



Iglesia Evangélica Menonita
ACADEMIA MENONITA



URB. SUMMIT HILLS
1751 ASOMANTE STREET
SAN JUAN, PUERTO RICO 00920-4300
Church: (787) 707-0050 - School: (787) 783-1295 & (787) 507-4147
Email: information@acadmensj.org – Web: www.academiamenonitasj.org

For School Year 2021-2022

Dear parents of new admission students:

May the Lord bless you and your family!

Thank you for your interest and trust in Academia Menonita as an option for your son's or daughter's education. During 59 years, Academia Menonita has pursued to empower our students with a sound educational and spiritual experience that will promote their development as citizens who contribute in forming a better world as they follow the Lord's will.

The applications for new admission for school year 2021-2022 will be accepted for submittal from Monday, November 9, 2020. It is very important that you follow the process, especially the dates and the documents you must submit.

To apply, you only need to submit:

- Application Form
- original Birth Certificate
- copy of a bill (to verify mailing address)
- \$35 of Processing Fee

The submittal of the rest of the documents must be done promptly, as no student will be evaluated for admission until the corresponding documents are complete. It is very important that you be prompt in collecting and submitting them. The transcriptions must be complete (of all years in school) and include the first semester of the current year.

The acceptance of Pre-Pre-Kinder, Pre-kinder and Kindergarten applications is limited to the spaces available, and therefore we recommend you to submit your application as soon as possible.

We thank you again for your interest in Academia Menonita.

Sincerely,

Ramonita Rivera-Torres
Administrator



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Para Año Escolar 2021-2022

Estimados padres de estudiantes de nueva admisión:

¡Que Dios les bendiga a ustedes y sus familias!

Gracias por su interés y confianza en la Academia Menonita como opción para ser el centro de enseñanza de su hijo o hija. Por 59 años la Academia Menonita se ha mantenido en pos de facultar a nuestros estudiantes con una experiencia educativa y espiritual sólida, que promueva su desarrollo como ciudadanos que contribuyen a un mundo mejor, siguiendo la voluntad de Dios.

Las solicitudes de nuevo ingreso para el año escolar 2021-2022 podrán ser sometidas desde el lunes, 9 de noviembre de 2020. Es muy importante que sigan el proceso, especialmente las fechas y los documentos que tienen que someter.

Para solicitar, solamente necesita someter:

- *Solicitud de Admisión*
- *Certificado de Nacimiento original*
- *copia de alguna factura (para verificar la dirección postal)*
- *\$35 de procesamiento*

La entrega del resto de los documentos debe hacerse con prontitud, pues ningún estudiante será evaluado para admisión hasta que sus documentos estén completos. Es muy importante que se apresure en recopilar y someter los mismos. Las transcripciones de crédito deben ser completas (por todos los años de estudio) y deben incluir el primer semestre del año en curso.

La aceptación de solicitudes de Preprekínder, Prekínder y Kindergarten está limitada a los espacios disponibles, por lo que le recomendamos que entregue su solicitud a la brevedad posible.

Gracias nuevamente por su interés en la Academia Menonita.

Sinceramente,

Ramonita Rivera Torres, Administradora

Jan



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2021-2022 REGISTRATION PROCESS – New Student grades 1st -12th

- To apply for first grade, students must be 6 years old by **October 31, 2021**.
- **From second grade forward, the minimum average for admittance is 2.50 (not less than 70% in each one of the basic subjects).**
- **Re-admissions** require approval of faculty and administration.

PROCESS FOR NEW STUDENTS AND RE-ADMISSION:

Step 1: SUBMIT TO THE REGISTRAR:

1. **Admission Application**
2. **Birth Certificate**
3. Copy of **any bill** (AAA, AEE, etc.) to verify complete mailing address.
4. **Processing Fee** (\$35.00) (this fee does not guarantee admission)
5. Any **available documents of Step 3**.

Step 2: Entrance Exam

1st to 12th grade - Call Learn Aid of Puerto Rico, Inc. (787-764-2665) for an appointment.

Step 3: The following documents must be submitted and are required for the interview:

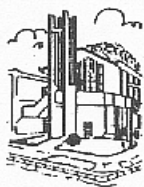
1. Two (2) recent **2 x 2 photographs**
2. Updated **P-VAC-3 Immunization Certification** (green form)
3. **Complete Transcript** (closed and sealed) and the **Progress Report**. (The transcript of the completed school year must be submitted **by the first week of June 2021**.)
4. **Conduct Letter** emitted by the Director of the present school.
5. Two (2) **recommendation letters** from the teachers of the present grade.
6. **Credit Letter** of the present school, if private.
7. **Psychometric Evaluation** (valid for 1 year)

Step 4: Student interview and meeting with parents. Notification of admittance or not.

Step 5: If admitted, submittal of payment for Registration and Initial Fee., the parents will be given the following forms for completion, signature, and return in the following **10 days, in order to complete the student's registration. (If you have any problem with the indicated dates, please contact the Registration Office.)**

1. **Agreement Form** of the "Handbook for Students and Parents", with the complete signatures.
2. **Policy for Videoconference Classes and Exams and Works to Submit**, with the complete signatures
3. **Emergency Card** (it must be filled in ALL ITS PARTS --including the pictures-- and signed).
4. **Socioeconomic Study** (used for the school's statistic and services purposes).
5. **Service Selection** (all parents must come to do the Service Agreement --contract-- **between July 1 and July 30, 2021**).
6. **Medical Examination w/Eyesight Test** (must use the form provided by the Academy).
7. **Oral Exam Certificate** (students who enter K, 2nd, 4th, 6th, 8th and 10th) (must use the form provided by the Department of Health).

If parents do not register the student by the date given, we will understand that they are not interested in our school for school year 2021-2022.



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PROCESO DE MATRÍCULA 2021-2022 – Estudiante Nuevo 1ro a 12mo

- Para solicitar para el primer grado, el estudiante deberá tener cumplidos 6 años al **31 de octubre de 2021**.
- De segundo grado en adelante el promedio mínimo de admisión es **2.50 (no menos de 70% en cada una de las clases básicas)**
- **Readmisiones** requieren aprobación de la facultad y la administración.

Proceso para estudiantes nuevos y readmisiones:

Paso 1: SOMETER A LA REGISTRADORA:

1. **Solicitud de Admisión**
2. **Certificado de Nacimiento**
3. