

CENTRO PRE-ESCOLAR WINNIE THE POOH, INC. / W.A.L.K.S.

#5 Reparto San Francisco. Calle Eugenio Cesaní. Mayagüez, P.R. 00682

Tel.: (787) 832-7083, (787) 805-7315. Fax: (787) 832-3425

walks_pr@yahoo.com

www.walkspr.com

STUDENT HANDBOOK



Revised

2011 - 2012

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LEARNING IS NOT A DESTINY,
IT'S A JOURNEY!

Introduction

W.A.L.K.S. School Inc. is a private, profit corporation organized under the laws of the Commonwealth of P.R.

W.A.L.K.S. School is more than a school; it is a community. Part of the dynamic of living in a community is that we rarely act in isolation. Invariably, our actions affect others. This is why it is so important to foster in one another a sense of mutual respect. To fulfill this particular objective, we ask students and adults alike to be tolerant, disciplined, honest, respectful and adherent to the rules explained in this handbook.

The faculty and administration ask that students and parents take time to read this handbook carefully and thoroughly. It describes the school's practices and policies and contains information regarding student health, student safety, and a code of ethics. We also encourage you to review this information with any caregiver who might share responsibility for your student.

Families are the student's first and most important teachers, having had the greatest influence on their social, emotional, physical and cognitive development. Positive connections and communications between home and school can make a difference in the student's life. It is very important to keep teachers informed of major developments at home that may have an influence on your student.

Description:

1. *W.A.L.K.S. school is located on road #2, Km. 150.8, int. 104 Bo. Algarrobo.*
2. *The physical and postal address is Reparto San Francisco, Calle Eugenio Cesani #5, Mayaguez, PR 00682.*
3. *The e-mail is walks_pr@yahoo.com*
4. *The web page is www.walkspr.com*
5. *The phone numbers are (787) 832-7083 / (787) 805-7315*
6. *The fax number is (787) 832-3425*

I. *Philosophy and Background*

A. VISION

W.A.L.K.S. will provide a challenging and innovative bilingual educational program through a devoted and well supported faculty and staff for students who believe in responsible leadership, who have the desire to learn critically, with up-to-date technology resources, a serious and conscientious green-school community and the fundamental compromise to abide by the code of the six pillars of character.

B. MISSION

W.A.L.K.S. is an independent, non-profit, non-sectarian college preparatory, bilingual school whose mission is to provide a challenging curriculum in a safe, supportive environment, promoting students to be thoughtful learners, self-disciplined, compassionate, and aware citizens in a global technological and diverse world.

C. GOALS

1. Of the Institution

Create a solid and quality educational program,, which promotes active learning as well as social and moral values towards global technological world which engage our learners in higher order thinking skills..

2. With the students

Develop students' intellectual and physical potentials through a rigorous and innovative bilingual educational program.

Prepare students to learn critically, to believe in responsible leadership, with up-to-date technology resources, a serious compromise with the recycling program and a profound respect for diversity.

D. OBJECTIVES

1. Of the Institution

To offer the western area of P.R. a school that is continuously innovating learning processes and working effectively with new ideas and challenges to meet the needs of the modern world.

To provide a safe and warm educational environment where effective communication and collaboration prevail and a school community that sustains and values accomplishments in service and global conscience.

To provide programs and activities which promote family integration and safe recreation to nurture our school community.

2. With the students

- 1. Refocusing educational practices towards the individual student's needs.*
- 2. Translating critical thinking skills and problem solving skills into an inquisitive learning process.*
- 3. To use technology to convey content more powerfully and efficiently leading education into the future.*
- 4. To provide students with the historical and cultural knowledge of our present and past in order to prepare them for the future.*
- 5. To encourage students to be able to solve problems encountered in real-life.*
- 6. Use on-line resources in ways that engage students and deepen understanding.*
- 7. To develop physical and artistic skills in students through musical and movement activities.*

E. BELIEFS

We believe that:

- Students are our most valuable asset.*
- On-line courses and virtual schools are two of the most significant tools in e-learning tool kit for re-shaping most individual high schoolers' experiences.*
- All students deserve the opportunity to learn, succeed, and become productive citizens.*
- Effective education evolves from effective teaching.*
- Learning is not a destination, it's a journey.*
- Students learn better when they are active in the learning process and in the proper environment for their age and developmental stage.*

- *Education is a shared responsibility and should take place in the home, at school, and in the community.*
- *Every step of the learning process must answer “Who is your student and what does he/she need”.*
- *Bilingualism dedicates equal time to each language (Spanish and English) in order for students to be proficient in oral, reading, and writing communication skills.*
- *Technology is an emerging partner of our contemporary educational process.*
- *A multicultural environment and a strong core of common values will result in well-balanced students who are prepared for the future demands of our complex society.*
- *Nutritional education promotes lifelong healthful eating practices.*
- *All students must be prepared with the necessary skills to enhance health and avoid or reduce health risks.*
- *A well-trained and committed staff facilitates the school’s mission and intended learning outcomes.*

F. SCHOOL COLORS

Gold and Navy Blue: we have chosen these colors because of their deep vivid representations of what we aim to have in our students’ school spirit.

G. SCHOOL MASCOT

The Eagle: we have chosen this mascot because it is a symbol of keen vision and powerful flight. We hope to enrich our student population to be perceptive, vigilant, and discerning in order to make good judgments.

H. HIMNO DE LA ESCUELA / SCHOOL ANTHEM

Composer: Mariella Castañeda de Céliz - M.A. in Guidance and Counseling

Chorus:

*Proud of our school
we raise our voices
Winnie's Active Learning Kids School
the best in the West.*

*The teachers give us
their knowledge with lots of love
and we learn
with lots of dedication.*

Chorus:

*In our school we are friends
WALKS is the best place
where we grow, we live,
and we learn much more.*

Chorus:

*In WALKS we are convinced
that we should walk on,
because learning is not a destiny
it is a journey for all.*

Chorus

I. AFFILIATIONS AND ACCREDITATIONS

W.A.L.K.S. School is licensed and accredited by the General Council of Education of Puerto Rico, accredited by the Middle States Association of Colleges and Schools and is a member of:

- *National Association for the Education of Young Children (NAEYC)*
- *Puerto Rican chapter of NAEYC*
- *Association of Early Childhood International (A.E.C.I.)*
- *National Association of Elementary School Principals*
- *Puerto Rico Private Schools Association*
- *Association for Supervision and curriculum development*
- *College Board of P.R.*
- *Learn Aid of P.R.*
- *Liga Atlética Católica del Oeste*
- *Asociación Puertorriqueña de Profesionales de la Orientación*
- *National Junior Honor Society*
- *National Honor Society*
- *Josephson Institute: "Character counts"*
- *Advance Ed*

Beginning with the 1999-2000 academic year, W.A.L.K.S. embarked on the Accreditation for Growth Program through the Middle States Association of Colleges

and Schools (M.S.A.). This school evaluation and accreditation program requires schools to demonstrate growth in student performance. It is a process that has visionary and futuristic elements for continuous review of programs and services, allowing all members of the school to participate in the growth and future of the school. In 2010, W.A.L.K.S. completed the MSA re-accreditation process. The school met all 12 standards and was successfully re-accredited.

II. Admissions

A. Admission process

WALKS School seeks to enroll students of good character who give evidence of being able to benefit from a challenging school experience. We strive to develop self-lifelong learners.

Students are admitted on the basis of:

- ❖ space availability*
- ❖ satisfactory letter of conduct*
- ❖ academic achievement*
- ❖ entrance test results*
- ❖ previous school records*
- ❖ interviews*
- ❖ teachers recommendations*

WALKS Admission Package from Pre, Pre-kinder and kindergarten:

- ❖ *Completed application*
- ❖ *Copy of birth certificate*
- ❖ *Parent questionnaire*
- ❖ *Progress report (if applicable)*
- ❖ *Immunization Record PVAC-3 form*
- ❖ *Health Certificate*
- ❖ *Complete hearing and eye-examination by a specialist.*
- ❖ *Letter from previous school regarding payment history*
- ❖ *An interview with the principal or school counselor*
- ❖ *If deemed necessary by the evaluator, a psychometric exam will also be required.*
- ❖ *Age requirements may be applied for grades Pre, Pre-kinder and kinder.*
- ❖ *Make all required payments at the school's accounting office.*

WALKS Admission Package form 1st to 12th grade:

- ❖ *Completed application*
- ❖ *Copy of Birth certificate*
- ❖ *Two teachers Recommendations (Math & English)*
- ❖ *Applicant's questionnaire*
- ❖ *Parent's questionnaire*
- ❖ *Official transcript*

- ❖ *Health certificate*
- ❖ *Immunization Record PVAC-3 form*
- ❖ *Complete hearing and eye-examination by a specialist (grades 1-3 only)*
- ❖ *Letter from previous school regarding payment history*
- ❖ *Letter of conduct*
- ❖ *Entrance exams*
- ❖ *Make all required payments at the school's accounting office*

Students will not be admitted to school without a PVAC-3 and Health Record.

