at school in the morning, he or she may not leave the premises without parental permission and/or permission of the Headmistress until the school day is over.

The administration reserves the right to withdraw a student from school if it believes that excessive absences are deteriorating his or her academic performance. **ONLY** medical excuses will be counted as valid for any **excessive absences**.

Parents should understand that it is the nature of children to use any possible excuse, or even non-excuse, to be absent from school. Therefore, should your child tell you that he or she has no classes on a given day because one or more teachers are or will be absent, this is not correct. When teachers are absent, whether for a field trip or sickness, or for any other reason, a substitute will always be available. Unless word to the contrary has been sent directly from the school's office, classes will always be in session on any regular school day.

A STUDENT RETURNING TO SCHOOL AFTER AN ABSENCE DUE TO A CONTAGIOUS DISEASE WILL NOT BE READMITTED UNLESS HE OR SHE BRINGS A NOTE FROM THE DOCTOR

PARENTS ARE NOT TO SCHEDULE VACATIONS, EXTENDED WEEKEND TRIPS, ETC., FOR THEIR CHILDREN THAT CONFLICT WITH CLASS DAYS OR EXAMINATION DAYS, ESPECIALLY FINAL EXAMS. The SCHOOL CALENDAR appears at the end of this handbook (school reserves the right to make any changes to school calendar upon any particular need arising during the academic year). The school will not be responsible to provide any missed work or materials nor reschedule any exams for the time missed. The student may receive a 0 for any missed assessments.

If the student is absent from a semester final exam due to sickness or death in the family, the student must present a valid, written excuse. If the absence is unexcused, the student will not reschedule the exam and will receive a 0.

The school gives out, and posts on the web page, to every student an up-dated activities/menu calendar at the beginning of each month.

TARDINESS

The School day begins at 7:50 am. Students should be present in their respective first period class at 7:55 A.M. The Security guard will give an "Admission Slip" to students entering the school premises after the first bell, 7:55 a.m. This attendance check will be marked as TARDY. This tardiness is noted in the school record. All students entering the school after 8:15 am are to go to the **Office and will not be allowed to attend class unless they have an "Admission pass"**. **They are to give the pass to their teacher to be able to be admitted to class. All of these tardiness's are recorded regularly in the student's record.**

Please note that when a student arrives tardy, he or she misses important instructions and interrupts the group process and his or her learning is affected. The school needs parental/legal guardian cooperation in fulfilling the legal obligation for students to arrive on time and attend school regularly. If a student's attendance approaches chronic truancy (unexcused absence), the parent/legal guardian will be referred to the corresponding agencies as noted in the PR Law #246. To prevent this from happening, families are required to provide documentation for any future absent or tardy days. Non-compliance will result in a mandatory school counselor and/or Headmistress meeting.

Students with 5 unexcused tardiness/absences per quarter may be required to take final exams regardless of their grade average, may not be eligible or removed from the Honor Society, and may not be eligible to be part of the school Student Council.

SCHOOL CURRICULUM

IN ALL GRADES, KINDERGARTEN THROUGH 12TH, INSTRUCTION IS IN ENGLISH with Spanish given as a subject one period per day.

Kindergarten – A solid foundation in Arithmetic, English, and Spanish is stressed in a formal classroom atmosphere. Physical Education, Christian Education, and Music are also offered. Art may be integrated across curriculum.

Grades 1 and 2 – The subjects stressed in these grades are English, Reading, Spelling, Spanish, Arithmetic, and Science. Physical Education, Music, and Christian Education are also offered. Social Studies is integrated in the other subjects. Art may be integrated across curriculum.

Grades 3 to 5 – A solid foundation in the basic subjects, including Science and Social Studies, continues to be stressed. Physical Education, Music, Christian Education, and Technology Education are also included among the requirements. Art may be integrated across curriculum.

Grades 6, 7, and 8— Emphasis on good character and sound habits is continued with encouragement of independent thinking. The basics, including Pre-Algebra, Algebra I Honors, Science (General Science, Introduction to Life Biology, and Introduction to Earth Science), Geography, History, Spanish, English Language Arts, and Literature are continued to be stressed. Physical Education is included among the requirements. Physical Education, Music, Christian Education, and Technology Education are also included among the requirements. Art may be integrated across curriculum.

Grade 9 – Literature, Language Arts, Spanish, Algebra I, Algebra II Honors, Introduction to Physical Science, World History I, Computer Programming, and Physical Education form the basic requirements. Italian is also offered at this level.

Grade 10 – Literature, Language Arts, Spanish, Geometry, Geometry Honors, Biology, World History II, Computer Programming, Health, and Physical Education form the basic requirements.

Grade 11 – Literature, Language Arts, Spanish, Algebra II, Pre-Calculus Honors, Chemistry, US History, Computer Programming, Sociology, Journalism, and Italian form the basic requirements.

Grade 12 – Literature, Language Arts, Spanish, Puerto Rican History, and Pre-Calculus or AP Calculus AB form the requirements. Seniors must take at least six courses. Electives offered: Physics, Economics, Computer

Programming, AP Language and Composition, AP Biology, AP Spanish (the AP courses are available for students with high scores and teacher's recommendations).

AP & HONOR COURSES – All courses at ECS are intensive and accelerated; they provide the necessary preparation for national exams. A limited number of AP and Honor courses are offered. Participation in both AP and Honor courses is voluntary. Enrollment in AP courses is limited to those students who qualify through placement tests and/or teacher's recommendations. ECS recommends that high school juniors and seniors take the PNA (College Board Prueba de Nivel Avanzado) test as advised by their teachers and the school counselor.

As a Church-owned School, Christian Education, Morals, and Ethics classes are a requisite at all levels.

COLLEGE COUNSELING PROGRAM

College Counseling is essential to our College Prep Curriculum, so these services are offered for students grades 8th through 12th. The program consists of individual and in group meetings to help identify personal goals, career plans, skills and interests that can best align with a university or college of their choice. To make the college application and selection process easier for our students and their families, they will be guided to best prepare a plan for the admission process. The planning includes but is not limited to rigorous campus research, GPA monitoring, resume building, personality inventories, career/major exploration and financial aid guidance.

The counselor will assist all seniors with the process of college applications. However, neither the school nor the counselor accepts any responsibility if a senior does not meet any due date regarding the submission of forms (such as; recommendation letters, payment of fees, registration deadlines, transcripts) or any other factor which may cause the senior not to be accepted by any college or university. Seniors and their parents are solely responsible for the student's application and/or acceptance to a school.

ANNUAL ACHIEVEMENT TESTS – These standardized tests are used to measure knowledge and capture in school academic accountability per grade. The achievement tests are administered at the school in the first semester for 9th, 10th and 11th grade with the use of the College Board PSAT. In the second semester for grades 3rd through 8th the IOWA tests for Basic Skills are used.

