



MASIS

Motivation • Achievement • Success

Student-Parent Handbook

MAS Integrated School, MASIS, Inc.
Añasco, Puerto Rico

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SECTION I - STATEMENT OF PURPOSE, INSTITUTIONAL PROFILE, AND BELIEFS

Vision

To be a community of leaders and well-integrated persons, equipped with life-long skills, technologically functional and globally competitive.

Mission

To provide a positive, supportive, and meaningful learning experience that will effectively meet the educational needs of the students as they develop in the role of a new generation of leaders, equipped with the intellectual and social skills to lead a changing multicultural society.

Institutional Profile

MAS Integrated School, Inc., MASIS, is an independent, non-profit, and non-sectarian college preparatory school that offers an all-immersion English and Spanish educational program from Pre-K through 12th grade. MASIS promotes effective communication skills in English and Spanish amidst constructive learning experiences and fosters the development of the student as a whole through core subjects and distinctive classes made possible by a highly qualified staff and a caring and supportive environment. Consequently, the students, who are active participants in their learning process, strive to develop their self-confidence, use critical thinking to solve problems, and acquire emerging competencies and skills to partake in a changing multicultural society. MASIS recognizes and respects individual learning styles and encourages each student to achieve school expectations based on their needs and interests.

Philosophy

Our educational philosophy assumes a holistic conception of education, in which all areas of the student's life are valued and enhanced through the promotion of his/her integral development. The teaching and learning process intends to promote, along with other objectives, self-realization, self-esteem, and creative expression, cultivation of personal talents, and interests, preparation for contemporary life, health and safety.

Goals and Beliefs

1. The curriculum should promote, honor, and support the social, emotional, cognitive, academically, and physical development growth of the whole child.
2. Knowledge and mastery on the subject should be acquired and fulfilled in the classroom.
3. Learning should take place not only in the classroom, and it should never overwhelm the student or the family.
4. Learning is an integrated process, in which all disciplines connect to create a more in depth meaning for the students.
5. A school needs to be committed to optimal academic performance and the

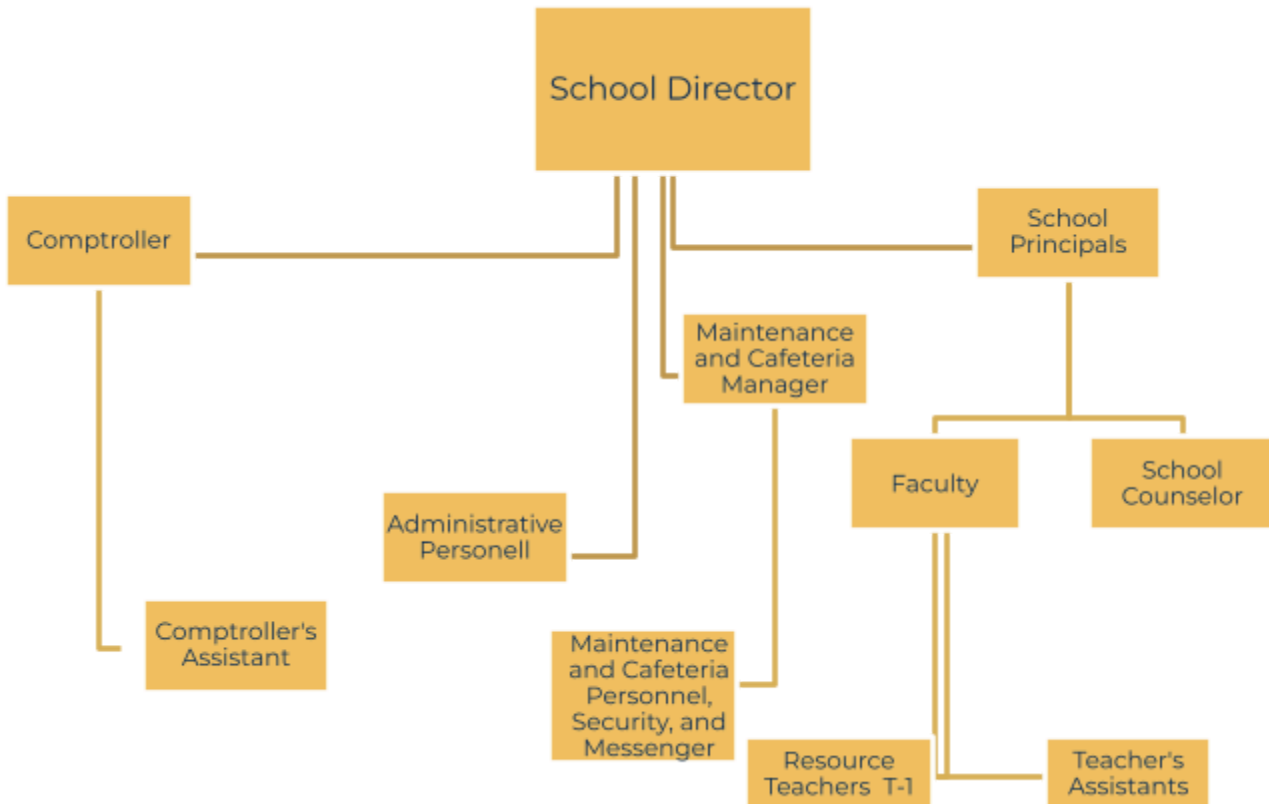
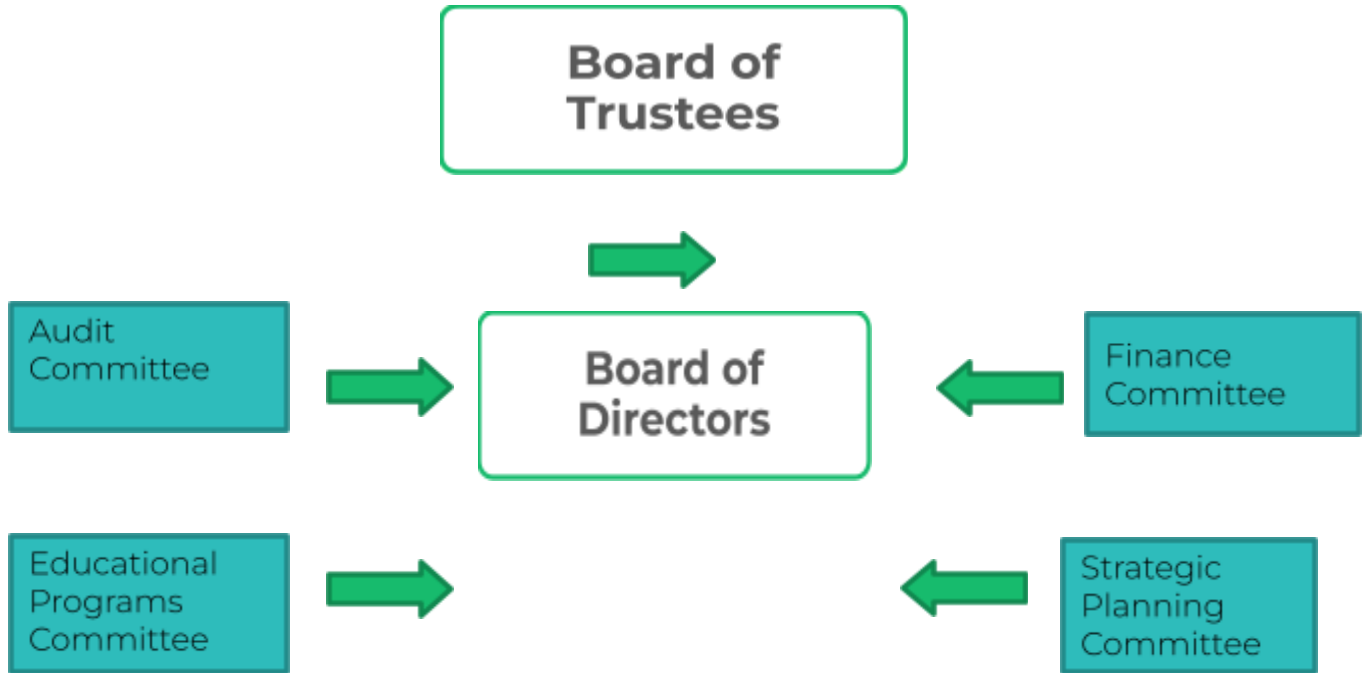
integral development of its students.

6. A school should recognize and respect that each individual has a different pace for learning and exploring, and that each child builds knowledge through repeated experiences.
7. Assessment of learning is a process and a tool to improve instruction and document students' growth.
8. Students learn best when they are actively engaged in the learning process.
9. A student's self-esteem is enhanced by providing positive relationships that include reciprocated respect with school community members.
10. Each student needs to develop lifelong knowledge of the essential skills to live in an ever-changing society.
11. A student needs to develop awareness of his/her rights and duties as citizens of the world.
12. Stakeholders in a school community share the responsibility to work as a team towards creating an effective environment that promotes learning and growth of the individual.
13. Teachers should have different roles in the classrooms; they should be facilitators of learning, mentors, motivators, and companions.
14. Teachers are leaders and investigators whose professional development should be continuously invested in.
15. Teachers should offer students multiple opportunities to learn and express their understanding, creativity, and imagination.
16. Teachers and adults who participate in the educational process must have a well founded human and professional foundation.

Accreditation and Affiliation

MAS Integrated School, Inc., MASIS, is licensed through the State Department of Puerto Rico for Elementary and Secondary Education, Preschool to 12th grade. MAS Integrated School is accredited by COGNIA -Southern Association of Colleges and Schools (SACS-CASI) and affiliated to the Puerto Rico Private Schools Association, the National Association of Elementary School Principals (NAESP), the National Association of Secondary School Principals, and the National Honor Society (NHS).

