
PARENT & STUDENT HANDBOOK

Palermo Private School



REVISED EDITION - 2026
PALERMO PRIVATE SCHOOL LLC
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WELCOME TO PALERMO PRIVATE SCHOOL

Welcome to Palermo Private School.

At Palermo Private School, we believe that education extends beyond academics. Our mission is to provide students with a supportive, challenging, and enriching environment where they can develop the knowledge, character, leadership, and confidence necessary to succeed in school and in life.

This Parent & Student Handbook has been prepared to serve as a guide for students and families. It outlines the policies, procedures, expectations, programs, and resources that support our school community and help maintain a safe, respectful, and productive learning environment.

We encourage all students and parents/guardians to review this handbook carefully and refer to it throughout the school year. A successful educational experience is built upon a strong partnership among students, families, faculty, and administration.

Thank you for choosing Palermo Private School and for entrusting us with your child's education. We look forward to working together to make this a successful and rewarding experience for every student.

Welcome to the Blue Dolphin family.

LETTER FROM THE SCHOOL DIRECTOR

Dear Palermo Families,

Welcome to Palermo Private School.

At Palermo, we believe that education extends beyond the classroom. Our goal is to provide students with a safe, nurturing, and academically challenging environment where they can develop the knowledge, character, confidence, and leadership skills necessary for future success.

We are proud of our commitment to small class sizes, individualized attention, strong family partnerships, and a learning environment that encourages curiosity, responsibility, and personal growth.

This handbook has been designed to provide important information regarding school policies, procedures, expectations, and resources. We encourage all families to review it carefully and refer to it throughout the school year.

Thank you for entrusting us with your child's education. We look forward to another successful year of learning, growth, and achievement.

Sincerely,

Tina Palermo
School Director

LETTER FROM THE PRINCIPAL

Dear Students and Families,

It is my pleasure to welcome you to Palermo Private School.

As Principal, I believe that a successful educational experience is built upon a strong partnership among students, families, teachers, and administrators. Together, we create an environment where students are challenged academically, supported emotionally, and encouraged to become responsible members of their community.

This handbook serves as a guide to the expectations, policies, and procedures that help maintain a positive, respectful, and productive school environment. We ask that students and parents/guardians review this handbook carefully and work together to uphold our school's values and standards.

Our commitment is to provide students with an educational experience that promotes academic excellence, personal responsibility, leadership, integrity, and respect for others.

Thank you for being part of the Palermo family. We look forward to a successful school year and to celebrating the accomplishments of every student.

Sincerely,

Cristina E. Trapote
Principal

SECTION 1 – ABOUT PALERMO PRIVATE SCHOOL

1.1 School Philosophy

Palermo Private School is an independent English-language school with small-group classrooms. We are a non-traditional school where students learn through dynamic teaching techniques, digital resources, and hands-on projects.

Our curriculum aligns with the Common Core Standards and provides students with a well-rounded educational experience that promotes academic excellence, critical thinking, creativity, and personal growth.

1.2 Mission Statement

Our mission is to provide a diverse learning experience in an English-based atmosphere, offering students an enriched curriculum in small groups while creating a strong educational foundation that prepares them to achieve their goals and reach their fullest potential.

1.3 Vision Statement

Our goal is to encourage students' strengths while helping them overcome their weaknesses. We believe that proper intervention leads to satisfaction and achievement rather than frustration and failure. We strive to maximize every student's potential to succeed academically, socially, and personally.

1.4 Core Values

Palermo Private School is committed to fostering:

- Academic Excellence
- Integrity
- Respect
- Responsibility
- Leadership
- Citizenship
- Perseverance
- Collaboration
- Community Engagement

1.5 Licensing and Regulatory Compliance

Palermo Private School operates in compliance with applicable laws and regulations of the Commonwealth of Puerto Rico and maintains all required licenses and authorizations.

The school reserves the right to modify policies and procedures to remain compliant with governmental requirements and educational standards.

SECTION 2 – ADMISSIONS AND ENROLLMENT

2.1 Admissions Policy

Palermo Private School welcomes qualified applicants from Pre-Kindergarten through Twelfth Grade who demonstrate the academic, behavioral, and developmental readiness necessary to benefit from the school's educational program.

Admission is a privilege and not a right. The school reserves the right to deny admission when it determines that enrollment would not be in the best interest of the student, the school, or the school community.

2.2 Required Documentation

Applicants must submit all documentation required by the school, including academic records, health records, emergency information, and any educational, psychological, medical, occupational, speech, or other specialist evaluations relevant to the student's educational needs.

2.3 Admissions Evaluation

Applicants may be required to participate in interviews, classroom observations, placement assessments, admissions testing, or other screening procedures as determined by the administration.

2.4 Disclosure of Educational Services

Parents/Guardians are expected to disclose all educational, behavioral, medical, therapeutic, and special education services the student has received.

Failure to disclose information that significantly affects educational placement or support needs may result in reconsideration of enrollment.

2.5 Enrollment Procedures

Enrollment is considered complete only after all required forms, documentation, agreements, and fees have been submitted and approved.

2.6 Re-Enrollment Procedures

Current students must complete the annual re-enrollment process by the deadlines established by the school.

2.7 School's Right of Admission

The school reserves the right to determine admission eligibility, grade placement, program placement, enrollment capacity, and continuation of enrollment.

2.8 Non-Renewal of Enrollment

Enrollment is granted annually and is subject to review by the administration. The school reserves the right to deny re-enrollment when academic performance, attendance, behavior, parental cooperation, financial standing, or compliance with school policies is found to be inconsistent with the school's mission and expectations.

2.9 Student Records, Custody, and Legal Orders

Palermo Private School maintains student records in accordance with applicable laws, educational regulations, and school policies.

Parents/Guardians are responsible for providing and maintaining current, accurate, and legally valid documentation related to:

- Custody arrangements.
- Parental rights and responsibilities.
- Guardianship orders.
- Protective orders.
- Restraining orders.
- Court orders.
- Any legal determination affecting the student's care, release, educational records, or school participation.

