



# **Policies and Rules of Conduct**

## **Parent and Student Secondary School Handbook**

**2017-2018 ACADEMIC YEAR**

**Middle School Grades 6<sup>th</sup>—8<sup>th</sup>  
High School Grades 9<sup>th</sup>—12<sup>th</sup>**

Revised: August 2017

**THE TASIS SCHOOL IN DORADO**

**11 Carr 693**

**Dorado, Puerto Rico 00646-3452**

**TEL: 787-796-0440 Fax: 787-796-0240**

**[TD@TASISDorado.com](mailto:TD@TASISDorado.com) Web Page: [www.tasisdorado.com](http://www.tasisdorado.com)**



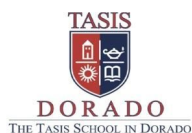
## **Striving for Excellence**

**Excellence is attained only when we push ourselves  
to our maximum potential.**

**To do less allows mediocrity to take its place.**

**TASIS DORADO  
Founded in 2002**





## **People to Contact**

11 Carr 693, Dorado, Puerto Rico 00646-3452

Tel: 787-796-0440 Fax: 787-796-0240

E-mail: [TD@TASISDorado.com](mailto:TD@TASISDorado.com)

Web Pages: [www.tasisdorado.com](http://www.tasisdorado.com)

Make contact through school phone numbers, fax or by email using the last name, a period and the first initial of first name followed by [@tasisdorado.com](mailto:@tasisdorado.com) such as in [fiallo.s@tasisdorado.com](mailto:fiallo.s@tasisdorado.com).

Dr. Timothy Howard	Head of School
Ms. Maritere Matosantos	Senior Principal for Community Relations, Service & Leadership
Ms. Susan Fiallo	Director of Curriculum and Special Programs
Ms. Maribel Suárez	Principal of the Elementary School
Ms. Mónica Rivera-Peña	Elementary Dean of Students and Mentor Coordinator
Ms. Sara Hernández	Principal of the Middle School & Chief Registrar
Ms. Dinorah Rechani	Principal of the High School
Mr. Garrison Knapp	Secondary Dean of Students and Coordinator of Student Services
Ms. Jovita P. Casanova	Director of Admissions
Ms. Michelle Yegros	Director of Advancement & Communications
Ms. Susan Fortuño	Coordinator of Assessments
Mr. Luís Cruz	Business Manager & CFO
Ms. Marisa Rojas	Elementary Guidance Counselor
Ms. Cyndimar Serrano	Associate Elementary Guidance Counselor
Ms. Ana Molina Rojas	Secondary Guidance Counselor & Accommodations Coordinator
Ms. Michelle Rodriguez	Associate Secondary Elementary Guidance Counselor
Ms. Glenda Rivera	College Guidance Counselor
Ms. Wendy Nieto	Head Librarian
Ms. Frances Barrera	Librarian
Mr. Joshua Cruz	AV and IT Coordinator
Mr. Henry Miranda	IT Support Assistant
Ms. Luis Camacho	Athletic Director and Sports Clinics Coordinator
Ms. Lourdes Rosa	Assemblies and Special Activities Coordinator
Ms. Viviana Daubón	ABC & After School Coordinator 2 <sup>nd</sup> to 5 <sup>th</sup> Grade
Ms. Nitza González	After School Coordinator PPK-1 <sup>st</sup> Grade
Ms. Karla Santana	Musical Instruments Private Lessons Coordinator
Ms. Lymaris Lluch	Copy Room and Student Information Assistant
Ms. Priscilla Torres	Administrative Assistant to the Headmaster & Senior Principal
Ms. Elsa Ramos	Elementary School Administrative Assistant
Ms. Annie Galatzan	Secondary School Administrative Assistant (6th-12th)
Ms. Verónica Adames	Educational Support and Bookstore Manager
Ms. Dulzaida Medina	School Nurse
Mr. Dennis Figueroa	Comptroller
Ms. Joann González	Accounting Assistant to Purchasing
Mr. Abner Barajas	Accounting Assistant to Payroll and Payables
Ms. Gloria Santiago	Accounting Assistant to Receivables
Mr. Luis J. (Javi) Martínez	Physical Plant and Maintenance Manager

August 2017

Dear Parents and Students:

This handbook provides information on many aspects of our school life and has been written with you in mind. We have tried to include here the essential elements needed to understand our school culture, expectations and operations. It is likely that we will continue to discover issues that need to be clarified or modified and we will keep you informed of these modifications to the handbook.

The purpose of this handbook is to make life at school more orderly and consistent for all. Good communication with parents as well as your participation in all aspects of our students' education is critical to the success of our school and a quality education for our youngsters. If you as a parent have any questions or concerns or need more information, please feel free to contact us. At **TASIS Dorado** we strive to provide excellent customer service and to maintain an open and honest communication between home and school at all times.

Visits by parents to school are encouraged. Parents can stop by for a quick chat at the door during morning arrival or afternoon dismissal; for a lengthier meeting, please make an appointment. However, we ask that you not linger around the hallways in front of classrooms during class hours, where your presence can be distracting for classes in session and for individual students. Please do not enter a classroom without prior authorization from the Principal or interrupt teachers while they are conducting classroom activities. Parents who would like to have lunch with their child should first sign in at the Middle School or Secondary School Office before going to the cafeteria. If you would like to serve as a volunteer during lunch hour, in the library, on field trips, or with classroom activities, you are welcome to contact classroom teachers and offer your services.

We currently publish seven handbooks for our students and parents. These can be found via **PlusPortals** (ParentPlus and StudentPlus) and at [www.tasisdorado.com](http://www.tasisdorado.com) under MyTasis in the upper right hand corner. You can also find specific information about the school community, such as a schedule of activities and games, school publications and other notices.

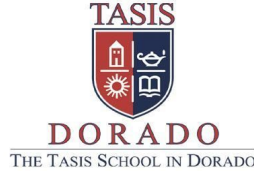
- 1- [Guide to TASIS Dorado, General Information Handbook](#)
- 2- [General Emergency Plan](#)
- 3- [Quick Reference Emergency Manual for Non-Administrative Staff](#)
- 4- [Elementary School Policies and Rules of Conduct](#)
- 5- [Elementary School Program of Studies](#)
- 6- [Secondary School Policies and Rules of Conduct](#)
- 7- [Secondary School Educational Program and Course of Studies](#)

We extend a warm welcome to all our parents and youngsters to this new academic year.

Sincerely,



Timothy Howard  
*Headmaster*



## **Section 1**

### **TASIS Dorado Philosophy and Goals Statements**

The TASIS School in Dorado, also known as TASIS Dorado, is a private, nonsectarian, coeducational day school, which has English as its language of instruction and is affiliated with The American School in Switzerland (TASIS) Schools in Europe.

#### **Mission Statement for all TASIS Foundation Schools and Programs**

TASIS is a family of international schools that welcomes young people from all nationalities to an educational community which fosters a passion for excellence along with mutual respect and understanding. Consistent with the vision of its founder, M. Crist Fleming, TASIS is committed to transmitting the heritage of Western civilization and world cultures: the creations, achievements, traditions, and ideals of the past that offer purpose in the present and hope for the future. Seeking to balance the pursuit of knowledge with a love of wisdom, and promoting the skills for lifelong learning, an appreciation for beauty, and the development of character; each school combines a challenging academic program with opportunities for artistic endeavors, physical activity, and service to others. Believing in the worth of each individual and the importance of enduring relationships, TASIS seeks to embody and instill the values of personal responsibility, civility, compassion, justice, and truth.

This mission statement has been created in the year 2005 to reflect  
the goals and values of all the TASIS Schools and Programs.

#### **The TASIS School in Dorado Mission, Vision & Values      Revised: 2015**

##### **Mission**

TASIS Dorado challenges and nurtures students to pursue academic and personal excellence so that they become engaged global citizens and innovative, selfless leaders.

##### **Vision**

TASIS Dorado aspires to be a world-class school that transforms students' lives through love of learning, beauty, truth, goodness and wisdom.

##### **Values**

TASIS Dorado instills in its students the values of courage, kindness, integrity, humility, and a commitment to building community.

## Philosophical Commitments

TASIS Dorado, as a TASIS Foundation affiliated school, is committed to providing its students with an excellent education based on traditional values and the ideals and humanitarian values of Western civilization.

The school will serve students from Pre Pre-Kindergarten through Grade 12, stimulating them to strive for excellence in all intellectual, social, and personal endeavors and to commit themselves to being good citizens striving for the welfare of their communities, their nation and their world.

By focusing on the a) development of community as well as b) individual growth, the school challenges each student to achieve his or her full potential within a caring and supportive environment.

## The Values We Share

The **Philosophy of Education** statement for TASIS Dorado includes the following philosophical commitments shared by all members of our school community:

Critical thinking - Our school will promote throughout its entire curriculum the development of critical thinking in all its students. Our students will be able to utilize reason and knowledge to evaluate claims, make critical decisions, and make informed ethical judgments.

Parents as partners - Parents are welcome to participate actively in the TASIS Dorado educational experience. TASIS Dorado conceives the relationships between parents and teachers as a partnership meant to enhance student learning and development.

Teacher as mentors - Teachers as key players in the implementation of the TASIS Dorado curriculum are noted for their intellect and knowledge, for their passion for teaching and learning, for their caring, and for their love of children.

Community participation - Our students will learn through the integration of resources from the larger community into the school through guest's presentations, field trips, participation in community service projects, internships and other similar activities.

### **1- Academic Formation**

Academic challenge - A challenging and motivating program of study will prepare students to further their education, entry into selective colleges of their choice and successfully pursue post-secondary education.

International perspective - Our students will be exposed to both local and global influences - through a variety of experiences including readings of world literature, history and culture; local

fieldtrips and international educational travel; guest speakers; community service programs and international exchanges with our sister and partner schools throughout Europe.

Hands-on learning - TASIS Dorado's instructional philosophy is based predominantly on a hands-on approach defined as "learning by doing." We believe that by learning through exploration, the child is the maker of meaning. As a result, a very important skill is realized: the ability to learn how to learn. Inside and outside the classroom, emphasis is placed on finding challenge, excitement, and above all fun in learning.

Curriculum of Excellence - Consonant with its goal of becoming an excellent college preparatory school, TASIS Dorado aspires to develop outstanding science, math and technology programs, which will complement its strong liberal arts curriculum.

Technological Development - Students at TASIS Dorado will become progressively proficient in the applications of technology to their pursuit of knowledge and in the expression of their learning and creativity.

Aesthetic Development – Students at TASIS Dorado will experience from an early age the multiple expressions of the arts in all their forms in order to stimulate their aesthetic development and creativity. Students will learn to appreciate, enjoy and practice artistic expressions both as spectators as well as performing artists in all facets of artistic expression.

Multicultural-Multilingual - Being multilingual/multicultural in an interconnected world has many advantages, such as the ability to explore and share with other people and cultures different from one's own; having access to the world's great literature, poetry and music; and finding alternative expressive venues. TASIS Dorado students will be fully bilingual/bicultural, they will master both the English and Spanish languages with fluency, and in addition gain a working knowledge of at least a third language of their choice.

Travel experiences - Learning by experience is highly valued at TASIS Dorado. Our students will take advantage of travel and study opportunities in cooperation with our sister schools in Europe, through established student travel programs, and through our own programs.

Learning theory - TASIS Dorado incorporates the theory of multiple intelligences and applies it to the learning environment. TASIS Dorado encourages students to take advantage of their learning styles while strengthening other styles to develop into well rounded and educated individuals.

Social context of learning - TASIS Dorado conceives learning as a social enterprise in both large and small group setting. Classrooms are regularly organized into cooperative learning groups where students learn with and from each other.

Meaningful learning - TASIS Dorado recognizes that in order for a student to truly assimilate and acquire knowledge, he/she must live it, breathe it, and become it in order to internalize it. When students internalize information in an integrated manner, it exemplifies true acquisition of knowledge. By integrating different subject matters, students make relevant connections which bring meaning to their lives and encourage authentic learning.

Interdisciplinary focus - Our curriculum is guided by big ideas and questions which cross disciplinary boundaries. These ideas delve deeply into the meaning of the human experience and the importance of knowledge.

## **2- Character Formation**

Responsible citizenship - Our students will be both knowledgeable citizens of the world and committed members of their local community.

Humanitarian values - The Core Knowledge curriculum plays a central role in the TASIS Dorado educational experience. Its emphasis on the ideals and humanitarian values of Western civilization, world religions and cultures will be complemented by additional insights and experiences of other world cultures.

Environmental consciousness - The school's natural setting, surrounded by diverse ecological habitats such as freshwater ponds, Karts forest and nearby coasts and rivers provides an outdoor classroom in which to explore biological principles and examine the interaction between humans and their environment. The curriculum will promote an appreciation for nature, the development of environmental consciousness, and an ecological ethic which is "that we are stewards of the earth and its inhabitants."

Core Virtues - The Core Virtues curriculum plays a significant role in the TASIS Dorado educational experience and is at the center of our student's moral and ethical education. Core Virtues is a literature based program. Through specific reading selections per grade, each month a particular virtue is discussed school-wide, within its literary context. This specific virtue is practiced and experienced through a variety of activities which may include role playing, dramatizations, and reflective writings. Service learning, in which the core values of generosity, charity, empathy and caring are put into practice are common in the elementary school and will be a required component of the middle and high school experience.

Service Learning- TASIS Dorado believes in service learning. We require our students to engage in service learning experiences that contribute to the betterment of society and that allow them to experience the plight of the disadvantaged, those in need, and the potential power of civic involvement.

Existential purpose and meaning - Our curriculum aims to instill in the lives of our students a deep sense of meaning and purpose of the human experience, its challenges and tragedies, and its possibilities and limitations. Our students will confront their lives with optimism, yet recognize the challenges and unpredictability of life.

Physical well-being – TASIS Dorado hopes to instill lifelong physical fitness practices and proper nutritional habits in students by providing opportunities for physical exercise, experiencing individual and team sports, and enjoying outdoor recreational activities. The school will create social and physical environments which promote good health, quality of life, healthy development and behaviors for students of all ages. Modeling and teaching physical fitness and



proper dietary habits are crucial components of a humanistic education, as is practicing a healthy lifestyle.

Values - We believe that education should center on developing in children the core virtues of beauty, respect, responsibility, kindness, diligence, honesty, patience, generosity, perseverance, civic duty, empathy, courage, faithfulness, compassion, openness to inquiry and humility in the face of facts.

Character Development - We believe that education should cultivate character through the exploration of the commonalities and differences of the human experience, through encounters with the lives and experiences of the disadvantaged, and through service learning activities that promote communal well-being.

Empathy - We believe that students should develop an appreciation and respect for human diversity, our common humanity, in all its forms. We must teach our children to move beyond provincial divisions based on race, culture, religion, nationality, economic status or political orientation.

Respect for life - We believe that students should develop an appreciation for the value of all living things, a respect for the environment and a love for nature. Furthermore their educational experience should promote an understanding of our roles and responsibilities as stewards of the planet.

## The TASIS School in Dorado Profile of the Graduate:

*When our students have completed our entire educational program and have had the benefit of the service and activities provided by school:*

*What do we expect them to know?*

*What do we expect them to be able to do with what they know?*

*What qualities or characteristics do we want them to demonstrate?*

### The TASIS School in Dorado Purpose Statement January 2012

The TASIS School in Dorado college preparatory (PPK-12<sup>th</sup> Grade) educational experience prepares students to pursue a quality, post-secondary education and become civil, honorable individuals and exemplary citizens. Students at TASIS Dorado are encouraged to strive for excellence within a culture of courage and kindness by the school's total educational experience, inside and outside the classrooms. TASIS Dorado students partake of a challenging curricular, co-curricular and extracurricular educational program to become well-educated, discerning individuals who are knowledgeable of local as well as global issues and ready to benefit from a quality, post-secondary education. Students at TASIS Dorado develop a positive sense of self, a sense for what is just and fair, a sense of respect for others and a commitment to respect diversity as they become responsible citizens and productive members within a pluralistic society.

TASIS Dorado, with the support of a qualified and talented staff and the participation of its parent community, encourages and expects all its students, as well as all members of its learning community, to strive for achieving excellence as they develop a school culture of courage and kindness. As a way of life, students are to achieve to their maximum personal, physical, emotional, social, artistic and intellectual potential; value lifelong learning; develop a healthy sense of sportsmanship, honest competition and humor; respect diversity and reject bigotry; appreciate talent and beauty in all their manifestations; value the protection and conservation of the natural environment; and be well-educated, responsible citizens, who are respectful and committed to developing a healthy self as well as to caring for the welfare of their families and communities.

The graduates of TASIS Dorado should exhibit the following characteristics as a consequence of their education at home and at TASIS Dorado:

- Academically prepared and intellectually challenged to their fullest potential
- Culturally knowledgeable and respectful global citizens
- Authentically civil and kind even in the most challenging situations
- Actively involved in improving their community and country/nation

## 1—Academic Formation

Content and Skills: Academically Prepared and Intellectually Challenged graduates should continue learning and fulfilling their academic potential throughout their lifetime.

