PARENT-STUDENT HANDBOOK

2026-27 SCHOOL YEAR
PK-12th grade



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I. SUMMARY

Purpose

The purpose of this Parent-Student Handbook is to inform all members of the PRCS community about the standards and policies established to ensure an environment conducive to learning. These guidelines are designed to create a positive and supportive atmosphere that enhances the teaching and learning process. By clearly outlining expectations and regulations, we aim to promote academic excellence, personal growth, and mutual respect among students, teachers, and parents. This handbook serves as a comprehensive resource to help everyone understand their roles and responsibilities in maintaining a productive and harmonious school environment.

Implementation

This handbook supersedes all previous handbooks and remains in effect until a new version is issued. The administration reserves the right to make any regulation changes and/or corrections to the school's disciplinary policy whenever it is deemed necessary.

Any violation of the stated rules may result in the loss of the following privileges: taking exams and completing make-up work, receiving awards, being listed on the honor roll, participating in sports teams and national competitions, joining school and student activities, obtaining college recommendations, being promoted to the next grade, and graduating.

All monthly calendars, oral and written announcements, and notes from teachers and educational administrators are considered an integral part of the regulations of Puerto Rico Christian School. These communications hold regulatory authority and must be adhered to by the school community, regardless of their inclusion in this manual.

II. SCHOOL INFORMATION



History

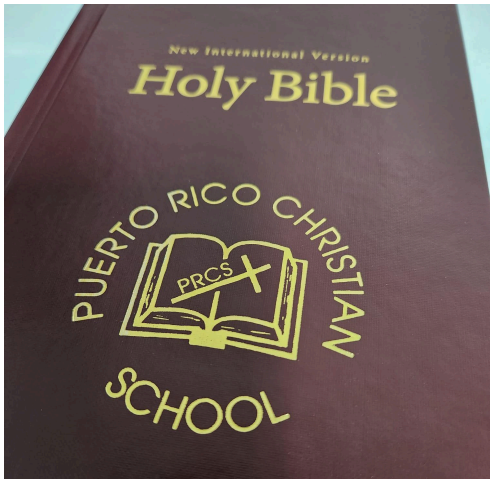
Puerto Rico Christian School was founded in April of 1971 by Mr. & Mrs. William E. Loft, Mary Moore Reece, and Miss Katherine Rhodes as a means of providing a better education in a Christian atmosphere. During the 1971-72 school year a “pilot program” was instituted in a rented house with 11 students and three teachers and a helper. Since that time the school has moved to a larger campus, and has increased the enrollment of the student body to approximately 400 students.

Philosophy

Puerto Rico Christian School (PRCS) provides a quality English education from a Christian perspective. Teaching is based on the absolute truths revealed in the Bible and the application of those truths is emphasized in every area of study. Standards are set to raise the students to academic excellence. In addition, key principles of Christian character are taught in an effort to train students to whole-heartedly rise to the standard of Christian conduct in obedience, respect, and self-discipline. Thus, the Bible and Christian training are not “extras” but integral parts of every area of study, emphasizing a direct relationship to the sovereign God.

Mission

Puerto Rico Christian School, in conjunction with the home and the church, provides a quality English education for the whole student – spiritually, academically, socially, and physically – producing well-adjusted, morally sound individuals equipped to transform society for the glory of God.



Statement of Faith

Puerto Rico Christian School was founded and functions upon the basic fundamental principles of the Word of God, the Churches of Christ/Christian Churches, and it embraces the historic Christian view of life as presented in the Bible. The following statements of faith and practice are held by the administration and staff of Puerto Rico Christian School. These are not intended to be a creed or all-inclusive statement of faith, but simply an overview of our doctrinal stands.

We believe:

1. The Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).
2. There is only one God, eternally existent in three persons- Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His reigning over the kingdom, His church (Ephesians 2:20), and His personal return in power and glory (Acts 1:11 and Revelation 19:11).
4. In the absolute necessity of regeneration by the Holy Spirit for salvation because all have sinned and fallen short of God's glory (Romans 3:23). We believe it is essential to obey Biblical teachings to enter into a saving relationship with Christ Jesus (John 3:3). In order to be saved, one must hear the word (Romans 10:17), believe His teachings (Hebrews 11:1-6), confess the name of Christ (Romans 10:9-10), be baptized by immersion in water (Acts 2:38, 1 Peter 3:21), continue in the apostles doctrine, fellowship, the breaking of bread (weekly observance of communion-Acts 20;7) and in prayer (Acts 2:42, Hebrews 10:25).
5. In the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. In the spiritual unity of obedient believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28, Ephesians 4:3), that He reigns over His

kingdom, the church, built on the foundation on the apostles and prophets and their teachings (Ephesians 1:22-23, Colossians 1:18) giving leadership gifts of evangelists, pastors (elders), and teachers (Ephesians 4:11).

7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18, Acts 2:38).
8. In the creation of the world and mankind as a direct act of God (Genesis 1:1, 2:2, 5:1-2).
9. God created humans male and female in His own image (Genesis 1:27). Marriage is rooted in Creation, it is a sacred institution established by God and is intended to be a lifelong union between one man and one woman (Genesis 1:28, Genesis 2:18-24, Matthew 19:4-6). Marriage is the only context in which sexual intimacy may be expressed (Hebrews 13:4). Consequently, we do not endorse same-sex couples, marriage or the LGBTQ+ lifestyle, as these are contrary to the teachings of the Bible (Romans 1:24-27).

Enrollment of a student in Puerto Rico Christian School shows acknowledgement that the parent and student understand that this statement of faith is the position taken by the school and the Churches of Christ/Christian Churches, not necessarily the personal conviction of the entire student body and families involved with Puerto Rico Christian School.

Objectives

Puerto Rico Christian School has set forth the following objectives to teach children and young people the correct and proper relationship of God in their lives. These objectives were formulated with Christ as the center of all learning. Our teaching objectives are designed to promote academic, social, physical and spiritual growth of all students. Our objectives can best be obtained through a sincere effort of cooperation between the school and home so that each child can receive the maximum learning possible in each classroom situation.

- Value the Bible as the infallible word of God.
- Encourage students to follow the commandments of God and obey him at all things.
- Instill the desire of coming to know Jesus Christ as our Savior by developing a personal relationship with Him.
- Develop academic excellence guided by Christian principles.
- Guide students through the process of developing good study habits and communication skills in both English and Spanish.
- Inculcate the necessity of working with others and independently in order to accomplish good citizenship as ordained by God.
- Identify each student's unlimited learning potential and help them develop their own critical and creative thinking.

Professional Affiliations

Puerto Rico Christian School is accredited by the “Comisión Acreditadora de Instituciones Educativas” (CADIE). We are also licensed to operate by the Department of State of Puerto Rico (A 22-03).

III. GENERAL INFORMATION

School Office

The PRCS office will be staffed from 7:30 a.m. to 4:00 p.m. on school days. You can reach the school at the following phone numbers: (787) 784-6830, (787) 784-6820, and (939) 260-0565. For the accounting office, please call (787) 394-4789. During the summer months, the office will be open from 8:00 am - 3:00 pm.

School Symbol and Colors

Our school symbol is "The Eagles" taken from Isaiah 40:31 -

"Yet those that wait for the LORD
Will gain new strength;
They will mount up with wings like eagles,
They will run and not get tired,
They will walk and not become weary."

We want to instill in our students the principle that with God we are empowered to do great things for His kingdom if we trust in Him. Blue and white are our school colors representing the royalty and purity of Jesus Christ and His people.

Admission and Registration

Puerto Rico Christian School accepts a child on the basis of his/her former school record, an interview with the teacher, which will also involve entrance testing by the teacher, and proof of ability to work in English at the grade level for which placement is desired.

As a private school, PRCS reserves the right of setting and maintaining its own standards of student conduct, dress, cleanliness and scholarship. The school maintains the right to refuse admittance, and to suspend or expel students who violate the standard of conduct or other reasonable rules as defined by the teachers or administration.

Admission Requirements

Puerto Rico Christian School has an age requirement for pre-kinder through first grade to ensure that children are developmentally ready for the educational and social experiences provided. These requirements help align cognitive, emotional, and physical development with the curriculum, facilitate appropriate socialization, and maintain consistency in learning environments. Additionally, they ensure safety, promote well-being, and prepare children for future academic success.

Age requirements for new students:

Pre-Kinder:	Child must be 4 years old by August 31, of the year entering.
Kinder:	Child must be 5 years old by August 31, of the year entering.
First Grade:	Child must be 6 years old by August 31, of the year entering.

Required Documents

New students in Pre-K, Kinder, and Grade 1 must show a birth certificate. All children must have a Puerto Rico immunization record up to date. Registration is not final until we have the completed P-VAC-3 immunization form and the dental oral exam certificate form SO-001. No students may attend classes until we receive them. Transfer students must bring an official transcript, teacher recommendation, and letter of good financial standing from previous school. Please request our Admissions Policy in the office for more details.

