



## CARIBBEAN SCHOOL POLICY BOOK

## **1. CHAPTER 1 – THE SCHOOL AND ITS GOALS**

### **1.1. LEGAL STATUS**

Caribbean School is a legally recognized corporation under the General Corporation Law of Puerto Rico. The Corporation has been designated tax exempt under section 501(c)3 of the United States Internal Revenue Code and under Section 2 of an act to incorporate associations not for securing profit”, approved March 9, 1911. The laws and the corporate charter charge the Corporation with the responsibility to finance, establish, organize and maintain the school.

### **1.2. MISSION STATEMENT**

Caribbean School is an English immersion, college preparatory school which provides students with a structured and challenging academic program that develops independent learners and creatives thinkers who become successful, caring and global ethical citizens.

### **1.3. VISION STATEMENT**

Caribbean School prepares and graduates responsible and productive citizens with strong character traits, critical thinking, and academics skills by providing a rigorous, dynamic, and comprehensive curriculum. In partnership with the community, family, faculty, and staff, we inspire and instill in our students the values of leadership, diversity, fairness, and service to society.

### **1.4. BELIEFS**

Our commitment to these beliefs guides all that we do in strengthening life-long learning skills for our students and creating bonds within our Panther community.

FOR STUDENTS – We believe that:

- Student learning and academic performance is the primary focus of our school
- Each student is a valued individual with unique physical/health, social, emotional, moral, and intellectual needs.
- Promoting student self-esteem, school pride, and mutual respect enhances a positive relationship among the school community.
- Diversity increases student acceptance and understanding of different people and cultures.
- A solid preparation is necessary for the appropriate next steps that will bring our students eventual success as global, caring, and ethical citizens.

FOR TEACHERS – We believe that:

- Teachers will provide a safe, comfortable, and nurturing environment with class sizes up to 25 students.
- Teachers will promote actively engaging methods of learning that can apply in meaningful, real life activities.

FOR THE SCHOOL COMMUNITY – We believe in:

- Collaborative partnerships that invite the Panther community to contribute to the school's success.
- A school-wide climate of respect, appreciation, and support for all efforts staff members make to improve their skills and abilities for the sake of our students' growth.
- The use of research and data in our quest for identifying best practices in education.
- Nurturing a full deep-level understanding of all that we teach and valuing continuous improvement toward the mastery of what we teach.
- Having an English curriculum as well as a robust Spanish program that fosters both languages to develop fully bilingual students.

### **1.5. GRADUATE PROFILE**

- The aim of Caribbean School educational program is to prepare and graduate responsible and productive citizens with strong character traits, critical thinking, and academics skills by providing a rigorous, dynamic, comprehensive curriculum delivered in partnership with the community, family, and competent, qualified staff in a safe and caring environment.

Caribbean School graduates are:

#### **Inquirers**

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. Their love of learning will be sustained throughout their lives.

#### **Knowledgeable**

They explore concepts, ideas, and issues that have local and global significance. In doing so, they acquire in-depth knowledge and develop understanding across a broad balanced range of disciplines.

#### **Thinkers**

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

#### **Communicators**

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

### **Principled**

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and the consequences that accompany them.

### **Accepting**

They understand and appreciate their own cultures and personal histories, and are committed to respecting diversity, equality, and inclusivity as a unique gift that fosters a rich educational experience. They reflect on and identify capacities like social, cross-cultural skills, and empathy. They seek and evaluate a range of points of view, and are willing to grow from these experiences.

### **Caring**

They show empathy, compassion, and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

### **Risk-takers**

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.

### **Balanced**

They understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves and others.

### **Reflective**

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

## **1.6. SLOGAN**

The school slogan is as it has been historically defined by the institutional shield and reads: "Academic excellence and Caribbean School are synonymous".

## **1.7. FLAG DISPLAYS**

The Puerto Rican and American flags shall be properly displayed on school premises and school functions. The meaning of any flag ceremony shall be explained as a part of observance.

## **1.8. PLEDGE OF ALLEGIANCE AND NATIONAL HYMNS**

The flag salute and/or pledge of allegiance and/or national hymns shall be included as a regular part of school programs when appropriate. Those who have religious or conscientious objections or other national allegiances may be excused from saluting, pledging or singing, but are expected to participate and remain in place.



## **2. CHAPTER 2 – THE BOARD OF DIRECTORS**

### **2.1. BOARD AND DIRECTOR AUTHORITY**

The Board of Directors shall operate as dictated in the Caribbean School By-Laws and Policies. No Individual Director shall act in the name of the Board as a whole unless specific powers have been delegated and authorized to the Director for a predetermined purpose.

### **2.2. BOARD RESPONSIBILITIES**

Board of Directors' responsibilities shall be as per Caribbean School's By-Laws and Policies.

### **2.3. CONFLICT OF INTEREST**

As stated in the Caribbean School By-Laws, no one shall be elected or appointed or can serve as a member who is a paid employee or has immediate family as a paid employee of Caribbean School, nor one who is under a contract to perform or is performing remunerative services for the Corporation. This limitation serves as the base for policy regarding conflict of interest.

#### **2.3.1. Definitions:**

##### **2.3.1.1. Qualified Member**

Any member of the Board of Directors who does not have either (a) a conflict of interest with respect to the transaction or situation: or (b) a familial, financial, professional, or employment relationship with a second Director who does have a conflict of interest with respect to the transaction, or situation, which relationship would, in the circumstances, reasonably be expected to exert an influence on the first Director's judgement when voting on the transaction or situation.

##### **2.3.1.2. Related Person**

1. The spouse of the Director, or a parent or sibling thereof, or a child, grandchild, sibling, or parent of the Director, or the spouse of any thereof, or an individual having the same home as the Director, or a trust or estate of which an individual specified in this paragraph is a Substantial beneficiary, or
2. A trust, estate, or minor of which the Director is a fiduciary.

##### **2.3.1.3. Conflict-Of-Interest Transactions**

1. Transaction in which a Director knows that the Director or a related person is a party to the transaction or has a beneficial financial or personal interest in or is so closely linked to the transaction and it is of such financial or personal significance to the Director or a related person

that the interest would reasonably be expected to exert an influence on the Director's judgement if the Director were called upon to vote on the transaction; or

2. Transaction in which a Director knows that any of the following persons is either a party to the transaction or has a financial or personal interest in or is so closely linked to the transaction and it is of such financial or personal significance to the person that the interest would reasonably be expected to exert an influence on the Director's judgement if the Director were called upon to vote on the transaction:
  1. An entity of which the Director is a director, officer, partner, equity owner, agent, or employee;
  2. A person that controls, is controlled by, or is under common control with, one or more of the entities described in subsection (a); or
  3. An individual who is a partner, principal, employer, employee, personal friend, business associate, or a significant creditor or debtor of the Director.
3. Examples of situations in which conflicts of interest might arise include, but are not limited to, the following:
  1. Transactions with persons and organizations supplying goods and commercial services to Caribbean School.
  2. Transactions with persons and organizations with whom Caribbean School is dealing or planning to deal in connection with the gift, purchase, or sale of real estate, securities, or other property.
  3. Transactions with persons representing competing or collaborating organizations.
  4. Transactions with donors and others supporting Caribbean School.
  5. Transactions with persons representing agencies, organizations, and associations that affect the operations of Caribbean School.

#### 2.3.1.4. Conflict-Of-Interest Relationships

Situations where a Director's personal interests, or the interests of a related person, personal friend, business associate, an entity in which a Director holds an equity interest, employer, employee, or a significant creditor or debtor of the Director, could reasonably be expected to exert an influence on the Director's judgement regarding general Caribbean School matters and/or impair the Director's ability to act in Caribbean School's best interests.

#### 2.3.1.5. Perception of Conflict of Interest

A “conflict of Interest” exists if a decision could be influenced, it is necessary not that influence actually takes place. Directors have an obligation to address any perceived conflict of interest of other Directors if they are aware of such conflicts with respect to matters pertaining to Caribbean School.

#### 2.3.2. Procedures for Identifying and Addressing A Possible Conflict Of Interest

2.3.2.1. The Director must promptly make disclosure of any conflict of interest to the Board. The Director must disclose (a) the existence and nature of the Director’s conflict of interest; and, (b) all facts known to the Director regarding the subject matter of the transaction or situation that an ordinarily prudent person would reasonably believe to be material to a judgement about whether or not to proceed with the transaction or how to deal with the situation.

2.3.2.2. The qualified members will discuss the conflicts of interest and, depending on the nature of the conflict of interest; vote on either (a) whether or not to continue the transaction at issue; or (b) measures to address the situation at issue. Members subject to a conflict of interest shall not be permitted to be present or to participate in the deliberations or vote of the qualified members with respect to such conflict of interest. Recusal of the Director in conflict shall require such member in conflict to physically remove himself or herself from a meeting, conference call, email, or any other means of communication involved.

2.3.2.3. The conflict of interest transaction or situation shall be approved only upon the affirmative vote of the majority of those qualified members of the Board that constitutes a quorum.

2.3.2.4. When a conflict exists, resolution of the matter may include (a) approving or disapproving any transaction or situation at issue; (b) requiring the Director in conflict to remove himself or herself from positions in which the conflict of interest exists until there is no longer a conflict; or (c) requiring the Director to discontinue, reduce, or modify the Director’s participation in the Board, committees, or task forces where the conflict exists.

#### 2.3.3. Preventive Measures

2.3.3.1. Each member of the Board of Directors shall be required to sign and date the Conflict of Interest Policy Disclosure Form at the beginning of their term of service, at the beginning of each school year and whenever the related By-Law or Policy is revised. Failure to update or sign the Policy Disclosure Form does not nullify a Director’s obligations under the policy.

2.3.3.2. The School shall not employ or contract with former Directors for a period of two (2) years after their last meeting as a voting member of the Board of Directors.

2.3.3.3. The Corporation shall not elect, and the Board shall not appoint to the Board of Directors anyone who is a past employee of Corporation for a period of two (2) years of receiving the last paycheck.

2.3.3.3. To ensure open and honest deliberation, whenever purchases of supplies, equipment or services shall be asked, two quotations are required.

## **2.4. DIRECTOR ORIENTATION AND DEVELOPMENT**

Under the guidance and direction of the Head of School, Business Administrator and experienced Directors, orientation will be provided to new Directors through the following activities:

1. Discussion of By-Laws and Policies.
2. Discussion of school budget and financial statements.
3. Discussion of information such as school enrollment, buildings and instructional programs.
4. Orientation on duties and responsibilities of Directors and Committees.

## **2.5. LENGTH OF TERMS OF OFFICERS**

Officers of the Board shall serve no more than three consecutive years in the same position.

## **2.6. BOARD COMMITTEES**

Committee members shall be nominated by the Committee Chair of Board President and must vote in by the board.

The Board sets the yearly goals for each committee, and it may ask Committees to assume additional responsibilities as necessary. Each Committee shall have a written responsibility, a schedule for reporting to the Board, or a deadline for making recommendations.

Committees should submit brief written reports which include a description of the issue at hand; alternatives to be considered; recommendations; cost; planned use; faculty and staff time; and public relation effects. The Committee's recommendations need not to be accepted by the Board, but can serve as the basis for discussion.

Advisory committees may be created by the Board to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there shall be no standing advisory committees. The composition of advisory committees shall be broadly representative taking into consideration the special task assigned, the school community's composition, and the interests of community members. Professional staff members may be appointed to advisory committees. Appointments to such committees shall be made by the Board; appointment of staff members shall be made by the Board upon recommendation of

the Head of School or Business Administrator. The tenure of the committee shall be determined by the task assigned. Committees shall receive clear instructions from the Board including:

1. Service requested of Committee.
2. Resources the Board may provide.
3. Expected reporting duties.
4. Responsibility delegated to committee.

## **2.7. BOARD'S LEGAL COUNSEL**

The Board shall maintain contact with legal counsel appropriate to deal with issues in the several areas of Legal expertise which generally apply to the School.

## **2.8. BOARD OF DIRECTORS, HEAD OF SCHOOL & BUSINESS ADMINISTRATOR RELATIONSHIP**

Reserved.

## **2.9. BOARD MEETINGS**

### **2.9.1. Annual Organizational Meeting:**

Prior to June 30th, the President shall call a meeting of the Board of Directors, including those elected at the annual meeting, to be held within the first two weeks of July, for the purpose of electing new officers of the Board, selecting independent auditors for the year, making necessary appointments and conducting other business related to the organization of the Board or any other matter.

### **2.9.2. Regular Board Meetings:**

Unless otherwise specified, all Board meeting shall be held at the School, the third Tuesday of each month at a regular time agreed to by all Directors.

### **2.9.3. Guidelines for Board Meetings:**

1. July Organizational Meeting (1<sup>st</sup> or 2<sup>nd</sup> week of July as per Bylaws)
  - Election of Officers.
  - Selection of independent of school auditor.
  - Organization of committees.
  - Parliamentary procedures review (refer to Robert's Rules newest edition).
  - Incoming Director binder.
  - Incoming Director orientation.
2. July Regular Meeting
  - Preliminary committee action plans.

3. August Regular Meeting
  - Financial Report.
  - Enrollment report.
  - Committee action plans.
  - Fundraising plans.
4. September Regular Meeting
  - Approval of budget
  - Parliamentary workshop
5. October Regular Meeting
  - Strategic Plan Overview
6. November Regular Meeting
7. December Regular Meeting
  - Tuition cost review
  - Head of School and Business Administrator Evaluation
  - Presentation of Deans Evaluation by HOS to BOD – Pending Date
8. January Regular Meeting
  - Determination of Tuition cost
  - Materials and Supplies Requests.
9. February Regular Meeting
  - Teacher recruiting.
  - Director nomination period begins Feb, 15<sup>th</sup>.
  - Calendar approval for next school year.
10. Head of School and Business Administrator notification of renewal of contract.  
March Regular Meeting
  - Director nomination period ends March 15<sup>th</sup>
  - Curriculum and textbooks changes.
  - Head of School and Business Administrator contract renewal.
  - Summer program proposals.
  - Employee salaries.
11. April Annual Corporate Assembly
  - Election of Directors.
  - Officers and Committee Reports.

12. April Meeting
- Summer program approval.

13. May Regular Meeting:
- Preliminary Budget for the upcoming school year.

2.9.4. Regular Meeting Agendas

Agendas for regular meetings shall contain the following items:

- Call to Order
- Public Forum
- Attendance/Quorum
- Approval of Pending Minutes
- Head of School Report
- Business Administrator Report
- President's Report
- Finance Report
- Committee Report
- Unfinished Report
- New Business
- Other items as necessary
- Executive Session
- Notice of the Next Meeting with Date

2.9.5. Materials for Meetings:

The packet of material for Board meetings shall normally be made available to Directors at least five (5) calendar days before each meeting. Materials shall include: agenda, minutes to be approved and reports.

2.9.6. Executive Sessions:

During any regular or special meeting when a quorum is present, the Board may hold an Executive Session to discuss matters deemed sensitive in a confidential setting. Only Directors, Head of School, Business Administrator and staff specifically invited by the BOD to attend shall be present.

2.9.7. Voting Method:

The voting method shall normally be determined by the President. Any Director may request a specific voting method. Motions presented by email must be unanimous. Digital motions must be presented through an Official Caribbean School medium.

#### 2.9.8. Minutes:

Minutes shall be kept for all meetings, whether they are open or closed to the public. Minutes shall be approved by the Board and signed by the President and Secretary at the next regular meeting. Except for the minutes taken during executive session, the minutes shall be considered public records and open for the inspection of the school community through means that are secure and convenient. Minutes taken during an executive session shall not be considered public records and shall be retained by the Board. Minutes shall include not less than:

1. A statement of the time, date, place of the meeting.
2. The members present and absent.
3. Any decisions made at the meeting, and record of all roll call votes.
4. For executive sessions, the purpose(s) for which the meeting was held.

#### 2.9.9. Public Attendance at Board Meetings:

Board meetings are open to corporate members, faculty, and other employees of the school, and to the students; except whenever the Board meets in executive session.

To resolve any pending issues from the school community, the Board will always refer to the following procedure:

1. Issues which concern disciplinary or academics matters in either the elementary or secondary school shall be first discussed with the appropriate Dean.
2. If the issue cannot be resolved through a Dean, it shall be brought to the Head of School.
3. If the issue cannot be resolved through the Head of School, it may then be brought to the Board of Directors. Except in the case of extreme emergency a statement regarding the issue shall be presented to the Board in writing at least one week before the following meeting. Time on the visitor's agenda shall be allotted for explanation of the written statement.
4. Parents wishing to make comments regarding general aspects of school life may do so during the visitor's agenda by making their desire to be on the Agenda known in writing to the Administration office at least seven working days before the scheduled meeting.

#### 2.9.10. Procedures for Hearings:

Should the Board choose to hold a hearing on a specific subject, the Head of School and/or the Business Administrator, as applicable, will be in charge, in conjunction with an ad hoc committee, with the task of establishing procedures for the hearing in question.



## **2.10. SCHOOL POLICY**

### **2.10.1. Policy Development**

School policies serve as sources of information and guidance for the school community. Policies are framed, and meant to be interpreted, in terms of federal and local laws, authority defined by the corporate charter, and regulatory agencies of the Caribbean School. Policies are also framed and meant to be interpreted, in terms of those educational objectives, procedures, and practices which are broadly accepted by leaders and authorities in the field of education. Changes in needs, conditions, purposes, and objectives will require revisions, deletions and additions to school policy.

### **2.10.2. Preliminary Development:**

In addition to policy developed by the Board, proposals regarding school policy may originate from several sources within or related to the school community: students, parents, teachers, employees, consultants and others. Proposals for policy revision shall be examined by the Board's Governance Committee, through consultation with the Board's resources. A preliminary draft of policy revisions or additions shall be prepared and presented to the Board for its consideration.

### **2.10.3. Adoption:**

Policies approved by vote shall be informed to the school community through available means. Members of the school community shall have a month to react and comment to the proposed policies, which may then be adopted by the Board and signed into the Policy Book at the next Board Meeting.

### **2.10.4. Numbering System:**

The policy book shall be coded with a tiered number system. Chapters shall be numbered using whole integers. Primary chapter sections shall be numbered 1, 2 and so on. Secondary sections shall be numbered 1.1, 1.2 and so on.

### **2.10.5. Review and Evaluation:**

The Board shall evaluate how policies have been executed and weigh the results. It shall rely upon the school community for providing evidence of the effect of the policies which it has adapted. The Head of School shall call to the Board's attention all policies that are out of date or for other reasons appear to need revision.

### **2.10.6. Temporary Suspension of Policies:**

The Board of Directors, the Head of School and the Business Administrator are authorized, in case of emergency, to temporarily suspend school policies when in their judgment, not doing so might cause physical harm, or damage to the school or its equipment, supplies and materials. Such emergency actions must be reviewed by the

Board at its next meeting, and action taken to bring policy into conformity with practice, or to bring the situation in conformity with policy.

## **2.11. REVIEW OF REGULATIONS**

### **2.11.1. Board Review**

The Board reserves the right to review administrative regulations and manuals, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with school by-laws and policies. The Board will be provided with documentation of all school-wide regulations issued by the administration.

### **2.11.2. Yearly Review**

The Head of School and the Business Administrator shall revise school regulations and manuals yearly for administrative updating and accuracy check.

### **3. FISCAL MANAGEMENT [ Chapter 3 Fiscal Management is under revision].**

#### **3.10 ANNUAL OPERATING BUDGET**

The Headmaster, in agreement with the Finance Committee, submits a preliminary budget to the Board of Directors on or before the meeting each year to determine tuition. Consideration of budget items will be done on or before the meeting each year. The final budget for each academic year shall be enacted at the September Board meeting.

The Annual Budget shall contain in the Chart of Accounts, as a minimum:

Gross Revenue: Tuition, fees, assessments and donations, summer and adult classes, testing income, interest income, and all other revenues.

Less Discounts: Cash discounts, scholarships, family discounts, employee grants

Net Revenue: Revenue minus total discounts.

Operating Expenses: Faculty salaries, staff salaries, maintenance salaries, summer/adult class salaries, Christmas bonus, payroll tax/insurance, faculty recruiting, coaching salaries, substitute teachers, other salaries, housing subsidy, headmaster expenses, supplies upper school, supplies lower school, office supplies, freight charges, utilities, insurance, maintenance/repairs, security, administrative expense, professional fees, library expenses, athletic expense, advertising expense, convention/travel/entertainment expenses, vehicles, bad debts, memberships, bank charges, testing expenses, legal expenses) book amortization, rent, miscellaneous, interest expense.

Net Income (Deficit) = Net revenues minus Expenses

Capital Expenditures Plan should include:

Land acquisition

To be amortized in the following fiscal year.

Book Purchases-Upper School

Book Purchases-Lower School Library Books

Equipment

Buildings and Improvement Plan

#### **3.101 FISCAL YEAR**

The fiscal year for the Caribbean School shall be July 1 through June 30.

### **3.102 BUDGET PREPARATION**

The Headmaster shall be responsible for the preparation of the yearly school budget. The Headmaster shall be assisted by the Business Office, and shall work in conjunction with the Treasurer and the Finance Committee.

### **3.103 BUDGET DEADLINES AND SCHEDULES FOR ADOPTION**

Preliminary Approval:

The budget is a financial plan, and proposals for new or expanded programs be adopted on a preliminary basis contingent upon increased funding. Commitments not be made on preliminary adoptions until funding is secured.

Budget Adoption:

Each year a calendar of budget adoption will be presented to the Board for approval by the Finance Committee and the Headmaster.

1. The adoption process will include the presentation and discussion and adoption of the preliminary budget not later than the February Board meeting.
2. Final approval of the budget for the year not later than the September Board meeting.

During the process of review, it is expected that revision and refinement of budget items take place. The budget is the financial framework for carrying out the school's educational program; foresight, flexibility and use of modification are important in budget formulation and administration.

### **3.104 PERIODIC BUDGET RECONCILIATION**

The Headmaster, in concert with the treasurer, shall be responsible for carrying out, at least on a monthly basis, a reconciliation of school expenditures and revenues with the approved budget. The school administration shall be provided with the appropriate information by the accounting office to carry out this task.

Administration will prepare a budget vs. actual variance report explaining all major variances for the Director's ordinary monthly meeting. The results of the reconciliation shall be presented to the at its monthly meeting by the Treasurer or his/her designate.

### **3.105 LINE ITEM TRANSFER AUTHORITY**

The headmaster shall have the authority to make line item transfers within the same fund to the extent that the spirit and purpose of the budget is not disrupted, provided that a saving or reduction in a line item is realistic and achievable.

### **3.106 CONFIDENTIALITY /NON-DISCLOSURE**

The nature of Administrative Office Staff and Board positions at times makes us privy to information that is confidential. This information can be one of several forms, for example salary information, health records, student grades and/or employee or other sensitive files. Whether by school policy, Puerto Rican Law or Federal Law, these kinds of information are protected and cannot be disclosed to anyone.

Puerto Rico Law (ley núm, 186 del año 2006) prohibits the use of Social Security number as a form of identification by educational institutions, public or private, prekindergarten through postgraduate level. The law establishes and guarantees protection of legitimate use of Social Security numbers, therefore supporting the nondisclosure of the same.

A letter of Confidentiality/Non-Disclosure shall be signed by all Administrative and Office Staff and Board personnel. Signing the letter indicates that the employee and Board Members recognize the sensitivity of the information that he or she has access to and guarantees that he or she will not disclose this information to anyone while employed or act as Board Members by Caribbean School nor thereafter.

#### **LETTER OF CONFIDENTIALITY/NON-DISCLOSURE**

[Copy of document included in Policy Binder. Refer to addenda.]

### **3.2 DEPOSITORY OF FUNDS**

Bank accounts shall be maintained for each fund; operating fund and facility fund. The Board of Directors shall assure that funds are maintained in financially secure banking institutions insured by FDIC, and not exceed the FDIC coverage in deposits.

Excess funds can be maintained in secure accounts which provide greater returns for the school. (e.g. CD's, US Saving Bonds).

The Finance Committee will ensure that excess funds are invested in Certificate of Deposits (CD) or Bonds of the best quality with a maturity that does not exceed five years in order to maintain liquidity. These short term investments will not exceed 50% of excess funds.

#### **3.201 AUTHORIZED SIGNATURES**

The authorized signatures shall be:

Board of Director President

Board of Director Treasurer (Finance Committee Chair)

Board of Director Assistant Treasurer (Finance Committee Vice-Chair)

Headmaster of Caribbean School

Two of the above signatures are needed to verify supporting documents and to validate any check. One signature must be from Finance or Vice.

### **3.202 BONDED EMPLOYEES**

All employees who handle school funds, or have signature authority, shall be included in a blanket fidelity bond which will indemnify the school against loss.

Based upon changing demands of the school, other employees will be included. This bond will be reviewed and revised by the Finance Committee at least annually.

### **3.203 CASH IN SCHOOL BUILDINGS**

It shall not be the practice of school employees to leave more than \$200.00 overnight on school premises. Bank deposits shall be made regularly to assure their security.

Petty cash should be kept in the safe.

Caribbean School will not be responsible in case of a loss if the money was not kept in the safe. In this case the custodian will need to replace the money to the institution and parents.

### **3.301 REGISTRATION FEES AND DEPOSIT**

1. New Family Registration:

New families have to pay a nonrefundable registration fee.

2. Enrollment Fee:

#### **PRE-KINDER thru GRADE 12**

For returning students, or siblings of students already attending Caribbean School, a nonrefundable enrollment fee per student is payable. This may be partially applied to tuition if the payment is made before enrollment date as determined by the Board of Directors and Headmaster in the annual contract.

Students re-enrolling in Caribbean School after enrollment date will be charged an increased registration fee.

All fees will be set yearly no later than the January Board meeting approval of the preliminary budget.

When non-siblings are enrolled in the same family, parents must provide adoption documents or custody documents to qualify for a single building fee, registration, PTO, yearbook, etc.

### **3.302 TUITION AND FEES**

All tuition and fees shall be based upon anticipated needs and expected enrollment. The Headmaster and the Board Treasurer shall present to the Board of Directors the proposed tuition and fees for approval. These fees shall be set by no later than the January Board meeting of the academic year before they are to take effect.

The Business Office will prepare a Statement of Tuition and Fees and Conditions of Enrollment Agreement no later than ten working days after January Board meeting.

### **3.3021 SCHOLARSHIP POLICY**

The Caribbean School may offer a partial scholarship to a student whose family is having financial hardship. A student who is granted a scholarship receives assistance solely on continued financial need and academic excellence. Scholarship funds will only be granted according to budget allowance.

Caribbean School does not discriminate on the basis of sex, creed, race, color, national or ethnic origin.

Scholarships are not automatically renewed. Applications must be submitted every year.

- I. Procedures for Requesting Scholarship
  - A. Applications for scholarship with all required documents for current students are for the NEXT academic year, which begins in and will be accepted from February 1 to 30'
    - Afterwards applications will not be accepted.
    - Incomplete applications will not be accepted.
  - B. Applications for scholarships due to financial hardship due to a catastrophic situation will be accepted for consideration throughout the current year.
  - C. Applications for scholarships must be accompanied by:
    - A certified copy of the family's income tax return, including the W2 form(s) if applicable.
    - Any income tax form of both parents that provides information of income received;
    - If any of the parents is not required to file a return, an affidavit stating the same;
    - A certification from ASUME of both parents of any money received and/or paid for child support;
    - Any other document required by the scholarship committee at the time of the evaluation.

- D. Applications and copies of the Scholarship Policy can be obtained from the main office. Completed applications must be returned to the main office. The Comptroller will review all applications for completeness.
- E. The completed application will be reviewed by the scholarship committee which will make recommendations to the BOD. For applications to be considered by the Scholarship Committee, all fees and tuition must be paid up to date and not have been late in the last 12 consecutive payments.
- F. Any student in a family is eligible to apply. However, the committee will give no more than one scholarship per family. Scholarship will not be granted for more than three years per family.

## II. Guidelines for Granting a Scholarship

(Note: If the family receives a scholarship, the family discount for 3 or more children will remain applicable.) If the family who receives the scholarship is an employee, then the employee discount will not be applicable.)

Current Students attending Caribbean School at the time of evaluation, applying for the next academic year.

