

Colegio Héctor Urdaneta

P.O. Box 427, Ceiba, PR 00735-0427 / Tel. (787) 885-6330

colegio.urdaneta@chu.education / urdanetapr.org

Colegio Héctor Urdaneta Student Regulations Revised August 2016

Student Regulations

Revised August 2016

INTRODUCTION

Colegio Héctor Urdaneta and its Board of Directors publish this manual for students and parents in order to promote the understanding and acceptance of the rules and regulations that govern our institution. We encourage parents to share these rules and regulations with their children so that they have a clear understanding of our mission as educators.

We have tried to present this manual in a general and simple manner so that parents can discuss it at length with their children. This way we can promote family participation and integration with student life. Parents must sign the letter of certification that this manual has been read and discussed with their children and hand it in at the beginning of the school year.

HISTORICAL BACKGROUND

Colegio Héctor Urdaneta is a private, non-sectarian school; offering its services to individuals of all economic and social status, lead by its founder, Professor Rocío De La Fuente and its Board of Directors.

The name of the school is a tribute that Professor De La Fuente pays to her father, the late great composer, pianist and arranger of the Pan-American Orchestra, Héctor Urdaneta.

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Héctor Urdaneta passed away at a very young age, but not before bestowing the island of Puerto Rico with a musical legacy excellence through his compositions: *Simplemente Una Ilusión, En Cada Beso, Negrito, Natural En Mí, La Cortina, Que Siga La Fiesta, Soledad, Tonadita, ¡Ay, Que Negra Tengo!*, among many others.

The responsibility and commitment we have and feel towards this composer goes beyond his musical trajectory; it is a homage to a great human being that with his sensibility was able to touch the souls of all those who had the privilege of knowing him.

PHILOSOPHY AND GOALS

The philosophy of Colegio Héctor Urdaneta emerges as a response to the concerns of the Board of Directors from Proyecto Educativo Héctor Urdaneta Inc. They believe in a positive educational environment, teaching of values and the experiences that children are exposed to at an early age; these are the foundation for the creation of tomorrow's leaders.

The environment should be one that motivates, interests, challenges and stimulates the child to develop his/her capacity of analysis, problem solving and use of knowledge. The preschool stage in a child's' life is considered one of the most important, due to the fact that it is at the very center of the primary learning process where he or she is considered a unique individual. Parting from this premise our school ranges from Pre-Pre to Twelfth grade and our aspiration is that our students strive to:

- **Develop physically, socially, emotionally and cognitively**
- **Discover, produce and express innovative ideas.**

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- **Actively participate and interact in a democratic fashion.**
- **View the teacher as a facilitator, guide and mentor.**
- **His/her integral development in which this gives them a sense of security and prepares them to be free thinkers, sharing experiences and searching for solutions to current and future problems.**

Our main goal is the gradual development of the capabilities of our children, and to achieve this we emphasize in:

- **Keeping them active in their learning process, practicing the knowledge, ability and values acquired in daily living.**
- **Developing in an all-encompassing manner the emotional, intellectual, personal and physical aspects of our student body.**
- **A happy and familiar educational environment, in which we prepare the child to face the challenges that life presents.**
- **Developing their leadership capabilities so that they may become useful to society.**
- **The proper use of the Spanish and English language and the effective development of communication skills. Math and science are a vital part of our curriculum too.**

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- **The development of morals, ethics and spiritual values.**
- **The development of his/her abilities and particular capabilities.**
- **Have a greater parental involvement in the learning process.**

GENERAL GOALS

- **Harmoniously develop the physical, moral and intellectual conditions of the students so that they acquire a sense of responsibility, creating a scale of values that allows them to develop into productive individuals of our society.**
- **Stimulate the creative ability, the knowledge and respect for culture, tradition and roots in order to understand and deal with the problems of society.**
- **Apply the skills of critical thinking, acquired through the curriculum, in the solution of personal and professional problems thus attaining an objective and realistic view towards life's circumstances, with the necessary tools to continue acquiring knowledge through their own initiative.**
- **Form citizens that respect the rights and fundamental liberties within the principles of democracy, creating a community that will work towards peace, coexistence and solidarity among its countrymen.**

VISION

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Colegio Héctor Urdaneta is committed to offer its students the best educational opportunities, allowing them to develop character, leadership and a service attitude. Educators committed to the students provide them with a sense of belonging in the educational setting.

MISSION

"To provide an integral education aimed at excelling in a bilingual environment, through the development of human values and leadership skills. We promote the importance of the desire to acquire knowledge and educational experiences that strengthen the development of our youth. We intend to graduate individuals with healthy minds and bodies, with strong values, with the capacity to exercise, in a competent and responsible manner, their future professional or technical vocations, and that are emotionally and socially well adjusted."

MOTTO

Fostering values in the young leaders of tomorrow.

ADMINISTRATIVE MATTERS

ADMINISTRATION

The school's administration is the authority responsible in directing all educational and administrative matters. This is achieved in an environment that fosters effective participation among all of its participants. The administration is comprised by a director, who is responsible for the proper functioning of the school, an administrator, responsible for finances and a supervisory board responsible for the pedagogical aspect.

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These personnel direct the administrative procedures of the school, working as a team, and within the spirit of solidarity towards the achievement of this institution's goals. We also rely on a support staff that facilitates academic management.

NONDISCRIMINATION POLICY

In accordance with Federal Civil Rights Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees and institutions participating in or administering USDA programs, are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activities, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_custCartadeBienvenida20212022.html and at any USDA office or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9922. Submit your completed form or letter to USDA by:

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- mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

-fax: (202) 690-7442; or

-email: program.intake@usda.gov

USDA is an equal opportunity provider, employer and lender.

• The Colegio Héctor Urdaneta of Ceiba does not discriminate for reasons of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activities, in the administration of educational standards, grant programs, loans, athletic programs, food program, nor in any other program administered by the school.

• The Colegio Héctor Urdaneta de Ceiba does not discriminate against a job candidate for reasons of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activities.

SEXUAL HARASSMENT POLICY

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Sexual harassment is an illegal form of discrimination based on sex. It is the policy of the Colegio Héctor Urdaneta, complying with the law and the applicable jurisprudence, to offer academic equal opportunity and not to discriminate nor allow that discrimination affects the preparation, the resources or access to the academic facility of our student body. Also, any environment of sexual harassment has no relation with our institution. Acting in compliance with this policy, the school strictly prohibits all teaching and non-teaching personnel, administrative and/or executive, to bother or harass students directly or indirectly in a sexual manner. Also, it is expressly forbidden to create or allow a hostile environment in which the student finds himself/herself submitted to expressions or acts of sexual connotation in this learning facility.