The school shall rely exclusively on official legal documentation maintained in the student's file when making decisions regarding custody, parental access, student release, educational records, or other legal matters.

Unless otherwise prohibited by a valid court order provided to the School, both parents may have access to educational records, school communications, academic information, and school activities involving the student.

The school shall not be responsible for enforcing verbal agreements, informal arrangements, or undocumented understandings between parents or guardians.

Parents/Guardians are responsible for immediately notifying the school of any modification, expiration, suspension, or issuance of legal orders affecting the student.

The school reserves the right to request additional documentation, clarification, or legal verification when necessary to protect the safety, welfare, and rights of students, employees, and members of the school community.

Failure to provide current and accurate legal documentation may limit the school's ability to comply with parental requests or legal directives.

SECTION 3 – FINANCIAL POLICIES

3.1 Financial Responsibility

Parents/Guardians are responsible for the timely payment of tuition, fees, and other financial obligations owed to the school.

3.2 Tuition, Fees, and Registration

Tuition rates are established annually by Palermo Private School.

Current monthly tuition rates are as follows:

- Pre-Kindergarten: \$350.00 per month
- Kindergarten through Grade 8: \$375.00 per month
- Grades 9 through 12: \$390.00 per month

In addition to tuition, the following fees are mandatory and are not included in the monthly tuition payment:

Building Fee

- One (1) student: \$250.00
- Two (2) students: \$400.00
- Three (3) or more students: \$500.00

School Insurance Fee

- \$20.00 per student

Fundraising Fee

- \$35.00 per student

Registration fees are established annually by the school.

Beginning in May, registration for the following academic year shall be considered late registration and shall be subject to increased registration fees.

Enrollment space remains subject to availability.

The school reserves the right to modify tuition, fees, and other charges upon reasonable notice.

3.2A Additional Expenses

Tuition does not necessarily include all costs associated with a student's educational experience.

Parents/Guardians are responsible for expenses related to textbooks, educational materials, school supplies, uniforms, field trips, educational activities, extracurricular programs, athletic activities, graduation-related expenses, and other services or activities not specifically included in regular tuition.

Participation in certain activities may be contingent upon payment of applicable fees and expenses.

The school will provide reasonable notice of additional costs when applicable.

3.3 Payment Schedule

Tuition payments shall be made according to the schedule established in the Enrollment Agreement.

Monthly tuition payments are due on the tenth (10th) day of each month.

Any payment received after the due date shall be subject to a late fee of twenty-five dollars (\$25.00).

The late fee shall accrue monthly for each unpaid monthly tuition installment that remains outstanding.

Failure to make timely payments does not relieve Parents/Guardians of the financial obligations assumed under the Enrollment Agreement.

3.4 Delinquent Accounts

Accounts that are not maintained in good standing may result in one or more of the following actions:

- Late payment penalties.
- Restriction of services.
- Restriction from participation in extracurricular activities.
- Restriction from participation in athletic activities.
- Withholding of report cards.
- Withholding of transcripts.
- Withholding of diplomas.
- Restriction from participation in graduation ceremonies.
- Non-renewal of enrollment.

Accounts that are two (2) months or more past due may result in the suspension of academic services until the account is brought current or a payment arrangement approved by administration has been established.

The school reserves the right to take any administrative action deemed necessary to protect the institution's financial stability.

3.5 Returned Payments

The School may assess additional fees for:

- Returned checks.
- Rejected electronic payments.
- Chargebacks.
- Other failed payment transactions.

Administration may require alternative payment methods in cases of repeated payment issues or noncompliance.

3.6 Withdrawal Policy

Students who are actively enrolled and subsequently withdraw from the school may be subject to a \$500.00 withdrawal penalty.

Exceptions may be approved solely at the discretion of the administration.

3.7 Transcript Requests

Each student is entitled to one official transcript request per academic year at no charge.

Additional transcript requests are subject to a \$10.00 fee per transcript.

3.8 Financial Clearance

Students must satisfy all financial obligations before diplomas, final transcripts, graduation participation, or other records are released.

3.9 Collection of Outstanding Balances

Palermo Private School reserves the right to utilize all legal remedies available for the collection of outstanding balances, including collection agencies, legal proceedings, and any other remedies authorized by law.

3.10 Tutoring Services

Palermo Private School may offer tutoring services to students who require additional academic support.

Tutoring services are separate from the regular academic program and may be subject to additional fees, scheduling requirements, attendance expectations, and program guidelines.

Parents/Guardians interested in tutoring services should contact the School Office for current program information.

Participation in tutoring services may require execution of a separate Tutoring Agreement that sets forth the terms and conditions applicable to the service.

3.11 Payment Methods

For the convenience of families, Palermo Private School accepts payments through a variety of payment methods.

Accepted payment methods currently include:

- School Payment Application
- Online Payment Portal
- ATH
- Visa
- Mastercard
- Discover
- Personal Check
- Certified Check

- Cash
- Payments made directly at the School Office

Parents/Guardians are responsible for ensuring that payments are submitted on or before the established due dates regardless of the payment method utilized.

Payments submitted electronically shall not be considered received until they have been successfully processed and confirmed.

Returned checks, declined transactions, insufficient funds, chargebacks, or rejected payments may result in additional fees and may require future payments to be made using alternative payment methods approved by the school.

The school reserves the right to modify accepted payment methods, payment platforms, processing procedures, or payment requirements at any time upon reasonable notice.

Any fees charged by third-party payment processors, financial institutions, or payment service providers shall be the responsibility of the Parent/Guardian when applicable.

Questions regarding payments, account balances, or payment arrangements should be directed at the School Office.

SECTION 4 – SCHOOL HOURS, ATTENDANCE AND PUNCTUALITY

4.1 School Hours

Palermo Private School maintains the following schedule:

Early Drop-Off

- All Grade Levels: 7:00 a.m.