SECTION II- SCHOOL GOVERNANCE



SECTION III- GENERAL INFORMATION

School Motto

“A place where determination has no limits and success is not just a coincidence”

Definition of Roles

The Board of Directors is a working board of advisors, accountable for the development and implementation of policies and programs to enable the school to reach its educational, operational, and financial growth goals. The School Director is the chief administrator of the school, responsible for providing instructional, operational, and administrative leadership and accountable for the continuous improvement of the school and its staff and for student achievement.

The School Mascot

The Griffin is the school mascot. It is considered a mythological creature with the body of a large beast and the head and front claws of an eagle. Griffins were said to be the protector of the gods and their treasures. The symbol of the Griffin represents nobility because of its high goal orientation and the realm of the cream of the crop.



SECTION IV- NORMS, PROCEDURES AND

LOGISTICS Attendance

All students are expected to be in their classrooms by 7:45 a.m. Homeroom teachers will take attendance at the beginning of homeroom time and keep the record in the Homeroom Registry as required by the Department of Education Puerto Rico. In addition, subject teachers will take attendance in each class and document it in the assigned class record book.

Tardiness to School

Punctual attendance is important to give students the opportunity to take advantage of what the school offers, develop skills and talents, build their self-esteem, and learn the importance of being reliable. Arriving late can be upsetting for everyone in the classroom. Thus, arriving to school on time is a habit that needs to be cultivated so it will stay with the student throughout his/her life.

Students are considered tardy to school if they are not in their homeroom classrooms by 7:45 am. Not bringing the student to school on time is considered a negligent action and the school is compelled to inform the *Departamento de la Familia de Puerto Rico* of those specific cases where negligence is an issue. Negligence by a child's caretaker is defined by the Puerto Rican Educational Law #177 as "a type of maltreatment which consists of noncompliance to responsibilities or to hinder the ability to provide (among other things) education". (Refer to Chapter 1, page 9, Ley #177).

Absences

Puerto Rico's compulsory school attendance law requires minors to regularly attend school each year, on the allotted days, and during the regular hours of the school term (P.R. Laws Ann. tit. 29 § 450).

Therefore, MASIS will not accept more than ten (10) absences per semester or a total of twenty (20) absences during a school year. Excused and unexcused absences will be considered when determining eligibility to earn credit in a class, promoting a student, passing a subject, or registering a student for the following school year. Prearranged absences are also included in the total absence count. The school reserves the right to request that a student takes summer classes to make up for missed work.

If a student fails a course due to excessive absences, MASIS will record an F (fail due to absences) on the transcript. The grade of F will hold no credit units but will be added to the GPA as a 59.

Absences and Tardiness Protocol

The following procedure will be followed to ensure student's attendance:

1. Notifications of tardiness will be issued when the student arrives after 7:45 am.
2. Teachers send the first report to the School Director's Office regarding excessive absences (3) and/or tardiness (5).
3. A letter will be sent to parents notifying of excessive absences and/or tardiness.
4. If a student accumulates eleven (11) or more tardiness, he/she will be duly reported to the *Departamento de la Familia de Puerto Rico*.

Excused Absences

Absences will be considered excused upon receipt of a signed written explanation from the Parent/Guardian. The note must be presented to and signed by each teacher whose classes the student missed. This note must be returned to the homeroom teacher at the end of the day. Only then, the student will be permitted to make up the missed work/assessment.

If the student does not bring a note, it will be logged as an unexcused absence, thus obtaining a zero for each missed class and declining all rights to make up work.

Make-up/ Missed Work Policy

It is a student's responsibility to meet with teachers to find out what work was missed or when to make up an assessment. Assessments need to be made-up or missed work must be handed in no later than **three to five days after the student returns to school** or on a day approved by the School Director. MASIS reserves the right to justify a student's absence based on circumstances and reasons presented. If the work is not handed in as indicated, the student will receive a zero grade.

When a student attends regular classes, they are expected to take assessments as scheduled. Refusal to take a scheduled assessment due to an unjustifiable reason will result in a zero grade and the teacher will not reschedule the assessment.

If you know in advance that your child will be missing school on a certain day or if the student has a justifiable absence, be advised that ALL assessments and planned schoolwork will always be given after the student returns to school. These will NOT be issued to students before they go on a scheduled absence.

Once the student returns, the teacher will send a Notice of Concern home to parents informing them of the due dates for the assignments and the rescheduling of assessments.

Make-up work will be accepted up to **five days** upon the students return to school. Make-up work missed during unexcused absences may be approved at the discretion of the School Director.

Programmed Absences

To guarantee the student's academic success and comply with class work, parents must avoid extending official holidays and/or planning family trips during school time. In the event of an unexpected situation where the student needs to be absent, parents must send a written request to the School Director who will determine the justification to authorize the absence. Parents and students are responsible for their material and to comply with schoolwork. Assessments or exams will NOT be issued to students before they go on a scheduled absence. (Refer to Section IV-Academic Issues if absence is approved)

Unexcused (Truant) Absences

Absences from school for any reason not justified will be considered unexcused and the student may be considered a truant.

A truant student is defined as a student who is absent from school without a valid excuse, is tardy or absent for more than fifteen (15) minutes in a period without a valid excuse during the school-day, or any combination thereof. Truancy incurs in a disciplinary action.

A student shall not leave school during the school day without reporting to the Main Office first and confirming permission. Failure to report to the Main Office shall result in being charged with an unexcused absence or truancy.

Arrival and Departure Procedure

We appreciate the collaboration and understanding in the process for the delivery and collection of students. This is a matter in which we will be very strict, especially when it comes to the safety of our students and other members of the school community. We request your collaboration by following the instructions and traffic signals. Here are some important details that we all need to keep in mind during this process:

1. The maximum speed in the student drop off and pick up area is 5 MPH.
2. There will be school and security personnel in attendance; It is important that their instructions are followed.
3. Anyone who is going to drop off or pick up their child must always line up parallel to one of the cement islands, identified with the number 1, 2 or 3. For no reason should pedestrian crossings be blocked.
4. Once you have lowered your child, you must continue walking cautiously towards the exit. Students are not allowed to get out of the vehicles before reaching these islets.
5. Pedestrians: No pedestrian will be able to access through the vehicle entrance or exit area, they must walk towards the stairs and use the pedestrian walkway, when the designated personnel indicate that they can cross.
6. We urge everyone to exercise caution and not cross while there are moving vehicles or cross over the islands.
7. Those people who wish to get off to drop off their child must park outside and access through the front stairs.

8. Informal meetings with school personnel may not be held during the student drop-off or pick-up processes.

Arrival

MASIS provides supervision starting at 7:00am. Parents/Guardians should not leave students on school grounds before this time, since they will not be supervised by school personnel.

All students will use the **Drop-off/Pick-up Area** to enter school grounds during arrival time. The school main gate will be closed at 8:00am. Students who arrive late must then enter through the Main Office at this time.

When Preschool and Elementary School students arrive, they must stay with the teacher who is on duty at the front gate and enter the classroom when the teacher takes them. Parents are not allowed to visit classrooms at this time, given that teachers are getting ready to receive the students.

Middle School and High School students will go to the courtyard and stay there until the bell rings, at which point they will report to their homeroom period. Students are not allowed in classrooms unless supervised by a school staff member.

Departure

Dismissal time at the end of the day is as follows:

- Preschool 2:00PM
- Grades 1st to 6th 2:10PM
- Grades 7th to 12th 2:30PM

All students will pick-up through the front gate. When Parents arrive, they need to wait for their cars, following the traffic guidelines. Parents may not wait in the Main Office or in the lobby because it interrupts the school departure procedure.

1. Pre-School students will depart at 2:00 pm. Parents must wait in their cars until the teacher, or the school personal releases the child.
2. Elementary School students will depart at 2:10 pm. Parents must wait until the teacher, or the school personnel releases the child. Students who participate in the after-school program, tutoring program or sports must stay with the teacher who will take them to the corresponding area at 3:00pm.
3. Middle School and High School students will exit through at 2:30 pm and stay in the assigned area with a teacher until 3:00pm. Students are not allowed to be inside the classrooms after 2:30 pm unless previously authorized by the School Director or designee. All Middle School/High School students who stay for extracurricular activities, band, or sports must report to the corresponding area at the assigned time.

4. Teacher will report the name of those students who were not picked up on time to the Main Office. Parents/Guardians will be called and duly notified.

Students not participating in an extracurricular activity, staying for the tutorial program, or continuing on the afternoon program MUST be picked up by 3:00pm. Parents/Guardians will be charged for the care of the child. The *Departamento de la Familia de Puerto Rico* requires that every child receives mandatory supervision and never be left unattended after school hours. Subsequently, the school is required to report the child and the family for negligence. If a student shows recurring patterns of not being picked up on time, this will result in the school upholding the law and referring the student to the *Departamento de la Familia de Puerto Rico*.

Early Dismissal

Parents/Guardians who wish to have their child dismissed early from school must come to the Main Office and fill out the Early Dismissal Form, before 1:30 pm. Students may not leave the school with any other person without the written authorization of their parents.

School Uniform

An easy way of teaching discipline and the importance of following rules is by the correct use of uniforms. MASIS has comfortable uniforms with several options to choose from, but there are still some restrictions. All students are required to wear MASIS' official uniform unless instructed otherwise. The uniform must always be kept clean, in good condition, and worn as specified. The school will strictly enforce the regular daily uniform. To make sure we have uniformity within our students these are the alternatives that the families have for their children:

Regular Uniform

- Girls: school green or white polo shirt with emblem, school khaki Bermuda shorts, khaki skorts or khaki school pants with double pleated front worn at the waist, no low-rise or hipster pants allowed. The skorts and pants must be the appropriate size meaning *loose* fit, not skin-tight. The uniform also includes socks and sneakers or school type shoes.
- Boys: school white polo shirt with school emblem, school khaki pants or Bermuda shorts with double pleated front, belt, socks, and sneakers or school type shoes.



Physical Education Uniform

Boys and Girls: Gray physical education T-shirt and long/short green sport pants with school emblem. Sneakers must be in good conditions. Students should wear PE uniform all day on PE days.