SPECIAL EDUCATIONAL PROGRAM (S) — The Episcopal Cathedral School (ECS) is also a non-special needs private educational institution. Therefore, it does not have, pursuant to its specific educational mission and philosophy as a college preparatory school ("Prep School"), any special education program(s).

PLEASE BE ADVISED THAT ECS IS NOT EQUIPPED TO HANDLE STUDENTS WITH SPECIAL NEEDS. THEREFORE ITS ENTIRE STUDENT POPULATION MUST FULLY COMPLY WITH THE ACADEMIC STANDARDS AND THE CONDUCT CODE ESTABLISHED BY THIS SCHOOL.

CREDIT REQUIREMENTS

At least twenty-eight (28) credits are needed for High School graduation.

English

8 credits

Spanish	4 credits
Mathematics	4 credits (Algebra I, Geometry, Algebra II, and Pre-Calculus or AP Calculus AB)
Science	3 credits (Must include Biology and Chemistry)
History	4 credits (Must include World History, US History, and Puerto Rican History)
Christian Education	2 credits
Electives	3 credits
Community Service	100 hours by Senior year.

In order to graduate, a senior must complete and pass with 70 or above in all required courses and meet the credit requirements.

GRADING AND REPORTS

The policy of ECS is to give our students numerical grades. ECS standards:

100 – 90	Excellent	78 – 75	Satisfactory
89 – 85	Very Good	74 – 70	Unsatisfactory
84 - 79	Good	below 70	Failure

Report cards will be issued about every 10 weeks with Warning Notices issued about five weeks before report cards. Report Cards are sent by mail **only** at the end of the 1st and 2nd semesters. Parents are encouraged to log in to their child's academic record by logging in to: www.schoolsoftpr.com/ecs and monitor their child's progress and to update family information.

WARNING NOTICES

September
November
February
April

REPORT CARDS

October
December
March
May

The school year is composed of two semesters and final examinations are given at the end of each semester. Elementary students are given basic subject final exams only. ALL students are required to take all final exams. **However**, if the student attains a 90% or above average for the semester, he or she **shall be excused** from the final exam. Any student so excused may, if he or she desires, take the final exam. However, his or her grade will be computed using the results of the final, even if it lowers the grade the student would otherwise have had.

ACADEMIC REQUIREMENTS

1. All students must pass all subjects each year or make up no more than two in summer school in order to be promoted to the next level. A student must have a passing average in each subject. That is, the average of the two semesters must be passing.
2. Students should maintain a 70% average to be able to enroll for the following year. Students with less than 70% average will be individually evaluated by faculty and administration.
3. Students who fail one or two subjects must successfully complete the same course(s) during the summer through formal courses or through a guided study program at ECS in order to return to the school for the following year. It might be recommended that a student who does not have a passing grade at the end of Second Semester take summer school. Substitution of one course for another (e.g. Earth Science for Chemistry) will not be permitted.
4. A student may be admitted on ACADEMIC PROBATION. If a student is enrolled on Academic Probation, the Administration makes quarterly checks on the student's class work, attitude, and conduct. A final decision as to whether the student will be withdrawn from school, taken off probation or left on probation will be made by the Administrative Staff.
5. A student presently enrolled will be placed on ACADEMIC PROBATION when at the end of a semester the student is failing one (1) or more subjects. Students with an average below 75%, who, in the opinion of their teachers, counselor, and the Administrative Staff, are working below their capacity, are also liable to be placed on academic probation.
6. The conditions for removal from academic probation are:
 - o The student must improve his or her average.
 - o The student must show a positive attitude towards his studies and towards the school, as judged by his teachers.
 - o He must receive a positive recommendation from his teachers and the administrative staff.

If a student remains on academic probation for more than three semesters, he or she is liable to withdrawal from the school.

7. **STUDENTS WHO FAIL FOUR OR MORE SUBJECTS AT THE END OF ANY GRADING PERIOD (QUARTER) WILL BE PLACED IN STRICT ACADEMIC PROBATION. ALSO, STUDENTS WHO FAIL MORE THAN TWO SUBJECTS AT THE END OF THE SCHOOL YEAR MUST WITHDRAW FROM ECS.**

GRADUATIONS

PROFILE OF A GRADUATE: Graduates from the Episcopal Cathedral School will exhibit both academic aptitudes for higher education and a variety of intellectual skills that go beyond college entrance requirements. The student will have gained an appreciation for learning in general and aesthetic and academic appreciation. The student will have developed habits of intellectual inquiry in quest of religious truth and an informed response to issues of social injustice. By graduation the student will have developed the following skills:

- o Problem-solving skills and an organized approach to learning and communicating information. The sensitivity and determination to exercise judgment in making decisions.
- o Research skills: the ability to search, assess, select, and use local, national, and international information in an autonomous and collaborative manner in order to deepen their understanding of different disciplines.
- o Integrity as stable individuals who defend their values and beliefs while remaining aware of their identity and cultural background.
- o Social growth: a deep sense of honesty, fairness, justice, and respect for the dignity of all individuals. The desire to have a positive influence on the lives of others while engaging in supportive and mutually beneficial social interactions.
- o The desire to be collaborative participants who are willing to interact with others to accomplish goals and tasks. The willingness and desire to become involved in their communities, country, and the world in a responsible, civil, and ethical manner.
- o Responsibility to master their will and accept the consequences of their behavior and decisions. The ability to demonstrate the qualities of good character such as respect and honesty in the making of decisions.
- o Through self-awareness, appreciate their God-given gifts and talents and set appropriate long term and short term goals.
- o Wellness and caring for their personal growth in an integrated balance of mind, body, and spirit, thus demonstrating the maturity to identify their emotions and direct them in a constructive manner.
- o Effective communication skills: the ability to read, write, speak, and listen in both English and Spanish. The readiness to understand and express knowledge in a variety ways.

GRADUATION INFORMATION — ECS holds graduation exercises for the students completing the requirements of Kinder, 8th grade, and 12th grade. Graduation takes place following the completion of the written semester examinations in May. In order to graduate and participate in the graduation exercise, a student must have a passing grade **in all subjects**. The diplomas and other awards are presented on this occasion. Each member of the graduating classes **must pay a graduation fee**. This fee, which is nonrefundable, covers the costs of the diplomas, organists, receptions, invitations, programs, caps and gowns, etc. **Students with financial accounts pending payment will not receive diplomas or any other official document until account is fully up to date in payments.**

RING CEREMONY: All Seniors have the privilege to buy the official ECS graduating school ring. The school administration will determine the date for the Ring Ceremony to take place during the first semester (December). ECS has full copyright privileges for its name and seal and nobody can use them without school authorization.

SUMMER SCHOOL

SUMMER SCHOOL POLICY—Summer School is offered by ECS primarily for its own students who have failed one or two courses or need reinforcement of the class taken during the previous school year. Summer school courses are not offered for credit to students who have not yet taken such courses.

An outside student will be accepted if he or she has an authorization letter from his or her school requesting that ECS enroll him or her. A grade will be assigned, but it is up to the student's school to determine how such grade will be used.

