



From the Headmaster's Office

F. Richard Marracino

July 2011

Dear CPS Faculty and Staff:

SUMMER NOTE SENT TO CPS PARENTS:

We are continuing our communications through e-mail and the website. All the summer mailing information for the beginning of the year and forms that you need to hand in must be downloaded from our website: www.cpspr.org. Go to the **CPS Forms** on the left and enter into "Beginning of the Year Forms" for CHS or PKS Campus accordingly. Should you have any questions, please call Diana Morales at 787 765-4411 ext 242.

In anticipation of our new academic year 2011-12, information here will hopefully be helpful in knowing about the opening of school with faculty and staff returning on Monday, August 1.

Summers are extraordinarily busy months at CPS:

- ✓ Specifically, we thank Elsie Calimano, Jimmy López and Aida Portela for the very successful summer school/camp. Their leadership has been critical to having doubled the amount of students from last year! All teachers, camp leaders and counselors were energized and engaged in an exciting month. A hearty thank you to all who participated!
- ✓ We are completely renovating our physics laboratory at Commonwealth, and the science laboratory at Parkville, using from funds partially through the generosity of parents, alumni, and employees during the **Raising¹⁰ Science Works** annual giving campaign that raised nearly \$50,000.

Additionally at the Parkville Campus, the Board of Directors has approved the installation of a **generator** which, in times of electrical blackouts, will provide full electricity to our entire campus. This is a much needed improvement and will significantly improve our teaching-learning environment when electricity fails.

EDLINE PHILOSOPHY

Edline provides an up-to-date reporting system to parents and students with access codes to keep abreast with academic progress throughout the year. Depending upon the individual interests and objectives of faculty members, Edline includes, but not limited to, information from the following list:

- Syllabus
- Class rules
- Test dates
- Calendar
- Project due dates
- Special activities
- Links

It must also be understood that students, not parents, have the primary responsibility to keep abreast of daily work in the classroom. Students must be alert to assignments including homework through methods determined by the teacher. Through this reporting process, students will experience necessary independence in growth and development.

FIRST WEEK PROCEDURES

For students and parents, we are initiating a day of orientation. Our 2011-12 academic year will begin anew with student and parent orientations on Monday, August 8:

- ✓ **Parkville Campus:** All parents (no students please), for all grades will be given an orientation to the classroom, the teacher(s), and the curriculum expectations:
Grades 3-6: Upper elementary 8:00 a.m. to 10:00 a.m.
PPK to grade 2: Lower elementary 10:00 a.m. to 12:00 noon

- ✓ **Commonwealth Campus:** All *new* students including all 7th graders from the Parkville Campus and *new students in all grades* from other schools: 9:00- 12:00 noon

The first full day of classes for all students: PPK-grade 12 is Tuesday, August 9.

APPLICATION FOR SUBJECT and AREA COORDINATOR

Attached is an application for those wishing to be a Subject or Area Coordinator for 2011-2012. As in past years, there will be two Curriculum Committee meetings each semester at each campus, and two Academic Committee meetings for all coordinators. The schedule of Curriculum Committee meetings will be announced by divisional directors. The schedule of Academic Committee meetings are as follows:

Academic Committee

Tuesday, November 29, 2011 - Commonwealth Campus

Tuesday, April 24, 2012 - Parkville Campus

CALENDAR: 2011-2012

The enclosed CPS academic calendar includes all holidays and vacation periods, as well as many events. If classes must be canceled because of hurricanes or other emergencies, we may have to cancel some holidays to compensate for missed days. That decision will not be made until the second semester. However, we hope not to extend the school year beyond the projected graduation date of May 31, 2012.

Please note the following:

- LEAVING EARLY OR ARRIVING LATE from vacation periods is discouraged. Those students who take mid-term or final exams will not be permitted to take them ahead of schedule.
- BEFORE PARENTS PLAN AND SCHEDULE SUMMER VACATIONS: They are advised that they be sure that their children are not candidates for summer school for failed courses. If summer school is required, classes must be taken at CPS.
- NEW PARENTS WINE AND CHEESE RECEPTION will be held on Friday, August 19 at Plaza Provision. Invitations will be sent to all new parents.