1. Have and maintain a financial need. Financial hardship resulting from an illegal act shall not be considered.
2. Have and maintain a GPA of 2.75 or higher.
3. Preference will be given to students in order of grade level starting with 12th grade down to 3rd grade.
4. Preference to be given to students with the highest number of consecutive years attending Caribbean School and a minimum of 1 full year is required.
5. Preference will be given to students with siblings attending Caribbean School.
6. Must adhere to Caribbean School behavior code.

Catastrophic Situation for current students attending Caribbean School at the time of evaluation, applying for the current academic year.

- To be granted the scholarship under this category, the parent or legal guardian of the student must be experiencing financial hardship due to a catastrophic crisis.
- Verifying documents must be submitted.
- Have and maintain a passing average.
- Must adhere to Caribbean School Behavior Code.

## III. Procedures the Committee Will Follow

- The committee will convene early enough each year to allow decisions to be given to the applicants no later than the fourth week in.



- The committee will meet as necessary to review academics and behavior of scholarship students. Failure to maintain the standards set forth in this policy could result in loss of scholarship eligibility after review by BOD.
- After three late payments, the scholarship grant will be revoked.

#### IV. Scholarship Quantity

Students who meet the above guidelines are granted a scholarship up to a maximum of 50% of tuition. The following scale will be used:

- 50% Scholarship if tuition and fees represent greater than 25% of parent's or legal guardians' adjusted gross income, considering all sources of income.
- 40% Scholarship if tuition and fees represent greater than 20% of parent's or legal guardians' adjusted gross income, considering all sources of income.
- 30% Scholarship if tuition and fees represent greater than 15% of parent's or legal guardians' adjusted gross income, considering all sources of income.

#### Catastrophic Financial Crisis

- Students whose parents find themselves in a catastrophic financial crisis are considered for up to a 100% scholarship to permit them to finish the current academic year.

### **FINANCIAL ASSISTANCE APPLICATION**

[Copy of document included in Policy Binder. Refer to addenda.]

#### **3.30211 CONDITIONS OF ENROLLMENT**

All tuition and fees shall be established by the Board of Directors annually and shall be based upon anticipated needs and expected enrollment.

#### **3.3022 OVERDUE ACCOUNTS**

Tuition payments and fees are due according to the most recent adopted payment schedule by the Board of Directors.

Students with tuition bills more than 30 days in arrears do not attend school classes. Once the 30th day deadline has passed, parents with tuition in areas will be required to keep their children out of school pending payment of their outstanding obligation.

Students with tuition or any other balance due, will not receive grade reports, transcripts, letters of recommendation, or any other official school document.

Late payments are subject to late fees as stated in the Conditions of Enrollment.

The school uses the services of a collection agency or a lawyer to collect past due accounts. Parents will be charged the cost associated with the additional collecting past due accounts.

The Headmaster and Accounting Office are responsible for maintaining a follow up on accounts receivable and report on a monthly basis to the Board of Directors.

### **3.3023 REFUNDS OF TUITION**

If a student in good standing withdraws from Caribbean School, the tuition due the school will be calculated up to and including the student's official withdrawal date, on a quarterly basis, from Caribbean School. Students withdrawing must fill out the school's withdrawal form to officially withdraw from the school.

### **3.3024 LATE ENTRY**

New students entering after school begins will pay tuition beginning with the quarter in which they are admitted. Fees will be prorated from the enrollment date.

Returning students who have failed to register before the first day of classes will pay late registration fees and tuition from the beginning day of classes.

### **3.3025 DISCOUNTS**

Parents with three or more students of the same family currently enrolled at Caribbean School and paying full tuition and fees (non-employee - non scholarship students) will be granted a tuition discount on the following basis beginning with the student in the highest level.

Student 1 and 2.....	Full tuition
Student 3.....	30% tuition discount
Student 4.....	30% tuition discount
Student 5.....	30% tuition discount and so on.

In order to qualify for a discount, parents must present evidence of adoption or custody at registration when children are not their own or their spouse's. Discount will only apply to the tuition portion.

### **3.303 BOOK FEES AND RENTAL FEES**

Caribbean School does not charge book or rental fees. However, classes such as computer, cooking and other electives request some materials to be purchased during the year which are not covered in the tuition and fees. Students in computer classes are requested to purchase some materials for their use, but not software. Students must purchase summer reading books and supplemental reading books in English and Spanish.

Students must return their textbooks, other reusable supplies and/or materials in acceptable conditions. If not, they will be charged for the full replacement value of the item.

For lost books or materials, parents will make the payment in the Accounting Office and present a receipt to the appropriate School Principal. Failing to do this will result in the retention of final grades and transcripts.

### **3.40 INCOME FROM SOURCES OTHER THAN TUITION**

The Caribbean School shall actively seek income from sources other than tuition. The school will select someone to oversee and lead the fund raising activities.

The suggested fundraising Lead person will coordinate the submission of paperwork to maintain eligibility for federal funds and to accept eligible tax deductible contributions and donations.

### **3.401 AID AND GRANTS TO THE SCHOOLS**

The Board may accept funds from foundations or private sources, and shall, if it accepts the funds, comply with the conditions and requirements connected with the use and acceptance of grant funds.

Where it is deemed beneficial to students or professional staff of Caribbean School the headmaster may sponsor or conduct educational research or special projects.

The Development Officer will coordinate all fund raising activities and is responsible to identify federal funds available and prepare proposals to obtain funds.

### **3.4011 CARIBBEAN SCHOOL GRANT PROCUREMENT**

#### Goal/ Purpose

The purpose of this policy is to motivate and incentivize Caribbean School staff with the intention of researching, applying, and acquiring external funds. The goal in securing external funds is to strengthen:

- Caribbean School infrastructure
- Academics
- Programs and services for students

This policy will establish parameters, guidelines, and awards for staff that successfully seek and secure external funds for Caribbean School.

A proposed amount of two percent (2%) of the total external funds secured to be paid to the staff member or members securing the funds.

In the event the secured funds are paid over a period of time the award will be two percent (2%) of the total amount and payable over the period of time Caribbean School will be receiving the funds. The staff member must be employed by Caribbean School during the award period(s).

#### Criteria

Caribbean School will grant a non-recurrent monetary award to any eligible staff member (any person employed by Caribbean School) for approved and awarded external proposals (state, federal, or privately funded proposals) on behalf of the corporation, Caribbean School. The award will be equal to two percent (2%) of the total amount received by Caribbean School for each approved grant/proposal. There will be a limit of \$12,000 per year.

The proposal for the grant, negotiation, and expenses associated with the process must be first reviewed and approved by the Board of Directors and the Headmaster prior to submission of the same.

Any staff member applying for a grant must first take an approved course on grant writing. The grant writing course will be selected by the Headmaster.

#### Recognition

The payment to the staff will be made after receiving the approval and certification of funds. A signed agreement between Caribbean School and the granting authority must be first signed.

In the event of an approved grant written by more than one individual, the award will be divided accordingly. Caribbean School will be responsible for the payments to the person or persons securing the grant.

The monetary award to the staff will be paid during the implementation process. The award will be subject to all tax rules and regulations from the Government of Puerto Rico and municipality of Ponce.

#### Process

1. The Headmaster will notify all staff members of the opportunity and purpose of the grant procurement.
2. Staff member(s) interested in applying for a grant must, on their own, search for grants that are aligned to the mission and vision of Caribbean School.
3. Permission to search and apply for a grant must be first approved by the Headmaster.
4. At a minimum, all requests for proposals (grant writing) presented to the Headmaster and for approval must include:
  - a. Name of grant writer (or writers)
  - b. Name of the grant
  - c. Agency responsible for awarding the grant
  - d. Description of the grant (including how its aligned to the mission and vision of the school)

- e. Amount of the grant
  - f. Length of the grant
  - g. Proof or certificate of a grant writing course/seminar
5. Once the grant proposal is reviewed and approved by the Headmaster the same will be presented to the of for discussion and approval.
  6. After final approval a letter from the Headmaster will be written and issued to the person(s) applying for the grant as a means of moving forward with the grant application.
  7. Once the grant is completed, and before it is submitted to the granting agency, it must be reviewed and approved for submission by the Headmaster.
  8. All successful proposals will be paid according to the established criteria.

### **3.402 FUND RAISING**

Solicitation for funds made in the name of the school by the students must have the Headmaster's approval.

### **3.403 GIFTS AND BEQUESTS**

The Board of Directors may accept, on behalf of, and for the school, any bequest or gift of money or property for a purpose deemed by the Board to be suitable, and utilize such money or property so designated.

To be acceptable, a gift must satisfy the following criteria:

1. It must have a purpose consistent with Caribbean School's goals and objectives.
2. It must not lead to, or involve, unacceptable expenses to Caribbean School.
3. It must place no restrictions on the school program.
4. It must not be inappropriate or harmful to the best education of students.
5. It must not be in conflict with any provision of this code or public law.

A letter of appreciation signed by the Principal of the school receiving the gift and/or the Headmaster shall be sent to the donor.

The Headmaster is also authorized by the Board of Directors to receive gifts on behalf of Caribbean School, in compliance with this policy.

### **3.407 SALARY ADVANCE**

There is no provision for any salary advances at the Caribbean School.

### **3.50 ACCOUNTING AND REPORTING**

Accounting Procedures:

The accounting procedures are seen by the Board of Directors as a valuable tool in guiding the sound financial management of the school toward accomplishing the school's purpose.

The Headmaster is responsible for working with the Treasurer to develop accounting procedures which meet this objective and which conform to the best business practices. The Headmaster and business staff are expected to confer, when necessary, with qualified financial specialists to attain this goal.

Separate accounting records shall be maintained for the different funds.

### **3.501 TYPES OF FUNDS**

The Caribbean School identifies two types of funds: restricted funds and unrestricted funds.

#### **3.5011 CAPITAL EXPENDITURES**

Any individual purchase in excess of \$2,000 will be detailed in a designated budget category, under capital expenditures.

#### **3.502 INVENTORIES**

The school comptroller shall maintain a complete inventory of all capital items. Inventory of books and educational material shall be done by October 31st and May 31st. The remaining capital items will be done by May 31st

The individual building Principals are responsible for assuring that accurate supply and equipment inventories are maintained in their sections. These inventories shall be updated each year. The Principals are responsible to assign inventories under custody or shall act as custodians themselves.

If items are removed from the inventory list, an explanation of disposal should be attached to inventory.

Capital items include all non-supplies with a replacement value of \$2,000.00 or over. Inventory must include but it is not limited to furniture and equipment, computers, sports equipment, and books.

Inventory must include an item description, a number, establish custody person for each item, acquisition date (when available), original cost, and estimated replacement value.

#### **3.503 AUDITS**

An independent certified public accounting firm shall be employed no later than March Board Meeting to conduct a financial audit to be completed within 90 days after the close of each fiscal year, and to prepare a report for the of to submit to the Corporation. This report must be ratified by the Board of Directors five (5) calendar days before the Puerto Rico Income Tax Report, due on October 10.

Management letter will be addressed to the Headmaster. The Headmaster will report back to the Board of Directors after 90 days on implementation of management letter action items.

### **3.60 PURCHASING AUTHORITY**

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the Headmaster through the approved budget.

The Headmaster shall direct the annual purchase of educational supplies and materials, other supplies and capital goods as are required and are permitted within the limits of the budget. The purchase of these items shall require no further approval except in those instances where policy requires certain purchases to be put to bid. However, in the case of emergency expenditures, the President or Vice President should always be consulted.

In order to receive the greatest value for each dollar spent, it is school policy to buy in quantity when this provides a fiscal advantage.

#### **3.601 PURCHASING PROCEDURES**

The Board shall approve an annual itemized budget indicating anticipated income and expenditures for the fiscal year. Every effort shall be made to assure that expenditures authorized in a given fiscal year are paid for within the same fiscal year.

Expenditures of funds for routine operating expenses and maintenance shall be authorized by the Headmaster. The Headmaster shall seek approval for an overall sum of money for the purchase of educational supplies and materials for the library, elementary and secondary school in January or earlier before the beginning of the academic year when the funds will be spent.

All checks require the signature of two individuals as designated by Policy 3.201. All such expenditures should be part of the approved budget, or subject to approval.

#### **3.602 BIDS AND QUOTATIONS**

Expenditures of funds for equipment, materials and services up to \$2,000 be made without calling for quotations unless in the judgment of the Headmaster the bidding process be advantageous to the school.

At least three written quotations shall be secured for equipment, materials and services requiring expenditures in excess of \$2,000. Bids will be retained for three years.

### 3.603 PROCUREMENT PROCESS FOR PURCHASES WITH FEMA FUNDING

Caribbean School promotes open and free procurement opportunities among potential sellers by complying with FEMA “procurement policies”, which are included in CFR 200 317, 200 318, 200 319, 200 320, 200 321, 200 322, 200 323, 200 324, 200 325, 200 326, 200 327. This will be achieved by obtaining quotes or competitive proposals from qualified suppliers, according to the following guidelines:

Description	Quantity	Procedure	Authorization
Micro-purchases	Up to \$10,000.00	Select provider from provider list. Check prices. The recommendation must be documented.	Finance Committee & Board of Directors
Small purchases	\$10,000.01 - \$250,000.00	At least three (3) quotes must be evaluated.	Finance Committee & Board of Directors
Auction has to be made public (RFP)	\$251,000.01 – Unlimited	Auction has to be made public (RFP).	Finance Committee & Board of Directors

Policy 3.603 created June 2023.

### 3.701 APPROVAL OF PAYROLL AND INVOICES

The payroll shall be prepared for each two-week period by the person designated by the Headmaster and Finance Committee. The payroll shall be checked by the Headmaster.

All expenditures shall be justified by a purchase order or check request prepared by the Accounting Office and approved by the Headmaster or Treasurer except for "Petty Cash". Payments shall be made by check.

### 3.702 PRORATED PAYMENTS

Should prorated payments be made, payment for one working day shall be equal to 1/185th of a year's full time contracted salary.

### 3.703 EXPENSE REIMBURSEMENTS

The members of the Board of Directors shall be reimbursed for expenses incurred in the performance of their Board functions, when approved by the Board of Directors.



School employees shall be reimbursed for legitimate expenses incurred in the performance of their duties as authorized by the Headmaster. Payments shall be made by check.

All Board Members and employees must fill the expense report and submit receipts.

### **3.704 PETTY CASH ACCOUNTS**

The petty cash account shall be for a maximum of \$50.00 per expenditure. A receipt shall support all petty cash payments. Petty cash vouchers for each purchase shall be signed by the person receiving the disbursement and by the comptroller or his/her designate. Petty cash purchases are limited to emergency items of maintenance, school supplies, and special items. Petty cash transactions are to be completed during the same business day funds are disbursed by the comptroller, who is the one responsible for the proper management of the petty cash. Whenever possible the regular Purchase Order request procedure should be utilized in lieu of the petty cash. Exceptions:

For league games the maximum can go up to \$75.00 per game.

### **3.80 DISPOSAL OF SCHOOL PROPERTY**

It shall be the policy of the to dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school.

Disposal of such items shall be the responsibility of the Headmaster or his designee after it is assured that they are no longer of any use to the school.

Surplus items shall be classified and disposed of as follows:

1. Items having no resale value - these be offered without cost to charitable and civic organizations, or disposed of by the most efficient method, without Board approval. 2. Items having resale value -

- a. Those items having a replacement value of \$2,000 or less be disposed of by the Headmaster or his designee at the most advantageous price by private sale, without advertising and without approval,
- b. Items having a replacement value of more than \$2,000 shall be advertised for sale, upon approval, in a newspaper of general circulation and sold to the highest bidder. Corporate members bid for property with no privilege over the other bidders. No member participates at any time in a bid. The school shall reserve the right to reject all bids.

All money received from the sale of equipment, materials, or supplies shall be deposited in the facilities fund of the school. Capital assets should be removed from the accounting records.

Records of the disposal shall be kept and maintained for five years.

## **4. CHAPTER 4 - BUSINESS MANAGEMENT**

### **4.1 SCHOOL BUILDINGS AND GROUNDS**

It shall be the policy of the Board of Directors to maintain school properties in good physical condition: safe, clean, and sanitary, and as comfortable and convenient as the facilities will permit or require.

The Business Administrator shall have the general responsibility for the care, custody and safekeeping of all school property. The Business Administrator shall establish such procedures and employ such means as necessary to discharge that responsibility.

The Business Administrator and Head of School shall be responsible for the care and safety of the students and staff, and overseeing the proper care of school property by the students and the staff.

#### **4.1.1 Building and Grounds Maintenance and Repair**

The Business Administrator shall be in charge of maintaining the school facilities in good repair and order. When repairs are requested by staff members these requests shall be reviewed by the business office and if appropriate, approved. Requests which require significant expenditures of over \$100, or the purchase of new equipment, shall be approved by the Business Administrator before being forwarded to the maintenance department. Routine requests shall be forwarded through the business office to the maintenance department.

#### **4.1.2 Buildings and Grounds Safety**

It shall be the responsibility of the Business Administrator to ensure that the school buildings and grounds are kept presentable, in good repair, and free from safety hazards. If needed, guard or security services shall be contracted to maintain the security of the school premises.

#### **4.1.3 Emergency Plans**

The Business Administrator and Head of School shall adopt procedures to provide for the safety of children and school personnel in emergencies. These procedures must be practiced at the discretion of the administration, but no less than once per year.

#### **4.1.4 SECURITY AND KEY CONTROL**

The Business Administrator is responsible for overseeing the security system of the school. If necessary security guards shall be posted to assure day time campus security.

Keys shall be assigned to teachers for the duration of the year's assignment only. They shall be collected at the end of the school year. The Business Administrator shall assure that keys are maintained in a secure manner.

#### 4.1.5 VANDALISM

Every reasonable precaution shall be taken to ensure that the school is not subject to vandalism. However, should vandalism occur, it's the responsibility of the Business Administrator to see that the vandalism is reported to the proper authorities. The damage must be repaired as soon as possible.

#### 4.1.6 ACCIDENT PREVENTION REPORTS

The Business Administrator is charged with the responsibility of maintaining a safe campus. The Business Administrator is required to report on a monthly basis to the Board of Director the significant situations that have occurred. The Business Administrator is required to take Immediate actions to prevent additional accidents.

All accidents involving personal injury or significant danger ("occurrence") must be reported to the health officer/nurse who will fill out the Caribbean School student's or employee's Report of Injury form and to the Head of School and Business Administrator. In the case of an employee, the employee must then direct himself to the Business Office to complete the Corporación Fondo de Seguro del Estado incident form online.

Notification to the insurance company must be made within forty-eight (48) hours of the occurrence, whether the claim is expressly covered or not.

#### 4.1.7 FIRE PREVENTION AND DRILLS

The Business Administrator and Head of School are in charged of assuring that the school staff take every reasonable precaution to avoid fires. As a minimum, fire drills shall be held periodically in both schools, as per local regulations.

#### 4.1.8 DISASTER PLANS

The Business Administrator and Head of School are in charge of the development of a plan of action to be taken in the event of a natural disaster such as hurricanes. This plan is to be reviewed with employees and students.

#### 4.1.9 BOMB THREATS

Caribbean School discourages this type of disruption which poses a danger to everyone in the school even when it is merely a threat and/or a nuisance. The Head of School and the Business Administrator are responsible for establishing a Crisis Plan for Bomb Threats that aims towards ensuring student and personnel safety, provides training to staff –especially office and switch personnel- in dealing with threatening calls, and incident’s report to the police. When the building is evacuated, students shall remain in safe areas under their teacher's care until the police and the school administration are satisfied that no danger exists.

#### 4.1.10 EMERGENCY MAKE-UP OF CLOSING DAYS

The Head of School and the Business Administrator are authorized to announce the closing of school if actual or potential hazards threaten the safety and well-being of students and employees. The decision to close schools shall be made by the Head of School and the Business Administrator, upon consultation, when feasible with members of the Board of Directors, and/or government agencies responsible for the safety and the well-being of the community, Public announcements and releases to news media shall be made by the Head of School or the Business Administrator.

Instructional days lost due to emergency closings shall be rescheduled through extended day, Saturday classes, or extended school year when necessary.

Selected employees may be required to work as needed at times when the School is officially closed. Salary and benefits continue for all employees unless directed otherwise by Board of Directors.

## 4.2 STUDENT TRANSPORTATION

Caribbean School does not provide daily home-school transportation. Such transportation is the responsibility of the parents or custodians.

Chartered transportation will usually be used for field trips sponsored and authorized by Caribbean School.

The Business Administrator and the Head of School will be responsible for overseeing that adequate safety procedures will be adopted by the Administration when using charter transportation.

The Administration is charged with the following:

- 1.Students must have signed parental permission in order to travel in charter transportation.
- 2.School personnel (Faculty) and any other persons traveling on charter transportation must have the proper authorization, before the trip.

3. Chartered transportation vehicles must be legally licensed and be in excellent safety condition.

4. The chartered vehicle operator name shall be disclosed to the Administration, must be legally licensed and comply with all the transit laws of Puerto Rico.

5. The Administration will keep a photocopy of the insurance papers and driver's license as proof of valid vehicle operator, submitted by the company, prior to the trip.

Should any incident occur during a specific school trip using chartered transportation, it will be the responsibility of the authorized school personnel (Faculty) to notify the Administration and file a report.

#### 4.2.1 STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Caribbean School does not sponsor transportation of students in private vehicles. Parents or legal guardians who allow the student to be transported in a private vehicle must provide written permission to the administration office.

#### 4.2.2 STUDENT TRANSPORTATION INSURANCE AND LIABILITY

The Administration is charged with ensuring that students are covered by 3rd party accident liability insurance while traveling in school-owned or chartered transportation to and from school-sponsored activities, and that the vehicle and its driver have an up-to-date license.

#### 4.3 FOOD SERVICES AT CARIBBEAN SCHOOL

It is the policy of the Board of Directors that all children attending Caribbean School be offered the opportunity to have a balanced diet. The Caribbean School shall provide a program of food services to this end.

#### 4.4 INSURANCE MANAGEMENT

The school shall maintain adequate levels of insurance against losses through fire, theft, accidents, liability and other risks as the Board of Directors sees fit. This coverage shall be reviewed at least every year.

Insurance quotes shall be requested by bids. However, the Board reserves the right to reject bids and select the insurance carrier to underwrite the school's insurance programs, basing the selections on the carrier's ability to provide the best protection for the school, its personnel, students and property

## 5. CHAPTER 5 - PERSONNEL

### 5.1 STAFFING PHILOSOPHY AND GOALS

The Board of Directors recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting their general welfare.

The Board is committed to providing a highly competent, well-trained staff, able to fit each discipline and area of responsibility into a balanced, well-run school program.

The duties of the staff shall be outlined by the Head of School and approved by the Board. Arrangements by the administration shall be made for the regular evaluation of all staff.

The Board's specific personnel responsibilities are to direct the administration to:

1. Conduct an evaluation program that will contribute to the improvement of staff performance.
2. To develop and manage a staff compensation program that will attract and retain the best and most appropriately qualified employees.
3. To provide an in-service training program for all employees which will improve their performance and their chances for retention and promotion.
4. To recruit, select, and hire the best qualified people to work at Caribbean School.
5. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.
6. To use staff talent as effectively as possible, for the benefit of the total school program.
7. To consult Human Resources and/or labor attorney when a situation warrants it to avoid consequences that may jeopardize the future of the institution.

#### 5.1.1 EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the Board of Directors that no person in this school shall, on the basis of race, color, creed, religion, sex, age, sexual orientation, disability or national origin, be denied the benefits of, or be subject to discrimination in any educational program or activity, including employment, retention and promotion.

#### 5.1.2 POSITIONS AND QUALIFICATIONS

There will be a job description for every position at Caribbean School. This will include scope, qualifications, experience, essential functions and duties and the staff's immediate supervisor.

## 5.2 RIGHTS AND RESPONSIBILITIES

Administrators, support staff and professional members, including teachers, must realize that there will be occasions outside of the normal school day when their services will be needed for various educational activities. They will be expected, therefore, to participate when called upon for such in service activities as curriculum improvement, study programs, school community projects, and extracurricular activities.

Deans are responsible to discuss with teachers their organizational, administrative, and instructional problems before presenting them to the Head of School. In a similar manner parents shall discuss with teachers' matters pertaining to the individual classroom situation before parents' consult with the Deans. The Board of Directors encourages that all matters be discussed and problems solved by those immediately concerned, and be taken to higher authority only when adequate satisfaction cannot be obtained otherwise.

Only necessary paperwork will be requested from teachers. All personnel have a legal obligation to keep complete and accurate records and to submit them promptly when due.

### 5.2.1 E THICS AND PROFESSIONAL BEHAVIOR

All school personnel are role models for our students. Their conduct, relationships with administration, staff, parents, and students, and their observance of school policies set the standards of conduct for our students.

Administrators, teachers and support staff must behave professionally at all times. Discussions at Caribbean School must be carried out in a respectful manner. Personal problems and/or any disagreement related to working policies and/or conditions should be discussed at the proper level in private.

A positive and healthy work environment shall exist and shall be free of probable sign of inappropriate conduct. Employees must get along in order to have a positive and healthy environment at the workplace. Interpersonal relationships at work must be cordial, respectful and strictly professional.

### 5.2.2 C ONFLICTS OF INTEREST

Staff and/or employees shall not at any time engage in any employment that would cause a time or energy demand for the individual that might interfere with their performance or contractual duties, would compromise or embarrass the school, would adversely affect their employment status or professional standing, or would in any way conflict with or breach professional ethics.

Employees shall not engage in any other employment or private business during the hours required to carry out assigned duties.

Employees shall not sell any foods, candies, books, supplies, musical instruments, equipment or any other item to any student, employee, parent or guardian of any student unless prior approval has been given by the Head of School.

There should be no conflict of interest in the supervision or evaluation of employees. No administrator shall be responsible for the direct supervision and/or evaluation of a relative. In case that such a relationship exists, the Board will appoint an independent supervisor for evaluation purposes.

The husbands and wives or other relatives of employees shall not be precluded from working at Caribbean School, unless their relation causes a conflict of functions that may be detriment and may have an adverse effect in the normal operations of a department, working area or at the School. It shall not be the practice of Caribbean School to allow an employee to supervise a relative. Specific cases to be avoided are a Head of School and Deans with a relative on his or her immediate staff.

#### 5.2.3 GIFTS AND SOLICITATIONS

Employees may not request personal donations, gifts or solicitations from parents or students. Should any parent/student provide gifts of over \$25.00, the employee must report this within one week to the administration on a report form provided by the school.

#### 5.2.4 CONSEQUENCES OF NON-COMPLIANCE BY ALL EMPLOYEES

Failure to comply with Caribbean School Regulations, ethical code, and family and social services will result in disciplinary action subject to its severity.

The Board of Directors will be made aware and may participate in said disciplinary action.

#### 5.2.5 A CCEPTABLE USE POLICY (AUP) OF TECHNOLOGY

Caribbean School is committed to allocating time and resources to technology and promotes the use of computers throughout the school to support learning. Students and all employees are expected to master basic computer skills and increase their productivity through the use of technology for research, analysis and communication.

These policies shall apply to all users of electronic information resources, which are utilized with equipment, located or accessed at the Caribbean School. [See Policy 8.5.5 Acceptable Use Policy]

### PERSONAL RESPONSIBILITY

The user accepts responsibility to report any misuse of the network to the computer laboratory teacher, the Deans or the Head of School. Misuse can come in many forms, but it is commonly



viewed as any material sent or received that indicates or suggests pornography, deliberate introduction of viruses, unethical or illegal behavior, racism, sexism, violence, inappropriate language, or violation of other issues as described below.

#### ACCEPTABLE USE GUIDELINES

The user agrees:

- To abide by all copyright regulations, including proof of legal ownership of software installed by him/her;
- To maintain supervision of students using electronic information resources;
- To use electronic information resources for educational purposes, research and other educational goals and objectives of Caribbean School;
- To promote acceptable use of electronic information resources and network etiquette;
- Not to submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material other than to serve the goals and objectives of the curricular program at Caribbean School;
- To protect personal information and not reveal personal addresses or phone numbers;
- Not to use the network for commercial purposes;
- Not to attempt to harm, modify, destroy hardware or software, or interfere with system security;
- And to remove unwanted and unused files regularly.
- That the staff may not access electronic information sources when student access would be interrupted or made unavailable.
- That electronic files and email communications are not private.
- That many services and products are available for a fee and acknowledge that he/she is responsible for any expenses incurred.