New students, based upon their entrance exam, may be required to take Summer School in one or more subjects. Kindergarten students may be required to participate in the Kinder Immersion Program offered during the month of June.

If an ECS student has failed a course and desires to make up the failure during the summer at a school other than ECS, he or she must first request permission from the Administration of ECS. Such permission will not be granted if the administration feels that such school does not meet ECS standards.

Under no circumstances will ECS grant credit for courses taken for the first time during summer school.

PARENTS SHOULD NOT MAKE TRAVEL PLANS FOR THE END OF THE SCHOOL TERM UNTIL THEY HAVE RECEIVED THE FINAL REPORT CARD.

ECS reserves the right not to admit a student to the next school year that has not fulfilled his or her academic performance and taken required summer courses.

ACADEMIC POLICIES

TEXTBOOKS—Students are responsible for having the required texts, and no student should enter a class without the required textbook. Students without textbooks are required to purchase a new book promptly.

CARE OF BOOKS—Each student must have his or her name written in each of his or her books. The responsibility for a lost, misplaced, or stolen book is the student's. A new book must be purchased before the next meeting of that class. In other words, ECS cannot be responsible for loss of books, uniforms, bookbags, etc., due to carelessness on the part of the student who leaves these items lying about the school hallways, patio, etc., or who allows other students the knowledge of the combination of his or her lock, or who leaves his or her lock open. Books are to be kept in good condition. Any interference with books of another student is considered a serious offense for which demerits shall be given.

LOCKERS- Each Middle and High school student has to rent for an assigned a lock and locker which should always be kept neat. Interference with another student's locker in any way is considered a serious offense against that student and warrants demerits. No books should be left unguarded outside of lockers at any time. The School will not be responsible for any books left outside the lockers.

The school provides lockers and locks as a service to students. Students use the lockers at their own risk and the school will not be responsible for items left inside the lockers.

THE SCHOOL RESERVES THE RIGHT TO INSPECT ALL LOCKERS AND BACKPACKS AT ANY TIME. Students are charged a small fee for the rental and usage of the locks and lockers. Students should never change lockers or give their lock combination to anyone else. **A PENALTY FEE WILL BE APPLIED if a lock is lost or not returned at the end of school year.**

STANDARD REGULATIONS DURING EXAMINATIONS

- The student should not have extraneous material on his desk. (ex: cell phones; calculators; books, etc)
- Keeps his or her eyes on his or her own paper at all times.
- Stops writing when told to do so.
- Must hand in test/work when the bell rings and/or when the teacher asks.

Understandably, these regulations are made to assure the validity of the testing. Students are to follow them to assure this and their own personal honesty. **Cheating and all irregularities during testing** are failings against these standard regulations and indications of possible dishonesty. Such irregularities have both an academic and a disciplinary penalty. When in the judgment of the teacher, cheating has taken place, commensurate demerits are assigned and the offender may receive a failing grade of zero ("0").

PLAGIARISM – Plagiarism is when a student knowingly and deliberately copies and uses the thoughts and words of another, without acknowledging the source. Such action can occur in homework, major reports/papers, and class tests. This action is dishonest and contrary to the principles of personal honor, as well as the School's.

ABSENCE FROM TEST— A student with an authorized absence from an examination will be permitted to take the exam at a later date. If any student begins to show a pattern of absences from examinations, the student will be required to take a different exam than the one missed and parents may be sent for.

REPORTING TO THE OFFICE –For disciplinary reasons, teachers may send students to report to the office during the class period. Failure to report is a serious offense incurring demerits. Failure to report to the Headmistress when directed to do so are liable to suspension.

ASSEMBLIES—Students move to all assemblies in an orderly fashion at the direction of their class or homeroom teacher. Appreciation of the assembly is shown by attention and applause. Return from assemblies must also be done in an orderly fashion and at the direction of the teacher. Since the Cathedral is used for many assemblies, noise should be kept to a minimum upon entering and leaving.

PARENT-TEACHER MEETING DAY— Parent-Teacher Meeting Days are held for parents of ECS students twice a year (at the end of the first and third quarters) to be able to meet with teachers for a few minutes (not more than 15 minutes). Parents are recommended to view grades before attending these meetings. These will be held from 8:00 A.M. to 11:00 A.M. then 1:00 P.M. to 3:00 P.M. Keep in mind that this schedule may be subject to change due to any unforeseen circumstance.

EDUCATIONAL TRIPS—Parents will be forewarned of school sponsored educational trips and must give their permission for their child to attend. Parents must sign, each time, a permission slip already signed by the Headmistress, which will state the exact destination of the trip and the name of the teacher(s) assigned to the trip. Unless the permission slip is signed by the Headmistress, the trip is neither sponsored nor authorized and the school accepts no responsibility. Unless specified on the permission slip, students must wear the complete school uniform on all such trips. We expect that students, while on educational trips or in any other school sponsored activities, maintain a standard of behavior which will reflect credit upon the school.

Educational trips are offered to ECS students for many reasons. However, one of the purposes of every such trip is to help the child experience and develop a certain amount of independence and responsibility. At times some parents may be invited to assist as sponsors/chaperones for some of these trips. However, unless officially a part of an educational trip, parents must continue to comply with the educational objective of the school. Since

the educational trip is part of the prescribed class work for which a grade will be given, parents are not to excuse their children from such trips.

DISCIPLINE

ECS students are expected to maintain a normal grade of Christian conduct at all times, whether on school property or outside of the school. Any noteworthy failure to observe the ordinary rules of good conduct reflects not only on the individual student, but also on his or her family, friends, and school. Each student, whether on CONDUCT PROBATION (see below) or not, begins the school year with zero demerits on his or her conduct sheet. For each violation of school regulations or offensive conduct, a Report of Misconduct (“pink slip”) may be issued by any faculty member. Major offenses, or repeated minor offenses, may result in the assigning of demerits.

DEMERITS - A record of the number of demerits accumulated by a student will be kept in the office and will be noted on a separate sheet to be sent home. If a student accumulates 10 demerits, a letter will be sent to his or her parents notifying them of this fact. If a student receives 20 demerits he or she may be suspended and his or her parents will be summoned to talk to the Headmistress and/or Dean of Discipline. If any student accumulates 30 demerits he or she shall be withdrawn from ECS.

CONDUCT PROBATION - A student is placed on Conduct Probation upon being admitted as a new student to ECS at the beginning of or at any time during the school year for any student. However, no student may remain on CONDUCT PROBATION for more than two (2) school years. If at the end of that time the student is not removed from CONDUCT PROBATION, then he or she shall be placed on **STRICT CONDUCT PROBATION**. If at the end of the STRICT CONDUCT PROBATION year the student is not removed from STRICT CONDUCT PROBATION, then he or she must withdraw from ECS.

SUSPENSION – The Headmistress may assign a suspension to a student at any time if disciplinary and/or academic regulations are not met.