Entrance Testing

Children will be tested individually before being accepted as students at PRCS from Kinder - 12th grade. Documents such as transfer record, last report card, and letter of conduct must be submitted to the office on testing day. A non-refundable testing fee will be charged at the time of testing. Registration fee must be paid within a week upon passing the test, or space will be given to the next applicant.

Educational Materials and Textbook Policy

At PRCS, we prioritize the use of a diverse range of textbooks within our curriculum to provide a well-rounded and Christ-centered educational experience. Our curriculum is designed to uphold high academic standards while integrating Christian principles into every facet of learning. Whenever feasible, we select Christian textbooks to align with our commitment to a faith-based education. Our curriculum draws from reputable publishers such as A Beka, Houghton Mifflin Harcourt, Savvas, and others, ensuring a comprehensive and quality learning experience for our students.

Bible classes at PRCS are rooted in Scripture, reflecting our statement of faith, and involve the memorization of scripture passages. The integration of the Bible and Biblical principles is a fundamental aspect across all academic areas, fostering a holistic approach to education.

PRCS adopts new textbooks under various circumstances, such as when current textbooks are no longer available, when educators believe that alternative series will better suit the teaching and learning needs of students, and when companies exclusively provide newer editions.

Changes in textbooks are guided by a commitment to enhancing the educational experience for our students. Our official textbook list is emailed to parents and posted in the office each year by May 15. Please request our Textbook Policy in the office for more details.

Student Services and Programs

Reasonable Accommodations

Puerto Rico Christian School (PRCS) is a mainstream educational institution that does not offer special education services, but has a reasonable accommodation policy to support students with specific needs, ensuring they have equal access to the general curriculum. Parents or guardians of students with physical or mental conditions, certified by a specialist, can request accommodations if the student meets the school's admission, academic, and conduct standards.

Reasonable accommodations involve adjustments to activities, environments, or procedures that enable participation without lowering learning expectations or imposing significant economic burdens, based on a diagnosis and specialist recommendations. To request accommodations, parents must complete an online form, after which the Counseling Department evaluates and selects feasible accommodations. Notifications will be sent to parents, and teachers will be briefed on the accommodations. Students must adhere to academic and conduct standards, and accommodations must be renewed annually with appropriate certification. Incomplete or outdated applications will not be processed, and requests for the new school year must be submitted before August. For more information, please request our Reasonable Accommodations Policy in the office.

PRCS does not offer a Spanish as a Second Language (SSL) program. However, if feasible resources are available, we will provide individualized support to students learning Spanish. SSL students will participate in their regular Spanish class with support from their teachers and families, following the school curriculum to help them succeed.

After-School Programs

Participation in extracurricular programs and clubs at our school offers students valuable opportunities for growth, leadership, and service. Every year, we offer clubs on Fridays from 3:30 to 5:00 p.m. the months of September to April. We offer clubs such as arts and crafts, chess, dance, entrepreneurship, table tennis, gaming, gardening, fine arts, theater, book club, etc.

Programs such as Mano Amiga and National Honor Society provide platforms for students to excel academically and contribute positively to their community. Eligibility for participation in these programs is determined by students' G.P.A. and conduct grades, ensuring that participants uphold the standards of academic excellence and good citizenship. Please request our National Honor Society selection procedure in the office for more information.

Additionally, our after-school sports program, featuring volleyball, basketball, and soccer teams, provides students with opportunities for physical fitness, teamwork, and sportsmanship. This program is usually offered to qualifying 3rd - 12th graders (depending on the sport). To maintain eligibility for participation, students must maintain an overall G.P.A. of at least 2.50 and maintain a conduct grade of at least C+. If these requirements are not met, the student will not be permitted to participate in sports activities for the rest of the season. These requirements emphasize the importance of academic achievement and responsible behavior both on and off the field.

Christian Service Program

Our Christian Service Program is a vital component of our school's mission to nurture students' spiritual growth and commitment to service. This program is mandatory for students in grades 10 through 12, with varying hour requirements for each grade level.

Community service is voluntary work intended to help people in a particular area. It aims to improve the quality of life for individuals and the community as a whole, promote civic responsibility, and foster a sense of empathy and social awareness among participants. It can also provide valuable experience and skills for those involved, contributing to their personal and professional development.

Community service activities can include a wide range of tasks, such as:

- Helping the Needy: Assisting at food banks, homeless shelters, or soup kitchens.
- Environmental Conservation: Participating in clean-up drives, planting trees, or recycling programs.
- Educational Support: Tutoring or mentoring students, helping in libraries, or organizing educational workshops.
- Healthcare Assistance: Volunteering at hospitals, health clinics, or blood drives.
- Supporting the Elderly: Visiting nursing homes, assisting with daily tasks, or organizing activities for senior citizens.
- Event Organization: Helping plan and execute community events, festivals, or fundraisers.

Students are required to complete their community service hours during the school year, from August to May. Each student has until May of the current school year to complete and submit their hours, which must be turned in before their last day of school.

If the hours are not completed by the last day of school, 10 additional hours will be added to the required total for next school year. Failure to complete the necessary hours will result in a notification on the student's transcript, which may impact college acceptance.

If students complete more hours than required, 25% of the extra hours will count towards the next school year. For example, if an 11th-grade student completes 20 extra hours, 5 of those hours will count for the next year in 12th grade.

Some of the required hours must be completed at school. In-school service hours can include helping with bookbags in the mornings and at 3:00 p.m., cleaning the lunchroom,

assisting with school activities, painting the school, and more. Hours completed outside of school can be done with organizations such as the Susan G. Komen Foundation, YMCA, Para la Naturaleza, etc. It is the responsibility of each student to find opportunities and places to complete these hours.

Please see the following table for the hours required by grade.

Grade	School in-service Hours Required	Outside Hours Required	Total Required Hours
10th	20	10	30
11th	15	30	45
12th	10	50	60

Printing Services

At Puerto Rico Christian School (PRCS), students are not allowed to print or use the photocopier on campus. This policy promotes responsible resource use and encourages digital submission of work. Students must bring any necessary printed materials prepared in advance. Failure to follow this policy may result in disciplinary action, helping us maintain an efficient and eco-friendly environment. Please request our Printing Policy in the office for more details.

Documents Requested Policy

At Puerto Rico Christian School (PRCS), we aim to provide timely and accurate documentation to our students and their families. We prepare various documents such as transcripts, letters certifying student registration, payment receipts, tax documents, and more. To ensure a smooth and efficient process, please follow these procedures and requirements for requesting documents:

1. A Student Request Form must be filled out for each document requested.
2. Please allow a minimum of five (5) business days for processing.
3. No document will be issued if there is an outstanding balance with the school. All financial obligations to PRCS must be fully paid before any document can be released.

Please ensure all requests are made well in advance to accommodate the processing time.

Chapel

Chapel is held once a month for each grade level, featuring messages and/or songs led by teachers or guest speakers. Attendance at each scheduled chapel service is mandatory. Attendees are expected to maintain a worshipful and respectful atmosphere during the service.

General Daily Schedule

All students should arrive just before 8:00 a.m. Supervision is provided 7:00-8:00 a.m. and 3:00-3:30 p.m. Please do not leave your child at school before 7:00 a.m. Class devotions begin at 8:00 a.m. At 3:00 p.m. students will stay in their classrooms with their teacher waiting for their ride. After 3:30 p.m. students will be sent to an assigned classroom and parents will be charged $15.00 for each half hour tardy. Students staying for tutoring and/or homework supervision must remain indoors with the teacher's supervision.

Arrival and Dismissal Policy

Supervision is provided 7:00-8:00 a.m. and 3:00-3:30 p.m. Please do not leave your child at school before 7:00 a.m. In the morning, students may be dropped off at the driveway circle. For security reasons, no parents may enter school grounds.

For a safe and efficient 3:00 p.m. dismissal, every designated adult picking up a student must present their official digital QR code and follow these arrival procedures:

- **Walking Pickup**: Parents who enter school grounds on foot should pick up their child at the Kinder pedestrian gate located in the teachers' parking lot. It is required to present your authorized digital QR code (Carnet) to school personnel for scanning.
- **Car Pickup:** Parents who drive onto campus should proceed to the driveway circle. Please move your car forward to spot #1 by the lunchroom stairs, allowing us to assist up to five students at a time. It is required to present your authorized digital QR code (Carnet) to school personnel for scanning. Do not get out of your vehicle. Personnel will be available to assist students with their book bags.
- **Parking**: Parents may not park in nor block the teacher's parking lot, businesses on the Levittown Boulevard or our neighbor's driveways.