Students are admitted without regard to race, color, religion, gender, national and ethnic origins or political beliefs.

1. *Other requisites:*

- a. *Read carefully, sign, and return all admissions documents together with two recent 2x2 photos of the applicant, a copy of his/her social security card, an updated health certificate, an emergency card for the nurse office, a copy of his/her birth certificate, and an updated immunization record (PVAC-3).*
- b. *If there is a balance due on his/her account it must be paid in full before registration.*
- c. *For a student with separated or divorced parents, the school requires court documents awarding legal custody and parental authority over the minor. Remember the school does not have jurisdiction over conflicts related to parent-*

student legal issues. Parents must avoid discussing these kinds of issues on school property.

- d. The school is aware that the Americans with Disabilities Act prohibits any discrimination against any person with physical or mental impairments. Therefore, the institution neither discriminates against these students nor will it discriminate in the employment of persons who are disabled, provided that they can fulfill all the assigned duties. Nevertheless if at registration we do not have the adequate and appropriate facilities, it will not be possible to accept him/her.*

The institution is aware that W.A.L.K.S. is not a school designed for students with special needs or learning disabilities since its curriculum was not designed for this purpose. However it has registered students with special needs when it has been possible to make reasonable accommodations. The school is aware of the term "undue hardship"; as a private school it is not obligated to make any changes or offerings that will represent an onerous cost for the school. Consequently, the recommendations from an external specialist will be revised by the school counselor, and then the administration will analyze and establish reasonable accommodations.

These reasonable accommodations consist of giving a student preferential seating, reading and clarifying test instructions, providing tests with fewer

items or providing one and a half periods for examination time, and counseling services for students and parents when needed.

B.Re-enrollment

During the month of January, re-enrollment letters are sent out to W.A.L.K.S. parents/guardians. The school must be notified by the end of February whether or not a student will return to the following academic year. The school reserves the right to delay re-enrollment due to any of the following reasons:

- *Unresolved academic difficulties*
- *Disciplinary issues*
- *Lack of compliance with recommendations and requirements made by teachers or other professionals in or outside of the school community*
- *School payments are due*
- *If by mid-February the school has not received the re-enrollment documents and payment, the student(s) will be withdrawn from the school official list.*

C. Tuition and fees policy

1. *The tuition and fee charges of W.A.L.K.S. are set at the minimum permissible for operating the school successfully. The Board of Directors reserves the right to change the regulations concerning the adjustment of tuition and fees at any time the need arises.*

2. *It is the policy of the Board of Directors that family and student accounts are kept current. The administration, with the guidance of the Finance Committee, is to assure that this policy is carried out.*
3. *Orientation for parents concerning payment schedules for tuition and fees will be offered during admission interviews.*
4. *A schedule of tuition and fee charges for the following academic year should be published on or before the registration period of each year.*
5. *Fees and assessments are non-refundable.*
6. *Tuition and fees are non-refundable, nor transferable.*
7. *Tuition accounts are expected to be paid in advance for the year or maintained current on a semester basis. W.A.L.K.S. reserves the right to take the following action in cases where a student has an account (tuition, fees, and assessments) in arrears:
 - a. *No services will be provided by the registrar's office, including report cards, transcript of credits, letters of recommendation, registration for a new term, and announcement of graduation.**

III. Schedules and first day procedures

A. Daily schedules: Regular school day

1. *Schedules will be provided at the beginning of the school year.*
2. *A regular school day begins at 7:30 a.m. and ends at 2:35 p.m. All students are expected to stay until 2:35 p.m. to fulfill their academic responsibilities.*

3. *At W.A.L.K.S., by 7:30 a.m., all parents from 1st grade to 9th grade are asked to be off of school premises. Parents from Preparatory to Kindergarten must be off of school premises by 7:45 a.m. The front gate and drop-off area gate will be locked at 7:50 a.m. for security reasons.*
4. *Faculty hours are from 7:20 a.m. to 2:45 p.m.*
5. *Administration hours are from 7:30 a.m. to 4:30 p.m.*
6. *All financial matters should be attended to before 2:30 p.m.*
7. *The after-school program is scheduled between 2:35 p.m. and 5:30 p.m. Extracurricular activities will be scheduled between 3:00 p.m. and 5:00 p.m.*
8. *The school will not assume responsibility for any student staying after 2:35 p.m. unless the student is enrolled in the After-School Program. Parents who are late picking up their student will be assessed a cost, as stipulated below:*
 - *First time – the student will receive a warning letter addressed to his/her parents*
 - *On subsequent occurrence – the parents will be billed through the accounting office at a rate of \$20.00/hour or fraction of an hour. This debt will be accounted for as any other debt with the school (i.e.: fees, tuition, etc.).*

B. Half-day fixed schedule:

1. *A half-day schedule begins at 7:30 a.m. and ends at 11:30 a.m.*
2. *Faculty hours are from 7:30 a.m. to 3:30 p.m.*
3. *Administration hours are from 7:30 a.m. to 4:30 p.m.*
4. *No extracurricular activities and/or After-School Program will be held during these days unless cleared by the administration.*

5. *The school will not assume responsibility for any student staying after 12:00 p.m. Parents who are late picking up their student will be assessed the aforementioned cost.*

C. Early dismissal

From time to time it may be necessary for you to arrange to pick up your student for a special "early release" from school. This is usually for some special family circumstance or emergency and should occur very rarely because this takes away from your student's learning experiences. In fact, most parents have their students attend school and never need to have such arrangements made. The school must undertake great care and concern for the security, safety, and well being of the students in our care.

Following regulations is greatly appreciated. The purpose of these regulations is to focus our mutual concern upon the safety of students.

1. *When you plan an early pick up, please provide a written, signed request to the teacher and the office.*
2. *In all cases, the parent or guardian must present herself/himself at the main office of the school. We will not release students to wait outside.*
3. *Sign the student out, including date, time, student's name, reason, and your signature.*
4. *We will not release your student to anyone other than a parent, guardian, or an emergency contact identified in the school's database. Under no*

circumstances will a student be released to someone the student does not identify and recognize.

- 5. If any circumstance or person seems questionable, the school has the authority to call parents immediately to request intervention, and will hold the student until permission is granted.*

D. FIRST DAY PROCEDURES

Forms are due on the first day of school. NO STUDENT WILL BE PERMITTED TO CLASS WITHOUT FULFILLING THIS REQUIREMENTS.

W.A.L.K.S. requires:

- 1) Health, Immunization, and Medical Release Forms - These forms are required on a yearly basis to comply with the regulations set forth by the Puerto Rico Department of Health.*
- 2) Student Handbook Policy Form – This is to be signed by parents of all students.*
- 3) Photos and/or pending admission documents.*

E. AFTER SCHOOL PROGRAM

The main objective of the After School Program at W.A.L.K.S. is to provide students with an opportunity to develop and reinforce study skills, under the supervision of a faculty member.

Satisfactory social behavior is required at all times during the After School Program in order to provide a good study environment. Misconduct will not be tolerated. Regular school disciplinary sanctions will be imposed on students who engage in misconduct.

This program includes supervised homework, NOT TUTORING. The school will not assume responsibility for any student staying after 5:30 p.m. Parents who are late picking up their student will be assessed the aforementioned cost.

F. LOST and FOUND

Lost articles will be turned into the office. The most successful way to recover lost objects is to label everything with your student's name and class number. Articles unclaimed after a two week period will be disposed of at the discretion of the Director.

G. A.P.M.

W.A.L.K.S. School has a Parent/Teacher Organization (A.P.M.) which meets regularly throughout the school year. Notices will be sent home regarding the specific time/date and planned activity. Membership is automatic. Education is a family affair.

Please join one of the A.P.M.'s committees this year. For returning students, as well as newcomers, the A.P.M. has planned numerous events to ensure that your student has a memorable year. The cooperation of each parent, student, and faculty member is solicited to ensure the smooth operation of planned events and fundraiser activities to support and enhance our students' leadership skills and develop in our community a strong school spirit.