EXTRAORDINARY EXCLUSION / EXPULSION --When a student completes application for entering ECS he or she and parents thereby understand and agree that the school, as a private entity, reserves the right to exclude him or her at any time if his or her conduct, attitude, or academic standing is regarded by the Administrative Staff as undesirable. No further reason need be assigned therefore. **It is understood and agreed that neither ECS, nor any of its administrative officers or faculty, shall be liable in any way whatsoever for such exclusion.**

Partial Guidelines for Demerits

Action

Demerits Given

Incomplete Uniform or improper use	1
Lateness to classes	1
Use of electronic devices during class time.	2
Improper conduct in assembly, hallways, cafeteria, patio, school activities	2
Gum chewing in school premises	2
Misbehavior in the classroom	3
Cutting classes	4 up to 30
(per class/possible suspension and/or summary expulsion)	
Unexcused absences	5
Hitting, biting, or other forms of aggression against another student	5
Causing damage to the property of other student, personnel or school property	5 up to 15
(School administration can file a report to the Police Department)	
Bringing to school skateboards, roller-skates, scooters, etc.	5
Use of obscene language and gestures, improper conduct in or out of the school premises while wearing the school uniform	1 up to 10
Use of cellular telephones during class time	10 up to 15
Falsifying signature on any document pertaining to the school	10
Cheating during exams	10
Plagiarism	15
Lack of respect for teachers or other personnel	10 up to 30
Damaging school property and/or littering	15
Stealing from fellow students or other personnel	20 up to 30
Stealing or falsifying exams	20 up to 30
Leaving school without permission (truancy)	20*
Fighting in class, patio or in the vicinity of school	20*
Harassment or bullying	30**
Smoking or carrying cigarettes in school	30**
Possessing, distributing or using drugs or alcoholic beverages on or off campus or in any school activity with or without school uniform	30**
Attending school or any school activity under the influence of drugs or alcohol	30**
Possession or distribution of disturbing material	30**
Possession or use of any type of weapons or explosives	30**

* Denotes immediate suspension.

**Denotes immediate expulsion.

Warnings – Warning notices are sent to parents. These warning notices are issued when a student does not maintain a satisfactory academic level or an appropriate conduct behavior.

MAJOR DISCIPLINARY INFRACTIONS

UNAUTHORIZED ABSENCE – An unauthorized absence is a very serious offense and may incur a suspension and up to 20 demerits. A second offense makes a student liable to expulsion. Also, unauthorized absence from a

classroom or the School grounds may incur a suspension and demerits. Students who on their own leave school-sponsored events will be considered truant.

OTHER OFFENSES—Dishonesty, immoral conduct, indecorous public displays of affection between couples, insubordination, disrespect, and theft are major offenses against Christian morality and will not be tolerated by school authorities. Being married, being a parent or in the process of being a parent will entail expulsion. Violations of this nature will be treated as serious offenses entailing suspension or expulsion.

Any other offense which in the opinion of the Administration goes against the spirit and philosophy of the school will be treated in the same way.

RESPECT FOR PROPERTY—All school property, indoors and outdoors, should command the full respect of the student body. This applies especially to desks, walls, library books, and equipment. Malicious vandalism will result in demerits and may result in suspension or expulsion. Restitution must be made in full by parents.

Students are to maintain good order at the Cafeteria and lunch counter and to observe the usual forms of etiquette while standing in line. **After finishing lunch, the students must deposit all waste in the proper receptacle and replace the chairs under the table. Failure to comply will result in disciplinary measures.**

SMOKING—Smoking is forbidden on school premises to students, parents, visitors, faculty, and other employees. The penalty for those students not observing this rule will be suspension or withdrawal from ECS. This rule also applies to students when wearing the school uniform, even when not on school grounds. **Failure to comply will result in disciplinary measures.**

ALCOHOLIC BEVERAGES—The use or possession of alcoholic beverages by an ECS student on the school grounds or at any school function is forbidden. The presence of any ECS student in a state of intoxication at any school activity or event on or off campus is strictly forbidden. **Failure to observe either of these regulations renders the individual liable to expulsion from school.**

PARENTS ARE NOT ALLOWED TO SMOKE OR BRING ALCOHOLIC BEVERAGES TO SCHOOL OR TO SCHOOL EVENTS

ILLEGAL USE OF DRUGS—The illegal use or possession of narcotics by any ECS student on the school grounds or at any school event is strictly forbidden. The presence of any ECS student in any narcotic or drugged state at any school activity or event on or off campus is forbidden.

Any student involved with use, sale, or possession of drugs at any time on or off school property is “ipso facto” liable to expulsion from school.

DISTRIBUTING MATERIAL— No one whatsoever is allowed to distribute literature, petitions, newspapers, signs, or to sell anything on school grounds without the permission of the Headmaster.

ELECTRONIC DEVICES— Students who bring radios, ipods, computers, recorders, or any other electronic device to school may not use these during class time. If used inside the classroom they will be confiscated and returned to the parent upon appointment. **Failure to observe this regulation will result in demerits. The school is not responsible for any lost/stolen item of this kind.**

CELLULAR PHONES -Students are not allowed the use of cellular phones inside the school premises. If used inside, they will be confiscated and returned to the parent upon appointment. The School is not responsible for any lost/stolen item of this kind.

The policy was amended and included in the Handbook on October 28, 2015. The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones and other electronic devices capable of recording and or transmitting data images.

Parents are advised that cellular devices are NOT subject to the Episcopal Cathedral School internet filters and responsibility for ensuring appropriate access to the internet rests with the individual student, parents, or legal guardians. The Episcopal Cathedral School is not responsible.

Cell phones cannot be used or turned on, as set forth below:

- During instructional time, exams, quizzes, or any type of assessment, except for instructional and educational purposes with the explicit approval of the teacher.
- In the auditorium, library, computer room and any classroom, hallways, bathrooms, locker areas, patio, and cafeteria.
- During evacuation drills and/or assemblies.
- Students may not call their parents when they are sick. Students are required to use the office phone and follow proper protocols.
- **Seniors may** use their cell phones in the **senior lounge only**.
- Students should not email, text, post to the internet or social media during school hours.

Cell phones and other electronic devices may not be used to photograph or record any student or staff member on school premises at any time. This is applicable to still photographs, video, and audio recordings.

Cell phones and other electronic devices brought to school (either during the school day or for after-school programs or activities) are brought with the express acknowledgement of the owner or carrier of the device. The Episcopal Cathedral School personnel and/or The Episcopal Church Diocese of Puerto Rico **has no liability whatsoever** in the event that the device is **misused, lost, stolen, misplaced, or damaged**. Additionally, neither The Episcopal Cathedral School nor The Episcopal Cathedral Church Diocese of Puerto Rico is responsible for any misuse of any electronic device within or outside of the school ground.

Confiscation and Return of Electronic Items:

The moment a student is observed to be using an electronic device, i.e.: cellular phones, smart watches, tablets, video games, etc., this will be immediately confiscated. The student will receive the appropriate disciplinary infraction. The device may be returned to the student at the end of the day (3:00pm). Depending on the circumstances, the item will only be returned to the student's parent/guardian.

Multiple violations and/or illegal or unethical use of a personal electronic device may result in parent notification, multi-day suspension, expulsion, and or prosecution. A severe infraction, including but not limited to creating, transmitting, or viewing inappropriate or pornographic material, violating others' privacy rights, cheating, or harassing or bullying behavior using a technology device, may result in immediate suspension and/or expulsion from school and/or prosecution.

TOYS/DISTRACTING MATERIAL—Toys, comic books, playing cards, electronic games or other objects should not be brought at any time. If student brings a toy to school it may be confiscated and returned to the parent upon appointment. The School is not responsible for any lost/stolen item of this kind.

SKATEBOARDS, ROLLERSKATES, SCOOTERS, ETC. - are not allowed to be used on the school premises. Student must leave skateboards with the School Guard.

CAMPUS BEHAVIOR— Students are to conduct themselves in an orderly manner in the hallways and on stairways at all times. **Running, shouting, fighting, or any other form of disturbance is out of order and will not be tolerated.**

SCHOOL POLICIES

Prohibition of Harassment, Sexual Harassment, Intimidation, Bullying and Cyber Bullying

(Legal Reference: “PR Law #104, 2017)

The Episcopal Cathedral School is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation, bullying or cyber bullying. “Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, posted online (chat, texts, email or any form of social media outlet), oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or classroom, or program rules.

It is the student’s responsibility to:

- Conduct oneself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Immediately report all incidents to a supervising adult.
- When informed he/she is perceived as engaging in intimidating, harassing or unwelcome conduct, the person must discontinue that conduct immediately.

Harassment, Intimidation, Bullying/Cyber-bullying Grievance Procedure – The parent/guardian of affected student or student alleging harassment will need to notify it immediately to the school counselor, in which case they will be asked to provide information to complete a formal, written complaint. The Episcopal Cathedral School considers such allegations seriously and will be investigated thoroughly, involving only the necessary parties in a prompt manner. Confidentiality will be maintained, the school will request the same from the person reporting it. A complaint shall not, in and of itself, create the presumption of wrongdoing; however substantiated acts of harassment will result in disciplinary action.

All matters involving harassment complaints shall remain confidential to the extent possible. The school will be active in giving parent/student conferences when necessary; adult supervision at all times on school premises; awareness training to help student perpetrators understand the impact of their actions; offer intergroup relations program on empathy development, cultural diversity, anti-harassment, and anti-bullying. Mandatory counseling may be suggested and any other action authorized by and consistent with the school disciplinary code.

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

As a preventative measure, **children under the age of 13 should in no way** be involved in owning any type of social networking account, because it is a violation of the website's terms and conditions (Children's Online Privacy Protection Rule - COPPA, 1998). Minors should always be supervised when using hand held devices, to enforce internet safety and protect the child's and parent's rights. As a school we will act to support the authorities in dealing with Harassment, Intimidation, Bullying/Cyber-bullying, so they are fully investigated by the correct authorities. This is done with the intention to prevent any emotional damage it may cause and because legal action is needed per PR Law 104-2016. Even though these types of incidents are isolated and occur outside of school premises, they tend to disrupt normal class day interactions and harvest unsafe group dynamics at our school.

The Headmistress is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure.

Suspected Child/Minor Abuse Policy

(Legal Reference: "PR Law #246, 2011)

Definitions: **Child/Minor** refers to any ECS student less than 18 years of age.

The Episcopal Cathedral School complies with Puerto Rico law regarding reporting of suspected child abuse to civil authorities. The Child and Family Services Act, 1985, consider that a child suffers "abuse" in any of the following circumstances:

The child has suffered physical harm, inflicted by the person having charge of the child or by another person, caused by that person's failure to care or provide for or supervise and protect the child adequately;

The child has been sexually molested or sexually exploited by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child;

The child requires medical treatment to cure, prevent or alleviate physical or emotional harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses, or is unavailable, or unable to consent to the treatment;

The child suffers from a mental, emotional, or development condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses, or is unavailable, or unable to consent to, treatment to remedy or alleviate the condition.

Process:

It is the policy of ECS that every employee who, in the course of his or her professional or official duties, "has reasonable grounds to suspect that a child is, or may be suffering or may have suffered abuse (physical, emotional, sexual, neglect) shall forthwith report the suspicion and the information on which it is based in writing to the Headmistress or School Counselor. The Headmistress, School Counselor, or designated compliance officer will immediately conduct an investigation. Such investigation will include observations and interviews with the student in question, as well as all professionals and classmates related to the student. The result of such investigation will be reported in writing. Upon review, the Headmistress or designated officials will determine subsequent steps to be taken. The process is designed to ensure the student's safety, while complying with local authority instruction.

Policy for the Use of Technology and Network Resources (Internet)

(Legal Reference: "PR Law #267, 2000)

PURPOSE:

The Episcopal Cathedral School acceptable use of Policies and Procedures for Student use of Network Resources is to provide guidelines for computer, computer network and internet use at school.

According to the Puerto Rico Law #267, the Children's Internet Protection Act, 2000 (CIPA) Federal Law and the Act for the protection of children and young people in the use and management of the Internet Network (No. 267 of August 31, 2000, as amended No. 148 of July 15, 1999) requires for schools to provide the opportunity to have access to technology use and internet in an ethical, legal and responsible way. Our Institution complies with the restriction of internet access to social media outlets and adult sites that are pornographic or obscene to minors. These restrictions are implemented in all of the computer terminals including and not limited to our computer lab, library computers and any electronic device connected through the school's wifi signal.

For the student's protection, they may not access internet from their own electronic devices while at school because the school has no control over the configuration of such devices that bypass our institutional compliance with this law (Please refer to page Student Handbook "Rules of Student Conduct"). Please remember that any misuse of personal electronic devices by a student is the parent's responsibility or that of the owner of the device.

GENERAL RULES:

- o Access through the Episcopal Cathedral School computer terminals to the Internet and ECS school network is a privilege. All students of Episcopal Cathedral School are responsible for using the Internet resources in an effective, ethical, and lawful manner. All students who use Internet resources from any campus computer terminal must be used exclusively for academic work and school related activities and are not authorized to alter equipment or equipment configurations.

Network accounts are to be used only by that person's whom the account has been established for and may not authorize anyone else to use their accounts. All technology devices are to be treated with respect and students are expected to comply with copyright laws and software licensing terms.

- o Students who violate these rules will have their network privileges revoked immediately. All complaints will be addressed to the computer lab coordinator. Inappropriate use of technology that can violate any of the school policies will not be tolerated. (Please refer to the Student Handbook - "Rules for Student Conduct.")

School Logo:

It is prohibited to use the institution's name or logo at any moment, unless authorized in writing by school authorities (Headmistress).