Sexual harassment means any unwanted sexual advances or requests and any other unwanted verbal or physical conduct of sexual nature. It also includes when given one of the following circumstances:

- **When submitting such conduct turns into an implicit or explicit term or condition for academic results or permanency of a student.**
- **When submission or rejection to such conduct by the student becomes a foundation for decision making that affects or may affect the academic performance or the permanency of the student.**
- **When this behavior has the effect or intention to interfere in an unreasonable manner with the academic failure of a student, or when it creates a learning environment that is hostile or offensive.**

The school demands full compliance with this policy. Nonetheless, when a student feels that he/she is being harassed sexually by a fellow student, teacher, employee, or any official from the school, or that a hostile sexual environment exists in the school, he/she should personally and immediately communicate this information via telephone

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or by hand (written), to the administration or a designated official who can attend complaints of conduct that can constitute sexual harassment. If the alleged perpetrator is one of the persons mentioned, or is a relative or a close friend of theirs, then the student should file the complaint with the school Director.

It is everyone's responsibility to not incur in harassment nor create a hostile environment in our academic institution; in addition to be aware that such conduct does not occur. It should be clear that no one in the school has the authority to submit a student to harassment without distinction of title, position or rank.

We encourage our students and the entire staff of this institution to be demure in their dress, honest in their behavior and discreet in their expressions, factors that will be taken into consideration when examining an allegation of harassment.

POLICY REGARDING THE USE OF SOCIAL SECURITY

Acting upon what is established by Law 186 of 2006:

- **Social security will not be used as identification in this Institution.**
- **The school has established an identification number that corresponds with the year in which the child was enrolled as well and the number he/she made on the enrollment list.**
- **Social security can only be used for legitimate official purposes, when required by government and educational authorities when related to an action of legitimate need.**

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• **The school has to notify the student, father, mother or guardian under what legitimate circumstances the information will be used. (This can be done through a General Notification when enrolling, Transcript of Credits request or Graduation Certification and other documents. We understand that this action requires the revision of the documents in order to make the necessary adjustments.)**

• **The father, mother, guardian or student may voluntarily relinquish, by written consent, to the school, the protection under the Law and authorize the use of the social security for other transactions.**

• **At Colegio Héctor Urdaneta the following personnel is authorized to work with confidential documents and social security numbers for legitimate official use:**

Mrs. Rocío De La Fuente – Director

Mr. Carlos M. Rosario – Administrator

Mrs. Carmen Flores – Administrative Assistant

Mrs. Laura Magruder – Dean of Student Affairs

ANTI-"BULLYING" POLICY

As established by Law 37 of 2008, aggressive behavior manifested in schoolchildren, internationally known as "bullying", is a form of aggressive conduct, intentional and harmful, whose protagonists are other schoolmates, not pertaining to an isolated episode, but persistent abuse that can last weeks, months or even years. Most aggressors or "bullies" are driven by abuse of power and a desire to intimidate and dominate their victim. A specific trait of this behavior is that the student, or group of them, that acts like a bully, treats another student tyrannically by repeatedly harassing, oppressing, terrorizing, and

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tormenting him/her to the point of converting him/her into their habitual victim.

"Bullying" behavior is defined as sustained physical or mental violence, led by an individual or school age group, directed at another individual, also of school age, that cannot defend himself/herself in this situation, and takes place in a schools.

Verbal violence (insults, threats, intimidation, and exclusion) is the most frequent report given by students, followed by social alienation. Schoolyards, hallways, bathrooms, entrances and exits are common and frequent places where this type of violence happens, but it is not odd that over a long period of time (sometimes months or years) the physical space is expanded, as the process of victimization is consolidated. After verbal violence and social exclusion, the most prevalent behavior patterns are direct physical aggressions and threats to force others to commit acts of aggression (hitting, blackmailing), and finally, there is intimidation with weapons and sexual harassment. In one way or another one of these methods of abuse would be present in almost all cases, and in all of them there appears latent psychological abuse of varying degrees.

"Cyber-bullying" is a type of bullying in which technology (text messages, social media) is used to insult, threaten, intimidate, alienate or cause any other type of emotional duress. If the school sees the need to intervene in instances in which it deems it necessary, it will do so, following the established protocol (detailed further on), especially in instances where the proper and normal operation of the school is affected.

Because of this situation different states have created public policies in order to fight this behavior. These states have established a series of important initiatives to prevent aggression and abuse among schoolchildren. Some of these initiatives are:

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- **The creation of a new approach in the school environment that discourages aggressive behavior.**
- **A survey throughout the student body to determine the nature and the extension of such aggressive behavior.**
- **Training programs for teachers and school personnel to identify and act against this type of behavior.**
- **Establishing consistent regulation against such behavior.**

Colegio Héctor Urdaneta will use all available resources in order to prevent students that display aggressive behavior from becoming future bullies. The school will also protect any student that is a victim of these students.

Anyone who becomes a victim, witnesses or has personal knowledge of bullying taking place, has to inform it to the proper school authorities so that a swift and proper course of action can be put into place in order to safeguard the welfare of the person being victimized. From there the issue will be investigated, interviews will be held with the bullied student, the bully or bullies and any possible witnesses. The matter will try to be settled by a verbal or written consent form between the affected students and the parents concerned will be duly notified. If the behavior does not cease then disciplinary actions will ensue which could range from suspensions to legal action.

POLICY AND PROTOCOL FOR ASTHMATIC AND DIABETIC SCHOOL CHILDREN

This is adopted in order to acknowledge the rights of students that suffer asthma , diabetes or any other health condition related to these in order to enable them to self-administer their medicine(s) in shcool, with

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the appropriate written consent from their parents, tutors or legal guardians.

United States' Congress approved "Public Law 108-377—OCT. 30, 2004", know as "Asthmatic School Children's Treatment and Health Management Act of 2004". This law empowers US Health Secretary to grant economic aid to the states and territories that adopt this legislation geared towards authorizing students to self administer the medications needed to treat any conditions related to asthma. In Puerto Rico this legislation is known as Law N° 56 of 2006, later ammended in order to include diabetic students within the Law.

This legislation aims to acknowledge the rights of the students to self-administer medicine necessary for the treatment para el tratamiento of their asthmatic or diabetic condition within school grounds. It also provides that any person that interferes with this right is incurring in an administrative fault and will be subject to the subsequent fines. Following is an excerpt of Law No. 56 of February 1st, 2006, with the latter ammendments dated March 8th of 2011.

DECREED BY PUERTO RICO'S LEGISLATIVE ASSEMBLY:

Article 1.-This regulation will be known as "Law for the Treatment of Asthmatic and Diabetic School Children".