H. COUNSELOR

The Counselor makes a difference in the lives of the students and the individuals with whom she works. She advocates respect for all students based on the strong conviction of their equal worth. The recognition of individual differences and a belief that the school contributes to the satisfactory worth of individuals are the guiding principles of the guidance program. At W.A.L.K.S. the Counselor is an integral part of the overall school program. The tasks carried out by the Counselor at W.A.L.K.S. are varied. They include, but are not limited to, guiding and counseling students, helping students adapt to the new setting, reviewing records, and making referrals to other professionals when necessary. The Counselor also gets involved with cases where behavior modification is

needed, and she serves as a liaison to Administrators. The Counselor is the person to call, after the classroom teacher, if any concerns arise.

IV. Academics

a. Grading system

<i>1st to 8th grades</i>
100-90=A
89-80=B
79-70=C
69-60=D
59 AND LOWER=F

Minimum passing grade 70%

- 1. Any students with a grade below 70% will be required to take summer school and pass the class with at least a "C" in order to earn credit for the course.*
- 2. All students who receive a grade of incomplete must make up the required work within the time frame determined by the director and the teacher, but no later than the end of the next marking period.*
- 3. High Honors and Honors for 8th grade graduation will be determined by 6th, 7th and 8th grades GPA.*

b. Academic Policies:

	<i>8th Grade</i>	
<i>Graduation Requirements (credits)</i>	14	
	<i>Course level</i>	<i>Course credit</i>
	<i>English</i>	2
	<i>Spanish</i>	2
	<i>Life science</i>	1
	<i>Earth science</i>	1
	<i>Pre-Algebra</i>	1
	<i>Algebra I</i>	1
	<i>Puerto Rico History</i>	1
	<i>History of America</i>	1
<i>Additional requirements</i>	<i>P.E.</i>	½
	<i>Music</i>	½
	<i>Health</i>	1
	<i>English On-line</i>	1
	<i>Computer</i>	½
	<i>Art</i>	½

C. Academic probation policy

Students who have less than 70% in two or more courses per quarter will be automatically placed on academic probation by the director or principal. Any student who is placed on academic probation will be subject to the following:

- 1. Enrollment in the After School Program*
- 2. Assistance measures as determined by faculty, the counselor, and/or the principal/director.*
- 3. Have his/her academic performances and grades reviewed periodically by the counselor or principal.*
- 4. Those students who fall below the minimum requirements will be excluded from extra-curricular, social activities and/or sports.*
- 5. Failure to comply with these assistance measures could result in dismissal from school as determined by the administration.*
- 6. Students who consistently do not show signs of improvement during the semester following the academic probation may be asked to leave the school mid-year or seek an alternative educational environment for the next academic year. Students who fail more than two courses at the end of the school year may be required to take summer school or seek an alternative educational environment.*

D. Report cards

Report cards are issued to students twice a year during the week following the close of the grading period. These reports will be sent home with your student, given at scheduled parent conferences, or picked up at the school office.

The report card lists the student's courses as scheduled, grades in numerical form, class attendance, and teachers' comments.

Parents are encouraged to make an appointment with the teacher of each particular subject in which more information is needed.

Semester grades are computed by adding the first two quarters grade points. The final grade for any course will be calculated as an average of the first and second semester grades. A student must not get below 70 in the final grade of any class in order to pass a course. Students failing 3 courses will not be promoted to the next grade.

E. Mid-quarter reports (Progress report)

Mid-quarter reports are issued to student's mid-semester, therefore giving parents an opportunity to know how their students are doing and if any help or adjustments are needed. This is a preview for parents and is not included in the student permanent record.

F. Students' records

All students' records are confidential; release of such records, including those requested by professionals outside of the school community, or those requested by other schools, must have written parent consent and must be mailed directly to them in an official W.A.L.K.S. envelope with the school seal.

Requests must be made at the registrar's office at least five working days in advance.

G. Parent-teacher conferences:

- 1. A parent or teacher may request and schedule a conference by contacting the school office to arrange an appointment. Parents and legal guardians are those entitled to attend conferences and/or receive information about a student. Teachers, counselors, tutors, parents, and the principal may be included. At times, a multi-disciplinary team may be involved in these conferences. A student's progress and ideas for improvement require careful analysis and confidentiality.*

Parent-teacher conferences lead to the development of an action plan, which enhances the student's learning and school experience.

- 2. General parent-teacher conferences will be held every two months of the school year (October, January and/or March).*

H. Visitors on campus

Parent/guardians may arrange to visit classes or see teachers, but such arrangements must be made with the office in advance. Parents should not go into classrooms during school hours without permission from the school office. Student visitors are not permitted on campus, unless the visitor is applying to W.A.L.K.S. or was a former student. A student visitor may request permission from the Principal in advance. A student visitor must always have a visitor's pass, issued by the office while on the school. When parents need to bring things to students during school hours, they must bring these to the office and students can pick them up during their lunch period (classes will not be interrupted for these matters).

I. Homework and study habits:

Homework refers to work assigned to be done on the student's own time.

Homework is important for the following benefits:

- 1. To supplement and reinforce classroom work*
- 2. To provide additional practice in particular skills*
- 3. To make up work lost through an absence*
- 4. To develop initiative, independence, self-direction, and responsibility*
- 5. To assist in developing good study habits*
- 6. Work not completed during class could be assigned as homework*

7. *The best procedure might be to provide a quiet and well-lit place for him/her to complete homework, and then discuss the homework together after it is done.*
8. *Try to set aside time each day for the young reader to read with you. It is beneficial to stimulate reading for students of all ages to promote the acquisition of vocabulary and comprehension skills.*
9. *Assignments and/or projects will not be scheduled for weekends or holidays so that parents will have more time to share with their students.*

J. Honor roll policy and awards criteria:

1. *Honor Roll 4th-8th grade: while honor roll is based on academic criteria, students whose behavior does not fulfill the expectations of a W.A.L.K.S. student (social probation, cheating, plagiarism, bullying) will not be considered for these awards, even if their grades meet the requirements.*
2. *Honor roll begins in 4th grade and grades are computed each semester during the academic year.*
 - a. *High honor roll include those students who have maintained an overall numerical average of 95% and above.*
 - b. *The honor roll includes those students who have maintained an overall numerical average of 90% and above.*

3. *A certificate of merit will be awarded in art, journalism, physical education, computers, music and photography to those students who have shown outstanding ability in these areas.*
4. *A most improved certificate is awarded to the student who, through his/her effort, has shown a sincere desire to master a course, improving in both knowledge and achievement.*
5. *A citizenship award is given to the student who has given generously of his/her time and talent to the school and community. This student has shown active participation in the community and school and dedication to high civic and moral values. At least two extracurricular activities are required and as well as having made a positive impact on the development of the school.*
6. *Leadership award: faculty will discuss each student nominated for this award. The student selected should meet most if not all of the following criteria:*
 - a. *Is resourceful in dealing with new problems by applying principles and making suggestions*
 - b. *Demonstrates initiative in promoting school activities*
 - c. *Exercises influence on peers in upholding school ideals*
 - d. *Contributes ideas that improve the civic life of the school*
 - e. *Is able to delegate responsibilities*

- f. Exemplifies positive qualities*
- g. Inspires positive behavior in others*
- h. Demonstrates academic initiative*
- i. Successfully holds school offices or positions of responsibility, conducts school life efficiently and effectively, and is reliable and dependable without prodding*
- j. Demonstrates a positive attitude and performance in the classroom*

K. National Junior Honor Society (2nd semester 6th – 8th grades)

Membership in this society is one of the highest honors and achievements that can be earned by a student. Four characteristics are the basis for selection: scholarship, leadership, service, and character. This society strives to recognize students who excel in all of the following areas:

- 1. The student must attain a cumulative an academic average of 90%*
- 2. The student must exemplify service, leadership, and character as stated in the NJHS constitution.*
- 3. Once the student qualifies academically he/she will be asked to submit a Student Activity Evaluation Form which shows evidence of extracurricular activities involving leadership, service and character.*

4. *The student is then evaluated by the faculty council on the basis of the previously mentioned criteria. In addition the students nominated should submit an essay; the topic will be chosen by the faculty council.*
5. *The faculty council consists of five appointed faculty members, the counselor, and the adviser.*
6. *Members of this society must uphold the qualities of leadership, service, character, and scholarship as well as maintain a cumulative academic average of 90%. Failure to do so will result in probation.*

L. Space Academy Program

Requirements to participate in the Space Academy Program are as follows:

1. *The student must be 12 years of age at the time of the camp*
2. *The student must keep a minimum academic average of 85%*
3. *The student must have a record without behavioral incidents*
4. *The student must show respect and maturity at all times*
5. *The student must demonstrate a keen enthusiasm for Science*

After a student has met the basic requirements, the Science teacher will meet with the principal and director to select the Space Academy Program participants.