- Pursue knowledge and wisdom as a lifelong learner
- Exert active and effective leadership
- Demonstrate proficiency in three languages, math, social studies, science and the arts
- Have a love for reading
- Use technology effectively and ethically
- Value furthering formal education
- Be a critical and innovative thinker, as a problem solver
- Appreciate beauty and continue developing artistic expression
- Apply knowledge creatively to new situations
- Be goal oriented
- Act responsibly
- Demonstrate having an organized approach to learning tasks
- Communicate effectively
- Strive for success in all his/her own endeavors
- Share his/her developed personal talents with the school community

Culturally-knowledgeable students will know where they come from and understand the world that surrounds them in order to become better global citizens.

A TASIS Dorado graduate should:

- Appreciate the cultural heritage of Puerto Rico and the United States
- Understand and respect the many diverse cultures in the world
- Be able to live and work with the diversity of people they will encounter
- Be open to new ideas, approaches and adventures
- Grow in awareness and personal responsibility in regard to the many global issues facing us (such as the environment, energy and world hunger) and the impact that these have on the human population

Be healthy of mind and body to contribute to a well-balanced community

## 2—Character Formation

Authentically civil, courageous and kind graduates will act with civility and respect towards others, and will speak for justice, equality, compassion and truth.

A TASIS Dorado graduate should:

Respect individual rights

Reject bigotry

Be accountable for his/her actions

Practice honesty, respect, and self-discipline

Be sensitive to beauty

Be considerate of the environment that surrounds them

Our graduates will impact their communities by giving of their time and resources.

A TASIS Dorado graduate should:

Serve others unselfishly

Lead a more enriched life through service to others

Teach others the importance of helping communities in need

Be active in community initiatives to effect positive change

## The TASIS School in Dorado Profile of the Middle School Graduate

The Middle School Graduates should:

- Be academically prepared, intellectually and technologically competent
- Impact the community through community service
- Be global citizens who are civil and practice a culture of courage and kindness

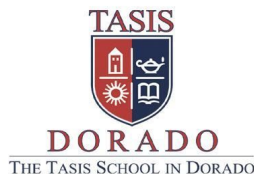
Content and Skills:

1. Academically prepared, intellectually and technologically competent: Our graduates should continue learning and fulfilling their academic potential throughout their lifetime.

- Pursuit of knowledge and wisdom
- Lifelong learners
- Begin to develop leadership skills
- Are proficient in both English and Spanish languages, math, social studies and science
- Use technology wisely and responsibly
- Proficient use of digital media literacies
- Develop 21<sup>st</sup> century skills for technology and learning
- Have a love of reading
- Begin to prepare a plan for pursuit of a competitive college education
- Are critical and innovative thinkers and can solve problems easily
- Develop a balance between academics and extracurricular activities to create a well-rounded student
- Learn to apply knowledge to new situations
- Develop personal and academic goals for the future
- Responsible for their assignments and academic work through Edline and agendas
- Reach a level of academic independence and responsibility

2. Impact the community through community service: our graduates should become active members in improving their community and country

- Develop good communication and social skills to be a successful human being
- Discover and develop personal talents and share them with the community
- Respect yourself, your peers and adults in your community
- Develop a sense of lifelong commitment and responsibility to community service
- Be positive, proactive leaders within their community



# **Policies and Rules of Conduct** **Parent and Student** **Secondary School Handbook**

**2017-2018 ACADEMIC YEAR**

*To safeguard the rights of the community, every student and parent is honor-bound to know and to abide by the guidelines listed in this Handbook.*

*To safeguard the rights of the individual, an established disciplinary procedure ensures fair and consistent evaluation of any violation of these guidelines.*

## **A—Beginning of School Year, Schedules, and Policies**

Forms to be filed at Principal's Office at the beginning of the school year

School Schedules and Policies

Student Arrival and Dismissal

Attendance

Student Medical Leave

Snacks

Snack Time and Location

Lunch

Lunch Time and Location

School Closing for a Local or National Emergency

Communication between School and Parents

Language of Instruction

Communication with Parents

Concerns and Complaints

Messages from Home for Students

Notes from Home

Messages from School to Parents

Vacation Policy

Absentee Parents

Policy on the Celebration and Commemoration of Holidays in School

Special Student Activities

Special Parent Activities

Open House Days

Parent Conference Days  
Special Faculty Activities  
Professional Days  
Medical Procedures and Health Issues  
Medication for Students  
Smoking and the Consumption of Alcohol and Drugs  
School Uniform and Dress Code  
Girls and Boys P.E. uniforms  
Field Trip Uniform  
Lost and Found  
Acceptable use policy for school computer  
Parking, Traffic and Sabanera Dorado Community  
Student Drivers bringing their vehicles to School

### **B—Academic Policies**

General Academic Expectations  
Discipline and Expectations of Student Behavior  
Homework Policy  
Homework in Case of Absence  
Portfolios  
Supplies and Textbooks  
Middle/High School Student Evaluations and Graduation Requirements  
Grading, Effort Marks, Honors List, and Probation System, Effort Marks  
Grading  
Effort marks  
Honors  
High Honors  
Scholar  
Academic Monitoring and Academic Probation  
Academic Monitoring  
Academic Probation  
Graduation

### **C—Middle/High School Rules of Conduct**

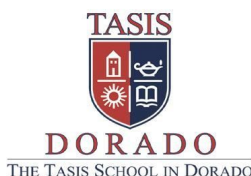
TASIS Dorado Campus Code  
Major Rules of the School  
Personal Dishonesty  
Academic Dishonesty  
Cheating  
Plagiarism  
Unacknowledged paraphrasing  
Profanity, Insolence, Disobedience  
Vandalism  
Theft  
Pranks

Drugs and Alcohol  
The TASIS Dorado Drug Policy  
Drinking  
Smoking  
Attendance  
Unexcused absence  
Fire Hazards  
Bullying  
Inappropriate Physical Contact  
Public Displays of Affection  
Weapons  
Maintenance of Standards  
Behavior Monitoring and Disciplinary Probation  
Discipline System  
Rules of Expected Behavior  
Middle/High School Standard of Conduct

**D—Student Support Services**

Academic Advisors  
Testing  
Academic Support  
Parent Support  
English as a Second Language  
Spanish as a Second Language  
Personal and Social Guidance  
College Guidance  
TASIS Dorado Secondary Division  
STUDENT COUNCIL CONSTITUTION  
Athletic Code of Conduct





## **A- Beginning of School Year, Schedules, and Policies**

### **Forms to be filed at Principal's Office at the beginning of the school year:**

The school has to render reports at the beginning of the school year to the ***Consejo General de Educación*** and to the Department of Health on the filing of student medical forms and student immunization forms. All required student forms must be received by the school by the second Friday in August. These are:

- a. **Medical Forms:** By law Medical Forms completed by a parent and the youngster's physician, must be in our office before a student attends classes.
- b. **P-VAC-3 Forms:** By law all students must submit a record of their immunization on the P-Vac-3 form (the green form), which can be obtained from your physician or from the Department of Health, before a student attends classes.

### **We also need for School use:**

- a. **Emergency Home Contact Form:** An emergency form must also be in school before a student attends classes. In case of any change in the information on this form during the school year, parents should contact the elementary office immediately and submit in writing the new information.
- b. **Dismissal Form:** Parents complete a form indicating the responsible person (s) and the method of transportation used by the student to return home each day. Any change in the normal routine must be in writing.
- c. **Student Driving Contract:** Parents complete a form by which they give permission for their son/daughter to drive to and from school.
- d. **Email Family Contact:** A valid email address is required from each family through which they will receive pertinent school information. In addition they must submit a valid business office email contact list for all business affairs
- e. **Student Social Security Number:** This number will not be used by the school nor will it be given to any party except as established by the pertinent applicable law regarding the use of students' Social Security numbers by schools.

## **School Schedules and Policies**

### **A. The TASIS DORADO School Program**

The Monday through Friday School Day at TASIS Dorado's Middle/High School begins at 8:00 AM and ends at 6:00 PM. Advisory Period starts for all at **8:00 AM** and dismissal time is at **3:10 PM**. Students are expected to be in school every day for the full day. Parents of the students who will be absent from school **MUST** call or email the office early in the morning to notify the school of the absence. Students must bring a note for the Dean of Students when they return to school explaining the reasons for the absence. **Twenty or more unexcused absences may result in required Summer Program attendance or retention in grade.**

### **Student Arrival and Dismissal**

#### **Early Arrivals**- 7:30 to 7:50 AM

Students who arrive within this period should go directly to the Student Center, 1<sup>st</sup> floor.

#### **Regular Arrivals**- 7:50 – 8:00 AM

Students at this hour may be dropped off at the back lot drop off. Students are to walk directly to their advisory classroom where their advisor will be expecting their arrival. All classrooms teachers will be in their classrooms by 8:00 a.m.

#### **Late Arrivals** – any time after 8:00 AM

**Coming late to school is disruptive to students' education and to the class that is disturbed.** Students who arrive late must come to the Secondary Division Office for their **LATE PASS**. Late arrivals are recorded. If a student arrives late three (3) times in a semester, a letter is sent home to notify the family. A 4<sup>th</sup> infraction will result in an automatic detention. **A significant number of tardies may result in required make up time in Summer Program attendance or even grade retention.** See full Attendance Policy in the Major Rules of the School section of the handbook.

#### **Dismissal** – 3:10 to 6:00 PM

Middle/High School students are NOT allowed to remain on campus unsupervised after 3:20 P.M. Students have the option of participation: in tutoring, in the After School Activities Program, attending Supervised Activities in the Library or Student Center. Students who are at school and unattended by a parent after 3:40 P.M. will be automatically placed in the Supervised Study Hall and Activities Program in the Student Center. (Please refer to pg. 40, Afternoon Activities Program options, for further details.)

At no time is a Middle/High School student permitted to leave school grounds unless signed out by a parent or guardian. Sabanera Dorado students may walk, ride their bikes or drive golf carts to and from home, with written permission from parents and after submitting the appropriate forms, and receiving approval from the Dean of Students. Student Drivers should read the

appropriate part of the manual that covers these requirements and hand in the necessary forms. At no times during school hours should a student go to the parking lot.

## **Attendance**

Students are expected to be in school every day for the full day. Meaningful educational experiences are planned for all days. Attendance is taken daily by the advisor in the morning period and each classroom teacher and recorded. **Regular student attendance is important for the satisfactory completion of work.** Except in the case of illness or emergency, students must be at school every school day.

Parents of students who are absent from school must call the office early in the morning to notify the absence. Students must bring a note to present to the Dean of Students when they return to school explaining the reasons for the absence; a medical excuse is necessary in the case of an illness that has extended itself over a period of 2 days.

Unless illness or other extenuating circumstances prevent them from doing so, students are responsible for completing the academic work in the days they are absent. Twenty or more unexcused or excused absences may result in required summer program attendance or be considered a failure to complete the necessary requirements to advance onto the next grade level. (See our Full Attendance Policy in the Major Rules of the School section of the handbook.)

## **Student Medical Leave Policy**

The TASIS School in Dorado aspires for its students to have continuous registration and attendance throughout an academic term. However, it is sometimes necessary for a student to take a medical leave of absence. Such leaves will be managed in accordance with the TASIS Dorado Student Medical Leave Policy.

The administration and faculty at TASIS Dorado recognize that medical circumstances may arise in which a student may have to take a recess from his or her academic responsibilities. Hence, a protocol has been developed in order to honor these reasonable requests in an effective manner.

**Definition:** A medical leave is defined as a student's receiving a compulsory request from a medical professional indicating that he or she, for physical or mental health reasons, must separate from the school for a temporary period of time.

**Applicability:** This policy applies to The TASIS School in Dorado, but does not include The American School in Switzerland (TASIS) Schools in Europe. It is recommended to consult those schools' websites for more information regarding their student medical leave policies. All procedures set forth in this policy have been approved by the school's headmaster, principal, academic deans, and school counselors. These same administrators will serve as the review board in deciding specific accommodations for each particular case, e.g., academic tasks the student will be responsible for, deadlines, eligibility for awards, re-evaluation of student's standing, etc.

**Basis for Leave:** A medical leave should be requested by the student's legal guardian upon receiving an official certification from a medical professional. A printed copy of the certification must be brought to the TASIS Dorado Guidance Department. The school counselors will then

coordinate meetings with the other administration officials. Details regarding the impact the medical leave may have on pending tuition payments and/or financial aid will be discussed by the administration with the business office and all pertinent parties will be informed accordingly.

**Duration of Leave:** Being that each case is particular, there is no definite time period for how long a medical leave may last. This is subject to the student's health condition and the medical professional's recommendations. However, the student's legal guardian should have consistent communication with the TASIS Dorado Guidance Department. Updates should be provided frequently (i.e., biweekly: via e-mail or phone). The TASIS Dorado Guidance Department will inform administrators and teachers of all necessary details concerning the student's status.

**Absence Report:** Absences will continue to be logged as usual within school records. The absences will be marked as excused, but will continue to be numerically indicated. Moreover, the notation "medical leave of absence" will not appear on the student's transcript.

**Procedure:**

1. The student's legal guardian should discuss the medical leave and provide related documentation to the TASIS Dorado Guidance Department.
2. The student's legal guardian must complete a "Leave of Absence Form" with the TASIS Dorado Guidance Department. The counselors will then schedule a meeting with the administration officials for review.
3. The student's legal guardian will be notified in writing by the TASIS Dorado Guidance Department of the date and time of a scheduled appointment in which he or she may meet with the headmaster, principal, academic deans, and/or school counselors to further discuss how the student will fulfill requirements for core curriculum classes. (i.e., enrollment in summer courses)
4. The TASIS Dorado Guidance Department will be responsible for notifying the student's teachers of the approval of the leave.
5. Depending on the severity and/or nature of the student's health condition, he or she will continue to have direct access to the TASIS Dorado PlusPortals system. In some cases, only legal guardians will keep access to the domain. The student may visit the campus only with the written permission of a medical professional and the approval of the principal and academic dean.
6. Approximately three (3) days prior to the first day of classes in which the student seeks to return, the student's legal guardian must have the student's health care provider complete a Certificate of Readiness to Return. This document must be brought to the TASIS Dorado Guidance Department who will then meet with the principal and/or academic dean to propose the student's fitness to return or re-enroll.
7. The TASIS Dorado Guidance Department encourages the student's legal guardian to also provide from the medical professional a list of recommendations to follow in order to aid the student in adapting back to the regular school schedule and overall environment. If

upon the student's return, medication must be regulated, the TESIS Dorado school nurse must be informed and provided with all related documentation.

**Confidentiality of Information Regarding Leaves:** TESIS Dorado will maintain the confidentiality of information regarding student medical leaves in accordance with the federal and commonwealth laws of the United States and Puerto Rico.

TESIS Dorado reserves the right to change, alter or modify this policy at any time at its discretion. This is not a contractual agreement of any kind.

## **Snacks**

Snacks are provided each day for all students at mid-morning, consisting of milk or juice, cookies, cheese and crackers or fruit. Candy or gum should never be brought to school.

Our Snack Program includes healthy and nutritious quality products based on the recommendations for school-aged students by dieticians and using guidelines from the Health Department. We avoid chocolate bars as well as so called "junk food" of high caloric contents, high artificial ingredients, high fat and high sugar products. We include products such as fresh and dried fruits, cereals, vegetables, low fat and low sugar bakery products, cheese, yogurt, 100% fruit juices, and bottled water. We also include at least two options every day to ensure that students always have something to eat and drink that they like. Students are served controlled portions and may have seconds if they so wish.

A food allergy is an overreaction of the immune system that can affect any system of the body including respiratory, cardiovascular, gastrointestinal and skin systems. Ingestion of even a minute amount of the allergen can trigger this overreaction and cause a variety of symptoms ranging from mild nausea, or itching to anaphylaxis (A systemic allergic reaction that can kill within minutes.) TESIS Dorado must be notified of any such allergies in your children. Adjustments in the snacks provided for various conditions and allergies are made per grade level. **Peanut products are not served in the lunchroom, for snacks nor are they allowed anywhere in the school facilities** since the severity of allergic reactions to peanuts and various tree nuts are life-threatening,

## **Snack Time and Location**

Morning Snack Time is 25 minutes long and usually falls sometime in between 9:52 to 10:17 AM Snack will be served in the Student Center, first floor area, in front of the cafeteria.

## **Lunch**

A school lunch is provided for students and is served cafeteria style. The weekly menu is supervised by a certified dietician and a caterer provides the service. We suggest that parents open an account with the cafeteria to avoid having to carry or use currency within the school. The student's advisor and the school administration should be notified in case of special dietary

needs and food allergies. We encourage students to select a balanced diet when choosing their food and drinks. Carbonated sodas will not be served to students. Students may bring their own lunch to school; we recommend that families follow healthy guidelines when preparing these lunches.