USE OF SCHOOL COMPUTERS

Violations of the laboratory rules usage agreement will result in loss of computer privileges or other disciplinary action according to school regulations.

- No eating or drinking in the labs.
- No games of any kind (except as directed by the teacher), MUDs or Internet chat.
- NO Personal communications (e-mail, web browsing, etc.)
- NO other personal or recreational uses.
- Do not install any software, modify, or delete any system files on any lab computers.
- CD-ROMs and other multimedia equipment are for school work only. Do not use them for playing music or other recreational activities.
- Respect the equipment. Don't remove or disconnect any labels, parts, or cables.
- Do not read or modify other users' files.
- Keep your passwords to yourself. Change your password right away if you think someone else may know it. Don't use .ghosts files or other methods to bypass the system password prompts.
- Never impersonate another user by using his or her name or password. Do not access files, accounts, or other systems you are not authorized to use.
- Do not run programs that continue to execute after you log off.
- Keep the lab clean.

Students not following these guidelines are subject to disciplinary sanctions.

UNIFORM CODE

THE EPISCOPAL CATHEDRAL SCHOOL WISHES TO REMIND BOTH PARENTS AND STUDENTS THAT A UNIFORM IS JUST THAT, A UNIFORM. THE SCHOOL UNIFORM MEANS THAT STUDENTS ARE DRESSED UNIFORMLY. **IT HAS NOTHING TO DO WITH FASHION.** THEREFORE, IN SPITE OF WHAT IS FASHIONABLE, SKIRTS ARE TO BE WORN KNEE LENGTH AND TROUSERS ARE TO BE OF CORRECT SIZE AND WORN AT THE PROPER WAIST LEVEL AND ANKLE LENGTH.

1. The use of uniforms is required during school hours and in most school activities.
2. All students must wear their polo shirts or blouses tucked inside their pants and/or skirts.

3. Only white T-shirts and undergarments are to be worn under polo shirts. T-shirts with designs or in other colors are not accepted.
4. Only school cardigans sold at LA ESQUINA FAMOSA (San Patricio Plaza) are permitted. None may have a personal or brand logo.
5. **Jewelry** - Students may not wear excessive jewelry. Girls may wear one set of small earrings. Boys may not wear any type of earrings. Body piercing or body jewelry is not allowed.
6. Students may not wear any type of accessory/clothing that symbolizes/represents or promotes non-Christian values.
7. Middle and High School girls only may use light, natural colored nail polish and lipstick, and other makeup (**not excessive**).
8. Under no circumstances will students be permitted to have tattoos, permanent or otherwise.
9. Haircuts different from the traditional ones are not permitted, including line design, partially or totally shaven heads, spikes, tufts of hair, spots in a color different from the student's hair color, and hair dyed in non-natural colors.
10. Boys are not permitted hair styles such as braids, dreadlocks, long hair (hair should not extend below the top of the shirt collar), pony tails, locks in a color different from his hair color, or styles that identify with fraternities. Boy's hair must be neatly trimmed as in a professional setting and shaped in such a manner that it does not reach below the top of the shirt collar. No boy may wear a head band or have a pony tail. Hair should never cover the eyes.
11. Junior and senior boys are allowed to have facial hair providing it is neatly kept and not too long.
12. The length of the jumpers and skirts for all **girls must be at knee length**. Jumpers must not be tight-fitting.
13. The use of sunglasses is not permitted, unless the student has a visual impairment that requires the use of prescribed sunglasses; therefore a medical certificate is required to be submitted at the office and authorized by the Administration for such use.
14. The use of caps, berets, or hats is not permitted. Girls' hair accessories should be the following solid colors: black, blue or white.
15. **NO WIDE / COLORFUL BANDANAS AND OR ACCESSORIES THAT DON'T COMPLY WITH THE UNIFORM CODE ARE ALLOWED.**
16. The wearing of baggy, oversized sweatshirts or pullovers is NOT ALLOWED.

Since there is a strict uniform code, parents commit themselves to seeing that their children have an ample supply of clothes to meet the school requirements. Students must come to school dressed as young ladies and gentlemen.

UNIFORMS

Kinder

BOYS

Blue Knit Polo Shirt
Navy Blue Trousers ("Dickies")
White socks
Black dress school shoes

GIRLS

Navy Blue Dress
White Socks
Black dress school shoes

1st - 5TH GRADES

BOYS

Blue knit polo shirt-

blouse

embroidered with school insignia on left side

Blue jumper -with embroidered insignia

DICKIES Trousers - as sold by **LA ESQUINA FAMOSA**

White socks

(No jeans allowed.)

shoes

Black dress belt must be worn

White or navy blue socks

Black dress shoes

GIRLS

White

Black dress

6th -12TH GRADES

BOYS

Blue knit polo shirt- embroidered with school insignia, or Senior Shirt
Vest

Long DICKIES navy pants

*(NO PEGGED OR ROLLED ANKLE PANTS
ONLY PANTS FROM LA ESQUINA FAMOSA
WILL BE ALLOWED)*

Black dress shoes

Black dress belt must be worn

White or navy blue socks

Black dress shoes

GIRLS

Navy Blue

White Blouse or Senior Blouse

Grey/Navy Blue Plaid Skirt

White socks

PHYSICAL EDUCATION UNIFORM

Physical Education Uniform – The official P.E. uniform is required for all students in grades Kinder through 10th grade. This uniform must be worn during all P.E classes. Sneakers must be worn following school colors (navy blue, white or black). Students may come to school dressed in their COMPLETE P.E. UNIFORM ON THOSE DAYS ON WHICH THEY HAVE PHYSICAL EDUCATION CLASS.

BOYS & GIRLS
Kinder to 10th grades
Physical Education Polo Shirts
Physical Education Pants (long navy)
Black/white sneakers

UNIFORMS ARE AVAILABLE AT LA ESQUINA FAMOSA, PLAZA LAS AMERICAS.

ONLY THE PRESCRIBED UNIFORMS AS REGISTERED AT LA **ESQUINA FAMOSA**, ARE TO BE WORN.

ONLY REGULATION CARDIGANS SOLD BY UNIFORMS LA ESQUINA FAMOSA WILL BE PERMITTED.

The wearing of baggy, oversized sweatshirts or pullovers is NOT ALLOWED.

ACTIVITIES DRESS CODE

JEAN DAY - On “Jean Day” the students are excused from wearing their complete uniform. They are to wear the school **JEAN DAY T- shirt** together with jeans but they **pay the amount of \$1.00** for being out of uniform. (This is a fund raising activity for classes and school clubs). However, the students must attend school with neat and appropriate jeans. They should not be torn and should be ankle length. Socks and shoes/sneakers must be worn.

CASUAL DAYS – A casual day implies a day without the regular uniform in which the student can come dressed in a comfortable, casual look. Some Casual Days may have a \$2.00 fee collection for a specific fund raising activity. These will be announce with due notice. Other Casual Days may be free of charge. Clogs, high heeled boots, and flip-flop styles are not allowed. **Neither stretch/skinny jeans nor threadbare are allowed.** Hats, caps, and sunglasses will be unacceptable for both boys and girls at all times.