#### PRIVILEGES

The use of electronic information resources at Caribbean School is a privilege, not a right and may be revoked at any time.

#### SERVICES

Caribbean School reserves the right to log the use of all systems and monitor file server space utilization. Should it become necessary, files may be deleted.

Caribbean School is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the Caribbean School.

Caribbean School reserves the right to establish such rules and regulations as may be necessary to maintain the operation of the electronic information systems.

## CONSEQUENCES

Infractions of the provisions set forth in this Acceptable Use Policy may result in the suspension or termination of access privileges and/or appropriate disciplinary action.

IT or the Comptroller as order by the Administrators or the Board of Directors may close an account at any time and/or deny access to electronic information systems operated by the school. The account shall remain closed and/or access denied through the appeal process.

Inappropriate behavior in violation of national and international statutes will be subject to prosecution by those authorities. Disciplinary action may be taken by Caribbean School as appropriate.

## 5.3 PERSONNEL RECORDS

Personnel records shall be available only for official use by the Board of Directors, the Head of School, the Deans, the Business Administrator and/or Comptroller, Human Resources, the employee's immediate supervisor, or for inspection by accrediting agencies or other groups with prior Board of Directors or legal authorization, to verify an employee's training and experience.

The employee shall have full supervised access to his/her own records with adequate written notice; and shall be allowed to verify their contents and accuracy. If there is any question about the record's contents that cannot be verified and resolved by the Deans or supervisor, the employee may appeal in writing to the Head of School or Business Administrator respectively and if necessary, to the Board of Directors under the grievance procedures.

Personnel records will remain the School's property.

## 5.4 STAFF INVOLVEMENT IN DECISION MAKING

It is the policy of the Board to encourage employee participation for the school. Such participation shall include, as appropriate, involvement in:

1. Policy Development
2. Administrative Rules Development
3. Budget Planning
4. Facilities Planning

In the development of regulations and arrangements for the operation of the school's academic system, the Head of School shall include at the planning stage whenever feasible those employees who will be affected by such provisions.

The professional staff shall be given full opportunity, and encouragement, to contribute in curriculum development, budget preparation and in the development of policies and regulations pertaining to the instructional program.

Each administrator shall maintain channels for conferring with both the professional and support staff in establishing building-level regulations.

The Head of School will encourage the exchange of ideas and suggestions regarding the operation of the schools with the staff. He shall weigh with care the counsel given, especially that given by groups designated to represent large segments of the staff, and shall inform the Board of all such counsel in presenting recommendations for Board action.

#### 5.5 COMMUNITY ACTIVITIES INVOLVING STAFF

School personnel are encouraged to participate in community activities so long as they do not interfere with their regular school work or may result in a conflict of interest.

The Administrators are expected to participate in public, civic, social and professional affairs to enhance public relations and open channels of communication for the school.

#### POLITICAL ACTIVITIES

Outside of school time, school personnel have the right to participate as individuals in political activities appropriate to their nationality and/or individual belief. They are responsible for ensuring that the school is in no way associated with their personal political activity.

#### 5.6 SMOKING ON SCHOOL PREMISES

Smoking is prohibited on Caribbean School Campus per Law #40 as passed and adopted February 1, 1994. This policy prohibits smoking on the campus and within sight of students. Penalties for students are described in the Student Policy and Honor Code. Teachers will be subjected to procedures of non-compliance and/or legally mandated fines. Parents and visitors will comply as per Law #40.

#### 5.7 COMPLAINTS AND GRIEVANCES

It is the policy of Caribbean School to solve employee complaints and/or grievances at the earliest level of authority. Nevertheless, it is recognized that occasionally people of goodwill cannot solve legitimate problems in this manner. Therefore, when issues arise that cannot be solved within the normal chain of command, a grievance procedure exists to deal with these problems.

##### 5.7.1 GRIEVANCE PROCEDURE

A faculty member or school staff has the right to utilize this procedure for issues related to his/her employment contract, discipline, employment regulations, or academic matters.

Grievances related to employment regulations, including all faculty and staff leaves and absences, and the discipline of support staff positions of maintenance, cafeteria, IT specialist, school nurse, development/marketing, and accounting assistants shall be processed through the following steps:

1. First step: Grievance must be brought before human resources or the business office assistant.
2. Second step: If not solved at first level then it may be brought before the business administrator.

Grievances related to academic matters of discipline of faculty, college advisor, registrar, librarians, guidance-counselor, directors, administrative assistant and school secretary shall be processed through the following steps:

1. First step: Grievance must be brought before the appropriate Dean(s)
2. Second step: If not solved at the Dean level then it may be brought before the Head of School
3. Third step: Before the Board if they have not been resolved to the satisfaction of the faculty member with the Deans and Head of School.

All findings and recommendations of the Deans or business office will be submitted in writing to the faculty or staff member(s) and to the Head of School or Business Administrator within ten (10) days of submission of the written complaint. It will contain findings of facts with supporting documents when applicable and, separately, its recommendations.

If not satisfied with the Deans' decision, the faculty member may appeal within five (5) days in writing to Head of School who shall respond in writing within seven (7) days, and provide a copy to the school board. If not satisfied with Head of School decision, faculty member may appeal within five days to School Board.

The Board will issue its final decision by the next board meeting provided it has had reasonable time to evaluate the report.

## 5.8 PROFESSIONAL STAFF POSITIONS AND QUALIFICATIONS

The Head of School shall prepare for the Board of Director's review and approval, a guide to all professional positions at Caribbean School and the essential duties assigned to each

position. The Head of School may change and reassign functions and duties; however, the creation of a new position must have the approval of the board.

## 5.9 HEAD OF SCHOOL

The Head of School shall be responsible for the following:

1. Implementing the philosophies and policies of the school as established by the Board of Directors.
2. Administering or supervising the administration of admissions.
3. Establishing guidelines for discipline with ultimate authority for the dismissal of students.
4. Maintaining guidelines for behavior and consequences, for individuals on campus.
5. Selecting and employing employees, subject to Section 5.12 and following sections about this matter.
6. Serving as an ex-officio member of the Board of Directors and Committees formed by the Board. Shall be involved in the preparation of a budget in conjunction with the Business Administrator and or Comptroller and Finance Committee and ultimately responsible for the administration of the final budget as approved by the Board of Directors.
7. Preparing a salary scale for all employees, subject to the approval of the Board.
8. In conjunction with the Deans, maintain a curriculum designed to achieve academic excellence.
9. Representing the school effectively and enthusiastically in public relations matters, including appearing before groups of parents, prospective parents, donors, and prospective donors.
10. Monitoring to insure that routine repairs and maintenance of all school property are performed.
11. Assuming a leadership role in fundraising activities and working with the Board of Directors and the marketing/development person in identifying potential donors, preparing applications, and calling upon foundations, corporations and prospective donors.
12. Working with board committee to develop a continuing long term plan for the school.
13. Maintaining an environment which fosters the development of character, academic achievement, physical fitness and moral awareness of each student.
14. Employee's matters and personnel policy shall be worked with the collaboration of the human resources department and legal counsel.

## 5.10 SPORT COACHES

All coaching positions are for the duration of the season only. All appointments will be made after recommendation of the Athletic Director and final approval from the Head of School.

## 5.11 PROFESSIONAL/STAFF COMPENSATION GUIDES AND CONTRACTS

Professional/Staff will receive a written contract each year specifying the terms and conditions under which they are employed at Caribbean School. The terms and conditions of the contract of employment will be reviewed each year by a labor law attorney and any changes approved by the Board of Directors. The contract shall be offered by the Administration no later than the last day of work of the school year.

The salaries for professional faculty members are reflected in a salary scale schedule. The salary schedule must reflect the value of teaching experience inside and outside Caribbean School by providing additional documentation based upon certified years of experience. The salary schedule must reflect academic and professional preparation by increasing compensation as the individual's professional education improves.

#### 5.11.1 PROFESSIONAL STAFF EXTRA DUTY PAY PLANS

Caribbean School values the services that professional members provide to the school outside regular school hours, and provides additional compensation based upon local and federal laws when applicable for these services.

#### 5.11.2 COURSE REIMBURSEMENT

No reimbursement for university courses is paid.

#### 5.11.3 EMPLOYEES PAYDAY SCHEDULES

There shall be 22 bi-weekly pay periods per year for faculty, college advisor/testing coordinator, guidance counselor, and nurse, unless the contract between the employee and Caribbean School provides otherwise. There shall be 22 bi-weekly pay periods per year for lunchroom employees and teacher aids. There shall be 26 bi-weekly pay periods per year for Head of School, Deans, Business Administrator or Comptroller, development/marketing staff person, IT Computer Technician, Registrar, Administrative Assistants, school secretary(ies) and maintenance employees. Substitute and part time employees are paid on a need basis for hours worked.

Payments periods could be affected, in the event of a hurricane, any other natural disaster, "act of god", "vis major", "force majeure", or any emergency or act beyond School's control.

#### 5.11.4 SALARY DEDUCTIONS

It is the policy of Caribbean School to withhold, as required by law, employee payments due for all deductions to include social security and Puerto Rican Income Tax. If an employee selects in writing to participate in any school approved plan, payments for the plan will be withheld, according to the applicable laws and regulations, from each paycheck.

## 5.12 HIRING PROCESS AND PROCEDURES

### OBJECTIVE

Caribbean School believes that hiring qualified individuals contributes to the overall strategic success of Caribbean School. Each employee, while employed, is hired to make significant contributions to Caribbean School. In hiring the most qualified candidates for positions, the following hiring process should be followed:

### REQUISITIONS

Personnel requisitions or personnel email request must be completed to fill Caribbean School available positions and sent to the Human Resources designee for distribution.

Personnel requisitions should indicate at least the following:

- Position title
- Position's hours/shifts
- Exempt or nonexempt status of the position
- Reason for the job opening
- Essential job responsibilities and qualifications (or a current job description may be attached)
- Salary and Benefits

### Recruitment Advertising

Positions are advertised based on needs and budget requirements. The Human Resources designee is responsible for placing all recruitment advertising.

### Interview Process

Human Resources ("HR") will screen all applications and resumes. Initial interviews will be conducted by the HR, a second round of interviews will be conducted by the Head of School and/or Business Administrator respectively and a search committee which shall include, depending on the position, the department head, comptroller, marketing/development designee, administration staff, Board of Directors, or others that will be working or supervising the candidate directly. After the interview process has been completed, HR and the Head of School and/or Business Administrator will meet to discuss interview results and deliberate to select the candidate. For the main administrative positions at school, also referred as administrators' positions, meaning the Head of School, Dean of Academics, Dean of Students, Business Administrator and/or Comptroller, Marketing/Development person, the Board of Directors must approve the candidate before and after the deliberation between HR and the Head of

School and/or Business Administrator and must sign a contract with the candidate ultimately chosen for said positions. The contracts of all other professional staff will need the signature of the Board of Directors only after the contract is signed by the employee, the Head of School, or by the HR, in the absence of the Head of School.

The HR will notify applicants who are not selected for positions at Caribbean School.

The Board reserves the right to use any combination of salary and/or benefits to convince any individual to work for Caribbean School. However, the Board wishes it to be known that special salary/benefit terms will be provided to a person on the basis of the unique skills that he or she can bring to Caribbean School, and not based upon his or her point of origin.

All possible positions available shall be made known to the current employees at Caribbean School by the HR. Anyone who understands they qualify for a position may submit an application.

#### 5.12.1 STAFFING PLAN

A staffing plan for the program of instruction offered by the school shall be adopted each year.

#### 5.12.2 REFERENCE CHECKS, CRIMINAL BACKGROUND CHECKS, DRUG TESTING PROFILE TEST

After a decision has been made to hire a candidate, a verbal offer will be made to that individual contingent upon satisfactory results for the reference checks, criminal background checks, profile test. Drug testing will be subject to the Alcohol and Drug Free Workplace Guidelines, provided in the Staff Handbook of Caribbean School.

#### 5.12.3 JOB OFFERS

If the HR receives satisfactory results for the reference checks, criminal backgrounds, drug testing and profile test- HR will notify the candidate and will extend a formal job offer.

#### 5.12.4 INITIAL START DATE AND ORIENTATION

On the employee's start date, the employee will complete required paperwork and orientation with HR. The new employee's supervisor is responsible for providing a department orientation for the new employee.

#### 5.12.5 HIRING FORMS

Part of the new hiring process employees will be required to provide Health



Certificate, Good Conduct Certificate, law 300 certificate, and Valid Identification.

#### 5.12.6 PROFESSIONAL AND ADMINISTRATION REQUIREMENTS

Teachers must have a Puerto Rico “Teaching License”, or have applied for a current Puerto Rico License in order to teach. Teachers are also required to submit a current “Good Conduct Certificate”, and a Law 300 Certificate and a Health Certificate. Teachers must also submit any other requirement established by Puerto Rico law and/or as required in their contracts. The Head of School must have, or have applied for, a current Puerto Rico Teacher’s License as required, and must also submit any other requirement established by Puerto Rico law and/or as required in the contract. All other administrators must submit all requirements established by Puerto Rico law and/or as required in their contracts. All other professionals must submit all requirements established by Puerto Rico law and/or as required in their contracts.

#### 5.13 EMPLOYEES ORIENTATION

The Head of School is responsible for planning orientation activities before the start of classes each school year. All employees are required to attend.

The purpose of the orientation program is to:

- 1.Acquaint employees with school policies and procedures.
- 2.Acquaint new employees with their fellow workers and the community.
- 3.Help employees prepare for the coming year and adjust to new arrangements.

#### 5.14 P ROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The Head of School shall, whenever possible, assign professional staff members to the areas and levels in which they are most qualified.

The Head of School shall, whenever feasible, concur with professional staff wishes regarding transfers; however, such transfers shall be made, and staff shall be assigned, in a manner which in the Head of School’s professional opinion, best meets the overall needs of the school.

#### 5.15 P ROBATION AND TENURE

New hires will be placed in one (1) year probation. This probation period will not create an indefinite continuity of employment. Contract renewals are subject to the new amendments to Law No. 80 of May 30, 1976, as subsequently amended and by Law No. 4 of January 26, 2017 as long as both acts are in existence and applicable.

#### 5.16 P ROFESSIONAL STAFF APPRAISAL

The Board of Directors recognizes that the teaching process is an extremely complex one, and that the supervision and evaluation process is a difficult and technical function. However, since the Board believes that good teaching is the most important element in a sound educational program, teaching appraisal/evaluations must be carried out to insure quality control in instruction.

The Board of Directors delegates to the Head of School the responsibility for developing and implementing a continuing school wide program for supervising and evaluating the instructional process which shall take into account the following guidelines:

1. Overall performance and effectiveness of the professional staff member. It must include, but not be limited to classroom observations.
2. Supervision and evaluation should be a positive process which enables the professional staff member to become aware of his strengths and weaknesses. The staff member should be assisted in capitalizing on strengths and eliminating or overcoming weaknesses.
3. The findings uncovered in the supervision and evaluation process should be taken into account in the assignment of teaching duties and contract renewal or negotiations of contract.

#### 5.17 PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

Full time teaching faculty will be entitled to all scheduled vacation and recesses while school is not in session, with the exception of time the Head of School may schedule for planning and evaluation meetings up to ten (10) days before and ten (10) days after the end of the academic year.

The vacation periods are Christmas holidays, Easter, Thanksgiving, and Summer Recess (from the period of completion of the faculty member's final academic responsibilities as defined by the school until the last day of July). The vacation and holidays payment are included in the employees' compensation and payments mentioned on their respective contracts.

#### 5.18 PROFESSIONAL STAFF EXTRA-DUTY ASSIGNMENTS

The professional activities of Caribbean School faculty will include non-teaching duties as assigned by the Head of School, the Deans or their designate. These activities are a part of the normal workload for which a professional member will not receive extra compensation.

#### 5.19 PROFESSIONAL STAFF MEETINGS

An integral part of the professional work schedule shall be periodic faculty meetings, which shall be scheduled by the Head of School and/or the Deans on a regular basis. These meetings

may be scheduled up to ten (10) days before and after the teaching year and regularly throughout the year.

Scheduled meetings are mandatory and employees are expected to attend unless prior arrangement with the Deans and the Head of School was made and approved.

## 5.20 CAREER DEVELOPMENT OPPORTUNITIES

Teachers are strongly encouraged to continue their education by attending summer or evening college courses, seminars, workshops, etc. The Caribbean School Board of Directors recognizes the need for continued professional growth on the part of the teachers for effective teaching and curriculum development.

Therefore, as budget permits:

1. The school will pay institutional or departmental annual membership dues for professional organizations as authorized by the Head of School.
2. The school will subscribe to professional journals for general use of the faculty as authorized by the Head of School.
3. Financial support as an incentive for seminars and workshop educational conferences may be available to all employees through application to the Business Administrator.
4. The School may permit one visiting day to other schools in Puerto Rico for the Head of School.

The Board of Directors, recognizing the value of participation in professional activities and delegates to the Head of School to organize local seminars and workshops.

The Board of Directors delegates to the Head of School authority to grant permission for instructional employees to be temporarily absent from their regular duty and place of employment if accounted as leave without pay or as one of the three yearly personal leave days when taken for the purpose of performing educational services; such as participation in school surveys, professional meetings, study courses, visits to other schools, seminars or workshops.

## 5.21 TUTORING AND OTHER ACTIVITIES FOR PAY

1. Professional responsibility requires that faculty make themselves available during the school day for student conferences and extra help outside of the regular class periods for the subjects taught. No reimbursement may be accepted for such extra help during the regular school day. \*

2. Teachers or counselors may recommend to parents, through the Deans, that a student receive tutorial assistance outside of school hours. Providing such tutorial assistance is the responsibility of the parents.
3. The administration may assist, when requested by the parents, in arranging for tutorial instruction and in suggesting possible tutors.
4. The administration may suggest, upon request of parents, recommended rates of payment for out-of-school tutoring.
5. Individual or group lessons of a non-remedial nature such as art or music lessons may be given during non-school hours for a reasonable fee to students of the school upon request of the parent.
6. Professional faculty are not to undertake other employment which interferes with the performance of their teaching duties at Caribbean School or result in a conflict of interest.
  - Teaching faculty may use after school hours for tutoring if they wish. Tutoring may not begin before 3:16 p.m. or continue after 7:29 a.m. A teacher may not tutor, for a fee, any student who he/she teaches in a class. If a situation merits allowing a teacher to tutor for a fee a student who is enrolled in his/her class, the teacher must submit a written disclosure to the administration and seek written approval from the Head of School [policy 7.3.2].

#### 5.22 PROFESSIONAL STAFF CONSULTING, NON-SCHOOL AND OTHER EMPLOYMENT

Professional staff are not to undertake other employment which interferes with the performance of their teaching duties at Caribbean School. However, school faculty/staff are encouraged to engage in professional activities which will enhance their skills:

If a faculty member performs any services for the School during a paid vacation period, he/she shall be entitled to additional compensation, if previously authorized by the Head of School unless classes are extended in the event of a hurricane, any other natural disaster, "act of god, "vis major", "force majeure" or any emergency or fact beyond School's control or unless he/she performs such services voluntarily without compensation.

#### 5.23 PROFESSIONAL STAFF FACILITIES

The Board of Directors recognizes the importance of providing a reasonable amount of work spaces for its professional employees. Therefore, the school will endeavor to provide, to the extent possible a work space for each employee.

#### 5.24 PROFESSIONAL MEMBERS AND ADMINISTRATORS SICK AND PERSONAL LEAVES AND ABSENCES

A professional/Staff member and an administrator who take a sick day on Mondays or Fridays, or on the days before or after holidays or vacation must present medical certificates. Sick leave is limited for their own health problems.

Professional/Staff members and administrators are entitled to use three days of the legal allotment of their sick days as "personal days" upon receiving permission from the Business Administrator to do so. Permission must be requested to the Business Administrator in writing ten (10) working days before the date of the proposed personal day, and informed to the appropriate supervisor when granted.

Personal days are provided, when possible, to allow an employee to carry on activities which cannot be engaged in except during regular hours. Examples of such activities might be: marriages, house closing, license renewal. The award of personal days is not automatic. It is the duty of the Business Administrator to weigh the interests of the students and needs of the employee when awarding them.

Leaves of absence will also be entertained under Family Medical Leave Act (FMLA) (appended) when applicable. Such leaves and absences shall be granted in accordance with Board policies pertaining to specific types of leaves.

#### 5.25 HOME LEAVE

For overseas-hired staff, in lieu of "home leave air fare" at mid-point of a two-year contract, the following is in effect:

Caribbean School pays up to \$500.00 toward a return home ticket, at mid-point of a two-year contract.

Special requests for home leave payment before or after the midpoint of a two-year contract will be submitted to the Business Administrator and Board of Directors for approval. In the event the overseas-hired staff fails to complete his/her contract as signed, the advance monies will be deducted in full from the staff's last paycheck.

#### 5.26 MATERNITY LEAVE

Maternity leave and benefits are available in accordance with Puerto Rico law.

## 5.27 TEACHER AND TEACHER AIDE ATTENDANCE BONUS

Full time faculty who do not use all of their sick leave or personal days will be granted an attendance bonus for the days not taken at a rate of \$30.00 per day up to twelve days. Teacher aides rate will be \$25.00 per day. This attendance bonus will be paid at the end of the working calendar. Teachers who do not fulfill their contracts will not receive any attendance bonus for sick leave and will lose all benefits not mandatory by law.

## 5.28 BEREAVEMENT LEAVE

Funeral leave, with pay, for death in the immediate family (father, mother, sister, brother, grandparents, spouse, child and in-law) is granted for up to three consecutive days if the death occurred in Puerto Rico. If the death occurred outside of Puerto Rico, additional leave without pay of up to two additional consecutive days is available.

## 5.29 PERSONAL LEAVE WITHOUT PAY

Employees are eligible to apply for Personal Leave after completing six (6) months of continuous service.

Personal Leave is unpaid, but eligibility for benefit coverage continues during such leave subject to the terms and conditions of the various benefit plans and programs, including timely payment of the employee portion of any premiums due during the period of leave. Employees who are on Personal Leave on the scheduled work days immediately before and after a paid holiday will not receive pay for the holiday. Employees on approved Personal Leave receive job protection only to the same extent as if they had been actively at work during the approved leave period.

Requests must be approved in writing by the immediate supervisor and the Business Administrator and notified to the Deans and the Head of School. Each Personal Leave request must clearly state the reason for the leave, the date of the leave, and the total amount of time requested. Requests will be granted only for urgent, exceptional, or emergency circumstances which will be determined on a case-by-case basis. Evaluations of requests will take into account factors including, but not limited to, the employee's reason for needing the leave, the impact of the absence on the students and the school, and the employee's performance, attendance status, and past use of Personal Leave. The employee may be required to provide verification of the reason for and duration of the leave.

The maximum Personal Leave approval period is twenty-eight (28) calendar days at a time. An employee must submit a written request for an extension prior to the expiration of the approved leave period for further approval by the immediate supervisor and the Business Administrator and notified to the Dean and the Head of School. Total, cumulative time off for Personal Leave is capped at four (4) weeks in any rolling twelve (12) month period measured backward from the date of the leave. Failure to return to work following Personal Leave may result in administrative termination of employment.

Requests should be made as far in advance as possible under the circumstances. Approval of requests for Personal Leave by employees who have not given as much advance notice as reasonably possible may be delayed or denied.

Note: For Teachers Personal Leave without pay will be deducted at 1/185\* of the teaching year's salary for each day taken.

Note: For Non Teachers Personnel Personal Leave will run concurrent with any vacation day already accrued by the employee.

- 185 = approximate number of days in contract year.

### 5.30 FRINGE BENEFITS

Benefits in addition to basic salary are recognized by the Board of Directors as an integral part of the total compensation for employees. The benefits extended to employees shall be designed to promote their present and future economic security and provide an incentive for professional development that will benefit Caribbean School.

### 5.31 TERMINATION OF EMPLOYMENT

1. Only the Head of School or the Business Administrator respectively may terminate or not-renew the contract of a support staff, professional member, and administrator due to a cause other than their resignation; whom will insofar as possible inform the Board of Directors in advance. Terminating or non-renewal of contract of administrators shall be approved by the Board of Directors.
  2. Only the Head of School or the Business Administrator respectively may accept the resignation of an employee. The Board of Directors shall be informed in the event of a resignation.
3. When a situation warrants it ( e.g., health, economics. personal or family problems), contract termination during the school year may be requested by the teacher, subject to the approval of the Head of the School.
4. The school administration with the approval of the Board of Directors may at any time suspend, with pay or without pay, at their discretion, an employee from active classroom duty for health reasons or for other specified written reasons, if it deems this to be in the interest of the school or the students.
5. If any member of the professional staff is dismissed or suspended during a school year, such action will be by the Board of Directors at the request of the administration, at the person involved.
6. It is required that review by the Board of Directors of dismissal or suspension decisions be made in Executive Session.
7. In the event of a formal hearing, the procedures outlined in Policy 5.7, and Policy 5.7.1 will be followed.
8. In the event of an official hearing, the findings will be a matter of record.

9. Any issue involving the contract of the Head of School will be discussed in Executive Session of the Board of Directors.

#### 5.32 REDUCTION IN WORKFORCE

Reduction of the employees' workforce shall be made by the Board of Directors, with or without the recommendation of the Head of School.

#### 5.33 RESIGNATION OF PROFESSIONAL MEMBERS

Faculty staff are normally appointed to teach for a school year, commencing on August through the last day of the school calendar, which could be extended due to natural or manmade emergencies, as stated in the respective faculty contracts.

Acceptance of an annual contract by the professional member indicates the intention to teach for the full academic year. Upon acceptance of an employment contract a faculty member will not seek and will refuse all other offers that conflicts with their obligations under contract and as professional staff members.

Professional Members should hand in before February 15 their intention letter stating whether they intend to return or not the following school year. The teacher shall not be released from his/her employment contract except for unusual circumstances as determined by the Head of School. No benefits, etc. are provided to any teacher in breach of their contract.

#### 5.34 RETIREMENT

The Board of Directors recognizes the importance of developing a retirement plan for its employees and, in conjunction with the staff member, will seek to support such a plan with a contribution calculated as a percentage of an amount as determined by the Board of Directors.

#### 5.35 POLICIES

The Head of School shall prepare in collaboration with Human Resources, for the Board of Directors' review and approval, a guide or handbook for all employees' positions at Caribbean School which shall include among other things, the duties and responsibilities assigned to each position. The Head of School may change and reassign duties. The creation of a new position must have the approval of the Board of Directors.

#### 5.36 POSITIONS

Support Staff Positions at Caribbean School:



1. Administrative Assistant
2. Registrar
3. Assistant Accountant
4. School Secretary
5. Library Assistant
6. IT Computer Technician
7. Teacher Aids
8. Maintenance Supervisor and personnel
9. Cafeteria Supervisor and personnel

Professional Member Positions Caribbean School:

1. Teachers
2. College Advisor and Testing Coordinator
3. Guidance Counselor
4. Nurse

Administrators:

1. Head of School
2. Dean of Academics
3. Dean of Students
4. Business Administrator/Comptroller
5. Marketing/Development

#### 5.37 SUPPORT STAFF COMPENSATION GUIDES AND CONTRACTS

The salaries of the support staff for all positions, except when determined differently by the Head of School after board approval, shall be at least the federal minimum wage for Puerto Rico. The salaries of employees who have remained for several years at Caribbean School may also reflect longevity and/or merit increments.

#### 5.38 SUPPORT STAFF OVERTIME PAY

Puerto Rican Labor Law governs the working schedules, working hours and overtime compensation of support staff and/ or nonexempt employee. In arranging and compensating for overtime work; the provisions of these laws shall be observed. Overtime requires prior approval by supervisor and as budget permits.

#### 5.39 SUPPORT STAFF AND ADMINISTRATORS PAYDAY SCHEDULE

There shall be 22 bi-weekly pay periods per year for lunchroom employees and teacher aids.

There shall be 26 bi-weekly pay periods per year for Head of School, Deans, Business Administrator/Comptroller, marketing/development person, IT, Register, Assistants, school secretary and maintenance employees.

