

THE EPISCOPAL CATHEDRAL SCHOOL
SAN JUAN, PUERTO RICO



STUDENTS HANDBOOK

2014-2015

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PREFACE

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

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

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

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

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

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

THE EPISCOPAL CATHEDRAL SCHOOL

General Information

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

National Association of Episcopal Schools
Puerto Rico Private Schools Association
National Association of Secondary School Principals
National Association of Elementary School Principals
Association for Supervision and Curriculum Development
National Association of College Admission Counseling
Caribbean Counselors Association
National Association of Science Teachers
Liga de Oratoria de Puerto Rico
English Forensic League of Puerto Rico
National Elementary Honor Society
National Junior Honor Society
National Honor Society
National Association of Students Councils

FOREWORD

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

HISTORY

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

VISION STATEMENT

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

MISSION STATEMENT

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

Our mission is to:

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

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

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

SCHOOL PHILOSOPHY AND OBJECTIVES

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

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

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

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

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

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

TEACHER PROFILE

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

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

ADMINISTRATION

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

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

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

HEADMASTER – The Headmaster is appointed by the Bishop of Puerto Rico and is the Chief Executive and Operating Officer, who is responsible for making the ordinary administrative and educational decisions. He is responsible of all staff and faculty appointments. He overviews the process of admission of new students and decides upon the dismissal or suspension of students (due to disciplinary or academic reasons). In the absence of the Headmaster, these duties devolve to the School Principal.

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

STUDENT SERVICES

COUNSELING – Counseling services are offered through a full –time guidance counselor. The goal of the counseling department is to help all students enrolled in ECS to achieve their full potentials in their academic and social life. Students and parents should feel free to obtain an appointment with the Counselor at any time.

Annual achievement tests are given early in the first semester to all students in grades 3 through 8. 10th and 11th grade take the PSAT; Juniors and Seniors receive college guidance and counseling.

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

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

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

CAFETERIA –PRE-PAID LUNCH TICKETS — **Pre-paid** Lunch tickets are sold at the Cafeteria. Lunch tickets are to be used by the student whose name appears on the ticket. **They are NON-TRANSFERABLE.** All other purchases at the Cafeteria are cash only basis.

They cannot be used for breakfast or at the break; they are good only for lunch. The lunch ticket has the date of purchase as well as the name and grade of the student for whom it was purchased. The ticket has

no expiration date and can continue to be used until all ten lunches have been received. **The School is not responsible for any lost or transferred ticket.**

Students not eating lunch from the cafeteria should bring a lunch box from home. **Parents are not allowed to bring food during the day.** If there is an emergency, a call should be made to the office.

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

Students with special diet needs should bring snacks/meals from the house.

Menus for the coming month are handed out to all students at the beginning of each month.

AFTER SCHOOL PROGRAM - HOMEWORK SUPERVISION PROGRAM and ACTIVITIES

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

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

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

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

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

ADMISSION

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

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

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

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

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

The candidate himself/herself must:

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

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

1. The Episcopal Cathedral School as a private educational institution reserves the right to determine the composition of its student body.
2. Complying with the above application process does not guarantee acceptance for enrollment.
3. The Episcopal Cathedral School is a community of educators; it is therefore stated and hereby made known to all interested parties and/or applicants that the acceptance and/or enrollment of a candidate is an institutional determination and made in good faith after the examination and

assessment of the applicant's complete "application process". The institution makes said examination and assessment as an educators' value judgment.

4. Parents of enrolled students commit to maintain their financial accounts with school up to date. At the end of every academic semester school accounts must have been kept up to date in order to be considered to be admitted to classes in the second semester and/or be considered for re-enrollment for the next school year.

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

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

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

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

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

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

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

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

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

1. The overall behavior pattern of the student during the past academic year.
2. The attitude of student toward ECS and school work.

3. Grades and overall scholarship pattern.
4. Financial records must be up-to-date at the end of the school year.

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

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

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

WITHDRAWALS

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

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

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

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

SCHOOL HOURS

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

The Episcopal Cathedral School does not assume any responsibility for students that stay after 3:15 p.m. or 6:00 pm., respectively, inside or outside the school grounds. Parents who find it difficult to be on time when their children finish school, because they work late, or any other reason, must assume total responsibility for their children and make transportation arrangements in order to pick them up on time.