Student Arrival

- Grades 1–12: 7:50 a.m.
- Preschool through Kindergarten: 8:20 a.m.

Dismissal

- Preschool through Grade 5: 2:00 p.m.
- Grades 6–12: 2:30 p.m.

Students are expected to arrive on time and be prepared for the school day.

4.2 Attendance Requirements

Regular attendance is essential to academic success.

Students are expected to attend all scheduled classes, activities, and instructional periods unless excused for illness, emergencies, or other approved reasons.

4.3 Consecutive Absences

Students absent for three (3) consecutive school days without communication from a Parent/Guardian may be referred to the administration for follow-up and review.

4.4 Excused and Unexcused Absences

Absences may be excused from illness, medical appointments, family emergencies, religious observances, or other circumstances approved by the administration.

The school reserves the right to determine whether an absence is excused or unexcused.

4.5 Tardiness Policy

Punctuality is expected of all students.

Three (3) tardies to school during a trimester shall result in one (1) demerit.

Three (3) tardies to an individual class shall be recorded as one (1) absence for that class.

4.6 Early Dismissals

Students leaving before the end of the school day must be signed out through the school office.

Only authorized individuals may remove a student from campus.

4.7 Student Pick-Up Procedures

Students will only be released to:

- Parents/Guardians.
- Authorized individuals listed on school forms.
- Individuals approved through prior notification from the Parent/Guardian.

If an unauthorized person attempts to pick up a student, the student will not be released until verification has been obtained from the Parent/Guardian.

4.8 Extended Care Program

Palermo Private School offers an Extended Care Program for families requiring supervision beyond the regular school day.

The following monthly rates apply:

- Extended Care until 4:00 p.m.: \$75.00 per month
- Extended Care until 5:00 p.m.: \$150.00 per month
- Extended Care until 6:00 p.m.: \$200.00 per month

Enrollment in the Extended Care Program must be completed through the School Office and is subject to availability.

Students enrolled in Extended Care must comply with all school rules, behavioral expectations, and supervision procedures.

The school reserves the right to modify program schedules, fees, or operational procedures upon reasonable notice.

4.8.B Late Pick-Up and Extended Care Fees

Students who are not enrolled in the Extended Care Program are expected to be picked up promptly at their scheduled dismissal time.

A late pick-up fee of five dollars (\$5.00) shall be assessed for every fifteen (15) minutes, or portion thereof, that a student remains on campus after dismissal.

Students enrolled in the Extended Care Program until 6:00 p.m. must be picked up by 6:00 p.m.

A late fee of twenty-five dollars (\$25.00) shall be assessed each time a student enrolled in Extended Care is picked up after 6:00 p.m.

Late pick-up fees are intended to cover the supervision provided by school personnel beyond established dismissal and Extended Care hours.

Repeated late pick-ups may result in additional administrative action as deemed appropriate by the school.

All outstanding late pick-up fees must be paid in accordance with the school's financial policies.

4.9 Make-Up Work

Students are responsible for completing all assignments, tests, quizzes, projects, and coursework missed due to absences.

Teachers shall establish reasonable deadlines for make-up work.

4.10 Lunch and Snack Procedures

Students are expected to remain on campus during lunch and snack periods.

Students may not leave campus during lunch or snack periods unless authorized in writing by a Parent/Guardian and approved by the administration.

4.11 Student Drivers and Vehicle Authorization

Students who drive to school must submit:

- Copy of a valid driver's license.
- Copy of vehicle registration.
- Signed parental authorization and liability waiver.

Authorized student vehicles must be parked in the designated area on Calle Cacique near the Preschool Division.

Student vehicles remain the responsibility of their owners and operators. Palermo Private School is not responsible for theft, loss, or damage involving student vehicles.

4.12 Food Deliveries and Delivery Services

Students may not directly order or arrange deliveries of food, beverages, packages, or personal items through services such as Uber Eats, DoorDash, Grubhub, Walmart Delivery, Instacart, or similar delivery providers during school hours.

Parents/Guardians may arrange food deliveries for their children if deliveries are scheduled during the student's lunch period and prior notification is given to the administration.

The school reserves the right to refuse deliveries that interfere with the educational process, compromise campus safety, or fail to comply with school policies.

The school shall not be responsible for errors, delays, losses, or issues related to third-party delivery services.

Deliveries will only be accepted through the school office and may not be delivered directly to classrooms or students.

SECTION 5 – ACADEMIC POLICIES

5.1 Academic Philosophy

Palermo Private School promotes academic excellence through a rigorous curriculum, meaningful educational experiences, and instruction focused on the holistic development of each student.

The school encourages critical thinking, creativity, academic responsibility, leadership, and lifelong learning.

5.2 Curriculum

The school curriculum is aligned with applicable academic standards and is designed to prepare students for post-secondary education, career opportunities, and responsible citizenship.

The school reserves the right to modify courses, programs, and curriculum requirements when deemed necessary.

5.3 Academic Evaluation

Student progress shall be evaluated through a variety of assessment methods, including:

- Examinations.
- Quizzes.
- Projects.
- Assignments.
- Presentations.
- Class participation.

- Practical activities.
- Performance assessments.

5.4 Passing Requirements

A minimum average of seventy percent (70%) is required to pass a course.

5.5 Testing Guidelines

As a rule, students shall not be required to take more than:

- Two (2) examinations in a single day.
- Three (3) examinations during the same week.

Administration reserves the right to authorize exceptions when necessary.

5.5.A Standardized Testing Program

Palermo Private School administers a variety of standardized assessments designed to measure academic achievement, educational growth, career interests, and college readiness.

The school currently administers the following assessments:

SEPA

Students in Grades 3 through 5 participate in the Sistema de Evaluación del Progreso Académico (SEPA), administered by CAREME. This assessment measures academic achievement and student progress in core academic areas.