Article 2.-Every private or public school student will have the right to self-administer the medication needed for the treatment of his/her asthmatic and/or diabetic condition, with the prior written approval of his father, mother, tutor or legal guardian.

Article 3.-The Health Secretary will have the faculty to coordinate, along with the Secretary of Education, the adoption of the necessary regulations to ensure the compliance of the Law and upon so doing, the health and safety of asthmatic and diabetic students be taken into

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account. In the regulation that the Health Department adopts the following should be required:

a. A minimum age be established that allows for the student to self-medicate for his/her asthma /diabetes inside school grounds.

b. Require that there be a certificate that attests that the student with asthma and/or diabetes received adequate training by a qualified healthcare professional on the correct and responsible use of the medication that includes: the type of medication, plans and procedures to follow when self-administering, dosage to self-administer, timing and frequency of the self-administration, instructions for handling and safe storage of the medications.

c. Require that the parents or legal guardian authorize, in writing, that the student has and uses the medication while he/she is in school or in a school sponsored activity.

d. Require that all students that suffer from asthma and/or diabetes have a written Action Plan for the care and management of their condition, prepared by their primary physician and for the medication required during school hours.

Article 4.-In order for a student to self-administer his/her medication for the treatment of his/her asthma and/or diabetes, it will be required that a medical certificate be presented that attests that the student has the condition, takes the required medication and has been duly trained to self-administer the medication.

This certificate will apply in the school where the student is enrolled and for the duration of the school year for which it is issued. If the student transfers to another school he/she shall make available a copy of

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the documents to the school of new enrollment. Also, at the beginning of each school year, it will be the parents, tutor or legal guardian's responsibility to present the updated documents and certificates, in order for the student to exercise his/her right to self-administer said medication.

Article 5.-No school or person shall interfere with the right of the students to use, within school grounds, the necessary medications for the treatment of their asthmatic/diabetic condition. Those acting in accordance with what is set forth in this law will not incur in civil liability in case complications arise by the student's use of the self-administered medication.

Article 6.-This Law will be in effect immediately upon its approval.

Children's Rights Act

Colegio Héctor Urdaneta, acting in accordance with Law 141 of September 23, 2010, has the Children's Rights Act clearly visible throughout school grounds (bulletin board, main office) as per Law 338 of December 31st, 1998. A copy will be made available to those students, parents or tutors that may need one.

REASONABLE ACCOMMODATIONS

In accordance with what is set forth in the Law that governs public and private educational institutions that receive federal funds throughout the country, Colegio Héctor Urdaneta complies with what is stipulated in the following laws and acts:

****No Child Left Behind Act; **Vocational Rehabilitation Law of 1973, as amended, Section 504; **Americans with Disabilities Act of 1990, as amended, Title III, Law 101-336; **Law 44 of 1985, "Person with**

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Disabilities Anti-Discrimination Law "; **Bill of Rights for People with Disabilities.

When parents and/or legal guardians ask for reasonable accommodations for their child, students with disabilities (noticeable or not), the following factors (without being limited to them) are taken into consideration:

-disabilities for which the accommodations are being required be formally evidenced; -recommendations for the reasonable accommodations on behalf of a specialist or the agency that offers services for the type of disability (ies); -functional limitations that result from the disability (ies) for which services are being requested.

Taking into account the unique properties of every one of us, it is understand that even though some students might have the same disability the same accommodations might not be what suits them best. It is because of this that each case will be evaluated and acted upon individually.

A group will be constituted for each student with disabilities comprised of: the student's parents and/or legal guardians, the health professional that attends the student (if it is deemed necessary), the school counselor and teachers in order to discuss and agree upon the best accommodations for the student; -the group shall meet periodically in order to evaluate the effectiveness of the accommodations and if the student still requires them or additional ones; -these accommodations or modifications must be of assistance in the student's academic performance without altering the curriculum; -the student must demonstrate that he/she has a good command of the academic areas; -if, in spite of the reasonable accommodations, the student does not fulfill the course requirements, he/she will be graded accordingly.

Reasonable accommodation, as long as it does not represent a burden for the school's operation, is activated upon request, not in a retroactive manner.

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The reasonable accommodation is requested with the purpose that the student might carry out the essential requirements in the courses in equal conditions as his peers without the disabilities.

COMPLIANCE WITH POSTSECONDARY REASONABLE ACCOMMODATION PASSPORT ACT

Colegio Héctor Urdaneta complies with Law 250 of September 15, 2012, known as Postsecondary Reasonable Accommodation Passport Act. For this purpose it has implemented a procedural manual so that every student with disabilities can solicit and receive the benefits of this law.

SCHOOL INSURANCE

Colegio Héctor Urdaneta offers all of their students a school insurance policy that the school subscribes to annually, from a private insurance company. The policy responds in case of an accident on school grounds, during operating hours, covering costs that are stipulated for such accident in said policy.

ADMISSION REQUIREMENTS

All students that request to enroll in Colegio Héctor Urdaneta should complete the application for admission and submit it to the school's administrative offices.

Requirements per grade:

Pre-Pre Kindergarten:

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- **To have turned three years old (3) by September 31st of the school year**
- **Birth Certificate (copy)**
- **Certificate of immunization P-VAC-3 issued by the Health Department**
- **Two 2X2 photographs**
- **Copy of Social Security card (social security number will not be used as a student identification number and is the parent's prerogative if they provide this or not)**
- **Psychometric test (if recommended)**
- **Medical Certificate (School document)**
- **Copy of an identification card of the parent or guardian (license, passport, etc.)**
- **The student must be able to use the bathroom on his own (potty trained)**

Pre-Kindergarten:

- **To have turned four years old (4) by September 31st of the school year**
- **Birth Certificate (copy)**
- **Certificate of immunization P-VAC-3 issued by the Health Department**
- **Two 2X2 photographs**
- **Copy of Social Security card (social security number will not be used as a student identification number and is the parent's prerogative if they provide this or not)**
- **Psychometric test (if recommended)**
- **Medical Certificate (School document)**
- **Copy of an identification card of the parent or guardian (license, passport, etc.)**

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Kindergarten:

- **To have turned five years old (5) by September 31st of the school year**
- **Birth Certificate (copy)**
- **Certificate of immunization P-VAC-3 issued by the Health Department**
- **Two 2X2 photographs**
- **Copy of Social Security card (social security number will not be used as a student identification number and is the parent's prerogative if they provide this or not)**
- **Psychometric test (if recommended)**
- **Medical Certificate (School document)**
- **Copy of an identification card of the parent or guardian (license, passport, etc.)**
- **Financial statement of previous institution (if applicable)**