Payment periods could be affected, in the event of a hurricane, any other natural disaster, "act of God", "vis major", "force majeure", or any emergency or act beyond School's control.

#### 5.40 EMPLOYEE SALARY DEDUCTIONS

It is the policy of Caribbean School to withhold, as required by law, payments due for Social Security and Puerto Rican Income Tax.

#### 5.41 SUPPORT STAFF RECRUITMENT AND SELECTION

See Sections 5.12, 5.12.1, 5.12.2, 5.12.3, 5.12.4, 5.12.5. Support staff must submit all requirements established by Puerto Rico law and any other as required to fulfill the duties of the position.

#### 5.42 SUPPORT STAFF ORIENTATION

Every effort shall be made to assure that new support staff is effectively oriented on the school's procedures. Ordinarily, this orientation will be carried out by (if applicable) outgoing support staff, co-workers, or immediate supervisors. The new employee's supervisors are responsible for providing orientation to the new employee.

#### 5.43 SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Support Staff will be assigned and/or transferred to the appropriate position by the Head of School, his/her designee or Business Administrator respectively.

#### 5.44 SUPPORT STAFF PROBATION AND TENURE

Support Staff will be hired, according to commonwealth of Puerto Rico state labor law, on a nine (9) month trial basis for nonexempt employees and on a twelve months (12) basis for exempt employees. Their permanency on a position will be determined in accordance with state law.

#### 5.45 SUPPORT STAFF EVALUATION

The Head of School shall assure that all support staff are evaluated on a yearly basis by their immediate supervisors.

#### 5.46 SUPPORT STAFF EMPLOYMENT CONDITIONS

The Head of School, Deans, Business Administrator, or authorized representatives of such shall establish work schedules, provisions for absences, and other conditions of work in accordance with the Board of Directors policies. Working conditions shall be designed to promote the excellent physical and mental health of all employees.

Employment policies regarding vacation, leaves of absence, resignation, re-employment, duties, hours, and other matters related to specific positions and departments shall not be stated herein, and are in part determined by Puerto Rican labor law and/or the Board of Directors, upon recommendation of the administrator of the department, the Head of School and the Business Administrator.

#### 5.47 SUPPORT STAFF TIME SCHEDULES AND WORK LOAD

Support staff must punch in and out every day for lunch time. Their respective supervisors will coordinate support staff assignments.

#### 5.48 SUPPORT STAFF VACATIONS AND HOLIDAYS

Support staff shall accumulate, and be awarded, vacation as required by Puerto Rican labor laws and regulations. Support staff shall celebrate Puerto Rican and United States holidays as per Puerto Rican labor laws and regulations, unless called to work, with no additional payment and no right for overtime.

#### 5.49 SUPPORT STAFF MEETINGS

Will be held at the discretion of the Administration.

#### 5.50 SUPPORT STAFF CAREER DEVELOPMENT OPPORTUNITIES

The Board of Directors encourages all development efforts; consideration will be given to professional development when merit is considered for salary purposes.

#### 5.51 SUPPORT STAFF LEAVES AND ABSENCES

Nonexempt support staff shall be entitled to sick leave in accordance to Puerto Rico law. The support staff must present a medical certificate if the sick absence exceeds two (2) labor days.

Personal leave (without pay), for support staff may be requested to the Business Administrator. Personal leave (without pay) may be requested when notice is given at least ten (10) days in advance up to three (3) days.

Personal days are provided, when possible, to allow an employee to carry on activities which cannot be engaged in except during regular hours. Examples of such activities might be: marriages, house closing, license renewal. The award of personal days is not automatic. It is the duty of the Business Administrator to weigh the interests of the students and needs of the employee when awarding them.

Leaves will also be entertained under Family Medical Leave Act (FMLA) (appended) when applicable. Such leaves and absences shall be granted in accordance with Board policies pertaining to specific types of leaves.

#### 5.52 SUPPORT STAFF ATTENDANCE BONUS

Lunch and Maintenance staff will receive an attendance bonus of \$100.00 when perfect attendance is achieved during the work calendar. This attendance bonus will be paid at the end of the work calendar.

#### 5.53 SUPPORT STAFF ARRANGEMENT FOR SUBSTITUTES

Supervisors or designee will procure substitutes when appropriate.

#### 5.54 SUPPORT STAFF FRINGE BENEFITS

Support Staff are entitled to coverage under the school's medical plan.

Support Staff are covered by legally mandated programs including workman's compensation.

Support Staff receive the life insurance plan at no cost. The death benefit is \$10,000.00.

Support Staff employees are entitled to tuition discounts. In order to qualify, an employee must work a minimum of 115 hours per month. The Board of Directors reserves the right to review and approve any individual request.

#### 5.55 REDUCTION IN SUPPORT STAFF WORKFORCE

Reduction will be made according to Puerto Rico law.

#### 5.56 RESIGNATION OF SUPPORT STAFF MEMBERS

Resignation must be timely and shall be notified not less than 20 working days before its effective date.

#### 5.57 SUSPENSION AND FIRING OF SUPPORT STAFF MEMBERS

The Head of School and/or the Business Administrator may take different types of disciplinary actions against a support staff member, depending on the severity of the act. Disciplinary actions may include dismissal in accordance with Act No. 80 of May 30, 1976 as amended.

The Board of Directors shall review all disciplinary action, including dismissal.

#### 5.58 – ATTENDANCE AND PUNCTUALITY POLICY

The administration shall implement and enforce an attendance and punctuality policy for all teachers and support staff employees that highlights the importance of employee daily and timely presence. The policy shall enforce the adequate management of employee attendance and punctuality to optimize productivity and ensure educational quality.

Policy 5.58 created June 2023.

## **6. CHAPTER 6 - NEGOTIATIONS**

### **6.1 SCHOOL BUILDINGS AND GROUNDS**

The Board of Directors is not required by law to bargain collectively with professional or staff personnel, and does not recognize any group individual as a representative of school employees.

The Board does, however, recognize and support the principle of fairness in all matters of employment, and strives to provide the best possible working conditions and salary schedules for its employees. Compensation shall be based upon education, experience and merit.

## CHAPTER 7 - INSTRUCTIONAL PROGRAM

### 7.1 INSTRUCTIONAL PROGRAM

#### 7.1.1. Academic Freedom

Academic freedom may be defined as the right of qualified scholars to pursue the search for truth in its many forms and to make public their methods and findings. It is the right of qualified teachers to encourage freedom of discussion of controversial questions in the classroom, and to develop in students a love of knowledge and a desire to search for truth. Academic freedom is not a guaranteed political right, but rather a necessary condition for the successful practice of the academic profession in a free society.

The principle of academic freedom at the elementary-secondary school level involves considerations which are not always equally present in a college or university setting. Teachers should take into account the relative immaturity of their students and the need for guidance and help in studying the issues and arriving at balanced views. The teacher should also recognize that academic freedom presupposes the teacher to be an expert in the problem area being considered, and that the general introductory nature of elementary and secondary training makes it difficult for a teacher to be truly expert in everything he or she teaches.

While the Board intends to protect teachers from any censorship or restraint that interferes with their obligation to pursue truth in fulfilling their classroom duties, it also expects that controversial issues will be presented in a fair and unbiased manner, and that the maturity and intellectual grasp of students shall be taken into account.

#### 7.1.2. Controversial Issues

Caribbean School encourages discussion of controversial issues in contemporary affairs which have political, economic, or social significance about which the student, at his level, should have an opinion. The school recognizes that:

1. Such issues are likely to have relevance and interest for the student. B. The student gains valuable experience in considering attitudes, developing personal standards, and in trying to relate as an individual to the surrounding social order.
2. Important qualitative lessons can be learned, e.g., that controversial issues do not always have a single correct answer; that tentative working conclusions must sometimes be drawn even if data are inadequate; that there is value in reasonable compromise when decisions must be taken on controversial issues. Such issues deal with democratic processes and requirements of good citizenship. Therefore, students shall have the following rights:

1. To have access to all relevant information, including the materials that circulate freely in the community.
2. To study under competent teachers in an atmosphere of freedom from bias and prejudice.
3. To form and express the student's own opinion on controversial issues without thereby jeopardizing the student-teacher relationship, the student-school relationship, or having any negative effect on the student's grade.

#### 7.1.3. Cross-Cultural Learning Opportunities

Caribbean School will reflect the importance of both the American and Puerto Rican traditions. The teaching staff, program, activities, outlook and aims shall foster an attitude of pride and respect for all national traditions represented in the student body, as well as developing active appreciation of other cultures.

## 7.2. STRUCTURE

### 7.2.1 School Year

The school year will provide for 180 days when students are in class, as favored by accrediting agencies. The calendar shall not contain more than 190 working days for teachers.

### 7.2.2 School Day

The administration shall arrange and schedule the school day so as to offer the greatest educational return for the time spent. Variations in the daily schedule may be arranged by the administration.

### 7.2.3 Ceremonies and Observances

Commemoration of special days and events may be arranged so that the observance of the occasion is a significant part of the school program. The observance of special Puerto Rican and American holidays and events shall be planned as to encourage an awareness and appreciation of our two heritages and traditions.

### 7.2.4 Summer School

Caribbean School may offer a summer school each year, providing services and opportunities such as:

- . Remedial instruction for students at Caribbean School
- . Academic programs



- . Sport programs
- . Activity programs
- . Fine arts experiences

#### 7.2.5. Grade Structure

The grade structure at Caribbean School is as follows:

- Lower School: PPKindergarten through grade 6th
- Middle School: Grades 7th and 8th
- High School: Grades 9th through 12th

Teachers in Caribbean School shall be assigned in accordance with their instructional skills, qualifications, and the requirements of the Department of Education of Puerto Rico.

#### 7.2.6. Curriculum Development

The Head of School shall be responsible for designing and/or reviewing the school's curriculum within the guidelines of the Mission Statement, bylaws, and Policies of the School.

Proposed changes in the curriculum shall be presented by the Head of School and approved by the Board of Directors no later than the March meeting before being incorporated into the school program.

#### 7.2.7. Spanish Language Program

Instruction in the Spanish language is an academic requirement at Caribbean School. Native Spanish speakers shall follow a comprehensive program designed to provide them with the skills to enter a Spanish language university. Non-native Spanish speakers shall follow a course of Spanish instruction designed to allow them to integrate themselves into the regular Spanish Program at the school within 1-2 years.

Spanish language instruction shall be supported by appropriate instruction in the culture and customs of Puerto Rico and other Spanish nationalities.

#### 7.2.8. English as a Second Language Program

Caribbean School recommends that admitted students:

Have the ability to carry on written/spoken communication in the English language above the required level of competence for the grade level to which admission is required, however, the Head of School may initiate a program to assist the student in

the attempt to reach the required level of English competence for carrying out satisfactory work at Caribbean School.

#### 7.2.9. Religious Instruction

Caribbean School is a non-denominational school. Religious instruction shall not be part of the regular Caribbean School curriculum, though certain religious celebrations that are a part of the Puerto Rican heritage are incorporated into our school events. Should any student request to not participate, we will respect the request.

Religious organizations may use school facilities to give classes, or for study groups, if the majority of participants in the meetings are Caribbean School students, and these activities do not interfere with the regular or after school program. In certain cases, these groups may be charged a fee to cover maintenance, utilities, and clean up.

#### 7.2.10. Grouping for Instruction

Students shall be grouped for instruction in a manner which best serves their learning needs and helps them attain their potential.

#### 7.2.11. Class Size

The maximum class size is 25 students, with the exception of Pre-Pre-kindergarten and Kindergarten where the maximum class size is 15 students. The Head of School is authorized to increase this maximum, if the situation warrants it.

When class size reaches the above established limit, a waiting list will be maintained. The Head of School, with Board approval, may open an additional class when there is a waiting list.

For PPK, K and 1st grade classrooms an aide will be provided for each teacher.

### 7.3. SERVICES FOR STUDENTS

#### 7.3.1. Counseling and Advising Program

Caribbean School shall establish a program of counseling and advising to serve all students in grades Pre-Pre-Kindergarten through 12th. Tasks assigned to counselors and advisors shall include, but not be limited to, personal and academic counseling, college counseling, vocational counseling, and other such services as determined by the administration.

### 7.3.2. Tutoring and Individual Help

Teachers are encouraged to assist their students on a one-to-one basis when such assistance is needed to assure a student's success in school. Tutoring one's own student for a fee is not permissible. When necessary, the School Counselor will try to arrange assistance for students. If a situation merits allowing a teacher to tutor for a fee a student who is enrolled in his/her class, the teacher must submit a written disclosure to the administration and seek written approval from the Head of School. Only Caribbean School students and faculty may utilize Caribbean School property for tutoring.

### 7.3.3. School Orientation

Before the start of each academic year, the administration will organize school orientations for parents and students of PPK, PK, K and 7<sup>th</sup> grade. Orientation will cover a general school overview and other information deemed necessary by the administration.

## 7.4. RESOURCES

### 7.4.1. INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

The selection of textbooks and other instructional materials shall be carried out by the administration. Textbooks and other class material shall be chosen with the aim of achieving the educational goals of the school; contributing toward continuity, coordination and effectiveness of the curriculum, establishing a general framework for a particular course or instructional program.

### 7.4.2. School Library

Caribbean School provides a wide variety of instructional resources through the school library. The library shall offer computer access to be available to all students for school work.

## 7.5. SPECIAL PROGRAMS AND EXTRACURRICULAR ACTIVITIES

### 7.5.1. SPECIAL INSTRUCTION PROGRAMS

Caribbean School may offer special instructional interventions which respond to the needs of the school community.

#### 7.5.2. Co-Curricular Programs

The school shall offer a variety of after school activities for students. The scope and variety of these activities may vary from year to year. However, continuity shall be encouraged in the major areas of extra-class activity. These activities are usually scheduled outside of regular school hours. Under certain circumstances a portion of the school day may be scheduled for co-curricular activities.

#### 7.5.3. Adult Education and Community Outreach

Caribbean School values the opportunity of providing programs on a regular basis designed to meet the educational needs of our local community. The school will support such programs and will encourage its staff members to serve as faculty members.

#### 7.5.4. Advanced Placement (AP) Courses

As a college preparatory school, Caribbean School will provide students with Advanced Placement (AP) courses. AP course offerings may vary from time to time depending on resource availability. Courses offered as part of the AP program shall comply with and be regulated by the College Board Organization. AP courses are considered college-level courses and as such, have a level of rigor and pace that require a higher level of performance to achieve success. Students are expected to meet the demanding responsibilities and requirements of such a course and are not to expect that the course pace will be modified due to academic difficulty.

As part of the enrollment process into an AP course, students and parents must participate in a mandatory meeting and sign an "AP Agreement" prior to being enrolled in an AP course. Students enrolled in AP courses must take the Spring exam. Senior students must attend the entire length of their AP courses according to the College Board exam schedule.

#### 7.5.5. Dual Enrollment Courses

As a college preparatory school, Caribbean School may allow, on a case-by-case basis, students to enroll in dual enrollment courses offered at accredited universities. These courses must be considered and approved by the Head of School and Dean of Academics

on a case-by-case basis. They may be taken virtually or in person by the Caribbean School student but shall not affect the student's Caribbean School class schedule. However, students may attend an in-person university course only if the course can be taken during their last period of the day. Under no circumstance can the course be taken in between Caribbean School class periods. If the course is virtual, it shall not conflict with the students' Caribbean School schedule.

This program shall only be available for 10-12th-grade students. The student may elect to take a dual enrollment course in exchange for a Caribbean School elective. The student may not exchange the course with a Caribbean School core course. The selected course may not be a course that is offered at Caribbean School.

Caribbean School students allowed to enroll in dual enrollment courses will have the final grade of the course accredited on their Caribbean School transcript. Caribbean School will only accredit one (1) credit per university course taken, each university course must have a minimum of 3-credits.

Dual enrollment courses will be counted towards the Caribbean School graduation requirements, as stated in policy 7.7.5. These courses will be counted towards the student's awards calculation, as stated in policy 7.7.8.4. An official University transcript must be received no later than two (2) weeks prior to Senior Graduation in order for the grade to be considered for awards and recognitions (including Valedictorian and Salutatorian), no exceptions. The student must receive a minimum 70% grade for it to be accredited by Caribbean School. No extra GPA weight will be granted to dual enrollment courses.

#### 7.5.6. Gifted Students

The administration shall implement a Gifted Students procedure that would service the academic needs of gifted students.

### 7.6. SPORT PROGRAM

#### 7.6.1 Athletic Program

Caribbean School shall support a program of interscholastic athletics at the elementary and secondary levels.

### 7.7 STUDENT EVALUATION AND PROMOTION

#### 7.7.1 Grading System

The administration and teaching staff shall utilize a structured grading system throughout the school. The grading system for Grades 1st-12th inclusive is as follows:

100-90	4.0
89-87	3.5
86-80	3.0
79-77	2.5
76-70	2.0
69-0	0

A final grade for any two-semester course is calculated as the average combined grade for both semesters.

For the Upper School, 9th-12th, please note that GPA value is awarded to final grades 70% or higher in conformity with policy 7.7.4.2

For AP courses an extra weight of 1.50 per course will be added to the final GPA value for every course with at least a 75% average. For Honors Courses an extra weight of 1.0 per course will be added to the final GPA value for every course with at least a 75% average.

#### 7.7.2. Student Evaluation and Feedback

Teachers are encouraged to communicate frequently with parents regarding the progress of their child. Tests, quizzes, and homework must be returned to students with proper feedback in a timely manner.

- . Quarterly progress reports will be sent electronically at the end of each quarter. The end of year Report Cards will be distributed in a hard copy format. The report cards indicate the performance of the student in each subject.
- A. Student progress can be continuously monitored through the use of the student information system platform.
- . Notices of Concern and warnings are issued as needed.
- . Conferences are scheduled during each year with all parents in the elementary school. In secondary school, progress reports and/or report cards sent to parents may contain a request for a conference. Parents may request a conference with teachers when necessary.

#### 7.7.3. Homework Policy

Teachers are expected to assign homework as needed to reinforce class lessons or preview upcoming content/learning Assignments should be purposeful and appropriate in length and content for the grade level.

PP-K, Pre-K and Kindergarten have a no homework policy.

#### 7.7.4. Promotion and Retention of Students

##### 7.7.4.1. Elementary School

To advance to a higher grade, a student must complete all core subjects assigned to that grade.

If a student fails up to two (2) core subjects (69% or less), which include Reading, Language Arts, Math, Social Studies, Science or Spanish, the student will be obligated to pass the failed subjects at summer school or else repeat the grade. If the summer school is other than Caribbean, he or she may have to pass a Caribbean School examination to determine equivalence. All summer school or online credit recovery courses must be approved by the administration prior to enrolling in the course. Caribbean School will not be responsible for courses taken or enrolled without prior authorization. To receive credit students must receive a minimum 70% grade on their summer or online credit recovery course, however in all instances students will only be credited a maximum of a 75% grade on their Caribbean School record. Parents are responsible for coordinating summer school courses.

Any elementary student failing three (3) or more core subjects must repeat the grade or may be expelled from Caribbean School.

#### 7.7.4.2. Middle School and High School

Middle School and High School courses are designated as full year or semester courses. Courses are awarded credit if the final grade is C (70%) or higher. For full year courses, no half credit awards will be given for passing one of two semesters.

If a student fails up to two (2) core subjects the student will have to repeat the course during the next school year, take summer school or take an online credit recovery course in order to receive credit. If the summer school is other than Caribbean, he or she may have to pass a Caribbean School examination to determine equivalence. All summer school or online credit recovery courses must be approved by the administration prior to enrolling in the course. Caribbean School will not be responsible for courses taken or enrolled without prior authorization. To receive credit students must receive a minimum 70% grade on their summer or online credit recovery course, however in all instances students will only be credited a maximum of a 75% grade on their Caribbean School record. Parents are responsible for coordinating summer school courses.

If a student fails three (3) or more core subjects the student must repeat the grade level, or may be expelled from Caribbean School.

If a student fails a non-core subject the student will have to repeat the course, or take an alternate course, as necessary in order to reach the minimum amount of credits required for graduation.

#### 7.7.5 Graduation Requirements

Caribbean School offers a college preparatory program which leads toward high school graduation. A student graduating from Caribbean School must meet the following minimum requirements (1 credit equals a 1-year course):

SUBJECT	CREDITS	COURSE
English (Core)	4	ELA I, II, III, IV
Spanish (Core)	4	As many years as student is in Caribbean School
Math (Core)	4	Geometry, Algebra II, Algebra and Trigonometry, College Algebra, and/or Pre-Calculus
Science (Core)	4	Biology, Chemistry, Physics, and one science elective
Social Studies (Core)	4	Ancient World, Modern European, US and PR History
Health	1	
Technology	1	
Physical Education	4	As many years as the student is in Caribbean School
Electives	5	As many years as the student is in Caribbean School
AP Seminar	1	
Total	32	

Students must be enrolled with a full course load all 4 years of high school.

#### 7.7.6. Community Service

The goal of community service is for students to experience the concerns and problems of the communities that surround them as well as to provide possible solutions to some of these issues. These experiences will help our students to develop a compassionate attitude and a better understanding of what is civic responsibility while serving others. The administration shall approve community service projects for High School students.

#### 7.7.7. Student Award Ceremonies

7.7.7.1. Student award ceremonies represent the progressive experience of our students and an opportunity for students, teachers, and family members to celebrate and share in the accomplishments reached by those students.



7.7.7.2. Student Award Ceremonies celebrated by Caribbean School and coordinated by the administration include:

1. Kindergarten Graduation
2. 6th Grade Moving Up Ceremony
3. Lower School Awards Ceremony
4. Middle and High School Awards Ceremony (Sports and Academics)
5. 8th Grade Graduation
6. 12th Grade Graduation

7.7.7.3. Awards given at student ceremonies are as per school policy.

7.7.7.4. Graduation ceremonies represent our academic institution and therefore must meet academic graduation protocol, following the indications of the Head of School. Advisors must teach students basic graduation etiquette and protocol.

#### 7.7.8. Student Awards

7.7.8.1. General guidelines for student awards:

1. Must be measurable by a specific protocol, guidelines, cumulative grade or GPA.
2. Calculated by the Head of School and the Registrar.
3. Presented at graduation or moving up ceremony by the Head of School or designee.
4. Any new student awards are to be presented by the Head of School for Board of Directors' approval by the end of April.

7.7.8.2. General Advancement Awards

Given to students of grade levels 1st to 11th, at in-school activities and at graduations.

##### 1. Merit Award

Teachers nominate students for the Academic Performance List whom they feel are demonstrating strong effort and are working to their full potential. The cumulative grade or GPA is considered but is not the main criteria.

##### 2. Honor Roll

Printed recognition given to each student who has a cumulative grade of 94-90 in a respective grade.

##### 3. High Honor Roll

Printed recognition given to each student who has a cumulative grade of 100-95 in a respective grade.

#### 4. President's Volunteer Service Award

The institution must be certified and perform the required duties to maintain active status with the PVSA in order to grant this award.

The candidate must be a US citizen or lawful permanent resident who has completed, within a 12 consecutive month period, a minimum of 100 hours of strictly volunteer (not counting charity, not for stipend, and not fulfilling required community service hours or any other interests) community service through the President's Council on Service and Civic Participation.

#### 5. President's Award for Educational Excellence

Is given to students who hold a 4.00 cumulative GPA (or 90%) or above that demonstrates high motivation, initiative, integrity, intellectual depth, and leadership. Other qualification metrics must be met as established by the President's Education Awards Program.

#### 6. National Physical Fitness Award and the Presidential Physical Fitness Award

As per standards set by the President's Council on Fitness, Sports and Nutrition.

### 7.7.8.3. 8th Grade Graduation Awards

#### 1. Merit Award

Teachers nominate students for the Academic Performance List whom they feel are demonstrating strong effort and are working to their full potential. The cumulative grade or GPA is considered but is not the main criteria.

#### 2. Honor Roll

Printed recognition given to each student who has a cumulative grade of 94-90 in grades 7<sup>th</sup> – 8<sup>th</sup>.

#### 3. High Honor Roll

Printed recognition given to each student who has a cumulative grade of 100-95 in grades 7<sup>th</sup> – 8<sup>th</sup>.

#### 4. Core Subjects Awards

Medal recognition given to the student that has been enrolled at Caribbean School continuously from 7<sup>th</sup> grade to 8<sup>th</sup> grade and has the highest cumulative GPA in each of the following subjects: English, Mathematics, Science, Spanish, and Social Studies.

#### 7.7.8.4. 12th Grade Graduation Awards

##### **1. President's Award for Educational Excellence**

Is given to students who hold a 4.0 cumulative GPA or above that demonstrates high motivation, initiative, integrity, intellectual depth, and exceptional judgment. Other qualification metrics must be met as established by the President's Education Awards Program.

##### **2. National Hispanic Scholars Awards**

In recognition of an academically outstanding Hispanic/Latino High School student that achieved the highest scores in the PSAT exams throughout PR, Guam, Mariana Islands, Marshall Islands, US Virgin Islands, and the USA.

##### **3. Army Reserve National Scholar Athlete Award**

Granted by the Army Reserve under the following standards:

The school will select one male and one female scholar/athlete or a single recipient.

Eligibility requirements: Athlete must excel in any organized sport during the current school year, must be a junior or senior and maintain a grade point average of 3.0 or above.

Method of selection: Use existing system to determine top scholar/athletes, in the absence of an existing system, consult with appropriate staff and select the athletes with the strongest academic performances.

##### **4. President's Volunteer Service Award**

The institution must be certified and performing the required duties to maintain active status with the PVSA in order to grant this award.

The candidate must be a US citizen or lawful permanent resident who has completed, within 12 consecutive months' period, a minimum of 100 hours of strictly volunteer (not counting charity, not for stipend, and not fulfilling required community service hours or any other interests) community service through the President's Council on Service and Civic Participation.

##### **5. Fidelity Award**

Recognition given to students who have been at Caribbean School from 1st grade until 12<sup>th</sup> grade.

##### **6. Honor Roll**

Recognition given to each graduating student who has a cumulative grade of 94 – 90 in grades 9<sup>th</sup> to 12<sup>th</sup>.

### **7. High Honor Roll**

Recognition given to each student who has a cumulative grade of 100 – 95 in grades 9<sup>th</sup> to 12<sup>th</sup>.

### **8. Core Subjects Awards**

Medal recognition given to the student that has been enrolled at Caribbean School continuously from 9<sup>th</sup> grade to 12<sup>th</sup> grade and has the highest cumulative GPA in each of the following subjects: English, Mathematics, Science, Spanish, and Social Studies.

### **9. Salutatorian**

Medal recognition given to a student that has been enrolled at Caribbean School continuously from 9<sup>th</sup> grade to 12<sup>th</sup> grade and holds the second highest cumulative GPA.

### **10. Valedictorian**

Medal recognition given to a student that has been enrolled at Caribbean School continuously from 9<sup>th</sup> grade to 12<sup>th</sup> grade and holds the highest cumulative GPA.

#### **7.7.8.5. Valedictorian and Salutatorian Awards**

On a yearly basis Caribbean School will select a Valedictorian and Salutatorian from the Senior graduating class. In order to qualify, students must have attended Caribbean School for four (4) years prior to graduation. The cumulative grade point average (GPA) from all courses required to graduate as per policy 7.7.5 "Graduation Requirements" will be calculated as per policy 7.7.8.6 "Grading System for Valedictorian and Salutatorian Awards". The calculation will include regular, Advanced Placement (AP), honors and dual enrollment courses. Advance Placement (AP), and honors courses will be calculated with their weight adjustment. Final calculations will be done to the third decimal place. In the event of a tie for valedictorian, it will be declared that there are co-valedictorians and there will be a salutatorian. If there is a tie for salutatorian, there will be a valedictorian along with co-salutatorians. Calculations for determining these awards will be done by the Head of School and Registrar. Recipients will be notified individually by the Head of School.