## **Lunch Time and Location**

Lunch time is 50 minutes long and takes place from 12:02-12:52 PM. Students who bring their lunch from home will have lunch in the Student Activity Center at the same time as their classmates. Microwave ovens are available in the cafeteria area.

## **School Closing for a Local or National Emergency**

**Inclement Weather:** It is the school's policy to open for school on bad weather days as long as the free access to the school and safety within the buildings can be secured. Frequently, in the tropics, the weather clears and we are able to follow the regular schedule. In the case of imminent local or national weather related emergency the administration will notify families via their Plus Portal account which will provide detailed updated information. Parents and guardians will also receive an email to their personal account if conditions permit it. In case of an emergency and if conditions allow, these notices will also be posted on [www.TASISDorado.com](http://www.TASISDorado.com).

## **Communication between School and Parents**

TASIS Dorado has an email contact list which has greatly improved the communication between home and school. The School seeks to inform parents of school activities and news in a timely manner. The web page [www.tasisdorado.com](http://www.tasisdorado.com) is a valuable source of information for students and parents, as well as PlusPortals; we suggest you check both on a daily basis as they will help keep you better informed of what is taking place at TASIS Dorado.

## **Language of Instruction**

TASIS Dorado aspires to have a multilingual community where all students speak English, Spanish and some other languages. Although Spanish is the first language of most of our students, the school emphasizes the use of English during the school day for our students to gain proficiency in what is for most of them; their second language and for our English speaking families to feel welcomed. English is the language of instruction at TASIS Dorado and the school expects all classroom activities to be conducted in the English language with the exception of the Spanish and foreign language courses. We also believe that it is important for our students whose first language is not Spanish, to have the opportunity to listen to and speak Spanish outside of the classroom setting as a way of enriching their language acquisition opportunities. It is also important for our Spanish speaking students to practice the use of correct Spanish within the school setting. For this reason students are free to speak the language of their choice during their free time as well as to sustain conversations in Spanish and English during

social, extracurricular and sports activities with the condition that no student is excluded because of their lack of proficiency in Spanish. In order to highlight our valuation of a multicultural community our school assemblies and activities may include sections in languages other than English. Student communication with the administration will be mostly conducted in English although at times they may use the language which best facilitates their mutual communication.

### **Communication with Parents**

Most communications within the school and with our parents and the community will be in English. The Spanish and Foreign Language Departments may, from time to time, send letters and announcements in languages other than English. Any parent having difficulty understanding these may request that their youngsters or their friends translate for them. The school administration will gladly translate whenever it is requested. We will also gladly translate to Spanish for those members of our parent community who have difficulty with the English language.

### **Concerns and Complaints**

Parents and students who at any time have concerns or complaints should promptly contact the teacher or administrator who can best respond to their concern or complaint. The best person to contact will usually be the person closest to the issue at hand. If the parent or student is not satisfied with this first level response they should contact the direct supervisor of this person for further action. The Administration is committed to responding to all valid concerns, investigating all legitimate complaints and taking pertinent action. When needed, the Board of Directors may be consulted on specific issues by the Administrative Director and their decision will be considered the final decision of the school in any matter.

### **Messages from Home for Students**

When a parent needs to communicate some important information to his/her youngster during school hours, he/she should call the Secondary School office and leave a message. The office will deliver the message as promptly as possible, without interrupting the youngster's educational program. The office phones will not be available for student use unless it is an emergency situation. Students are allowed to carry a phone with them during the school day, but it must be in silent mode. If a student's cellular phone rings while they are engaged in school activities (class, assemblies, meetings, etc.) the phone will be confiscated and turned over to the Dean of Students. (Also, regarding cell phones, please see the section identified as Rules of Expected Behavior.)

### **Notes from Home**

A written note should be sent to school regarding changes in your student's daily routine (going home plans, early arrival or departure, etc.). The notes are to be turned in to the Secondary Division Office. Only with a written note, phone call or email to the Secondary Division Office, will students be allowed to change their previously established dismissal procedure.

### **Messages from School to Parents**

The school's Administration and/or faculty may on occasion send letters, memos, or announcements to parents through mail, email or with students. Students are responsible for delivering school communication home to their parents. Parents can also access school related

information by accessing [www.tasisdorado.com](http://www.tasisdorado.com) and PlusPortals with their appropriate passwords, where they will find up to date information about what is happening at TESIS Dorado. The school will send quarter and semester grades, as well as academic updates via PlusPortals.

### **Transcript Requests**

School transcripts have to be requested in the Secondary School Office, the Alumni Transcript Request form is available online at [www.tasisdorado.com](http://www.tasisdorado.com) in the College Guidance section. Parents must fill out a Transcript Request Form that requires various signatures from school administrators and personnel, before the official transcript can be processed.

### **Vacation Policy**

The school does not condone student absences from scheduled school days. Vacations should be scheduled only during school vacations. Except under extraordinary circumstances, vacations during school days will be regarded as unexcused absences. Make-up work for any unexcused absences is the sole responsibility of the student. **Tests or quizzes will not be permitted to be rescheduled for unexcused absences.** The year is short and our effectiveness as a school depends on a vigorous and coordinated program of class lessons and homework. Prolonged unexcused absences as well as frequent unexcused absences might be reasons for not passing on to the next grade. We are, however, aware that special family situations occasionally present themselves that may require the student to be absent from school. Situations where students need to miss school, will require the parents to fill out a Student Absence Request form located in the Secondary Division Office. It should be noted that this is a special privilege and not a right. The Student should be in good academic and discipline standing in school to seek such privilege.

**Absentee Parents:** Whenever there is a serious disruption from the normal family routine, there are repercussions at school. If you travel, please notify the Dean of Students of the dates of your absence from home and the name of the person in charge of the household during that time. This communication will help us better understand your child if we notice changes in behavior or routines.

### **Policy on the Celebration and Commemoration of Holidays in School**

- When celebrating holidays within the school, TESIS Dorado is sensitive to the diversity of beliefs and traditions which exist in our community. We believe in celebrating major festivities relevant to our youngsters by stressing the positive messages pertinent to each of these festivities. We feel we should teach our youngsters about the major traditions and beliefs of all members of our community so we all learn to show respect for all groups.
- All decorations in classrooms commemorating festivities should be moderate and in good taste. School and group activities should reflect respect for our diversity. Youngsters should not feel pressured to participate in activities if their parents for religious or cultural reasons deem their participation inappropriate.
- Assemblies, classroom educational activities and decorations for official civic and religious festivities such as Thanksgiving, Hanukkah, Christmas, Three Kings, All Presidents' Day,



Passover, Ramadan and Holy Week are always appropriate within a school context for educational purposes.

- Unofficial celebrations such as Halloween or Valentine's Day can be organized as optional after school activities with the active participation of parents.

## **Special Student Activities**

Thematic Weeks and Special Activities offer our school community as a whole the opportunity to explore and celebrate broad subjects from an interdisciplinary perspective. Students and faculty exhibit creative and academic work for the community at-large, which explore and celebrate the significance of the theme. The exhibit program is enriched by a diverse program of activities that may include community service projects (e.g., planting trees or cleaning beaches), guest speakers, in-residence artists and performers, student-run plays and musical performances, story and poetry reading, multimedia-visual displays and presentations among others.

### **Extra-Curriculars**

Students are encouraged to participate in TASIS Dorado's extra-curricular programs as these programs help to build character development. Each organization/club will have an opportunity for students to have access to leadership positions. Students are allowed to become members of both the Student Council and National Honor and Junior Societies. What the school will prohibit are students serving on the executive boards of both organizations. Students who are class presidents, which are members of Student Council, are not allowed to serve as President or Vice-President of either Honor Society.

TASIS Dorado's extracurricular and athletic programs are a defining quality of the TASIS Dorado educational experience. Student participation in these activities is extremely high and well supported by the school. With that said, TASIS Dorado wants to ensure that all of our students that participate in these activities are doing their best in their academic components. In order to remain eligible for the extracurricular and athletic programs at TASIS Dorado, a student must maintain at least a **cumulative numeric average of 74% or higher**. At the end of each academic quarter the academic progress will be evaluated for each student. Those students that fall below 74%, will be suspended from their extracurricular and athletic program for a week. After that week, their academic performance will be re-evaluated.

## **Special Parent Activities**

### **Parent Conferences**

Parents can schedule appointments with their child's teacher at any time; these can be scheduled through email or by calling the Secondary School office.

## **Special Faculty Activities**

**Professional Days** These are in-service days for faculty development, curriculum coordination work and participation in professional meetings. Professional Development programs are planned for the faculty throughout the school year and are an integral part of our "learning

community”. Students are at home studying, doing projects, or other educational activities.

### **Medical Procedures and Health Issues**

If a student is sick and cannot remain in the classroom, he/she is brought to the office and placed in the infirmary, located in the Central Administration Office in the nurse’s care. After a period of rest and observation the student's parents may be called to collect him/her. Parents are responsible for picking up their child if the school feels the child’s presence is damaging to the health of the child or the group. Occasionally, a student may come to school with a contagious condition that requires him/her to be separated from the group. In these situations, the school will require that the parents pick up the child immediately and seek medical attention. In these cases, the student will not be readmitted to class until the school nurse has confirmed that the child is no longer contagious with the condition.

If the student has any special medical needs these should be made known to the Nurse, Principal and Advisor, i.e., allergies, sensitivity to bee stings, insect bite allergies, diabetes, hyperglycemia, epilepsy, other diagnosed medical conditions; hearing/sight problems, special medication or diet.

**Medication for Students:** Under NO circumstances will a student be given any medication to be taken internally (e.g., Tylenol, Pepto-Bismol, antibiotics) without **specific** authorization, either verbal or written, from a parent or guardian. All prescription medications must be kept in the infirmary, located in the Central Administrative Offices and **will be administered** to a student as indicated by the physician. Under **NO** circumstances should students take medication without adequate school supervision. **To avoid possible misinterpretation, no medication should be administered or self-administered in the classroom.**

### **Smoking and the Consumption of Alcohol and Drugs**

Smoking and the consumption of alcoholic beverages on school grounds, during school hours, after school hours either by students or adults is strictly prohibited. We are concerned not only with upholding the law, which prohibits alcohol consumption by minors, but also with NOT modeling behaviors with serious health risks. The consumption of illicit drugs and the improper use of legal drugs are emphatically banned. Attending a school activity or representing the school under the influence of alcohol is prohibited.

On occasions, for Home and School Association or social events consumption of wine and beer **by adults** may be specifically authorized by the Administration.

### **School Uniform and Dress Code**

The tradition of proper attire to pursue academics is long-standing. We believe students should be focused on their learning rather than the fashions of the day. In this spirit, the school uniform seeks:

- to produce an atmosphere conducive to work, rather than leisure, during the academic day
- to encourage students to develop responsible attitudes towards their personal appearance

- to represent the ideals and aspirations of the school.
- Students should be dressed neatly and cleanly according to the uniform guidelines throughout the entire school day out of respect for their work and the School community.

It is our expectation that students will follow the uniform guidelines in a spirit of cooperation and goodwill. We seek to provide straightforward and clear guidelines. We purposely express what dress we expect, and resist creating the futile, fashion-driven list of items not permitted. Students are expected to dress in a neat, clean, tailored, and presentable manner at all times. Any questions concerning dress should be directed to the Administration.

## **Uniform for Girls**

### **TOPS:**

**Middle School (6<sup>th</sup>—8<sup>th</sup> grade)** light blue or yellow short/long-sleeve shirt or blouse with the TASIS Dorado logo.

**High School (9<sup>th</sup>—11<sup>th</sup> grade)** white short/long-sleeve shirt or Blouse with TASIS Dorado logo.

**Seniors (12<sup>th</sup> grade)** will wear the class approved shirt pants and shoes.

**Jackets/Sweatshirts:** Only jackets/sweatshirts with the school logo and university sweatshirts may be used. The jackets/sweatshirts with the school logo need to be from the pre-approved list from either Lands' End or Uniform Outlet. All clothing beneath the sweater or pullover must be tucked in. **No other type of sweater or jacket will be allowed.**

### **BOTTOMS:**

Long, navy blue, tailored pants, skirts or skorts. The length of skirts and/or skorts must be at knee level. A plain black belt must be worn if the pants or skirt has belt loops. Pants must fit well, not low on hips, baggy or with hems dragging on the floor. Any girl who has two dress code infractions due to the length of her skirt/skort will be required to wear the school appropriate pants the rest of the school year.

### **SHOES:**

Shoes must be leather topped flats, either black or navy blue. (No athletic shoes or boots).

### **Girls are allowed:**

- To wear one small earring in each ear.
- Hair must be clean and neatly combed at all times. Girls whose hair interferes with their eyesight must get a haircut.
- No other body piercing or visible tattoos are allowed.
- To wear items of clothing or accessories promoting alcohol, or inappropriate messages or political slogans is not allowed.
- Any defacing of the school uniform or logo is **not** accepted.

## **Uniform for Boys**

## **TOPS:**

**Middle School (6<sup>th</sup>—8<sup>th</sup> grade)** light blue or yellow short/long-sleeve shirt with TESIS Dorado logo.

**High School (9<sup>th</sup> - 11<sup>th</sup> grade)** white short/long-sleeve shirt with the TESIS Dorado logo.

**Seniors (12<sup>th</sup> grade)** will wear the class approved shirt.

**Jackets/Sweatshirts:** Only jackets/sweatshirts with the school logo and university sweatshirts may be used. The Jackets/sweatshirts with the school logo need to be from the pre-approved list from either Lands' End or Uniform Outlet. All clothing beneath the sweater or pullover must be tucked in. **No other type of sweater or jacket will be allowed.**

**BOTTOMS:** long navy blue tailored pants with a plain black belt and discrete buckles. The pants must fit well, not low on hips, baggy or with hems dragging on the floor.

**SHOES:** Black or navy blue flat leather shoes that cover the entire foot. (No athletic shoes or boots).

## **Boys are NOT allowed to:**

- Wear earrings
- Have any body piercings or visible tattoos.
- Wear items of clothing or accessories promoting alcohol or inappropriate messages.
- Any defacing of the school uniform or logo is considered unacceptable behavior.
- Hair must be clean and neatly combed at all times. Boys whose hair covers their eyes or is over the top of their shirt collar must be neatly pulled back or get a haircut. The Administration will determine the appropriate hairstyle for TESIS Dorado.

## **P.E. UNIFORMS:**

- Long blue athletic pants with **TESIS Dorado** logo.
- Navy sports shorts with hems no higher than 4 inches above the knee.
- New blue, traditional yellow or special activities t-shirts with school logo.
- White cotton athletic socks.
- Sneakers/athletic shoes.
- On days when students have Physical Education (P.E.) class, students may arrive to school with the full PE uniform. Student must wear the official uniform long sports pants over their shorts before and after their PE class.

Hats, caps and sunglasses may be worn only during approved activities. Hats, caps and

sunglasses may never be worn indoors.

Students, faculty, and administrators will share the responsibility for the maintenance of the standards stated above. Dress will be checked **daily** and violations will be issued a 3x5. Students who violate the spirit and/or the letter of the uniform guidelines will be asked to change.

## **REPEATED VIOLATIONS TO THE UNIFORM CODE WILL RESULT IN A FORMAL DISCIPLINARY RESPONSE.**

Dress code for Special Events and Activities, such as dances, formal concerts, and ceremonies, at TASIS Dorado will be published prior to the event.

Uniforms can be purchased from the local school supplier;

**Uniforms Outlet Inc.**, located in Puerta de Tierra in Old San Juan. Uniforms Outlet Inc. representatives will visit the school thrice a year, in April, July and January to exhibit their models and take orders for the upcoming academic year. Pre-Orders are delivered to the school late July.

You may also purchase your children's uniforms from **Lands' End**. The ordering options available are **Phone:** 1-800-469-2222; **Mail:** Lands' End School 2 Lands' End Lane, Dodgeville, WI 53595-0640; **Fax:** 1-800-332-0103 or by **Internet:** [www.landsend.com/school](http://www.landsend.com/school). Remember to always to mention or include our preferred school number: **9001-2558-4**.

### **Field Trip Uniform**

Students in Middle/High School will wear a red field trip t-shirt, shorts, athletic shoes or hiking shoes when the nature of the fieldtrip (e.g. hiking trips and sports events) demands it. During cultural, musical, film, or other artistic performance field trips, students will wear their regular school uniform.

### **Lost and Found**

The Lost and Found location will be at the end of the Middle School wing, next to the Science labs. All clothing, notebooks, and sports items should be clearly inscribed with the owner's name. Students missing any items should go to the Secondary Division Office for further assistance. Students will be charged a one dollar fee for lost books, book bags and/or items.

## **ACCEPTABLE USE POLICY FOR SCHOOL COMPUTERS**

Please see Guide to TASIS Dorado Handbook on these topics.