First Grade:

- **To have turned six years old (6) by September 31st of the school year**
- **Birth Certificate (copy)**
- **Certificate of immunization P-VAC-3 issued by the Health Department**
- **Two 2X2 photographs**
- **Copy of Social Security card (social security number will not be used as a student identification number and is the parent's prerogative if they provide this or not)**
- **Diagnostic assessment (if recommended)**
- **Cumulative Report Card**
- **Letter of recommendation from the Director of previous institution**

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- **Medical Certificate (School document)**
- **Financial statement of previous institution (if applicable)**
- **Copy of an identification card of the parent or guardian (license, passport, etc.)**

Second to Twelfth Grade:

- **Transcript of credits from previous institution**
- **Birth Certificate (copy)**
- **Certificate of immunization P-VAC-3 issued by the Health Department**
- **Two 2X2 photographs**
- **Copy of Social Security card (social security number will not be used as a student identification number and is the parent's prerogative if they provide this or not)**
- **Diagnostic assessment (if recommended)**
- **Cumulative Report Card**
- **Letter of recommendation from the Director of previous institution**
- **Medical Certificate (School document)**
- **Financial statement of previous institution (if applicable)**
- **Copy of an identification card of the parent or guardian (license, passport, etc.)**
- **If the previous institution has expelled the student, a psycho-educational evaluation will be required before considering admission**

CONTINUATION REQUIREMENTS

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- **School admission should be requested every year, and it will be completed with the full payment of the enrollment fee.**
- **The minimum grade average to remain in school is 2.00. Students that do not fulfill this requirement will be evaluated by the Administration before accepting enrollment.**
- **To pass a subject it is required to pass the second semester with an average grade of 2.00 or more.**
- **From First to Eleventh grade, a student with two or more F's at the end of the school year, will repeat the grade.**
- **A student that enters a particular grade and has difficulty in English or Spanish will be placed in his/her corresponding grade and will be given all the help necessary at that level. If the student shows that he/she cannot complete nor comprehend the assignments the student will be demoted a grade.**
- **When a student that was taken out from the school due to academic deficiencies wishes to return, the student will enter the grade in which he/she was withdrawn from, unless the grade was successfully repeated in the school that the student was transferred to.**
- **The school does not encourage, or allow accelerated studies prior to elementary level, because it believes that the student's emotional and social development should grow alongside their intellectual development.**
- **Each student is responsible for completing the academic requirements corresponding to an evaluation period. Replacement tests will be**

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administered for those situations in which there are excused absences. The teacher in each subject will work this out with the student, according to his/her (the teacher's) criteria.

• Students from Pre-Pre to Kindergarten will have periodic evaluations that will be discussed with their parents.

ENROLLMENT

Each parent or person in charge that wishes to enroll his or her child in our school is obligated to sign an enrollment contract that stipulates their responsibility with the school. The contract includes:

- Cost of Enrollment**
- Methods of Payment**
- Monthly payments**
- Property liability**
- Class schedule**
- Commitment to comply with School Regulations and purchasing books and materials necessary for the student's education**

Monthly Payments

All monthly payments are due on the first day of each month, beginning on the first month of school (August). It is understood that after the sixteenth (16) day of the month, the payment is considered overdue and a late charge of twenty dollars (\$20.00) per student, per month, will be added. An additional \$10.00 will be charged if the payment is received

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after the last day of the current month. Any check that is returned by the bank will have an additional charge of twenty-five dollars (\$25.00), in addition to the late payment fee. Any overdue charges of enrollment, fees, etc., will also have a monthly \$20.00 charge added.

When a parent decides to withdraw their child from the school or transfer him/her to another school and has an outstanding balance with the school, no document or possessions will be given until all accounts are settled.

If a child is enrolled mid-month, a full monthly payment will be made. If the child is enrolled in the second semester of the school year payments will be as follows: enrollment fee will be half of the full amount, construction fee will be for the full amount as will be all admission exams.

Payments will be made out to Colegio Héctor Urdaneta, using the following methods of payment:

- **Personal Check**
- **Bank checks**
- **Money Order**
- **ATM**
- **Visa/Master Card***

***A 3% fee will be added to credit card payments.**

**** The school reserves the right to reject any check that has previously been returned by the bank.**

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All personal checks returned by the bank due to insufficient funds, will be charged the first time fee of \$25.00. If a second check is returned then only money orders or a bank manager's check will be accepted.

If there is an outstanding balance owed to the school, grades or records will not be handed in, nor will final exams be administered. Also, if the balance is overdue by 60 days or more and there is no indication that a resolution can be reached with the administrator, the decision to suspend the student due to lack of payment may be made.

DOCUMENTS

Credit Transcripts will have a cost of \$5.00 each. These should be requested at least of one (1) week in advance. If a report card is lost and a new one has to be prepared there will be a \$5.00 charge. It should be paid in the administrative office so that the teacher can be authorized to prepare a new one.

SCHOOL UNIFORM

Students enrolled in Colegio Héctor Urdaneta will assist to classes with the school uniform that is described as follows, according to their grade. If a student does not have his complete uniform, a written excuse must be handed in to the homeroom teacher.

PRE-SCHOOL UNIFORM:

Girls:

- **Navy blue "Gingham" coverall, with the school emblem**
- **RED leather school shoes (moccasins, tied or buckled)**
- **Plain WHITE sock, no designs**

Boys:

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- **NAVY BLUE Bermuda shorts ("Dockers" style)**
- **WHITE "Oxford" shirt, with school emblem**
- **BLACK leather school shoes (moccasins, tied or buckled)**
- **Plain WHITE socks, no design**

*****PPK and PK students have the option of attending school in their physical education uniform, but they will be required to wear the regular uniform for specific events (class pictures, field trips, etc).**

ELEMENTARY, MIDDLE and HIGH SCHOOL UNIFORM

Girls (1st – 5th):

- **NAVY BLUE jumper, with school emblem (skirt must fall at the knees)**
- **WHITE shirt with round collar**
- **RED leather school shoes (moccasins, tied or buckled)**
- **Plain WHITE socks, no design**
- **Red ribbon.**

Boys (1st – 5th):

- **NAVY BLUE "Dockers" style long pants.**
- **WHITE "Oxford" style shirts with school emblem**
- **BLACK leather school shoes (moccasins, tied or buckled)**
- **Plain WHITE socks, no design**
- **BLACK belt**

Girls (6th - 11th):

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- **NAVY BLUE skirt (skirt must fall at the knees)**
- **NAVY BLUE vest with school emblem**
- **LIGHT BLUE "Oxford" style shirt**
- **RED leather school shoes (moccasins, tied or buckled)**
- **Plain WHITE socks, no design**