- GRADUATION for grades 8 and 12 will take place on Thursday, May 31 at 9:00 a.m. and 1:00 p.m. respectively.
- PARENTS' NIGHTS at 7:00 p.m. on each of the following dates:

Commonwealth: (7-12)	Wednesday, August 17
Lower Elementary (PPK-2)	Tuesday, August 30
Upper Elementary (3-6):	Thursday, September 1

UPDATE ON TECHNOLOGY FOR 2011-2012

- A. Workshops** will be held on “Digital Storytelling”, use of “Smart Boards”, use of “Mouse Mischief” and others during the year. Four teachers and the IT Administrator attended stateside technology related seminars.
- B. Tech purchases and installations** include:
- a. Computer Purchases: Replacement of office desktops, Laptop loaners for students, Mac computers for art teachers.
 - b. Smart boards (Mimio), Mouse and hubs for “Mischief” program, computer speakers, digital cameras, multimedia headsets, storage devices and printers.
 - c. Studio equipment to train students in use of video equipment for projects
 - d. Re-cabling of both campuses.

C. Edline reporting: Grades PPK-12

All parents and students should have received their activation codes to access the Edline system. Because grades and other important items are listed on Edline for grades 2-12, we have eliminated the need for mid-quarter Progress Reports. However, regular Report Cards will be issued at the end of each quarter; on October 14 at Parent Conferences, and by regular mail on December 21, March 16, and May 31.

FACILITY CHANGES 2011-2012

Room changes/physical plant summer work:

Parkville Campus

- Remodel Science Laboratory
- Install soundproof windows in 2nd floor in the back of the front building
- Purchase and Install Power Generator
- Remove 2nd floor wood structure in back building close to the Park.
- Master Plan and As-built plans for future remodeling of campus.
- Emergency ramp from the second floor of the Horizons/Project 97 wing.

Commonwealth Campus

- Remodeling of the physics room/lab
- Sound proof the Music classroom
- Remodeling of the media center in the CHS Library

BUS SERVICE FOR 2011-2012

Hernández and Martínez Transport Services will be providing bus transportation services once again to and from the Parkville and Commonwealth Campuses. The monthly charges are \$95 round trip payable by semester (\$475). If interested, arrangements and payments for such service must be made through our business office for direct billing

with our statements once we receive the completed bus transportation forms. For further information, please call Diana Morales at 787-765-4411, ext. 242.

Attached please find letter with reference to Edline procedures. Also, please review the attached list of legal requirements to which CPS is adhering.

Best wishes from the entire administration for an adventuresome and restful summer with your loved ones. We eagerly look forward to having you with us for the 2010-2011 academic year.

Sincerely,

A handwritten signature in black ink, appearing to read "F. Marracino". The signature is written in a cursive style with a long horizontal stroke at the end.

F. Richard Marracino
Headmaster



Commonwealth-Parkville School

New Faculty and Staff 2011-12

Codina, Diego- PKS Desktop Support Specialist

Diego is our new desktop support specialist at the Parkville Campus. He has an extensive background in informational technology with Grupo Multimedios Comunicaciones and LatinMedia. He has a Business Bachelor Degree in information systems from the Universidad de Turabo. Diego has good verbal and written communication skills in English and Spanish, proficiency in Microsoft Windows XP and Windows 7, AutoCAD, Microsoft Office 2010 applications, Photoshop, network design and implementation, among others. We are pleased to have Diego at our Parkville Campus. We welcome him and hope you will take an opportunity to visit the server office or whenever you see him around campus.

De Jesús, Pedro - CHS United States and Puerto Rico History

Pedro holds a Bachelor Degree in secondary social science education from the University of Puerto Rico, Río Piedras and in completing requirements for a Master of Science degree in TESOL Education from Touro College in New York. Pedro is happy to return to Puerto Rico after teaching for five years at the international School for the Liberal Arts (ISLA) in New York where he was the lead social studies teacher and taught U. S. and Global Histories, as well as government, economics and AP Government to 12th graders. Pedro has been extremely active within his school having planned and conducted many field trips in New York, Washington, DC and accompanied a class trip to Amsterdam, the Netherlands. He also planned school talent shows and festivities including Hispanic American Heritage celebration, "Christmas Parranda", senior proms, award ceremonies, and graduations. Pedro taught at the Cupeyville School of San Juan. We are most pleased to have Pedro join our Commonwealth Social Studies Department.