SEPA testing fees are paid directly to the school as follows:

- SEPA without reader accommodation: \$35.00
- SEPA with reader accommodation: \$75.00

PIENSE I

Students in Grades 6 through 8 participate in the PIENSE I assessment program, which evaluates academic skills and provides information regarding student achievement and educational development.

Testing fee: \$25.00

PIENSE II

Students in Grades 9 and 10 participate in the PIENSE II assessment program, which forms part of the academic profile used by the College Board and assists with educational and college planning.

Testing fee: \$25.00

CEPA

Students in Grades 9 through 12 participate in the Cuestionario de Experiencias y Preferencias Académicas (CEPA), a vocational and career-interest assessment designed to assist students in educational and career planning.

Testing fee: \$25.00

College Entrance Examinations

Students in Grades 11 and 12 are expected to take either the College Board Admissions Test (PAA) or the Scholastic Assessment Test (SAT) as part of the college admissions process.

Parents/Guardians are responsible for registering students on the appropriate testing platform in accordance with school guidelines and deadlines.

Parents/Guardians are also responsible for all registration fees and expenses associated with these examinations.

The school reserves the right to administer additional assessments when deemed appropriate for educational planning, academic evaluation, student support, or compliance with institutional requirements.

5.6 Academic Integrity

Students are expected to complete all academic work honestly and independently unless otherwise directed by the teacher.

Violations of academic integrity include, but are not limited to:

- Copying assignments.
- Sharing answers during assessments.
- Plagiarism.
- Falsification of academic information.
- Unauthorized use of artificial intelligence tools.

Academic dishonesty may result in academic and disciplinary consequences.

5.7 Assignments and Homework

Assignments and homework are intended to reinforce learning, promote responsibility, and support the development of academic skills.

Students are expected to complete and submit all assignments by the established deadlines.

5.8 Late Work

Consequences for late assignments, projects, and coursework shall be determined by the teacher and may be subject to administrative review when appropriate.

5.8.A Student Printing and Copying Policy

Students are responsible for arriving at school prepared with all required textbooks, assignments, projects, and instructional materials.

School printers and photocopiers may not be used by students to reproduce, copy, scan, or duplicate textbooks, workbooks, teacher materials, or other copyrighted instructional resources due to copyright restrictions and school policy.

Students who forget, lose, damage, or fail to bring required textbooks or instructional materials are responsible for obtaining replacements through approved channels.

Students are expected to arrive with projects, reports, assignments, and other coursework completed and ready for submission.

Teachers are not authorized to print student assignments, projects, presentations, or coursework on behalf of students. It is the responsibility of the student and Parent/Guardian to ensure that all required materials are printed, completed, and submitted by the established deadline.

Failure to bring the required materials or complete assignments shall not constitute grounds for a deadline extension, except as approved by the administration.

5.9 Summer School

Students who fail up to two (2) courses may be required to complete summer school coursework.

Successful completion of summer school may be required for promotion.

5.10 Retention

Students who fail three (3) or more courses may be considered for grade retention.

The final determination regarding retention shall be made by the administration.

5.11 Honor Roll

Students earning a yearly academic average between ninety percent (90%) and ninety-four percent (94%) shall qualify for Honor Roll recognition.

5.12 High Honor Roll

Students earning a yearly academic average of ninety-five percent (95%) or higher shall qualify for High Honor Roll recognition.

5.13 Community Service Requirement

Students must complete forty (40) community service hours as part of graduation requirements.

Of the required forty (40) hours:

- A minimum of ten (10) hours must be completed through approved environmental or Contacto Verde activities.
- All hours must be documented and approved in accordance with school procedures.

5.14 Transcript Requests

Transcript requests shall be processed in accordance with the school's Financial Policies.

5.15 Academic Probation

Students experiencing significant academic difficulties may be placed on Academic Probation.

Academic Probation may include:

- Parent conferences.
- Academic improvement plans.
- Tutoring recommendations.
- Progress monitoring.
- Other interventions deemed appropriate by administration.

Failure to demonstrate satisfactory improvement may affect promotion, academic recognition, athletic eligibility, participation in activities, or continued enrollment.

5.16 Promotion Requirements

Promotion to the next grade level shall be based upon:

- Academic performance.
- Attendance.
- Conduct.
- Completion of curriculum requirements.
- Compliance with institutional requirements.

The administration reserves the final authority regarding the promotion of any student.

SECTION 6 – STUDENT CONDUCT AND DISCIPLINE

6.1 Philosophy of Discipline

Discipline is intended to promote responsibility, accountability, self-control, respect, and positive decision-making. Disciplinary measures are educational and corrective in nature whenever appropriate.

6.2 Student Expectations

Students are expected to:

- Respect others.
- Follow school rules.
- Attend classes regularly and punctually.

- Complete academic responsibilities honestly.
- Respect school property.
- Contribute positively to the school environment.

6.3 Conduct Warnings

Students may receive up to three (3) Conduct Warnings (CW) for the same behavioral infraction.

Upon the fourth occurrence of the same behavior, a demerit may be assigned.

Administration reserves the right to bypass warnings when the severity of the infraction warrants immediate disciplinary action.

6.4 Demerit System

Demerits may be assigned for repeated violations or serious misconduct.

Each demerit carries disciplinary points according to the school's internal disciplinary system.

6.5 Conduct Grades

Conduct grades are issued each trimester.

Conduct Warnings, demerits, referrals, disciplinary incidents, and repeated behavioral concerns may negatively affect a student's conduct grade.

6.6 Suspension

The accumulation of three (3) demerits during the same trimester may result in suspension.

Suspensions must be authorized by the School Director following consultation with faculty members and administration.

6.7 Re-Entry Conference

Students returning from suspension may be required to attend a conference with a Parent/Guardian and administration before returning to school.

6.8 Major Infractions

Major infractions include, but are not limited to:

- Fighting.
- Physical aggression.
- Bullying.
- Cyberbullying.
- Harassment.
- Threats.
- Theft.
- Vandalism.
- Academic dishonesty.
- Unauthorized use of Artificial Intelligence.