Boys (6th - 11th):

- **LIGHT BLUE "Oxford" style shirt with school emblem**
- **NAVY BLUE long pants (no jeans)**
- **BLACK belt**
- **BLACK leather school shoes (moccasins, tied or buckled)**
- **Plain WHITE socks, no design**

****If the student wishes to wear a light sweater inside the classrooms, this shall have a frontal opening (zippered or buttoned), be restrained in color, design and style, at the discretion of school authorities.**

PHYSICAL EDUCATION UNIFORM

Pre-Pre – Tenth (girls and boys):

- **NAVY BLUE pants (shorts, sweat pants or skirts-for the girls) with school emblem**
- **WHITE t-shirt with school emblem**
- **WHITE sneakers**
- **Plain WHITE socks, no design**

HONORS PROGRAM/GRADUATING CLASSES

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Students that are part of the Honors Program may use the attire that corresponds with the program on the pre-established weekday. It is as follows:

- **Honors Program shirt**
- **Blue jeans (no rips, holes or tears) or the school's uniform skirt/slacks**
- **Closed shoes (no sandals)**

Students that are part of a graduating class may use the attire that corresponds to their class on the pre-established weekday. It is as follows:

- **Class shirt**
- **Blue jeans (no rips, holes or tears) or the school's uniform skirt/slacks**
- **Closed shoes (no sandals)**

IBAHS/ISAHS SCHOOL UNIFORM

Students that are enrolled in IBAHS/ISAHS may wear the program's formal attire on the weekday chosen by it's director.

The baseball uniform may be worn to school when the homeroom class has Physical Education, otherwise the student will come to classes with the school uniform, unless the student belongs to a graduating class and/or is part of the Honors Program.

Any modification to the school uniform must be duly excused (in written form) by the student's parents and or legal guardians, otherwise the student will remain in the school office until the situation is attended. It will be the student's responsibility to gather any and all class material that he/she has missed because of the situation.

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The following is a list of situations not allowed in school and it pertains to all students enrolled in school:

- **Sneakers with regular school uniform**
 - **Low cut socks or that are not white**
 - **Black or color sneakers for physical education**
 - **No belt**
 - **Jeans instead of "Dockers"**
 - **Shirts not tucked inside of pants**
 - **Skirts that do not meet the required length (on the knee or slightly above)**
 - **Earrings – boys cannot use earrings and girls cannot use earrings anywhere else but their ears (body piercing).**
 - **Tattoos**
 - **Hats or visors**
 - **Sunglasses (shades) cannot be used in the classroom**
 - **Sneakers with wheels**
 - **Excessive or garish jewelry. The school will not be responsible for loss or damage for any personal belongings.**
 - **Fake nails**
 - **Excessive makeup for girls from 7th grade up. No makeup is allowed on girls enrolled from PPK through 6th**
 - **Shaved designs, braids or ponytails on boys**
 - **Boys' hairline should not fall below the eyebrows or cover the nape**
 - **Students from Middle school and High school have to be clean-shaven. Beards, goatees, etc. are not allowed.**
- *Hairstyle and color should not be garish or extravagant. If school authorities find either inappropriate, it will so be informed and resolved**

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in a satisfactory manner in order for the student to be admitted back to school.

DRESS CODE FOR CASUAL DAY

- **Students may wear jeans but they cannot be ripped (whether it is by accident or by design); • Students may wear sneakers or "Crocs"**
 - **No sandals or high-heeled shoes (girls enrolled in PPK through 5th)**
 - **No platform shoes or clogs**
 - **Boys can wear T-shirts or polo's with sleeves**
 - **Hats or sunglasses cannot be worn in class**
- Girls cannot wear:**
- **Sleeveless tops**
 - **Shorts**
 - **Short skirts (minis)**
 - **Short tops that show the belly button**
 - **Clothing that shows too much skin**

Students that do not wish to contribute with the Casual Day fee (\$1.00) must come to school wearing the corresponding uniform. If the student wears the Physical Education/ IBAHS/ISAHS uniform and it does not correspond with their scheduled day to wear it, they will be asked to contribute with the Casual Day fee.

***All students have to wear their uniform during final exams. Exams will not be administered to students that fail to wear their uniform.**

SCHOOL HOURS

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Parents are responsible for their children's attendance and punctuality. Operating school hours are from 6:30am to 3:00pm.

School Hours for Pre-Pre and Pre-K students:

7:15 am □ Arrival of students to the classroom

2:00 pm □ Dismissal

School Hours for Kindergarten students:

7:15 am □ Arrival of students to the classroom

2:30 pm □ Dismissal

School Hours for First through Eighth (pre-algebra) students:

7:45 am □ Arrival of students to the classroom

3:00 pm □ Dismissal

School Hours for Eighth (algebra) through Twelfth Grade students:

7:15 am □ Arrival of students to the classroom

2:00 pm □ Dismissal

***Student's that belong to the International Baseball & High School Program (IBAHS) leave at 12:00 noon, to complete their sport program, after their dismissal from school at 12:00 noon, the school is no longer responsible for these students.**

Preschoolers not enrolled in Extended Care or that have a sibling that gets dismissed at a different time will remain in the Extended Care classroom until 3:00 p.m. The school is not responsible for students that are not picked up at the end of their last period.

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The school offers the service of Extended Care and Supervised Homework. In this program the student's homework is supervised and extracurricular activities are offered. This service is offered from 2:00pm to 6:00pm. Parents should pick up their children during these hours. The Extended Care Service has an additional charge, which is periodically revised.

It is the parent or caretaker's responsibility to pick up the child when school is out. A student that is not picked up by 3:30pm will be taken to the classroom where Extended Care is provided and the parent/caregiver will be charged fifteen dollars (\$15.00) for each time this occurs. For students that participate in Cosey tutorials or any other extra curricular activity, the parent or guardian must be present at the time they are dismissed or else a fifteen (\$15.00) dollar fee will be charged for each time this occurs.

ACADEMICS

CURRICULUM

The school curriculum is based on a cognitive, integral and constructive model that emphasizes on the individual's development and is focused on his/her potential and needs. The main objective is the development of the child through the building of knowledge and learning experiences that facilitates his/her individual development at the student's own pace.

The curriculum content includes the following subject matters: Spanish and English both used as learning tools, Mathematics, Science and Social Studies. Physical Education, Health, Cooking Class, Industrial Arts, Chorus and other electives in accordance with the interests of the students, complement the curriculum. These courses will be offered during regular school hours.

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Classes are offered in both languages, Spanish and English, at all academic levels. All courses in all grades are taught in English except for the electives and History of Puerto Rico courses taught in seventh and tenth grades.

TEACHERS AND THE TEACHING-LEARNING PROCESS

The student is our reason for being, by which the process of educating/learning is directed towards his/her integral development. In this process strategies will be used for the development of a vital education, enriched with current educational techniques such as: audiovisual resources, Power Point, computer and others. The teachers will lead by example, transmitting the essential values necessary to obtain spiritual and personal growth.

The following rules make viable the accomplishments of teachers in performing their functions:

- **The teachers will be the main precursors of the school's vision, mission and goals**
- **They will act as guides, facilitators and set an example for all students equally.**
- **They will comply with the rules of attendance and punctuality that have been established by the institution.**
- **They will actively participate in extracurricular activities sponsored by the school.**
- **They will be vigilant at all times of the students that are under their care, as well as any student requiring their attention.**
- **They will maintain an open communication with their colleagues, parents and the school administration.**
- **They will work together in order to achieve the learning community that we aspire to have.**

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PARENTAL RESPONSIBILITIES

Parents are an essential part of the academic process for a child, making them the primary person responsible for this. Their responsibility in the education of the child goes above the academic duty of other individuals or institutions; this cannot be delegated, but shared with the school, which adds an element of community.

This is the reason why parents are integrated into the educational process and are expected to respond with a great deal of cooperation, cordiality, participation and respect. Parents should follow these rules in order to be an essential part of the teaching-learning process of their children:

- **Comply with the established hours of entry and dismissal.**
- **Attend evaluation meetings and request appointments, if the situation so requires it.**
- **All documents that require a signature should be returned signed the next day.**
- **Make sure that the child has his/her complete uniform, materials and assignments.**
- **Attend and participate in all extracurricular activities in which their presence and collaboration is required.**

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- **Notify the school, in writing, who is the person authorized to pick up your child, in the event that this will not be the student's parent/guardian.**
- **Under no circumstance will parents accost a child, other than their own, to discuss or resolve a conflictive situation. All situations will be discussed with school personnel.**
- **Stop by the main office or the Dean of Student Affairs' office if a student must be taken out of school grounds prior to dismissal where the parent will sign the corresponding logbook and then school personnel will go and get the student. If the student needs something delivered to him/her, the procedure will be the same, leaving it in either of the offices mentioned where school personnel will locate the student.**

The school does not provide any prescribed medication. If a student needs to take medicine during school hours he/she will bring the prescribed medication and a letter from the parents authorizing school personnel to administer the corresponding dosage. Students with a contagious disease (ex: measles, conjunctivitis, virus, lice etc.) will not be allowed in school. The student should remain at home while on medical treatment, for their wellbeing as well as for that of their fellow students.

STUDENT EVALUATION

The school will periodically evaluate students each semester. This evaluation is part of the learning process. Evaluations are one of the most important means of communication between parents and teachers. The school's administration is responsible for supervising the evaluation process to ensure that it is a fair and impartial one.

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It is not school policy to hand in student's written exams, since they are considered school property, but if a parent and/or legal guardian requires to see his/her child's specific exam, the school will guarantee access to said exam, as long as the proper protocol is adhered to, which is to coordinate a meeting with the teacher so any issues can be clarified.

Teachers can use the following criteria for evaluation:

- Exams • Written reports
- Oral reports • Quizzes
- Investigative assignments • Group Assignments
- Panels and Forums • Cooperative Assignments

Other aspects considered by the teacher for the final evaluation are:

- Class Participation • Student's interest
- Responsibility • Assignments
- Completed assignments • Attendance

The student will be evaluated four times a year (October, January, March, and May). Halfway through each trimester the school will hand the students a Notification of Academic and Conduct Progress Report. The students will hand in the report card to their parents or guardians and these will sign and return it within a period of four days. Parents may visit the school to discuss the students' academic progress report by setting an appointment or attending meetings set up for such discussions. The school's administration is responsible for ensuring that the evaluative method is fair and impartial. We reiterate the necessity that all meetings with faculty members be previously concerted in order

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to not interrupt the learning process of our students and to ensure a more effective communication with the teacher.

Health and Physical Education classes will not be averaged together with the other regular classes. This applies to students from 1st to 6th grade. For students from 7th to 12th grade, elective courses are averaged into their high school GPA (grade point average).

The grading system is as follows:

A 100-90% 4.00-3.50 Excellent

B 89-80% 3.49-2.50 Good

C 79-70% 2.49-1.50 Satisfactory

D 69-60% 1.49-0.50 Deficient

F 59-0% 0.49-0.00 Not Satisfactory

The student will be evaluated by the following criteria:

- **Attitude and harmonious relationships with themselves, others and with the environment.**
- **Behavior in the classroom.**
- **Respect for others and the environment, responsibility in their work and cooperation in all school activities.**
- **Good hygiene, punctuality and compliance with School Regulations.**

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Behavior:

M/S ----- Very Satisfactory

S ----- Satisfactory

N/S ----- Not Satisfactory

GRADE PROMOTION

The student will be promoted to the next grade when and if he/she completes the minimum requirements of the current grade, including the mastery of the basic skills in the Spanish, Math and English.

A student from ninth to twelfth grades that has failed a class (F) or has received a D in two or more classes has to repeat the class during the summer. Non-compliance with this requisite will result in failure to pass to the next grade.

A student from first to eighth grade that has failed two or more basic classes will have to repeat the grade the following school year. To remain in Colegio Héctor Urdaneta a minimum 2.00 grade average is required.

MINIMUM REQUIREMENTS FOR GRADUATION

The school bestows diplomas to the students of kindergarten, sixth, ninth and twelfth grades that have completed the basic requirements of their level.

GRADUATION FEE

All students from kindergarten, sixth, ninth and twelfth grades will have to pay a \$150.00 fee (this fee will be revised periodically) for official graduation expenses.