De León, Isabel- PKS Teacher Assistant- Prekindergarten

Isabel has a Bachelor of Arts in geography and a Master of Arts in environmental education both from the University of Puerto Rico, Río Piedras. She has been a teacher assistant and substitute teacher at Parkville previously, as well as assisting the CPS alumni department. Isabel is fluent in English and Spanish, and is knowledgeable of Microsoft Power Point, Excel and Word. She has been a rock climbing specialist at Solid Rock Climbing Gym and is currently learning Portuguese. We are pleased to have Isabel join Early Childhood Program in prekindergarten.

Hoffman, Lauren – PKS Pre-Kindergarten Teacher

Lauren is joining our PK faculty following teaching experiences at the Nursery School at the Jewish Community Center in Manhattan, New York and as lead teacher at the First Friends Preschool in New York. She has a BA in social sciences from the State University of New York at Buffalo, and a MA in early childhood education from Hunter College in New York. Lauren has also worked with special needs students ranging in age from 2-21. Lauren enjoys culinary arts and has worked at several restaurants here in San Juan as well as in New York. She hopes to include cooking into classroom activities. In her words, "I believe there are countless math, science and health lessons that are learned when cooking with children, no matter how old or young the student is." We welcome Lauren to our distinguished pre-school faculty.

Newdall, Carrie- CHS English Teacher

A native of Minnesota, Carrie is joining our Commonwealth English Department and is coming with many years of experience at the Colegio Rosa-Bell in Guaynabo where she taught and coordinated English in grades 5 through 10. Carrie implemented an elementary summer reading program and incorporated computer technology into the English program. She also has taught English at the Colegio Ntra. Sra. De la Caridad in Guaynabo and taught Spanish at the Holy Name of Jesus School in Minnesota. Carrie has a BA in TESOL and a MA also in TESOL from Interamerican University. She evaluated students in a variety of ways and used teaching strategies that promote individualism and personal creativity. We welcome Carrie to CPS and wish her well.

Quijano, Ysabel- Teacher Assistant- Kindergarten

We are pleased to announce the appointment of Ysabel as a teacher assistant to the kindergarten classroom. Ysabel has a Bachelor Degree in psychology with honors from the University of Puerto Rico, Río Piedras and a Master Degree and PsyD in clinical psychology from the University Carlos Albizu, San Juan. Ysabel has been an afterschool teacher at Parkville Campus since 2003 where she has helped pre-prekindergarten through kindergarten students with extracurricular activities, studies, care and nourishment. Ysabel is fully bilingual and has computer skills. We welcome Ysabel to our Early Childhood Program and wish her well.

Santiago, Daisy Annette Santiago- Teacher Assistant- Kindergarten

Daisy has a BBA in Business and Marketing from the Interamerican University and has been a substitute teacher at CPS since 2009 at all levels from PPK to grade 6. As a substitute, Daisy has taught all subjects including mathematics, science, language arts, Spanish, computers, and other electives. So she is very familiar with our Parkville Campus. Prior to her association with CPS, Daisy has worked as an Accounting and Office Clerk at Yamil Exquisites, and in the marketing and strategic promotions department at Cyber Events. Daisy is fluent in English and Spanish and is the mother of Franco (PKS-2) and Victor (PKS-3). We are happy to have Daisy join our fine group of Parkville professionals!

FACULTY AND STAFF ORIENTATION WEEK: August 1-5, 2011

Monday, August 1, 2011

7:30 a.m.	Breakfast at Commonwealth Campus Cafeteria Picture taking of all faculty and staff
8:15	Michelle White, Chair, Board of Directors
8:30	Richard Marrassino, Headmaster
8:50	Middle and Upper School, Evelyn Collazo Judith Rivera, Upper Elementary Elsie Calimano, Lower Elementary Sonia Colón, Horizons Program
9:30	Maritere del Valle, Accreditation Coordinator Kathy Román, Director of Alumni Noemí Ramírez, Academic Dean Aleida Mora, Director of Development Diana de Jesús, Director of Finance and Operations Jo-Ann Aranguren, Director of Admissions
10:00	Break
10:30	Guest speaker: Dr. José Jaime Rivera, President, Universidad Sagrado Corazón, “Preparing Students for the 21st Century”
12:00 noon	Lunch
1:30 p.m.	401K representative

José Jaime Rivera

1998 Distinguished Alumni Achievement Award



The 1998 School of Culture, Education, and Human Development Distinguished Alumni Achievement Award was presented to Dr. Jose Jaime Rivera, who received his master's degree in higher education administration in 1972 and his Ph.D. degree in organizational and administrative studies in 1981 from the School of Culture, Education, and Human Development at NYU.