## **SOCIAL MEDIA & ELECTRONIC COMMUNICATION POLICY FOR EMPLOYEES**

We live in an age of social networking and social media. Clear lines between personal and professional, private and public, continue to blur. TASIS Dorado's Social Media and Electronic Communication Policy for all Employees is intended to help faculty, staff, and administrators navigate these situations and to protect the school, students and families, and employees. We recognize that social media has a place in professional practice and personal learning and in the life of the classroom. However, the opportunities for misuse and misunderstanding are significant. Our online content and behavior serve as models to our students. We should strive to model responsible and ethical behavior online just as we do in face-to-face interactions.

The following guidelines are meant to guide your electronic relationships with students, families and colleagues. For situations that are not specifically stated below, the guidelines should be used to help you make decisions.

"Social media and electronic communication" includes, but is not limited to:

- Email
- Social networking sites (Facebook, Google+, LinkedIn, Snapchat, etc.)
- Blogs (Wordpress, Blogger, Tumblr, etc.)
- Microblogs (Twitter, etc.)
- Media sharing sites (YouTube, Spotify, etc.)
- Curation sites (Reddit, Pinterest, Scoop.it, etc.)

### **General Reminders**

There is little, if any, privacy online: all material is infinitely replicable and even if you think you have deleted something, there might be a copy.

The same guidelines should govern your behavior (professionalism, legal behavior, etc.) online as in real life.

Social media networks/platforms used for classes (classroom blogs, wikis, etc.) are extensions of the classroom and your behavior should be the same as it would be in class (language, attitudes, etc.).

"Institutional accounts" are online spaces recognized by the School/Institution, explicitly affiliated with the School, and not tied to a single individual (e.g., the TASIS Dorado Instagram stream).

The lines between public and private/personal and professional, etc. are blurred in the online world. By virtue of identifying yourself online as affiliated with TASIS Dorado, you are now connected to colleagues, students, parents and the school community.

You should ensure that the content associated with you is consistent with your work at school and the school's mission.

It is important to remember that even if you do not explicitly state your connection to TASIS Dorado in your online domains, that connection is still a matter of public record. Please keep in mind that your behavior can reflect upon the institution.

An employee should not make statements that would violate any of the school's policies, including its policies concerning discrimination and harassment: Your social media presence should be consistent with the mission and reputation of TASIS Dorado, acting with sensitivity within the context of a diverse views.

As a general rule of thumb, if you wouldn't say it at a conference or to a member of the media, consider whether you should post it online.

Please recognize that in addition to the policies set forth here, there are legal guidelines for all online behavior. It is each person's responsibility to be in compliance with trademark, copyright, and other intellectual property regulations. This is in addition to End-User License Agreements, Terms of Service, and applicable local and federal guidelines.

An employee may not disclose any confidential information of TASIS Dorado or confidential information obtained during the course of employment, about any individuals or organizations, including students and/or their families.

## **Email**

- It is important to remember that tone and intent are hard to read in a digital format. More nuanced messages, especially anything requiring interpretation or responses that may involve frustration or significant disagreement, may be best communicated in person. Please be sensitive about email length, as well. If you have a complex, lengthy message to deliver, consider a phone call.
- Initiate contact with students/families only via TASIS Dorado email (or PlusPortals).
- If a student initiates contact via a non-school account, reply but CC the student's school account.
- School-provided email should be used for professional purposes and is subject to TASIS Dorado's governance; for personal purposes, please have a personal, non-TASIS Dorado email account. **Social networking sites (Facebook, Instagram, Google+, etc.)**
- "Privacy" or "sharing" settings on social media are constantly changing. You are responsible for managing your settings and ensuring that your private data and life remain private.
- Connecting on social media is complex. The following specifics provide some assistance for making wise decisions on social networks designed purely for social purposes (i.e., Facebook).
- You are not obliged to accept requests from colleagues. Use discretion when connecting

online in explicitly personal spaces with those with whom you also interact professionally. This may include your decisions about connecting with former colleagues.

- You are strongly encouraged not to contact or "friend" a current student or former students under the age of 18 via social media.
- With alumni OVER THE AGE OF 18, they should initiate contact with you. Even after graduation there is a power structure built in and a student should not feel any pressure which your request could inadvertently cause. Recognize that recent alumni and alums with siblings in the school might have members of their network still within the community; exercise caution accepting these requests as the "friendship" might open your account to current students.
- Employees should use discretion when "friending" any current or past parents of the school. These relationships can give the appearance of a level of access to the employee that is not consistent with what other members of the school community have. It also presents an issue of conflict between the personal and professional boundaries that need to exist within the school community. **Additionally, all official communication between employees and parents should occur from school-provided accounts.**
- Social networks that are explicitly professional in purpose, such as LinkedIn, may be acceptable places to connect with other members of the TASIS Dorado community.
- TASIS Dorado recognizes that some members of the community are both employees and parents. Any social media-related concerns arising from this dual role should be brought to the division/department head or the Headmaster for discussion. Employees should never feel obligated to accept connections via social media, nor should they feel they cannot participate in communities with other parents because they are employees. However, employees should remember that when participating as a parent, you cannot "stop" being an employee as well.
- As printed in the TASIS Dorado Family Handbook: Social Media—Please consider the complex relationships between teachers and families when communicating with members of the administration, staff and faculty via social media outlets. We ask that you not "friend" TASIS Dorado employees on Facebook, and the like, though services that are more focused on professional relationships, such as LinkedIn, are more acceptable. When considering parent colleagues who are also TASIS Dorado employees, you might ask these individuals if they are comfortable being "friended" before doing so.

### **Blogs and Microblogs, Media and Curation Sites and Networks**

- Writing a professional or personal blog can be a satisfying and enriching activity. Many teachers have found blogging to be an important component of their professional development. If you are blogging, *whether personally or professionally*, please explicitly state that the opinions expressed are your own and do not represent TASIS Dorado. If you have not explicitly stated a connection to TASIS Dorado, language such as "the views expressed here do not represent any organizations or institutions with which the author is affiliated" is recommended.
- Posts on non-institutional accounts may reference students and classroom experiences, but students should not be named.



- Photos/videos and student work may be posted in professional blogs, but may not be attributed to a student by name.
- In cases where we wish to include TESIS Dorado student voices on non-institutional accounts, the situation should be discussed with the appropriate division head and parental permission must be obtained. Permission forms should make clear what personal information will be published about students.
- Commenting/replying to student blogs, microblogs or media/curation posts is complicated. If the blog/account was created as part of an assignment, then commenting is appropriate. If a student creates content that is not part of a TESIS Dorado assignment, please comment only if invited to by the student. Remember that you are commenting as a teacher to a student. You should be comfortable with your comments being attributed to you and being viewed by the student's parents and members of the school community. If you choose to post on a student blog please do so using your TESIS Dorado email account.
- Many blogs, microblogs and media/curation sites allow an additional social component, often framed as "following." Only institutional accounts should "follow" or "friend" student accounts.

## **Conclusion**

The goal of this document is not to discourage participation in the variety of electronic communication outlets listed. Quite the contrary, these outlets are terrific educational resources.

However, they do create a significant set of potential pitfalls. It is critical to understand and consider the nuances of online social media before participating in these environments. It is only through understanding the positive opportunities that these outlets represent, and dealing with the potential downsides, that we can support our students as they do the same.

If you have any questions or concerns regarding anything outlined in this policy or need additional guidance, please see your divisional principal or the Headmaster.

If the School believes that an employee's activity on a social networking site, blog, or personal website may violate the School's policies, the School may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

Thank you very much for your careful attention to and cooperation with these guidelines!

## **Parking, Traffic and Sabanera Dorado Community**

Please see Guide to TESIS Dorado Handbook on these topics

### **Student Drivers bringing their vehicles to School**

Student Driving in and out of school as well as parking vehicles on school grounds is a privilege for students granted by the school and it will only be given with written parent/guardian authorization. Student Drivers must comply with all the rules and conditions established for driving and parking at TESIS Dorado and Sabanera Dorado. Students who do not comply with these norms will not be allowed to drive and park at school.

Student Drivers who are not Sabanera Dorado residents can only park in the school assigned parking areas and may not drive into Sabanera Dorado beyond the school grounds without permission from the Sabanera Dorado Security.

Student Drivers **may not** have access to their parked cars during the school day and the school will not consider student parked cars as private while they are within school and Sabanera Dorado property. The school reserves the right to search cars while they are on the TESIS Dorado campus.

**Student Drivers may not take others as passengers in their vehicles unless these student passengers and student drivers have been authorized to do so by their parents. This norm includes brothers and sisters as well as other relatives and friends. Parents and students should read and examine closely the Student Driving Contract for more details.**

## **B- Academic Policies**

### **General Academic Expectations**

Middle/High School (6<sup>th</sup> to 12<sup>th</sup>) is the gateway into an Upper-Secondary Curriculum and its College Prep and College Level course offerings. Research shows that academic success at this level is one of the best predictors of success in university studies. To ensure such success, the level of academic expectation in grades 6 through 10 will carefully prepare students for the challenges to be faced in the upcoming grades. They will be expected to become more independent in their learning and capable of increasingly higher academic rigor.

Middle/High school students will be held to specific academic and co-curricular graduation requirements. To continue on to our High School, a minimum cumulative grade point average (GPA) of 2.00 (70%) in all classes is required. Students must remove all Ds and Fs from their transcripts. This means that students who receive a final average grade of below C- (70%) will be required to enroll in the summer program at TASIS Dorado or a program previously approved by the Principal or Academic Dean.

Middle/High School students will receive a numerical grade for achievement based on percentage equivalents **as well as** an Effort Grade (1—5).

Grades at TASIS Dorado are calculated on a four–point scale. All courses (including physical education, visual arts and electives) are included in the calculation of the GPA. Advanced Placement and “Nivel Avanzado” courses receive weighted grades. The GPA is computed at the end of the academic year.

High School students at TASIS Dorado will take final exams at the end of each semester. Students who have a 90% at the end of the Academic Year, MAY be excused from the final exam, based on the teacher’s and Academic Dean’s recommendation.

High School students at TASIS Dorado will take the PSAT exam starting in the eighth grade. As a college preparatory school we aim to prepare our students to excel in all standardized exams that are required in order to apply to colleges and universities. Taking the PSAT during eighth, ninth and tenth grade serves as a practice run for our students, so that in eleventh grade when they take the PSAT/NMSQT and SAT they are better prepared.

Excellence in learning will be recognized publicly with Honors and High Honors commendations and Excellence in specific content area awards. Honor and High Honors per semester will be recognized in the Cumulative Student Evaluation. Academic Awards ceremonies will celebrate academic achievement for the complete academic year (for example: the grade point average being recognized will be for the seventh grade) at the beginning of the next grade. High Academic Achievement for the entire academic year in each subject matter per grade will also be recognized.

## **Community Service Requirements**

### **Discipline and Expectations of Student Behavior**

Adolescence is a period of exciting growth and change, where students naturally engage in a process of exploration, testing social limits, and defining their character, values and personality. **TASIS Dorado** has high hopes of its students and expects them to behave in a manner commensurate with their developing self-control and self-discipline. Measures of autonomy and independence, together with greater responsibility, will be granted as students mature. We expect our students, in all their academic and social interactions with their peers, with faculty and staff and with members of the community at large, to model the **TASIS Dorado** understanding of humanistic civility. This “**TASIS Dorado way**” is guided by principled reason and is grounded on the basic virtues of respect, honesty, humility, perseverance, courage, honor, and responsibility. We expect our students to be respectful of our differences, to be tolerant of human diversity, and to exhibit generosity and compassion towards others. A rigorous and challenging classroom demands specific student behaviors and that students assume a high degree of responsibility for their learning environment-for their classroom culture. Faculty will work with students to create a classroom culture that invites serious and passionate learning in the form of discussions and debates, individual and group presentations and projects, and laboratory and field research. The exchange of ideas that is at the root of this kind of learning requires from all of us large measures of tolerance, discipline and self-control.

In a learning community such as ours, academic honesty is at the heart of our ethical principles. We expect our students to uphold and defend the highest ideals of education which includes recognizing individual excellence and achievement. Academic dishonesty in the form of plagiarism, cheating, copying, falsely claiming intellectual or creative work that is not one’s own, will not be tolerated.

### **Middle School Homework Policy**

Homework is important to student learning at TASIS Dorado. The purpose of this homework policy is to guide students, parents, and teachers in ensuring that homework is meaningful and supports the learning experience for all students.

#### **Definition**

Homework is defined as at-home assignments, studying, and/or projects performed by the student. Homework is a way to help your child develop work and study habits that will assist him/her throughout the years spent in school.

## **Purpose**

The purpose is that students can complete assignments independently. It is carefully constructed to be completed within a reasonable time allotment and connected to grade level or subject matter curriculum.

## **Student Guidelines**

- Check Plus Portals and school email on a daily basis for assigned homework.
- Follow the instructions given by the teacher for completing each assignment.
- Meet the deadlines established.
- Seek clarification from teachers at the appropriate times (established at the beginning of the school year) when unclear about homework.
- If circumstances beyond your control arise, communicate with teachers in a timely manner.
- Students are required to take advantage of Study Hall periods or after school from 3:10-3:50 p.m. to seek out their teachers for questions, or scheduling meetings.

## **Parent Guidelines**

- Check Plus Portals and school email on a consistent basis for assigned homework and grades.
- Verify your child has the necessary materials to successfully navigate the school day.

## **Homework Tips for Students**

- Ask clarifying questions to be sure the expectations on your assignments are clear.
- Designate a space with few distractions and basic materials for homework completion.
- When you have questions about the homework, try your best and place a note next to it to ask your teacher the next day.
- Use the Study Hall period exclusively for academic purposes.

## **Homework Tips for Parents**

- Provide a space with minimal distractions and basic materials for homework completion.
- Guide time management and productivity.

- Review Plus Portals and emails for school provided materials.

### **Makeup Work**

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. Students shall receive full credit for work satisfactorily completed according to guidelines provided in the table below.

Students who miss school work because of unexcused absences may not make up missed work and will not receive credit. Excused absences are approved by the Dean of Students and Middle School Principal.

<b>No. of Days Absent</b>	<b>Speak to</b>	<b>Expectations</b>
<b>1 - 2 days</b>	Teachers from each class you missed.	<ol style="list-style-type: none"> <li>1. Email your teachers. Copy the Middle School Principal, Dean of Students, and the Educational Office Assistant to let them know that you will not be at school.</li> <li>2. Check Plus Portals and email for any work that you will be missing. All work should be completed by the deadline established by your teacher.</li> <li>3. If absent on the day of a quiz or test, email your teachers to coordinate a makeup date. Makeup up will be on the day of your return unless alternate arrangements have been made.</li> </ol>
<b>3+ days</b>	Principal	<ol style="list-style-type: none"> <li>1. Email your principal. Copy the Dean of Students and the Educational Office Assistant to let them know that you will not be at school.</li> <li>2. Check Plus Portals and email for any work that you will be missing. Make a list.</li> <li>3. When you return to school, report to the counseling department. The counseling department will help the student prepare a calendar in order for the student to make up the work in a timely manner without falling behind on the current work. This calendar</li> </ol>

		is to be shared with teachers as well so that they are aware when to expect the missed work to be submitted.
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## High School Homework Policy

Expect up to 3 and a half hours for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade per school day. Students are provided with a homework agenda in which parents may look at on a nightly basis. Through PlusPortals, parents are also able to access this information via our website [www.tasisdorado.com](http://www.tasisdorado.com).

The school encourages parents to participate in their student's learning at home by establishing a regular homework period and providing a quiet place for them to work. ByHigh School, students should be developing the capability to do academic work on their own but they may still need occasional assistance. High School students use their agenda and Plus Portals to record homework and project assignments, as well as tests, quizzes, and other important information. Parents may want to look at it on a weekly basis.

**Homework in case of absence:** If for any reason a student should miss a school day, he/she is expected, unless seriously ill, to keep up with his/her class work and homework. **The student is responsible for obtaining the appropriate materials from a teacher, classmate or by accessing their class on PlusPortals.**

### Portfolio

In the Middle/High School all students must develop a subject area portfolio each semester as part of their Middle/High School academic experience. All course materials and all assessment instruments, homework, class notes and projects will be organized in a systematic manner. Portfolios are meant to help organize and conserve student work; as such they document the development of a student's learning experience and highlight individual academic progress and achievement. Portfolios should be kept clean, neat and well organized and will represent a significant portion of the course grade. Some classes will use electronic portfolios to reduce paper usage and facilitate the process.

## Supplies and Textbooks

### Instructional Materials

All textbooks, manipulatives and other instructional materials are the property of the school and students use them on a loan basis. Consumable workbooks, pocketbooks, calculators, computers and writing utensils are to be purchased by the parent. Students are not allowed to write on their textbooks (non-consumable) at any time, are expected to take proper care of the books, and return them at the end of the year.

Book Replacement Policy – Books are the school's property. Excessively damaged books or books that are lost, or not returned on time must be replaced or a book loss charge will be

incurred. Parents who wish to purchase the book may do so by arrangement with the school at the beginning of the academic year.