If parents or family members arrive before 3:00 p.m. to pick up the student, please wait in your car outside the campus, not on school grounds.

Early Student Pick-up

Parents are not permitted to enter classrooms during class time (8:00 a.m. - 3:00 p.m.) for security reasons and to prevent unnecessary class interruptions. If you need to pick up your child early due to a family emergency or a medical appointment, please sign out your child at the office and wait there until they arrive.

Student Transportation Information

At the beginning of the school year, parents are required to fill out a "Student Transportation Information" form. If any parent or relative is not allowed to contact the child, please bring a copy of the protection order and custody papers to the office to ensure your child's safety. Also inform each of your child's teachers each year. If you allow your child to leave with

someone who is not listed on the Student Transportation Information form, a written note or email must be sent to the office before 3:00 p.m.

Students Who Walk Home

Any student who is to walk home or to tutoring must have written permission from a parent or guardian. Parents should first fill out the "Walk Home Pass" section in the Student Transportation Form at the beginning of the school year. Then you should add the student to the School Pickup platform. Under Authorized People, add your child's full name, followed by this phrase "- Walk Home". (For example: *Jeffrey Anderson - Walk Home*) Then generate a QR Code with this information. Students are required to show their QR Code at the Sports Gate to be allowed to leave the school campus.

For students needing permission on a specific day, parents must send written consent before 3:00 p.m. Students with "Walk Home Passes" should leave school grounds promptly at 3:00 p.m. and are not allowed to return once they have left.

Students Who Drive

High School students who drive themselves to school must park at the urbanization across the Boulevard Avenue, as parking spaces are not available on campus. Cars are left at the owners' risk. Students are not permitted to return to their cars without office permission until 3:00 p.m. dismissal.

Parking

There is no parking available to parents on the school campus. The parking lot is for staff only. If you need to enter school grounds, please park in the urbanization across the street. Please do not park blocking the gate area. Also, please refrain from parking in the private businesses or apartments close to the school. Do not drop off or pick up students outside school gates. No student may wait for a ride outside the school gates, even if the parent tells them to do so.

Parent-Teacher Conferences and Report Cards

Close communication and cooperation between parents, teachers and administrators is essential in reaching the optimum educational experience for each child. Two parent-teacher conferences will be scheduled each year, plus other conference times; however, if there is reason for concern throughout the year, a conference can be requested by either the parents or the teacher. By working together, we can ensure a positive learning environment for the student.

The first parent-teacher conference will take place at the completion of the first nine-week grading period (Q1), and the second will occur at the completion of the third nine-week grading period (Q3). Parent attendance to Parent-Teacher Conferences is required. If you are unable to attend the scheduled conferences, please contact your child's teacher to arrange a convenient meeting time to discuss your child's report card. Report cards for each grading period will be

available on the Skiffer grading system platform. Final printed report cards will be sent home with the child in May of each school year. Report cards for students with outstanding balances will be retained in the office until the account is paid in full.

Grading Scale

Puerto Rico Christian School's grading scale is:

1st - 12th Grading Scale	
A+	100
A	94-99
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	69
D	67-68
D-	65-66
F	0-64

PK & Kinder	
E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement

Online Grading System

Please monitor your child's grades on the online grading system on a regular basis. Each student from grades 1st – 12th is assigned a user name and password. If you lose your child's credentials or do not receive it, please email us at PuertoRicoChristianSchool@gmail.com to request access.

Graduation Requirements: Ninth Grade

Any student with grade averages for the year consisting of 2 F's, or 4 D's, or 1 F and 2 D's, or lower, in major subjects (Reading, Spanish, English, Math, Science, Social Studies, and Bible) will repeat the grade.

Diploma Requirements: Twelfth Grade

As students progress through high school, they navigate a structured path towards graduation, guided by specific diploma requirements. Twelfth grade marks the culmination of this journey, where students must fulfill essential criteria to earn their diploma. These requirements outline the necessary courses and credits needed for successful completion of high school studies.

All courses must be taken while in high school and 23 credits are needed to complete requirements for graduation. Transfer students will be evaluated on an individual basis.

Bible	**3 credits**
English	**3 credits**
Spanish	**3 credits**

Social Studies	**3 credits**
(Typical sequence: P.R. History, U.S. History, Economics/Civics)	
Science	**3 credits**
(Typical sequence: Biology, Chemistry, Physics)	
Math	**3 credits**
(Typical sequence: Geometry, Pre-Calculus, and College Math)	
Physical Education	**1 credit**
Computer	**1 credit**
Electives	**3 credits**
TOTAL:	**23 credits**

Typical Student Sequence of Courses: 7th–12th Grades

7th grade

Courses	Credits
Literature	1
Grammar	1
Science	1
Spanish	1
Pre-Algebra	1
Puerto Rico History	1
Bible	1
Computer	.50
Physical Education	.50
Total Credits	8

8th grade

Courses	Credits
Literature	1
Grammar	1
Science	1
Spanish	1
Algebra 1	1
Geography	1
Bible	1
Computer	.50
Physical Education	.50
Total Credits	8

9th grade

Courses	Credits
Literature	1
Grammar	1
Spanish	1
World History	1
Algebra 2	1
Science	1
Bible	1
Computer	.50
Physical Education	.50
Elective	.50
Total Credits	8.5

10th Grade

Course	Credits
Literature	1
Spanish	1
Puerto Rico History	1
Biology	1
Geometry	1
Computer	.50
Bible	1
Physical Education	.50
Elective	1
Total Credits	8

11th grade

Course	Credits
American Literature	1
Spanish	1
U.S. History	1
Chemistry	1
Pre-Calculus	1
Computer	.50
Bible	1
Physical Education	.50
Elective	1
Total Credits	8

12th grade

Course	Credits
British Literature	1
Spanish	1
Economics and Civics	1
Physics	1
College Math	1
Computer	.50
Bible	1
Physical Education	.50
Elective	1
Total Credits	8

Retention Policy

The PRCS Retention Policy is based on a decision made after a conference has been held with the student's parents, teachers and school administration. The decision is not made lightly, but it is based primarily upon what is best for the student.

Determining factors in this decision will include one or several of the following considerations:

1. Grades – Any student with grade averages for the year consisting of 2 F's, 4 D's, 1 F and 2 D's, or lower, in major subjects (Reading, Spanish, English, Math, Science, Social Studies, and Bible) will repeat the grade. This does not apply to 10th-12th grade students which have a different credit system. Please see Diploma Requirements: Twelfth Grade for more information.
2. Readiness to successfully do the work of the next grade level – A student with grades which are low but passing may need to repeat because he/she is clearly not ready for the next grade level. This is because grades sometimes reflect not only the achievement of the child but also the very hard efforts of parents and teachers. If the student has not yet mastered the skills for the grade level or learned to do the work by himself, the teachers may be aware of this fact and thus recommend retention.
3. Reading level and reading comprehension must be adequate for the grade level.
4. We may also consider any of the following in combination with the above factors: social and emotional maturity, any learning disabilities, attitude and effort, ability to function with English instructions, attention deficit disorder and/or hyperactivity (especially if untreated), and any other major problems seriously affecting the child's ability to progress.
5. A record of poor attendance accompanied by poor academic achievement could require retention.

If parents do not accept the recommendation or decision of the school, PRCS has the right to refuse admission to the child the following school year, whether or not the student is already registered for that year.

To be promoted to the next grade, a student must maintain satisfactory grades. Parents will be informed by the teacher if there is a possibility of retention. Such a decision will be made in accordance with the Passing/Retention policy available in the school office. The decision shall only be made after a conference has been held with the parents, teachers, and the administration to discuss what action is in the best interests of the student. All classes offered are expected to be completed by all students. Please request our Retention Policy in the office for more details.

Graduation Policy

PRCS commemorates the graduation of students in Kinder, 9th, and 12th grades. This marks a noteworthy achievement, signifying years of dedication and personal development. Graduation ceremonies are official school events, and as such, the school assumes full responsibility for all planning aspects related to the event. This means that neither the graduating class nor parents will be directly involved in the organization or execution of the ceremony. From planning logistics to coordinating participants and ensuring the smooth flow

of proceedings, the school administration takes charge of every detail to ensure a dignified and memorable event for all involved. Parents may volunteer to help in the execution of PRCS' ceremonies, but will not be involved in the decision making process. This relies solely on the Administration. For more information, please request our Graduation Policy in the office.

Honor Roll Policy

The PRCS Honor Roll recognizes students in **Grades 1–12** who demonstrate outstanding academic achievement and conduct.

To qualify for the Honor Roll, students must meet **all** of the following requirements:

- Maintain a **conduct grade of 90% or higher**.
- Earn a minimum grade of **80% (B-) in each core subject in both Semester 1 and Quarter 3.** Core subjects include English/Language Arts, Spanish, Mathematics, Social Studies, Science, and Bible.
- Maintain an **overall academic average of 90% or higher**. The overall average is calculated using **all core-subject grades from Semester 1 and Quarter 3**.
- Earn a **passing grade (A–C) in all elective courses**. Elective grades are not included in the overall academic average.
- Have **no suspension or probation** during the school year.
- Be enrolled at PRCS **before the beginning of the second semester**.

Parents and guardians are responsible for monitoring their child's academic progress throughout the school year. Questions or concerns regarding grades should be addressed with the appropriate teacher in a timely manner and **before Honor Roll eligibility is finalized**.

Once Honor Roll notifications have been issued, eligibility and recognition are considered final. Changes will only be made if PRCS identifies an administrative, recording, or calculation error.

Students who qualify will be recognized at the annual PRCS Honor Roll Ceremony. An Honor Roll Fee per student applies and helps cover expenses associated with the recognition and ceremony.

Fundraising and Sales Policy

No unauthorized advertising or sales of any merchandise or services should occur on school property whether by students, parents, staff or others. Any fundraising must be approved in advance by the administration. Once authorization is granted, sales must occur during lunch, or after 3:00 p.m. Fundraising should never interrupt classes. Students should not have money at school except specific amounts needed for book orders, field trips, snacks, or moderate amounts needed for fundraising sales. Funds raised at PRCS for graduation activities shall be deposited in a designated school account for use by the graduating class. (This does not include "quotas" assigned by parents or funds raised off school grounds.) Fundraising for graduation activities will not be used for activities which include consumption of alcohol. Please request our Fundraising Policy in the office for more details.

Procedure for Handling Parent's Concerns

We understand that miscommunication, confusion, and concerns may arise at times. If you encounter such a situation, please follow this procedure to help resolve the issue:

1. **Request a meeting with your child's teacher.** Although a phone call in some cases may be enough, we believe that an in-person meeting helps avoid miscommunication.
2. **Allow time for resolution.** Allow a reasonable amount of time for the problem to be addressed. Follow-up with your child's teacher in two weeks to see what progress has been made.
3. **Escalate if necessary.** If a reasonable amount of time has passed and you have followed up with your child's teacher and the problem has not been resolved, request a meeting which may include the teacher, the parent, the Dean of Students or Social Worker and an administrator to mediate the situation. During this meeting, the problem will be identified, a plan of action will be established, and follow-up procedures will be clarified.

Student Lists Policy

Student lists will be prepared collaboratively by all teachers of the respective grade at the end of the school year. The lists will consider each student's individual needs—academic, social, emotional, and behavioral—as well as the overall group dynamics to promote a positive learning environment. Decisions will be based on year-long observations and evaluations, along with relevant information from parents or guardians. Teachers will work together to ensure an equal distribution of skills, personalities, and needs. Once finalized, the lists will be definitive to ensure stability and effective planning. Parents and students will see the final lists posted on classroom doors on the first day of school. Please request our Student Lists Policy in the office for more details.

Expected Parent Cooperation

- We encourage parents to schedule a meeting with their child's teachers as needed.
- Parents should not enter the classroom and interrupt class time.
- All parents are expected to be out of school grounds between 8:00 – 3:00 p.m.
- Parents may request an appointment with the Director for administrative issues only.
- For academic or behavioral problems, please follow the Complaint Resolution Policy before requesting a meeting with the Principal.
- Smoking is not allowed on or anywhere near the school campus.
- Please wear appropriate clothing when entering school grounds. (No shorts or tight clothing)
- No parent should scold other people's children. If there is a major problem, please request a meeting with your child's teacher.
- Parents are expected to cooperate and support the school's disciplinary measures and rules.

IV. Attendance



Students need to attend class on time every day. The parent or guardian is legally responsible for the attendance and punctuality of their child. If a student shows a pattern of excessive absences or tardies in a given quarter, parents may be requested to meet with the social worker.

Absences

Students need a written excuse from a parent/guardian after each absence from school. Parents must email the excuse to their child's homeroom teacher. He/she will share the excuse with your child's other teachers. If prolonged or excessive absences occur, the school may request a written explanation from the student's physician. If a student is ill, parents should also notify the school nurse by phone (787-385-8099) or email (nurse@myprcs.com). Five (5) unexcused absences can result in a written warning being sent to the parents.

Excused Absences

Parent's excuse is required the day the students return to the classroom after their absence. Students are responsible for any academic work that they miss due to absences. Any missed work can be made up for full credit. The assignment given may be a different assignment, but of equal weight value and focus. If possible, arrangements must be made with the teacher prior to the absence to make up any missed work. Work must be made up within a reasonable time from the time of the absence. Excused absences considered are:

1. Students' illness
2. Family emergency
3. Field trip and school approved activities
4. Medical appointment
5. Other reasons deemed appropriate by the Principal when arrangements have been made **prior** to the absence.

Unexcused absences

An unexcused absence will be any absence that has not been excused by parents the day the student returns to the classroom. All work and tests missed will be counted as zero.

Valid Excuses Accepted

Parents or guardians may send a written excuse to their child's homeroom teacher's institutional email or send a written note signed by the parents as a means to excuse a child from school. Any written excuse must be received the same day the student returns to school.

Guidelines for keeping your child home from school

To ensure the health and well-being of all students, it is important to follow specific guidelines when deciding whether to keep your child home from school. These measures help prevent the spread of illness and maintain a healthy school environment for everyone. Please review the following criteria to determine when your child should stay home:

- Fever above 100 degrees F
- Severe coughing
- Difficulty breathing
- Diarrhea
- Vomiting
- Conjunctivitis (pink eye)
- Untreated infected skin patches, such as impetigo, ringworm, etc.
- Evidence of lice (must be treated before return to school)
- Sore throat associated with fever
- Skin rashes associated with fever
- Chicken pox or other childhood disease (must have all pox scabbed over before returning to school)

*A child must be symptom free for 24 hours and have a doctor's certificate before returning to school.

Absence/Homework Responsibility

If you are planning a family trip or know that your child will miss several days at a time, please discuss this with your child's teachers and make arrangements to get his/her classwork in advance. Parents must fill out an "Extended Absence Form" and give it to the homeroom teacher at least two weeks in advance. Students are responsible for getting their assignments and for the completion of unfinished assignments during absences. Assignments should be complete on the day the student returns to class. Please avoid planning family holidays during school hours.

For all other absences, it is most helpful if a parent can pick up missed assignments on the day of the absence. Please call the office before 10:30 a.m. so we can have the work ready when you arrive. Students must complete their homework in a period of time equivalent to the time they missed (i.e. absent 1 day - has 1 day to complete homework. Absent 1 week - has 1 week to complete homework.)

In the case of assignments that have been given a specific advance date (i.e. term papers and large projects), the student must turn in the work on that date, whether he/she is present or absent.

A student who is absent for a test will be expected to take the test the day he/she returns providing the test was announced prior to the date of absence.

Consequences of Absences

Continued absences can lead to parents being called to the school for a meeting with the Director, Principal, Social Worker, or Teacher to address the underlying issues and develop a plan to improve attendance. If absences persist despite these interventions, a notification may be sent to the Family Department to ensure that appropriate support and resources are provided to the family. As a last resort, if the attendance issues continue unresolved, the student may face suspension and/or expulsion from the school.

If a student presents a pattern of absences in a grading period the following consequences may apply:

- 2-4 absences- Written note from the teacher.
- 5-10 absences- Teacher will refer to the Social Worker. Continued absences can lead to parents being called to school for a meeting with the Director, Principal, Social Worker or Teacher.
- More than 10 absences- May result in a referral to the Family Department.
- The final consequence will be to suspend and/or expel the student.

Tardiness

“Tardy” will include students who enter the classroom after 8:10 a.m. If a student is tardy six or more times, the conduct grade will be lowered as follows:

- 6-10 = Conduct grade will be lowered once (e.g. from A to A-; from A- to B+)
- 11-15 = Conduct grade will be lowered twice (e.g. from A to B+, from A- to B)
- More than 16 = Conduct grade will be lowered three times (e.g. from A to B; from A- to B-)

The conduct grade will not be lowered more than three times. If a student has been late to class more than 10 times in a grading period, he/she will be referred to the social worker and/or the Family Department.