M. *Advanced placement*

Advanced Placement courses are offered in various subjects to 10th, 11th, and 12th grade students. In order to qualify for an A.P. course, a student must be selected by the teacher of the course, have a desire to do advanced work, and must participate in the A.P. test given in May. Students are personally responsible for A.P. testing fees.

The requirements of each department for A.P. students will be explained to the students and communicated to the parents in written form at the beginning of the school year. All A.P. students are required to take the A.P. exam in May.

N. *Transcripts*

Official transcripts, including references letters, teacher questionnaires, and professional evaluations from W.A.L.K.S. will be mailed to the forwarding school(s) in sealed envelopes with the school seal.

O. *Withdrawals*

Parents and guardians are required to notify the school and fill-out a school withdrawal form two weeks before withdrawing students from school. Records will not be released unless withdrawal is cleared by the office and all accounts are current.

V. Summer program

Eligibility for re-enrollment for any academic year is conditioned on successful completion of the academic requirements of the current year. Any student whose final grade average in any course for the academic year does not meet the minimum academic standard as specified above may be declared ineligible for readmission to the next grade level for the following academic year, irrespective of the student's re-enrollment status. As an alternative, the school, at its discretion, may require the student to complete successfully an on-line course work during the summer months as a precondition for eligibility for admission to the next grade level at the school and may provide such services, but, will not be required to provide such services.

In order to receive credit for a non-W.A.L.K.S. summer school class, the course must be approved in advance in writing by the W.A.L.K.S. School and the student must request a permission letter from the school Principal to be presented to the summer school. Upon completion of summer school, the student final grade must result in a C- (70) or above grade in that course in order to receive credit for the regular course. Students who take summer school will have both grades appear on their school transcript. An average of both grades will be used in the calculation of the student's final grade point average for that course for the current academic year. Only two courses are allowed during summer school.

W.A.L.K.S. is a four year college preparatory school. A student may take a course during the summer which is given during the regular session at W.A.L.K.S. only when:

a. a transfer student needs credit requirements to fulfill.

b. a student wishes to expand his/her educational experiences to fulfill a pre-requisite for an advanced course.

Permission to take required courses for credit at an institution other than

W.A.L.K.S. is granted only by the Head of School or Principal.

VI. Athletic Program

*A. **Mission** – W.A.L.K.S. athletic program reflects the school’s philosophy and mission. It encourages students to develop physically and socially within a diverse environment. We strive to build personal qualities that contribute to character as well as to develop values such as self-control, cooperation, integrity, patience, and honesty. We believe that some students can embrace this competitive spirit by participating in sport teams.*

*B. **Program** – W.A.L.K.S. is member of the Liga Atletica Catolica de Mayaguez. Our sports program divides its seasons into two. The first season, from August to December, is distinguished by the volleyball tournament. The second season, from January to May, is distinguished by the basketball tournament. The soccer program runs throughout the entire school year.*

Any student who wants to participate in any sport must be a regular student of our institution and must participate in a try-out for the selection of the team he/she wants to participate in. Students must maintain an academic average of 80% and be in good behavioral standing. W.A.L.K.S. seeks to promote and maintain school spirit among athletes and good sportsmanship among the school community.

Any student who is on academic or social probation will not be able to participate in any sport until he/she finishes the probation period or teachers submit a positive progress report before the end of the sports season.

VII. Health services

A. Accidents, illness, or incidents

- 1. Report all accidents (major or minor) immediately to the health office. Any accident requiring insurance coverage must be reported immediately so that insurance forms may be completed properly.*
- 2. A student who does not feel well or who is in an accident during school hours is to report immediately, by teacher or caregiver, to school office personnel or the nurse who will determine whether the student should remain in school or be sent home. No student is to remain away from his/her scheduled class(es) for reasons of health without reporting to the office.*

3. *No student will be allowed to leave school because of an illness without first having the consent of a parent or guardian.*
4. *During school hours, students will be sent to the infirmary in the case of an illness or an accident.*
5. *Infirmery facilities are for emergencies only.*
6. *Emergency first aid will be administered to cuts, scratches, and minor accidents practicing the best professional nursing judgment.*
7. *Under no circumstances will the W.A.L.K.S. nurse make medical diagnoses, prescribe therapeutic or corrective measures, or perform invasive procedures.*
8. *In case of an accident or medical emergency, only the parents, guardians, or person named on a student's medical release form will be notified. Students will not be released to anyone else without proper authorization.*

It is the responsibility of the parents to keep the contact telephone numbers updated on their student's medical release form in the infirmary.

9. *It is the responsibility of the parent or legal guardian to pick-up the student promptly after being notified to do so by the school nurse, faculty, or staff.*
10. *Medications: medication regulations are for safety and protection of all students in our school. If your student needs medication during the school day for any reason, the following guidelines must be followed:*

- a. Medications must be supplied by the parents and can be stored in the infirmary so it can be available when needed.
- b. Medications must be sent to school by an adult, preferably a parent, but not the student. Parents must complete and sign the Medication Form in the infirmary to give the proper information. Medications will not be administered without proper documentation.
- c. All medicines must come in their original container. They will not be dispensed if they are sent to school in an improperly labeled container (plastic bags, envelopes, aluminum foil, etc.)
- d. Medication that is given one or twice a day should be given at home.
- e. If a student is diagnosed with a significant medical condition or starts taking medication on a daily basis, information must be provided and updated to be kept in the student's confidential health file.

Parents must notify the school's nurse if a medication is to be discontinued.

- f. Asthma: students diagnosed with asthma may carry their inhaler and self administer it if in addition to the above criteria, the doctor's note states "child may carry inhaler at all times" This note will also allow your child to take the inhaler on trips.

- 11. For the protection of all students, a student will be sent home if he/she presents a fever, a suspected contagious disease, vomiting, diarrhea, or feels

too ill to remain in school. In addition, a student will be sent home if he/she is found to have pediculosis (head lice).

VIII. Student behavior expectations

A. Attendance and tardiness

School hours for students are from 7:30 am to 2:35 pm. Regular and prompt attendance at all classes is required by law and is essential for success. Students are required to be in class at all times while school is in session. Meeting one's responsibilities of regular and punctual attendance in all classes, appointments, and activities leads to maximum interests and success, and contributes positively to the community life of the school.

Parents are discouraged from picking up or permitting their students to leave school prior to 2:35 p.m. on regular days (11:30 a.m. on half-days). Parents who habitually pick-up their students later than 3:00 p.m. on regular days (12:00 p.m. on half-days) will be assessed a fee billed through the office.

W.A.L.K.S. is not responsible for students without supervised activity or sports after school hours.

- 1. Tardiness:*** *school hours are from 7:30 a.m. to 2:35 p.m. Tardiness to school is excused for medical reasons, illness, or accidents. Students must present an excuse signed by the parent stating the reason for the tardiness before he/she is accepted to class that day.*

Traffic congestion is not an acceptable reason for tardiness unless special circumstances apply. These circumstances will be determined by the school.

Lateness will be monitored by quarters. Students who are constantly late will receive a written warning letter from the principal asking parents for an interview to find solutions to the problem. Repeated tardiness is subject to sanction; 3 tardies equals an unexcused absence and parents are notified. A conference with parents may be requested.

**Late to class: if a student is late to class, he/she must present a pass.*

2. Absences

If a student is to be absent, the parents must call and inform the school before 9:00 a.m. Parents are asked to refrain from delivering their students to school after 10:45 a.m. Remaining home to study for tests or to complete projects is highly discouraged. Students and parents are responsible for all missed work to be made up. Make-up tests are permitted with the consent of the teacher and must be taken within a week, at the teacher's discretion.

NO TEST WILL BE GIVEN AHEAD OF THE SCHEDULED DATE.

All absences are recorded. Any student who has reached five (5) absences will be issued a warning letter by the principal. With ten (10) absences, a meeting with the parents will be called in which they will

receive a second warning letter. Students with twenty (20) or more absences could lose the approval of the present school year.

- a. Excused absences: are given for a personal illness, a medical appointment, a death (funeral), an accident, and court appearances (verified by subpoena). Upon return to school, students must present a written note from a parent explaining the absence. Excused illnesses (over two days) require a physician's statement.*
- b. Unexcused absences: are carefully recorded by the homeroom teacher. If the student does not bring an excuse, the absences will be considered unexcused and make-up work and/or tests will not be permitted until he/she complies with school standards including bringing or faxing the appropriate excuse. Students will be responsible for all the material covered during the time missed from class. Students who are absent more than twenty (20) times during the school year and are unexcused for those absences will repeat the course (year) or take summer school, such as the case may be. Parents are to plan personal and family trips during vacation time. Leaving early or arriving late from vacations constitutes an unexcused absence. Final exams cannot be given to students ahead of schedule.*

Students who miss a class without a justified excuse will receive a "0" on any classwork or homework which was to be turned in.