TASIS Dorado is a laptop-friendly school, a laptop computer will be required of all sixth through twelfth grade students. TASIS Dorado will determine the exact specifications for the computer as to ensure the maximum compatibility with our school's networks.

## **Middle/High School Student Evaluations and Graduation Requirements**

Middle/High School students will receive a letter grade (A—F) for achievement based on percentage equivalents **as well as** an Effort Grade (1—5).

Promotion: Promotion from one grade to the next is based on two considerations:

- A student's academic progress, acquired skills, and basic preparation to ensure reasonable success at the next grade level as measured by a minimum grade point average
- A student's developmental progress, especially work habits, independence, self-confidence, and social maturity.
- To continue onto another grade, a minimum cumulative grade point average (GPA) of 2.00 (70%) in all classes is required. Students must remove all D's and F's from their transcripts. This means that students who receive a final average grade of below C- (70%) will be required to enroll in the summer program at TASIS Dorado or a program previously approved by the Principal or Academic Dean.

## **Graduation**

Middle/High school students will be held to specific academic and co-curricular graduation requirements. To graduate from TASIS Dorado a minimum cumulative grade point average (GPA) of 2.00 (70%) in all classes is required. This means that students who receive a final average grade of below C- (70%) will not be allowed to graduate from TASIS Dorado.

## **Academic Awards 8<sup>th</sup> grade Graduation**

- **Honor Roll and High Honor Roll** (Cumulative grade point average for 8<sup>th</sup> grade academic year)
- **High Honors**: awarded for Outstanding Academic Achievement (“A”, average 3.60 – 4.0, or 92 to 100); and NO cumulative effort grade below 2 and no achievement grade below 80 for a basic level course. This means that Outstanding Academic Achievement **MUST** be accompanied by cumulative Superior Effort (1 and 2 effort marks only).
- **Honors**: awarded for Highly Commendable Academic Achievement (“B+”, average 3.35– 3.45, 88 to 91), and no cumulative effort mark below 2 and no achievement mark below 80. This means that Highly Commendable Academic Achievement **MUST** be accompanied by cumulative Superior Effort (1 and 2 effort marks only).



- **Highest Academic Achievement per subject**

- Highest Academic Achievement – this award is presented to the student that has achieved the highest numerical average in one or more of the core subjects for each grade for the entire academic year. This award is given to the highest numerical average in the class, it is possible for two students to have the same final grade, but when calculated to the second decimal point their averages are different.
- Special Awards (see below)

### **Academic Awards 12<sup>th</sup> grade Graduation**

- Honor Roll and High Honor Roll (Cumulative grade point average for all High School courses taken at TASIS Dorado)
- Honor Student Award by Subject – is awarded to the student who has received a 90% or above in a particular subject area each Academic Year while in High School at TASIS Dorado; having taken a minimum of two years in that subject area.
- Scholar Award by Subject – is awarded to the student that has maintained the highest cumulative grade point average through all four years of High School (the student must have been at TASIS Dorado all 4 years of High School), in an academic course, having taken the Highest Level Course offered in that particular subject.

## ● **Special Awards**

- **The Salutatorian** is awarded to the student with the second highest academic average which is computed by averaging the cumulative grades for each academic year in TESIS Dorado during High School.
- **The Valedictorian** is awarded to the student with the highest academic average which is computed by averaging the cumulative grades for each academic year in TESIS Dorado during High School.
- **The TESIS Dorado Scholar** is awarded to a student (not a Valedictorian or Salutatorian) who is best recognized by the community as an all-around scholar who in the spirit of TESIS Dorado: Strives for excellence in all educational areas in and out of the classroom.
- **TESIS Dorado Drama Award-** Awarded to the senior who over the course of four years has excelled and contributed consistently to the Theater Arts Program at TESIS Dorado, while maintaining the core virtues and civility standards that TESIS Dorado exemplifies.
- **TESIS Dorado Visual Arts Award-** Awarded to the senior who over the course of four years has excelled and contributed consistently to the Visual Arts Program at TESIS Dorado, while maintaining the core virtues and civility standards that TESIS Dorado exemplifies.
- **TESIS Dorado Music Award-** Awarded to the senior who over the course of four years has excelled and contributed consistently to the Music Program at TESIS Dorado, while maintaining the core virtues and civility standards that TESIS Dorado exemplifies.
- **TESIS Dorado Athletic Award-** Awarded to the senior who over the course of four years has shown exemplified sportsmanship, positive and constructive leadership as well as participation on numerous athletic teams at TESIS Dorado.
- **The Principal's Award** is awarded to the student who performs excellently in all academic areas, actively participates in co-curricular activities ranging from the arts to sports, and possesses a strong commitment to community service inside and outside of the school.
- **The Civility and Core Virtues** award is awarded to the student who best exemplifies civil behavior and commitment to living according to the challenge presented by the Core Virtues.
- **The Carmen Ana Vizcarrondo Citizenship award** is presented by the Administration to the student who best contributes to creating a caring and close-knit school community through his/her character and qualities of good citizenship, including service to others, family values, kindness, humor, and generosity of spirit.
- **The Priscilla Gonzalez Stubbe Leadership Award** is presented by the Administration to the student who exhibits the strongest leadership skills through involvement in the school, community service, sports, and extra-curricular activities, while maintaining high scholarship.

## **GRADING, EFFORT MARKS, HONORS LIST, AND PROBATION SYSTEM FOR MIDDLE/HIGH SCHOOL**

### **Grading: Guiding Principles**

After several years of using a weighted-distribution grading system, the TASIS Dorado Secondary Division will be implementing new grading procedures in the 2017-2018 school year. By moving to a total points system, students, parents, teachers, and administrators will now have a clearer vision of each student's performance at any given time, and grades will no longer be skewed by not immediately having assignments in all the categories, especially early in each quarter.

The intent of this grading policy is to provide guidance and a framework for teachers. While the policy establishes certain expectations across grade levels, teachers and principals will have the opportunity to develop the grading procedures for each subject, grade, or level, such as the grade penalty or reduction for late or unsubmitted work. As students move from middle school to high school and ever closer to college, grading procedures should reflect students' increasing maturity and accountability, becoming more stringent and rigorous with every grade level.

When planning their courses, units, and lessons, teachers should keep in mind TASIS Dorado's commitment to using a variety of formative and summative assessments that are distributed over time and which allow students to demonstrate mastery of the standards, skills, and content of each course. The Google Test Calendar is an invaluable aid in this process, as it allows all teachers to see what major assignments students are working on across the curriculum.

### **Point-Based System (Total Points)**

In this system, the course grade is based on the **total** points earned by each student, and not on the percentage the student received in each weighted category. While each assignment will still need to be classified or tagged with a category, these categories are now merely tools for teachers to track the variety of assessments. Students' grades are based solely on the percentage of total points scored, not on the categories.

For each quarter, teachers in core classes are required to have a range of 550-725 points in a variety of assessments that include classwork, homework, quizzes, tests, projects and portfolio.

Teachers in elective classes (that meet for 150 minutes per cycle) are required to have a range of 250-375 points.

## **Classwork/Homework**

Classwork should be rigorous, standards-based, and designed to allow students to demonstrate cumulative mastery of content area concepts. Performance expectations for classwork should be clearly communicated to students and posted in the classroom and PlusPortals (or Google Classroom). Mastery criteria for projects or other assignments that are used to evaluate multiple concepts should be clearly communicated to students, using tools such as rubrics or criteria charts.

Whether or not to assign homework, and what kind of homework to assign is a decision best left to the individual teacher, based on the needs of the students and the objectives of the course.

Homework can help families become more involved with the educational process, communicate high expectations for students, and help students develop self-discipline and organizational skills, particularly as students become older and more independent. It can also help reinforce concepts, practice skills, and prepare students for classroom discussion and application.

Homework should be based only on skills previously taught and at a level of difficulty that can be completed independently by students. Teachers should assign a minimum of eight grades per core subject per quarter; in elective classes that meet for only 150 minutes per cycle, the minimum is four grades per quarter.

## **Quizzes, Tests, Projects, and Portfolio**

In order to fairly assess student learning, teachers must use a variety of assessment methods such as quizzes, unit tests, essays, portfolio, project evaluation, and the like, distributed over the entire quarter. Therefore, each teacher in a core subject area should assign **at least four quizzes** and **at least four test/essay/major project assignments** per quarter; teachers in elective classes (semester/150 minute only) should assign **at least two quizzes** and **at least two test/essay/major project assignments** per quarter. To ensure that a variety of assessments is given in each class, each teacher should assign **at least one project** and **one portfolio grade** per quarter. Please keep in mind that:

- Quizzes cannot exceed 25 points.

- Complex projects that require completion in stages (such as labs or research papers) may be assessed and graded in parts, with more than one grade assigned and recorded for the project as a whole.
- Rubrics and criteria charts used for grading assignments should be clear and understandable to the students in the course, and should aid students in achieving mastery of identified learning standards.
- Essays and tests may at times be interchangeable, depending on the nature of the class.
- When entering an assignment in the Gradebook, teachers should use clear identifiers that allow the students to know which work is being graded. For example, “Exam 1” is too general; a more descriptive title such as “Ch2 exam” or “Invertebrates Exam” would be better.
- In order to help students and parents keep better track of missing and unsubmitted assignments, teachers may choose to implement a policy of putting a **temporary zero** into the Gradebook as soon as a student fails to submit an assignment. This zero should then be removed when the student submits the missing work, in accordance with the late work policy that the teacher has established. Both the late work and temporary zero policy should be made clear to students and parents from the beginning, by including them in the Course Syllabus or other document posted in Plus Portals.

### **Grading, Posting, and Returning Student Work**

In order for students to derive the most benefit from assessments, teachers are required to grade, post, and return all graded assignments with appropriate feedback within 5-7 working school days for students in all courses. Depending on the type of assessment, a longer time period may be warranted; teachers should submit requests for such exceptions in advance via email to the appropriate principal. When exceptions are granted, teachers should communicate to the students when they can expect to receive the work back with feedback.

### **Progress Reporting**

Class progress will be reported by the teacher **every cycle** via PlusPortals. If a student’s performance in any subject or class is below 70, teachers will have the option, and are

encouraged, to issue progress reports to those students to provide specific feedback to the student about his or her performance, as well as suggestions for improvement.

### **Makeup Work and Incomplete Grades Related to an Absence**

Students will be permitted to make up assignments and tests without grade penalty after an **excused absence**, in accordance with the rules set in the Student Handbook and the Course Syllabus. It is the student's responsibility to contact the teacher immediately upon return to school to coordinate for the timely makeup of the work owed; failure of the student to do this may result in a penalty.

Work missed due to **unexcused absences** will be treated in accordance with the teacher's policy on missing/late work.

An **incomplete** (I) grade on the quarter report card will be recorded if the makeup time has not elapsed prior to the end of the quarter period. The student should complete and submit the work in a timely manner to the teacher, who will in turn notify the Registrar via email. An incomplete for a quarter grade should be removed prior to the end of the semester. An incomplete for a quarter grade that is not made up by the end of the semester will be recorded as the actual grade average earned.

## Grade Point Average (GPA) Policy

**TASIS Dorado** calculates a weighted (adjusted) GPA which is provided to college and post-graduate institutions. The weighted (adjusted) GPA is on a 4.0 scale and includes all high school level courses.

- a) *Credit* is a completed unit of study.
- b) A *transcript* is a report of final grades and credits indicated by course.
- c) *Weighted (adjusted) points* are similar to grade points except that weighted grade points differentiate between regular courses and advanced level courses.
- d) TASIS Dorado GPA Grade Conversion Table:

TASIS DORADO GPA CONVERSION TABLE				
RANGE	COLLEGE PREP COURSES			AP COURSES
	1 CREDIT	0.50 CREDIT	0.25 CREDIT	1 CREDIT
100-98	4.00	2.00	1.00	5.00
97-94	3.85	1.93	0.96	4.85
93-90	3.65	1.83	0.91	4.65
89-87	3.45	1.73	0.86	4.45
86-83	3.30	1.65	0.83	4.30
82-80	3.10	1.55	0.78	4.10
79-77	2.90	1.45	0.73	3.90
76-74	2.60	1.30	0.65	3.60
73-70	2.20	1.10	0.55	3.20
69-67	1.80	0.90	0.45	2.80
66-65	1.20	0.60	0.30	2.20
64-0	0.00	0.00	0.00	0.00

### CALCULATING THE GRADE POINT AVERAGE

- To calculate GPA for one term:
  - i) Convert the Grade to its Point Value Equivalent (see table above).
  - ii) Total the Point Value for that term and the Credit Hours.
  - iii) Divide the Point Value points by the total Credit Hours. The result is the GPA for the term.

*Example of TASIS Dorado GPA Calculation of one term*

<b>Course Name</b>	<b>Grade</b>	<b>Point Value</b>	<b>Credit</b>	<b>PV / Credit</b>
AP Literature	95	4.85	1.00	
US History	85	3.30	1.00	
AP Chemistry	92	4.65	1.00	
Pre-Calculus	88	3.45	1.00	
Spanish	97	3.85	1.00	
PE	100	1.00	0.25	
<b>TOTAL</b>		<b>21.1</b>	<b>5.25</b>	<b>21.1/5.25=</b>
<b>GPA</b>				<b>4.02</b>

**HIGH SCHOOL CREDIT EARNED IN MIDDLE SCHOOL**

TASIS Dorado grants graduation credit to middle school students who take high school courses in middle school. These courses must have the same expectations, curriculum and final exams as the equivalent courses taught in high school.

- a. The following middle school courses have been identified for high school credit:
  - (1) Algebra I
  - (2) Geometry
  - (3) Conceptual Physics
  - (4) World Language levels 1 and 2 (French 1, French 2, Italian 1, etc.)
  
- b. Students who pass these courses will automatically be granted high school credit. These grades will be reflected on the student’s high school transcript and included in the cumulative GPA calculation.

**II. OUTSIDE COURSES**

Credits and grades earned by TASIS Dorado students who take approved courses for high school credit at colleges, universities or online courses (in accordance with applicable Board policies) will be used in determining a student’s GPA as specified in the high school course and credit guidelines.



## **EFFORT MARKS**

At **TASIS Dorado**, Effort Marks are given in each subject area for each marking period to indicate the teacher's estimate of the attitude, responsibility, cooperation, and effort of the student, regardless of his/her achievement. Effort marks are numerical, on a scale of 1 (Outstanding) to 5 (Unsatisfactory), these are found on the Cumulative Grade Report.

**HONORS:** At **TASIS Dorado** the Middle/High School Honors List is compiled at the end of every semester and is based on the cumulative Grade Point Average (GPA) of all courses taken during the semester. Each course has its appropriate weight taking in account the times a cycle the class meets. The five period cycle courses have full weight; those courses that meet three periods a cycle have half a weight.

The lists are determined as follows:

**High Honors:** awarded for Outstanding Academic Achievement ("A", average 3.60 – 4.0, or 92 to 100); and NO cumulative effort grade below 2 and no achievement grade below 80 for a basic level course. This means that Outstanding Academic Achievement **MUST** be accompanied by cumulative Superior Effort (1 and 2 effort marks only).

**Honors:** awarded for Highly Commendable Academic Achievement ("B+", average 3.35– 3.45, 88 to 91), and no cumulative effort mark below 2 and no achievement mark below 80. This means that Highly Commendable Academic Achievement **MUST** be accompanied by cumulative Superior Effort (1 and 2 effort marks only).

**Scholar:** awarded to a student who is not in the Honor or High Honor list with a General Accumulative Average GPA of 90 or more.

## **ACADEMIC MONITORING AND ACADEMIC PROBATION**

**Academic Monitoring:** As part of monitoring our student's academic performance we will be sending Academic Updates to parents at the midpoint of each quarter. This document will provide both parents and students with their current performance all classes. During the year, students who need special attention or are not achieving at a satisfactory level may be placed on Academic Monitoring, with an advising letter to parents. Weekly Monitoring Reports from the teacher or teachers will be shared with the student and parents. Other conditions may be set as well, such as a review of the student's extracurricular and sports activities, attendance to the Supervised Study Hall Program, etc. A student could be placed on academic monitoring after one quarter in the school if it is felt that extensive monitoring is necessary at this very early stage.

**Academic Probation:** A student that has one F (64>) or two D's (65-69) will be placed on automatic academic probation. Failure to meet the conditions of the probation could, after careful consultation with teachers and parents, result in withdrawal from the school. Any student that does not maintain an adequate level of academic achievement and effort may not be invited to return to TASIS Dorado. Students must remove all D's and F's from their transcripts. This means that students who receive a final average grade of below C- (70%) will be required to

enroll in the summer program at TASIS Dorado. The grade that is earned in the summer program will then be averaged with the grade obtained at the end of the academic year.

Extended periods of academic monitoring will lead to Academic Probation. Failure to meet the conditions of the probation could, after careful consultation with teachers and parents, result in withdrawal from school. Any student who does not maintain an adequate level of academic achievement and effort **may not** be invited to return to **TASIS Dorado**.

## **C- Middle/High School Rules of Conduct**

Enrollment at TASIS Dorado means a commitment to honor the codes and rules governing behavior for those who are part of this school's community. We suggest that parents refer to this copy of the Student Handbook from time to time so that the School and the family can work together for the welfare of both the individual and the community. TASIS Dorado believes that both parents and School are responsible for education.

### **TASIS Dorado Campus Code**

The students and faculty of TASIS Dorado share in a small society that can flourish only through constant consideration and respect for the rights and property of others. The growth of mutual trust and respect and the gradual acceptance of increasing responsibility and self-discipline are in themselves vital educational goals to which both students and faculty are dedicated.

*To safeguard the rights of the community, every student and parent is honor bound to know and to abide by the guidelines listed in this Handbook.*

*To safeguard the rights of the individual, an established disciplinary procedure ensures fair and consistent evaluation of any violation of these guidelines.*

Just as each student is required to know these regulations, he or she is equally encouraged to understand their rationale and purpose. Honest and open dialogue is not only the best means of ensuring sincere cooperation from the entire community; it is also the finest instrument for thoughtful and constructive change. The TASIS Dorado Code presents the important guidelines of behavior expected of members of the TASIS Dorado community. It is not, however, an exhaustive set of regulations. In general, students are expected to adhere to the accepted standards of morality and good citizenship.

### **Major Rules of the School**

There are specific rules for student behavior at TASIS Dorado. In addition, civility, good manners and consideration for others are important of the TASIS Dorado environment. All teachers constantly strive to help each student develop self-respect and respect for others. Students are encouraged to speak courteously, to listen attentively, to wait their turn patiently and to tolerate differences. Parents will be contacted in cases of continuing poor conduct. Students are expected to abide by all school rules whenever they are on campus and when on school trips.

- **Personal Dishonesty:** TASIS Dorado emphasizes the importance of honesty and trustworthiness in all areas of life at school.
- Lying or other forms of deception cannot be tolerated and will meet with immediate

disciplinary action.

- Because we rely heavily on communication between home and school and through our policy of having graded tests and 3 x 5 offences signed by a parent, the forgery of a signature is considered deceptive, dishonest, and may lead to suspension from school.
- **Academic Dishonesty:** The School considers as very serious any incident of academic cheating or plagiarism. Copying another student's class work or homework, cheating on a test, or turning in material claimed as one's own but coming from another source are examples of academic dishonesty. These are both dishonest and non-educative.
- **Cheating** is defined as submitting for credit as one's own, someone else's work obtained either in or out of class; giving or receiving from another student unauthorized assistance in the preparation of work for credit; using unauthorized materials in the preparation of work for credit.
- **Plagiarism** is defined as submission of work copied directly from any source whatever that is not properly enclosed in quotation marks and acknowledged by footnote, bibliography, or reference in the paper itself. This includes re-arrangement of phrases and sentences from outside sources.
- **Unacknowledged paraphrasing** and the mere restatement of an author's original idea are also considered to be plagiarism.
- All matters concerning academic dishonesty will be referred to both the Academic Dean and the Dean of Students. **NO** credit will be given for the relevant work submitted, the parents will be contacted, and the student will be subject to further disciplinary action, including detention, suspension, and/or probation. Depending on the type of Academic dishonesty that takes place, students who are in the High School may have consequences that are more severe as the expectations of these students are to model excellent academic integrity.
- **Profanity, Insolence, Disobedience:** All behavior before mentioned is considered antisocial and destructive to the spirit and morale essential to the community. TASIS Dorado enjoys a reputation for commendable behavior among its students and, therefore, will not tolerate any disrespectful language or behavior at School.
- **Vandalism:** Individuals have the right to personal property untampered with by others. All TASIS Dorado students, faculty, staff, and visitors have the right to enjoy the use of the School's equipment and property without having to be offended by others' thoughtlessness or maliciousness. Wanton defacing or destruction of the property of other individuals, of the School, or of other institutions will result in both payment for the damage and disciplinary action.
- **Theft:** There are few things that can destroy the trust requisite for any effective and productive community faster than lack of respect for the property of other people. TASIS Dorado wishes to promote respect for the individual and his or her property. Theft of money or property from others either in or outside the TASIS Dorado community is strictly prohibited and may mean immediate suspension or dismissal. The use of someone's property (books, notebooks, battery chargers, etc.) without the owner's specific authorization will be considered theft for use. TASIS Dorado makes **NO** distinction between thefts and thefts for use.
- **Pranks:** Mischievous or practical jokes that disrupt the academic environment and daily courses of the day will not be tolerated. Pranks may include, but are not limited to hiding

someone's books and portfolios and switching another's locks. Loaner books will be available at the Secondary Division office for use if a student's materials are missing.

- **Drugs and Alcohol:** TASIS Dorado believes that the use of any drug or substance which may alter behavior or the state of mind, or may in any other way interfere with one's normal consciousness, is both seriously dangerous to one's physical and mental health, and counterproductive to a meaningful community life and effective education. TASIS Dorado respects the laws of Puerto Rico.

**The TASIS Dorado Drug Policy:** The use or possession of any illegal or unauthorized drugs, drug-related paraphernalia, or other mind-altering substances, will result in suspension and/or expulsion from school.

- a. Narcotics, marijuana, hashish, and psychedelics are illegal drugs.
- b. Tranquilizers, sedatives, amphetamines, and barbiturates and other prescription drugs may be used if authorized in writing by a physician and parents and the drug and the prescription are registered with the Nurse in the Central Administrative Offices. **The use or possession of these drugs without a prescription and/or without registering them with the Administration constitutes "unauthorized" use or possession.**
- c. To avoid any misunderstandings, students are required to register with the Nurse of the Central Administrative Offices all prescription drugs and all medicines to be used during the school day immediately upon arrival at School or receipt of the prescription. Any non-registered drug or medicine may be considered "illegal" or "unauthorized". Notwithstanding that Law 56 of February 1, 2006, allows students to self-medicate, TASIS Dorado will continue to follow its own policy.
- d. Nitrous oxide and other inhalants, such as those found in glues, aerosols, and solvents, are considered illegal drugs.

Please note that items a, b, and d are not intended to be an exhaustive list but merely representative of "illegal" substances.

- ❑ **Drinking:** Possession or use of alcoholic beverages, including beer and wine, is strictly prohibited. These rules apply at all times to all TASIS Dorado students while they are **associated** with the school. Students possessing and/or being under the influence of alcohol on campus will be subject to **immediate suspension and/or expulsion from school.**
- ❑ **Smoking:** The school believes that smoking presents a significant threat to one's health and, therefore, smoking is not permitted in school or at any school related activity, at any time for students in any grade. Violation of this rule will lead to suspension from school.
- ❑ **Attendance:** A student, within school hours, may not miss a class, study hall, or extracurricular/sports obligation unless he or she has been excused by the School Nurse or the appropriate member of the School's administration.

Students' parents are asked to call the Secondary Division Office no later than 10:00 a.m. if their son or daughter is ill, and will not be attending school that day. Students or their parents should access Plus Portals for homework.

If the School has not been previously notified, a note from the parents **must** accompany the student when he or she returns for classes and must be presented to the Secondary Division

Secretary.

An **unexcused absence** from classes, sports, or any other school commitment will be treated as follows:

- Work missed in a class may **NOT** be made up for credit.
- A warning letter will be sent after the fifth unexcused absence and the tenth unexcused absence in the semester will result in a required make-up activity as determined by the Principal and Dean of Students.
- Students, who have accumulated **twenty** absences, whether excused or unexcused, may be denied academic credit and/or promotion to the next grade. Students are required to observe the published date of school vacations. **An early departure or late return from a school vacation may result in academic and/or disciplinary penalties.**
- Students that are present in school and “cut” classes, study halls, and/or school assemblies without proper authorization from the Dean’s office will lead to an automatic detention.
- Students who arrive late to class must get a late pass from the Secondary Division Office. After this second unexcused late pass the student will receive a detention letter.
- Students that have an athletic contest or extra-curricular competition should be in school the day of the event. For the student to remain eligible for that contest, he/she **must** arrive to school by the start of 3rd period of that day. Students that arrive after that time will not be eligible to compete or represent the school in that competition. If the student arrives after the beginning of 3rd period due to a medical appointment, a certified note must accompany the student when they sign into school.

**Fire Hazards:** The danger of fire is ever present in any institution. Smoking is not permitted at TASIS Dorado. Burning of incense or candles and use of firecrackers of any kind are also serious fire hazards and are strictly prohibited. Tampering with fire doors, fire extinguishers, fire exit signs and fire alarms is a very serious offense, as it constitutes a danger and threat to the community. Infractions will lead to suspension from school.

**Bullying:** Bullying is mostly deliberately hurtful behavior, but can on some occasions be non-deliberate. This can take many forms, but the main types are:

- **Physical:** hitting, kicking, taking belongings
- **Verbal:** name calling, insulting, racist remarks
- **Indirect:** spreading nasty stories about someone in person, in writing or through electronic media, excluding someone from social groups, etc.
- **Cyber bullying:** torment, threaten, harass, embarrass, humiliate or otherwise target another student using the Internet, Interactive and Digital technology or mobile phones

Our commitment is to recognize that bullying exists and to minimize it then deal with the occurrences swiftly. Bullying and all hurtful habits can only stop when they are confronted, and so we ask students to first say ‘stop’ to those bullying. If it does not stop, we want students to speak with an adult—the advisor, a familiar teacher, or the counselor. Through a heightened awareness and the development of a “no-blame approach” to dealing with bullying, we will help

teach students to respect others as well as themselves.

If this approach fails and there is a second offense the student's' parents will be advised and this behavior could result in Detention, Suspension, and Disciplinary Monitoring or Probation.

## **Hazing Prohibition**

**Purpose** - The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members, Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times.

### **General Statement of Policy -**

- No student, teacher, administrator or other school employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.
- No student, teacher, administrator or other school employee, contractor or volunteer shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- This policy applies to hazing behavior that occurs on or off school property and during and after school hours.
- The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school employee, contractor or volunteer who is found to have violated this policy.

### **Definitions**

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school policies or regulations.
- "Student organization," means a group, club or organization having students as its

primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### **Reporting Procedures**

- Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school administrator designated by this policy.
- The Dean of Students is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the Headmaster.
- Teachers, administrators, other school employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the Dean of Students immediately.
- Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

### **School Action**

- Upon receipt of a complaint or report of hazing, the school shall undertake or authorize an investigation by school officials or a third party designated by the school.
- The school may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.
- Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, remediation, termination or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School action taken for violation of this policy will be consistent with other school policies and applicable collective bargaining agreements and statutory authorities.

### **Reprisal**

- The school will take appropriate action against any student, teacher, administrator or other employee of the school, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Dissemination of Policy -**

This policy shall appear in each school's Student Handbook and in each school's Building and Staff handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

The anti-hazing policy has been adapted by the National Federation of High Schools and the Becker High School Handbook, Becker, Minnesota.



**Sexual Explicitness:** While enrolled at TASIS Dorado, students are expected to use discretion and act in manners that coincide with the ideals of TASIS Dorado. Sexual dancing, gestures and drawings are not permitted while on the grounds of the school campus and will lead to the appropriate consequences.

**Inappropriate/Unwelcome Physical Contact:** The TASIS Dorado belief in respect and civility places emphasis on respecting personal space. Inappropriate physical contact includes, but is not limited to:

- Unwelcome physical contact
- Physical aggression

**Public Displays of Affection:** Public displays of affection, such as kissing, sitting on each other's laps, excessive hugging and inappropriate touching are strictly prohibited. Students must keep in mind that they are active role models for the school community and they must behave accordingly. Failure to do so will result in the appropriate consequences.

**Weapons:** The possession of knives or any other weapons (even facsimiles) or potential weapons by any student, on or off campus, when under the jurisdiction of the School, is strictly prohibited.

**Maintenance of Standards:** Any clear offence against an individual or an institution that is covered by the spirit rather than the letter of this Handbook may be referred to the Middle/High School administration. The Principal and the Dean of Students make all major disciplinary decisions (i.e. those which may result in suspension or dismissal).

## **Behavior Monitoring and Disciplinary Probation**

During the year, students who repeatedly behave in an unsatisfactory manner will be placed on Behavior Monitoring, with an advising letter to parents. Extended periods of Behavior Monitoring will lead to Disciplinary Probation. Although uncommon, any serious violation of a Major School rule or repeated misconduct may be referred immediately to the Principal and lead directly to Disciplinary Probation, suspension or dismissal.

Probation is automatic after suspension of two or more days and requires that a student's re-enrollment be reviewed at the end of the year. Students on Disciplinary Probation, who have been suspended, or who have accumulated excessive numbers of 3x5's are not eligible to serve in any official leadership role for the School community. The length of probation is determined by the infraction, as well as any previous discipline issues. Due to the infraction, it is possible for students to begin a new academic year on Disciplinary Probation.

The School reserves the right to dismiss at any time a student who has proven to be an unsatisfactory member of the School community. If, in the School's judgment, the student's conduct on or away from campus indicates that he or she is consistently out of sympathy with the ideals, objectives, and programs of the School, the student may be dismissed from school immediately even though there may have been no infraction of a specific rule. In addition, each student is always expected to support actively the School's standards of personal and academic



honesty.

## **Discipline System**

The **TASIS Dorado** Middle/High School during the 2017-2018 will follow an educative discipline system. At this age, we feel strongly that our students must know and uphold school and community behavioral expectations. We consider our system to be more educative than punitive for students, and a clear communication tool to parents.

The system works as such: Teachers issue a referral card, commonly known as a 3 x 5, for minor rule infractions such as homework not completed, dress violation, distracting behavior in class, inappropriate language, lack of materials for class etc. The student takes the card home for parents to read and sign, and brings it back to the teacher. The Dean of Students gets a copy for central control and administration. Thus, each infraction is addressed by the teacher, student, parents, and the Dean of Students. This way, clear communication is maintained.

In an effort to structure and clarify our disciplinary system, we have these general guidelines:

- The accumulation of four 3 x 5s results in detention from 3:30-5:00 p.m. (Detentions are thereafter assigned at multiples of 4, 8, 12, 16, etc.)
- 12 - 3 x 5s and/or 4 detentions results in a conversation with the Dean of Students and the Principal.
- 16 - 3 x 5s and/or 5 detentions. Conference with parents. Student is placed on a “non-privilege” list, prohibiting participation in activities such as dances, field trips, in-program travel, etc.
- 24 - 3 x 5s and/or 6 detentions. Conference with and letter to parents. Student is placed on “Disciplinary Probation.”

**The additional expense in which the school incurs for the supervision of these detentions are the responsibility of the parent. A fee of \$20 per hour will be added to the student’s bill. Parents will be notified before each assigned detention with a letter, email or phone call home.** It is the advice of TASIS Dorado, that a student of Middle/High School age work tasks to repay you for the expenses that come from detentions and/or suspensions, but of course, that is a parental decision. Any student that misses a detention without the authorization of the Dean of Students will be issued a double detention. If there is another unexcused miss of a detention, an In-School Suspension may be issued.

Students who do not return the 3x5 to school the following day will be issued a lunch detention each day until it is returned to the teacher.

An “Immediate Detention” is given to students exhibiting flagrant disrespect or other intolerable behavior as judged by the faculty or administration. Even though at the end of the academic year the slate is wiped clean, the total year’s disciplinary record will be taken into consideration when placing a student on Disciplinary Probation and when determining re-invitation to TASIS Dorado.

As with any discipline system, these criteria are subject to revision to suit special circumstances. **Moreover, as stated in the prior section “Rules of the School,” more severe behaviors can result in Disciplinary Probation, suspension or expulsion.**

All students are reminded that the conduct of every TASIS Dorado student, both on and off

campus, as well as on the internet, reflects directly on the entire student body and the School. Students are therefore bound by the preceding School Rules and Code at all times and places during the school hours.

### **Rules of Expected Behavior**

**Middle/High School Standard of Conduct:** The following are rules and common courtesies that are expected of all Middle/High School students. Obviously, not every single rule or expectation is listed here, but this is the general standard of conduct that applies to all students.