Excused Tardies

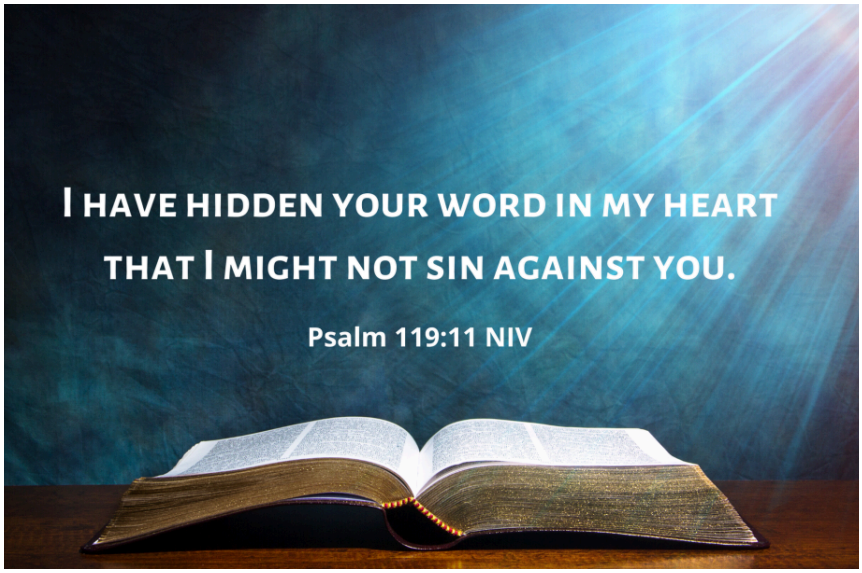
Students that arrive late to class due to a medical appointment and bring a doctor’s certificate will not have their tardy counted as part of the tardies that are taken into account when lowering a conduct grade.

Leaving school during the day

Students may not leave school during the day without official authorization. Parents must send an email to PuertoRicoChristianSchool@gmail.com authorizing the student's early dismissal if the student is leaving with someone other than the parent. High school students who drive will be authorized to leave school grounds once the office has received the written permission from their parents.

V. School Regulations

List of School Standards



Psalm 119:11- *"I have hidden your word in my heart that I might not sin against you."*

As a Christian school, our goal is to provide each student with guidelines to help them develop self-discipline and responsibility towards the learning community. It is essential for each member of this community to understand the importance and the consequences of their actions. In order to pursue a wholesome learning environment, our students shall preserve the following principles and standards:

- Respect
- Health
- Safety

The school maintains the right to suspend or expel students who violate the standard of conduct or other rules as defined by the teachers or administration.

Student Duties, Obligations and Responsibilities

At Puerto Rico Christian School, students are expected to uphold a high standard of conduct and responsibility to ensure their personal growth and the smooth functioning of the school community. These duties, obligations, and responsibilities encompass a range of behaviors and attitudes that contribute to academic success and social development. These standards are essential for fostering a positive and respectful learning environment.

The student must:

- Take a responsible attitude toward his/her academic achievement leading him/her to become an independent citizen, useful to society.
- Respect the laws, regulations, memos, rules, instructions and guidelines issued by the teacher, School Director and other PRCS officials.
- Attend classes promptly and regularly. Show responsibility for proper study habits and other academic tasks. In addition, students should demonstrate their best behavior during both school hours and any school activities.
- Attend school during instructional time set by the PRCS Administration to complete each course in the curriculum, graduation requirements, and the existing study plan.
- Follow the instructions of the teachers in the educational process, make good use of time and work on the tasks assigned.
- Keep, care for, protect and not cause damage to property, equipment, books and school materials; if damage is done to the property, you must pay for it and/or replace it. The parent or legal guardian is responsible for the damages caused.
- Maintain, in dress and personal appearance, high standards of good taste, Christian modesty, personal hygiene, and safety.

School Community

At Puerto Rico Christian School, we aim to foster a respectful, safe, and productive environment for all students. The following guidelines outline important aspects of student life, including dress code, physical appearance, technology usage, and conduct expectations. Adhering to these standards is essential for maintaining the integrity and values of our school community.

A. Dress Code

a. Students' Uniforms

- Boy's uniforms: The uniforms consist of Khaki pants with school emblem, navy blue color polo shirts with school emblem, black or navy blue enclosed school shoes with smooth soles or smallest treads available, white, khaki or navy blue socks that cover the ankle and black belts. Polo shirts must be tucked in at all times. Belts without distracting buckles should be worn at all times.
- Girl's Uniforms: The uniform consists of a Khaki skirt knee-length, navy blue polo shirt with school emblem, black enclosed school shoes with smooth soles or smallest treads available, white, khaki or navy blue socks. Polo shirts must be tucked in at all times.
- Physical Education: PE Uniform includes navy blue gym pants with school emblem, gray t-shirt with school emblem (no field day shirts, sports jerseys, only official P.E. shirt), and tennis shoes. Crocs or any other clothes, different from the assigned uniform, are not allowed. NO leggings will be allowed.
- Students must wear their uniform at all times. Boots, wedges, crocs, flip flops or high heels are not allowed in school. School shoes must be securely fastened at all times.

- If a student cannot wear their complete uniform for any reason a written note must be sent to school by a parent explaining the situation. In the rare case of a family emergency which prevents having a uniform available one day, please wear P.E. uniform or the PRCS uniform polo and jeans. The parent MUST send a note to the teacher explaining the family emergency. Family emergencies requiring temporary use of tennis shoes must be resolved no later than one week.

b. Physical Appearance
   - Hair:
     1. No colored hair that is not of natural tone (such as purple, blue, green, etc.); only brown, blonde, and black are allowed.
     2. Boys' hair must be above the eyebrows, off the shirt collar, and part of the ears showing. Unkempt, unusually wild or distracting hair is not acceptable. Hair should not be longer than 3 inches in height. No ponytails or braids.
     3. Box braids and cornrows with colored hair that is not of natural tone will not be allowed.
     4. Any hairstyle considered exaggerated or distracting for others will not be permitted.
   - Facial Hair: All students are expected to maintain a clean-shaven appearance or keep their facial hair neatly groomed.
   - Makeup:
     1. Moderate and tasteful makeup may be worn by girls only.
     2. Makeup is not permitted for boys.
   - Jewelry:
     1. Girls - One pair of small earrings is permitted. No loops larger than one inch are allowed. Please use one earring per ear, and only in earlobes.
     2. Boys - Earrings are not permitted for boys. Not even clear post earrings.
     3. Body piercing jewelry is not permitted.
   - Teeth & Nose: No jewelry is allowed. Not even clear post earrings.
   - Nails:
     1. Girls - PK-6th grade: Nails should be trimmed at all times. This is important to maintain hygiene and prevent potential accidents during daily and sports activities.
     2. Girls - 7th-12th grade: Nails can be of medium length. However, they should be kept clean and well-groomed. Extremely long nails are not allowed to avoid inconvenience and potential harm to oneself or others.
     3. Boys - Nails should be trimmed at all times. Colored nails are not permitted.
   - Tattoos: No tattoos are permitted. As stated by Article 9, Law 318 from 1999, no child under the age of 21 may have tattoos.
   - Add-ons: We reserve the right to ask a student to remove any add-ons or articles such as pins, lanyards, or materials that may be distracting or go against our biblical foundation.

c. Jean Days
   - Students choosing to participate in designated jean days must pay a fee of two dollars. These days, wearing the uniform is optional. Students who opt to wear their full regular uniform will not be charged the fee. However, students who come in PE uniform will still need to pay the two dollar fee.
   - Jeans:
     1. Both boys and girls are allowed to wear jeans, provided they are long and not tight-fitting.
     2. Long slacks are also acceptable.
     3. Ripped jeans are not allowed.
     4. Jogging pants (lycra sport pants) and jeggings (leggings designed to look like jeans) are prohibited.
   - Shorts:
     1. Shorts are not permitted for boys or girls.
   - Shoes:
     1. Tennis shoes, flats or sandals (with straps) may be worn.
     2. For student safety, no slide on sandals, high heels, flip flops or Crocs will be allowed.
   - Shirts: T-shirts are allowed as long as they do not display distracting or obscene words, gestures, images, or symbols. This includes but is not limited to content that is obscene, sexual in nature, violent, or inappropriate, such as skulls or weapons. The shirts worn must be waist length when the student raises his/her arms. No crop tops, tank tops, spaghetti strap, see through, or strapless and off the shoulder shirts are allowed. No low cut or tight blouses. Cardigans may not be a part of the outfit to cover shirts that are against school dress code.
   - Jackets: Jackets are not allowed outdoors.

d. Themed t-shirt
   - Students can wear their Themed t-shirt only on designated days by the administration and with jeans only (no ripped, colored jeans, leggings, joggers or slacks).

e. Field Trips
   - For security reasons, students are required to wear the PRCS uniform, whether the PE uniform or regular uniform.

f. Official school activities
   - Follow these school dress code requirements unless the school specifies a different kind of clothing.
     1. Jeans - Jeans (not tight) or long slacks are permitted (boys and girls). Ripped jeans will not be allowed. Jogging pants (lycra sport pants) and jeggings (leggings designed to look like jeans) are prohibited.
     2. Shirts - T-shirts (without distracting or obscene words and gestures, obscene images, disrupting symbols, obscene or sexual in nature, violent images or any other inappropriate pictures like, but not limited to, skulls, weapons, etc.
     3. No tank tops, spaghetti strap, see through, or strapless and off the shoulder shirts are allowed.