Our student's safety and welfare is very important, therefore, the children should be picked up as soon as possible. Those who have to wait long periods of time for someone to pick them up, as well as the

ones who are still on school premises after 6:00 p.m. will be referred to the School Principal. If a persistent pattern occurs, the school reserves the right to refer any case to the Puerto Rico Family Department.

Any student left unattended by parents after 3:15 pm or 6:00 pm will be sent to the After School Program. Parents will be charged \$15.00 every time a student is left in after school.

Students who are participating in After School Program are enrolled for the whole academic year; therefore, neither reductions nor refunds are to be made for vacations, and/or school holidays, or early withdrawals from the program.

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

ATTENDANCE

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

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

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

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

Parents should understand that it is the nature of children to use any possible excuse, or even non-excuse, to be absent from school. Therefore, should your child tell you that he/she has no classes on a given day because one or more teachers are or will be absent, this is incorrect. When teachers are absent, whether for a field trip or sickness, or for any other reason, a substitute will always be available. Unless word to the contrary has been sent directly from the school's office, classes will always be in session on any regular school day.

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

Unauthorized absence from school is truancy.

PARENTS ARE NOT TO SCHEDULE VACATIONS, EXTENDED WEEKEND TRIPS, ETC., FOR THEIR CHILDREN IN CONFLICT WITH CLASS DAYS OR EXAMINATION DAYS, ESPECIALLY FINAL EXAMS.

The SCHOOL CALENDAR appears at the end of this handbook (school reserves the right to make any changes to school calendar upon any particular need arising during the academic year).

If the student is absent from a semester final exam due to sickness, the student must present an excuse from his doctor on the doctor's letterhead. If the absence is not covered by a doctor's certificate, the student will be charged a fee of \$35.00 per make-up exam taken.

The school gives out to every student an up-dated activities calendar at the beginning of each month.

TARDINESS

The School day begins at 7:50 am. Students should be present in their respective first period class at 7:55 A.M. The Security guard will give and "Admission Slip" to students entering the school premises after the first bell, 7:55 a.m. This attendance check will be marked as TARDY. This tardiness is noted in the school record. All students entering the school after 8:15 am are to go to the Office and will not be allowed to attend the 1st period class, unless they have a doctor's or laboratory excuse. An "Admission pass" will be issued student will then be sent to his/her 2nd period class. They are to give the pass to their teacher to be able to be admitted to class. All of these tardiness's are recorded regularly in the student's record.

Please note that when a student arrives tardy, he/she misses important instructions and interrupts the group process and his/her learning is affected.

If these lateness's occur during a two week period, parents will be called in for a meeting with the School Principal.

Frequent or unexcused tardiness may entail the having to take Summer School.

SCHOOL CURRICULUM

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

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

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

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

Grades 6, 7 and 8— Emphasis on good character and sound habits is continued with encouragement of independent thinking. The basics, including Introduction to Algebra, Science (General Science,

Introduction to Life Biology, and Introduction to Earth Science), Geography, History, Spanish, and English Language Arts, Literature are continued to be stressed. Physical Education is included among the requirements. Physical Education, Music, Christian Education and Technology Education are also included among the requirements. Art may be integrated across curriculum.

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

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

Grade 11 -- Literature, Language Arts, Spanish, Algebra II, Chemistry, US History, and Computer Programming, Sociology and Physical Education form the basic requirements. Those students with high scores in mathematics and science in the 9th and 10th grades are eligible to take Algebra II-Pre Calculus. AP English language and composition is available for students with high scores and teacher's recommendations.

Grade 12 -- Literature, Language Arts, Spanish, Puerto Rican History, and Pre-Calculus or Calculus, Economics form the requirements. Seniors must take at least six courses. Electives offered: Physics, Computer Programming, AP Literature, AP-Biology, AP-Spanish (are also available for students with high scores and teacher's recommendations.)

AP & HONOR COURSES -- All courses at ECS are intensive and accelerated; they provide the necessary preparation for national exams. A limited number of AP and Honor courses are offered. Participation in both AP and Honor courses is voluntary. Enrollment in AP courses is limited to those who qualify through placement tests and teacher's recommendations. Any student may take the "Nivel Avanzado" exam in their junior/senior year. Only students enrolled in AP courses may take AP exams. Honor courses are offered to those junior students after taking an intensive math course during the summer before their senior year. This year's honor courses are Physics and Calculus for seniors only.