7.7.8.6. Grading System for Valedictorian and Salutatorian Awards

The grading system for Valedictorian and Salutatorian awards is as follows:

100 – 97	4.00
96 – 93	3.75
92 – 90	3.50
89 – 87	3.25
86 – 83	3.00
82 – 80	2.70
79 – 77	2.30
76 – 73	2.00
72 – 70	1.50
69 – 0	0.0

AP an Honor courses will carry the extra weight of:

- AP Courses: 1.50 per course will be added to the final GPA value for every class with at least a 75 average or higher. 74 or below will not have an extra weight added.
- Honors: 1.00 per course will be added to the final GPA value for every class with at least a 75 average or higher. 74 or below will not have an extra weight added.

## 8. STUDENTS

### 8.1 RESPONSIVE AND FAIR EDUCATIONAL OPPORTUNITIES

It is the policy of the Board of Directors that no person in Caribbean School shall, on the basis of race, ethnicity, national origin, religious or political beliefs; sexual orientation or gender identity, be denied the benefits of, or be subject to discrimination in, any educational program or activity.

### 8.2 STUDENT INVOLVEMENT IN DECISION MAKING

Student input may be requested in establishing policies, particularly those in the area of student privileges, and other areas of special importance to students.

The Board shall consider the Student Council to be the official spokesman for the student body.

The administration shall set up channels of communication with students through which students may voice their views and suggestions on school regulations and programs.

### 8.3 ADMISSIONS

#### 8.3.1 ADMISSION AND PLACEMENT OF STUDENTS

Caribbean School seeks to enroll students of good character who give evidence of being able to benefit from a challenging college preparatory experience. At the present time, Caribbean School does not offer special education. Students are admitted on the basis of, but not limited to, academic testing, school records and interviews.

#### A) Entrance Age:

The required age for admission to pre-kindergarten is 4 years old by

September 30th; to kindergarten 5 years old by September 30th; to first grade 6 years old by September 30th. The Head of School may make an exception if, on his judgement, it is necessary or it benefits the applicant.

#### B) Admission Decision:

Admission decisions shall be made by the Head of School in consultation with the Deans and appropriate staff, and communicated to parents by the Head of School or Dean of Academics. In order to address the specific educational needs of individual applicants, the School may include other formal requirements as a condition of acceptance (i.e. formal psycho-educational evaluation, summer school or summer English and/or other subject tutoring, etc). The required data and any necessary additional information requested submitted, will serve to determine:

1. The potential of the applicant to benefit from the professional services available.
2. The ability of the school to meet the educational needs of the applicant.

3. The capacity of the school at various grade levels.

C) Placement of Students:

The Dean of Academics will oversee testing of all students for academic placement before admission. The school's admission tests will be given to all students. However, tests not administered by Caribbean School may be required before admission can be confirmed.

In some cases, students not accepted for a grade for which they have applied will be offered a place in another grade. The grade for which a student is eligible will be determined by the Head of School and the Dean of Academics, taking into consideration the student's English and Math skills to prevent adverse effects on the student's academic performance.

Applicants whose results on such tests indicate they do not, in the opinion of the administration, have the capability to benefit from Caribbean School academic program, will not be admitted.

The school wishes to accept all qualified applicants and shall make every effort to provide facilities needed for expected enrollment. Whenever it is not possible to accommodate one or more qualified applicants, a waiting list shall be created.

#### 8.3.2 GENERAL ADMISSION REQUIREMENTS FOR STUDENTS

##### Elementary School (Pre-Kinder to Grade 6)

1. Completed Application
2. Copy of Birth Certificate
3. Immunization Record (PVAC-3- form)
4. Transcript from previous schools (Grades 1 to 6)
5. Letter of Recommendation - from the Head of School or Principal, Classroom Teacher or Counselor of previous school (Grades 1 to 6)
6. Preschool Screening (Pre-Kinder to Kindergarten)
7. Entrance Examination (Grades 1 to 6)
8. Interview with the Head of School or designated Dean.

##### Middle School and High School (Grades 7 to 12)

1. Completed Application
2. Copy of Birth Certificate
3. Immunization Record (PVAC 3 - form)
4. Transcript from previous school (two years minimum)
5. Letter of Recommendation from the Head of School or Principal, Classroom Teacher or Counselor of previous school

6. Entrance examination
7. Interview with the Head of School or designated Dean.

All students who return to Caribbean School after one year or more of absence must take the entrance exam.

All students, pre-kindergarten through twelfth grade, are required by the Health Department of the Commonwealth of Puerto Rico to have a current digital vaccination certificate (green PVAC-3 form) on file. The Parents/guardian will be granted up to 10 working days to provide proof of vaccination before having to remove the child from school. An up-to-date vaccinations form must be on file with the school nurse's office in order for the child to attend Caribbean School. An immunization certificate exemption may be granted to a student who provides a sworn statement request for exemption due to a religious belief or a pre-existing medical condition.

All students, pre-kindergarten through twelfth grade, are required to fill out a Health Form. Parents/Guardian must notify the school nurse of any change in the health status of their child in order to assure an up-to-date Health Information Form on file.

The Health Department of the Commonwealth of Puerto Rico may charge a fine to the parents/guardians as well as to the school for each student without an up-to-date vaccinations form on file. If the school is assessed a penalty by the Health Department of the Commonwealth of Puerto Rico and this penalty is the result of non-compliance by the parent/guardian to provide the required health form despite repeated documented warnings by the school, Caribbean School reserves the right to charge the parent/guardian a fee for an amount equal to the penalty assessed to the school by the Health Department of the Commonwealth of Puerto Rico. Payment of this fee by the parent/guardian is a requirement.

All students must have a social security number as required by the Department of Public Instruction.

### 8.3.3 LATE ADMISSIONS AND EARLY WITHDRAWALS

When students enter school after classes have commenced, or leave before the end of a grading period or year, the school faculty will make a reasonable effort to assist in the transition process. However, it is the responsibility of the student and/or parents to complete make up work needed after a late admission, and extra work before an early withdrawal. Teachers are expected to facilitate material covered and support the students when approached by them, but are not required to give individual tutoring to assure that these transitions can be made without loss of credit. In some cases, parents may have to contract a tutor to assist students.



Caribbean School credit will be awarded, after late admission or before early withdrawal, only at the discretion of Caribbean School administration and only after all the assigned work is completed and turned in.

### 8.3.4 STUDENT TRANSFERS AND WITHDRAWALS

Students transferring to Caribbean School must secure official copies of their school records as well as letters of recommendation. Credit for years of schooling and grades obtained outside of Caribbean School may be awarded only when verified by official school documents.

Students who withdraw from Caribbean School will be provided with a full record of their academic progress at Caribbean School. The school will release only the records of students who have no outstanding financial obligations to Caribbean School. The school may waive an applicable fee or penalty fee to military families/federal government families that are unexpectedly relocated by the federal government under an emergency circumstance.

## 8.4 ATTENDANCE

### 8.4.1 STUDENT ATTENDANCE

It is expected, except in the event of illness or emergency, that a student will attend all classes every school day. Students who, from the date of their enrollment, have more than 10 unexcused absent days in a semester may not be eligible to receive academic credit for that semester.

Whenever a student is absent, parents are requested to notify the school office in writing stating the reason for the absence.

When it is expected that a student will have a prolonged absence due to an accident or illness, it is recommended that the parent/guardian schedules a meeting with the appropriate Dean to discuss course of action before the 8th day of absence.

### 8.4.2 MAKE-UP OF MISSED WORK

When a student misses work during an absence, it is the student's responsibility to seek out the instructor, ascertain what work needs to be made up, and complete the assignment(s). Normally, work missed over a single day of absence, shall be made up by the end of two days after the student returns to school; work from a two-day absence shall be made up after four days of school attendance, etc. To a maximum of two weeks.

Teachers are expected to facilitate material covered and support the students when approached by them, but are not expected to provide individual tutoring to assist

students who missed school. Parents will be expected to provide home tutoring for students who are absent for extended periods of time.

#### 8.4.3 TRUANCY

Students absent without an acceptable excuse shall receive a zero for all work due on the day of their absence. They shall be responsible for completing all work assigned on the day of their absence.

#### 8.4.4 STUDENTS LEAVING SCHOOL GROUNDS

Caribbean School campus is a closed campus. No student may leave school under any circumstances without the permission of the administration. Parents who wish to have their child leave school during school time, must inform the office of their request in writing.

### 8.5 STUDENTS CONDUCT AND RESPONSIBILITIES

The Caribbean School believes that all students and teachers have the responsibility to behave appropriately at school, in a manner which allows teachers to teach and students to learn, and which does not violate the best interest of any person in the school community.

#### 8.5.1 STUDENT CONDUCT

At Caribbean School, reasonable standards of acceptable behavior are enforced. The intent of school rules is to ensure common decency and courtesy and to protect each student in pursuit of an education free from disruption. Specific school rules and expectations for appropriate student conduct is outlined in the Parent/Student Handbook.

#### 8.5.2 STUDENT UNIFORM CODE

The uniform consists of items which identify the student as attending the Caribbean School. It must be worn during the school day at all times, with the exception of physical education classes, at which time there is another specific uniform. Students not in complete uniform will require a written excuse from home explaining why. Students out of uniform and without a written excuse are subject to detention.

Students must be fully dressed before leaving the locker room after physical education class and team practice. No secondary school student is to attend class in a physical education uniform. Elementary students may come to school in P.E. uniform on the day they have P.E., and wear their uniform to class. On Grub Day students are expected to wear their sneakers and clothes appropriate to P.E.

**JACKETS AND SWEATERS:** Jackets and sweaters are permitted as the students deem necessary. Such garments should complement the school uniform, complying with the student manual.

**JEWELRY:** Jewelry may be worn at the discretion of the parent and student. Such jewelry should not be distracting. Make-up should be subtle, not distracting.

**GIRLS DRESS CODE:** Girls may wear the uniform dress, uniform skirt, and the collared polo shirt bearing the school insignia. Shirts are to be tucked in. Skirts should be not higher than just above the knee. School uniforms are not to bear decals, placards, mottos, or advertisements other than the school insignia.

**HAIR RIBBONS:** Girls may wear hair ribbons and bows provided they are of colors that complement the uniform. No scarves and/or hair curlers are permitted.

**GIRLS AND BOYS SHOES:** Black or brown, laced or buckled shoes or penny loafers. Sneakers are permitted for physical education classes. Navy, black or white socks with no logos must be worn at all times.

**BOYS DRESS CODE:** Boys may wear long or bermuda short uniform pants; no jeans or decorative stitching, and the collared polo shirt bearing the school insignia. Shirts are to be tucked in. School uniforms are not to bear any decals, placards mottoes or advertisements other than the School insignia.

**BOYS HAIR:** The hair style should be of reasonable, natural length not touching the top edge of the collar. No afro or unusual hairstyles are permitted. Headbands are permitted for P.E. and athletic events only. The intent of this regulation is to put responsibility for the hair length in the hands of the students and their parents so that enforcement by the school is unnecessary. No hats will be worn inside the buildings.

Exceptions to the standard uniform code may be made for students in the senior class. However, if an exception is made, the use of the special senior uniforms will be mandatory.

The intent of the regulations is to see that the students are uniformly dressed and to encourage students at the Caribbean School to conduct themselves with courtesy, honesty, and respect for themselves and for others

### 8.5.3 SMOKING

Caribbean School is a smoke-free campus. It is prohibited to smoke on school grounds, on school activities outside school grounds and on school transport.

A student violating the no smoking regulations will be referred to the designated Dean for disciplinary action. Continual violation of this policy will result in additional

disciplinary action to include suspension and the loss of the privilege of participating in school functions and activities. Students are advised not to bring cigarettes to school. If seen by a staff member, they will be confiscated.

#### 8.5.4 ALCOHOL AND DRUG USE BY STUDENTS

No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any of the following on Caribbean School premises or off School premises at a School-sponsored activity:

- A. Any controlled substance or dangerous drug as defined by either the federal or state law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- B. Any pharmaceutical drug without knowledge and permission of parents;
- C. Any abusive glue, aerosol, or any other chemical substance for inhalation;
- D. Any intoxicant, or mood-changing, mind-altering, or behavior altering drugs;
- E. Any alcohol or alcoholic beverage.

"Use" by definition is when a student has voluntarily introduced, by any means, into his or her body a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, speech or chemical analysis. "Under the influence" is defined as not having the normal use of mental or physical faculties due to the use of a drug as demonstrated by laboratory results.

The possession, use, transmittal, sale or attempted sale of illicit substances on school grounds or at a school official activity by any student, faculty or employee is also prohibited and will be subjected to established disciplinary action:

- Will be suspended from regular classes with specific assignments to be completed in or out of school for a period of no less than two weeks. During the period of suspension all assignments will have to be satisfactorily completed. Following the suspension, there will be a probationary period of three months during which the student will be expected to conform completely with all school rules and regulations and receive satisfactory progress reports.
- Any student-found to violate this rule on a second occasion is subject to formal expulsion.

## 8.5.5 ACCEPTABLE USE POLICY

### Internet and Technology Rules

Students are responsible for good behavior on school computer networks. Communications on the network are public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the Caribbean School's computer networks are responsible for their behavior and communications over those networks. Network administrators and/or teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers and computers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Violations may result in a loss of access as well as other disciplinary or legal action. The use of the Internet connection is designed for educational purposes only and not for entertainment. Caribbean School educators and librarians will monitor usage as appropriate to determine if the Internet materials accessed are suitable for the subject are.

## 8.6 CONSEQUENCES OF BEHAVIOR

### 8.6.1 CORPORAL PUNISHMENT

Corporal Punishment will not be used to discipline students at Caribbean School.

### 8.6.2 PREGNANT STUDENTS

A girl who becomes pregnant will be encouraged to remain in school so long as, in the judgement of her physician and the Head of School her welfare is not threatened.

### 8.6.3 CONDUCTING INTERVIEWS AND SEARCHES

School officials are authorized to interview individuals/students in the absence of parents/guardians and without prior consent from parents/guardians, when seeking to merely fact-find in exploring alleged incidents/concerns and taking into consideration the age of the student. At no time is anyone allowed to force a "confession" under duress or

to use psychologically coercive techniques. The encroachment of a student by a school official is prohibited.

School officials who have “reasonable grounds” to believe that a student is keeping on his/her person, or in his/her bag, possessions or school locker, etc. either illegal articles, stolen property, or any article or substance that may, in the judgement of school officials, prove dangerous or pose a threat to students or the school, are authorized to search the person, belongings or school locker of the suspected individual taking into consideration the age of the student to ensure the search is not excessively intrusive. For a search to take place with or without consent in the presence or in the absence of the individual, the Head of School or the designated person by him and one of the Deans must be eyewitnesses.

#### 8.6.4 STUDENT DETENTION

Teachers are authorized on an individual basis, or as part of an organized elementary or secondary school program to require students to remain in a specified place at break, or after school as part of a disciplinary process to improve student behavior. The Dean of Students has the responsibility to develop and enforce the effective age-appropriate process for teachers to follow.

#### 8.6.5 STUDENT PROBATION - WARNINGS - REFERRALS

Referrals, Official Disciplinary Warning and Disciplinary Probation may be used as disciplinary mechanisms by the school, as outlined in the School’s Parent/Student Handbook.

#### 8.6.6 STUDENT RECOURSE WHEN DISCIPLINED

If a student feels he/she is being taken advantage of or mistreated by those in authority, he/she may petition the Head of School, who will then review the particular circumstances surrounding the incident/issue and the manner in which it was handled by teachers/staff.

#### 8.6.7 SUSPENSION AND EXPULSION OF STUDENTS

As established in the school’s official Parent/Student Handbook, students may be issued an in-school or out-of-school suspension for persistent violations of school rules, or for a single gross violation of rules.

Students who are suspended are allowed to submit completed work online or upon their return. If it is an in-school suspension, students are allowed to work during this time as determined by school officials. If a student misses content during class that may have a significant impact on their ability to complete a given assignment, quiz or test, they should be afforded the opportunity to speak with classmates to obtain class notes and other necessary material and/or to reschedule a missed test/quiz within an appropriate period of time. The one exception to keeping disciplinary and academic issues separate is

when a student has been disciplined for issues of academic integrity (cheating, plagiarism, etc.), in which case the student will receive a zero for the specific work in question.

Students who have been suspended at any time during the year will be carefully evaluated by the Dean of Students and consulted to the Head of School before being allowed to re-enroll for a subsequent year of classes.

Suspensions are normally carried out by the appropriate Dean in consultation with the Head of School. Expulsions will be carried out only by the Head of School. A student who is expelled may never re-enroll.

#### 8.6.8 FORFEITURE OF TUITION

Students suspended or expelled from Caribbean School will receive no tuition refund for classes missed because of their inappropriate behavior.

#### 8.6.9 FINES AND CHARGES

Fines and charges may be levied upon students/parents/guardian, only after administration approval. Examples of such charges are late and lost book fees.

No surcharge shall be made to the school tuition without the express approval of the Board of Directors.

### 8.7 STUDENT SAFETY AND WELFARE

#### 8.7.1 SAFETY

The safety of students shall be ensured through close supervision of students in all school buildings and grounds and through special attention to the following:

1. Maintaining a safe school environment.
2. Safe actions by all school personnel, especially in the areas of instruction or extracurricular activities, which present special hazards.
3. Safety education for students as germane to particular areas such as science laboratories, health, physical education and after school sports.
4. Prompt and competent first aid care for children in case of accident or illness.

The school administration shall develop safety regulations pertinent to the identified areas of school hazard.

#### 8.7.2 STUDENT ACCIDENT INSURANCE PROGRAM

Students at Caribbean shall receive insurance coverage for accidents sustained while participating in school activities on school grounds, or while participating in school

sponsored activities outside school grounds, or while being transported to school sponsored activities off campus in school, parent, or teacher driven vehicles with an up to date license and registration.

Any injury to a student must be reported in writing to the Business Office who will provide the official insurance form. The amount range of insurance coverage for medical accidental death and dismemberment may vary on a yearly basis.

### 8.7.3 STUDENT BICYCLE USE

Students who wish to do so and who have parental permission, may ride bicycles to and from school.

### 8.7.4 STUDENT AUTOMOBILE USE

Only seniors with a vehicle operating license, insurance, and with written parental permission forms on record in the administrative office may park on the school grounds in the designated area after the privilege is approved by the Head of School.

### 8.7.5 STUDENT HEALTH SERVICES

Caribbean School provides a health representative to guide the health services at school. The management of a student's medical condition should be viewed as a shared responsibility. During the enrollment process, parents/guardians shall disclose the necessary information and fill out the appropriate forms to ensure the child's wellbeing. When applicable, students may carry and self-administer their necessary medications pursuant to written certification by the physician that the student knows how to self-medicate appropriately. The parent/legal guardian shall provide written consent for their child to self-medicate and absolving the school from any responsibilities, including but not limited to skipped doses and compliance with prescribed doses. It is the parents'/guardian's responsibility to ensure their children have an adequate supply of the appropriate medication with them at school at all times. Students are to be encouraged to carry their reliever medication to use as soon as symptoms develop. The health representative is responsible for identifying the students with medical conditions to be able to care for them when needed. The health representative must promptly communicate with the Head of School, the Deans and families, if there is a concern about the child's medical condition.

Health records shall be maintained by the school's health representative.

#### 8.7.5.1 PHYSICAL EXAMINATION



Physical examinations are not required for entrance into Caribbean School unless, in the judgement of the Head of School, a situation or condition merits it. An examination is required for a student to participate on a school athletic team.

#### 8.7.5.2 COMMUNICABLE DISEASES

Students showing symptoms of a communicable disease or infectious transmissible condition, illness or disability of a severe nature shall be referred to the school's health representative for evaluation. On a case-by-case measure, a parent/guardian may be asked to keep the student at home based on applicable Puerto Rico law.

### 8.8 STUDENT GROUPS

#### 8.8.1 STUDENT CLASSES, ORGANIZATIONS AND CLUBS

Caribbean School encourages all students to participate in students' class directives, organizations, and clubs which are intended to complement the regular program of classes. All groups: class directive, organizations, and clubs must be authorized by the Dean of Students in consulting with the Head of School and must have a faculty sponsor. The faculty sponsor shall be present at all groups activities sponsored by Caribbean School.

All groups, organizations and clubs are to meet outside regular school hours and not during lunchtime. Exceptions to this must be approved by the Dean of Students after consulting the Head of School on a case-by-case basis.

##### 8.8.1.1 STUDENT GOVERNMENT

The Student Council is the elected body designed to provide certain social and educational activities for the students. The Student Council also serves as a forum for student opinion and can initiate action by making proposals and recommendations to the School Administration.

The Board of Directors looks forward to an open-door policy with the student body of the school through its student council.

The members of the Council are the Executive Board, which consists of a President, Vice-President, Secretary and Treasurer, the class Presidents and the Student Council Representatives of each class (grades 7-8 and 9-12), and a Representative of each authorized club or organization. The moderator of the Student Council is a member of the faculty. The student Council may also appoint additional members.

## 8.8.2 STUDENT ACTIVITIES AND FUNDRAISING ACTIVITIES

- A) For all Caribbean School sponsored student activities, the Faculty Advisers of groups -including classes, honor societies, student council, and other organizations and clubs- must coordinate with the Dean of Students who shall maintain communication in writing with the Head of School.
- B) When the student activities involve fundraising, the Dean of Students shall verify with the board development committee and/or designee, who coordinates Caribbean School fundraising activities, as to assure it does not interfere with the school fundraising program of activities.
- C) All Caribbean School extracurricular student activities that take place in school grounds must be notified in advance by email to the Public Responsibility insurance agent and to the Accidents Insurance policy agent. The notice must include the expected number of persons that will attend the event and if non-Caribbean School students will attend as well. Weekday afternoon school sports practices and games, club meetings, bake sales, are considered curricular activities and do not need to be notified to the insurance agent. In the case the insurance company requires an endorsement, the associated fee must be covered by the student group that organizes the activity.
- D) All Caribbean School student activities that take place outside of school grounds require a Public Responsibility Insurance and Accidents Insurance endorsement or certificate. The student group that organizes the activity is responsible for the insurance endorsement fee or certificate fee.
- E) The Dean of Students shall present proof of the applicable insurance email notification, endorsement or certificate to the Head of School in order to seek the Head of School's approval.
- F) The group's faculty adviser must have written approval by the Dean of Students before expenditures.
- G) The class advisors will be responsible, but not limited, for the following:
  1. Ensuring that each group formed that raises funds for that group has a student directive, including a treasurer, under the direct supervision of the advisers, who keeps accurate records of accounts for which he or she will be held accountable.
  2. Being knowledgeable of the school sponsored activities created to raise funds for his/her student group.
  3. Ensuring that the students' group complete and submit an activity request form.
  4. Actively assisting in organizing and participating in the activities created to raise funds for his/her student group.
  5. Assist the treasurer in record keeping, collection and dispensation of monies in the account.

6. Ensuring students clean up at the end of the activities.
  7. Advisers shall be responsible for the opening and closing of buildings and for the maintenance of security and student safety. When appropriate, special arrangements shall be made to provide additional security at night, or when sums of money are involved.
  8. Educate the students in the procedures and responsibilities of organizing events.
- H) All funds collected must be deposited immediately after the fundraising activity in the school account by the corresponding adviser of the student group through the accounting office. All monies collected daily must be deposited in the accounting office no later than the end of the next school day.
- I) The accounting office will provide receipts for all funds deposited by student groups and these receipts will be kept by the treasurer of the student directive, after being signed by the faculty adviser who balances the total amount collected at the activity with the amount deposited, in order to keep accurate records of the account.
- J) The accounting office will distribute the total amount of the net funds deposited in the following manner:

For class groups: (starting with the class of 2022)

- 70% in the class group account
- 20% in the Caribbean School Endowment Fund account.
- 10% class Community Service account

\*Grandfather Clause:

Class of 2018

- voluntary donation amount to the school Endowment Fund.
- 0% - no existing class Community Service account.

Class of 2019

- 5% contribution to the school Endowment Fund account.
- 5% class Community Service account.

Class of 2020

- 10% contribution to the school Endowment Fund account.
- 5% class Community Service account.

Class of 2021

- 15% contribution to the school Endowment Fund account.
- 5% class Community Service account.

For class groups 7th and 8th (starting with the Class of 2025)

- 80% in the class group account
- 20% in the Caribbean School Endowment Fund account.

\*Grandfather Clause:

8th grade class of 2020 = 10% contribution to the school Endowment Fund account.

For the annual volleyball, softball and basketball tournaments if given to the sophomore, junior and senior classes as fundraising, the class is responsible for the required expenses of the tournament, 20% of the net income will be allocated in the Athletic Department account and any contribution to the endowment fund or community service account will be voluntarily.

For all other student groups' fundraising (clubs, organizations, etc.):

70% in the group's account

30% in the Caribbean School Endowment Fund general account.

- K) Funds left in the Senior Class account after all financial obligations have been met will be transferred to the Endowment Fund. The Senior Class may specify the cause to which they would like the funds to be used for.
- L) The school grounds and facilities may not be used by student groups for fundraising that is not part of an official fundraising for a recognized student group.
- M) Funds raised must be used for the benefit of all the students in the group.  
There will be no separation of monies to particular individuals.
- N) Only the activities that comply with all the mandatory procedures and expectations of the Caribbean School policy book and are approved in writing by the Head of School, are considered to be sponsored by the school and the phrase "sponsored by Caribbean School" shall be stated in the activity announcements. It is prohibited to use the name of Caribbean School in any activity or announcement without the written approval of the Head of School.
- O) Only the Head of School has the authority to sign a contract in relation to a Caribbean School sponsored student group activity.

#### 8.8.2.1 ANNUAL STUDENT CLASS GROUPS QUOTA

- A) Annual quotas or grade level fees are assessed to students to go directly into the school account for his/her grade level quota and will be accumulated for the official Senior Class activities approved by the administration; which may include farewell dinners with faculty, senior entry, senior exit, senior pictures and caps and gowns for graduation ceremony. It is also understood that in the case of Grade 8, the Grade 8 annual quota is partially used for the purchase of caps and gowns for the Eighth

Grade Graduation Ceremony. These annual quotas of grade level fees are mandatory.

B) The following are the annual quotas fee required:

Grade 7=\$75      Grade 8=\$75  
Grade 9=\$100    Grade 10=\$100  
Grade 11=\$125   Grade 12=\$125

Parents will be notified, in a timely manner (before the end of the first semester of each Academic Year), by the comptroller's office the mandatory annual quota corresponding to his/her child's grade level, according to this policy. If the annual quota or grade level fee has not been paid by January 31st, it will be automatically charged with the registration fee of February.

#### 8.8.2.2 GRADUATING CLASSES SOCIAL CELEBRATIONS

A) Caribbean School does not sponsor graduating classes social celebrations or parties outside school grounds. Graduating classes who choose to use the funds in their class account for a social celebration at the end of the school year may have their student representative request a release of funds. For the funds to be released, they shall:

1. Provide the comptroller at Caribbean School a copy of the bill or official receipt that supports the specific amount requested for release so as to ensure that the funds will not be used for the benefit of an individual person.
2. Purchase a Public Responsibility insurance which includes Caribbean School as an "additional insured," and submit an insurance certificate stating that Caribbean School is an "additional insured" in the Public Responsibility policy insurance purchased by the class group.
3. Announcements, contracts, entrance tickets or invitations shall state that "This is not a Caribbean School sponsored event."

#### 8.8.3 STUDENT PERFORMANCES

A) Teachers will be encouraged to provide students for public performances when:

1. such performances fit the aims of the school and the needs of the students.
2. such performances are free from the kinds of appeals and pressures that limit the best development of participants.
3. no student is excluded because of race, ethnicity, national origin, religious or political beliefs; sexual orientation or gender identity.

4. such performance is appropriate to the age group.

- B) Students may perform when admission fees are charged only when the proceeds are used for charitable, educational or civic purposes. Payment for performances may be accepted by the school, but not by individual students. Costs directly related to performances, the supervision of students, providing advisors, and liability protection for the school may be supported by admission fees.

Approval for public performances will be given by the Head of School when the above criteria have been met.

#### 8.8.4 STUDENT TRAVEL

- A) As a Caribbean School activity, student groups traveling in representation of Caribbean School must comply with the school's activities rules and regulations.
- B) Each student pays for the cost of the complete trip; included but not limited to airfare, ground transportation, accommodations, food, travel insurance, public responsibility and student accident insurance endorsement, chaperone, and registration fees that may apply.
- C) There will be one faculty member chaperone for every ten students, unless strictly specified otherwise by the host corporation; like Close Up, Space Camp. Adults who may choose, on their own, to accompany the group during the air portion of the trip are not considered chaperones.

#### 8.8.5 STUDENT PUBLICATIONS

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goals. The Board of Directors supports the development of student-produced school newspapers, annuals, and magazines.

Freedom of expression in our schools shall be interpreted including, and not being contrary to:

1. Development of student responsibility in distinguishing between freedom and license.
2. Consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic taste.
3. Care for the development of skills of written expression among students.

The regulation of student publications shall be vested in the adviser of the publication after consulting the Dean of Academics, the Head of School and Board of Directors.

#### 8.8.6 CONTESTS FOR STUDENTS

Caribbean School students shall be encouraged to participate in local and national contests which will deepen their understanding and their learning. All the school staff, but especially the Development Officer, shall work to make faculty and students aware of contest opportunities and to encourage participation.

#### 8.8.7 STUDENTS GIFTS

Students and their parents shall be discouraged from routinely presenting gifts to employees on occasions such as Christmas. When a student feels a truly spontaneous desire to present a gift to a staff member, the cost of the gift should follow school policy. The Board of Directors shall consider as always welcome (and in most circumstances more appropriate) the writing of letters to staff members expressing gratitude or appreciation.

#### 8.8.8 STUDENT EMPLOYMENT BY THE SCHOOL

In certain circumstances students may be officially employed by the school. Such employment shall be outside of regular class time either after school or during vacation. The school must seek an insurance policy endorsement to include the student during the timeframe of the employment. The employment of students shall be regulated by any applicable local laws.

#### 8.8.9 STUDENT RECORDS

Student records are defined as the official files and data directly related to children and intended for school use or to be available to parties outside the school. The Head of School is ultimately responsible for all student records. The intent of this policy is to establish procedures for granting requests of parents or other authorized persons, access to their child's records, use of those data, and procedures for their transmittal.

##### 8.8.9.1 STUDENT EDUCATION RECORD

The student education record is the academic record containing information directly related to the student, maintained by the school or a person/agency acting for the school. The education record specifically includes:

- personally identifiable information including but not limited to student's contact information; name, address, electronic mail address, phone numbers, photographs, date and place of birth, student's social security number, student number, or biometric record or other indirect identifiers, grade level, enrollment status (e.g. elementary, intermediate and high school), dates of attendance, participation on officially recognized activities and sports; weight and height of the members of athletic teams, the name of the student's parents, family members or guardians and family background information.

- academic work completed and levels of achievement; degrees, honors and awards received, grades, standardized test scores, attendance data, test and interest inventory results. Any additional piece of information excluded from a previous mention in this policy, meaning i. e. health treatment data, disciplinary records, notes to parents, comments about the particular child, faculty or counselor observation, personal notes and evaluations made by school faculty or staff, school personnel and school officials and negative letters of recommendation written by school faculty or staff are discarded from the student official record and not released to third parties. Federal law is extremely strict pertaining student privacy and student records.

#### 8.8.9.2 STUDENTS' DISCIPLINARY RECORDS

Caribbean School does not release any student's disciplinary records to anyone, neither a person or institution, college or university. Disciplinary records are considered "in house documents" to be used for the sole purpose of ensuring that the school's policies and code of behavior are properly followed. The counselor (s) are to be instructed by the administration to mark the box to the extent the school does not release disciplinary records when asked on schools, colleges and universities application form and on any other form. If a form or the third-party institution still requires student's disciplinary information and there is no other option, even after contacting the third-party institution, if possible, then the parent, legal guardian or eligible student must provide Caribbean School a letter formally acknowledging the information required by the third party and requesting and authorizing Caribbean School to provide and release such information.

#### 8.8.9.3 STUDENT HEALTH RECORDS

Students health data is to be filed in the student's health record kept in the infirmary, guarded by the school nurse, and available only to the authorized staff when necessary. School health records must be confidential and secured. School health records must comply with the Health Insurance Portability and Accountability Act (HIPAA), unless they are excluded from coverage according to HIPAA and FERPA.

#### 8.8.9.4 ACCESS TO RECORDS

Access to Records:

1. The parent or legal guardian of a student will have access within 48 hours to these records upon written request to the Head of School maintaining those records within the school. All written request of access, will be filed in the student folder.



If the student is 18 years old or older, known as “eligible student”, only the student has the right to determine who, outside the school system, has access to his/her records.

The parent, legal guardian or eligible student (if the student is 18 or over) upon a reasonable written request to the Head of School maintaining the education records has an opportunity to receive an interpretation of those records.

The school will not give the parents, legal guardian, or eligible student copies of the record, unless upon written request, and when providing copy would be the only way available of giving access to the record and no other arrangement is available.

2. School personnel, defined as a person who has a responsibility to the student to help him or her attain his/her academic goals, and administrators when it pertains to them may have access to the student record. School officials with a legitimate educational interest may have access to education records, in order to fulfill his or her professional responsibilities. School officials, include, but are not limited to, a teacher, instructor, administrative, supervisory, academic or support staff, health staff, counselors, security guards, attorneys, clerical staff, trustees, board members, members of committees and disciplinary boards, contractors, volunteers or other person or party to whom the school has outsourced services or functions.

#### 8.8.9.5 Request of Amendment to Records

The parents, legal guardian or eligible student may request the school to amend the education records when they believe the records are inaccurate, misleading, or otherwise in violation of the student’s rights of privacy under the Family Educational Rights and Privacy Act, (FERPA), clearly identifying the part of the record to be amended, and specifying why it should be amended. The school will decide. If the request is denied by the school, then the parents, legal guardian or eligible student can request an informal hearing to challenge the record. Additional information regarding the hearing procedures will be provided to the parent or eligible student, after the hearing is requested. If the disagreement persists, the parents, legal guardian or eligible student may be permitted to place a statement in the record of his/her position. The procedures do not apply to challenge grades, (except for ministerial or mathematics errors), individual’s opinions, and educational decisions about the student that school personnel make.

#### 8.8.9.6 RELEASE OF INFORMATION OUTSIDE OF THE SCHOOL

Release of Information Outside of the School:

1. To release student records, (education records and personally identifiable information contained therein), to other persons or agencies, (third parties), written consent shall be given by the parent, legal guardian or the eligible student, (if the student is 18 or over). This consent form will state which records shall be released, to whom they shall be released, and the reason for said release. Upon request, a copy of the student record being sent will be made available to the person signing the release form. For the release of information, the school may remove identifying markings, not consented for release, to protect the identification of the individuals.
2. Directory information may be released without the consent of the parent or eligible student, if the school does not have a written denial to release this type of information.
3. To release student records to other school(s) in which the student intends to enroll or transfer, with the consent of the parents, legal guardian, or eligible student, so long as the disclosure is for purposes related to the student's enrollment or transfer. The parent, legal guardian, or eligible student must be notified of the transfer and kind(s) of information to be released, unless they initiated the disclosure. They will receive a copy of such information, if it is requested.
4. Student Records will be furnished in compliance with judicial orders, or pursuant to any lawfully issued subpoena, if the parents, legal guardian, or eligible student is notified in advance, unless the subpoena specifies, not to notify the parent, legal guardian or eligible student.
5. All authorization for release of records will be filed in the student folder.
6. The school can provide student information and records, in emergencies, without consent of parents, legal guardian, or the eligible student, to protect the health or safety of the students and others.
7. In the event that the school ceases operations custody of the students' credits transcript and copy of the students' diploma, their conservation, and service functions will be transferred to the Department of State in conformity with Law 122-9 2017 and following the department's guidelines. The department is authorized to outsource these functions to an entity with the capacity to effectively better serve them (Law 212 August 2018, Section 14).
8. The school must notify its enrolled students of the closing operations' date at least 60 days in advance.

#### 8.8.9.7 RELEASE OF STUDENT RECORDS

The records of a student may be released to the student, parents/guardians or other authorized persons only if the student has no outstanding financial obligations to the school.



9.

**CHAPTER 9 - SCHOOL COMMUNITY RELATIONS**

9.1 COMMUNICATION WITHIN THE SCHOOL COMMUNITY

Communication to the Public

The Head of School shall be responsible for all the information given to the public, except in those occasional matters in which the Board of Directors may wish to deal with publicity. The Head of School may delegate communication tasks to a marketing/development designee or member of the school staff, but the Head of School retains the ultimate responsibility.

The Head of School shall keep the public informed of the goals, programs, achievements, and needs of the school by appropriate means of communication.

Communications from the Public

The Board of Directors and the administration welcomes suggestions, and constructive criticism concerning the school.

Individual educational concerns shall properly be discussed between the parent and teacher, then if necessary, with the appropriate dean, and ultimately the Head of School. The Board of Directors does not intervene with individual educational concerns unless there is a violation of the school policies.

9.2 PUBLIC INFORMATION PROGRAM

The corporate families at Caribbean School are interested in the school as an extension of their homes; Caribbean School exists to perform a complimentary educational function in the development of their children. Therefore, the Board of Directors and the administration shall make every attempt to:

9.2.1. Keep the school today informed about its policies, administrative operations, objectives, and educational programs of the school.

9.2.2. Provide the means of furnishing full and accurate information, favorable and unfavorable, together with interpretation and explanation of the school's plans and programs.

In meeting this goal the Board of Directors shall place great importance upon the teacher as communicator and interpreter of the school program to parents and to the general public. The Head of School shall develop procedures to ensure and encourage continuous and free communication between the teaching staff and the school community.

9.3 PUBLIC INFORMATION MEDIA

Public information materials for elementary, secondary or school-wide distribution will be developed in the administration. All public information materials must carry the approval of the Head of School.

The Head of School is responsible for routine school announcement to parents such as those concerning specific Elementary school or Secondary school activities, which must appear in the Update Newsletter and/or the online program method of communication established by the Head of School. All information about school-wide activities will be generated in the administration office and its contents are the responsibility of the Head of School or his designee.

The Update Newsletter, the established online program and the official Caribbean School Web Page are the designated media for regular communication between the school and home/community.

#### 9.4 BOARD MEETINGS AND CORPORATE MEMBERS

Corporate Members shall be encouraged to participate in Board Committees. They may attend regular board meetings as listeners or to make a presentation by contacting the administration office, no later than seven working days before the regular meeting and request to be added on the visitor's agenda. The visitor's agenda is reviewed each month and then passed on to the board to be included on their regular meeting agenda.

Corporate members are afforded a forum for making their opinions known. Corporate members must be in good standing to participate.

#### 9.5 COMMUNITY INVOLVEMENT IN SCHOOL AFFAIRS

The Board of Directors wishes to involve the members of the Caribbean School community in an active and constructive manner in school affairs. Community participation on the board, its committees and organizations is actively encouraged.

##### 9.5.1 COMMUNITY INVOLVEMENT IN DECISION MAKING

Residents of the community who are especially qualified because of training, experience, or personal characteristics shall be invited to take an active part in school affairs.

Such persons, when not associated with the school as Board Members or employees, may be invited to advise or assist, individually or in groups:

1. In clarifying the general ideas and attitudes held by our residents regarding schools.
2. In developing broad policies under which the school is to be managed.
3. In establishing administrative arrangements and regulations designed to implement the policies.
4. In determining the purposes of courses of study and special services to be provided for students.

5. In evaluating the extent to which these purposes are being achieved by present practices.
6. In giving active assistance to the professional staff in the actual operation of classes and services where the staff deems such aid valuable.
7. In solving a specific problem or set of closely related problems in which the Board of Directors must make a decision.
8. In the operation of school-related agencies.
9. In serving on Board committees.

The Board of Directors invites such assistance in specific cases after consultation with the Head of School and/or Business Administrator. The Board and the staff shall give substantial weight to the advice that they receive from individuals and community groups interested in the school, especially those individuals and groups which they have invited or created to advise them regarding selected problems. However, the Board and Staff shall use their own best judgement in arriving at decisions.

#### 9.5.2 COMMUNITY ACTIVITIES INVOLVING STAFF

School personnel are encouraged to participate in community activities so long as they do not accept community activities which interfere with their regular schoolwork.

The Head of School, the Business Administrator and the Deans are expected to participate in public, civic, social and professional affairs to enhance public relations and open channels of communication for the school.

#### POLITICAL ACTIVITIES

School personnel have the right to participate as individuals in political activities appropriate to their nationality and/or individual belief. They also have a responsibility to ensure that the school is in no way associated with their personal political activity.

#### 9.5.3 COMMUNITY ACTIVITIES INVOLVING STUDENTS

Students are encouraged to participate in community activities.

#### Political Activity

Students have the responsibility of assuring that the school is in no way associated with any political activity that they choose to pursue.

#### 9.6 COMMUNITY COMPLAINTS AND GRIEVANCES

Caribbean School operates in an open problem solving environment. When problems arise, the school's goal is to solve them as quickly and efficiently as possible. Information is shared with the school community to facilitate the attainment of that goal.

#### 9.6.1 COMMUNITY COMPLAINTS ABOUT SCHOOL STAFF

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively.

The Board of Directors places trust in the administration and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board of Directors as a whole or to an individual board member it shall be referred to the Head of School, appropriate Dean, and/or Business Administrator. The administration shall establish procedures for handling complaints when they are received.

The Board of Directors will call an executive session upon request of the Head of School or Business Administrator, the person making the complaint, or the employee involved, to hear cases not resolved at a hearing held by the Head of School and/or Business Administrator if the school's policies were violated or the situation jeopardizes the wellbeing of the institution as a whole.

#### 9.6.2 COMMUNITY COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

It is recognized that opinions differ concerning appropriateness of instructional materials. Occasionally an individual or group may find instructional material used in the school in conflict with their views.

Whenever a complaint is made directly to the Board of Directors as a whole or to a Board member individually, it shall be referred to the Head of School or appropriate dean.

The administration shall establish procedures for handling any such complaints when they are received.

The Board of Directors may place the item on its agenda at the request of the Head of School, the person making the complaint, or the employee involved, to hear cases not resolved at a hearing held by the Head of School if the school's policies were violated or the situation jeopardizes the wellbeing of the institution as a whole.

#### 9.7 PARENT - TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is a Nonprofit Organization. The PTO shall be considered an auxiliary to the school. The PTO shall be encouraged to hold its regular meetings in school buildings. It shall be the goal of the organization to be collaborative force between teachers, administration and parents. To activate a Parent Teacher Organization at school the organization

must demonstrate to the Board of Directors that it is prepared to comply with the established PTO bylaws. The president of the PTO shall serve as a voting member of the Board of Directors.

9.7.1 Speakers who may be invited to present lectures to the PTO on topics, which are not relevant to the policies of the school, must first be approved by the Head of School.

9.7.2 REGULAR BY-LAWS OF THE CARIBBEAN SCHOOL PARENT - TEACHER ORGANIZATION. REFER TO THE DOCUMENT INCLUDED IN THE POLICY BINDER.

## 9.8 COMMUNITY USE OF SCHOOL FACILITIES

Community groups may be permitted and encouraged to use school facilities for worthy purposes, provided that such uses do not countervail school policies, do not interfere with the school program, and do not impose unwarranted burdens on school personnel.

The Head of School is authorized to establish regulations for such use and to give specific permission for each case. The Board of Directors will establish a scale of fees to be charged for uses not directly relevant to the school programs which the school wishes to encourage. These fees shall include charges both for specific expenses incurred and pro-rated general overhead expenses, among others.

### 9.8.1 USE OF SCHOOL FACILITIES BY RELIGIOUS GROUPS

Religious organizations may use school facilities to give classes, or for study groups as long as the participants in the meetings are Caribbean School students and these activities do not interfere with the regular or after school program. In certain cases, these groups may be charged a fee to cover maintenance, utilities, and clean up.

### 9.8.2 USE OF SCHOOL AS MEDIA FOR ADVERTISING

Parents are welcomed to post notices of sales and services in designated areas. This use is restricted to personal items of parents; the privilege does not extend to others. Material must be tasteful and must be approved by the office of the Head of the School. Approved flyers can be posted in the designated areas.

List of names of Caribbean families and their addresses cannot not be given out.

## 9.9 VISITORS TO THE SCHOOL

To avoid disruption of any class, parents should not visit classrooms while school is in session. Requests to visit should be made at least three days in advance to the administration. This will allow confirmation with the teacher of the day's activities to ensure a productive visit.



Visitors, including students and parents must sign in at the gate and state the purpose of the visit. Persons without legitimate business at the school and without a visitor's pass are trespassing. Parents must come initially to the school office

## **10. CHAPTER 10 - INTER-ORGANIZATIONAL RELATIONSHIPS**

### **10.1 PUERTO RICAN GOVERNMENT RELATIONS**

The Board of Directors seeks to foster positive relationships between Caribbean School and the Puerto Rican government entities, Department of Education and the Association of Private Schools and the local community. In order to foster this relationship, the Head of School, the Business Administrator the staff and the various committees established by the Board of Directors are directed to take the initiative in establishing positive contacts with such officials.

The Administration shall from time to time report to the Board of Directors on these relationships.

#### **10.1.1 PUERTO RICO LAW ENFORCEMENT AGENCIES RELATIONS**

It is the policy of the Board of Directors to cooperate with Law enforcement agencies in the interest of the larger welfare of all citizens. Simultaneously, Caribbean School has a responsibility to parents for the welfare of students while they are in the care of the school. To carry out this responsibility school official should observe the following:

1. A student in school premises or surrounding area may not be interrogated by any public authority without the knowledge of a school official under the presence of the parent/guardian or his designated custodian.
2. In a life threatening situation -if demanded by law- any interrogation must be done in private with a school official present and parent/guardian or designated custodian.
3. If an interrogation is requested by a public authority, the school shall make every reasonable effort to inform parents before the interrogation and request them to instruct their child on the course of action desired by the family.
4. A student may not be released into the custody of persons other than a parent or legal guardian, unless placed under arrest by a legal authority.
5. If a student is removed from school premises by a legal authority, the school shall make every reasonable effort to notify the parents/legal guardians as soon as possible.

#### **10.1.2 PUERTO RICO EDUCATION AGENCIES**

Caribbean School receives accreditation from the Puerto Rico Department of Education.

### **10.2 RELATIONSHIPS WITH SCHOOLS, UNIVERSITIES, AND COLLEGES**

Caribbean School may join together with school districts or colleges or universities to organize school-to-school or school-to-university programs which can serve to benefit both organizations.

These programs may provide services to Caribbean School such as student exchanges, in-service education, student teachers and/or research and consultation.

### 10.3 U.S. ACCREDITING AGENCIES

It shall be the policy of the Board of Directors to seek the highest status of membership for Caribbean School in the Middle States Association of Colleges and Schools, cooperating in the association's evaluations of the school and considering its recommendations for accreditation standards.

## 11. ANTI HARASSMENT POLICY AND COMPLIANCE PROCEDURE

This chapter includes information from Allan L. Beane's book *"Bullying Prevention for Schools: A Step-by-Step Guide to Implementing a Successful Anti-Bullying Program"* .

It is the policy of Caribbean School, Inc. to provide the best possible climate for maximum development and learning for its students and all employees.

Caribbean School, Inc. is committed to maintaining a learning environment that is free from harassment by students, employees or a third party engaged in school sponsored activities on the basis of race, color, religion, sex, age, sexual orientation, national origin, or disability (all as defined and protected by applicable law). Harassment will not be tolerated and shall be just cause for disciplinary action.

This policy prohibiting harassment, whether sexual or of another nature, applies to all academic programs and school sponsored extracurricular activities. Examples of settings in which prohibited harassment can occur include school classrooms and hallways, cafeterias, athletic competitions, field trips, school buses.

"Harassment" means threatening, insulting, or dehumanizing gesture, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
3. has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
4. has the effect of substantially disrupting the orderly operation of the School and/or School work environment.

### 11.1 Forms of Harassment:

#### 1. Discriminatory, Physical and Sexual Harassment

Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.

Physical harassment refers to methods of coercion, threats, or bullying that involve physical gestures or threats. There are many different forms this type of behavior can take, from blocking someone's path to the threat of physical violence.

Prohibited harassment includes but is not limited to unwelcome jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, threats of

physical violence, physical acts of aggression or assault upon another, and damage to another's property.

Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature whenever: (1) submission to that conduct or communication is either an explicit or implicit term or condition of an individual's employment, academic status and/or benefits or to obtaining an education; (2) the individual's reaction to that conduct (submission or rejection) is used as a factor in decisions affecting that individual's employment or education; or (3) the conduct or communication has the purpose or effect of unreasonably interfering with an individual's educational status, work, performance or creating an intimidating, hostile or offensive educational, work or learning environment.

Sexual harassment is not limited to demands for sexual favors. It also may include but is not limited to actions such as: sex-oriented verbal "kidding", "teasing", or jokes; unwelcome sexually motivated patting, pinching, or physical contact, unwelcome verbal, or written words or symbols directed at an individual because of gender; the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities. This applies whether the harassment is between people of the same or different gender and/or authority.

Sexual harassment does not refer to occasional legitimate non-sexual physical contact such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. It refers to behavior that is not welcome and that is personally intimidating, hostile and offensive.

No student, employee or third party should be subjected to unsolicited or unwelcome sexual overtures of harassment of any kind. In determining whether alleged conduct constitutes a violation of this policy, Caribbean School, Inc. shall consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

This policy also prohibits retaliation against persons for complaining of discrimination, including harassment for participating in related proceedings. Retaliation includes but is not limited to any form of threat, intimidation, reprisal or discrimination.

## 2. Bullying:

For the purpose of this policy, bullying is defined as: The repeated behavior of intentionally hurting either socially, mentally or physically another person perceived as vulnerable by threat, coercion, intimidation or force. Bullying is characterized by the following three minimum criteria:

1. Hostile intent
2. Imbalance of physical or perceived social power
3. Repetition over a period of time\*

\* Burger, Christoph; Strohmeier, Dagmar; Spröber, Nina; Bauman, Sheri; Rigby, Ken (2015). "How teachers respond to school bullying: An examination of self-reported intervention strategy use, moderator effects, and concurrent use of multiple strategies". *Teaching and Teacher Education*. 51: 191–202

Caribbean School Inc. is committed to protecting its students, parents/guardians and employees from bullying. Bullying will not be tolerated and shall be just cause for disciplinary action.

3. Cyber-bullying is defined as the repeated, deliberate, hostile and harmful use of the internet and related technologies to threaten, embarrass, harm, and target other people. It does not refer to a one-time action, unless it involves bodily harm or death threats.
4. Cyber-stalking, is the repeated use of the internet and related technology to anonymously frighten, stalk, threaten or intimidate an individual or a group causing substantial emotional distress to that person and serving no legitimate purpose.

Forms of Harassment also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment or discrimination.
2. Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
3. Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - a) incitement or coercion;
  - b) accessing or knowingly and willingly causing or providing access to data network within the scope of the School system; or
  - c) acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

Bullying, Cyber-bullying, Harassment and Discrimination also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits. bullying of any student or employee by any Board member, consultant, contractor agent, visitor, volunteer, student, or other person in the School or outside the School at School-sponsored events, on school buses, and at training facilities or training programs sponsored by the School.

It is essential that a basic prevention curriculum be in place, so that Caribbean School will be built upon a culture of health, wellness, safety, respect and excellence.

## 11.2 REPORTING AN INCIDENT PROCEDURE

Any teacher, administrator, student or employee of Caribbean School who believes that he/she is a victim of sexual or other forms of harassment by another teacher, administrator, student, employees, agents, or third parties should in a confidential manner report the act immediately or as soon as possible to one of the following persons: Head of School, Business Administrator, Dean, Human Resources person, Counselor or teacher. The same procedure applies to teachers, administrators, students or employees who believe they have been retaliated against for complaining of sexual or other types of harassment. Any act of harassment may initially be reported verbally but may be required in writing by the School. In all cases the Informed party must file a written report to the Head of School and/or Business

Administrator within a 24 hours period.

When the Head of School and/or the Business Administrator is a party to a complaint, the President of the Board and the Chair of the board's Legal Committee shall be informed immediately. When the President of the Board is a party to a complaint, the related duties and responsibilities will be assumed by the Vice President of the Board. After the complainant informs of the situation, he/she will be required to formally file a claim in writing, containing the incidents that are alleged to constitute harassment.

The Incident Report Form must contain or cover the following:

- (a) The date(s) and hour(s) of the alleged incident of sexual harassment.
- (b) A complete description of the place where the incident occurred.
- (c) A narration of the incident (who, what, how).
- (d) A list of those people who may have been witnesses.
- (e) Name of the alleged harasser.
- (f) If there has been a gap between the incident and the filing of the claim, the reason for it must be explained.

The Dean of Students or his designee is responsible for receiving oral or written complaints alleging violations of this policy when a student is involved, as with all infractions from the Student Code of Conduct. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the greatest extent possible within legal constraints.

The Head of School shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and what actions may be taken.

Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incidents involving bullying of students) is strongly encouraged to report the incident in writing to a School official. Complaints should be filed as soon as possible after the alleged incident and noted on the specified data system.

- A. Students may report complaints of bullying to any school staff member; teacher, dean, counselor, Head of School. The student may report the complaint or incidents in writing or verbally to any of the officers named.
- B. The staff member that was informed about the complaint has the obligation to report it to the Dean of Students and/or Head of School immediately or as soon as it is possible. If the student report is written, the staff member shall present it to the Dean of Students and/or Head of School.

### 11.3 INVESTIGATION PROCEDURE

The Head of School or Business Administrator will proceed to take the appropriate measures considered necessary to avoid continued exposure of the complainant to the conduct complained of.

An investigation will start immediately and no later than ten (10) days after the presentation of the complaint in writing. The investigation will be conducted in a discreet manner and will cover all the relevant facts presented by the parties, including all witnesses announced by the parties.

The appropriate person depending on the circumstances, meaning the Head of School or Business Administrator or Human Resources, will conduct the investigation interviewing the persons involved and the official member that presented the complaint to him/her.

The Head of School will evaluate the situation and according to the specifically circumstances he/she will act and establish a disciplinary action, if it proceeds.

The disciplinary action or sanctions will be applicable as designated in this Policy (Disciplinary Sanctions).

### 11.4 RESULTS OF THE INVESTIGATION

Within ten (10) days of the conclusion of the investigation the results and the finding of facts pertaining to said investigation will be put in writing.

The investigator will conduct the investigation, including, but not limited to, interviewing the person who initiated the complaint, the alleged harasser and any witnesses, and will gather any other relevant information.

The investigator will take notes on interviews and will ask the persons to read, revise, correct and sign the notes. The person interviewed must sign and date the statement, initial each page on the left margin, and initial every correction or change in the document. The statement must also be signed by the investigator.



#### 11.4.1 PRELIMINARY EVALUATION

At this point, the investigator should make a preliminary evaluation. If the investigator believes, based on the interviews, that there is a possible violation of the School's Harassment Policy (of any kind), or if there is a conflict between the versions the alleged victim and harasser have offered, the investigation should be continued.

If, on the contrary, there is no conflict in the versions offered by the alleged victim and harasser, and the interviews clearly point to a misunderstanding or an event that does not violate the School's Harassment Policy, the investigator will proceed to so inform the The Head of School and/or Business Administrator or the Board of Directors.

If it is necessary to continue the investigation, the investigator must interview all the witnesses and other possible victims. The procedure mentioned above will be followed for each of the persons interviewed.

#### 11.5 DISCIPLINARY ACTION / SANCTION

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the School.

Based on the facts, the investigator will prepare a complete report of the investigation. This report should include the recommended disciplinary action or sanction, as well as any other action for the parties involved, and copies of all the statements. Copy of this report will be part of the employee's record of the parties (claimant and harasser).

Appropriate disciplinary action will be initiated by the Dean of Students, the Head of School or the Business Administrator, as appropriate, taking into account the severity of the incident and the age of the parties, and will be calculated to stop the specific harassment reported and prevent recurrence.

The range of disciplinary action may include immediate suspension, expulsion from the school and/or termination of employment.

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

1. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Code of Conduct and this policy.

2. Consequences and appropriate interventions for a School employee found to have committed an act of bullying will be instituted in accordance with the School policy, procedures and agreements under "Employee Disciplinary Guidelines", including reports to appropriate law enforcement officials.
3. Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have committed an act of bullying shall be determined by the Head of School/designee after consideration of the nature and circumstances of the acts, including reports to appropriate law enforcement officials.
4. These same actions will apply to persons, whether they are students, school employees, parents/guardians, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

It may be possible to resolve a complaint through informal discussions between the Head of School and/or Business Administrator and the parties involved. If all parties agree that a resolution has been achieved, no further disciplinary action needs to be taken. The results of an informal resolution shall be put in writing.