If a student arrives at school not wearing the required uniform, he/she will be

automatically sent to the Main Office where the student will purchase the correct uniform attire or call home to have the items brought to school. Repeated violations of the uniforms policy will result in a disciplinary action.

School Jacket

Only the school's distinctive jacket with the school logo will be accepted. No other coat will be allowed.

Consequences for Non-compliance of Uniform Policy

If a student arrives at school not wearing the required uniform, he/she will be automatically sent to the Main Office where the student will call home to have the items brought to school or purchase the correct uniform attire. Repeated violations of the uniforms policy will result in a disciplinary action.

Note: Field Day polo shirts, club polo shirts, or any other school shirts may not be worn as a regular daily uniform unless previously authorized by the School Director. Refer to Casual Day Dress Code.

Dress Code and Grooming

MASIS Dress Code, Uniforms, and Grooming Policy aims to encourage a suitable atmosphere for a school setting. MASIS reserves the right to judge whether any item or fashion fad (i.e., haircut, accessories, etc.) is in violation of the school's Dress Code and Grooming policy.

1. Jewelry: Students should wear jewelry in modest amounts and avoid wearing expensive jewelry. Nose, eyebrow, lip, tongue, or any other fashion body jewelry is not permitted. Earrings on boys will only be allowed in 9th grade and up. Only stud earrings will be allowed for boys; one per ear.
2. Grooming: Student's hair must be kept clean and in a way that the hairstyle does not obstruct the eyes, affect schoolwork, or cause distractions among classmates.
3. Glitter and/or heavy make-up is not allowed.
4. Headgear: Students at MASIS are not permitted to wear and/or use hats, caps, bandanas, scarves, stocking caps, hoods, large headbands inside the classrooms, unless authorized by the School Director. Students may wear caps or hats while outside during Physical Education classes.

Casual Day Dress

1. Casual or other School Spirit Days, students may wear one of the following:
 - a. The assigned informal attire.
 - b. Jeans of a solid color with no logos, designs, and an appropriate top with sleeves that covers shoulders, midriff, backs and cleavage (If in doubt refer to unacceptable attire).
 - c. Jeans with rips or holes below the knee, or above the knee if using

fabric underneath.

2. Club Days or Subject Day Activity:
 - a. Girls: school khaki shorts or khaki school pants, socks, sneakers or school type shoes.
 - b. Boys: school khaki pants or Bermuda shorts, socks, and sneakers or school type shoes
 - c. Girls and Boys: school-club/subject polo shirt with emblem

MASIS reserves the right to judge clothing, make-up, and hairstyles as appropriate or inappropriate. On Casual Days aimed to collect funds for a particular class or organization, two students from the benefited class/organization plus one student from the Student Council will oversee monitoring the dress code is complied with.

Unacceptable Attire for Casual Days or any School Event

Unacceptable attire is defined as fashion to be so unsuitable for school setting that could disrupt the educational program. This may include items such as clothing, footwear, jewelry, haircuts, tattoos, or markings that may be insulting, suggestive, offensive, or unsafe. These items consider, but are not limited to:

1. Garments with gang-related, drugs, alcohol, cigarettes, violence, discrimination related themes, as well as vulgar or political propaganda printing.
2. Clothing that are very revealing such as see-through garments, mini-skirts or bike shorts, shirts tied at the midriff, exposed underwear, spaghetti straps, tank or halter tops, and hip-huggers; low-cut/revealing V-neck.
3. Fashionable jeans such as tight low-cut jeans, stone-washed jeans, ragged jeans, jeans with holes or slashes, jeans worn at or below the hips. Only jeans that are ripped or have holes below the students' knees are allowed, if the hole/ripped area is above the knee, it must have a layer of cloth underneath. **(Revised by Student Council 2022)**
4. Outer garments that are intended to be used as undergarments, such as boxer shorts or bloomers.
5. Footwear e.g., flip-flops, mules, sandals, crocs or shoes with open toes or heels.
6. Jewelry that is construed to be hazardous or dangerous to health or safety (ex. large chains, spiky jewelry).

Field Trips

MASIS strongly believes that field trips give students the opportunity to learn by integrating classroom learning with outside experience. A permission slip will be sent home prior to the trip, must be signed by Parent/Guardian, and returned to the teacher; otherwise, the student will not be able to partake in the trip. Over the phone authorization is not accepted.

Unless stated otherwise, students must wear the official school polo shirt and blue jeans with no logos, designs, rips, or holes. The number of chaperones required for any field trip will be determined by the School Director. Questions regarding field trips should be directed to the teacher. Parents and students must observe the following rules:

1. If parents attend, they must provide their own transportation.
2. The School Director has the authority to cancel any field trip without prior notice if she determines that it is in the best interest of the health, safety, or welfare of the students.
3. Participation in field trips and off-campus activities is a privilege; therefore, those students found on disciplinary probation are not allowed to join.
4. All groups must depart from school and return to school.
5. When students do not depart with his/her group from school grounds on the provided method of transportation, they are considered absent for the day, lose school insurance rights, and will not receive any assessment grades from the activity. These include Sports Days.

International or Domestic Educational Trips

1. International or domestic educational trips must be approved by the School Director at least 8 months prior to departing date.
2. A School administrator or Faculty member must always oversee trips.
3. The School Director will review the request who will inquire about the necessary arrangements regarding cost, transportation, reservations, and purchase of admissions, if needed.
4. The School Director has the authority to cancel any trip without prior notice if she determines that it is in the best interest of the health, safety, or welfare of the students.
5. Students must always have direct supervision.
6. Participation in trips is a privilege; therefore, those students found on disciplinary probation are not allowed to join.
7. Meetings sponsored by individual groups cannot be held on school premises, nor can they be planned in school.

Personal Property

MASIS is not accountable for personal property left unattended on school grounds. Student's personal property is the sole responsibility of the student. We request that Parent/Guardian do not allow children to bring large sums of money or valuable/irreplaceable personal items such as electronic games, jewelry, EarPods, and/or toys to school. MASIS does not assume responsibility for the replacement or reimbursement of damaged, destroyed, or stolen personal property in the event of theft/vandalism. It is important that students identify clothing and personal belongings with their name.

Use of Cellphones in School or Smart Watch

Elementary School - grades 1st through-6th are not allowed to carry cell phones on campus. Cell phones can be a distraction to the educational process. We fully respect and understand why some families may choose to give their child a cellular phone for emergency use when traveling to and from school. But, while on school property, students cannot have these, plus there are telephones for use in cases of emergency. Please do not send your kid with a cell phone to school. If a cell phone is confiscated, the

parents must come to school and claim it.

Middle School and High School – grades 7th through 12th are the only ones allowed to have cellphones in school. The student must remember that it is a privilege which can be revoked at any time. Therefore, the student is required to turn off the cell phone once he/she enters onto school property and put it away in the locker with the ringer off. Classroom distractions from cell phones will be handled by the teacher first and referred to the School Leadership if the behavior is habitual. If a cell phone is confiscated, the parents must come to school and claim it.

School Property

Each student is responsible for the proper care of school property, supplies, books, and equipment. Students who cause damage or vandalize school property are subject to disciplinary measures and may be prosecuted and punished under the law. The school may report any student whose damage of school property is serious to appropriate juvenile authorities. If this were the case, a conference with Parents/Guardians will be held prior to notifying authorities. Parents/Guardians should note that they will be held accountable for the actions of their child. Therefore, they are liable for the repair or replacement of damaged school property.

NOTE: Students are not allowed to:

- Sit on a student's table/desk or the teacher's desk or use it as a step ladder.
- Take classroom equipment and/or furniture out of the classroom unless previously authorized by the School Director.

Private or Public Property

A student should never deliberately cause or assist to cause damage to private or public property, steal or attempt to steal private or public property either on school premises or off school premises during a school activity, school function, or school sponsored event.

Student Driving Policy

MAS Integrated School, MASIS Inc. does not have parking spaces for students who drive to school. Any parent or guardian who allows their child to drive to school does so at their own risk. Student drivers will have to park outside the school. MAS Integrated School MASIS Inc. assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle.

School's Right to Search

The school reserves the right to conduct random search of lockers, desks, contents, or storage places used by students while in school pursuant to Board policy. Random searches of lockers and vehicles may include the assistance of dogs trained to detect the presence of drugs. Personnel authorized by the School Director may conduct reasonable inspection of school property or of students and items brought upon school grounds,

when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated.

Locks and Lockers

Each student in grades 7-12 is assigned a locker, which is not to be shared with anyone at any time without permission from the School Director. The student needs to provide his/her own combination lock; no other type of lock is accepted. Since all lockers are property of MASIS, the school retains the right to inspect the locker and its contents to ensure that it is being used in accordance with its intended purpose.

Locker Rules –In order to use the locker, the student needs to abide by the following rules:

1. Locks- Students must buy MASIS Lock, to have locker privilege.
2. Use of Lockers-Students should only use lockers to store school supplies and personal items needed for use at school. Lockers are not to be used to store items which may cause an interference with school purposes or are banned by Puerto Rican law or school rules. Students are expected to keep their lockers in a clean and orderly manner.
3. Authority to inspect -The school retains the right to inspect lockers to ensure they are being maintained in accordance with the policy. All inspections of student lockers shall be conducted by the School Director or designee.
4. Removal of impounded articles -All unlawful articles confiscated from a locker will be disposed of by the School Director or designee as he/she deems appropriate.
5. Partaking of Law Enforcement Officers- The School Director may request the assistance of law enforcement officials to help in inspecting lockers if there is reasonable suspicion of prohibited or illegally possessed substances or objects
6. Locker cleaning. Students are to maintain the locker well-organized, clean, and locked always. Students must take their personal belongings home during the winter break in December and at the end of the school year.
7. Losing locker privileges- A violation of the following guidelines may result in the loss of locker privileges
 - a. Keeping the lock/locker open
 - b. Sharing the lock combination with anyone
 - c. Sharing the locker without permission of the administration
 - d. Using or opening another student's locker without permission, which is also considered a serious offense
 - e. Mishandling lockers or any form of vandalism
 - f. Forcing the locker door shut or open
 - g. Purposely creating excessive noise in opening/closing lockers
 - h. Being repeatedly tardy to class while using the locker
 - i. Accessing the locker during unauthorized times
8. Changing the lock and not informing school authorities
 - a. Not clearing his/her locker when requested

Lost and Found

A Lost and Found wooden box is located in the front gate next to the entrance, students and/or Parents/Guardians may check and retrieve lost items. Unclaimed items are discarded or donated to charity after (30) thirty days. If a student has lost an article, he/she should check the classroom first and then look in the Lost and Found box next. The Lost and Found box is for large items (e.g., sweaters, jackets, clothing, shoes, backpacks, and textbooks). Valuable items such as money, glasses, and jewelry are turned into the Main Office.