- Leaving campus without authorization.
- Repeated insubordination.

6.9 Administrative Authority

The Administration reserves the right to determine appropriate disciplinary consequences based on the severity, frequency, and circumstances of each incident.

6.10 Non-Renewal of Enrollment

Enrollment is granted annually.

The school reserves the right to deny re-enrollment when a student's academic performance, attendance, disciplinary history, parental cooperation, financial standing, or compliance with school policies is inconsistent with the school's mission and expectations.

6.11 Search and Inspection

The school reserves the right to inspect lockers, cubbies, desks, and other school-owned property assigned to students when deemed necessary by the administration.

6.12 Prohibited Substances and Dangerous Items

Students may not possess, use, distribute, sell, purchase, or be under the influence of:

- Alcohol.
- Tobacco products.
- Vaping devices.
- Illegal drugs.
- Unauthorized medications.
- Weapons.
- Firearms.
- Knives.
- Explosives.
- Dangerous objects.

Violations may result in immediate disciplinary action, suspension, non-renewal of enrollment, and, when appropriate, notification of law enforcement.

6.13 Damage to School Property

Students are expected to exercise proper care and respect for school property, equipment, materials, facilities, and others' property.

Parents/Guardians shall be financially responsible for the repair, replacement, or restoration of any school property that is damaged, destroyed, defaced, or lost because of intentional acts, negligence, misuse, or inappropriate conduct by their student.

This responsibility may include, but is not limited to:

- Buildings and facilities.
- Furniture.

- Technology equipment.
- Textbooks and library materials.
- Athletic equipment.
- Lockers and cubbies.
- Classroom materials.
- School vehicles.
- Any other school-owned property.

The school reserves the right to assess the cost of repair or replacement and require reimbursement before restoring certain student privileges, releasing records, or renewing enrollment.

6.14 Prohibited Substances

The possession, use, distribution, sale, or being under the influence of any of the following substances is strictly prohibited:

- Alcohol.
- Tobacco products.
- Electronic cigarettes or vaping devices.
- Illegal drugs.
- Controlled substances without proper medical authorization.
- Unauthorized medications.

Violations of this policy may result in immediate suspension, additional disciplinary action, and, when applicable, notification of the appropriate authorities.

6.15 Weapons and Dangerous Objects

The possession of the following items is prohibited:

- Firearms.
- Ammunition.
- Knives.
- Explosives.
- Replica weapons.
- Any dangerous object that may pose a threat to the safety of others.

The school may take immediate disciplinary action and notify the appropriate authorities.

6.16 Off-Campus Conduct

The school may impose disciplinary action when a student's off-campus conduct:

- Substantially disrupts the school environment.
- Threatens the safety of students, employees, or visitors.
- Damages the reputation of the institution.
- Involves cyberbullying, harassment, intimidation, or threats directed toward members of the school community.

6.17 School Activities and Field Trips

All school disciplinary policies remain in effect during:

- Field trips.
- Educational travel.
- Athletic activities.
- Cultural activities.
- Graduation ceremonies.
- School-sponsored ceremonies.
- Extracurricular activities.
- Any school-sponsored event conducted on or off campus.

The school may exclude students from specific activities when disciplinary, academic, or safety concerns exist.

Participation in school activities is a privilege and may be restricted or revoked when a student fails to comply with the school's behavioral expectations.

SECTION 7 – UNIFORMS, DRESS CODE AND PERSONAL APPEARANCE

7.1 School Uniform

Students are expected to wear the official school uniform as designated by Palermo Private School.

Uniforms must be clean, properly fitted, and maintained in good condition.

Failure to comply with uniform requirements may result in disciplinary action, parent notification, or other corrective measures.

7.2 Physical Education Uniform

Students enrolled in Physical Education classes must wear the designated Physical Education uniform on assigned days.

7.3 Casual Day Guidelines

Students participating in approved Casual Days must adhere to standards of modesty, appropriateness, and good taste.

The following are prohibited:

- Offensive language or images.
- References to drugs, alcohol, tobacco products, or violence.
- Excessively revealing clothing.
- Clothing deemed inappropriate by the administration.

7.4 Personal Appearance Standards

Students are expected to maintain a neat, clean, and professional appearance that supports a positive educational environment.

7.5 Hairstyles and Hair Color

Hair must be clean, neat, and appropriate for the educational setting.

Hair colors must remain within natural shades.

Unnatural hair colors, including blue, green, purple, pink, silver, neon shades, or similar colors, are prohibited.

7.6 Jewelry and Piercings

Visible body piercings, other than traditional ear piercings, are not permitted during school hours or school-sponsored activities.

The Administration reserves the right to require the removal of jewelry deemed unsafe or inappropriate.

7.7 Makeup and Grooming

Makeup and cosmetics must be age-appropriate and consistent with a school setting.

Excessive or distracting cosmetic applications are not permitted.

7.8 Prohibited Clothing

The following items are prohibited:

- Hoodies worn inside classrooms or school buildings unless authorized.
- Clothing exposing the midriff, back, undergarments, or excessive portions of the body.
- Excessively short garments.
- Low-cut or revealing attire.
- Clothing displaying offensive, vulgar, discriminatory, or inappropriate messages.

7.9 Graduation and Special Event Attire

Students participating in graduation ceremonies and formal school events are expected to dress in casual, elegant, or business casual attire.

Revealing, excessively short, low-cut, or otherwise inappropriate attire is prohibited.

Administration shall have final authority regarding the appropriateness of attire.

7.10 Personal Property and Lost Items

Students are responsible for the care, security, and supervision of their personal belongings while on school property or participating in school-sponsored activities.

All personal items, including textbooks, uniforms, lunch boxes, water bottles, athletic equipment, calculators, electronic devices, and other belongings, should be clearly labeled with the student's name.

Palermo Private School is not responsible for lost, stolen, misplaced, or damaged personal property.