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AWARDS AND ACKNOWLEDGEMENTS

Colegio Héctor Urdaneta understands that acknowledgment is a positive stimulus that students should receive in order to motivate them and continue to strive for excellence each day. Certificates of acknowledgement are awarded at the end of every school year to students of all grades. These awards are presented to students on Achievement Day, according to the following criteria:

- **Achievement Award - Awarded to students with a grade average of 95% "A" in each subject.**
- **Service Award - Awarded to students that have made selfless collaborative work, community service and participation in community organizations.**
- **Behavior Award – Awarded to students with excellent behavior during the entire school year.**
- **Award of Excellence – Awarded to students that have obtained all previously mentioned awards.**
- **Effort – Awarded to students that, according to their teachers, have made an extraordinary effort to improve their grades.**
- **Subject Recognition - Awarded to students that have received a 90% "A" or more in a particular class.**
- **Attendance Award – Awarded to students with perfect attendance and with fewer than three tardiness reports during the school year.**

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HONORS PROGRAM

Every school year, during the month of August, Middle and High School teachers will evaluate those students that meet the criteria to be inducted into the school's Honors Program and also reevaluate the continued membership of those already enrolled in the program. One of these requirements is that the students maintain an academic average of 95% or more and be enrolled in the current academic year. Aside from this, the following criteria will be used in order to evaluate acceptance into the Program:

- **Show respect towards school authorities and its personnel**
- **Demonstrate ethical and upstanding moral behavior**
- **Establish positive and exemplary interpersonal relationships**
- **Develop their abilities to the fullest potential**
- **Actively participate in school and community activities**
- **Regular attendance**
- **Punctuality**
- **Proper use of language in the classrooms as well as outside**
- **To have been enrolled in school at least one year. The student that is enrolled in school for the first time and that was in the Honors Program of his previous school, shall submit evidence of this in order to be considered as a candidate**
- **Maintain excellent behavior**
- **Adhere to all rules established in the School's Regulations**

DISCIPLINE

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ATTENDANCE AND PUNCTUALITY

- **All Elementary School students should be in their classrooms by 8:00am. Students in Seventh through Twelfth grades should be in their classrooms by 7:30am. Students arriving after the bell for their first period has rung will report to the office of the Dean of Student Affairs where they will remain until their next class and shall be solely responsible for the material and/or work covered in class.**

- **Tardiness should be avoided. Not only does it interrupt the class, but it also hinders the development of the student's character in his/her participation and accomplishments in class.**

- **Tardiness is evaluated in the following manner:**

- **0-2 tardiness reports □ MS**

- **3-5 tardiness reports □ S**

- **6 or more tardiness reports □ N**

- **If the student has 3 tardiness reports, this counts as an absence.**

ABSENCE

- **When a student returns to school after being absent for any reason, he/she should hand in to the home room teacher a written excuse signed by his/her parents explaining the reason for the absence.**

- **If the student misses an exam or a graded activity, a written notice should be given to the corresponding teacher so that the exam or activity can be administered.**

- **Absences are evaluated as follows:**

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0-3 absences □ **MS**

4-6 absences □ **S**

7 or more absences □ **NS**

- **When a student is absent due to illness, he/she must bring a medical certificate stating that there is no danger of contagion for other students.**

- **Class attendance is mandatory in order to achieve efficient work and for the integral formation of the person.**

- **Parents will do everything possible to make medical or other appointments after school hours and if it is not possible a request or excuse should be handed in to school at least a day before the date.**

STUDENT BEHAVIOR

- **Colegio Héctor Urdaneta expects proper behavior from our students at all times, on school grounds and outside of them too. Students should behave and put into practice the values that the school strives to achieve throughout its educational community.**

- **The student who does not observe good behavior, besides from not making the most of their time in classes, slows the learning process to which the rest of the group is entitled.**

- **If a student disregards the regulations or the rules of the school he/she shall be warned or punished according to the teachers' criteria, through a system of warnings.**

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• **When the warnings fail to achieve the desired result, other actions will follow, as described below:**

1) Written warnings and probation

2) Temporary or definitive suspension or other measures determined in the regulations, depending on the violation.

• **The immoral behavior, insubordination towards authority figures, being disrespectful, fights, theft, vandalism, malicious damage to school property or to others on school grounds, disobedience and continuous negative behavior, are some of the serious violations, among others, that are considered worthy of sanction, suspension or expulsion a decision at the discretion of school administration officials.**

• **The use of chewing gum is prohibited in the school. Eating in class is to be avoided with the exception of snack time.**

• **Each student is responsible for maintaining the school property in optimum conditions. Any vandalism done to the structure and/or school property will lead to a sanction as well as repairing or replacing all damages done.**

• **During school hours students will observe proper behavior and show respect in the classrooms and hallways, avoiding the disruption of schoolwork.**

• **During class changes the students will remain in their classrooms and will not be allowed to leave without the authorization of the teacher.**

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- **Proper conduct is expected at every school gathering/meeting.**
- **Students cannot bring to school speakers, loudspeakers, tape recorders, record players, radios, etc., without permission. These will only be allowed into school for educational purposes and with previous consent from the teacher, the administration or the director.**
- **Cell phones, I pod's, DS, electronic devices and toys can only be used during recess. If a student uses these during class, the student will lose the privilege of bring these to school. The school is not responsible for any loss or damage that may befall them.**
- **It is expressly forbidden to record audio or images on school grounds unless there is a legitimate educational purpose behind this and previous authorization has been issued. If a student is caught recording a teacher without his/her consent the device will be confiscated and the student will be suspended immediately.**
- **It is the student's responsibility to deliver to his/her parent or guardian any and all communication given out by the school. When these require signature, they should be returned to the school within the allotted timeframe.**
- ***Forging a signature in any official school document is a severe affront and will be sanctioned with a suspension and any other disciplinary measure that might be considered pertinent.**
- **Students that bring cell phones to school can only use them at the end of the school day and they must be turned off during classes. The teacher is entitled to confiscate the cell phone of the student that chooses to not comply with the rules established in this document. The device will be returned to the parents/guardians once a \$25.00 penalty**

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has been paid in the administration office. If the student has a real emergency or needs to call during school hours, he/she can do so from the school's office or from the Dean of Student Affairs office.

Students are not allowed to use the school's electrical outlets to charge cell phones or electronic devices.

***Cell phones will be stored in the boxes provided by the teachers, during class hours, without exceptions. Students will not be allowed to store them in their book bags or on themselves. If you do not wish to heed to this regulation then we advise that the cell phone remain outside school premises. We wish to remind all that cell phones are not a necessity and any misuse of them might have us revoke their use in school grounds.**

***Sales and collections on school grounds, without prior consent from the Director are strictly forbidden**

• Drug possession, with intent of use or sale, by a student in school will result in the expulsion of the student(s) involved. The school has the right to investigate any allegation of use and/or sale of drugs by whichever means necessary in order to maintain a drug-free environment.

• Drinking or possession of alcohol on school grounds or in activity sponsored by the school is prohibited. Any violation to this rule will result in suspension or expulsion of the student or the necessary disciplinary action.

• Possession and/or distribution of inappropriate material will result in confiscation of the material and the suspension of the student that had it.