Handling School-Related Concerns

MASIS strives to establish and uphold an open level of dialogue with Parents/Guardians who have concerns. Thus, open, and timely communication between home and school is a crucial component to the success of the school. Consequently, the school urges students and Parents/Guardians to communicate concerns as soon as possible by following the established protocol:

1. Concerns about a class or grades
 - a. The first meeting needs to be between the student and the teacher.
 - b. If the concern remains unresolved, then the Parent/Guardian needs to request a conference with the teacher.
 - c. If the concern remains unresolved then the student or Parent/Guardian should request a conference with the School Counselor
 - d. If the concern remains unresolved then the student or Parent/Guardian should request a conference with one of the School Principals.
 - e. If the concern remains unresolved then the student or Parent/Guardian should request a conference with the School Director.
2. Concerns between students- It is MASIS policy to assure students a safe and supportive learning environment. Thus, if a student has a concern about another student, he/she should:
 - a. Discuss the matter with the teacher and/or Counselor first.
 - b. If the concern remains unresolved, the next step is to request a meeting with the School Leadership who will schedule a conference with the students and the parents.
 - c. If parents/guardians pursue legal proceedings against another student, the school reserves the right to withdraw and not deal anymore with the concern until all legal matters are resolved.

Please refer to our Tuition Policy Agreement and School Contract for information about school payments. Any other concern must be referred to the School Director in written form, who will then consult with our legal advisors and the Board of Directors.

Although our teachers have full schedules during the school day, MASIS' goal is to promptly get back to parents who have asked for a conference. Thus, when a Parent/Guardian requests to meet with a faculty member, it should be made by calling the Main Office, which will schedule it at the earliest convenience.

Child Custody

MASIS understands that matters related to the legal and physical custody of a child are complex and may affect this/her educational experience. Parents/Guardians are urged to be involved with the child's academic progress as much as possible.

- The school will send all communications to the Parent/Guardian who has the primary physical custody of the student during the school year.
- The Parent/Guardian who has primary physical custody must provide recent copies of court orders to the school. Until such court order is on file, the school cannot deny either parent from having the child dismissed into his/her custody.
- If there is a change in the status, the parents must provide the school with the updated court documents.
- MASIS requests that Parents/Guardians avoid visitation and exchange of custody during school hours or on school property.
- The school reserves the right to forbid Parents/Guardians from entering school property if they disrupt the school environment.

Crisis Response Plan

In case of an emergency, the signal to evacuate the buildings will be a continuous sounding of the emergency alarm or announcements made by a school staff member. Evacuation route plans are posted throughout the school. Teachers will instruct students regarding specific procedures. They will exit the buildings and proceed to the assigned area as practiced during the drills. Please refer to our *Plan Operacional para el Manejo de Emergencias- NIMS*.

SECTION V- STUDENT SERVICES

School Health Policies

1. **Illnesses-** The health of all pupils is of vital concern. Your support of the following guidelines will help keep a healthy school environment. A child should not be sent to school when ill. If the child becomes ill or shows symptoms of an illness while in school, the Parent/Guardian will be contacted so he/she is picked up. If a Parent/Guardian is
 - a. not at home, the person designated on the emergency information sheet will be called. It is IMPORTANT to notify the school of any changes that need to be made on the emergency information sheet.
2. **Administration of Medication to Students** -The school would like to avoid administering medication to students during the school day when medicine could be taken outside of school hours. In the case of a need, then prescribed medications will **only be administered by the school nurse or designee** after a written authorization is received from a licensed physician and the Parent/Guardian. The medication must be in the originally labeled container. For asthma medication refer to instructions posted in the school web page (masispr.org). Over-the-counter medication is administered only after the Parent/Guardian authorization form is signed. Students are not allowed to have in their possession prescribed or over the counter medication at any time while in school.
3. **First Aid Procedure-** An injured student is always taken to the First Aid Room to receive initial attention and have the injury assessed. The school Nurse or a staff member will then proceed to inform a Parent/Guardian. If the case is not serious but still merits medical attention, the school will ask the Parent/Guardian to pick up the student and take him/her to the doctor. If the Parent/Guardian cannot be reached, the school will either contact the person designated on the emergency information sheet or arrange for medical attention based on the medical release signed by them.
4. **School Insurance** - The *School Accident Insurance* or “*Seguro Escolar Contra Accidentes*” covers all students while in school and should not be considered a medical plan. For the student to receive insurance benefits in the event of an emergency, it is important that the Parent/Guardian signs the “*First Aid and Physical Education*” release form. This may include hospital assistance and/or the administration of a prescribed medication. Parents/Guardians should be aware that they are responsible for all medical expenses incurred that are not covered by the policy.
5. **Immunizations-** MASIS requires that all children meet immunization requirements for school entry. If a child’s health records are not in compliance with the law, the school will notify the Parent/Guardian and take the necessary measures to act in accordance with requirements. The school reserves the right to consider this a neglectful act, which denies healthcare to the child.

Counseling Department

The Counseling Department serves as an advocate in helping students with academic, social, and emotional concerns. The Guidance Counselor provides various activities to address the needs of students, so they are encouraged to sign up for an appointment with the counselor prior to school, during the class breaks, or after school. The Counselor is available for parental consultation by appointment as well, so Parents/Guardians are welcome to call whenever the need arises. This department is also in charge of coordinating activities related to life and career for students, coordinating the offering of standardized tests and serving as a link between the school and the various university institutions in terms of the processes related to admission.

Cafeteria Services

The school lunch program provides a nutritious meal that contains one-third of the recommended dietary allowance of necessary nutrients and is sponsored by the Autoridad Escolar de Alimentos de Puerto Rico and operated in compliance with the policies of the Department of Agriculture of the United States. The lunch program is open to all children enrolled in MASIS free of charge without regard to race, color, sex, birthplace, religion, social and/or political status, or impediments of any kind. A student who feels that he/she is being discriminated against regarding the use of the lunch program should meet with school authorities to discuss the issue. Parents of students requiring special dietary arrangements should notify the administration to get approval from Autoridad Escolar de Alimentos de Puerto Rico.

Cafeteria Procedures for Student Behavior

1. Enter the cafeteria in an orderly manner and wait in line without disturbing others.
2. Walk quietly and promptly to the table with the tray.
3. Consume all food inside the cafeteria; no food is allowed to be taken outside.
4. Use whispering voices while in the cafeteria.
5. Clean his/her area after eating and be responsible for throwing all trash in proper containers when finished eating.
6. Never bring food, toys, or any article from outside that may interfere with eating.
7. Do not yell, push, run, play, or throw food while in the eating area.

Snack Time

Since healthy snacking is an essential part of a student's diet, the school asks parents to ensure that snack foods are ready to eat and have the much-needed nutrients such as protein, fiber, calcium, and other key nutrients needed to support a well-balanced diet.

Preschool

Students need to bring their own snack to school every day. They will have a snack break

in the morning and one in the afternoon following their own preset schedule.

Elementary School

- First, Second, and Third Grades: Students need to bring their own snack to school every day. A snack break is provided to these students early in the morning and in the afternoon.
- Fourth, Fifth, and Sixth Grades: A snack break is provided to these students early in the morning. Students may also use the *Tiendita Masiseña*.

Middle School and High School

Students are provided with a snack break early in the morning. They may purchase snacks from the *Tiendita Masiseña*. A schedule is provided to teachers, who are accountable for controlling and enforcing the allocated time. Students should not be in the hallways, locker area, soccer field, and/or courtyard once snack time concludes, unless accompanied by a teacher. (Refer to late arrivals to class)

Birthday Celebrations

MAS Integrated School, MASIS Inc. acknowledges that birthdays are a special day, especially for young children. It is the aim of MASIS to offer students the opportunity to have a rewarding experience as they enjoy celebrating birthdays in school. These are subject to change under circumstances that warrant it.

To ensure that the celebration does not disrupt the learning process we will adhere to the celebration policy as follows:

Preschool Birthday Celebrations

1. Students may have their birthday celebration in the classroom starting at 1:30 p.m., after their nap.
2. No invitations are needed. Party invitations to a birthday held outside School grounds, which do not include all members of a class must be distributed outside the school. Teachers are not allowed to distribute them.
3. The use of clowns, excessive decorations, balloons, and sound equipment is not allowed.
4. We suggest parents bring cupcakes, since they are easier to handle and take less time serving and offer juice instead of sodas.
5. Parents need to let the teachers know at least two weeks in advance so that they can plan for the day.
6. Parents and/or persons responsible for the birthday must wait in the Main Office until the group is ready to begin the celebration.
7. The teacher or designee will walk parents to the classroom.

Elementary School, Middle School, and High School Birthday Celebrations

1. All birthday celebrations will be held during lunch or the recess period (15 minutes).
2. Homeroom teachers will be accountable for students' behavior and clean up afterwards.
3. Parents must speak with the homeroom teacher and schedule the birthday celebrations at least two weeks before the birthday to allow rescheduling teacher's lunch, if there is a need.
4. The use of clowns, party invitations, excessive decorations, balloons, and sound equipment is not allowed.
5. Party invitations to a birthday held outside School grounds, which do not include all members of a class must be distributed outside the school. Teachers are not allowed to distribute them.
6. Birthday celebrations are for class members only; siblings and friends may not be invited, unless they are school students, and the celebration takes place during their lunch time as well.
7. Any food brought to school must be carried through the Main Office.
8. Parents and/or persons responsible for the birthday must wait in the Main Office until the group is ready to begin the celebration.
9. The teacher or designee will walk parents to the celebration area.

Science Laboratory Equipment

If students are issued lab equipment, they are responsible for its care and will be accountable for any mishandled or broken equipment.

Tutoring

Teachers cannot tutor their own students. The school offers the services of an afternoon program that includes tutoring services. Please contact the Main Office for further information.

Pregnant Student Policy

The school reserves the right to request that any pregnant student finish her/his grade from home.

Pediculosis/Lice Policy

Pediculosis is a plague of head lice, not an infection. Lice survive by piercing the skin to feed on blood and are usually associated with hair on the neck and scalp. Head lice move from person to person primarily by direct hair-to-hair contact. The most common symptom is itching and many times there are no symptoms. Any student with live lice must be taken home so Parents/Guardians may commence treatment as soon as possible. The student will only be readmitted to school after examination by a school-designated staff member. If, upon examination, the school-designated staff

member finds no live lice on the child, the child may remain in school.

If Parents/Guardians have difficulties treating the head lice on their child, they should contact the local Health Department or the child's physician.

SECTION VI -ACADEMICS

MASIS is a college preparatory school and as such graduating students need to complete a course of study which fulfills the minimum admission requirements of most colleges and universities in Puerto Rico and abroad. The ultimate academic goal is to develop intellectual skills which will take the student above and beyond the academic requirements. It is hoped that the student also sees the need for intellectual integrity in his/her personal journey in life and in his/her reaction to social issues. The academic policies were developed with that goal in mind.

REQUIREMENTS	CREDITS	MANDATORY SUBJECTS OR MINIMUM REQUIRED
English	4	English 9, 10, 11, 12
Mathematics	4	Algebra II, Geometry, Math 11 or Pre-Calculus H, Statistics 12, Pre-Calculus 12, or Calculus
Social Studies	3	World History, World Geography, U.S. History/US Government
Science	3.5	Physical Science, Biology, Chemistry, Physics or Anatomy or Physiology
Spanish Language Arts	4	Lengua Española 9,10,11,12
P. R. Social Studies	1	Ciencias Sociales de Puerto Rico 12
Technology	1	Spreadsheet, Data Base, Web Design
Health and Fitness	1.25	Health 10 and Physical Education 9, 10, 11, 12
Electives	2	Minimum of eight (8)
Community Service	1	Community Service 9 and 11
Community Service Hours	1	80 hours of School Service and 40 hours of Community Work =120 hours
<u>TOTAL REQUIRED</u>	<u>25.75 CREDITS</u>	

High School Graduation Requirements

To receive a MASIS diploma, students must meet the Department of Education of Puerto Rico and the school graduation requirements of 25.75 credits (or Carnegie Units). If a student does not fulfill MASIS requirements he/she may request graduation from the Department of Education.

Reasonable Accommodations Policy

A student with disability as defined by the American with Disabilities Act (ADA) may request reasonable accommodation. A professional must certify the student's condition and how this condition prevents him or her in the learning process and how the accommodation will benefit him or her to reach the academic goals. The student must meet the admission requirements, academic competence and must follow the rules of conduct established at the school. Please refer to "Política de Acomodos Razonables".

Legal Basis

- Title III of the Americans with Disabilities Act of 1990 (Public Law 101-336), known as ADA
- Prohibition of discrimination against people with disabilities, Act No. 44 of July 2, 1985
- Act No. 238 of August 31, 2004 "Rights Act of Persons with Disabilities."
- Act 51 of May 29, 1970, as amended (Assistance Animals)
- Act 246 of 2011, Act for Safety, Welfare and Child Protection
- Act 250 of September 15, 2012, Post- Secondary Passport Reasonable Accommodation.
- Act 408 of October 2, 2000, Mental Health Act.
- Plan of Reorganization of the Board of Education of Puerto Rico." Reorganization Plan No. 1 of 2010 (adopted on July 26, 2010)

MASIS's regulations, Policies and MASIS Student and Parent

Handbook

Purpose and Scope

The primary purpose of MASIS is to provide quality education to all students. MASIS believes that students can demonstrate their academic skills, regardless of their condition and disability, with the right tools. In many cases, students with disabilities need adaptations or accommodations to perform academic tasks. To this end, MASIS will analyze those students requiring reasonable accommodations.

Definitions

- **Animal Assistance:** the concept of animal care, as those dogs, of any breed that are individually trained to do work or errands for people with disabilities as defined. Those animals whose sole function is to provide emotional support or comfort animals are not working animals under the ADA.
- **Behavior:** the way students behave or act.
- **Consanguinity degrees:** Blood relationship; the relation of people who descend from the same ancestor

- First degree of consanguinity: parents
- Second degree of consanguinity: grandparents, brothers, and sisters
- third degree consanguinity: uncles, nephews
- **Person with Disability:** A person with a physical or mental impairment that substantially limits him or her in one or more major life activities of daily living, duly certified by a specialist.
- **Reasonable Accommodation:** Any change or adjustment to the activity, the environment of this or the way things usually are done that enables the student with disability to participate in either program or activity. This arrangement in no way changes the mission and vision of MASIS cannot modify the rules of conduct, and the school curriculum. Under no circumstances reasonable accommodation is synonymous with special education or related services. MASIS does not offer such services, if a student needs these services, it is parents' responsibility to provide their children the same.
- **Related Services:** Additional services you may need the student and that the school does not offer.
- **Special education:** education designed for students with disabilities. It is not offered in MASIS and may include special services. (Examples: psychological therapy, speech, and language, occupational, physical, and educational, but not limited to)
- **Specialist:** duly licensed professional who can practice in the jurisdiction of Puerto Rico. This must be specialized in the area to certify the student's condition. (Example: behavior: psychologist, psychiatrist; mobility problems: Physiatrist.)
- **Student:** boy or girl studying in MASIS and does not owe money to school.
- **Tutor or legal guardian:** A person lawfully invested with the power, and charged with the obligation, of taking care of a MASIS's student
- **Undue Hardship:** Action requiring significant difficulty or expense when considering several factors. These factors include the nature and cost of the accommodation in relation to the size, resources, nature, and structure of MASIS's operation. Undue hardship is determined on a case-by-case basis.

Who may request reasonable accommodation?

Parents or legal guardians of the student with a disability. The student must have a written diagnostic by a specialist that certified his /her condition.

How to request reasonable accommodation?

- The student, through their parents or legal guardians, requests the Reasonable Accommodation Application. This document will be available in: Director's office.
- Parents or legal guardians will submit medical evidence diagnosing the condition, certified by a qualified professional in the area. The specialist must complete the form designed for such purposes. Reasonable accommodation requests that are

not supplemented by the form described above will not be evaluated.

- Parents must present a recent evaluation that fulfills the student's status as a child with special needs with recommendations for reasonable accommodations. (First time evaluation cannot be more than one year old)
- Assessments or certifications must be performed by a professional who is not in the first, second or third degree of consanguinity to the student. Certifications issued by a student's legal guardian will not be accepted.
- The documents must be brought to: School Director's Office
- The school will review the Reasonable accommodation application and the specialist's recommendations considering the following:
 - The student condition:
 - Accommodations that are not undue hardship to the institution
- After examining the documents submitted, the school shall determine whether the request for reasonable accommodation can be provided.
- The school at its discretion may conduct a Reasonable Accommodation meeting. The people invited to the meeting should be present at the appointed time and place.
- The school may request the attendance of the Specialist who certified the student condition and wrote the reasonable accommodation recommendations. If the Specialist's attendance is requested, parents must make the arrangements for the specialist to be present. It is the parents or legal guardian's responsibility to compensate any related professional services expenses.
- Parents will be invited to discuss and approve the student's Reasonable Accommodation plan.
- The Reasonable accommodations are offered according to the document entitled Reasonable Accommodations Plan.
- If MASIS rejected the reasonable accommodations, parents will be notified in writing. Parents will have ten days to request a meeting. If within ten (10) school days parents do not ask for the meeting, shall be deemed to agree with the decision.
- Teachers will be instructed to provide the accommodations according to the Reasonable Accommodation Plan.
- It is required to provide each year the certification that attests the need for Reasonable Accommodations.
- The student must demonstrate knowledge of academic areas.
- A student who benefits from a reasonable accommodation, may fail, if he or she does not achieve the required GPA to pass the class, or does not meet the requirements of the class.
- All students must follow the school and classroom rules, reasonable accommodation cannot interfere with the established rules of conduct.
- If a student presents disruptive behavior, disturbs the school environment, or represents a safety hazard for others or the student himself /herself, he/she will be disciplined according to the Student Handbook.
- Every two (2) years an evaluation is required.
- MASIS reserves the right to send the student to a private professional to evaluate him or her.
- MASIS reserves the right to require additional evaluations.

Evaluation and Reevaluation of accommodations

- Accommodations will be evaluated annually.
- A Specialist certification is required to corroborate the need for accommodations before the beginning of the school year or as soon as the student's disability or condition is discovered.
- MASIS reserves the right to send the student to a private professional to evaluate him or her.
- MASIS reserves the right to require additional evaluations.

Complaints

- Any complaint regarding the Reasonable Accommodations will be in writing. A parent must fill the Reasonable Accommodation Complaint Form. This document will be available in: Director's Office.
- The school will convene a meeting no later than ten (10) school days.

Community Service Hours

Community Service is an integral part of the school's philosophy. The school is committed to helping students develop an organized approach to helping people and institutions in need and understanding how everyone can make a difference. The High School students need to be involved with school and local community projects. Upon graduation, they must have completed a total of 120 hours of community service, to obtain 1 credit as established in the graduation requirements.