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

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

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

CREDIT REQUIREMENTS

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

English	8 credits
Spanish	4 credits
Mathematics	4 credits (Algebra I, Geometry, Algebra II, and Pre-Calculus or Calculus)
Science	3 credits (Must include Biology and Chemistry)
Social Studies	4 credits (Must include World History, US History, and Puerto Rican History)
Moral and Ethics	2 credits
Electives	3 credits
Community Service	100 hours by senior year.

In order to graduate, a senior must successfully complete all required courses and meet the credit requirements.

GRADUATION

GRADUATION INFORMATION— ECS holds graduation exercises for the students completing the requirements of Kinder, 8th grade and 12th grade. Graduation takes place following the completion of the written semester examinations in May. In order to graduate and participate in the graduation exercise, a student must have a passing grade in all subjects. The diplomas and other awards are presented on this occasion. Each member of the graduating classes must pay a graduation fee. This fee, which is nonrefundable, covers the costs of the diplomas, organists, receptions, invitations, programs, caps and gowns, etc.

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

ACADEMIC REQUIREMENTS

1. All students must pass all subjects each year or make up no more than two in summer school in order to be promoted to the next level. A student must have a passing average in each subject for the second semester and year; that is, the average of the two semesters must be passing and **THERE MUST ALSO BE A PASSING GRADE FOR EACH SUBJECT FOR THE 2nd SEMESTER.**
2. Students should maintain a 70% average to be able to enroll for the following year. Students with less than 70% average will be individually evaluated by faculty and administration.

3. Students who fail one or two subjects must successfully complete the same course(s) during the summer through formal courses or through a guided study program at ECS in order to return to the school for the following year. Substitution of one course for another (e.g. Earth Science for Chemistry) will not be permitted.
4. A student may be admitted on ACADEMIC PROBATION. If a student is enrolled on Academic Probation, the Administration makes quarterly checks on the student's class work, attitude, and conduct. A final decision as to whether the student will be withdrawn from school, taken off probation or left on probation will be made by the Administrative Staff.
5. A student presently enrolled will be placed on ACADEMIC PROBATION when at the end of a semester the student is failing one (1) or more subjects. Students with an average below 75%, who, in the opinion of their teachers, counselor, and the Administrative Staff, are working below their capacity, are also liable to being placed on academic probation.
6. The conditions for removal from academic probation are:
 - The student must improve his/her average.
 - The student must show a positive attitude towards his studies and towards the school as judged by his teachers.
 - He must receive a positive recommendation from his teachers and the administrative staff.

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

7. STUDENTS WHO FAIL FOUR OR MORE SUBJECTS AT THE END OF ANY GRADING PERIOD (QUARTER) MUST WITHDRAW FROM ECS. ALSO, STUDENTS WHO FAIL MORE THAN TWO SUBJECTS AT THE END OF THE SCHOOL YEAR MUST WITHDRAW FROM ECS.

GRADING AND REPORTS

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

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

There are about 40 weeks in every school year (not counting recesses). Report cards will be issued about every 10 weeks with Warning Notices issued about five weeks before report cards.

WARNING NOTICES

September
November
February
April

REPORT CARDS

October
December
March
May

The school year is composed of two semesters, and final examinations are given at the end of each semester. Elementary students are given basic subject final exams only. ALL students are required to take

all final exams. **However**, if the student attains a 90% or above average for the semester, he/she **shall be excused** from the final exam. Any student so excused, may, if he or she so desire, take the final exam. However, his or her grade will be computed using the results of the final, even if this lowers the grade the student would otherwise have had.

ACADEMIC POLICIES

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

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

LOCKERS -- Each Middle and High school student is assigned a lock and locker which should always be kept neat. Interference with another student's locker in any way is considered a serious offense against that student and warrants demerits. No books should be left unguarded outside of lockers at any time.

The school provides lockers and locks as a service to students. Students use the lockers at their own risk and the school will not be responsible for items left inside the lockers. **THE SCHOOL RESERVES THE RIGHT TO INSPECT ALL LOCKERS AND "BULTOS" AT ANY TIME.** Students are charged a small fee for the rental and usage of the locks and lockers. Students should never change lockers or give their lock combination to anyone else. A PENALTY FEE WILL BE APPLIED if a lock is lost or not returned at the end of school year.

CHEATING OR OTHER IRREGULARITIES DURING TEST –

- There are standard regulations affecting all testing.
- Once the bell rings, the student has no extraneous material on his desk.
- He keeps his eyes on his own paper at all times.
- Stops writing when told to do so.
- Must hand in test/work when the bell rings and/or when the teacher asks.

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

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

ABSENCE FROM TEST— A student with an authorized absence from an examination will be permitted to make up the exam. If any student begins to show a pattern of absences from examinations, the student will be required to make up for the exam(s) missed, and parents will be sent for.

REPORTING TO THE OFFICE – Teachers for academic and/or disciplinary reasons may tell students to report to the office during the class period. Failure to report is a serious offense incurring demerits. Failure to report to the Headmaster when directed to do so makes a student liable to suspension.

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

PARENT-TEACHER MEETING DAY— Parent-Teacher meeting Days are held for parents of ECS students twice a year (at the end of the first and third quarters). They may come to pick up their child's report card and will be able to meet with teachers for a few minutes. These meetings are held from 8:00 A.M. to 3:00 P.M. Teachers will not see any parent during their lunch break, usually from 11:00 A.M. to 12:00 noon. Report cards will be mailed for those students whose parents did not attend the Parent-Teacher Meeting Day.

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

Educational trips are offered to ECS students for many reasons. However, one of the purposes of every such trip is to help the child experience and develop a certain amount of independence and responsibility. At times some parents may be invited to assist as sponsors/chaperones for some of these trips; but unless officially a part of an educational trip, parents must continue to comply with the educational objective of the school. Since the educational trip is part of the prescribed class work for which a grade will be given, parents are not to excuse their children from such trips.

DISCIPLINE

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

DETENTION— Detention may be assigned by the Principal for any offense whatsoever, either as sole punishment or as part of a punishment.

Detention may be assigned at any time for any reason. Students receiving their fifth (5th) detention in any school year will be suspended and given demerits. Students' reenrollment for next academic year may be at risk for students whose record reflects more than five detentions during any specific school year.

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

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

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

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

DISCIPLINARY INFRACTIONS

UNAUTHORIZED ABSENCE – An unauthorized absence is a very serious offense and may incur a suspension and up to 20 demerits. A second offense makes a student liable to expulsion. Also, unauthorized absence from a classroom or the School grounds may incur a suspension and demerits. Students who on their own leave school sponsored events will be considered truant.

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

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

Being married, being a parent or in the process of being a parent will entail expulsion.

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

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

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

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

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

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

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

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

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

CELLULAR PHONES -Students are not allowed the use of cellular phones inside the school premises. Seniors may use the cellular phones during break and lunch period ONLY and at the Senior Lounge. If used inside the classroom they will be confiscated and returned to the parent upon appointment. The School is not responsible for any lost/stolen item of this kind.

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

SKATEBOARDS, ROLLERSKATES, SCOOTERS, ETC. - are not allowed on the school premises.

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

HARASSMENT AND/OR BULLYING —The Episcopal Cathedral School intends to provide an educational environment which is pleasant, healthful, comfortable, and free from intimidation, hostility, or other offenses which might interfere with studies. Harassment or bullying of any sort will not be tolerated.

Sexual harassment in the academic environment is an illegal act, therefore it will not be allowed.

If a student thinks that he/she is sexually harassed, he/she must:

First, express to the harasser the dislike of this conduct. If the harassment does not stop, inform a school official of the circumstances, and the administration will immediately deal with the matter.

In addition to sexual harassment, other ways of harassment, such as: verbal; physical; electronic or cyber bullying; on-line; taunting; threats of any kind, social and / or ethnic discrimination; **ARE STRICTLY PROHIBITED.**

Partial Guidelines for Demerits

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

* Denotes immediate suspension.

**Denotes immediate expulsion.

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

SCHOOL POLICY ON BULLYING

Prohibition of Harassment, Intimidation, and Bullying

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

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

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

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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

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

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

Legal Reference: "PR Law No. 37" April 10, 2008

Prohibition of Harassment, Intimidation, and Bullying

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although all school staff members shall always inform complainants of their right to, and the process for filing, a formal complaint. ECS staff members shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint process and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general

public statement from a school administrator reviewing the harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the school believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The school will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any school initiated investigatory activities. The Assistant Headmaster for Students Affairs or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the school needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

A. **All formal complaints shall be in writing.** Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the school needs to draft a formal complaint based on the information in the officer's possession.

C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.

D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the Headmaster shall take further action on the report.

E. The Headmaster or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:

1. That the school intends to take corrective action; or
2. That the investigation is incomplete to date and will be continuing; or
3. That the school does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.

F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the Headmaster's written response, unless the accused is appealing the imposition of discipline and the school is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

G. Disciplinary measures against a student who has committed acts of bullying may result in:

1. The placement of student into strict- conduct probation.

2. A summary suspension of the student.
3. The denial of enrollment for the following academic year.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other school policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

School Policy and Procedures Student Use of Network Resources (Internet)

PURPOSE:

The purpose of the Episcopal Cathedral School Policies and Procedures for Student use of Network Resources is to provide guidelines for student use of school network resources.

GENERAL RULES:

- Access through the Episcopal Cathedral School computer terminals to the Internet and ECS school network is a privilege. All students of Episcopal Cathedral School are responsible for using the Internet resources in an effective, ethical, and lawful manner. All students who use Internet resources from any campus computer terminal must adhere to the following rules. (Please refer to page Student Handbook "Rules for Student Conduct.")
- Students who violate these rules will have their network privileges revoked immediately. All complaints will be addressed to the computer lab coordinator.

COMMUNICATION OVER THE INTERNET:

Electronic communications facilities, such as E-mail, talk, network news, and Internet relay chat, are for Episcopal Cathedral School related activities only. Fraudulent, harassing, or obscene messages and/or other materials must not be transmitted over the Internet or Episcopal Cathedral School network. Inappropriate messages include, but are not limited to, the following:

Fraudulent Messages:

Messages or data sent under an assumed name or modified address or with the intent to obscure the origin of the message or data. **It is prohibited to use the institution's name or logo at any moment, unless authorized in writing by school authorities (Headmaster).**

Harassment Messages

Messages that harass an individual or group because of their race, religion, color, creed, veteran's status, national origin, sexual orientation, age, marital status, disability, status with regard to public assistance, membership or activity in a local commission, or inclusion in any other group or class against which discrimination is prohibited by law.

Obscene Messages

Messages that contain obscene or inflammatory remarks or materials directed towards an individual or group. (Please refer Student Handbook, "Policy –Sexual Harassment and Sexual Violence.")

NETWORK CONFIGURATION:

Students may not install any software on the computers, nor make alterations or attempt to connect any device to the ECS computer network. Students may not establish a TCP/IP address, and must adhere to the established addressing conventions administered by The Episcopal Cathedral School.

COMPUTER LAB RULES

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

- No eating or drinking in the labs.
- No games of any kind (except as directed by the teacher), MUDs or Internet chat.
- Labs may be closed during classes.

- If there is a shortage of available machines, users must give up their computers if they are needed for a higher priority use. Priorities for use of the computers are:

- Regular classes meeting in the computer lab.
- Working on assigned homework and class projects
- Personal communications (e-mail, web browsing, etc.)
- Other personal or recreational uses

OTHER REGULATIONS TO BE ENFORCED:

- Do not install any software, or modify or delete any system files on any lab computers.
- CD-ROMs and other multimedia equipment are for school work only. Do not use them for playing music or other recreational activities.
- Respect the equipment. Don't remove or disconnect any labels, parts or cables.
- Do not read or modify other users' files.
- Keep your passwords to yourself. Change your password right away if you think someone else may know it. Don't use .ghosts files or other methods to bypass the system password prompts.
- Never impersonate another user by using his/her name or password. Do not access files, accounts or other systems you are not authorized to use.
- Do not run programs that continue to execute after you log off.
- Keep the lab clean.

Students not following these guidelines are subject to immediate expulsion.

GENERAL RULES AND REGULATIONS

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

We ask parents please to leave and pick up their children promptly. Only if they have any business pending with the school office are parents permitted to enter the school grounds. Once such business is resolved, parents are asked to leave the building promptly.

Parents should not normally return to the school grounds until 3:00 P.M.

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

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

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

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

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

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

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

CAMPUS-- ECS maintains a closed campus. Students arriving at school before first period may NOT leave the premises for any reason without office permission. Students who do so are liable to demerits, suspension, or even expulsion.

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

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

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

TELEPHONE— The school telephone is to be used for school business ONLY. .

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

EVACUATION —The evacuation signal is an emergency siren. Teachers will accompany their students out of the school. No student or teacher is to remain behind. Students are reminded that during any drill or emergency they are under the authority of their teacher and must remain with that teacher at all times. Pushing, running, or talking is NOT allowed. In case of real emergency, students will be dismissed ONLY to parent and/or legal guardian.