4. No low cut or tight blouses. No crop tops. Cardigans may not be a part of the outfit to cover shirts that are against school dress code.
5. Shorts - Shorts are not permitted for boys or girls.
6. Dresses - Dresses and skirts (knee-length) are permitted for girls only. Dresses should not be see-through, low-cut, short or tight-fitting. Split skirts are not allowed.

B. Technology

a. Cell phones/smart watches

- The school does not encourage the use of cell phones or smart watches on school grounds. If students bring these devices, they must be kept in the student's bookbag for grades PK-3rd. For students in 4th-12th grades, their phones and smart watches will be collected at 8:00 a.m. and returned at 3:00 p.m. In case of an emergency, students can go to the office to call their parents. Non-Emergency Situations: Students are expected to be responsible for bringing all necessary items, such as devices or materials for projects, to school. The office should not be interrupted for non-emergency situations where students forgot to bring something. Students should only come to the office for genuine emergencies, such as health concerns or urgent personal matters. Repeated interruptions for non-emergency reasons may result in a meeting with parents and possible disciplinary action to reinforce the importance of responsibility and planning.
- Unauthorized use of cell phones or smartwatches will result in the devices being confiscated and sent to the office. Parents or guardians must meet with the designated staff member to retrieve the confiscated items. This behavior is considered a level one offense.
- Taking pictures, videos or voice recording of teachers or classmates is prohibited by law. This is strictly forbidden and will result in disciplinary actions. In Puerto Rico, Law No. 139 of 2011, known as the "Ley del Derecho sobre la Propia Imagen", protects a person's right to control the use and dissemination of their image, whether in photographs, videos, or any other medium. This law establishes this right as fundamental and protects individuals against the unauthorized capture, reproduction, or publication of their image.
- No social media or internet-related sites may be accessed on school grounds.

b. Electronic devices

- Electronic devices such as laptops or tablets are allowed for educational purposes. Any other electronic devices such as portable gaming systems are not permitted in school. Please request our Bring Your Own Device (BYOD) Policy in the office for more details.

c. Wireless Internet Access Policy

- We have wireless internet access throughout most of the school campus. During regular school hours, wireless access is for school activities only. Anyone using it for chatting, social media or any other type of activity that has nothing to do with educational purposes, will be denied internet

access. (The length of time to be determined by the administration.) Private messaging or online chatting between teachers/staff members and students is strictly forbidden. Only authorized school platforms are allowed (G Suite apps). Please request our Internet Policy in the office for more details.

d. Group Chats
    - At Puerto Rico Christian School, we are committed to fostering a respectful and distraction free learning environment. For this reason, the creation and use of **group chats by students are strictly prohibited.** This includes any messaging platforms (such as WhatsApp, iMessage, Instagram, Snapchat, Discord, etc.) Group chats often become spaces where misinformation, disrespect, or academic dishonesty can spread, and may cause disruptions to our school community. Students found violating this policy may face consequences ranging from a level 1 to a level 3, depending on the severity of the offense. We encourage students to report any inappropriate or harmful group chats to a staff member. This policy supports our mission to uphold a culture of integrity, kindness, and accountability—both in person and online.

C. Toys

a. Toys, money or other non school items should be left at home, unless the teacher gives specific permission to bring them. If such items are taken out during class time, they will be confiscated and returned at the end of the day. The school is not responsible for any items lost or broken. Toys that incite violence are forbidden on school grounds.

D. Playground Rules

a. Students must obey all teachers, aides and staff who supervise the playground and be courteous to others when playing. Do not interrupt a game or play rough. Stay in your recess designated area and lineup when time is up. During recess students may not return to the classroom for anything without teacher authorization.
b. In order to prevent accidents, students must stay in their playground area during the established recess time and follow these rules:
    - No ball tag or tackle football.
    - No tree climbing.
    - No fighting or hand playing.
    - No obscene language.
    - No toy guns, weapons, or electronic games.
    - No electronic games.
    - No climbing on roofs.
    - No throwing stones, dirt, sticks, or any other thing which is not playground equipment.
    - No running, sliding, or ball playing in the corridors.
    - No standing on swings, jumping from swings, or pushing swings. No swinging sideways.
    - No standing on top of monkey bars, and no pushing when playing there.
    - No hanging or pressing down on basketball hoops.

- No lollipops or bubblegum.
- No aluminum bats.
- Stay off fences and neighbor's properties.

E. Lunchroom Rules

a. The following information explains the appropriate behavior expected from students in the lunchroom.
   - Students are expected to wash their hands before and after lunch.
   - For safety reasons students are not allowed to cross the traffic circle alone.
   - Students should enter through the main door, forming a line at the serving area in the order in which they arrive. In line, they are expected to model appropriate behavior, by not shouting, kicking, using bad words or hand playing. Running is not allowed.
   - Students will remain seated until they have finished eating and may not take lunch food and items outdoors. Students who have finished all their food and are still hungry, may request seconds only after eating all their food (Exceptions may apply for foods that are limited to a certain number of students).
   - Parents should not be in the lunchroom except for an emergency. Also, parents may not bring fast foods.
   - If a medical problem requires an exception to these rules, the parents must bring a doctor's excuse to the Director.

F. Resource Center (when available)

a. The Resource Center is a dedicated space for students to access and use library books. To ensure it remains a productive and welcoming environment, students are expected to follow these guidelines:
   - Take care of the books and don't forget to return them on the due date.
   - No games, toys, or loud talking allowed.
   - No candy, gum, or food may be brought.
   - It must be kept clean and neat.
   - If you look at a book, and decide not to check it out, please return it to the correct place on the shelf.
   - Put trash in the wastebasket.
   - You may come during class with your teacher's permission or after school if there is someone supervising.
   - Internet access is limited to educational purposes only. Computers cannot be used for chatting, or social media.

G. School Property

a. Total respect to school property is required at all times. Vandalism and robbery will result in disciplinary actions such as a suspension and the obligation to compensate for the damage or loss. Accidental damage to school property will be evaluated according to the circumstances of the event.

H. Students' Conduct

a. In order to maintain safety, promote respect and develop responsibility within the school community students are expected to adhere to the rules and regulation of PRCS. Behavior which interferes with the expectations or disrupts the normal operations of the school will not be tolerated.

b. The school reserves the right to inspect student backpacks or lockers if there is reason to believe that there is a potential threat to the student's health and safety. The school may, in coordination with the proper authorities, schedule drug inspections in school.
c. The following are examples of inappropriate behavior on school grounds and extracurricular activities that will result in disciplinary action. The list is illustrative and not intended to cover all conduct. Engaging in any of these behaviors may result in disciplinary action, which could range from required psychological counseling to dismissal/expulsion.

Examples of inappropriate behavior	
Abusive / Inappropriate Language/Topic	Verbal messages and/or physical gestures that include swearing, name calling, or use of words in an abusive and/or inappropriate way.
Alcohol / Tobacco / Illegal Substances	The use, possession and/or distribution of alcohol, tobacco or illegal substances of any form.
Rough-housing	Actions involving physical contact where injury may not occur. (e.g. wrestling, pushing, play fighting, etc.)
Fighting / Physical Aggression	Actions involving physical contact where injury may occur. (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Public Displays of Affection (PDA)	Engaging in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature with another student/adult. Public displays of affection (PDA) are not permitted on school grounds or during school-sponsored events. This includes, but is not limited to, behaviors such as kissing, prolonged hugging, and intimate touching. We cannot endorse nor permit same-sex couples or displays of the LGBTQ+ lifestyle at school or school sponsored activities as these are contrary to the teachings of the Bible and our Statement of Faith. Our goal is to maintain an environment that is respectful and reflective of our Christian values, promoting purity and modesty among all students.
Disruption	Behavior causing an interruption in class or activity. Disruption includes (but not limited to) sustained loud talk, yelling, or screaming; noise with materials; sustained out-of-seat behavior. Also includes non-verbal disruptions to the classroom.
Defiance / Disrespect / Non-compliance	Refusal to follow adult directions, talking back and/or socially rude interaction
Harassment/Bullying	Delivering disrespectful messages (verbal or gesture) to another

	person that includes threats and intimidation, unwanted physical contact, obscene gestures, pictures, written notes, or use of technology. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on origin, disabilities or personal matters.
Lying/Forgery	Writing or giving false or misleading information to school officials, omitting facts when communicating with school officials, or forging signatures.
Cheating / Plagiarism	Turning in another person's papers, projects, computer programs, etc. as the student's own, and/or any other misrepresentation of the truth, such as copying on a test or quiz.