1. Students must present evidence of their worked hours.
2. Students will earn 1 credit for the class and the grade will be numerically denoted in their transcript using the following guidelines.
 - a. 120 hours or more = 4.00 /100
 - b. 119 hours or less = INC/0 (incomplete)

Grading System

1. **Pre-Kinder and Kindergarten Grades** reflect two kinds of assessments: qualitative and quantitative. The grading system for students in preschool is based on mastering the skills (qualitative) through progress indicators. The grading system for English, Math, Spanish, Social Studies, and Science for these grades will be numerically denoted in *Skiffer* (quantitative) on a quarterly basis.
2. **Elementary School, Middle School and High School**- The grading system from 1st-12th reflects guidelines as set forth by MAS Integrated School, Inc., MASIS Board of Directors. Report Card grades will contemplate performance in the areas established by the teacher and approved by the School Director. Grades may be based on work done in class, research, portfolios, projects, class participation, standardized tests, and teacher made tests/quizzes. The following conversion chart will be used to calculate cumulative averages.

Letter Equivalent	Numerical Grade	Grade Point Average (GPA)
A	90	4.00
B	80	3.00
C	70	2.00
D	60	1.00
F	59 or below	0.00

3. Teachers do not authorize students to make up scheduled Quarter/Final exams. Parents must follow the protocol established for this purpose. Unless there is a justifiable absence students will not be allowed to take the exams. (Refer to Attendance/Tardiness Section).

4. **Grades 1st – 6th Final Quarter exams and Semester Final Grade**

Students in grades 1-6 do not exempt midterm or final exams. They will instead partake in a final Second Quarter exam and a Fourth Quarter exam respectively, in lieu of the midterm and final exams. Therefore, the grade attained will be averaged to the correspondingly quarter grade

5. **Grades 7th – 12th Semester Final Grade**

The semester final grade is calculated based on the Quarter grades (45% each Quarter) and the midterm/final exam (10%) for grades 7-12.

6. **Pending Grade-** The school would issue an “P” for pending grade if a student missed classes and failed to complete and hand in work by the end of a quarter due to a justifiable reason (illness or death in the family). This will give the student the opportunity to finish the work to receive the grade. Upon his/her return, the student will have up to five days to hand in the work and/or partake in missed assessments. If the student fails to make up work in the given time, the incomplete grade will be changed to the sum of the actual points accumulated and its equivalent grade. If work is unfinished due to an unjustifiable absence, the student will receive a zero for the work not done and the grade will be based on the sum of the points accumulated up until then.

7. **Report Cards** - Report Cards are issued on a quarterly basis and the school reserves the option of sending it to the student via email following the closing of each grading period or send it by regular mail. While grades indicated in the report card are used to determine semester averages, only these averages are registered in the student’s final record and transferred to the transcripts. Report cards and transcripts may be withheld for non-compliance with debts to the school. As soon as the parent/guardian renders the amount that is overdue, the school will release

the documents.

Honor Courses

Considering that an Honor Course gives a student the opportunity to partake in an advanced course, they face the challenge of doing college-level work throughout the school year. Thus, the teaching and learning process and level of thought expected are set accordingly.

An Honor Course is more rigorous and moves at a quicker pace than a regular course. Consequently, and because students receive 1.25 credits for the course, they need to expect a higher level of difficulty and must be ready to make a serious commitment.

In addition, teachers have the prerogative to work on individual course expectations once approved by the School Director. These expectations may include, but are not limited to class management (evaluations, retesting, and bonus points) mandatory work over the summer to prepare for the class, afterschool class sessions, and homework load. It is anticipated that students will spend at least an hour each night reviewing, researching and/or working through homework content to master the topic. Additionally, students should expect to spend time studying for more quizzes and exams. The course grade will be determined basically by performance on quizzes, exam, and class participation. To enroll in an Honor Course students must:

Courses	Criteria
Pre-Calculus Honors 11th Grade	Have a grade of 92 or more in both semesters of Pre- Algebra, Algebra 1, Algebra 2, and Geometry
Calculus Honors 12th Grade	Approved Pre-Calculus Honor with an 87 % or more
Pre-Calculus 12th Grade	Have a grade of 90 or more in both semesters of Algebra 1, Algebra 2, Geometry and Math 11th

Policy High School Electives

MASIS elective courses ascertain a diversity of subjects that develop special skills and knowledge in different academic fields. The goals achieved by the elective program are:

- To allow students to explore areas for career selection.
- To permit students to broaden their academic experiences beyond the core curriculum.

The guidelines for students to enroll in a subject are as follow:

- Each student is required to take six (6) units of elective courses in his/her High School year.
- Elective courses are distributed between the first and second semester of each school year to ensure proper sequencing if needed.
- MASIS elective courses are reviewed annually to make sure that they meet graduation requirements and students' academic needs.
- No elective course will be offered in a semester unless a minimum of 7 students enrolls in such course.
- The school reserves the right to select the elective course that is a better choice for the student if he/she is undecided.
- The following priority scheme will be observed to enroll in an elective course for each semester:
 - Enrollment in an elective course is based on space availability.
 - Seniors (12th grade) have priority to enroll first for elective courses, then Juniors (11th grade) are allowed second to choose from the available courses, the sophomore class (10th grade) will enroll third, and finally the freshman class (9th grade).
 - If the student cannot enter his/her 1st choice subject because it is full, the student will have to choose an available subject as a second choice and will be placed in the waiting list for the first choice.

Parent/Teacher Conferences

The school recognizes that communication between Parents/Guardians and the school is an essential factor in establishing a highly effective school program. Consequently, the school provides planned conferences between parents and teachers to bring about support and close cooperation between home and school. The school sets aside one day per semester for the purpose of holding parent-teacher meetings. An appointment request sheet will be posted on the bulletin board next to the back gate the week prior to the conference for Parent/Guardian to sign up.

Parents/Guardians may also request a parent-teacher conference through the Main Office. These conferences will be scheduled during the teacher's planning period and should never surpass that time. The Parent/Guardian cannot go directly to the teacher's room and interrupt classes or the teacher's planning time for the purpose of holding a conference. The School Director or designee could be available to participate in a parent-teacher conference upon request.

Assessment Policy

Assessment is a significant characteristic of learning and teaching. The fundamental purpose of assessment in MASIS is to improve and support student learning. It is thought of as a teacher-tool used to drive future instruction, as it measures student achievement in the subject areas. MASIS strongly believes that an array of assessment options assist in monitoring students' progress effectively. Thus, students are assessed using multiple formats to support student development and measure a broader range of content.

Procedures Governing Tests

1. Pop Quizzes could be unannounced, with the intent to monitor students' understanding of the subject matter and their value is minimal.
2. Formative assessments will be announced at least one week in advance. Students need to check the Daily Planner found in the school's web page under the section Parents 'Zone.
3. Students with unexcused absences will forfeit the right to make up a test or quiz.
4. Suspended students are given a zero grade for class work and/or exams for every day they are suspended.
5. Test outlines are given one week before the test date.
6. No tests will be given on Mondays or the day following a holiday.
7. A maximum of two tests are given per day or three tests per week.
8. Corrected tests need to be signed by Parents/Guardians and brought back to school.
9. Opportunity to improve grades is left to the discretion of the teacher.
10. Cheating on a test/quiz/project/class work is considered academic dishonesty and it is a severe offense. The student will automatically receive a zero grade. Please refer to **Section VII -Code of Conduct** for further consequences that may apply to this norm.

Homework

MASIS believes that knowledge and mastery on the subject should be acquired and fulfilled in the classroom and that homework is to support student's knowledge. Teachers will assign homework as needed and required by the subject matter. If a Parent/Guardian has any question regarding the homework policy, he/she should call for a teacher conference. If students do not meet homework responsibilities, Parents/Guardians will be notified immediately. When homework is assigned, students must:

- Use an agenda to keep track of homework assignments, materials needed, and due dates.
- Take home all materials needed to do the work.
- Turn in completed assignments on the due date to receive full credit for the work.

Google Classroom

Google Classroom is the school's official supporting educational platform. This tool will serve as support for the teaching-learning process and as an alternative plan in case of any eventuality. It will be the responsibility of each student to access periodically to review the content that is shared through this platform.

- a. Each class will have a section in Google Classroom.
- b. **Every Monday**, in the Classwork section, teachers will post a summary of assignments for the week.
- c. Class reminders and support resources for the classes can be shared on the platform: videos, links, readings, photos, among others.
- d. Any publication must be within school hours (8AM-3PM).
- e. Classroom is also a very good tool to stay in communication with students and parents. However, it is important that this takes place within a respectful atmosphere.
- f. It is not allowed to discuss individual or group matters, both academic and behavioral, through this platform. Please use the established forums and communication channels to discuss situations that require it.
- g. The Daily planner will continue to be the primary means of notifying assignments, tests, and other assessments.

Early Withdrawal Policy

Parents/Guardians must formally notify the School Director in writing if they plan to withdraw their child from school prior to the completion of the academic school year. Students who withdraw before the end of the grading period will be assigned grades in accordance with the following:

- A. The transcript will show either incomplete grades and/or the sum of his/her accumulated academic points up to the date of request.
- B. Students with passing grades will carry credit units and accumulated value points are included in the student's GPA.
- C. Students with failing grades will carry no credit units but the grade will be included in the student's GPA as a 59.
- D. **Expelled Students:** Students who are expelled before the end of a grading period will not be assigned final grades for the period. The grades accumulated up to that point will carry no credit units and no value points are included in the student's GPA.

Retention Policy

An Elementary School or Middle School student with two failing grades in core subjects may be retained in the grade he/she is enrolled.

A High School student with a grade of 69 or below in any core subject (required or elective) must repeat the course during the summer school. If MASIS does not offer the course, students are authorized to take the course in another accredited school. If the student fails to take and pass the course during the summer, he/she may be retained in

the grade, placed on academic probation, or not be readmitted for the following school year. The final grade for the failed course will then be averaged as follows: 50% of the grade obtained in the summer course and 50% of the semester grade. A student who fails a summer course is automatically placed on academic probation.

College Application Procedure

To apply to college is a series of steps that high school students need to complete starting in ninth grade. The counselor will help students stay focused on the tasks they need to do and create a list of potential colleges for them to research. However, to make the most of the student's time with the counselor, we ask them to schedule meetings and come prepared with the questions, forms, and concerns.

Promotions and other Celebrations

1. Promotion Requirements - promotion and retention placement decisions will be made on an individual basis. Promotion is attained based on validated academic achievement. A minimum of a 2.00 cumulative grade point average is required to be promoted to the following grade.
2. **Eighth grade Promotion Ceremony and Twelfth Grade Graduation and other activities or celebrations-** Decisions about promotion/graduation ceremonies are made by the School Director in consultation with classes' moderators. The homeroom teacher, with approval from the School Director, organizes the promotion ceremony, graduation, or any other activity or celebration. The School Director is the only person authorized by the Board of Directors to sign contracts or agreements. The school is responsible for the cost of the awards given to students. Parents are more than welcome to collaborate in fundraising activities coordinated by moderators. A fee will be set each year for these classes. The amount may vary according to the needs of the group.

Fundraising Activities

MASIS School acknowledges that students' fund raising is necessary to finance projects that classes and/or organizations are engaged in. Teachers who oversee a class or an organization wishing to engage in fundraising must observe the following guidelines:

1. In coordination with the School Director, the teachers must prepare a budget showing the activities for the school year and the proposed revenues and expenses.
2. The school's Accounting Office will set up an activity checking account before any fundraising effort begins.
3. Moderators oversee the supervision of the student who will act as the Treasurer.
4. Moderators oversee handling money.
5. Money must never be kept in the classroom or at a teacher or student's house or private account.
6. Once the fundraising activity concludes, the moderator must deposit the earned money at the school's Accounting Office who will proceed to deposit it in the Activities Account at the local bank.

7. Every check request must be accompanied by a quote estimate or receipt for purchases or payments.
8. All reimburses must be accompanied by the proper documentation (receipts, letters, etc.).
9. The school will regularly audit student fundraising procedures and accounts.
10. Moderators or homeroom teachers oversee the activities.
11. Areas must be left clean at the end of the activity. Failure to do so could result in losing the privilege of having additional activities.

The school reserves the right to review record keeping procedures to make sure that established controls have been followed.

Class Fees

1. Preschool (PK) will have a \$40.00 class fee for PK and a \$300.00 class fee for Kinder. The fee must be used for students' activities and Kinder Promotion Ceremony.
2. Elementary 1st to 6th grade will have a \$30.00 class fee. The fee must be used for students' Move-Up ceremony at the end of the school year.
3. Grades 7th, 9th, 10th, and 11th students will have a \$40.00 class fee.
4. Grades 8th and 12th will have a \$400.00 class fee for their graduation and promotion purposes.
5. New admission students should pay their class fees starting on their enrollment year.
6. Any changes to the class fee must have the School Director's approval.

Honors and Awards – 8th grade Promotion and 12th grade Graduation

At the end of the school year, the following honors and awards will be distributed:

- **Citizenship Award:** Given to students who have lived up to all the characteristics of a good citizen, demonstrating the value of scholarship, leadership, positive attitudes, discipline, and friendship to everyone throughout the school year.
- **Faculty Award:** Recognizes the achievements of a student who acts in a responsible, independent manner and demonstrates strong leadership skills throughout the school.
- **Medals of Excellence:** Awarded to the students with the highest average in each of the core subjects. These students must also have satisfactory conduct in every subject throughout the year.
- **Valedictorian**– Awarded to the student who has obtained the highest-grade point average, every year, every semester, and every quarter. Also considering their conduct, leadership, and school community involvement.
- **Salutatorian**– Awarded to the student who has obtained the second highest grade point average, every year, every semester, and every quarter. Also considering their conduct, leadership, and school community involvement.
- **The President's Award for Educational Excellence**- Recognizes academic success in the classroom with a minimum grade point average of 3.50
- **Merit Award**-Recognizes students who have earned the equivalent of an overall grade point average of 3.30 -3.49 and demonstrate outstanding character traits in

accordance with criteria established by the school.

- **Honors Award-** Granted to students who have a minimum of 3.50 – 3.79 GPA each quarter in all his/her subjects with no failures in any course.
- **High Honors Award-** Granted to students who have a minimum of 3.80 – 4.00 GPA each quarter in all his/her subjects with no failures in any course.
- **Co-Curricular Awards-** These are designated by each individual co-curricular subject.
- **Certificates of excellence** - Given to students who have excelled for their academic excellence in various subjects

SECTION VII -CODE OF CONDUCT

Trustworthy and responsible student behavior is an essential part of MASIS educational purpose. In view of that, the school has developed a Code of Conduct with input from all stakeholders. This Code of Conduct endeavors to maintain a safe environment so students can learn, feel respected, and develop accountability for their own behavior and academic progress. Because MASIS strives as a school that supports students' academic and self discipline growths, students are expected to behave in a way that the rights and privileges of others are not violated, comply with the rules established by their teachers, as well as with all related School policies and procedures. MASIS Code of Conduct not only applies to students on school grounds, but also while attending any school-sponsored activity, or for any reason that may interfere with the general well-being of the school. Infringement of MASIS Code of Conduct may result in disciplinary actions depending upon the implication of the violation and previous disciplinary record. The Code of Conduct Plan consists of two elements: the *Classroom Teacher Discipline Plan* and the *School-Wide Expectations and Discipline Plan*.

Classroom Teacher Discipline Plan

The classroom is the decisive educational area of the school setting. Each teacher will establish the rules, consequences, and procedures for his or her classroom. The school expects students' behavior and attitude in the classroom to reflect the importance and seriousness of learning. Minimum expectations for all classes are:

- Attend everyday -unless you are ill or have a valid reason for not being present in class
- Arrive on time and be seated in your assigned seat before the bell rings
- Be prepared for class with all materials required for class that day
- Be attentive while the teacher is talking
- Be an active participant, but in an orderly and respectful manner
- Turn work in on time
- Be responsible for your learning and behaviors
- Be polite
- Demonstrate care, respect, and consideration for school property and the property of other

School-wide Expectations and Discipline Plan

- a. Students/ School Staff Relationships - Students and school staff have a right to work and study in an environment of mutual respect conducive to teaching and learning. It is the students' responsibility to respect school authority, their physical well-being, and their property. Therefore, students shall refrain from intentional and persistent noncompliance of class norms, disregard to authority, or outbreaks directed at members of the school staff, as well as damage to/ or theft of school staff members' personal property. A student who does not comply may face an out-of-school suspension, expulsion, and possible recommendation for police referral.

- b. Students' Responsibility - The following expectations for student behavior offer the framework for a safe, well-ordered, and respectful teaching-learning environment. If these are not met, the student may face disciplinary action.
 - i. 1. While in the school buildings students need to:
 1. Obey all School policies and abide by the Student Code of Conduct
 2. Be courteous to fellow students, staff, and visitors
 3. Respect the rights and privileges of other students and school staff
 4. Follow directions from school staff
 5. Cooperate with staff in maintaining school safety, order, and discipline
 6. Meet school standards for grooming and dress code
 7. Respect the property of others, including school property and facilities
 8. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency
 9. Always maintain a clean campus
 10. Do not chew gum on school grounds
 11. Do not bring a guest during school hours, unless you have permission from the School Director
 12. Always display appropriate and respectful behavior during school events and activities
 13. Do not bring prohibited articles. Refer to the list below.
 14. Do not engage in inappropriate public displays of affection in school or school related activities
 15. Walk quietly while using the hallways
 16. Keep the restrooms clean and germ-free by flushing, placing waste in the containers, and not wetting the floor.
 - ii. During lunch and while in the playground students need to:
 1. Follow staff directions and play within the boundaries of the playground
 2. Do not go inside the classrooms less you are authorized by a teacher
 3. Keep hands, feet, and/or objects to yourself while playing
 4. Avoid arguments and disputes when playing with friends

5. Use respectful language and manners when addressing peers and adults
 6. Don't throw dangerous things
 7. Use playground equipment safely as directed by staff
 8. Come in immediately when the bell rings
 9. Do not leave school grounds without obtaining administrative permission
 10. Place all trash into the trash container
 11. Care and protect MASIS playground and other areas.
 12. You may not sit in the aisles in front of the first or second floor rooms.
 13. Students must remain on the court or in the designated areas for each level, without interrupting the classes that are in progress.
 14. PPK-3rd students will be able to use the playground in their corresponding periods.
 15. Use the bathrooms designated for each level.
- iii. Prohibited Articles - The following articles are not permitted on school grounds,
1. Chewing gum
 2. Toys or pets
 3. Articles used for gambling
 4. Electronic devices such as electronic games, lasers, Smart Watches
 5. Hats or caps (inside the classrooms)
 6. Firecrackers and/or fireworks
 7. Weapons of any kind
 8. Cigarettes (including electronic), alcohol, or any form of drugs

Referral to the School Director

- A. Positive Behavior - When a student is referred to the School Director for good behavior/work as part of the Teacher's Classroom Plan, the student will receive a verbal praise and/or a special certificate.
- B. Inappropriate Behavior- When a student is referred to the School Director, for inappropriate behavior, the student may receive one of the following consequences depending on the circumstance and severity.
 1. Verbal and or written reprimand
 2. Disciplinary Referral to the file
 3. Conference with Parents
 4. Loss of privileges
 5. Restitution of article if needed - repair or replace objects
 6. In-School or Out-of-School Suspension
 7. Expulsion

Disciplinary Consequences

The School Director may apply or not these consequences to students from Preschool through Second Grade after proper counseling and all other efforts have been exhausted such as conduct modification and evaluating social emotional development and possible

referral of the case for professional advice.