Students who bring items not required for educational purposes do so at their own risk.

The school assumes no responsibility for electronic devices, accessories, money, jewelry, toys, or other personal items that are lost, stolen, damaged, or misplaced.

Students who bring unauthorized electronic devices or prohibited items assume all risks associated with such items. The school shall not be liable for any loss, theft, damage, or destruction of those items under any circumstances.

SECTION 8 – TECHNOLOGY, ELECTRONICS, AND ARTIFICIAL INTELLIGENCE

8.1 Technology Use Philosophy

Technology is a valuable educational tool when used appropriately and responsibly.

Students are expected to use all technology resources ethically and in support of learning.

8.2 Cell Phone Policy

To minimize distractions and maximize instructional time, personal cell phones are prohibited during the school day unless specifically authorized.

Students in Grades 1-12 must surrender cell phones to their Homeroom Teacher upon arrival.

Devices will be returned at the conclusion of the school day.

8.3 Smartwatches and Electronic Devices

Smartwatches, earbuds, headphones, gaming devices, tablets, and similar electronic devices are subject to the same restrictions as cell phones.

Unauthorized use may result in confiscation, disciplinary action, and notification of parents.

8.4 School Technology Resources

Students utilizing school technology resources must do so responsibly and solely for educational purposes.

Students may not:

- Access inappropriate content.
- Attempt to bypass security measures.
- Damage hardware or software.
- Share passwords.
- Harass or intimidate others through technology.

8.5 Academic Integrity

Students are expected to submit original work that reflects their own effort and learning.

Academic dishonesty includes cheating, copying, unauthorized collaboration, plagiarism, and misuse of Artificial Intelligence.

8.6 Artificial Intelligence Policy

The unauthorized use of Artificial Intelligence tools is prohibited unless specifically authorized by the teacher.

Artificial Intelligence tools include, but are not limited to:

- ChatGPT
- Gemini
- Claude
- Microsoft Copilot
- Similar AI platforms

Students may not submit AI-generated work as their own.

8.7 Plagiarism

Plagiarism includes presenting another person's ideas, words, work, research, or content as one's own.

Assignments containing plagiarism or unauthorized AI-generated content may receive a grade of zero (0).

8.8 Consequences

Violations may result in:

- Conduct Warnings
- Demerits
- Parent notification
- Confiscation of devices
- Suspension of technology privileges
- Grade of zero (0)
- Suspension
- Other disciplinary action

SECTION 9 – ANTI-BULLYING, HARASSMENT, AND CYBERBULLYING

9.1 School Commitment

Palermo Private School is committed to providing a safe, respectful, supportive, and inclusive learning environment.

Bullying, harassment, intimidation, threats, and cyberbullying are prohibited.

9.2 Definition of Bullying

Bullying is intentional behavior that causes physical, emotional, social, or psychological harm to another individual.

Examples include:

- Physical aggression
- Verbal abuse
- Threats
- Intimidation
- Social exclusion
- Rumor spreading
- Humiliation

9.3 Cyberbullying

Cyberbullying refers to bullying conducted through electronic devices, social media, messaging platforms, gaming platforms, email, or other digital communication methods.

Cyberbullying that substantially impacts the school environment may result in school disciplinary action even when occurring off campus.

9.4 Harassment

Harassment includes unwelcome conduct that creates an intimidating, hostile, humiliating, threatening, or offensive environment.

9.5 Reporting Procedures

Students, Parents/Guardians, faculty members, and staff are encouraged to report incidents of bullying, harassment, intimidation, threats, or cyberbullying.

Retaliation against individuals who report concerns in good faith is prohibited.

9.6 Investigation Procedures

Administration shall investigate all reports and determine appropriate corrective action.

9.7 Consequences

Students engaging in bullying, harassment, intimidation, threats, or cyberbullying may be subject to:

- Conduct Warnings
- Demerits
- Parent conferences
- Suspension
- non-renewal of enrollment
- Other corrective actions

9.8 Student Support and Intervention

The school may provide counseling referrals, parent conferences, behavioral support plans, educational interventions, or other supports when appropriate.

SECTION 10 – HEALTH, SAFETY AND STUDENT WELLNESS

10.1 Student Health

The health and safety of students are priorities of Palermo Private School.

Parents/Guardians are responsible for providing accurate and current health information.

10.2 Illness at School

Students who become ill during the school day may be referred to the school office, and a Parent/Guardian may be contacted.

10.3 Fever Policy

Students presenting with a fever during the school day shall be sent home.

Parents/Guardians will be contacted and expected to pick up the student promptly.

10.4 Medication Policy

The school administers medication only when medically necessary during school hours.

Examples may include medications required for:

- Asthma
- Epilepsy
- Severe allergies
- Other medically documented conditions

Appropriate medical documentation may be required.

10.5 Acetaminophen Authorization

Acetaminophen may be administered only when prior written authorization has been provided by the Parent/Guardian through school enrollment documents.

10.6 Emergency Medical Situations

In the event of a medical emergency, the school may seek emergency medical assistance and contact emergency responders when necessary.

10.7 Health Records

Parents/Guardians are responsible for maintaining current health records, emergency contacts, and medical information.

10.8 Student Wellness

The school supports student wellness through a safe educational environment, health education, physical activity, and appropriate support services.

SECTION 11 – SPECIAL EDUCATION AND REASONABLE ACCOMMODATIONS

11.1 Commitment to Student Support

Palermo Private School recognizes the diverse learning needs of students and is committed to providing reasonable accommodation consistent with professional recommendations and available educational resources.

11.2 Individualized Educational Plans (IEP/PEI)

Students with an Individualized Educational Plan (IEP/PEI) or equivalent educational plan may receive accommodation and modifications as recommended by qualified professionals and approved by the administration.

11.3 Educational Evaluations

Parents/Guardians are responsible for providing copies of all relevant educational, psychological, psychometric, psychoeducational, occupational therapy, speech-language, medical, or other specialist evaluations.