Since November 1992 he has served as the President of the University of the Sacred Heart in San Juan, Puerto Rico. In 1995 Dr. Rivera was elected a member of the Board of Directors of the American Association of University Administrators, the first Puerto Rican university president to be so honored.

Throughout his 29 years in the field of higher education he has held key administrative positions, as well as faculty positions in Puerto Rican and North American universities.

Dr. Rivera has served as the President of the Association of Presidents of Puerto Rican Universities and as President of the Consortium of University Presidents for the Prevention of Drug and Alcohol Use. He serves on the Puerto Rican Convention on Violence and currently presides over the Committee on Distance Learning of the Caribbean Association of Universities and Research. Most recently, Dr. Rivera was elected for a three-year term as a member of the Higher Education Accreditation Committee of the Middle States Association of Schools and Colleges.

Tuesday, August 2, 2011

PKS	8:00 – 10:00 a.m.	Divisional Meetings and Classroom Organization for all grade levels (all day)
	10:30 a.m.	Orientation for Lower Elementary new teachers and teacher aides
CHS	8:00 a.m.	Faculty Meeting
	1:00 p.m.	Department Meetings

Wednesday, August 3, 2011

PKS	8:00 – 12:00 a.m.	Digital Storytelling - Basic information on digital storytelling, definition, types of projects, how to create a story using video, work with PhotoStory 3 and create a digital story. <u>Place:</u> PKS Media Center <u>Attendees:</u> 3-4 th teachers including 3-4 horizons teachers only Bring laptops fully charged Classroom Organization for all other teachers
	1:00 – 3:00 p.m.	Edline /Gradequick Review training- general review of Edline minimum requirements, processes and procedures. Gradequick review grades, columns, sending reports to Edline. <u>Place:</u> PKS Auditorium <u>Attendees:</u> 40 teachers
CHS	All day	Classroom Organization

Thursday, August 4, 2011

PKS	8:00 – 12:00 a.m.	Scholastic Big Day – Comprehensive Preschool Curriculum/Training <u>Attendees:</u> PK teachers and aides All other PKS faculty members – Classroom Organization
CHS	8:00 – 12:00 a.m.	Digital Storytelling - Basic information on digital storytelling, definition, types of projects, how to create a story using video, work with PhotoStory 3 and create a digital story. <u>Place:</u> Upper Computer Lab <u>Attendees:</u> 10 teachers (already discussed with E. Collazo) J. Acebal, Lydia Marchosky, Wanda Alicea, Anita Alvarez, Pedro de Jesús, José Galiñanes, Arquelio Feliciano, Christy Rodriguez, Alex Cerqueira, and Carrie Newall - Bring laptops fully charged
	1:-00 p.m.	Classroom Organization

Friday, August 5, 2011

PKS

9:00 a.m. Lower and Upper Elementary – Divisional Meetings and Preparation for Parent Orientation

CHS

9:00 a.m. Faculty Meeting and Classroom Organization

Monday, August 8, 2011

Parkville Campus:

All parents (no students please), for all grades will be given an orientation to the classroom, the teacher(s), and the curriculum expectations:

Grades 3-6: 8:00 to 10:00 a.m.

PPK to grade 2: 10:00 a.m. until 12:00 noon

Commonwealth Campus:

All *new* students including all 7th graders from the Parkville Campus and those new students in all grades from other schools: 9:00- 12:00 noon

Tuesday, August 9, 2011

THE FIRST FULL DAY OF SCHOOL FOR ALL STUDENTS: PPK-GRADE 12



Commonwealth-Parkville School

Application for Subject/Area Coordinator

Applicant's name: _____ Subject/Area of interest: _____

PKS: grades EDP-6

- √ Early Childhood: EDP-Kinder
- √ English
- √ Ethics
- √ Fine Arts
- √ History

CHS: grades 7-12

- √ Library
- √ Mathematics
- √ PE
- √ Science
- √ Spanish

Please answer the following questions:

1. Are you a returning Subject/Area Coordinator? _____ Yes _____ No

If yes, mention the years and area you have been S/A Coordinator

2. What experience have you had at CPS or at previous schools with supervision, curriculum development, committee work, leadership positions, etc.? Please mention these.