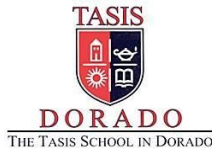
- Students are to be courteous and respectful to teachers, parents, members of our community, and fellow students alike.
- There is to be no running, shouting, or rough-housing at school.
- Waiting for classes to begin, the expected behavior of students in the hallway is to control their voice levels and remain respectful and courtesy of the other classes that are in session.
- Dangerous objects, matches, weapons and play weapons must not be brought to school. Playing with sticks, gravel, rocks, or any sharp, heavy or dangerous object is not allowed, even in the playground.
- Students are to be in school uniform from their arrival on campus until the end of the academic day. Shirts are to be tucked in at all times. Only school uniform jackets, sweaters, or sweatshirts are permitted. Ostentatious accessories, jewelry, and make-up are also not allowed.
- Expensive items such as jewelry, electronic games, music or video machines should not be brought to school except with specific permission from a School administrator.
- There is to be no chewing of gum while at school.
- Food and drinks are to be consumed only during such times and in those places when and where students are supervised by the faculty, such as in the Cafeteria or during Snack Period. There is to be no food (including candy, sweets, etc.) during class time. Students may not travel from one point on the campus to another consuming food and drinks, (i.e. food is to be consumed where it is served). Students are expected to clean up after themselves and leave their areas cleaner than when they found it.
- TESIS Dorado is not responsible for the security of personal iPods, music devices and laptops when brought to school. The use of iPods and personal music devices during class time is strictly prohibited. The use of these devices should not create a distraction to other students and faculty members, as well as create a safety hazard.
- The office phones will not be available for student use unless it is an emergency situation. Your son/daughter will be allowed to carry their phone with them during the school day but it must be in silent mode. Students may use them during their breaks (snack, lunch, etc.) Students are required at the beginning of each class to hand their phone into the room's cell phone box. If a student's cellular phone rings while they are engaged in school activities (class, assemblies, meetings, etc.) the phone will be confiscated and turned into to the Dean of Students. Parents must come to the Secondary Division office to retrieve the cell phone after the Confiscation Period has terminated. The first violation will be considered a warning; the second violation will result in lunch detention, and third will be an afterschool detention. After the third confiscation,

the student may not be allowed to bring their cell phone to school. Students that are found to have their phones with them during a test and/or quiz, will receive a zero for that assessment.

- Students may only stay after school if participating in an authorized sport, activity, or music lesson. All Middle/High School students must be supervised while on campus after school. Permission to stay after school for any other reason must be arranged through a Secondary Division School administrator. Changing out of uniform when staying after school for anything other than athletics or drama is not permitted.
- Students may not at any time leave campus during school hours, unless they have been signed out by a parent or are accompanied by a teacher or has authorized permission from an administrator.
- Classrooms, as well as the cafeteria and all areas of the school, are to be kept clean and in an orderly fashion. Litter is to be thrown in the bins provided. There is to be no leaning back on chairs, and chairs are to be pushed in under the desk upon leaving the classroom.
- For reasons of safety, students are not permitted to skateboard or in-line skate on campus.
- Students are advised to use their cubbies/lockers during the scheduled time of the Advisory period, and after lunch so that they will not be late for class. Students are to keep their cubbies/lockers neat and organized, free of graffiti and trash. Students are required to keep their books and school supplies in an appropriate book bag or knapsack. The school reserves the right to search backpacks if reasonable cause exists. Loose books, notebooks, and papers may not be left in hallways or other public areas. Students are to leave their book bags in the assigned cubbies/lockers. The TESIS Dorado Administration reserves the right to inspect any cubbies/locker at any time it deems appropriate. The School is **NOT** required to notify students in advance of an inspection, nor does the student need to be present.

Lockers are the property of TESIS Dorado so students should refrain from causing permanent damage to them. Lockers should also be kept well organized. Each student will be assigned to a locker where they should keep their computer and school materials. Lockers will not come with locks. The school will offer students a lock for \$8.92. For security reasons, no other lock will be permitted for use on the lockers.

We are proud of our Middle/High School, so let's work together to make every year a great year.



## **TASIS Dorado Secondary Division STUDENT COUNCIL CONSTITUTION**

### **ARTICLE I: NAME AND PURPOSE**

The name of the organization granted by this Constitution shall be the **TASIS Dorado Student Council** for the Middle and Upper School, also referred to as the Student Council.

The Student Council shall:

1. Promote cooperation, unity and spirit within the School Community
2. Inform the faculty and administration of student opinions and concerns
3. Propose solutions to these concerns
4. Cooperate with the TASIS Dorado Home and School Association
5. Organize activities encouraging student body participation throughout the school year
6. Help sponsor fundraising events of which all or a portion of the funds raised shall be donated to various charitable organizations

### **ARTICLE II: AUTHORITY**

The Principal shall have the authority to grant and/or to delegate any and all powers to the Student Council as s/he shall determine to be appropriate. The Principal shall have the authority to veto any act passed by the Student Council which may not be in the best interests of the school.

### **ARTICLE III: COMPOSITION**

#### **Section A**

The Student Council shall consist of elected members including four Student Council officers (President, Vice-president, Secretary and Treasurer), the Class Presidents of grades six and up, the class Vice-Presidents of grades six and up, who also shall serve as class representatives, and the Secretary/Treasurer of each class. Each Student Council member shall have one vote, except for the President who shall vote only in the event of a tie. There will also be two elected non-voting class representatives from the fifth grade; one from each group.

**Section B** The responsibilities of the Student Council members shall be:

1. Strive for good citizenship
2. Respect all individuals in the school and community
3. Involve all students in sharing ideas to make our school the best it can be

4. Help all students work together in our school
5. Give all students practice in democracy in action
6. Help other citizens and groups in our community
7. Promote a positive image of the TASIS Dorado Student Body
8. Uphold the values and beliefs of the TASIS Dorado Mission Statement

**Section C** Duties of the Student Council officers and class representatives (Class Vice-President) shall be:

1. President

- a. To preside over all Council meetings
- b. To convene special meetings
- c. To coordinate committee activities and request reports
- d. To cast the deciding vote in the event of a tie
- e. To appoint a Council representative to fill a vacancy that occurs during the school year until a special election is held and to ensure that this election takes place within two weeks of the position falling vacant
- f. To meet weekly with the Student Council officers and advisor
- g. To meet weekly with the Principal, Dean of Students and Senior Class President
- h. To represent the Student Council at meetings with the administration, faculty and parents
- i. To represent the Student Council in student meetings in other schools and the community; per the authorization if the Principal.

2. Vice- President

- a. aid the President
- b. To assume the duties of the President in his/her absence
- c. To chair a designated Standing Committee
- d. To meet weekly with the Student Council officers and advisor

3. Secretary

- a. To meet with the President and help him/her whenever necessary
- b. To publish the Student Council agenda the day preceding each meeting
- c. To record attendance and take minutes at all Council meetings
- d. To read the minutes of previous meetings at each Council meeting
- e. To ensure that the Student Council approved minutes of meeting are promptly posted on the main bulletin board and on the faculty room bulletin board, and that they are distributed to the members of the Student Council and to the Principal.
- f. To maintain a permanent record of all decisions of the Student Council
- g. To meet weekly with the Student Council officers and advisor

4. Treasurer

- a. To aid the President
- b. To maintain a record of all finances of the Student Council
- c. To plan and suggest to the Student Council whatever budgetary and financial support appears necessary and appropriate for the Student Council to carry out its functions
- d. To give a financial report at each meeting
- e. To meet weekly with the Student Council officers and advisor
- f. To act as a liaison between the Student Services Coordinator and the Student Council

**5. Class Representatives (Class Vice-Presidents)**

- a. To serve as a link between the Student Council and classes
- b. To maintain an accurate record of all that is discussed at Student Council meetings
- c. To solicit and voice opinions and concerns of students, in the Student Council meetings
- d. To help in all Student Council functions
- e. To advise his/her respective class at the weekly class meetings on the issues and actions taken by the Student Council

**Section D Meetings:**

1. Student Council meetings shall take place at least twice monthly. The Student Council membership will decide each year the appropriate meeting dates and times. An agenda shall be prepared, approved by the advisor and handed out to each member of the Student Council at least one day before each meeting. Student Council members may initiate agenda items. All items for agenda must be submitted to the advisor two days before a meeting. Additional agenda items may be added at the beginning of each Student Council meeting by a majority vote of Council members for discussion only. If quorum (half of Council members plus one) is not present for a meeting, no Council action may be voted upon.
2. Class meetings shall be conducted by each Representative at least one day before or at least two days after each Student Council meeting. The meeting may consist of a written communiqué of Council agenda items. This type of communication may be needed when Council is being in-serviced with rules, regulations and procedures.

**Section E Meeting Procedure:**

1. All Student Council meetings shall be open to the public.
2. The President shall call the meeting to order when two-thirds of the members of the Student Council are present (which must include one officer from each class and any two of the Student Council officers) and which shall constitute a quorum of the Student Council for the normal conduct of business.
3. Meetings shall be conducted according to the principles and procedures of Robert's Rules of Order.
4. Reports from standing committees shall be called for by the President and then old and new

business shall be heard.

5. A move for adjournment must be seconded and immediately voted upon. If approved by the majority, the President will adjourn the meeting.
6. A non-Council member may have the floor of a Student Council meeting if he/she contacts the President or Vice-President one day in advance. The President has the final decision to allow a non-member to speak at a Student Council meeting.
7. Meetings are to be conducted in the English Language, so that all school community members feel welcome.

**Section F** Advisor(s):

1. The Student Council faculty advisor(s) shall be appointed or ratified by the Principal.
2. Duties:
  - a. To offer advice and assistance to the Student Council officers
  - b. To assist and be present at the Student Council meetings
  - c. To approve the withdrawal of Student Council funds
  - d. To hold weekly meetings with the Student Council officers

**ARTICLE IV: COMMITTEES**

Section 1: (Standing Committees) Standing committees shall be Executive Committee, the Election Committee, the Welcome Committee, and the Spirit Committee. All Student Council members must belong to at least one committee. Committees may recruit additional members from the Student Body.

Section 1A: The Executive Committee shall be the officers, the advisor, and the Principal. No meeting of the Executive Committee shall take place without either the advisor or the Principal in attendance.

Section 1B: The Elections Committee shall consist of five (5) members. It shall be responsible for making arrangements for general elections, including notifying homeroom teachers when homeroom elections are to take place, and conducting the general election.

Section 1C: The Welcome Committee shall consist of two students from each grade level. It shall be responsible for serving as friendly hosts and hostesses to new students and to visitors to TASIS Dorado.

Section 1D: The Spirit Committee shall consist of seven (7) members. It shall be responsible for promoting school spirit with all extra-curricular, academic and athletic activities.

**ARTICLE V: ELECTION PROCEDURES**

**Section A** The Student Council shall oversee both Student Council and class elections.

**Section B** Candidates and students elected to positions on the Student Council or as class officers shall be students in good standing at the school with a GPA of at least a 2.5. Students on

Disciplinary Probation may not hold these positions. Students placed on Disciplinary Probation during the course of their term in office must resign their positions.

**Section C** The Student Council President and Vice-President and the Class Presidents are to be elected in May of the year preceding their term of office. The Student Council President will be a member of the senior class. The Student Council Vice-President shall be a member of the two oldest classes.

**Section D** The Student Council Secretary and Treasurer; and the remaining class officers, shall be nominated during the second week of the autumn term and elected the following week. The Student Council Secretary and Treasurer shall be members of the two oldest classes.

**Section E** The Student Council President, Vice-President, faculty advisor and the Student Services Coordinator shall organize the elections to be held during the third week of school.

**Section F** Nomination Procedures:

1. Students interested in running for an office shall nominate themselves by filing an “intent to run” form, stating name, grade and desired office.
2. This form shall be completed and presented to Student Council faculty advisor no later than the Friday before the week of elections.
3. All rules for the Student Government Elections will be discussed and clarified with the Student Council Advisor and the Principal on the Friday before the week of the election.

**Section G** During election week, candidates for Student Council offices will give no more than five-minute speeches to the Middle and Upper School Student Body at an assembly or school meeting. Candidates for Student Council representatives and class officers shall address their classes for no more than five-minutes at their class meetings.

**Section H** The Vote:

1. The vote shall take place immediately after the speeches.
2. Only students may vote.
3. Each student must vote for only one candidate per position.
4. The candidate running for Student Council or class office must garner 50% plus one of the constituents’ votes.
5. If no one candidate garners the necessary vote, there will be a runoff election of the top two candidates as soon as practical after the original election.
6. In the case of a tie, there will be a runoff election as soon as practical.

**Section I** In order to carry out elections, three-fourths of the Student Body in the Middle and Upper School, or of a class, respectively, must vote.



## **ARTICLE VI: RELIEF FROM DUTIES**

**Section A** Expulsion: If a Student Council member fails to attend two consecutive Council meetings without a valid excuse, he/she will be automatically removed from office. Student Council officers failing to attend to consecutive weekly meetings with the Student Council advisor or the administration without a proper excuse as determined by either the faculty advisor or Principal will be automatically removed from office.

**Section B** Impeachment:

1. Impeachment shall be proposed by a petition signed by one-third of the Middle and Upper School Student Body.
2. The petition shall state specific reasons for impeachment and shall be presented to the Student Council faculty advisor(s).
3. Removal of an officer of the Student Council must be approved by three-fourths of the Student Council and three-fourths of the Middle and Upper School Student Body.
4. Removal of a class officer must be approved by three-fourths of the Student Council and three-fourths of his or her respective class.

**Section C** Resignation: Council members who are unable to continue in office for scholastic or other reasons shall submit a written resignation to the President of the Student Council.

**Section D** Disciplinary Probation: If a Student Council member is placed on Disciplinary Probation at a time during his or her term of office, he/she is ineligible to continue to serve in that office and shall immediately submit his/her resignation to the President of the Student Council.

**Section E** Replacement of a member relieved from duty: When a Student Council member is relieved from duty by any of the above stated means, the replacement for his or her office shall be created in the following manner:

1. If the member is relieved from duty at any time during the first semester of school, an election shall be held forthwith by the Middle and Upper School Student Body according to the provisions of Sections F through I of Article V of this Constitution.
2. If the member is relieved from duty at any time during the second semester of school, the President of the Student Council shall appoint forthwith a replacement for that duty from any one of the remaining members of the Student Council. That selection must be ratified by a two-thirds affirmative vote of the members of the Student Council.
3. If the member relieved from duty is the President of the Student Council, the Vice-President of the Student Council shall assume the position of President of Student Council, with all of the rights and duties thereof, for the remainder of the school year. The Vice-President of the Student Council shall continue to Chair a designated Standing Committee. Then, the Secretary of the Student Council also shall assume the duties of the Vice-President in his/her absence should this subsection become operative.

## **ARTICLE VII: EVALUATION**

An evaluation of the Student Council shall be carried out at the end of the school year in which the Student Council shall consider suggestions of the Principal, faculty and the student body. A list of the Student Council accomplishments shall be published in May.

## **ARTICLE VIII: PETITIONS**

Section A Petitions must clearly state the complaint and alternatives before the Student Council will review it.

Section B Petitions including signatures from less than two-thirds of the Student Body may be considered by the Student Council at their discretion. A Petition with signatures from more than two-thirds of the Student Body must be considered by the Student Council.

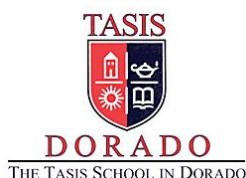
Section C Petitions shall be submitted to the Student Council. A place will be reserved for them on the agenda to discuss measures to be taken with the author(s) participating in the discussion.

## **ARTICLE IX: AMENDMENTS**

Amendments to the Constitution, introduced by an individual or group, shall be submitted in writing to the Principal for approval before being considered by the Student Council and the Student Body. The Constitution may be amended by a two-thirds affirmative vote of the Middle and Upper School Student Body provided that such proposed amendment has been presented to the Student Council at any regular or special meeting, and approved by a majority vote of the entire membership of the Student Council including the President, and that such proposed amendment is then presented to the Middle and Upper School Student Body in writing no less than seven (7) school days prior to the vote of the Middle and Upper School Student Body on the proposed amendment.

## **ARTICLE X: RATIFICATION OF THE CONSTITUTION**

This Constitution shall go into effect in the autumn of the 2006 school year when approved by two-thirds of the Middle and Upper School Student Body.



## **D- Athletic Program and Code of Conduct**

### **PART I: GOALS**

- To have fun.
- To develop school pride, unity and character.
- To provide an experience where success is measured not by winning or losing, but by effort, and by becoming the best athlete possible.
- To win every game, and accept losses with humility and responsibility.
- To develop individual and team characteristics that include: respect, enthusiasm, loyalty, support, confidence, integrity, humility, honesty, courage, self-control and patience.
- To learn, practice and execute the fundamentals of the various sports while trying to be the best you can be. Strict attention must be paid to detail so that sharpness and intelligence of game prevail over sloppiness and laziness.
- To be in the best moral, mental and physical condition possible.

### **PART II: DECISION-MAKING**

Athletics is a high-profile venue and one's actions have repercussions both positively and negatively beyond the athletic arena. When making decisions that affect your position in the athletic program, you must ask the question: Are my actions best for

- the school?
- the total athletic program?
- the team?
- myself?

### **Part III: STANDARD EXPECTATIONS**

- Be a team player always.
- By doing the best you can at all times you will have earned the right to be proud and confident.
- Keep your emotions under control without losing assertiveness.
- Be able to accept constructive criticism and never tease a teammate.
- Use your time constructively without relying on excuses or alibis.
- Always know you have given your all, both in preparation and in competition.