B. Discipline

Students are members of both the educational community and the local community. Conduct in the areas of good manners, politeness, and courtesy should be in line with what is expected in the home. If an infraction occurs and disciplinary action is necessary, the school's intent is educational, not punitive. It is in this spirit that we hope parents will assist us in helping our young people to develop their own self-discipline.

In cases of disruptive behavior, which interferes with the learning environment of others, discipline must and will be imposed. Teachers usually handle routine discipline problems in their classrooms. In some cases, however, the administration becomes involved. Parents are usually contacted at this point and a conference may be requested. Methods of discipline generally relate directly to the misbehavior, for example, removal from the cafeteria for lunchroom misbehavior. The goal of our discipline is to encourage students to develop appropriate behavior patterns and to grow into self-disciplined young people.

Disciplinary actions are taken with the aim of correcting behavior patterns. Most behavior problems can be handled routinely with properly organized school and classroom programs. A universal set of rules is used at the school. However, teachers set parameters of discipline within the classroom using classroom rules, rewards, and consequences. However, when these classroom disciplinary consequences do not work, the counselor is involved, and the student behavior policy will be in effect.

School-Wide Behavior Expectations

(STOP and THINK before you ACT!)

1. *Be considerate, courteous, and respectful of others personal property and school property.*
2. *Keep hands, feet, and objects to yourself. No physical contact (such as grabbing, hitting, kicking, pushing, shoving, slapping, and tackling).*
3. *Follow directions the first time they are given.*
4. *Come prepared to class with books, paper, pencils, and completed homework.*
Please keep school supplies to a minimum. Toys are best kept at home.
5. *Stay in assigned area(s).*
6. *Line up and move quietly in an orderly fashion.*
7. *Use appropriate language.*
8. *Follow the school dress code.*
9. *No gum or candy, except on special occasions or as determined by the teacher.*
10. *Office permission is required to leave the building or school grounds.*
11. *All caps off when entering the building.*
12. *Use equipment according to rules.*
13. *No cards allowed in school (Pokemon, baseball, etc...).*
14. *No trading of personal property.*
15. *No loitering.*
16. *No littering.*
17. *Keep all restrooms neat and clean.*

18. *Keep your work area and lunch area clean. All lunch items (food and beverages) must be eaten in the lunchroom.*

Responsibility, citizenship, kindness, respect, honesty, self-control, tolerance, and cooperation are the foundation of our discipline system.

It is important for students to know their rights and responsibilities, which include obeying teachers and all other school employees, and obeying each individual rule as defined by the school. Students are expected to honor their responsibilities and behave in ways that respect the rights of all.

All students are under the jurisdiction of all teachers, regardless of whether the student is in that teacher's class.

1. Chain of command

Help us resolve issues at the lowest possible level. Parents with academic, disciplinary, or other school-related concerns should follow the appropriate line of contact to resolve the situation. The point of contact is:

Teacher \implies Counselor \implies Principal \implies Director

2. Rights and responsibilities

a. Rights

- *Students have the right to be treated with respect and honesty.*
- *Students have the right to privacy.*
- *Students have the right to a safe and organized school.*

b. Responsibilities

- *Students have the responsibility to demonstrate the character education traits.*
- *Students have the responsibility to treat others with respect and honesty.*
- *Students have the responsibility to respect the rights of others.*
- *Students have the responsibility to treat school property and the property of others with respect and to act in a way that does not interfere with the rights, health, and safety of others.*

3. Appropriate Conduct

- *Attend and be on time regularly.*
- *Treat others with respect and honesty.*
- *Prepare for class by bringing the required materials.*
- *Complete schoolwork and homework.*
- *Reach the highest possible level of academic achievement.*
- *Take home and return necessary forms.*
- *Use class time properly.*

- *Follow rules and regulations about field trips and any other school sponsored activity.*
- *Take care of books, school materials, and school property.*

4. *Inappropriate Conduct*

- a. Leaving class or school without permission.*
- b. Being excessively tardy.*
- c. Skipping class or being out of assigned areas.*
- d. Violating the dress code.*
- e. Being disrespectful or rude.*
- f. Refusing to obey teachers or any school personnel, failing to follow classroom rules, running in the halls, throwing objects, fighting, gambling, or bringing distracting items to school.*
- g. Possessing, displaying, distributing, and/or transmitting pornographic materials using electronic devices or any other means during the school day.*
- h. Behaving inappropriately on field trips.*
- i. Misrepresenting oneself by cheating, copying, plagiarizing, using false identification, or making false reports by posing as a parent.*
- j. Possession or use of drugs, alcohol, and/or tobacco products including unauthorized OTC medications.*

- k. Any business transactions without authorization (selling or fund raising).*
- l. Discriminatory actions against classmates or any other school personnel.*
- m. Intentionally making a false accusation that jeopardizes any person's reputation.*
- n. Damaging, destroying, or vandalizing school property.*
- o. Misuse of technology equipment or materials.*
- p. Inappropriate use of cellular phones (inflicting emotional harm).*
- q. Dangerous behavior which may lead to unsafe conditions such as: throwing balls, stones, dirt, or other objects as well as the act of spitting.*
- r. Plagiarism: a student who knowingly and deliberately uses the words or written expressions of the thoughts of another as his or her own without acknowledging the source properly is guilty of plagiarism. The student will receive 0 (cero) in the test, homework or project.*

5. Bully-Free Policy

The law of the General Council of Education approved the 10th of April of 2008, referred to harassment or intimidation (best known as "bullying") between students as systematic, psychological, physical or sexually violent action on the part of a student or group of students against one or more classmates who are not in a position to defend themselves.

At W.A.L.K.S. we are committed to a bully-free environment by maintaining a zero tolerance to bullying. As a necessary condition to avoid risks and to ensure a safe and healthy environment, the practice of physical or emotional abuse of one student against another **is prohibited.** For this reason, we establish the following policies and protocols:

- a. We will neither permit the bullying towards nor the intimidation of students under any circumstances.
- b. Victims of bullying will be required to attend counseling services with the school counselor.
- c. The school will make every effort to reintegrate the student (victim) with his/her group of peers.
- d. When the school personnel becomes aware that a student is or a group of students are engaged in bullying or any type of intimidation the protocol will begin and we will immediately take the respective disciplinary actions, which include but are not limited (according to each individual case) to:
 - Conference with the Principal and the Counselor to guide and stop the risky behavior. This interview will be individual with each student involved.
 - Parents will be notified of the incident and it is required that the student and legal guardian sign a contract with all the information discussed in the

meeting. This contract will also include specific disciplinary and counseling action taken by the administration.

- *Periodic follow-ups (every two weeks) for the student (victim) and aggressor to guarantee that the situation is improving.*
- *If the bullying and/or intimidation continue, the student will be suspended and the parents of the aggressor will be required to provide evidence of psychological treatment for the management of the student's behavior. The student will be suspended indefinitely until parents can provide evidence of the psychological treatment being received by the student.*
- *If the student is not attended to properly with responsibility and seriousness, the parents will be asked to transfer the student to another school. All this information will be obviously weighted individually.*
- *Please refer to our school By-Laws for more details of our Bully-Free Policy.*

6. Drug Abuse and Acts of Violence: Prevention Policy

Tobacco, drugs, and alcohol represent serious risks not only to the users but also to our society. Because substance abuse usually begins at an early age, schools play an important role in prevention. In order to avoid violence in schools, preventive programs must begin during the first years, since each person in contact with a student has a role in his/her learning process and socialization.

At the elementary and intermediate level, W.A.L.K.S. has not had illegal substance abuse or violence. Therefore, our efforts are geared towards prevention by using multiple strategies that incorporate the school, the home, and the community. We strive for a tobacco-free, a drug-free, and an alcohol-free school. Our school is also free from violence and weapons.

As a future reference, the following will not be permitted:

- a. Bringing cigarettes, alcoholic beverages, or any other illegal substance to school.*
- b. Bringing adult magazines or accessing inappropriate information on the Internet.*
- c. Vulgar, gross, and/or racially offensive comments.*
- d. Expressions of violence, aggression, and physical or emotional maltreatment.*
- e. Possession of objects (harmful or sharp point) that may harm someone.*

7. Time Out

A "time-out" is not a punishment. Rather, it is a way of helping a student to regain his/her self-control. The student is expected to think about his/her behavior and understand that it was inappropriate. During a time-out, the teacher sets the student aside for a few minutes, indicates to him/her to think about what has taken place, explains the consequences of his/her acts, and discusses other ways in which he/she could have

acted if faced with the incident again. Afterwards, a conversation will take place with the student and he/she is asked what conclusions have been reached. When the student is calmed, he/she returns to the activity and joins the group.