A student merits a disciplinary action when his/her behavior is not in accordance with school's policies.

Minor offenses will always be handled by the teacher in the classroom. On the other hand, major offenses will be handled by the teacher now of the incident, but he/she may request the intervention of the Counselor, the School Principals, and/or the School Director. In contrast, severe offenses will be handled directly by the School Director and/or the School Principals.

A. Minor Offenses

- i. Noncompliance with classroom rules
- ii. Unjustified classroom tardiness
- iii. Noncompliance with the use of uniform
- iv. Distract or interrupt classes
- v. Lack of class material
- vi. Excessive talking without permission in class
- vii. Gum chewing in school
- viii. Littering
- ix. Misbehavior in the halls, playground, cafeteria, bathrooms, or school activity
- x. Not returning signed notices of concerns within three days after receiving it 11. Noncompliance with use of locker norms.

Sanctions to the infringement of these rules:

A student commits a minor offense when he/she does not comply with any of the above rules. The sanction will be given in accordance with the type of offense and the frequency with which it is committed. The teachers are responsible for handing out these infractions, always adhering to the philosophy of the school and/or the norms established for these purposes.

1. 1st offense -Verbal warning
2. 2nd offense - Notice of Concern sent home and a phone call to parents
3. 3rd offense - Notice of Concern requesting a meeting with parents.
4. Recurrent offense – will be consider a major offense, referral to the School Director

B. Major Offenses

- i. Repeating minor offenses for the third time
- ii. Forging a signature
- iii. Activation of emergency alarm
- iv. Truancy
- v. Unlawful use of Internet
- vi. Inappropriate public display of affection
- vii. Use of inappropriate language or gestures
- viii. Spreading rumors
- ix. Defiant or disrespectful behavior

- x. Deceitful behavior (false accusations)
- xi. Unauthorized calls-Dialing 911 while in school

Sanctions to the Infringement of These Rules

All offenses will be dealt with immediately, Parents/Guardians will be notified, and a conference with the School Director will take place. During the conference the Parents/Guardians will be presented with the facts of the incident, the consequences, and the way the school will deal with the infringement to avoid a recurring incident.

- 1st offense-Notice of Concern sent home, meeting with parents and student.
- 2nd offense- In-school suspension and a behavior contract.
- MASIS reserves the right to increase the level of the offense depending on the nature of the violation and the number of previous interventions.

C. Severe Offenses

- i. Repeating major offenses at least two times.
- ii. Academic dishonesty (cheating/plagiarism).
- iii. In possession of prohibited items (refer to list).
- iv. Leaving school grounds during school hours without permission.
- v. Withholding information or evidence regarding any situation that involves the school or its community.
- vi. Harassment (bullying, cyber bullying, constant verbal aggression threatening, extorting). Refer to Bullying Policy at our web page.
- vii. Participation in gang related activities
- viii. Proven theft
- ix. Carrying weapons of any kind and/or inflammable (firecrackers), toxic or harmful materials
- x. Smoking on campus or vicinity of school grounds or during any school activity.
- xi. Participating and or using any kind of smoking device such as a pipe or vaporizer.
- xii. Using, selling, distributing, or buying any smoking, alcoholic or controlled substance material or equipment in school grounds or its vicinity.
- xiii. Use of alcoholic beverages within the school grounds or its vicinity.
- xiv. Use, being under the influence, sale, or distribution, or help in any of the actions mentioned of a controlled substance.
- xv. Being accused or serving a sentence for having violated local laws.
- xvi. Verbal or physical aggression towards a school staff or another classmate (fighting).
- xvii. Disrespecting other classmates, teachers, administrators, or other school personnel.
- xviii. Vandalism of school furniture or sports equipment, or to the school campus.
- xix. Defiance towards an authority.
- xx. Actions against public decency.
- xxi. False alarms (Bomb threat).
- xxii. Slander or defamation of character towards another classmate or school

- staff.
- xxiii. Arson.
- xxiv. Vandalism or pranks to school premises, the student must make full restitution of the cost of repairs.

Sanctions to the Infringement of These Rules

The sanctions for these violations will be at the discretion of the School Director. One or a combination of the following sanctions to the infringement of these rules may apply:

- In-School Suspension
- Out-School Suspension
- Conditional Readmission
- No Readmission
- Expulsion
- Notify local Law Enforcements and/or Departamento de la Familia de Puerto Rico

Definition of Terms

1. **Notice of Concern** - The Notice of Concern is a way for teachers to communicate with parents. It is sent at any time when teachers see that a student is not behaving or performing as expected and indicating areas in which the student may be having difficulties. When a Notice of Concern is sent home, Parents/Guardians need to sign and return it to the teacher the following day. In the Notice of Concern, the teacher may have requested a conference to discuss the issue at hand and offer specific suggestions to improve the student's academic and/or disciplinary difficulty. If this is the case, Parents/Guardians need to contact the Main Office and plan to meet with the teacher.
2. **Academic Probation** - Academic Probation is not a punitive classification. It is designed to encourage students to:
 - a. Pass all subjects attempted to reach academic excellence.
 - b. Be able to participate widely in extracurricular activities.
 - c. Work up to capacity in all endeavors
 - d. Therefore, at the end of a semester, a student with two grades of 65 or below, or who has less than a 2.00 grade point average (GPA) will be placed on academic probation for the following semester. Student is allowed to be on academic probation for two consecutive semesters, at which time parents are advised to withdraw the student from the school. If a student continues a probationary condition by the third semester, he/she will be automatically withdrawn from the student roster for the following school year. Students placed on academic probation must achieve a 2.00 GPA during the probationary semester and show sustained academic improvement.
3. **Disciplinary Probation**- A student may be placed on a Disciplinary Probation if he/she has incurred in any offense that merits an automatic behavior probationary status. This will become effective immediately and will continue through the following quarter. If a student maintains a Disciplinary Probation for two

consecutive quarters, the school reserves the right to deny readmission for the following school year.

4. **Conditional Re-admission** - The student's future enrollment will be established by a disciplinary contract that will describe his/her new status within the school. The student that does not comply with the provisions of the disciplinary contract may be automatically expelled from school or not be readmitted for the next school year.
5. **Disciplinary Contracts**- The school reserves the right to place a student on a disciplinary contract if a need arises - A student who does not meet the conditions established in the disciplinary contract will not be readmitted the following school year. This student cannot request readmission in the subsequent years, nor may he/she come for summer school.
6. **In-School Suspension**- In-school suspension is carried-out in school. The student is not permitted to attend classes during that day. He/she will be in an area specifically assigned for this purpose under school staff supervision. The suspended students will receive assigned work related to the one in the classroom. The day will count as an unexcused absence, thus receiving a "0" on all assignments and assessments due that day. The number of days of the suspension will depend on the offense. If a student reaches a total of two (2) In-School suspensions during the same school year, he/she may be placed on a disciplinary contract during the current year, and it will be carried over to the following school year.
7. **Out-School Suspension**- Out-school suspension is carried-out at home. The student is not permitted to attend classes during this day. The day will count as an unexcused absence, thus receiving a "0" on all assignments and evaluations due that day. The number of days of the suspension will depend on the offense, with a maximum of five (5) days. If a student reaches a total of three (3) Out-School suspensions during the same school year, he/she may be expelled from school or not readmitted the following school year.
8. **Expulsion**- This sanction could be given immediately or at the end of the school year, depending upon the severity of the offense. A student, who for any reason is expelled from school, will not receive a refund of the tuition. MASIS reserves the right not to enroll for subsequent school years a student who was expelled.
9. **No Re-admission**- MASIS reserves the right not to enroll a student who has committed a severe offense against the school or the school community, who has repeatedly violated the school Code of Conduct, or who has been expelled from school.
10. **Disciplinary actions, In-School, Out-School Suspensions, or expulsion decisions**- The final decision of any disciplinary action, In-School, Out-School Suspensions, or expulsions rely on the School Director. These actions and remedies are clearly explained and are the school's internal procedures to deal with many situations and avoid referring the cases or situations to the Government authorities such as the Family Affairs Department, Police or Department of Justice. The school reserves the right to refer any case to the respective authorities in case parents do not abide by the consequences established in our manuals and contract.

SECTION VIII- STUDENT ORGANIZATIONS AND CLUBS

At MASIS, we want to encourage all students to be able to belong to a club or school organization. It is for this reason that we have a variety of clubs and school organizations in which students can develop important skills such as leadership, teamwork, responsibility, among many others. During the first few weeks of each school year, these clubs will be promoted for students to join. The school teachers themselves will be the moderators of the various clubs.

The National Honor Society

The privilege of being elected a member of the National Honor Society is a recognition of accomplishments and commitments to continued excellence. Students are selected on the basis of character, leadership, service, citizenship, and scholarship. All members of the NHS are chosen according to this society's by-laws and must comply with its established regulations.

Student Council and Class Officers

The Student Council is an active organization of the school body. It has four elected members and the extended Student Council, which includes class officers. The purpose of this organization is to represent the student body, promote school spirit, serve as a liaison between the students, the faculty and the administration, address student's concerns, organize student activities, raise funds for the benefit of the student body, and serve as a model for the student body.

Nomination to the Student Council requires a candidate to have been in the school for one year, have a minimum of 80 in the cumulative average, and a satisfactory conduct the previous year. Only seniors can opt for the position of Student Council President. Juniors may be nominated to the position of Vice-President, students in tenth grade or above can be Treasurer, and any student in grades nine through twelve can be the Secretary. Each grade from 9th – 12th also elects their own Class Officers who form part of the Extended Student Council.

General Guidelines for Club/Class Officers:

- Officers need to have and maintain a minimum of 3.00 GPA (3.50 for Student Council) to be a Club or Class Officer.
- Students on discipline/academic probation are not eligible for any office position. • An officer elected may be unable to continue in his/her position upon committing a major infraction in the same academic year.