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

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

“Law Number 250” -In compliance with the Law Number 250 known as ***Pasaporte Post Secundario de Acomodo Razonable***, The Episcopal Cathedral School establishes as a school policy the following actions:

The school counselor will make all arrangements with any university in which a handicapped student is applying for regular or extended admission regarding the ***Pasaporte Post Secundario de Acomodo Razonable***.

The counselor's office:

a) will give information, orientation and technical assistance to the College Board and/or SAT regarding the implementation of ***Pasaporte Post Secundario de Acomodo Razonable***.

b) will give information, orientation and technical assistance to the university in which a handicapped student has applied regarding the implementation of ***Pasaporte Post Secundario de Acomodo Razonable***.

The person responsible for making all arrangements regarding the ***Pasaporte Post Secundario de Acomodo Razonable*** is the school counselor. All pertaining records will be kept at the counselor's office.

HEALTH SERVICES/MEDICATIONS

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

If a student feels sick or ill, or is hurt, he/she should inform the teacher, who will send the student to the office with a sick pass. Then the school officer will make the necessary calls and arrangements for the student. Parents should inform the school in writing whenever the child is on medication. Only with written authorization, will this medication be administered. No over the counter medication, such as Aspirin, Tylenol, Panadol, etc. will be given to students. These have to be brought from the house, and therefore it will be solely the student's responsibility in the taking of the medication.

ASTHMA POLICY – The Episcopal Cathedral School:

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

As a school we make sure that the student's health condition form (Medical Release Form) is updated yearly and that the pertaining personnel is informed.

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

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

SUMMER SCHOOL

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

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

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

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

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

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

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

ORGANIZATIONS

ORGANIZATIONS—Extracurricular clubs and organizations include the school newspaper and various clubs including Student Council(High School and Middle School); Yearbook; Performing Arts Club, Sports Club, Library Club, Pro-Earth Club (Green Cougars); “Fondos Unidos”- “Me Importas Tú”; Robotics, Music Club, Math Club, Youth Ministries. There is also a Chapter of the National Elementary Honor Society, National Junior Honor Society and of the National Honor Society. All organizations must have a faculty sponsor who is approved by the Headmaster. Clubs may change from year to year depending on student interests and/or advisors.

STUDENT COUNCIL (Middle School and High School)—The ECS has a Student Council organization at both the Middle School and the High School. Each has as its object the participation of the student body with the faculty and parents in forwarding the goals of the school: the formation of the Christian man and woman in all areas of life: religious and moral, intellectual and social, physical and emotional. To this end the Student Council organizes various types of activities for the student body. Through their work, members of the Council render a real service to their fellow students, while they themselves experience the maturing

demands of responsibility and commitment and develop reliability and competence. ALL PROCEEDINGS OF THE COUNCIL ARE ADVISORY IN NATURE. Therefore, all motions carried in the Council are subject to the approval of the Headmaster and his Administrative Staff. All Student Council meetings are under the general guidance of an appointed faculty moderator who has consultative voice but does not vote.

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

Election of the Student Council officers is held during the first part of May. Before Election Week, candidates must submit to the Headmaster a statement of position as to how they see their role in and responsibilities to the office to which they are seeking election, and a written resume of their contributions to the life of ECS. A personal interview is held with each candidate by members of the Administrative Staff.

The Administrative Staff then makes its decision on the eligibility of each candidate and informs the Council of its decision. The campaign activities are limited to lunch periods and before and after school.

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

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

UNIFORM CODE

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

1. The use of uniforms is required during school hours and in most school activities.
2. All students must wear their polo shirts or blouses tucked inside their pants and/or skirts.
3. Only white T-shirts are to be worn under polo shirts. T-shirts with designs or in other colors are not accepted.
4. Only school cardigans sold at LA ESQUINA FAMOSA (San Patricio Plaza) are permitted. None may have a personal or brand logo.
5. Students may wear one simple chain. Girls may wear one set of small earrings. Boys may not wear any type of earrings. Body piercing or body jewelry is not allowed.

6. Boys and girls may not wear any type of jewelry that symbolizes or represents any “sub-cultural” influence, such as some music gender groups (violence, sex implicit, heavy metal, rap, etc) nor any other group that is not in accordance with **Christian morals**.
7. Middle and High School girls only may use light, natural colored nail polish and lipstick, and other makeup (not excessive).
8. Under no circumstances will students be permitted to have tattoos.
9. Haircuts different from the traditional ones are not permitted, including line, design, partially or totally shaven heads, spikes, tufts of hair, spots in a color different from the student’s hair color, and hair dyed in non-natural colors.
10. Boys are not permitted hair styles such as braids, dreadlocks, long hair (hair should not extend below the top of the shirt collar), pony tails, locks in a color different from his hair color, or styles that identify with fraternities. Boy’s hair must be neatly trimmed and shaped in such a manner that it does not reach below the top of the shirt collar. . No boy may wear a head band or have a pony tail. Hair should never cover the eyes.
11. Junior and senior boys are allowed to have facial hair providing it is neatly kept and not too long. The hair of both boys and girls should be neat and comply with general standards of cleanliness, as should all aspects of clothing and person.
12. The length of the jumpers and skirts for all girls must be at knee length. Jumpers must not be tight-fitting.
13. The use of sunglasses is not permitted, unless the student has a visual impairment that requires the use of prescribed sunglasses; therefore a medical certificate is required to be submitted at the office and authorized by the Administration for such use.

The use of caps, berets, or hats is not permitted. Girls’ hair accessories should be the following solid colors: black, blue or white. **NO WIDE/COLORFUL BANDANAS ARE ALLOWED.**
NO COVERING OF THE HEAD WILL BE ALLOWED.

14. The wearing at any time of baggy, oversized sweatshirts or pullovers is NOT ALLOWED.

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

UNIFORMS

Kinder

BOYS

Blue Knit Polo Shirt
 Navy Blue Trousers (“Dickie”)
 White socks

GIRLS

Gingham Navy Blue Dress with White collar
 Gingham Navy Blue Underpants
 Yellow Ribbon Tie

Black school shoes

White Socks
Black school shoes

1st - 5TH GRADES

BOYS

Blue knit polo shirt-
embroidered with school insignia on left side
DICKIES Trousers - as sold by **LA ESQUINA FAMOSA**
(No jeans allowed.)
Black dress belt must be worn
White or navy blue socks
Black shoes

GIRLS

White blouse
Blue jumper -with embroidered insignia
White socks
Black shoes

6th -12TH GRADES

BOYS

Blue knit polo shirt- embroidered with school insignia,
Long DICKIES navy pants
*(NO PEGGED OR ROLLED ANKLE PANTS
ONLY PANTS FROM LA ESQUINA FAMOSA
WILL BE ALLOWED)*
Black dress belt must be worn
White or navy blue socks
Black dress shoes

GIRLS

Blue Jumper –knee length
White Blouse
White socks
Black dress shoes

PHYSICAL EDUCATION UNIFORM

Physical Education Uniform – The official P.E. uniform is required for all students in grades Kinder through 11th grade. This uniform must be worn during all P.E classes. Sneakers must be worn. Students may come to school dressed in their COMPLETE P.E. UNIFORM ON THOSE DAYS ON WHICH THEY HAVE PHYSICAL EDUCATION CLASS.

**BOYS & GIRLS –
Kinder to 11th grades
Physical Education Polo Shirts
Physical Education Pants (long navy)
Black sneakers**

UNIFORMS ARE AVAILABLE AT LA ESQUINA FAMOSA, SAN PATRICIO PLAZA

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

**ONLY REGULATION CARDIGANS SOLD BY UNIFORMS LA ESQUINA FAMOSA WILL BE PERMITTED.
The wearing at any time of baggy, oversized sweatshirts or pullovers is NOT ALLOWED.**

ACTIVITIES DRESS CODE

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

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

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

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

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

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

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

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

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

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

CHANGES

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

REFER TO: WWW.CATHEDRALSCHOOLPR.ORG

**The Episcopal Cathedral School
Parent's/ Student's Agreement**

Please return to school office

I, _____, the parent/legal guardian of
_____, _____, _____ after reading
all the information on the handbook, *do hereby agree:*

- a. *To pay all compulsory payments on or before the 10th of each month.*
- b. *To abide by the rules, regulations and policies established by the Advisory Board of The Episcopal Cathedral School and its Administration as stated in the ECS Handbook.*
- c. *That this Handbook can be amended by the school administration at any moment.*

Parent's/Guardian's signature _____

Student's signature (7th -12th) _____

Date _____