Instances which should not be resolved through informal mechanisms include: complaints of harassment of students by employees, complaints in which other students are also apparent victims, complaints that indicate possible threats to the safety of the complainant or other persons, and complaints of harassment that continued or re-occurred after prior informal resolution attempts.

In the event a dispute resolution is needed, an interested party who is adversely affected by the disciplinary action and/or is dissatisfied with the initial determination must submit their position in writing to the Board of Directors, which is the final and binding authority of the school.

#### 11.6 RETALIATION

Retaliation includes, but is not limited to, any form of maltreatment, intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this policy. Retaliation is prohibited.

#### 11.7 EXPECTATIONS

Caribbean School expects students, parents/guardians and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and School staff, the educational purpose underlying all School activities, and the care of School facilities and equipment.

## 11.8 STAKEHOLDER RESPONSIBILITIES

Student Support Services of Prevention: School based staff members, corporate member's families and community stakeholders will collaborate to utilize this policy and associated procedures to promote academic success, enhance resiliency, build developmental assets and promote protective factors within the School by ensuring that each and every staff member and student is trained on violence prevention. These trainings will work to create a climate within the School and the surrounding community that fosters the safety and respect of children and the belief that adults are there to protect and help them. Additionally, students and staff (including, but not limited to, School based employees, administrators, counseling staff) will be given the skills, training and tools needed to create the foundation for preventing, identifying, investigating, and intervening when issues of bullying arise.

School: Caribbean School shall designate a "Prevention Liaison" who shall serve on an existing team that address acts of violence and school safety. At minimum, this team should include staff members from administration, guidance and instruction. These designees are the key in the dissemination of prevention methods, intervention, and curriculum, for bullying and other issues that impact the school culture and welfare and staff.

At the beginning of each school year, the School Head of School/designee and or appropriate administrator(s), shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal to students, School staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Code of Conduct, Employee Handbook, the School website, and/or through other reasonable means.

## 11.9 AMENDMENTS

The School reserves the right to amend any clause contained in its Anti-Harassment Policy and Procedures. Those benefits stated by federal or Puerto Rico laws will vary, according to the changes in the law which created them. This procedure may be modified on a case by case basis to adjust it to the circumstances of a particular case.

**CARIBBEAN SCHOOL**

**INCIDENT REPORT FORM OF HARASSMENT, DISCRIMINATION AND/OR BULLYING**

Please Print: (If you need more space in filling any of these parts, please attach another paper and put a note in the correspondent part of such attachment).

Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone:(or number where you may be contacted \_\_\_\_\_

During the hours of: \_\_\_\_\_

I wish to register a complaint against:

Name of person, school (give department, program activity, ect).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person taking report : \_\_\_\_\_

Date: \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, participants, background to the incident, and any attempts you have made to resolve the problem. Please note relevant dates, times and places

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate if there are other people who could provide more information regarding your complaint:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Proposed Solution: ( Indicate your opinion on how this problem might be resolved. Be as specific as possible.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person taking report

\_\_\_\_\_  
Date

A copy of this report will have to be provided to the complainant.  
ANTI-BULLYING POLICY

CARIBBEAN SCHOOL

POLICY AND PROCEDURES IMPLEMENTATION CHECKLIST

\_\_\_\_\_ Conduct training for those staff faculty members who will be coaches/investigators.

\_\_\_\_\_ Record the following information for reference:

- Names of staff/faculty members responsible for receiving reports.
- Location of where completed forms will be kept.
- Dates of staff/faculty training.
- Dates of student/training.
- Dates and ways of communicating to parents/guardians.



**CARIBBEAN SCHOOL ANTI-BULLYING POLICY**  
**PROCEDURE TIMELINE**

Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the greatest extent possible within legal constraints.

1. Anyone can file a report, the target of harassment or bullying, a bystander, parent, teacher or staff/faculty member.
  - Everyone staff/faculty member should be trained to take a report. Every staff/faculty member should know where to get a report, and turn the report in to the appropriate person.
2. An incident report form is completed.
3. Students are referred for “coaching.”
4. The investigation process should be completed within 48 hours of the report.
  - Investigator (Head of School, Dean or Counselor) meets with students separately to investigate the issue.
  - Investigator/Coach coaches the target (victim).
  - Investigator/Coach coaches harasser bully and informs of code of violation and possible consequences or assigns consequences.
5. Turn in completed incident report form.

**I. Dealing with students who bullied**

1. Identify the problem and diffuse reporting responsibility. For example:
  - a. "I have been hearing that..."
  - b. "Many students have reported that..."
2. Ask questions and gather information. For example:
  - a. "Tell me about what happened."
3. Apply consequences.
4. Generate solutions for the future, and create a plan for the student. For example:
  - a. "What are some ways to prevent this from happening again?"
5. Follow up.
  - a. See how the plan is working.
  - b. Contacts parents as appropriate.
  - c. Refer student for further discipline as appropriate.

## **II. Coaching the student who was bullied**

1. Affirm the student's feelings.
  - a. For example: "You were right to get help from an adult."
2. Ask questions.
  - a. Get information about the current situation and the history of the situation.
3. Identify what has and has not worked in the past.
4. Generate solutions for the future, and create a plan with the student. For example:
  - a. Coach the student in using assertive refusal skills. (If relevant to the situation, remind the student that aggression is never an appropriate solution.)
5. Follow up.
  - a. See how the plan is working.
  - b. Contact parents as appropriate.



## The "I Will" Pledge

*As part of Caribbean School, "I Will" pledge to be a part of the solution.*

*Eliminate cruelty from my behavior. Encourage others to do the same.*

*Do my part to make Caribbean School a safe place by being more sensitive to others.*

*Eliminate profanity towards others from my language. Not let my words or actions hurt others.*

*...and, if others won't become part of the solution, I Will!*

---

Signature of Pledger

---

Date

**CARIBBEAN SCHOOL  
ANTI-BULLYING POLICY**

Signature Page

Please read and sign this Signature Page and return to the Dean of Students.

**To: Dean**

**I have received and I have read, understand and agree to comply with the Caribbean School Anti-Bullying Policy.**

---

Signature

---

Printed Name

---

Date

Caribbean School Policy Book

ADDENDUM 1  
School By-Laws

**CARIBBEAN SCHOOL BY-LAWS**  
**2017 Revision**  
**Caribbean School Inc.**

I. STATEMENT OF PURPOSE

A. Of the School

To offer educational facilities for instruction in English with an adequate curriculum to ensure eligibility for admission to any school, college or university in the United States of America.

B. Of the By-Laws

To establish rules for governing the school.

To determine the functions and duties of each individual and group associated with the school so that duplication of authority and responsibility be avoided and so that a maximum of harmony and efficiency prevail.

II. CORPORATION MEMBERSHIP

A. According to the Articles of Incorporation, membership shall be based on the following qualifications:

1. A member is the Member family group, which consists of the parents, or legal guardian of one or more children registered in and attending Caribbean School.
2. Membership may be limited by the Board of Directors from time to time according to the school's facilities available, by limiting the number of enrolled students.
3. Voting membership is limited to one parent or legal guardian per member family group.

B. Corporation members shall exercise effective control over the administration of the Corporation directly at the annual or other Corporation meeting and indirectly by delegation to the Board of Directors.

III. THE BOARD OF DIRECTORS

A. The Board of Directors of the Caribbean School shall be the governing and policy making body of the School within the corporation and its members shall serve without remuneration.

B. The Board of Directors shall be composed of not more than fourteen members of which there shall be nine elected serving three year terms, staggered so that three of their members are elected each year for a three year term. The P.T.O. President, upon becoming elected as President of the P.T.O., will become automatically a member of the Board of Directors and shall serve in such capacity until the election of the next P.T.O. President. A representative of the Alumni association, selected from their executive board, will also automatically become a member of the Board and shall serve in such capacity until the election of the next representative. This representative cannot violate established rules of election. The Board of Directors, may appoint, by majority vote, excluding from such voting any appointed Director, for a term of no more than one year to expire on the following June 30, as many as three additional Directors. The three appointed Directors need not be members of the Corporation and, except for voting for an appointed Director or for the election to fill the vacancy of an elected Director, they shall have the same responsibilities and authorities as the elected Directors.

C. Only one parent per member family group in good standing is eligible to serve as a member of the Board of Directors. No one shall be elected or appointed or can serve as a member who is a paid employee or has immediate family as a paid employee of Caribbean School, nor one who is under a contract to perform or is performing remunerative services for the Corporation.

D. Board members elected at the annual corporation meeting shall take office on the first Board meeting in July.

E. Vacancies

1. When a vacancy of an elected member occurs for any reason other than the expiration of the Director's term, the remaining Directors may elect a replacement to fill the vacancy. The term of such elected member expires the next June 30th. At its annual meeting, the Corporation shall elect a Directors to serve the remainder of the term of the original Director who was elected at an annual meeting and whose seat became vacant. Such Directors shall take office on the first meeting in July.
2. When a vacancy of an appointed Director occurs for any reason, the Board of Directors may appoint a replacement to fill the vacancy.
3. If a Director fails to attend three consecutive regular monthly meetings of the Board, four regular monthly meetings within the fiscal year, or otherwise fails to fulfill duties as a Director, the remaining shall declare the position on the Board vacant and elect a replacement in the manner prescribed by these By Laws. Notice of intent to consider this subject must be given to such Director in

writing at least three business days in advance of the date it will be considered. Notwithstanding the above, the Board of Directors may hold in abeyance the mandatory application of this rule in a particular situation if all the remaining Directors, by unanimous vote cast by secret ballot, adopt a resolution to do so.

#### IV. OFFICERS OF THE CORPORATION

##### A. Election of Officers

The Board of Directors shall elect the officers of the Corporation from the membership of the Board, at its first regular meeting. The officers of the Corporation shall be: The President, one Vice President, the Secretary and the Treasurer. In the event of a vacancy in any office, the Directors shall elect a replacement from their own members. The Board may also appoint one or more Assistant Secretaries and Assistant Treasurers. The Assistant Secretaries or Assistant Treasurers will not be members of the Board unless duly elected or appointed.

##### B. Duties of the Officers

1. **President:** The President shall preside at all meetings of the Corporation and of the Board of Directors. The President shall represent the Board in all functions where the Board shall be represented and on specific occasions calling for the President's presence. The President shall be charged with executing the approved rulings and resolutions of the Board. The President may nominate the members of the committees to be appointed by the Board, and shall appoint the Chairperson of each committee.
2. **Vice President:** The Vice President shall perform the duties of the President in the President's absence or at the President's request, and shall also perform such other duties as may from time to time be prescribed by the Board of Directors.
3. **Secretary:** The Secretary shall be responsible for all records of the Corporation and of the Board of Directors and for the taking of minutes of the Corporation and Board meetings. The Secretary shall receive and answer all correspondence of the Board, as decided by the Board.
4. **Treasurer:** The Treasurer, who shall be bonded at the expense of the Corporation, shall be responsible for collecting the fees of the Caribbean School, keeping the books of the Corporation, rendering a report at each annual meeting of the Corporation of the financial condition of the School. The Treasurer shall submit a monthly financial statement to the Board which is to be filed with the Secretary's Minutes. The Treasurer shall also prepare a Budget to be approved by the of Board of Directors, coordinate the annual audit, ensure the proper filing of all government reports and returns, and shall disburse those funds which have been approved by the Board.

#### V. FUNCTIONS AND DUTIES OF THE BOARD OF DIRECTORS

A. Subject to the limitations of the applicable provisions of the General Corporation Law of Puerto Rico, the Articles of Incorporation, the By-Laws, and any resolution duly adopted at any special or regular meeting of the corporation members, the activities and affairs of the Corporation shall be conducted and all corporate powers and authorities shall be exercised by or under the direction of the Board of Directors. The Board of Directors is authorized to delegate upon an Executive committee of the Board such functions as it may specify from time to time. The Board may also delegate such administrative and management functions upon one or more persons as it may from time to time deem in the best interest of the Corporation.

B. The Board of Directors may borrow funds subject to the following:

1. If the borrowed funds are used exclusively for new construction or improvements of buildings and/or the premises, the yearly payments of principal and interest during the term of the loan(s) of all borrowed funds not exceed 85% or the Building Fund revenues of the previous fiscal year.
2. If the funds are to be used to acquire assets whose useful life do not normally exceed 10 years, or to repair, replace or refurbish existing personal property assets, the total yearly payments of principal and interest for the repayments of such funds, may not exceed 5% of the operating revenues for the previous fiscal year and total principal balance outstanding not exceed 25% of the total operating revenues of the previous fiscal year and total principal balance outstanding may not exceed 25% of the total operating revenues of the previous fiscal year.
3. If the borrowed funds are to be used to pay for any ordinary or extraordinary expense(s), service(s), or a legal obligation, other than those arising from 1. and 2. above, such funds must be repaid in full during the following twelve months.

Any borrowing in excess of the limits stated herein must be approved by the Corporation members at its annual or at a special meeting. The Board may buy, sell, mortgage or otherwise dispose of the properties of the Corporation, provided that in the event the Board wishes to sell or otherwise dispose of any real estate where the school premises are located, a resolution to that effect must be approved by a two third majority of all elected Board members and after it is so approved, such matter must be presented to a meeting of the Corporation in the same manner as an amendment to the By Laws, for its consideration and approval, before such sale or disposition may be legally effected.

C. The Board of Directors shall fix and determine the tuition and other school fees.

D. The Board of Directors shall determine the compensation of all employees of the Corporation, and shall authorize all contracts.



- E. The Board of Directors shall ensure that all employees and Board members responsible for handling the funds of the Corporation be bonded at the expense of the Corporation in amounts sufficient to protect the interests of the Corporation.
- F. The Board of Directors shall ensure that adequate property and liability insurance protection is provided and maintained at all times.
- G. The Board of Directors shall have charge over the use of all School property. Any individual or organization of the School or community wishing to use the School Buildings, grounds or any properties pertaining thereto, must submit a request to the Board of Directors for approval.
- H. The Board of Directors shall ensure adequate accounting of all funds and shall select and secure qualified independent auditors to audit the books of the corporation within two months following the close of the fiscal year which ends June 30th.
- I. The Board of Directors shall employ as the Chief Administrator of the School a qualified Head of School who shall be accountable to the Board. The Board of Directors delegates administrative, supervisory and instructional authority to the Head of School, and appraises the results achieved in light of the Mission, Vision and Instructional Objectives of Caribbean School. The Board will define and delegate such duties to the Head of School as it deems necessary. The Board shall concern itself primarily with broad questions of policy and performance evaluation, rather than with administrative details.
- J. The Board of Directors shall ensure that School By-Laws and Policy are reviewed annually with the Head of School and revised when deemed necessary. The By-Laws and Policy Book shall be kept current. A By-Law and Policy Revision Archive containing original, signed copies of By-Laws and Policies, including information regarding adoption and revisions, shall be maintained current at the Head of School's office and at the Board of Director's files. Eliminated By-Laws and Policies will be documented as such and maintained as part of the Archive. Members of the corporation, students and school employees shall have access to the By-Laws and Policy Book.
- K. The Board of Directors shall render a report to all corporate members on a quarterly basis, or as needed. The report shall include the highlights of the Board's activities, policy changes, and major decisions made.
- L. The Board of Directors shall enforce the observance of school By-Laws and Policy.
- M. The Board of Directors may authorize payment of travel and other expenses of a Director conducting official business serving the interest of the Corporation.
- N. The Board of Directors is responsible for the management of the Caribbean School Endowment Fund.

#### VI. MEETINGS OF THE BOARD OF DIRECTORS

- A. Regular meetings: The Board of Directors shall meet regularly once each month at the time and place agreed upon by the Board. Board meetings are open to Corporate members, faculty and other employees of the school, and to the students, except whenever the Board meets in executive session.
- B. Special Meetings: The President shall call special meetings of the Board as deemed necessary or at the request of at least three members of the Board. Notice of the Special Meeting shall be given in writing at least three business days in advance and must identify the subjects to be discussed at the meeting. Such requirements be waived by majority action of the Board at the following regular meeting.
- C. Organizational Meeting: Prior to June 30th, the President shall call a meeting of the Board of Directors, including those elected at the annual meeting, to be held within the first two weeks of July, for the purpose of electing new officers of the corporation, selecting independent auditors for the year, making necessary appointments and conducting other business related to the organization of the Board or to any other matter.
- D. Quorum: A quorum shall be a majority of the members of the of Board of Directors. A quorum shall be necessary in order to transact business

#### VII. COMMITTEES OF THE BOARD

- A. The Executive Committee: The Executive Committee of the Board of Directors shall consist of the President, the Vice-President, the Secretary and the Treasurer, and any other member that the Board may appoint. The Executive Committee shall have the delegated powers and functions which the Board may specify in a Board Resolution, which Resolution, unless otherwise revoked or amended, is effective until June 30th of each year or until the new Board takes office at its first meeting in July. The Executive Committee shall keep minutes of its meetings and shall report the same and any action taken at the next Board meeting.
- B. Other committees: The Board of Directors shall appoint, and remove, with or without cause, the members of the following Standing Committees:
  1. Education Committee
  2. Finance Committee
  3. Governance Committee
  4. Building and Grounds Committee
  5. Development Committee
  6. Nominations Committee

And any other standing or special committee as it deems necessary to conduct the business for the Corporation. Membership of these Committees need not be limited to members of the Board. The President shall appoint the Chairperson of all Standing Committees from its Board members. Such Committees will not be empowered to act on behalf of the Board of Directors, unless the Board makes a limited delegation for a particular matter by a duly adopted Resolution. The primary functions of such Committees are as fact finding and advisory bodies, who shall make such reports and recommendations to the Board as required.

#### VIII. MEETINGS OF THE CORPORATION

- A. Annually during the month of April, at the place and time selected by the of Board of Directors, the regular meeting, known as the annual meeting, of the Corporation shall be held for the purpose of electing Directors, receiving reports of officers and committees and for transacting any other business which be properly brought before the meeting.
- B. Special Meetings of the Corporation may be called at any time by the President, or by the Board of Directors, or by written petition of one third of the Corporation membership.
- C. Written notice remitted at least ten days in advance of the annual or special meeting shall be given to each member of the Corporation. The notice shall specify the time, place and date of the meeting, shall include a copy of the agenda, a proxy form, and, in the case of special meetings, it shall specify each of the subjects which will be considered at the meeting.
- D. Although both parents or legal guardians attend the meetings, only one person of the member family group is entitled to vote at any regular or special meeting of the Corporation. In order for a member to be eligible to exercise the member's right to vote at the annual meeting, such member must have paid all tuition, fees and other charges due and payable as of March 31st, or by the last day of the month preceding a special meeting. Such right to vote may be delegated to another member of the Corporation, or to the Board of Directors by submitting a written proxy to the Secretary or to the registration committee at the meeting. In order for the proxy to be recognized as valid, it shall contain the name of the corporate member, the name of the person to whom the proxy is delegated, the identification of the meeting, and the signature of the member granting the proxy. With respect to proxies delegated to the Board of Directors, the Board shall meet to decide how it will vote such proxies on the nominated candidates and/or the issues presented at the meeting.
- E. A quorum of the Corporation membership must be present in person or by proxy for the transaction of business and shall consist of one third of the total membership of the Corporation eligible to vote. Only the member eligible to vote, who is duly registered personally or by proxy, shall be counted for the purpose of quorum. In the event there is no quorum for the annual meeting, the members present shall constitute sufficient quorum for the election of Directors and for receiving and approving the reports rendered by the President, the Head of School and the Treasurer. Such meeting also entertain other matters that may be properly brought before it, but it may not take any decisions or actions with respect to such matters, except that upon motion duly presented and approved. It may instruct the Board of Directors to call for a special meeting to consider the matters which were properly brought before it. The Board of Directors may include other matters to be considered at such special meeting.
- F. At every meeting of the Corporation, the order for transacting business shall be as follows:
  1. Call to order
  2. Reading of the Notice of the Meeting
  3. Designation of Committees and their members
  4. Reading of the Minutes of prior meeting
  5. President's Report
  6. Head of School Report (may be waived for Special Meetings)
  7. Treasurer's Report (may be waived for Special Meetings)
  8. Determination of Quorum
  9. Election of Directors (only at the Annual meeting)
  10. Matters Included in the Notice
  11. Pending Matters
  12. Motions and Resolutions
  13. New Business

At the request of the President, or by Motion, duly seconded and approved, the order may be altered.

#### IX. VOTING PROCEDURES

- A. Voting for the election of Directors and for the approval of Motions, Resolutions, and Amendments to the By-Laws or to the Articles of Incorporation, shall be done by secret balloting. The secret ballot may be dispensed with if, in the case of election for Directors, the duly nominated candidates do not exceed the number of vacancies to be filled, or if, in the case of a Motion or Resolution, the President requests a vote by acclamation, and no objection nor a request for secret ballot is presented and seconded.
- B. The President will designate, from the members present at the meeting, a Balloting Committee, which shall consist of not less than three members nor more than five. Such Committee shall count the ballots cast for the election of and for any other matter voted on during the meeting by secret ballot, and shall certify to the President the results of the voting. The President shall report to the meeting the results furnished by the committee. For the election of Directors, the Committee's certification shall be limited to informing the names of the candidates elected, without need of stating the number of votes received by each, although the Committee shall deliver to the Secretary the official ballots, tally sheets and voting results of each candidate and such results be may inspected by any of the nominated candidates, before the adjournment of the meeting.



C. In addition to the Balloting Committee, the President will designate a Registration Committee, whose primary function will be to register the members for the corporation meeting, verify their eligibility, examine and record the proxies, determine the existence of quorum, and report such matters to the President. In addition, the President may designate, at the President's own initiative or at the behest of the members present, such other Committees and their members, which may be of assistance in the workings of the meeting. The President shall use good judgment in the application of parliamentary rules.

X. FISCAL YEAR

The fiscal year of the corporation shall extend from July 1<sup>st</sup> to June 30<sup>th</sup>.

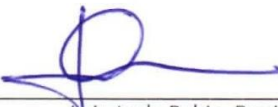
XI. PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation of Caribbean School or these By-Laws.

XII. AMENDMENTS

- A. These By-Laws may be amended at any regular meeting of the Corporation or at any special meeting called for such purpose, by one third of the eligible Corporation members by votes cast on the question, either in person or by proxy, provided the proposed amendments had been remitted to the membership in writing at least ten days prior to the meeting.
- B. The Board of Directors may propose amendments to the By-Laws.
- C. A request for an amendment may be presented in writing to the Board of Directors by any member of the Corporation not later than February 1<sup>st</sup> of each year in order to be considered at the next annual meeting. When such request is made in a petition signed by at least ten per cent (10%) of the members of the Corporation, such proposed amendment shall be submitted to the membership at the next annual meeting. The Board of Directors does not necessarily have to support or recommend adoption of such proposed amendments.
- D. Should a Board of Directors-proposed Amendment(s) to these By-Laws fail to pass at two Special Meetings called in one membership year, properly warned per section VIII, paragraphs B, C, D and E, and section IX, paragraphs A and B, of the Caribbean School By-Laws, called solely for the passage of said Amendment(s), the quorum for the third meeting will be the members attending.

These revisions to the Caribbean School By-Laws were approved by the Corporation on Tuesday, May 23, 2017.

  
\_\_\_\_\_  
Luis Ayala Rubio, President  
Caribbean School Board of Directors  
5/23/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Melissa Medina, Secretary  
Caribbean School Board of Directors  
05/23/2017  
\_\_\_\_\_  
Date



Caribbean School Policy Book

ADDENDUM 2

Incorporation Documents

# CERTIFICATE OF REGISTRATION

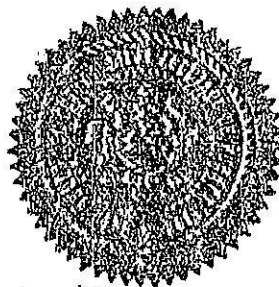
THIS IS TO CERTIFY THAT:

No. 2091

"CARIBBEAN SCHOOL INC."

*an association not for pecuniary profit, organized under the laws of Puerto Rico, has filed in the Department of State of Puerto Rico, the articles of incorporation containing the statement of facts required by the provisions of Section 2 of "An Act to incorporate associations not for pecuniary profit," approved March 9, 1911.*

IN WITNESS WHEREOF, I have herewith set my hand and caused to be affixed the Great Seal of the Commonwealth of Puerto Rico, at San Juan, this 15th day of October, A. D., nineteen hundred and fifty-four



N. ALMIRCTY  
Assistant Secretary of State

1.101  
Copy

**CERTIFICATE OF AMENDMENT  
TO ARTICLES OF THE CERTIFICATE OF INCORPORATION  
OF CARIBBEAN SCHOOL, INC**  
*(organized under the laws of the Commonwealth of Puerto Rico)*

I, the undersigned, President of the Board of Directors of Caribbean School, Inc., a corporation organized under the laws of the Commonwealth of Puerto Rico, with main place of business in Ponce, Puerto Rico.

**HEREBY CERTIFY THAT** in a special meeting of members of said corporation duly called for such purpose, held at Ponce, Puerto Rico on March 5, 2003, the following amendment to the Certificate was duly approved by the required vote:

**TO AMEND ARTICLE VII** to read as follows:

**"Seventh:**

That the terms and conditions of membership are:

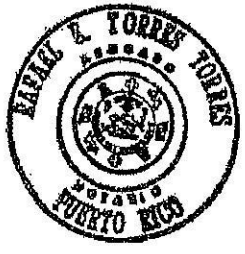
1. Must be residents of Puerto Rico.
2. Must have one or more children in its school.
3. Only one from a family could be member.
4. Membership is limited to a number to be fixed by the Board of Directors according to the school facilities available from time to time."

In Ponce, Puerto Rico, this 7 day of March, 2003.

Carlos A. Rodriguez  
President

AFFIDAVIT NO. 5951;

SUSCRIBED AND SWORN to before me by Carlos A. Rodriguez, of legal age, married, President of the Board of Directors and resident of Ponce, Puerto Rico this 7 day of March, 2003.



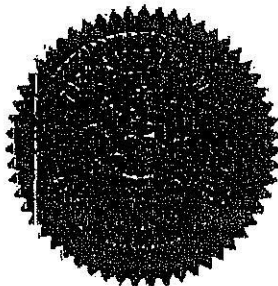
[Signature]  
NOTARY PUBLIC

# Commonwealth of Puerto Rico

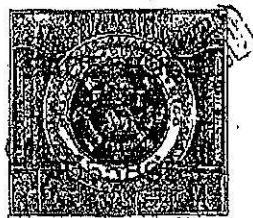



## Department of State

I, N. Almiroty, Assistant Secretary of State of the Commonwealth of Puerto Rico, do hereby certify: That the following is a true and correct copy of the Articles of Incorporation of "CARIBBEAN SCHOOL INC.", a corporation not for profit organized under the laws of Puerto Rico on October 5, 1954.



In Witness Whereof, I have hereunto set my hand and affixed the Great Seal of the Commonwealth of Puerto Rico, at the City of San Juan, this 21st day of June, A. D. nineteen hundred and fifty-six.



  
N. ALMIROT  
Assistant Secretary of State

(\*) Insert full name of the association, but no name shall be assumed already in use by any other corporation or association, or so nearly similar thereto as to lead to confusion or uncertainty, nor a name that is likely to deceive the public as to the purposes or scope of the association.

Office of the Secretary of Puerto Rico  
**ARTICLES OF INCORPORATION**  
OF THE

Caribbean School Inc.  
(Here insert full name of the association.)  
(Section 8, Act of March 9, 1911.)

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, do hereby associate ourselves for the purpose of forming an association not for pecuniary profit under and by virtue of the provisions of an Act of the Legislature of Puerto Rico entitled: "An Act to incorporate associations not for pecuniary profit," approved March 9, 1911.

And we hereby certify:

FIRST.

That the legal name and title by which said association is to be known is to be known as Caribbean School Inc.

SECOND.

That the place where its principal office in the Island of Puerto Rico is to be located is No. 5 Johns St., Ponce, Puerto Rico.