11.4 Reevaluations

Psychometric, psychoeducational, occupational therapy, speech-language, and other specialist evaluations must be updated every two (2) years or as otherwise recommended by the evaluating specialist.

The Administration reserves the right to request updated evaluations when necessary to determine appropriate educational planning and accommodations.

11.5 Accommodation Planning

Reasonable accommodations shall be determined based upon professional recommendations, student needs, educational appropriateness, and available school resources.

11.6 Parent Cooperation

Parents/Guardians are expected to cooperate with recommended evaluations, interventions, services, accommodations, and follow-up procedures.

SECTION 12 – ATHLETICS AND PHYSICAL EDUCATION

12.1 Athletic Program Philosophy

Athletic participation is an extension of the educational experience and is intended to promote:

- Leadership
- Discipline

- Responsibility
- Teamwork
- Perseverance
- Respect
- Sportsmanship

12.2 Athletic Eligibility

Participation in athletic programs is a privilege.

Students must maintain:

- Satisfactory academic performance
- Good attendance
- Appropriate conduct
- Compliance with financial obligations
- Compliance with school policies

12.3 Student-Athlete Responsibilities

Student athletes are expected to:

- Represent Palermo Private School positively
- Maintain appropriate conduct
- Attend practices and competitions
- Respect coaches, teammates, officials, opponents, and spectators
- Follow team and school rules

12.4 Attendance at Practices and Competitions

Regular attendance at practices, games, tournaments, and team-related activities is an essential expectation.

Absences must be communicated and justified in accordance with procedures established by the coach and administration.

12.5 Participation in Outside Leagues and Organizations

Participation in outside leagues, clubs, or athletic organizations does not relieve students of their responsibilities to Palermo Private School teams.

When scheduling conflicts occur, school-sponsored activities shall take priority unless otherwise approved by the administration.

12.5.A Athletic Transportation and Travel

Participation in athletic events, competitions, tournaments, and related activities may require transportation to locations outside of school grounds during school hours.

Parents/Guardians are responsible for providing transportation to and from athletic activities unless otherwise arranged by the school.

When school-sponsored transportation is provided, students are expected to comply with all school rules, behavioral expectations, and safety requirements while traveling.

Students may only leave an athletic event, competition, or activity with their Parent/Guardian or an authorized individual approved by the Parent/Guardian and the School.

The school reserves the right to establish additional transportation procedures and requirements for athletic events, tournaments, and team travel.

Participation in certain athletic events may require signed parental authorization forms, medical documentation, or additional travel-related agreements.

12.6 Athletic Scholarships

Students receiving athletic scholarships must comply with all scholarship requirements and conditions established by the school.

Failure to satisfy scholarship requirements may result in:

- Scholarship review
- Suspension of scholarship benefits
- Termination of scholarship benefits
- Other administrative actions

12.7 Sportsmanship and Conduct

Student athletes are expected to demonstrate good sportsmanship both during and outside of athletic competition.

Unsportsmanlike conduct may result in school disciplinary action, athletic disciplinary action, or both.

12.8 Parent and Spectator Responsibilities

Parents/Guardians and spectators are expected to maintain respectful conduct during:

- Games
- Tournaments
- Competitions
- Practices
- Athletic activities

The following is prohibited:

- Harassing officials
- Arguing with referees
- Intimidating coaches
- Disrupting competitions
- Creating situations that negatively affect the athletic environment

12.9 Continued Athletic Eligibility

The administration reserves the right to temporarily or permanently suspend a student's athletic participation when academic performance, attendance, conduct, financial standing, or compliance with school policies falls below institutional expectations.

12.10 Administrative Authority

The school reserves the right to establish and modify eligibility requirements, participation standards, disciplinary procedures, scholarship conditions, and other requirements related to athletic programs.

12.11 Annual Field Day

Palermo Private School conducts an annual Field Day as part of its Physical Education curriculum and school community activities.

Field Day promotes physical fitness, teamwork, sportsmanship, school spirit, and family involvement.

Student participation is expected, as Field Day is considered an extension of the Physical Education curriculum and an important component of the educational experience.

Students may be excused only for medical reasons or other circumstances approved by the administration.

Parents/Guardians are encouraged to attend and participate in this family-oriented event.

An official Field Day shirt may be required. The cost of the shirt will be announced in advance and shall be the Parent/Guardian's responsibility.

Additional information regarding schedules, activities, attire, and event procedures will be communicated prior to the event.

SECTION 13 – SOCIAL MEDIA, RECORDINGS, AND PUBLIC IMAGE

13.1 Digital Citizenship

Palermo Private School promotes responsible, ethical, and respectful use of digital platforms and social media.

Students are expected to use technology in a manner consistent with the School's values and standards of conduct.

13.2 Use of School Name and Institutional Identity

The name Palermo Private School, its logo, mascot, athletic teams, institutional photographs, and other elements of the school's visual identity may not be used for unauthorized purposes.

The school reserves all rights relating to the use of its institutional image and identity.

13.3 Social Media Conduct

Students shall refrain from posting content that:

- Harasses or intimidates others.
- Contains false or misleading information.
- Violates the privacy of students or employees.
- Substantially disrupts the educational environment.
- Promotes inappropriate or illegal conduct.

The school may intervene when published content has a substantial impact on the school community.

13.4 Institutional Photography and Recordings

The school may take photographs, audio recordings, or video recordings of students during:

- Academic activities.
- Athletic activities.
- Ceremonies.
- Field trips.
- Extracurricular activities.
- School events.

These materials may be used in school publications, websites, social media platforms, yearbooks, promotional materials, and official communications.

13.5 School Publications

Student work, recognition, achievements, photographs, and participation in school activities may be published by the school unless otherwise restricted in writing by a Parent/Guardian.

13.6 Unauthorized Recordings

Students, Parents/Guardians, and visitors may not record, livestream, photograph, or distribute images, audio recordings, or videos of:

- Students.
- School personnel.
- Classrooms.
- Meetings.
- School activities.