I. Extreme Misconduct

a. Suspension - Possible reasons for suspension are the following:
- Stealing
- Continual use of abusive or obscene language or gestures.
- Activities or conduct, whether on or outside of school grounds, against the philosophy of the school or damaging to the reputation of the school.
- Cutting classes or being absent without a justified reason to any class period. Attendance at all classes is mandatory.
- Disrespectful behavior with peers, teachers, principal, director, school employees, parents or any person having any relation with the school.
- Fighting or any form of violence (physical or verbal) against any member of the school community.
- Leaving the school premises without written permission from parents and authorization from the school principal or director.
- Students who project, suggest or implicate any type of sexual behavior may be suspended.

b. Expulsion - Possible reasons for expulsion are the following:
- Carrying, possessing, distributing, or selling, whether in school or outside of the school premises, any type of material or objects (i.e. guns, knives, drugs, pornographic material, etc.) forbidden by any Puerto Rico or Federal law, or considered harmful to the spiritual, mental or physical health of any student.
- The school reserves the right to expel any student convicted of a felony.
- After the student has been suspended more than three times in a school year or more than 5 times in the last three years, the student will be referred to a Discipline Committee and administration staff to be considered for expulsion.

VI. Disciplinary Actions and Consequences

Disciplinary Offenses

Students who commit disciplinary offenses and/or are sent to the office will have their conduct grade lowered. There are three levels of disciplinary actions based on the severity of the offense. ***Disciplinary actions for level two and three offenses may be implemented in any order, depending on the seriousness of the infraction.*** Some levels of disciplinary actions are different according to the grade level of the student.

1. Level One Offense

Level one offense is considered those that do not involve any harm to the safety, health or well-being of the school community and the ability for it to function.

- Any violation to school rules and procedures (e.g. running in the classroom or hallways, not taking care of school materials, not following lunchroom procedures or recess policies, disregarding the rule for public displays of affection, throwing trash on school grounds).
- Any violation of the school uniform policy or students' dress code.
- Repeated tardiness or unexcused absences (5 or more in a grading period).
- Inappropriate use of electronic devices (such as mobile phones, smart watches, tablets, laptops, and others).
- Using the phone during official school hours (8:00 am. -3:00 p.m) or failure to turn in the cell phone.
- Talking or being disruptive in class, Study Hall, Resource Center and/ or Assemblies.

Disciplinary Actions for Level One Offense

- **First Time: Written Warning -** Student will receive a written warning by the **teacher** indicating his/her offense and the expected correction. A copy will be sent to the parent or guardian.
- **Second Time: Written Warning & Meeting with Parents -** a written warning will be given, it must be signed by a parent or guardian and returned to the school. Parents will have to meet with the Dean to discuss the offense and possible consequences.
- **Third Time: Written Warning and In Office Suspension or Detention -** a written warning will be given, it must be signed by a parent or guardian and returned to the school. Parents will be contacted to discuss the consequences.
    - **1st - 6th grade -** In Office Suspension: Students will be sent to the Dean, he/she will remain there completing their work for the rest of the day. Parents will be contacted and a written warning will be sent home.
    - **7th & 12th grade -** Detention: Students will receive a detention slip, a copy will be sent to the parents or legal guardian, the other copy will be placed in the student's record.

2. Level Two Offense

Level two offenses represent a significant escalation in the severity of disciplinary infractions. These offenses include repeated violations of level one offenses and serious

breaches of school regulations. Disciplinary actions for level two offenses may be implemented in any order, depending on the gravity of the offense.

- Repeated Level One Disciplinary Infraction (more than 4).
- Cutting classes or being absent without a justified reason to any class period.
- Unexcused and repeated absence from class or any other school obligations.
- Forgery, lying and/or plagiarism.
- Disrespectful behavior toward any member of the school community (e.g. disregarding teacher instructions, destroying classmates materials, hiding book bags, notebooks or books from other classmates, making nasty jokes about teachers, classmates or other staff members).
- Cheating on a test or quiz.
- Inappropriate or foul language.
- For 7th - 12th grade: Failure to fulfill a detention for day and time scheduled.

Disciplinary actions for Level Two Offenses

1st - 6th Grade

1st-6th Disciplinary Actions - Level Two		
In-Office	**In-School Suspension**	**Disciplinary Probation**
Student will be sent to the Dean and he/she will remain there completing work for the rest of the day. Parents will be contacted and a written warning will be sent home.	Students assigned to in-school suspension must report to the designated area from 8:00 a.m. to 3:00 p.m. and are not permitted to leave without permission from the Dean or assigned staff. During this time, students will complete class work, tests, and projects. Teachers may provide specific assignments to be completed and submitted during the suspension.	The student under probation is warned that his/her behavior has become a concern to the school and that any further level two disciplinary offenses may lead to more serious consequences, including out of school suspension or expulsion.

7th - 12th Grade

7th- 12th Disciplinary Actions - Level Two		
Detention	**Out of School Suspension**	**Disciplinary Probation**
Students will receive a detention slip, a copy will be sent to the parents or legal guardian, the other copy will be sent to the	An out of school suspension will be applied to any student who commits any level two offense. The suspension may be for one or more days, and the student will not be allowed in school or any school	The student under probation is warned that his/her behavior has become a concern to the school and that any further level two

Social Worker or Principal to be placed in the student record.	sponsored event during this period of time. **All work given during the suspension will be graded as zero.** If the suspension carries over from one week into the next, the student is not permitted to be on campus or attend any school sponsored events over the weekend.	disciplinary offenses may lead to more serious consequences, including out of school suspension or expulsion.

3. Level Three Offense

Level three offenses are those that involve risk or harm to the safety, security, health, physical and/or mental well-being of school personnel and other students. They also include offenses that impede the function of the school or constitute a violation of any federal, commonwealth or local law. Repeated Level One or Two Offenses will constitute a Level Three Disciplinary Offense. Disciplinary actions for level three offenses may be implemented in any order, depending on the gravity of the offense.

- Repeated Level One and Level Two Disciplinary Offenses (more than 4).
- Serious disrespect to any member of our school community (e.g. being openly defiant and rebellious towards a staff member).
- Leaving school premises without authorization.
- Fighting
- Theft
- Introduction, possession, sale, transfer or use of tobacco products and any non-prescribed drugs or controlled substances and/or alcoholic beverages to the school premises, at school sponsored events, or out of school with school uniform.
- Introduction of weapons of any kind to school premises or at school sponsored events.
- Hazing, bullying, cyber-bullying, any type of harassment, intimidation, or any behavior that makes another member of the school community feels threatened or unsafe – physically or emotionally.
- Projecting, suggesting or implicating any type of sexual behavior which involves watching illicit videos or showing them to classmates/adults or participating in sexual acts with another student on school grounds.
- Any disruption or obstruction of daily operation, teaching, administration, disciplinary proceeding, or other school activity – e.g. false threats or activation of emergency alarms.
- Any behavior that harms or has the potential to harm the health and safety of any member or members of the school community; or that reflects poorly on the school, including any violation of criminal law, regardless of when or where it occurs.
- Repeated levels of disciplinary infraction.

Disciplinary actions for Level Three Offenses

1st-6th Grade

1st-6th Disciplinary Actions - Level Three			
In-School Suspension	**Out of School Suspension**	**Social Probation**	**Expulsion**
Students assigned to in-school suspension must report to the designated area from 8:00 a.m. to 3:00 p.m. and are not permitted to leave without permission from the Dean or assigned staff. During this time, students will complete class work, tests, and projects. Teachers may provide specific assignments to be completed and submitted during the suspension.	An out of school suspension will be applied to any student who commits any level three offense or repeated level two offenses. The suspension may be for one or more days, and the student will not be allowed in school or any school sponsored event during this period of time. If the suspension carries over from one week into the next, the student is not permitted to be on campus or attend any school sponsored events over the weekend. Students suspended must complete all class work and need to come prepared for upcoming tests.	A student may be placed on social probation if he/she commits repeated level two or three offenses. A student under social probation may lose privileges, be removed from leadership positions, from clubs and associations, and may be denied the right to participate in certain school activities, including sports, ceremonies, and others.	A student may be expelled if he/she commits level three offenses.

7th- 12th Grade

7th- 12th Disciplinary Actions - Level Three		
Out of school suspension	**Social Probation**	**Expulsion**
An out of school suspension will be applied to any student who commits any level three offense or repeated level two	A student may be placed on social probation if he/she commits repeated level two or three offenses. A student	A student may be expelled if he/she commits level three offenses.

offenses. The suspension may be for one or more days, and the student will not be allowed in school or any school sponsored event during this period of time. **All work given during the suspension will be graded as zero.** If the suspension carries over from one week into the next, the student is not permitted to be on campus or attend any school sponsored events over the weekend.	under social probation may lose privileges, be removed from leadership positions, from clubs and associations, and may be denied the right to participate in certain school activities, including sports, ceremonies, and others.	