THIRD.

That the period for which said association is incorporated is unlimited.

FOURTH.

That the object for which said association is organized is to establish a school; to foster educational aims, and in general to work toward the mutual improvement in teaching and promote the general educational interests of its associates.

(1) Insert full name of the association, but no name shall be assumed already in use by any other corporation or association, or so nearly similar thereto as to lead to confusion or uncertainty, nor a name that is likely to deceive the public as to the purposes or scope of the association.

FIFTH.

That the names and post-office addresses of the incorporators are: (1)

NAMES.	P. O. ADDRESSES.
1. James E. Bain	St. Regis Paper Bag Co., Ponce, P.
2. Helen Kristiansen	La Alhambra, Ponce, P.R.
3. Seymour Slaven	" " "
4. Harry Zack, Rev.	Jobos #5, " "
5. Joan Williams	La Alhambra, Ponce, P.R.

SIXTH.

That the number of its trustees or directors is to be: (2) NOT LESS THAN FIVE.

SEVENTH.

That the terms and conditions of membership are:

1. Must be residents of Ponce, P. R.
2. Must have one or more children in its school.
3. Only one from a family could be member.
4. Membership is limited to a number to be fixed by the Board of Directors according to the school facilities available from time to time.

(1) The incorporators are to be at least five.  
(2) The number of trustees or directors shall be not less than five.

That the natural resources of said association or those with which it is intended to meet running expenses are Donations, tuition fees, money raising activities.

NINTH. (1)

(1) Any provision prescribing the qualifications of officers, or for the regulation of the business and conduct of the affairs of the association, or any limitation or regulation of the powers of the association officers, not inconsistent with law, may be inserted here at the option of the incorporators.

(Sgd.) (\*) Joan Williams  
 " Helen Christensen  
 " Seymour Slaven  
 " Harry E. Zach  
 " James E. Bain

ACKNOWLEDGMENT.

COMMONWEALTH OF PUERTO RICO } ss:  
 MUNICIPALITY OF PORCE  
 AFF. NO. 49 VOL. VIII.-

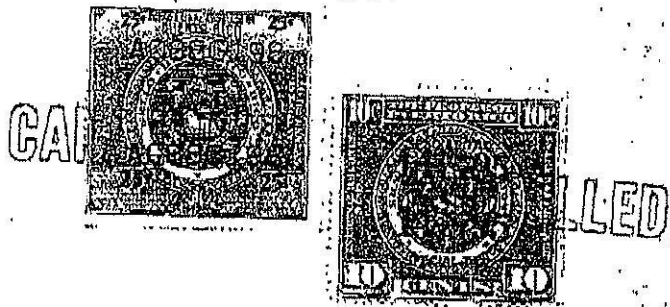
Be it remembered, that on this 17th day of September, A. D., 1954,  
 before me, a Notary Public  
(Official title of any notary or other officer authorized to take and certify acknowledgments.)  
 personally appeared (\*) JAMES E. BAIN, HELEN CHRISTENSEN, SEYMOUR SLAVEN,  
HARRY ZACH, and JOAN WILLIAMS

who  
 I am satisfied are the persons named in and who executed the foregoing certificate, and I  
 having first made known to them the contents thereof, they did each acknowledge that they  
 executed and signed the same as their voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the  
 day and year last above written.

[SEAL]  
 Notarial  
 \$3.00 (canceled)  
 0.25 "

(Sgd.) Pedro E. Muñoz Rando  
 NOTARY PUBLIC  
(Printed title)



*7/11/54*

(\*) This certificate is to be subscribed and acknowledged by each of the incorporators.



Caribbean School Policy Book

ADDENDUM 3

Conflict of Interest Letter

**ANNUAL STATEMENT CONCERNING  
POSSIBLE CONFLICT OF INTEREST**

The undersigned acknowledges receipt of a copy of Caribbean School's Conflict-of-Interest Policy Procedures for Directors.

By my signature affixed below, I acknowledge my agreement with the spirit and intent of these policies and, I agree to report to the Headmaster and the Board of Directors any possible conflicts (other than those stated below) that may develop before completion of the next annual statement.

\_\_\_\_\_ I am not aware of any conflict of interest.

\_\_\_\_\_ I do or may have a conflict of interest in the following area(s):

\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Caribbean School Policy Book

ADDENDUM 4  
Letter of Confidentiality

**Caribbean School, Inc.**  
**Confidentiality Agreement for Board of Directors and Committee Members**

One of the components of good governance is full and frank disclosure of information in the boardroom. When Directors can't trust each other to keep confidences, it has a negative impact on the organization's governance.

The Board of Director needs to ensure that Directors fully understand that once the board approves a decision, it becomes a decision of the whole board. All board members must comply with it. If any board members disagree with a decision regarding confidentiality, they may register their dissent, but cannot disclose information. Members who are seriously at odds with the confidentiality policy, or any other policy, may choose to resign from the board. No individual Director shall act in the name of the Board of Directors as a whole unless specific powers have been delegated and authorized to the Director for a predetermined purpose. Fiduciary responsibilities are the core responsibilities of Directors, and a violation of this confidentiality agreement can negatively impact the reputation of Caribbean School, Inc. and cause irreparable harm and legal action against the institution.

It is the policy of Caribbean School, Inc. that Directors serving on the Board of Directors and/or committees and committee members serving on any committee of the corporation commissioned by the Board of Directors will not disclose confidential information belonging to or obtained through their affiliation with Caribbean School, Inc. to any person or institution, including their relatives, friends, and business and professional associates, unless Caribbean School, Inc. has provided written authorization regarding the disclosure and/or School By Laws, policies, rules and/or regulations authorizing the disclose to a particular person, professional and/or position. Directors and committee members are cautioned to demonstrate professionalism, good judgment, and care always in handling any information related to Caribbean School, Inc. to avoid unauthorized or improper disclosures of confidential information. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidential information is understood to include but not limited to the following: information about the corporation or its employees and students of which the director or committee member may acquire through their engagement as a director or committee member. Additionally, confidential information includes but is not limited to student information (personal identifiable information, academic information, behavioral information, legal action, legal matter or any other), employee information (personal identifiable information, employment information, disciplinary information, termination information, or any other), legal actions involving Caribbean School, Inc., its Directors, officers, administrative personnel, employees, subsidiaries, endowments or any other legal action that directly or indirectly involves Caribbean School, Inc., the Board of Directors or any of its related entities; opinions, and conversations held during official and non-official Board of Directors meetings, conversations and/or committee meetings, discussions held during executive session of the Board of Directors, investigations carried out by the corporation in legal, student or employment matters, any/or other information deemed confidential by Caribbean School, Inc.

While board and committee members are expected and encouraged to discuss matters of the corporation with one another and targeted publics (when duly authorized by the Board of Directors), they shall under no circumstance report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the Board of Directors or that would not be supported by policy, procedures, or decisions of the corporation.

Initials: \_\_\_\_\_

The Director or committee member shall maintain the security and confidentiality of their respective designated Caribbean School, Inc. email account and online file repository. The individual shall notify immediately to Caribbean School, Inc. of any unauthorized access to such online platform(s). Directors and committee members shall be cautious in the sharing of confidential information through digital mediums, with or without intent to cause such disclosure without prior authorization by Caribbean School, Inc.

At the end of the Director or committee member's term or upon his/her retirement, resignation or removal from the Board of Directors or committee, he/she shall return, at Caribbean School, Inc.'s request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

The Director and/or or committee member may be subject to sanctions and/or other remedies for the violation of this agreement, taking into account the severity of the infraction.

In the event that a court of law with jurisdiction determines any part of this Agreement null and/or invalid, the remaining parts of this document will continue in full force effect.

**Certification**

I certify to have read and understand Caribbean School, Inc.'s complete policy on confidentiality and the Confidentiality Agreement presented above. I agree to abide by the requirements of the policy and this agreement and to inform the Board Chair immediately in writing if I believe any violation (unintentional or otherwise) of the policy or this agreement has occurred.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Document Title: Confidentiality Agreement for Board of Directors and Committee Members  
Document Version: 2.0  
Approved by the Board of Director on June 21, 2022.

Initials: \_\_\_\_\_

Caribbean School Policy Book

ADDENDUM 5

Financial Assistance Application

**Caribbean School, Inc.**

**Financial Assistance Application**

For School Year: 20\_\_\_\_ - 20\_\_\_\_

**To the Parents:**

Before completing this form, be sure you have read the Scholarship Policy. If you have any question, contact the Headmaster.

The Caribbean School is pleased to be able to offer financial assistance to a limited number of students who meet the academic and performance requirements of the Scholarship Program, and whose families are unable to afford the total cost of our educational program. Scholarship funds will only be granted according to budget allowance.

Kindly return this information to the main office. After a decision has been made concerning your request, the administration will contact you by mail.

***Please Note!***

In order for your request to be considered, you must:

Complete this application.

Attach a copy of your most recent 499-R-2 (Comprobante de Retención) and your **certified Income Tax Return**, for both husband and wife. If self-employed, submit a copy of your latest Income Tax Statement.

---

*No application will be considered or accepted unless all items are completed and the necessary documents are attached.*

**Caribbean School, Inc.**

Name of Student(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

\_\_\_\_\_ Grade(s) \_\_\_\_\_

\_\_\_\_\_ Grade(s) \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Phone \_\_\_\_\_

Father's Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mother's Address \_\_\_\_\_

Name and address of person, and relationship, with whom student lives (if other than the above)

\_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Other Dependents:

Name	Age	School	Tuition Paid by Family	Amount of Aid Received

Marital Status of Parents: \_\_\_\_\_

Father's Occupation: \_\_\_\_\_

Name of Firm or Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_



Mother's Occupation: \_\_\_\_\_

Name of Firm or Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

10. Aside from your family obligations, do you have any commitments which should be considered in order to obtain a fair estimate of your financial situation? If so, please give details.

---

---

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11. Reason for Request - Please list your reasons for requesting financial assistance.

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12. The Scholarship Committee welcomes any further statement that you may wish to make which may aid it in determining your eligibility to receive financial assistance.

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13. Please complete the following information (see next page), if it pertains to you. Fill in all the blanks. If not applicable, fill in with 0's or N.A

Business Earnings & Loss Statement		\$\$\$	Liabilities		\$\$\$
A	Net Sales		A	Commercial Loans	
B	Cost of Merchandise		B	Personal Loans	
C	Gross Earnings (A minus B)		C	Mortgages	
D	Employee Expenses		D	Auto Loans	
E	Rent, Water, Light, Telephone		E	Other Liabilities	
F	Other Expenses			1.	
G	Total Expenses of Operation (D thru F)			2.	
H	Net Earnings of Business (C minus G)			3.	
I	Other Income		F	Total Liabilities (A thru E)	
J	Other Expenses		G	Capital and Accumulated Earnings (Total Assets minus Total Liabilities)	
K	Net Earnings or Loss (H plus I minus J)		H	Total Liabilities Capital (F plus G)	
<b>Assets</b>		<b>\$\$\$</b>	<b>Professional and Office Statement</b>		<b>\$\$\$</b>
A	Cash on Hand		A	Gross Income of Office	
B	Savings Accounts		B	Employee Expenses	
C	Bank Deposits and Certificates		C	Rent, Water, Light, Telephone	
D	Accounts Receivable		D	Other Expenses	
E	Inventory		E	Total Office Expense (B thru D)	
F	Stocks and Bonds		F	Net Office Earnings (A minus E)	
G	Residential and Commercial Property		G	Other Income (Part-time Salaries, Pensions, etc.)	
H	Other Properties		H	Total Net Income (F plus G)	
I	Residential Furniture and Equipment				
J	Business Furniture and Equipment				
K	Automobiles/Boats				
L	Other Vehicles				
M	Valuables				
N	Other Assets				
	Total Assets (A thru N)				

14. I (we) affirm that the forgoing information is true to the best of my (our) knowledge. I (we) authorize the Caribbean School Scholarship Committee to investigate the information provided in this application.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

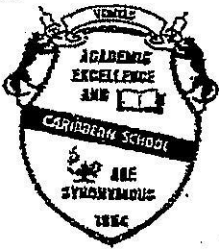
Date \_\_\_\_\_

*No applications will be considered until all items are completed and the necessary documents are attached.*

Caribbean School Policy Book

ADDENDUM 6

Accident Report Documents



# CARIBBEAN SCHOOL, INC

Urb. La Rambla  
1689 Calle Navarra  
Ponce PR 00730-4043  
Tel. (787) 843-2048 Fax: (787) 844-5626

## STUDENT'S ACCIDENT REPORT

Teacher on Duty: \_\_\_\_\_  
Employee making report: \_\_\_\_\_ / \_\_\_\_\_  
(position)

Student(s) involved: \_\_\_\_\_ Grade: \_\_\_\_\_  
Homeroom teacher: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

Date Reported: \_\_\_\_\_

Witness: yes/no \_\_\_\_\_ Name (s): \_\_\_\_\_  
\_\_\_\_\_

Where did the accident take place? \_\_\_\_\_

Description of Accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent informed of accident? yes/no who? \_\_\_\_\_  
Mother / Father / Other

Parent informed by whom? \_\_\_\_\_

Insurance form completed? yes/no/not needed \_\_\_\_\_ Given: Yes \_\_\_ No \_\_\_

Action taken: \_\_\_\_\_  
\_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

Student left school? Yes \_\_\_ No \_\_\_ Time: \_\_\_\_\_ AM / PM

Accompanied by: mother \_\_\_ father \_\_\_ other \_\_\_ Who? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Principal Signature

## Caribbean School Employee's Report of Injury Form

**Instructions:** Employees shall use this form to report all work related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor:
Your signature:	Date:

## Supervisor's Accident Investigation Form

Name of Injured Person \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(Circle one) Male Female

What part of the body was injured? Describe in detail. \_\_\_\_\_  
\_\_\_\_\_

What was the nature of the injury? Describe in detail. \_\_\_\_\_  
\_\_\_\_\_

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using? \_\_\_\_\_  
\_\_\_\_\_

Names of all witnesses:

\_\_\_\_\_  
\_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Exact location of event: \_\_\_\_\_

What caused the event? \_\_\_\_\_  
\_\_\_\_\_

Were safety regulations in place and used? If not, what was wrong? \_\_\_\_\_  
\_\_\_\_\_

Employee went to doctor/hospital? Doctor's Name \_\_\_\_\_

Hospital Name \_\_\_\_\_

Recommended preventive action to take in the future to prevent reoccurrence.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

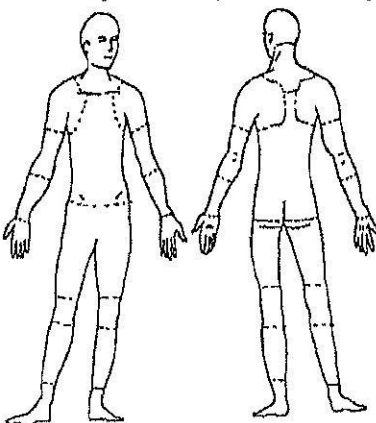
\_\_\_\_\_  
Date

# Incident Investigation Report

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness.  
 (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Other _____

## Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)  	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
		Months with this employer
		Months doing this job:

## Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any):	

<b>Number of attachments:</b>	<b>Written witness statements:</b>	<b>Photographs:</b>	<b>Maps / drawings:</b>
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: D			

<b>Step 2: Why did the incident happen?</b>	
<b>Unsafe workplace conditions: (Check all that apply)</b> <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	<b>Unsafe acts by people: (Check all that apply)</b> <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts? <span style="float: right;">D Yes D No</span> If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident?	D Yes D No
Have there been similar incidents or near misses prior to this one?	D Yes D No



**Step 4: How can future incidents be prevented?**

**What changes do you suggest to prevent this incident/near miss from happening again?**

- Stop this activity     Guard the hazard     Train the employee(s)     Train the supervisor(s)  
 Redesign task steps     Redesign work station     Write a new policy/rule     Enforce existing policy  
 Routinely inspect for the hazard     Personal Protective Equipment     Other: \_\_\_\_\_

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

**Step 5: Who completed and reviewed this form? (Please Print)**

Written by:	Title:
Department:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date:

Caribbean School Policy Book  
ADDENDUM 7  
Carta Circular DEPR Kindergarten



**Estado Libre Asociado de Puerto Rico**  
**DEPARTAMENTO DE EDUCACIÓN**

OFICINA DEL SECRETARIO

1 de abril de 2008

**CARTA CIRCULAR NÚM: 16 -2007-2008**

Subsecretarias, Secretaria Asociada de Educación Especial, Directora Ejecutiva del Instituto de Capacitación Administrativa y Asesoramiento a Escuelas, Secretarios Auxiliares, Directores de Programas, Divisiones y Oficinas, Directores de las Regiones Educativas, Superintendentes de Escuelas, Supervisores Generales de Zona o Encargados del Programa de Educación para la Niñez, Directores de Escuela, Maestros de Kindergarten y Padres

**NORMAS, PROCEDIMIENTOS Y DIRECTRICES QUE REGIRÁN EL FUNCIONAMIENTO DEL KINDERGARTEN**

El Sistema Educativo Puertorriqueño aspira a establecer prácticas que propicien el desarrollo de ciudadanos productivos independientes, aprendices de por vida, respetuosos de la ley y del ambiente y que sean capaces de contribuir al bienestar común. De conformidad con la Ley Núm. 149 del 15 de julio de 1999, conocida como Ley Orgánica del Departamento de Educación de Puerto Rico, el Sistema Educativo se organiza en los niveles y programas de educación preescolar, elemental, secundaria, especial, vocacional, técnica y de altas destrezas, y de adultos. El kindergarten es el primer grado formal del nivel elemental. Se promueve el desarrollo social, emocional, lingüístico, cognitivo, físico y creativo del individuo.

La Ley Núm. 79, aprobada el 19 de julio de 1995, dispone la asistencia obligatoria al kindergarten para todos los niños de cinco (5) años del País. El kindergarten es la entrada oficial a la escuela elemental. A tenor con esta disposición, y con el propósito de dar uniformidad en los procesos del kindergarten, se establecen en esta Carta Circular las normas y directrices que regirán su funcionamiento.

P.O. BOX 190759, SAN JUAN, PUERTO RICO 00919-0759 • TEL.: (787) 759-2000 EXTS.: 2404, 4404 • FAX: (787) 250-0275

El Departamento de Educación no discrimina por razón de raza, color, sexo, nacimiento, origen nacional, condición social, ideas políticas o religiosas, edad o impedimento en sus actividades, servicios educativos y oportunidades de empleo.

## A. NORMAS DE ADMISIÓN AL KINDERGARTEN

1. El niño debe cumplir cinco (5) años de edad a más tardar el 31 de agosto del año en curso.
2. El niño que cumpla cinco (5) años de edad entre el 1 de septiembre y el 31 de diciembre del año en curso será registrado en una lista de espera organizada en secuencia cronológica de acuerdo a la fecha de nacimiento de los solicitantes. Si en la segunda semana del mes de agosto no se ha completado la matrícula del grado, se procederá a ocupar los espacios disponibles usando la lista de solicitantes que cumplen cinco (5) años entre el 1 de septiembre y el 31 de diciembre.
3. En el caso de los niños inmigrantes que tienen seis (6) años o más y que nunca han asistido a un kindergarten en su país, se constituirá un comité compuesto por el trabajador social, el director, el maestro de kindergarten y un maestro de primer grado, para decidir la ubicación del niño. Se considerarán los aspectos sociales, emocionales, lingüísticos, cognitivos, físicos y creativos del estudiante.
4. En los casos de niños con necesidades especiales, se seguirán las normas y procedimientos establecidos para las personas con impedimentos en la Ley Núm. 51 del 7 de junio de 1996, y la Ley Federal 105-17: "Individuals with Disabilities Education Act" (IDEA).
5. El Comité de Programación y Ubicación (COMPU) tomará las decisiones sobre la mejor ubicación del niño con impedimentos, considerando sus habilidades y necesidades particulares. Cuando un niño elegible para recibir servicios de educación especial esté próximo a cumplir cinco (5) años de edad, el COMPU evaluará todas las posibilidades de ubicación para éste, incluyendo la de permanecer un tiempo adicional en servicios para preescolares u otro servicio, cuando sea apropiado.

## B. MATRÍCULA EN EL KINDERGARTEN

1. El proceso de matrícula para el kindergarten se iniciará en el mes de febrero.
2. Al momento de matricular al niño, deben presentarse los siguientes documentos:
  - Original y copia del Certificado de Nacimiento
  - Original de la tarjeta del Seguro Social
  - Original del Certificado de Inmunización actualizado (permanecerá en la escuela)

3. Por razones de seguridad, tanto el certificado de nacimiento como el seguro social se le devolverán al padre, madre o encargado luego de que el Director tome la información requerida para llevar a cabo el proceso de matrícula.
4. Los padres o tutores de los niños que asistieron a programas preescolares, tales como Head Start u otra agencia acreditada por el Consejo General de Educación, tramitarán el traspaso de documentos, expedientes o informes generales del estudiante para que conste como parte del récord oficial en la escuela en que será matriculado.
5. El proceso de matrícula para los estudiantes incluidos en la lista de espera se completará en la segunda semana de agosto y se procederá a llenar los espacios siguiendo la secuencia cronológica según la fecha de nacimiento, desde el 1 de septiembre al 31 de diciembre.
6. Cuando la matrícula de kindergarten no exceda de treinta (30) estudiantes, la escuela se organizará en matrícula sencilla. En el caso de que el kindergarten tenga más de 30 niños en una escuela, los grupos se organizarán en matrícula doble, a razón de veinticinco (25) estudiantes por sesión. **NO** se permitirán grupos en matrícula sencilla si hay estudiantes en la lista de espera (Carta Circular Núm. 15-2006-2007).

### C. CURRÍCULO EN EL KINDERGARTEN

1. El kindergarten ofrece las primeras experiencias académicas para los estudiantes de nuestro sistema educativo. Por eso, las prácticas educativas deben estar sólidamente fundamentadas en investigaciones relacionadas al desarrollo de la niñez y sus implicaciones. A partir de este nivel, se destaca la integración curricular dirigida al desarrollo social, emocional, cognitivo, lingüístico, físico y creativo del estudiante, y se enfatizan las destrezas y competencias básicas que forman al ser humano integral.
2. La oferta académica de cada materia se establece en las cartas circulares, los estándares académicos, las expectativas de aprendizaje y los marcos conceptuales del Departamento de Educación. (ver apéndice 1)
3. En el kindergarten, igual que en todos los niveles, se ofrecen los libros o textos que requiere el proceso educativo. El maestro **NO** puede exigir algo que pueda estar en conflicto con el derecho a la educación gratuita y de excelencia de los estudiantes.



**Estado Libre Asociado de Puerto Rico**  
**DEPARTAMENTO DE EDUCACIÓN**

**César A. Rey Hernández, Ph.D.**  
Secretario

23 SEP 2004

CARTA CIRCULAR NÚM. 11-2004-2005

Secretaria Asociada Ejecutiva, Subsecretarias, Directora Ejecutiva del Instituto de Capacitación Administrativa y Asesoramiento a Escuelas, Secretarios Auxiliares, Directores de Programas y Oficinas, Directores de las Regiones Educativas, Supervisores Generales, Superintendentes de Escuelas, Directores de Escuela y Maestros

**ENMIENDA A LA CARTA CIRCULAR NÚM. 14-2002-2003 DE NORMAS, PROCEDIMIENTOS Y DIRECTRICES QUE REGIRÁN EL FUNCIONAMIENTO EN EL KINDERGARTEN**

Señores y señoras:

El Sistema Educativo Puertorriqueño aspira a propiciar prácticas que propendan al desarrollo de ciudadanos productivos, independientes, aprendices de por vida, respetuosos de la ley y del ambiente, y capaces de contribuir al bienestar común. De conformidad con la Ley Núm. 149 del 15 de julio de 1999, conocida como Ley Orgánica del Departamento de Educación de Puerto Rico, el Sistema Educativo se organiza en los niveles y programas de educación preescolar, elemental, secundaria, especial, vocacional, técnica y de altas destrezas, y de adultos. El kindergarten forma parte del nivel preescolar. Desde el kindergarten se promueve el desarrollo social, emocional, lingüístico, cognoscitivo, físico y creativo del individuo.

La Ley Núm. 79, aprobada el 19 de julio de 1995, dispone la asistencia obligatoria al kindergarten para todos los niños de cinco (5) años en el Sistema de Educación Pública del país. El kindergarten es la entrada oficial a la escuela elemental. A tenor con este aspecto, y con el propósito de ofrecer uniformidad en la implantación en el kindergarten, se establecen las siguientes normas que regirán su funcionamiento.

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El Departamento  
de Educación

JUAN, PUERTO RICO 00909-0759 • TEL.: (787) 759-2000 EXTS.: 2404, 4404 • FAX: (787) 250-0275

La educación no discrimina por razón de raza, etnia, sexo, nacimiento, origen nacional, condición social, discapacidad, edad o impedimento en sus actividades, servicios educativos y oportunidades de empleo.

## PROMOCIÓN DE ESTUDIANTES A PRIMER GRADO

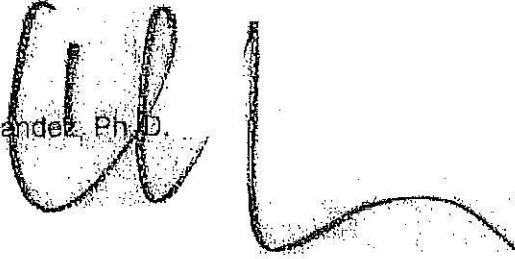
1. Se admitirá al primer grado a todo niño que:

- a. cumpla seis (6) años de edad no más tarde del 31 de diciembre del año en curso y que presente evidencia de haber aprobado el kindergarten.
- b. provenga de un kindergarten privado acreditado por el Consejo General de Educación. Los padres tienen que entregar evidencia de que el Colegio está acreditado.

Esta enmienda a la Carta Circular Núm. 14-2002-2003 tiene efectividad inmediata y sustituye cualquier otra directriz anterior que esté en conflicto, en su totalidad o en parte, con lo que aquí se establece.

Cordialmente,

César A. Rey Hernández, Ph.D.  
Secretario

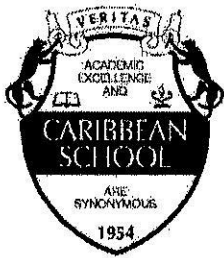


Caribbean School Policy Book

ADDENDUM 8

Computer Network User Agreement





## Acceptable Use Policy Computer Network Use Agreement

Caribbean School provides computer use and Internet access to promote educational excellence by facilitating resource sharing, innovation, and communication. We recognize the educational value of technology and also the issues that can accompany such access. The following Caribbean School Acceptable Use Policy along with the Code of Conduct outlined in the Student-Parent Handbook will govern student behavior while utilizing the Caribbean School Internet, Network, school-owned computers, and personal digital devices utilized on school property.

As used herein, the terms below will be defined as listed.

**"Computer"** refers to any desktop or laptop owned by Caribbean School.

**"Device"** refers to any device smartphone, laptop, tablet or other mobile computing devices personally brought to the school by a student and not owned by Caribbean School.

**"Email"** refers to the school-provided email through Google Apps for Education.

**"Internet"** or **"Network"** refers to the Internet and network as provided by Caribbean School.

**"AUP"** refers to Acceptable Use Policy.

All students are responsible for their actions and activities involving computers, devices, Internet, and network. They are also responsible for their files, passwords, and accounts. These rules provide guidance concerning the proper use and examples of prohibited uses. This AUP does not attempt to describe every possible case of prohibited activity. Students, parents, and staff who have questions regarding improper use should contact the Technology Coordinator or Dean of Students for clarification. Students are expected to comply with this policy. Prohibited and inappropriate student use of technology will result in disciplinary action.

### Student Policy and Rules

1. *Students must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies, particularly Internet Acceptable Use.*
2. *Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and for specific projects.*
3. *Approved devices must be in silent mode/muted unless otherwise allowed by a teacher. Headphones may be used with teacher permission. Devices must be charged prior to school and run on battery power while at school.*
4. *Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes.*
5. *Students must sign onto the Caribbean School network while on school property. The school's network filters will be applied to a device's connection to the internet and any attempts to bypass the network filters is*