8. General Disciplinary Procedures

The measures taken for the committed infractions have a wide range that may include a verbal warning or something as severe as a suspension or expulsion from the school according to the case. Teachers may resolve minor cases without intervention from the administration, but if the incident is of a severe nature, the counselor and the principal will be part of the process and will approve the consequences.

*A student with constant inappropriate behavior as reflected on his/her Report Card with NS (Not Satisfactory) in the area of conduct **will not** be considered for special awards in Achievement Ceremonies or leadership student organizations.*

Notices of Concern, Disciplinary Referrals, In-school Detention/Suspension, or Expulsion Reports will be used depending on the severity of the actions. The student will have as a consequence a detention by hours, a suspension by days, or expulsion from school. We will use the referrals above as a source of information or evidence.

If a student is observed with inappropriate behavior and with possible severe consequences, the following steps will be followed:

- a. Teachers will review the Student Manual with the student in the area commensurate to the infraction in order for the student to modify his/her conduct.
- b. If the inappropriate conduct continues, the teacher will write a report describing the behavior and the planned strategies used to address the behavior in different events. This report will be given to the Counselor and parents will be notified by a written notification.
- c. The Counselor will talk with the student regarding the undesired and the desired conduct in an effort to reach an agreement to correct the situation. An observation record will be maintained in the classroom.
- d. If the inappropriate behavior persists, the Counselor will inform the Principal about the situation. The Principal may request a meeting with the Counselor and/or the student's teachers. Parents will be kept informed of the problem.
- e. If the inappropriate behavior persists, the Principal will review the consequences menu and apply the sanction according to the details of the case, completing the respective document.

9. Consequences Menu

<i>First Incident</i>	<i>Second Incident</i>	<i>Third Incident</i>
<i>Verbal warning</i>	<i>Written disciplinary, referral to the Principal</i>	
<i>Miss recess (in -school service project for a week)</i>	<i>Miss 3 recesses (in -school service project for two weeks)</i>	<i>Miss all recesses</i>
<i>Student calls parents</i>	<i>Inform parents with copy of Discipline Referral</i>	<i>Inform parents with copy of Discipline Referral</i>
	<i>Principal calls parents</i>	<i>Afterschool-detention or school task/job</i>
	<i>After-school detention</i>	<i>Restricted from future school activities and/or school organizations</i>
		<i>Out-of-school suspension</i>
		<i>Conduct probation</i>

10. Possible actions to be taken:

Behavioral expectations at W.A.L.K.S. are clearly stated with consequences for infractions. Although each teacher is responsible for his/her classroom rules and expectations, there is a general agreement that fundamental rules apply to all students. Infractions of behavioral rules carry consequences and may involve one or more of the following actions (not listed in sequential order):

- 1) *Warning (verbal or written)*
- 2) *Disciplinary referral (Incident Report)*
- 3) *In-school service*
- 5) *Parent conference*
- 6) *Detention*
- 7) *Suspension*

4) *Conference with director*

8) *Expulsion*

Suspension:

The following major infractions may be subject to suspension:

1) *The possession of cigarettes and or smoking in the school premises during school hours and during any extracurricular activity which is held in the school.*

2) *Lack of respect for teachers and classmates.*

3) *Gaining access to other students' lockers or locker combinations.*

4) *Damaging or defacing property.*

5) *Leaving the school building without permission.*

6) *Cutting classes.*

7) *Fighting.*

8) *Conduct detrimental to the good name of the school.*

9) *Unauthorized use of the infirmary.*

10) *Failure to appear before the Principal when requested to do so.*

11) *Falsifying the parent or guardian's signature on school documents.*

12) *Failure to attend a detention session.*

13) *A second infraction related to the unauthorized use of cellular phones and other devices.*

14) *Habitual refusal to wear the school's complete uniform.*

15) *Inappropriate Display of Affection: Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.*

16) *Unauthorized or Unsupervised Areas: Students may not be in areas for which they have not been authorized or areas that are unsupervised.*

17) *Any other reason determined by the Administration.*

The duration of a suspension will be determined by the Administration. In case of a suspension, the Principal inform the parents. A suspended student is deprived of participation in class and co-curricular activities and of all privileges during the time of the suspension. Suspended students are unable to hold any school office. The school director's consent will be necessary prior to the prolonged suspension of a student. Suspension implies that the student receive no credit for assignments or class work given on the days that the student was suspended. In the case of exams missed, these will be made up immediately upon the student return to school.

Expulsion:

When a student applies for entrance to W.A.L.K.S., he/she thereby understands and agrees that the school reserves the right to exclude him/her from school at any time if his/her conduct, attitude, or school standing is regarded by the Administration as inappropriate. It is understood and agreed that W.A.L.K.S. or any of its administrative officials or faculty members shall not be liable in any way whatsoever for such exclusion.

Any offense which contravenes the spirit and philosophy of the school will not be tolerated under any circumstance.

An immediate expulsion may be given for:

- 1) The recurrent violation of school policies and norms and the failure to respond to the warnings given periodically.*
- 2) Immoral conduct, insubordination, and disrespect for administrators, faculty members, parents, and other students.*
- 3) The planning of or participation in activities which may disrupt classes or activities in our school or at any other school. Such actions will bring immediate expulsion to the students involved.*
- 4) The possession and/or consumption of alcoholic beverages, drugs, and other unauthorized "controlled substances" in the school within the school's premises.*

5) *Theft or the unauthorized possession of property belonging to the school, faculty, or students.*

6) *Recurrence in acts of cheating in exams and quizzes.*

7) *The accumulation of three or more suspensions within a one-year term.*

8) *The burning or the intention of burning materials, school or personal property in school premises; the possession of flammable materials such as gasoline, kerosene, matches, lighters, or lighter fluid.*

9) *The use or possession of firearms, knives or sharp objects.*

10) *Bomb threat, false alarm, explosives, firecrackers or any other threatening situation.*

11) *Vandalism*

The school director's consent will be necessary prior to the expulsion of a student.

11. Harassment policy

Introduction

W.A.L.K.S is committed to cultivate a school community that reflects cultural, racial, religious, ethnic, and socio-economic diversity. This commitment requires that the school community educate itself on the practice of mutual respect and provide forums, including assemblies and forums on course-content, in which traditional attitudes and beliefs about differences are examined and discussed. W.A.L.K.S strives to provide a positive environment conducive to integral education in which every person, both student and adult, is treated with respect at all times.

a. GENERAL HARASSMENT – W.A.L.K.S. will not accept any behavior within the school community that a reasonable person would objectively find intimidating, degrading, or humiliating to others, based on relevant facts and circumstances of each case.

W.A.L.K.S. will not tolerate any verbal conduct, visual conduct, physical conduct, or any other behavior of a sexual nature that is intimidating, hostile, degrading, or offensive so that a reasonable person would objectively feel uncomfortable and possibly threatened.

There are several types of sexual harassment:

- **Quid Pro Quo:** *someone with power uses that power improperly to gain an advantage over someone else.*
- **Peer to Peer:** *someone harassing an equal.*
- **Hostile Environment:** *persistent and calculated behavior in which a reasonable person would objectively find unpleasant and offensive because of things said or done to others.*

***b. RACIAL, RELIGIOUS, ORIGIN OF BIRTH, SEXUAL ORIENTATION,
OR ETHNIC HARASSMENT***

This is intimidation, humiliation, or degradation of an individual or group on the basis of race, religion, sexual orientation, or origin of birth. These forms of harassment will not be tolerated and will result in rigorous disciplinary action.

Actions to be taken:

Any W.A.L.K.S. student on school premises during school hours or off-school premises in school-sponsored activities who has been the subject of prohibited harassment by other student(s) or member(s) of the faculty will be immediately reported to the counselor or principal. The incident will be promptly and thoroughly investigated for its validity. Charges will be determined by an appropriate committee formed by the director and/or any person designated by the principal. W.A.L.K.S will not tolerate "retaliation" towards individuals for bringing a complaint to the attention of the above authorities.

Based on the aforementioned definitions, such harassment will constitute a serious violation of school policy and will result in appropriate disciplinary action according with the facts of each case that, among other consequences, could include probation or termination.

12. Personal Property

W.A.L.K.S. cannot be responsible for personal property including, but not limited to, books, clothing, money, calculators, jewelry, musical instruments, personal playground equipment, laptop computers or other items brought to the school. The school's insurance does not cover the loss of any of these articles. Students should take their personal equipment home every night and should not leave clothing, books or any personal possessions lying around during school hours. Students should not bring sums of money in excess of their needs for lunch or supplies. All property should be kept inside the lockers and under lock. Names should be clearly and visibly written in the students' textbooks and calculators. Books found lying around will be stored in the lost and found area; students will have to pay a fine if they want their books returned and will also have to serve detention. If any item is lost, the student should report it immediately to the office. An announcement will be made to the teachers to make people aware of the loss. Many items have been found in this way.

13. Unacceptable games or electronic devices

While W.A.L.K.S. recognizes that students enjoy playing games during lunch and snack time, some games can and do interfere with the learning process. Toys and electronic games should never be brought to school as W.A.L.K.S. cannot be responsible for loss or damage. Students are not permitted to wear headphones or earpieces during school hours.

The following are unacceptable games. This list is not exhaustive and may be added to depending upon what is in vogue:

- *electronic games*
- *marbles*
- *jacks*
- *pick-up sticks*
- *toys with sharp, pointed, or protruding points*
- *objects that shoot projectiles*
- *squirt guns or similar devices*
- *footballs or other large balls (W.A.L.K.S. provides them)*

Any unacceptable game can be confiscated if it is believed to be a safety issue, and/or a cause of conflict. Confiscated items can be claimed at the end of the day to be taken home and not be brought back to school. Students enrolled in the After School Program who bring games to school must keep them in book bags or lockers during the school day for use only according to the rules of the After School Program teachers. W.A.L.K.S. has the

right to give or remove permission for the use of games, electronic or otherwise, at any time.

14. Participation in Extra-Curricular Activities (Clubs)

It is strongly recommended that each student participate actively in several well-chosen, meaningful activities. Eligibility is predicated upon the school's academic and physical requirements. It should not interfere with their academic requirements or demands. It is hereby stated that students participation in clubs is limited to two (2) extracurricular activities (clubs).

IX. DRESS CODE AND SCHOOL UNIFORM

Each student's appearance reflects family and school values, encourages a healthy attitude towards school, increases school spirit, and enhances our school. The faculty and administration wishes to maintain standards of dress and appearance appropriate to the seriousness of academic and social pursuits. Members of the community are expected to dress conservatively in a fit and style that does not detract from the learning environment, as determined by the school.

Students are expected to follow the dress code during the academic day (Monday through Friday) and during all school-sponsored activities. It is the student's responsibility to learn the school uniform rules and regulations and to follow them. We expect all students to be clean and neat and dressed in a manner that is appropriate to a

school setting. While W.A.L.K.S. recognizes that individual tastes differ, the school reserves the right to prescribe standards for hair, jewelry, and dress.

The principal reserves the right to determine if a student is dressed or groomed inappropriately. Students who do not meet the dress code or grooming guidelines may be issued a detention and withheld from classes until their parents bring the proper attire. In the event that a student misses class, the absence will be considered unexcused and missed work may be forfeited. Repeat offenders risk serious disciplinary consequences, including possible dismissal from school.

Students are required to wear the W.A.L.K.S. uniform at all times during the school days, on both regular and physical education days. The use of the uniform in Pre-School as well as in Elementary/Intermediate and High School **is required**. T-shirts, Polo shirts, or shorts, other than the official garments, are not allowed. Jeans are not permitted in our school.

Appropriate attire and grooming help create a positive learning environment. **Students have a responsibility to dress in the uniform both neatly and appropriately.** Open official School shirts will not be permitted.

During early childhood, parents or guardians are responsible for dressing their students with the uniform. Pre-School students should have an extra set of uniform in their classroom.

Any student who, on various occasions, does not use the complete uniform will be taken to the office and will remain there until the parent or guardian brings the missing garment(s).

*Each student's appearance is important; therefore, all the students should arrive to school both **clean and well groomed**. During school hours the student should obey the following rules:*

- 1. The girls' hair should be well groomed.*
- 2. The boys' hair should be cut short above the eyebrows, around the ears, and off the neck.*
- 3. Students should not wear any jewelry or valuable objects. They can wear a watch. Girls can wear small earrings.*
- 4. No tattoos and no body piercing.*
- 5. Clothing, jewelry, haircuts, or other items or markings that are suggestive or associated with gangs or cults, encourage the use of drugs, alcohol, violence, or support any discriminatory acts are prohibited.*
- 6. Any articles of clothing or jewelry that may cause injuries, including belts, bracelets, heavy link chains, or collars with spikes, will not be allowed.*
- 7. Sunglasses may not be worn indoors unless a doctor's authorization is on file. Sunglasses are allowed to be worn outdoors for Physical Education and recess as a safety precaution from sun damage.*

8. *No additional accessories, such as caps, hats or bandanas, are allowed.*

*Other attire may be allowed for parties or special school activities with approval of the School Administration. Clothing should be appropriate, **not too short or too tight or too revealing**. Girls must wear shoes with low or small heels. These rules apply for extracurricular activities.*

1. In Pre-School (Preparatory to Kinder)

a. Girls:

Pink WALKS T-Shirt

Navy blue skirt

White or pink plain socks

School or velcro tennis shoes

b. Boys:

Baby blue WALKS T-Shirt

Navy blue bermudas

White plain socks

School or velcro tennis shoes

2. In Elementary School (1st to 8th Grade)

a. Girls:

Pink WALKS polo shirt

Navy blue skirt

White or pink plain socks

*School or velcro tennis shoes
(from 1st to 3rd grade)*

b. Boys:

Baby blue WALKS polo shirt

Navy blue bermudas

White plain socks

*School or velcro tennis shoes
(from 1st to 3rd grade)*

3. Physical Education Uniform

Gray T-Shirt with logo

Navy blue pants with logo

White plain socks

Tennis shoes

4. Casual day dress code

Students must wear regular clothing that allows them to participate fully in school activities. ALL CLOTHING MUST FIT PROPERLY AND BE IN GOOD CONDITION.

- *Shirts must be long enough to be tucked in. No tank tops, bare backs, exposed midriffs; spaghetti straps, low-cut, or see-through tops are allowed. Shorts and skirts must not be too tight and must be no more than three (3) inches above the knee. Cut-offs or swimming trunks are not allowed. Leggings or tights are not allowed.*
- *Closed shoes only. No “chancletas” or platform shoes allowed for safety reasons.*

Students must wear sneakers if they have PE on Casual Day.

- *Girls are allowed to wear one set of small earrings, one earring on each lobe. Boys are not allowed to wear earrings. No hats or caps permitted, except during outside PE activities for sun protection.*
- *Clothing must neither demonstrate offensive language or innuendo, nor promote the use of drugs, alcohol, tobacco, or inappropriate products. TORN JEANS OR SLEEVELESS SHIRTS ARE NOT ALLOWED.*

X. Facilities and property

A. Internet use policy

The use of the Internet is a PRIVILEGE, including observing proper Netiquette and laws governing use, and not a right. Any inappropriate use will result in the cancellation of those privileges.

Appropriate use includes:

- 1. Research for class projects*
- 2. Integrating technology into our curriculum.*
- 3. Developing basic and intermediate computer skills.*

B. Media center

W.A.L.K.S. has a computer in every classroom and a computer lab in the Library Media Center. With ready access to computers, as well as many other technology resources, we are expanding our use of technology into all curriculum areas. Our goal is for students to be comfortable and capable users of technology and to use the technology that is most appropriate for their educational purpose/goals. The Library Media Center contains 24 PC's for student use. All computers are networked and provide access to the Internet.

C. School libraries

Our school counts with two libraries:

- ❖ Small Library: for students form Pre to 2nd grade.*
- ❖ Media Center Library: for students from 3rd to 8th grade.*

Students are aloud to take books home as a loan for a period of one week. If the student needs more time is an obligation to report this concern to the librarian or teacher in charge.

If the student loose or damage the book loaned it must be replaced or pay a fee.

Books loans for students of Pre and Pre-kinder are aloud only if the parent request it.

D. Lockers

At the beginning of the year, lockers are assigned by the homeroom teacher for the school year to each student from 4th grade to 8th grade for the protection of

students' possessions. Careful use of these lockers will keep loss of school books and personal property to a minimum. Students will pay a \$10.00 annual fee for each locker. The homeroom teacher will collect the money.

All lockers are property of W.A.L.K.S., no marks or identification may be placed on the lockers and as such, are subject to search and inspection by school personnel at any time without permission from students or their parents and with or without previous warning. Additionally, the administration may ask a student to open his/her book bag and other personal items for search and inspection if the administration has reasonable grounds for suspecting that the search will uncover evidence that the student has violated the law or rules of the school.

Students must make appropriate use their lockers. Any books found during the day will be placed immediately in the lost and found area in the school office. Inappropriate use of the lockers may result in losing the privilege of using a locker.