Girls will not be allowed to wear miniskirts, blouses with straps or strapless without a jacket, or with plunging necklines in front and back, pants or skirts at the hips and/or showing the midriff area. Short dresses are not permitted nor any type of mini-skirt, nor very tight skirts of any length.

THE GUIDELINES FOR CORRECT DRESS CODE WILL BE POSTED IN EACH CLASSROOM.

STUDENTS NOT COMPLYING WITH THE PROPER DRESS CODE WILL RECEIVE DEMERITS, DETENTION OR SUSPENSION AND/OR SENT HOME

SPECIAL RELIGIOUS CEREMONIES - Students are expected to attend special religious ceremonies held at the Cathedral with proper casual attire (when allowed and requested).

Girls will not be allowed to wear miniskirts, sleeveless blouses, blouses with straps or strapless without a jacket, or with plunging necklines in front and back, pants or skirts at the hips and/or showing the midriff area. Short dresses are not permitted nor any type of mini-skirt, nor very tight skirts of any length.

The violation of these rules will result in the removal of the student from classes or activity until the parent brings the correct attire. Demerits will be assigned accordingly.

The Administration reserves the right to send home at any time students who are not properly attired for school or any official school activity.

Studying at the Episcopal Cathedral School is an option decided by parents when enrolling their children at our school. Because of different values of parents and students as well as individual interpretation, adjudication in matters of dress and appearance can be difficult.

THEREFORE, PARENTS SENDING THEIR CHILDREN TO ECS AND THE STUDENTS ACCEPT THE JUDGEMENT OF THE HEADMASTER OR MEMBERS OF THE ADMINISTRATIVE STAFF AS FINAL IN MATTERS OF DRESS AND APPEARANCE IN THE SCHOOL.

POLICIES CONCERNING PARENTS

Canals Street is very congested with traffic during the morning at the time when parents are dropping off children and during the afternoon at the time when they are picking them up again. It is therefore necessary that as little time as possible be expended on these operations.

We ask parents to please drop off and pick up their children promptly. Only if they have any business pending with the school office are parents permitted to enter the school grounds. Once such business is resolved, parents are asked to leave the building promptly. Parents should not normally return to the school grounds until 3:00 P.M.

Parents should feel free to make an appointment to come to the office and discuss with the Administration, rather than with other parents, any problem with rules, faculty, or any other aspect of ECS life. Other parents cannot help you; only the Administration can.

All parents wishing to visit Episcopal Cathedral School should respect and honor the doctrine and beliefs of the Episcopal Church in relation to appropriate ways of dressing. No short pants; mini or tight fitting skirts or pants, short blouses exposing midriff, blouses with thin straps, strapless, or cleavage will be permitted.

Also, once the child is on school property, whether you are with them or not, they are subject to school authority and must obey all orders given by school employees, whether or not you agree.

Parents are not to correct or chastise, in any form, other children before, during, or after school hours. Parents should always bring the child's problems to the attention of the school's officers.

Students and their parents or guardians should understand that before and after school, when the student is standing in front of the school, or in any location while wearing the school uniform, the student is still subject to school rules and regulations as far as they are appropriate to the time and place.

Whenever parents are admitted to school property during the school day, they must report to the main office. **No parent is to enter a classroom, cafeteria, the church, the auditorium, etc. without office permission. Likewise, no parent is to remove any child from school premises without office WRITTEN permission.**

PARENTAL RIGHTS -- The Episcopal Cathedral School will respect the rights of custodial and non-custodial parents equally unless a court order is presented which specifies otherwise. The parent enrolling a student in school shall be considered to be the custodial parent, and that parent's residence shall be considered the student's residence and mailing address for school purposes, unless a court order is presented indicating otherwise.

THE SCHOOL RESERVES THE RIGHT NOT TO RELEASE ANY STUDENT TO THE CUSTODY OF ANY PERSON NOT AUTHORIZED ON SCHOOL FORMS.

CHANGE OF ADDRESS/TELEPHONE —Parents should inform the school office IMMEDIATELY of any change of address, telephone numbers (home/work place/cellular numbers). Parents should also list cellular phone numbers on school forms.

APPOINTMENTS—Meetings with Administration or faculty members should be arranged by appointment only. Parents may call the school between 9:00 A.M. and 2:30 P.M. to make an appointment with the teacher. Parents who come unannounced may have to wait or come back at a later date.

SUMMER TRIPS – Remember that TRAVEL PLANS FOR THE END OF THE SCHOOL TERM SHOULD NOT BE MADE UNTIL PARENTS HAVE RECEIVED THE FINAL REPORT CARD. ECS reserves the right not to admit a student to the next school year that has not fulfilled his or her academic performance and taken required summer courses.

GENERAL RULES AND REGULATIONS

VISITORS— Authorization is required to enter the school premises (Law #30). The Episcopal Cathedral School is an institution with Christian principles and ideals governed by La Iglesia Episcopal Puertorriqueña. All parents wishing to visit the Episcopal Cathedral School should respect and honor the doctrine and beliefs of the Episcopal Church in relation to appropriate ways of dressing. **No short pants; mini or tight fitting skirts or pants, short blouses exposing midriff, blouses with thin straps, strapless, or cleavage will be permitted.**

All persons wishing to visit ECS must obtain a visitor's pass from the office. NO visitors will be allowed into ECS during the first or last two weeks of school. The school reserves the right to refuse visitor passes at any time.

CAMPUS-- ECS maintains a closed campus. Students arriving at school may NOT leave the premises for any reason without office permission. Once a student enters the campus, they may not leave until authorized. Students who do so are liable to demerits, suspension, or even expulsion.

EVACUATION —The evacuation signal is an **emergency siren**. Teachers will accompany their students out of the school. No student or teacher is to remain behind. Students are reminded that during any drill or emergency

they are under the authority of their teacher and must remain with that teacher at all times. Pushing, running, or talking is NOT allowed. In case of emergencies students will be dismissed ONLY to a parent and/or legal guardian.

NO PETS ALLOWED INSIDE THE SCHOOL PREMISES. When picking up your child, we kindly ask parents to make the necessary arrangements for pets to be taken care of so as NOT to bring them inside the school at this time.

“Law 186” – This law prohibits the use of student’s social security number for open record keeping. If and when this number is used, it will be done under strict confidentiality.

REASONABLE ACCOMODATIONS GUIDELINES – The Episcopal Cathedral School offers a college preparatory education program in which each student is expected to meet his or her grade standards. We do not offer special education programs. However, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans and Disabilities Act of 1990, and Ley #44, Ley de Prohibición de Discrimen Contra Impedidos del 2 de Julio del 1985; The Episcopal Cathedral School offers reasonable accommodations that help ensure equal access to educational opportunities for students with learning disabilities. For more information, contact the School Counselor so that the student’s needs are discussed further and instructions can be given.