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• **Colegio Héctor Urdaneta is a smoke-free campus, so established by its Board. Students, teachers and visitors are not allowed to smoke in or around school grounds.**

PPK – TWELFTH GRADE WARNINGS

• **From PPK to Twelfth grade the following measures will be taken:**

a) Verbal reprimands to the student.

b) Written reprimands which must be signed and returned by the parents/guardians.

c) Parent-teacher meetings

d) Meeting with the Director to discuss the issue at hand and take the necessary course of action

DISCIPLINARY ACTION

Probation:

• **Students that do not comply with the rules and regulations in the academic or behavioral aspect can be placed in probation.**

• **If during the probation period the student fails to meet the requirements established, the school administration might cancel his/her enrollment.**

Suspension:

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- **A student that repeatedly fails to follow the guidelines of the regulations or commits a serious offense can be suspended from classes. The suspension of classes can be at home or at school and this is at the discretion of the school Administration. When the suspension is at school the student will be given tasks like helping in the lunchroom or any other task that is deemed appropriate. The student will not be allowed to participate in any extracurricular activities.**

- **A student that has been suspended will be responsible for any and all material covered in class during this time. If he/she has a test scheduled during this period, the student will come to school on the date of the exam, in order to take it during the first period of the day and will leave school grounds when finished with the exam. Failure to do so will warrant an "F". Likewise, if there is work to be handed in during the suspension, he/she will be responsible for delivering it, in a timely fashion, to the teacher, otherwise the student will be adversely affected, academically.**

Expulsion:

- **A student that has committed a serious offense according to the rules and regulations, or has failed to meet the probation requirements, can be expelled from school. The final decision of a student's expulsion is at the sole discretion of the School's Board of Administration.**

- **Parents will be notified of a student's expulsion through written communication requesting a meeting at school.**

- **Any student that has been expelled from school has three (3) working days to request a re-evaluation of the case. This request should hand written indicating the reasons for which he/she is requesting reconsideration.**

- **The result of the re-evaluation is final and irreversible.**

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GENERAL AFFAIRS

EXTRACURRICULAR ACTIVITIES

PARTICIPATION IN SPORTS EVENTS AND EXTRACURRICULAR ACTIVITIES

Participation in sports and extracurricular activities is an important phase in students' developmental processes, providing them with the opportunity to apply learned skills outside the classroom like communication, teamwork and leadership.

Our school is proud to have students that represent us in a dignified and just manner and we don't expect less from them. It is for this reason that those students that wish to represent the school in sport events and extracurricular activities should aim at becoming role models for the entire student body. This entails that they will work harder and bear more responsibilities. It will be expected of them to exercise their best judgment, behaving respectfully, honestly and with integrity at all times.

Straying from this conduct and the behavioral rules established in these regulations could lead to sanctions and admonishments which could include exclusion from participating in some events, suspension and even expulsion from a team according to what might have transpired.

This means that the student that wishes to participate in these activities should not have admonishments or suspensions in his file. Also, the student will be solely responsible for his academic duties and maintain a

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grade point average of 2.0. Participation in these activities is considered a privilege not a right.

Within the educational process there are other activities that complement and support the teaching function; these are essential to student life. Within these activities we can count fieldtrips, visits to museums, cultural centers, welfare centers, historic sites, universities, theaters, etc.

To guarantee that these activities can be carried out with the least amount of possible setbacks, the school has established the following rules:

- In order to leave school grounds students must bring permission slips signed by the parents/guardians**
- The organizer, several teachers and available parents will accompany students.**
- Groups will be small and organized according to the requirements of the activity.**
- The school will not be responsible for students that travel without written consent or by means other than those established.**
- No person, group, parent, class or teacher will be allowed to organize extracurricular activities acting as the School without the Administration's written authorization.**

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INTERVIEWS AND MEETINGS WITH TEACHERS:

The school views communication between parents and teachers essential in order to reach a greater coordination in the educational process. In order to meet with a teacher and/or with the Director an appointment must be made through the administrative office personnel. Meetings with teachers will be carried out in areas designated for such a purpose. Parents will not go into classrooms so as to not interrupt classes. Parents' attendance at school meetings and activities is of utmost importance. If unable to attend, parents are accountable for agreements taken therein.

SCHOOL CAFETERIA

All of our students have the right to use the school cafeteria. Since the use of the cafeteria is deemed as part of the ongoing educational process, students shall observe good manners and cooperate in keeping it clean at all times.

- Parents shall provide the child with his/her morning snack or money to purchase snacks from school vending machines.**
- Snacks should be wholesome, nutritional and be packed in containers that are safe for children to use.**
- Students shall not bring snacks in cans that have to be opened and can be dangerous (i.e.: sausage cans, canned fruit, glass containers, etc.)**
- Students that do not use the service provided in the lunchroom must present a letter signed by their parents stating the reason(s) for not using said service.**

LEAVING CAMPUS DURING SCHOOL HOURS

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It is strictly forbidden that Middle and High School students leave school grounds during regular school hours. The school is not responsible for whatever may befall the student that, on his own accord and acting contrary to what has been established, leaves school grounds during regular school hours.

PROTOCOL FOR CANCELLING CLASSES

In the event that classes have to be cancelled due to weather events or any other situation that the administration considers worthy, the preferred mode of communication will be by radio (Yunque 92.9 FM and 1480 AM) and via recorded message in the school's switchboard.

LAW 30

As established by Law 30 of the 16th of May, 1972, by the Commonwealth of Puerto Rico, entrance or loitering by unauthorized persons to the buildings or grounds of an elementary, middle or high school, public or private school in Puerto Rico is prohibited and constitutes a felony, punishable by law.

Colegio Héctor Urdaneta's administration reserves the right to revise and/or amend this document, as it deems necessary. We suggest that you review it periodically to verify and learn of any changes that may have been made to it.

"This institution is an equal opportunity provider and employer"

If you wish to file a Civil Rights program complaint of discrimination, please complete the USDA Program Discrimination Complaint Form or USDA Program Discrimination Complaint Form (Spanish). You or your

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authorized representative must sign the complaint form. You are not required to use the complaint form. You may also file a program discrimination complaint by writing a letter to the Center for Civil Rights Enforcement. For additional information about what to include in your letter, see How to File a Program Discrimination Complaint, on our Web site. For information on the discrimination complaint process, contact the Office of the Assistant Secretary for Civil Rights, Information Research Service, on (202) 260-1026 or (866) 632-9992 (toll free) or send an email to the Office of the Assistant Secretary for Civil Rights at SM.OASCR.Info. Individuals who are deaf, hard of hearing, or have speech disabilities, may contact us through the Federal Relay Service on (800) 877-8339 or (800) 845-6136 (Spanish).

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