



MASIS

Motivation • Achievement • Success

Student-Parent Handbook

SECTION V

STUDENT SERVICES

REVISED SEPTEMBER 2021

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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 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.

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.

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 8:50am -9:05 a.m.

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 Grade: Students need to bring their own snack to school every day. A snack break is provided to these students in the classroom early in the morning.
- Fourth, Fifth, and Sixth Grade: A snack break is provided to these students in the classroom early in the morning. Students may use the vending machines in building B, which dispenses snacks and cold drinks or bring snacks from home. They are not allowed to purchase snacks from MASIS food cart “Masiseña”.

Middle School and High School: (9:45 – 10:05)

Students are provided with a snack break early in the morning. They may use the vending machines in building C and/or purchase snacks from MASIS food cart “Masiseña”. Students should not use vending machines in building B, so they do not interrupt classes that are already in progress. 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.

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 Celebration

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.