Jeans and Casual Day Dress Code Violation Procedure

If a student does not comply with school dress code, the following dress code violation procedure will take place:

- **Verbal & Written Warning:** Student will receive a verbal warning accompanied by a written warning by the **teacher** indicating his/her offense. Parents will be contacted to bring the correct clothes
- **Written Warning and Meeting with Parents:** a written warning will be given, it must be signed by a parent or guardian and returned to the school. Parents will have to meet with the Dean to discuss the offense. Parents will be contacted to bring the correct clothes.
- **Written Warning:** a written warning will be sent and parents must bring appropriate change of clothes. The student will not be allowed to come in casual clothes for the rest of the year.

Note: If a student violates the Dress Code Policy, disciplinary action will be taken accordingly.

Uniform Dress Code Violation Procedure

In the rare case of a family emergency which prevents having a uniform available one day, please send your child in P.E. uniform or the PRCS uniform polo and jeans. The parent MUST send a note to the teacher explaining the family emergency. In case of family emergencies, parents or guardians must contact the Dean or Principal for details on how to proceed.

- **1st time - Verbal & Written Warning:** Student will receive a verbal warning accompanied by a written warning by the **teacher** indicating his/her offense. Parents will be contacted to bring the correct clothes
- **2nd time - Written Warning and Meeting with Parents:** a written warning will be given, it must be signed by a parent or guardian and returned to the school. Parents will have

to meet with the Dean to discuss the offense. Parents will be contacted to bring the correct clothes.

- **3rd time - Written Warning:**
    - **1st - 6th grade - In Office Suspension**: Students be sent to the Dean, he/she will remain there completing their work for the rest of the day. Parents will be contacted and a written warning will be sent home.
    - **7th & 12th grade - Detention:** Students will receive a detention slip and a written warning, a copy will be sent to the parents or legal guardian, the other copy will be placed in the student's record.

VII. Health and Safety



Harassment (Bullying) Policy

Puerto Rico Christian School (PRCS) strives to provide a sensitive environment conducive to education in which all people (both students and adults) are treated with respect at all times. Persistent, aggressive behavior, whether physical, verbal, or social, shall not be tolerated at PRCS. Cyberbullying directed toward any PRCS student or adult, whether it occurs on or off campus, is also not permitted.

Harassment Definitions

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

B. SEXUAL HARASSMENT: is unwanted sexual advances and other verbal, visual, 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. PRCS recognizes that healthy social and personal relationships among students include dating and courting behaviors. However, sexual comments, gestures, or other forms of expression that a reasonable person would objectively find intimidating, degrading, or offensive will not be tolerated.

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 which a reasonable person would objectively find unreasonable and in which an unpleasant environment to learn has been produced because of things said or done to others.

C. RACIAL, RELIGIOUS, NATIONAL ORIGIN, ETHNIC HARASSMENT: is intimidation, humiliation, or degradation of an individual or group on the basis of race, religion, or national origin or ethnicity. These forms of harassment will not be tolerated and will result in appropriate disciplinary action. **Teachings based on sound Biblical concepts will not be considered harassment or degrading**.

Actions to be Taken

Any Puerto Rico Christian School (PRCS) student on campus during school hours or off campus on school-sponsored activities whom has been the subject of prohibited harassment by other student(s) or member(s) of the faculty or staff should immediately report such incidents to any member of the faculty, staff, or Director. The incident will be promptly and thoroughly investigated for its validity. Charges will be determined by an appropriate discipline committee which may include the Principal, Social Worker, Teachers, and/or Dean. PRCS will not tolerate retaliation to individuals for bringing a complaint that they consider truthful to the attention of the above authorities. Based on the definitions as set above, such harassment will constitute a serious violation of school policy and will result in appropriate disciplinary action according to the facts of each case that, among other consequences, could include suspension or expulsion from school, at the sole discretion of the Administration of PRCS.

Student Medication Policy

If your child needs to take any medication while at school, whether short-term (such as an antibiotic, Tylenol, or a cold remedy) or long-term (such as ADHD medication), please note that PRCS staff is not legally authorized to administer medications. Therefore, no PRCS staff may administer medication to any student. The school nurse may remind the student to take medication if the parents request it, but she is not obligated to do so, nor is she responsible for whether the child takes them or not. The responsibility for administering medication lies solely with the parents, not with the school or its staff. If you believe your child cannot take medication without adult assistance, the medication must be brought to school in its original container labeled by the pharmacy with the child's name. Also, parents must fill out the "Authorization to Administer Medication" document provided by the school. Otherwise, parents should arrange to come to administer the medication at an appropriate time, such as during lunch or recess.

No student should have any medication at school that has been prescribed for another person (even a family member). The container must be labeled with the child's name, the exact

dosage, and the name of the medication. PRCS no longer provides Tylenol (acetaminophen) to students except in emergency cases such as high fever.

Students with Asthma

If your child may need asthma treatments during school hours and is able to self-medicate, please request a copy of Law 56 of 2006 and Law 473 of 2020 by Internet or from our office. You would need to bring the "***Plan de Acción***" by the child's doctor, including the certification that the child has the necessary training, written parent authorization for the child to have and use the medication at school, etc. Even if the student will not be giving treatments to himself or herself, please keep the P.R.C.S. office and all of your child's teachers informed about the asthma diagnosis and any special precautions which may need to be taken. Please request our Students with Asthma Policy in the office for more details.

Students with Diabetes

Puerto Rico Christian School (PRCS) is dedicated to supporting students with type 1 diabetes through adherence to Law 199 of 2015, ensuring a safe and inclusive environment. The policy mandates comprehensive training for school personnel, provided annually by the Fundación Pediátrica de Diabetes (FPD). The mandatory virtual Level 1 workshop will be conducted for all staff or, at minimum, those in direct contact with the student, including the school director. The director is specifically responsible for safeguarding this protocol. Please request our Students with Diabetes Policy in the office for more details.

Students with Epilepsy

Puerto Rico Christian School (PRCS) is dedicated to supporting students with epilepsy (Law 15 of 2010), providing educational workshops to employees and students during the school year about the condition of epilepsy.

Suicide Prevention Policy

The Suicide Prevention Policy at Puerto Rico Christian School outlines protocols for preventing, intervening in, and responding to suicidal behavior, ensuring student safety and well-being. It covers prevention through mental health education, staff training, and support services, while promoting open communication. In crisis situations, immediate reporting to the Suicide Prevention Coordinator and prompt action by the Response Team are required, with parental involvement. Postvention includes supporting affected individuals and handling communications sensitively. Confidentiality is maintained, with detailed documentation and biannual reporting. The policy is reviewed annually to remain effective and compliant. Please request our Suicide Prevention Policy in the office for more details.

Accident Policy

Safety precautions will be taken at all times by P.R.C.S. staff to prevent accidents. Students are never to be unattended and are never to go outside without adult supervision. In the event of

an accident, a staff person will treat the injury using first aid techniques. Should there be a serious injury or emergency, an ambulance will be summoned. Parents will be contacted immediately and if unable to come to school, a school official will go with the student to the medical facility. An emergency sheet is kept on file for each student. **It is the parent's responsibility to inform the office of any changes in emergency telephone numbers.**

Student Accident Insurance

All students are covered with accident insurance through the Mapfre Life Insurance Company, included in the registration fee. If your child should have an accident at school or during school activities, and you wish to have him/her examined by a doctor, please request insurance forms in the office. The claim may be filed with the form and payment receipts for medical services. The time limit to file the claim is 90 days from the date of the accident.

Security

The gates of PRCS will be closed and locked at **8:10 a.m.** Visitors must by law report to the office. PRCS reserves the right to implement strict security measures in order to reduce the risk of problems associated with safety, rule compliance, theft, and the use of alcohol, tobacco, or other drugs. Parents visiting school need to come to the office.

These security measures include, but are not limited to the following:

- **Right to Search:** The school reserves the right to search student bookbags, handbags, lockers, pockets, personal belongings, or any other type of container on school grounds or during officially sponsored off-campus activities. Searches may be conducted whenever school administration or staff has reasonable suspicion or cause to believe a student is in possession of prohibited items—including but not limited to alcohol, tobacco, illegal drugs, weapons, stolen property, or unauthorized electronic devices (such as withheld cell phones or smartwatches)—or when a student is reasonably suspected of dishonesty, lying, or concealing such items in violation of school rules.
- The school can also use or require other means of detection of the presence, possession and/or use of drugs, including drug testing at the expense of the parents.

VIII. Acknowledgment of Discipline/Code of Conduct Standards



I have read and understand the standards of the Discipline/Code of Conduct for students at Puerto Rico Christian School. I understand that, as a student of Puerto Rico Christian School, I am responsible for abiding by the set standards for this school year.