



MASIS

Motivation • Achievement • Success

Student-Parent Handbook

SECTION VI ACADEMICS

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.

GRADUATION CREDIT 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
TOTAL REQUIRED		25.75 CREDITS

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 a reasonable accommodation. A professional must certify the student 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 acts.

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 considered 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 a reasonable accommodation?

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

How to request a reasonable accommodation?

- The student through their parents or legal guardians, request 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 fulfill 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 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 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 provided 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 represent 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 a 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 a 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.

120 hours or more = 4.00 /100

119 hours or less = INC/0 (incomplete)

Grading System

1. **Pre-Kinder -Kinder** -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 make up the exams. (Refer to Attendance/Tardiness Section).
4. **Grades 1st – 6thFinal 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 – 12thSemester 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. If a student exempts the midterm/final exam, then each Quarter is valued at 50%.

6. **Final Departmental Exams**

MASIS allowed students in grades 7-11 to exempt from midterm exams and/or final exams if they had an average of **90% or more in the subject for each quarter in each semester.**

- All students in grades 7th – 12th must partake in English, Mathematics and Spanish midterm and Final exams regardless of the average for each quarter in the first or second semester.
- Promoting and graduating students in grades 8th and 12th will exempt all final exams in May.

7. **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.

8. **Report Cards** - Report Cards are issued on a quarterly basis and the school reserves the option of sending it to the student via e-mail 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 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 due date to receive full credit for the work.

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. Class Fees

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-K) will have a \$40.00 class fee for PK and a \$200.00 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 \$20.00 class fee. The fee must be used for students' Move-Up ceremony at the end of the school year.
3. Grades 7, 9, 10, and 11 students will have a \$40.00 class fee.
4. Grades 8 and 12 will have a \$250.00 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.
- **School Director's Award:** Given to the student who is considered a role model and fulfills the vision and mission of MASIS.
- **Medals of Excellence:** Awarded to the students with the highest average in each of the core subjects. These students must also have a 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.