Without prior authorization from the administration.

13.7 Media Release and Consent

Photography and media preferences shall be documented through official enrollment forms and updated as necessary.

13.8 Official Communications

Only individuals authorized by the School may issue official communications or publicly represent Palermo Private School.

SECTION 14 – PARENT AND GUARDIAN CODE OF CONDUCT

14.1 School-Family Partnership

Student success depends upon a collaborative relationship between the School and families.

Parents/Guardians are expected to support school policies, procedures, and institutional expectations.

14.2 Respectful Communication

Parents/Guardians are expected to communicate respectfully with:

- Teachers
- Employees
- Administrators
- Students
- Other families

Profanity, threats, intimidation, harassment, and abusive conduct are prohibited.

14.3 Cooperation with School Policies

Parents/Guardians are expected to:

- Support academic expectations.
- Support behavioral expectations.
- Meet financial obligations.
- Maintain current contact information.
- Collaborate with the School in the best interests of the student.

14.4 Conferences, Meetings, and Classroom Access

Meetings with teachers, school personnel, or administration should be scheduled in advance whenever possible.

To protect instructional time and ensure student safety, Parents/Guardians may not enter classrooms, instructional areas, or school activities without prior authorization from the administration or authorized personnel.

Classroom visits and observations must be coordinated and approved in advance by the administration.

Parents/Guardians may not interrupt classes, instructional activities, meetings, or school operations without authorization.

14.5 Resolution of Concerns

Parents/Guardians are encouraged to address concerns directly with the individual involved before escalating the matter to higher levels of administration.

The school promotes collaborative conflict resolution whenever possible.

14.6 Conduct at School Events

Appropriate conduct is expected during:

- Athletic events
- Graduation ceremonies
- Awards programs
- School performances
- Field trips
- Fundraisers
- School-sponsored activities

Disruptive conduct may result in restrictions on participation or access.

14.7 Social Media

Parents/Guardians are encouraged to use appropriate school channels to express concerns or address school-related issues.

Social media posts containing false, defamatory, or substantially disruptive content may be addressed by the administration.

14.8 Visitors on Campus

All visitors must report to the school office upon arrival.

Administration reserves the right to authorize, restrict, or deny access to any visitor when deemed necessary to protect the safety and well-being of the school community.

14.9 Inappropriate Parent/Guardian Conduct

Administration may take action when the conduct of a Parent/Guardian:

- Interferes with school operations.
- Compromises the safety of students or employees.
- Constitutes harassment or intimidation.
- Violates standards of institutional conduct.

14.10 Parent/Guardian Arrival and Campus Conduct

Parents/Guardians are expected to operate their vehicles safely and courteously while entering, exiting, or traveling through school property.

To ensure the safety of students, staff, and visitors:

- The maximum speed limit on school property is five (5) miles per hour.
- The use of vehicle horns is prohibited except in emergency situations.
- Parents/Guardians shall not block traffic flow, driveways, entrances, exits, loading zones, or designated drop-off and pick-up areas.
- Vehicles shall only be parked in designated parking areas.

Parents/Guardians who need to park and enter the school campus shall use the designated parking area located on Calle Cacique adjacent to the Preschool Division.

Parents/Guardians and visitors are expected to maintain appropriate attire while on campus. Clothing shall be appropriate for an educational setting and consistent with the standards of appearance and decorum expected within the school community.

The school reserves the right to address conduct that interferes with school operations, campus safety, or the educational environment.

14.11 Administrative Authority

Palermo Private School reserves the right to take any action necessary to protect the integrity of the school community and maintain a safe, respectful, and productive educational environment.

SECTION 15 – EMERGENCY PROCEDURES

15.1 Emergency Preparedness

The school maintains emergency procedures designed to protect students, faculty, staff, and visitors.

15.2 Hurricanes and Severe Weather

The school shall follow recommendations issued by appropriate governmental agencies regarding hurricanes, tropical storms, severe weather events, and other emergencies.

15.3 School Closures

Palermo Private School reserves the right to close school facilities, modify schedules, implement alternative instructional methods, delay opening, dismiss early, or cancel activities due to emergencies.

15.4 Emergency Communications

Parents/Guardians shall be notified through official communication channels regarding emergency procedures, closures, delays, or schedule modifications.

15.5 Water Service Interruptions

The school maintains a cistern system that may be used when necessary to support school operations during water service interruptions.

15.6 Safety Procedures

Students are expected to follow all emergency instructions provided by faculty, staff, administration, and emergency personnel.

SECTION 16 – PARENT & STUDENT ACKNOWLEDGEMENT

16.1 Acknowledgment of Receipt

By signing below, we acknowledge that we have received, reviewed, and understand the Palermo Private School Parent & Student Handbook.

We agree to comply with all applicable policies, procedures, expectations, and requirements described herein.

16.2 Parent/Guardian Acknowledgment

Parent/Guardian Name: _____

Signature: _____

Date: _____

16.3 Student Acknowledgment (Grades 6–12)

Student Name: _____

Signature: _____

Date: _____

HANDBOOK DISCLAIMER

The policies, procedures, rules, regulations, fees, schedules, programs, and other information contained in this handbook are subject to change at the discretion of Palermo Private School.

Palermo Private School reserves the right to modify, amend, suspend, interpret, or discontinue any policy, procedure, program, fee, requirement, or practice described in this handbook whenever deemed necessary by administration.

Enrollment is granted annually and remains subject to compliance with school policies, academic expectations, financial obligations, and administrative review.

References for positions such as School Director, Principal, Administration, Teacher, Coach, Parent, or Guardian shall apply to the individual serving in that role at the time the policy is implemented.

In the event of ambiguity, conflict, or questions regarding interpretation, the interpretation of the School Director and Administration shall prevail.

Any revisions issued after this edition shall supersede previous versions and become effective upon publication or notification by the school.