It should be emphasized that the student should never leave his/her locker unlocked. Students may use a combination padlock and submit the combination to the homeroom teacher. Lockers should be cleaned of all possessions on the last day of the school year or whenever they are asked to do so by a school official.

E. School appearance

Our school emphasizes student pride and student participation in a well-kept, attractive school setting. While school employees carry the major responsibility for

maintenance, it is economically prudent and educationally sound for students to share the responsibility. W.A.L.K.S. must always look presentable and be safe for our students. Teachers instill a sense of pride in each student with regard to the picking up of trash and the care of the buildings. Lack of student responsibility will be immediately reported. Offices, classrooms, and reception areas should be attractive and tidy.

Please report needed repairs promptly. The Principal and the Maintenance Supervisor will submit the repair requirements and or deficiencies for their areas to the Director. Students should not leave bookbags or books lying on tables, floors, etc.

Some good housekeeping rules:

- a. If you open it, close it.*
- b. If you put it down, pick it up.*
- c. If you borrow it, return it.*
- d. If you move it, put it back.*
- e. If you rearrange a room, leave it as you found it.*
- f. Do not litter. If you see trash, pick it up.*
- g. Never put tape on a painted wall.*
- h. Do something everyday to improve the appearance of the school.*

F. Telephone use

Office - In case of an emergency ONLY.

Cellular Phones:

- Students at the elementary level must not bring cellular phones to school.*

- *Unauthorized use of cell phones may lead to disciplinary action.*
- *Cellular telephones will be taken away from students and returned only to parent/guardian.*

G. Permanent records

A record of each student's progress is maintained in the main office until graduation. Subsequent to graduation, records will be held in a central location. An individual's file information may include mandated and permitted data such as permanent list of subjects completed with all grades obtained, record of attendance, academic rank, final grade-point average, and an official statement of graduation.

The mandated records left are never destroyed. Permitted records shall be preserved for a period of up to three years after graduation or after the student has left the school. Only authorized organizations, agencies, or persons defined by law may have access to student records. For further information contact the main office.

H. Clubs and school organizations

School-sponsored clubs, organizations, activities, and their moderators must have the approval of the administration. All documents relating to these organizations must agree with the school's mission, procedures, and rules.

Each school organization and club activity that is approved to operate is assigned a moderator. The moderators are responsible for taking attendance, staying with the club's

members until picked up by the parent, making a trimester report to the Director of the ongoing activities and their achievements, and updating the information in the club's binder. Parents and caregivers must know that they are responsible for the expenses of their students in case of going in a field trip or preparing a special project for the club.

I. Elections-class officers

Each candidate must have all passing grades from the previous semester and an overall academic average of 85%. Each candidate must also have approval from the director/faculty concerning their disciplinary standing. During the campaign, all candidates must have campaign material approved by the advisor and the director. Students cannot campaign during class or at the actual election. A "B+" average must be maintained with no failing grades after being elected as well as no suspensions, behavioral incidents, or probation sanctions.

J. Field trips

- 1. Field trips may be organized by a classroom teacher as an integral part of our program.*
- 2. When a field trip is planned, an authorization form will be sent home for the parents to sign.*
- 3. This permission slip must be returned signed before the student may go with the class.*

4. *Field trips will be approved by the director and coordinated with the other teachers.*
5. *Students' transportation during field trips will be by bus at a nominal cost to the parents and covered by school insurance.*
6. *Parents attending field trips must drive their own cars.*
7. *Parents and students are to follow the guidelines given by the teacher for each field trip in terms of the dress code and any other school regulations.*
8. *Transportation to the event and back to school is arranged by the school.*
9. *Any student not returning to school after the event must submit a written note signed by a parent or guardian authorizing the student not to return to school EVEN IF THE PERSON PICKING HIM/HER UP IS AUTHORIZED.*

This note must include:

Name of student

Date of event

Person picking up the student

Name and signature of parent(s) or guardian(s)

10. ***Siblings from other grades cannot go in the trip.***

K. SAAS

SAAS is a web portal designed to improve and maintain communication between parents, students and teachers. The online service will provide access to your child's

grades, homework, class information, calendar and much more. With this tool you can review your child's progress. SAAS provides a very secure platform that uses advanced encryption technology to ensure the secure transmission of all sensitive data.

L. Fire/earthquake drills

Fire drills are held on a scheduled basis to meet Fire Department requirements and train our students to react in a positive manner in emergency situations.

Upon alarm or other notifications of fire, fire drill, or other threats to safety, teachers will supervise an orderly student evacuation from the building to the assembly areas designated for this purpose. Evacuation plans and routes are posted next to the exits of each room. The alarm to evacuate the building in case of a fire or a fire drill are three consecutive ringing bell and a message through intercom "Desalojo 1" that means Evacuation 1.

Earthquake drills are held on a scheduled basis as a mean of preparing our students for such an emergency as Puerto Rico is located in a quake-prone region. The alarms to evacuate the building in case of an earthquake or an earthquake drill are two consecutive ringing bells (the first bell is to protect ourselves on site, the second ringing bell is to evacuate our population out of the building) and a message through intercom "Desalojo 2" that means Evacuation 2.

Several fire and other emergency drills are conducted throughout the school year to train our student population to react in a positive manner in emergency situations.

When the alarm bell is sounded for evacuation, students are required to follow these RULES FOR the drill:

- *Walk rapidly but in an organized way.*
- *Go to the assigned area and line up.*
- *Remain quiet at all times so that instructions from your teacher can be heard immediately.*
- *Re-enter school only when indicated by the Principal or teacher. Never re-enter if you hear a bell (this is in case there actually is a fire and bells are malfunctioning).*

Teachers must call attendance again and proceed with their classes. The W.A.L.K.S. emergency plan provides additional information and instructions for the administration and faculty in case of a fire, hurricane, earthquake or other threats to safety.

M. Emergency school closing

In case of severe storms or other natural disasters that require the closing of school, the decision will be made by 7:00 a.m. and radio station WKJB/Noti-Uno/WORA-TV will be informed so the closing announcement can be broadcasted. No announcement means school is open. It is the school policy to remain open whenever possible, the school will close only under severe conditions.

N. Insurance

Annual tuition charges include student insurance. This insurance covers any accidents after the student leaves home for school until she/he is transported back. Check with the school secretary if you have questions. Parents are responsible for any applicable deductible.

O. Parties

All school-sponsored parties will take place within the school grounds during regular school hours. The only exception to this will be the elementary grade dances, which take place at W.A.L.K.S. from 7:00-10:00 p.m. and are sponsored by the APM.

At the end of each semester, in December and in May, the homerooms for grade, Preparatory through 8th grade, have a party. This party is to be held IN SCHOOL from 8:00 a.m. to 11:00 a.m. Any other parties held outside of the school are not school-sponsored.

Birthday parties are not allowed.

P. Social Security Number Policy

The Law #186 of September 1, 2006 of the Commonwealth of Puerto Rico prohibits the use of the Social Security number as a regular identification method in public and private educational institutions from the elementary to the postgraduate level and to establish the norms on the use of this data. W.A.L.K.S. complies with this law and

does not use any students' Social Security Number as a regular identification method. Teachers, staff, and administration are informed and fully aware of the extent of this regulation.

Q. Electronic surveillance and recording policy

W.A.L.K.S. has been equipped with electronic surveillance and recording equipment. Any student committing an infraction of the Code of Conduct as observed on these electronic devices will be subject to punishment as prescribed in the code of conduct.

R. Legal action

Under no circumstances W.A.L.K.S. School will be involved in any legal action filed by a parent/guardian against another party; unless it directly involves the school. In that case, the Board of Directors, which is the highest authority, will attend to this issue. This is to assure the normal functioning of the school.

The school encourages solving problems internally and promptly in order to maintain a peaceful and safe educational environment.

W.A.L.K.S. SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM
SCHOOL YEAR 2011-2012

Please visit our web site: www.walkspr.com to download and read our Student Handbook 2011-2012.

NOTE: We have read and discussed the content of this handbook and understand the obligations of students and parents at W.A.L.K.S. School. We agree to comply with each of the policies and procedures set forth in this handbook. We understand that this handbook represents the current policies, procedures, and regulations, and that the school may change, delete, or modify any policy, procedure or condition at any given time without prior notice.

My signature confirms the fact that I have read, understand, and agree to all the above terms.

THIS FORM MUST BE SIGNED AND RETURNED TO SCHOOL ON THE FIRST DAY OF SCHOOL IN AUGUST

Student's Name (print)

Grade

Student's Signature

Parent's/Guardian's Name (print)

Parent's/Guardian's Signature

Date