### **PART IV: PRACTICE EXPECTATIONS**

- Attend every practice. If you're ill, your presence is still expected. Your coach may send you home. Do not make that decision without contacting your coach. Homework or tests are not excuses to miss practice.
- Be dressed and ready for practice on time every day. Be enthusiastic and ready to work.
- Work hard to improve yourself. Be serious. Have fun without clowning.
- Move quickly to get in position to start a new drill. Quick transitions lead to quick play and quick-thinking players.

- If you are in disagreement with a particular drill or position you are playing, express it after practice or at a scheduled conference, not by a half effort or challenging the coach in front of the team.
- Listen to the words spoken by your coach, not the tone with which they are said. Be able to handle constructive criticism.
- When group activity is stopped to correct one individual, everyone must pay close attention to avoid requiring the same coaching.
- Take responsibility for your actions.
- Poise, self-confidence and self-control come from being prepared. That means thorough, efficient, fast-moving practicing with attention to detail.
- As team problems or jealousies arise, handle it with your coaches at a scheduled conference rather than holding it in.

#### **PART V: GAME EXPECTATIONS**

- We will be exemplary sportsmen and sportswomen, complimenting opponents on good plays, ignoring officials' perceived misjudged calls, and encouraging "down" teammates.
- Players on the bench will always be involved in the contest, by watching, listening to coaches' comments, etc.
- We will not take the game home with us to criticize, second-guess or alibi. Instead, we will constructively analyze, take personal responsibility for all errors and work to improve for the next game.
- Teamwork is essential. Unselfish team play and team spirit are one of the foremost essentials for success when any group is working together.

#### **PART VI: YOUR OBLIGATION**

With the abovementioned goals in mind it is important to have some specific expectations to regulate our behavior.

1. Unexcused Absence: There are going to be times that you will have an obligation that will take priority over a practice or game. These can be excused absences. For these times you must communicate verbally to the coach at least one week prior to the date of conflict. Do not ask a friend to inform the coach for you. If you miss an off-season workout, practice or game without notification it is considered unexcused. Before you return to the athletic program there will be a meeting with you and the coach. (The athletic director may substitute for the coach for whatever reason.) Consequences for an unexcused absence could be as follows:

- suspension
- extra practice
- coach's discretion (lost playing time)
- removal from the athletic program

2. Team Rules: Prior to the start of the season, your coach will conduct a team meeting to determine rules that your team will follow regarding playing time, absences, tardiness and other necessary items.

3. Commitment: All teams will have a "tryout" time. During this time you are allowed the opportunity to attend practice and meetings. The coach will determine the amount of time that

will be allowed. After the “try out” period ends you are not allowed to drop from the team. If you are asked to leave, or choose to remove yourself from the program without the coach’s or athletic director’s permission there will be a penalty. The penalty will be no participation for your next season’s sport.

4. Double Participation: TASIS Dorado encourages their Student-Athletes to be multisport athletes throughout the Middle and High School careers. TASIS Dorado and the PRHSAA offers three sports seasons (Fall, Winter, Spring) that a Student-Athlete may participate on teams, both individual and team, during each season. Participating on two team sports during the same sport season will not be allowed.

5. Equipment: All athletes will be required to replace lost or stolen gear either by payment or with the equivalent of the lost article. All athletes will be required to clear equipment with their coaches and athletic department before entering another sport. This includes uniforms.

6. Wellness Rule: While you are a participant in the athletic program, you will be expected to adhere to a healthy lifestyle. The athletic department strongly supports the school wide disciplinary policies in place regarding a “safe and healthy environment.” The use of alcohol, tobacco, and other controlled substances such as steroids will not be tolerated. Anyone found in violation of the Wellness Rule, on- or off-campus, will be required to attend mandatory counseling and serve a minimum one week suspension from athletic competition. Regular attendance to practices will still be required. This rule is in addition to what is already written in the upper school student handbook.

TASIS Dorado Steroid Policy: Students shall not use androgenic/anabolic steroids or any dietary supplement banned by the U.S. Anti-Doping Agency as well as the substance synephrine, without a written prescription from a licensed health care practitioner to treat a medical condition.

A student’s violation of this policy regarding steroids may result in discipline against him/her including, but not limited to, restriction from athletics or suspension or expulsion from school.

7. Any Student Athlete that is injured and cannot participate in a practice and/or game, must be medically cleared by a physician in order to participate again.

8. Ejections from Contests/Sportsmanship: Ejections resulting from violent behavior, punching, slugging, kicking, slapping with fists or feet, and wrestling or tackling an opponent outside of legal play will be followed by further disciplinary action from the athletic department. Penalty may include future game(s) suspension, dismissal for the remainder of the season, or dismissal from the athletic program.

Due Process: A student or parent/legal guardian contesting the disciplinary action taken based on team or department rules shall have the right to appeal. In cases of disciplinary action taken by a coach, the athletic director will hear the appeal. In cases of disciplinary actions taken by the athletic director, the dean of students will hear the appeal. Requests for an appeal may be made orally or in written form to the appropriate person. The appeal official shall consider the evidence presented, including statements by legal counsel, and make written findings of the decision within five days of the hearing, mailing a copy to the student and parent/legal guardian.

## **Concussion Protocol Management**

A) Any athlete who exhibits concussion signs and/or symptoms while participating with a TASIS Dorado athletic team will be removed from the remainder of the event and not allowed to perform any activities that may increase the severity of the signs and/or symptoms

- i) If a team physician or Head Athletic Trainer is present at the event, the athlete will be referred to that individual to have a concussion evaluation performed on them.
- ii) After Examination by the team physician or athletic trainer, no athlete who is suspected to have suffered a concussion shall return to participation on the same day; return on the same day will be allowed if the team physician and/or athletic trainer determines that no concussion or other brain injury has occurred and that it is safe to return to participation.
- iii) If a physician or Head Athletic Trainer is not present at the event, the head coach for the sport will be responsible for keeping the athlete out of competition for the day, and contacting the parents of the athlete.
- iv) Any athlete who is exhibiting concussion symptoms, must have their parent(s)/guardian notified by the physician, Head Athletic Trainer, or head coach.
- v) The athlete should be released only to the direct supervision of the parent(s)/guardian unless arrangements have been made between the physician, Head Athletic Trainer, or head coach and the parent(s)/guardian.
- vi) During subsequent days following a concussion, the Athletic Trainer will be evaluating the athlete and filling out forms included in the APS Athletics Concussion Management Protocol to make a decision on when it is appropriate to begin increasing activity for the athlete.
- vii) Any athlete who demonstrates signs and symptoms of a concussion or other brain injury will not be allowed to return to participation until there are no signs or symptoms at rest and with progressive exercise.

## **B Referral**

i) Emergency Referral

(1) The athlete will be transported to the nearest medical facility if any of the following signs/symptoms are noted:

- (a) Loss of consciousness on the field/court lasting greater than 1 (one) minute.
- (b) Deterioration of neurological function
- (c) Decreasing level of consciousness
- (d) Decrease or irregularity in respirations
- (e) Decrease or irregularity in pulse
- (f) Increasing blood pressure
- (g) Abnormally unequal, dilated, or unreactive pupils
- (h) Any signs or symptoms of associated head/neck injuries, spine or skull fractures, or bleeding
- (i) Mental status changes: lethargy, difficulty maintaining arousal, confusion, or agitation
- (j) Weakness or numbness
- (k) Slurring of speech
- (l) Headaches that are worsening over time.

ii) Delayed referral after 72 hours

(1) The athlete will be referred to a physician if, by the end of the 72 hours evaluation period on the Concussion Symptom Checklist, the total score of symptoms has increased or has stayed

close to the initial evaluation score.

iii) Delayed referral after 7 days

- (1) The athlete will be referred to a physician if, by the end of the 7 day evaluation period on the Concussion Symptom Checklist, the total score of symptoms has not returned to zero.

**C) Forms**

i) Concussion Evaluation Form

- (1) This form is to be completed only by the team physician or Head Athletic Trainer who has the responsibility of overseeing the event.
  - (a) Clarifying instructions for this form can be found on the back side titled “TD Concussion Evaluation Instructions”
  - (2) This form will be completed based on the initial evaluation that was performed on the athlete who is exhibiting concussion symptoms.
  - (3) The signs and symptoms from the symptom checklist section of this form (part B) will be used as baseline to follow-up with the athlete over the next 7 days.

ii) Parent Concussion Form

- (1) This form will be used as handout that will be given to the parent(s)/guardian of the athlete that sustained a concussion to provide them with information concerning the proper recovery of their son/daughter

iii) Concussion Symptom Checklist

- (1) This form will be filled out by the Head Coach
- (2) Signs and symptoms from the Concussion Evaluation Form will be transferred to the TD Athletics concussion symptom checklist and monitored at intervals that are noted on the form.
- (3) The injured athlete should be asked to grade or score the severity of the symptoms on a 0-6 scale where 0=not present and 6=most severe.
- (4) This form will be used to evaluate when the athlete is able to begin stage 2 of the gradual return to play protocol.
- (5) If, by the end of the 72 hours evaluation period, the total score of symptoms has increased or has stayed close to the initial evaluation score, the athlete should be referred to a physician.
- (6) If, by the end of the 7 day evaluation period, the total score of symptoms has not returned to zero, the athlete should be referred to a physician.

iv) Gradual Return to Play

- (1) This form will be used by the Head coach or school nurse to monitor the progress through the return to play protocol of any athlete who has sustained a concussion.
- (2) This form will be filled out at every level of return to play while making notes about how the athlete responds to the new level of activity
- (3) If at any point in the return to play protocol the athlete begins to have symptoms again, the Head Athletic Trainer should move the student back to the previous step and wait a minimum of 24 hours to progress to the next step.
- (4) If the athlete has consulted a physician, a note from a physician will be required

before full return to participation is allowed. TD Athletic Trainers will not allow any athlete to return to participation until they are symptom free as deemed by concussion protocol. Any notes from a physician will not be used to override APS protocols.

(5) ALL return to play guidelines must be met and the each step must be completed in its entirety with clearance prior to being cleared to participate.

### **Interscholastic Athletic Competition**

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship (the “Six Pillars of Character”). This Code applies to all student-athletes involved in interscholastic sports in LAMEPI & PRHSAA. I understand that, in order to participate in high school athletics, I must act in accordance with the following:

#### **TRUSTWORTHINESS**

- Trustworthiness — be worthy of trust in all I do.
- Integrity — live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what’s right even when it’s unpopular or personally costly.
- Honesty — live and compete honorably; don’t lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
- Reliability — fulfill commitments; do what I say I will do; be on time to practices and games.
- Loyalty — be loyal to my school and team; put the team above personal glory.

#### **RESPECT**

- Respect — treat all people with respect all the time and require the same of other student-athletes.
- Class — live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.
- Disrespectful Conduct — don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Respect Officials — treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

#### **RESPONSIBILITY**

- Importance of Education — be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing at a professional level and remember that many universities will not recruit student-athletes who do not have a serious commitment to their educations, the ability to succeed academically or the character to represent their institution honorably.
- Role-Modeling — Remember, participation in sports is a privilege, not a right, and I am expected to represent my school, coach and teammates with honor, on and off the field. I will consistently exhibit good character and conduct myself as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administration.
- Self-Control — exercise self-control; don’t fight or show excessive displays of anger or



frustration; have the strength to overcome the temptation to retaliate.

- Healthy Lifestyle — safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

- Integrity of the Game — protect the integrity of the game; don't gamble. Play the game according to the rules.

#### **FAIRNESS**

- Be Fair — live up to high standards of fair play; be open-minded; always be willing to listen and learn.

#### **CARING**

- Concern for Others — demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to me or others.

- Teammates — help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

#### **CITIZENSHIP**

- Play by the Rules — maintain a thorough knowledge of and abide by all applicable game and competition rules.

- Spirit of Rules — honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

## **E- Student Support Services**

### **Academic Advisors**

Middle/High School students are assigned to an advisory group and a faculty advisor. Students will meet periodically as a group and on an individual basis with their advisor. The Advisors are their homeroom teachers; they will be the ones keeping track of attendance and tardiness. Attendance to Advisory period is mandatory. The Advisory Group provides for a continuous social and academic support community for individual Middle/High Schoolers. Academic advisors read and contribute to the advisees' evaluations, may meet with parents during Parent-Teacher conference days and serve as the student's main counselor and supporter. Students having academic, social or behavioral difficulties should first seek counsel and support from their Academic Advisors. Advisors will also help each class in organizing and executing class activities.

**Testing:** **TASIS Dorado** has limited programmatic support and staffing for students with specific learning difficulties. If particular academic problems encountered by a student, during the course of a year, suggest that he or she may have such difficulties, the school Principal may request for the student to be evaluated by an educational psychologist. For the welfare of the student, the school expects parents to act promptly on the school's recommendations for testing. Screening tests may be carried out to determine whether more comprehensive testing is needed. Test to determine whether such difficulties exist are age-appropriate and include the Woodcock - Muñoz and the Wechsler Intelligence Scale for Students or WISC, which yields an IQ composite

score), tests of reading, vocabulary, spelling, writing, arithmetic and memory. Testing is arranged by parents. The school's counselor or the appropriate professional organization can recommend professionals qualified to provide and evaluate the tests. The fees incurred for these professional testing services are paid by the parents.

**Academic Support:** For those students whose learning difficulties are of a nature which allows them to function reasonably well in the regular classroom with limited additional support, specialist tutoring can be arranged on campus. Students can be withdrawn from their classroom once or twice a week for individual or small group instruction with a qualified tutoring specialist. Parents are responsible for specialist's tuition fees. The specialists work closely with the student's classroom teacher and the parents to provide a coordinated individualized program.

**Parent Support:** Parents who have concerns or questions about their student's academic needs or progress are encouraged to contact the school. Parents may contact the classroom teacher directly by requesting an appointment through the school receptionist or requesting that teacher contact them by telephone. Administrators are also available to meet with parents about academic concerns. The school also holds special Parent Conference Days when parents can meet individually with their student's teacher.

### **English as a Second Language**

Students in Middle/High School are expected to have a working command of the English language upon admission, in order to ensure that they can benefit from the program offered. Students whose native language is not English will spend their school day in the regular English instruction classes, immersed in the English language. Students who need extra support in English will be referred to tutors, who may meet with the student during the day if scheduling allows. Parents will be responsible for the tutorial fees.

### **Spanish as a Second Language**

In order to ensure that students who are not fluent in Spanish can benefit from the bilingual setting in Puerto Rico, Spanish is consistently taught and encouraged for **all** students. Students enrolled at **TASIS Dorado** will be expected to learn Spanish during their Middle/High School experience.

- Students who are not fluent in Spanish will be scheduled into special Spanish as a Second Language classes.
- All students at **TASIS Dorado** are expected to transition into the regular Spanish classrooms during their educational experience at our school.

### **Personal and Social Guidance**

In the Middle/High School, the Student Advisor, Dean of Students and the Guidance Counselor serve as advisors to the student and link with parents and the School Administration about personal and social development.

In cases where the need for counseling either exceeds the professional expertise of the staff or

requires more time than can be provided by teachers, counselor, and administrators, referrals should be made to qualified counselors in the community. The School has a list of local psychological and psychiatric service providers.

**Parent Support:** Teachers and administrators are available to meet with parents about their youngster's personal and social concerns. Parents in The Home and School Association welcome all new parents and are most willing to help them in the transition into the school and the larger community

## **College Guidance**

The Academic Dean & College Coordinator, in conjunction with the College Counselor will help guide our High School students through the college selection process by providing academic planning throughout the ninth – twelfth grades. We will educate students and parents about colleges, the college admissions process, trends, procedures, and testing; advising and supporting our students and their families as they go through the process. We aim to help students and families aspire realistically and choose wisely.

In addition, we will inform and help coordinate standardized tests such as SAT, SAT II, ACT, PEAU, TOEFL, AP, Nivel Avanzado and PSAT exams.

The Counselor will meet with juniors and seniors, individually and in groups, to talk about process and individual college choices. The College Counselor also advises 9th and 10th graders on curricular choices, to understand US and PR college admissions. This will also occur through the College Ed curriculum.

Recommendations for seniors and any summer program will also be written by the Academic Dean and College Coordinator. This is done by gathering information from parents, teachers, school records, personal knowledge and students themselves. The College Counselor also completes all School Reports and mid-year report forms requested by colleges.

During the academic year, we will have college representatives visiting our campus, they will be learning about our curriculum and they will be orienting students about all of the possibilities that await them.

See College Guidance Handbook for more detailed information.

## **The TASIS Dorado Bear**

“Love of Children” is our distinctive mark as educators at TASIS Dorado!

# **Striving for Excellence**

**Excellence is attained only when we push ourselves  
to our maximum potential.**

**To do less allows mediocrity to take its place.**

**TASIS DORADO  
Founded in 2002**