“Law # 250 – In compliance with the Law #250 known as **“Pasaporte Post Secundario de Acomodo Razonable”**, The Episcopal Cathedral School establishes as a school policy the following actions:
The person responsible for making all arrangements regarding the “Pasaporte Post Secundario de Acomodo Razonable” is the School Counselor. All pertaining records will be kept at the Counselor’s Office.

The School Counselor will:

- o make all arrangements with any university in which a handicapped student is applying for regular or extended admission regarding the “Pasaporte Post Secundario de Acomodo Razonable” .
- o give information, orientation, and technical assistance to the College Board and/or SAT regarding the implementation of “Pasaporte Post Secundario de Acomodo Razonable”
- o give information, orientation, and technical assistance to the university in which a handicapped student has applied regarding the implementation of “Pasaporte Post Secundario de Acomodo Razonable”

HEALTH SERVICES/MEDICATIONS

HEALTH CONDITIONS- Parents must indicate of any conditions/allergies that their child may have. These should be included, with any medication specification, in the “Medical Release Form” (green form) given during enrollment process. If any changes in their child’s medical condition arise, it is the parent’s obligation to notify immediately in writing to the School Administration of such.

ILLNESS— A school officer is on hand to assist ill students in contacting their families to arrange for them to be picked up. **NO STUDENT, SICK OR OTHERWISE, SHOULD TAKE IT UPON HIMSELF OR HERSELF TO CALL HOME, OR TO LEAVE THE SCHOOL GROUNDS, WITHOUT FIRST REPORTING TO THE MAIN OFFICE AND RECEIVING PERMISSION.**

If a student feels sick or ill, or is hurt, he or she should inform the teacher, who will send the student to the office with a sick pass. Then the school officer will make the necessary calls and arrangements for the student. **Parents should inform the school in writing whenever the child is on medication. Only with written authorization, will this medication be administered.** No over-the-counter medication, such as Aspirin, Tylenol,

Panadol, etc. will be given to students. These have to be brought from home; therefore, it will be solely the student's responsibility in the taking of the medication.

MEDICATIONS - Any student who is under medication prescribed by a doctor should have those administered as instructed. Parents are responsible in administering medication properly and notifying the School of any information necessary. The School is not liable for any missing medication and advises parents to always keep original containers so that the name and dosage is clear. The School also advises that medication should not be left unsupervised or under the minor's care without further teacher or school consent. It is the school's best interest that all medication is accounted for and under strict supervision for all students' safety.

ASTHMA POLICY – The Episcopal Cathedral School: (Law #56)

- o Welcomes all students with asthma.
- o Parents must indicate the school in the "Medical Release Form" (green form) of this condition.
- o Recognizes that asthma is an important condition affecting many students.
- o Will encourage and help students with asthma to participate fully in all aspects of the school life.
- o Will ensure that other students understand asthma so that they can support their friends and so that students with asthma can avoid the stigma sometimes attached to this chronic condition.
- o Will do all it can to make sure that the school environment is favorable to children with asthma.
- o Recognizes that immediate access to inhalers is vital. Inhalers should be kept in the respective classrooms.
- o Asthma sufferers must carry their own inhalers or medication at all times.
- o All school staff will allow students immediate access to their own asthma medication when needed.
- o The school has available nebulizer machines for the use of students or other personnel.
- o If needed, students will be offered advice and/or guidance on using their inhaler correctly by the School personnel. If a student is in need of relief, the inhaler will be used in the classroom in the first instance.
- o If relief offered is not sufficient, the student is in need of relief, the student will be sent to the Administration Office, (or an Administrative personnel will be sent for to the classroom if necessary). If relief still is not sufficient, either parents or an ambulance will be sent for, depending of the severity of the attack.
- o As a school we make sure that the student's health condition form ("Medical Release Form") is updated yearly and that the pertaining personnel are informed.

ACCIDENTS— All accidents should be reported in writing to the office immediately upon occurrence. If not reported, school insurance may not cover the accident.

ACCIDENT INSURANCE—All students are covered by an insurance policy against most accidents which may occur on school property or while the student is in transit to or from the school or during any school related activity. Parents are responsible for all deductible payments.

ORGANIZATIONS

ORGANIZATIONS—Extracurricular clubs and organizations include the school newspaper and various clubs including Student Council (High School and Middle School); Yearbook; Performing Arts Club, Sports Club, Library Club, "Club de Oratoria", Forensics; Math Club; Robotics Club; Chess Club; Pro-Earth Club (ECO Club); "Fondos Unidos"- "Me Importas Tú". There is also a Chapter of the Elementary National Honor Society, National Junior

Honor Society, and of the National Honor Society. All organizations must have a faculty sponsor who is approved by the Headmistress. Clubs may change from year to year depending on student interests and/or advisors.

STUDENT COUNCIL (Middle School and High School)—The ECS Student Council organization has as its object the participation of the student body with the faculty and parents in forwarding the goals of the school: the formation of the Christian man and woman in all areas of life: religious and moral, intellectual and social, physical and emotional. To this end the Student Council organizes various types of activities for the student body. Through their work, members of the Council render a real service to their fellow students, while they themselves experience the maturing demands of responsibility and commitment and develop reliability and competence. ALL PROCEEDINGS OF THE COUNCIL ARE ADVISORY IN NATURE. Therefore, all motions carried in the Council are subject to the approval of the Headmistress and her Administrative Staff. All Student Council meetings are under the general guidance of an appointed faculty moderator who has consultative voice but does not vote.

In order to hold office in the Student Council, a student should have a cumulative grade average of 80% or better and may not have more than 10 demerits either in the year prior to taking office or while in office. Furthermore, all candidates for office in the Student Council must be approved by the Administrative Staff. Other requirements may be specified by the Administrative Staff.

Election of the Student Council officers is held during the first part of May. Before Election Week, candidates must submit to the Headmistress a statement of position as to how they see their role and responsibilities to the office to which they are seeking election, and a written resumé of their contributions to the life of ECS. A personal interview is held with each candidate by members of the Administrative Staff. The Administrative Staff then makes its decision on the eligibility of each candidate and informs the Council of its decision. The campaign activities are limited to lunch periods and before and after school.

All matters related to the campaign, such as posters and campaign speeches, are to be cleared through the office of the Headmistress. Election campaign speeches, which must have prior approval of the administration, are made during a special assembly of the entire student body. The election of the Student Council officers is held during an extended homeroom period following the campaign speeches. The names of the newly elected Student Council officers are announced as soon as possible.

Elections of the members of the Student Council (Presidents of the classes) as well as the other class officers are held during the first week of September. In order to hold a class office, a student must have a minimum cumulative average of 75% and have no more than ten demerits while in office.

CHANGES

This handbook, as well as rules and/or regulations governing the operation of this school, shall be changed by the appropriate school authorities with due notice. The publication of this handbook annuls all previous manuals