3. What issues, in your opinion, are of utmost importance to be discussed at the Academic Committee?

4. Indicate your objectives/goals as S/A Coordinator for the upcoming academic year. How would you plan to achieve these?

**Please submit to Noemí Ramírez and your divisional director
By Friday, August 5, 2011**



Commonwealth-Parkville School

School Year 2011-2012

FIRST SEMESTER 2011

<u>AUGUST</u>	1-5 8 9	Monday-Friday Monday Tuesday	<ul style="list-style-type: none"> - Workshop – Faculty Orientation & Meetings - Parent and Student Orientations - FIRST DAY OF CLASSES
<u>SEPTEMBER</u>	5 23	Monday Friday	<ul style="list-style-type: none"> - Labor Day - NO CLASSES - Professional Day- NO CLASSES
<u>OCTOBER</u>	10 14	Monday Friday	<ul style="list-style-type: none"> - Columbus Day/Día de la Raza – NO CLASSES - Parent/Teacher Conferences – NO CLASSES
<u>NOVEMBER</u>	4 21-25	Friday Monday-Friday	<ul style="list-style-type: none"> - Professional Day – NO CLASSES - Thanksgiving Recess - NO CLASSES
<u>DECEMBER</u>	12, 14, 15 16, 19, 20, 21	Monday, Wed, Thursday Friday, Mon, Tues, Wednesday	<ul style="list-style-type: none"> - Mid-term exams – 5th – 12th grade - Administrative Days - NO CLASSES

SECOND SEMESTER 2012

<u>JANUARY</u>	9 10	Monday Tuesday	<ul style="list-style-type: none"> -De Hostos’ Day – NO CLASSES - CLASSES RESUME
<u>FEBRUARY</u>	20 29	Monday Wednesday	<ul style="list-style-type: none"> - Presidents Day/Luis Muñoz Marín Day NO CLASSES - Last Day for Re-enrollment Discount
<u>MARCH</u>	2 23	Friday Friday	<ul style="list-style-type: none"> - Professional Day – NO CLASSES - Abolition Day – NO CLASSES
<u>APRIL</u>	4 16 17	Wednesday Monday Tuesday	<ul style="list-style-type: none"> - Dismissal 11:30 a.m. SPRING BREAK BEGINS - De Diego’s Day – NO CLASSES - CLASSES RESUME
<u>MAY</u>	3 4 - 15 17, 18 21-25 24 25 28 30 31	Thursday Friday Tuesday, Thursday, Friday Monday-Thursday Thursday Friday Monday Wednesday Thursday	<ul style="list-style-type: none"> - Student Day – 11:30 a.m. Dismissal - Teacher’s Day – NO CLASSES - Final Exams – 5th -11th grades - Administrative Days - NO CLASSES - CHS Awards Ceremony - PKS Awards Ceremony - Memorial Day – NO CLASSES - 6th grade Bridge Crossing - 8th and 12th grades Graduation
<u>JUNE</u>	4-29		<ul style="list-style-type: none"> - SUMMER SCHOOL

END OF MARKING PERIOD

October 7
December 9
March 9
May 14

REPORT CARDS

October 14 - Parent Conferences
December 21
March 16
May 31



DRESS CODE

FOR FACULTY, STAFF, and ADMINISTRATION

Adults who work in the school are modeling behavior and habits, including their mode of dress. Students look up to and emulate faculty and staff members with whom they relate daily. While there will never be total agreement, the faculty, staff, and members of the administration are asked to exercise good judgment and **professionalism** with regards to dress, including cleanliness and good taste.

Female members of the faculty, staff, and administration are allowed to wear pants and are asked that, **when wearing skirts or dresses, these be of respectable length** (no more than three inches above the top of the knee) **and not tight fitting**. Although ties are not required for male faculty, staff, or administration, **shirts with collars are**.

The following list is NOT considered appropriate attire for members of the faculty, staff, and administration, **and will not be permitted**, unless on a class trip to a park or beach or any other activity planned in coordination with the appropriate divisional director.

- T-shirts**
- spaghetti straps
- “midriffs” (tops that show the torso)
- blouses that are sheer or transparent
- low-cut tops or blouses
- leggings
- sweat pants
- blue jeans (including skirts and overalls)
- low rise pants (if your underwear shows, it is not acceptable)
- shorts, including Bermuda-type**
- rubber thongs, clogs, or crocs
- beach wear
- casual sandals (“chancletas”)
- tennis/sneakers (athletic shoes)**
- finger nails must be short enough as to not be a danger to students and colleagues or to interfere with responsibilities and duties and must be kept neat and clean
- caps

The expectation is that members of the faculty, staff, and administration will follow this dress code. Thank you in advance for your cooperation.

** Does not apply to PE faculty



COMMONWEALTH-PARKVILLE SCHOOL

OPERATED BY CARIBBEAN CONSOLIDATED SCHOOLS, INC.

PO BOX 70177, SAN JUAN, PUERTO RICO 00936-8177

787 765-4411 fax 787 764-3809

Website: www.cpspr.org

COMMONWEALTH CAMPUS

Middle School/Grades 7-8

High School/Grades 9-12

URB ROOSEVELT – CALLE CASTILLO 100

SAN JUAN, PR 00918

Tel 787 765-4411 - Fax 787 764-3809

PARKVILLE CAMPUS

Lower Elementary School/Grades PPK-

Upper Elementary School/Grades 3-6

URB PARKVILLE – CALLE ALABAMA FINAL

GUAYNABO, PR 00969

Tel 787 720-3993 - Fax 787 272-8150

July 2011

Dear CPS Faculty:

On August 2010, CPS launched our OutlookLive@edu online communication and collaboration services. More than just e-mail, OutlookLive@edu will also provide our students, educators, staff, and alumni with a number of productivity and collaboration tools, including 25GB of online storage, group calendaring, shared online documents using Office Web Apps, blogging tools, and much more. And because OutlookLive@edu is browser-based, we are able to access all of these services from virtually any computer or mobile device with an Internet connection.

We need for you to be aware that students should only use their CPS comets email account for school purposes. Our goal is to make OutlookLive@edu our primary on-campus communication and collaboration service through the use of CPS emails, and this can only be accomplished through a high adoption rate among our students and staff.

Visit Outlooklive@edu to see all the features offered by Microsoft. You already have an account. Should you have any question about any of these services, please contact Eric Acosta o Esther Alvarez.

Thank you,

Evelyn Collazo
CHS Director

Esther Alvarez
ED Tech Coordinator

Eric Acosta
CPS System Administrator



Commonwealth-Parkville School

At Commonwealth-Parkville School we comply with all the policies and requirements established by the “*Consejo General de Educación*”. Among these, we conform to the following laws approved by the Senate and House of Representatives of the Commonwealth of Puerto Rico:

- **Law 267** **August 31, 2000** **Internet Safety**
Requires installing and using technology devices that identify and restrict the access of obscene and pornographic material, in order to protect the students when using the Internet in school.

- **Law 56** **February 1st, 2006** **Students with Asthma Conditions**

Recognizes the right of students that suffer asthma to self - administer the medicine. If that is the case the student must provide a health certificate completed by the student’s doctor authorizing the use of the medication. This document will be kept in his/her school record.

- **Law 186** **September 1st, 2006** **Use of the Social Security Number**

Prohibits the use of the Social Security Number as a regular identification method in public and private educational institutions from the elementary to the postgraduate level. Commonwealth-Parkville School complies with this law and does not use the students’ Social Security Number as a regular identification method.

- **Law 37** **April 10, 2008** **Anti Bullying – Harassment Prevention**

Requires that private educational institutions from the elementary to the postgraduate level have established policies and protocols for anti bullying – harassment prevention between students.

- **Law 141** **August 1, 2008** **Automated External Defibrillator**

Recognizes the right for the general public to have access to an Automated External Defibrillator (AED). Private establishments should have available for use the AED for visitors, employees and clients.

Commonwealth-Parkville School complies with these laws. We guarantee the purposes of these laws and abide by them. Teachers, staff, and administration are informed and fully aware of the extent of these regulations.

Noemí Ramírez
Academic Dean, CPS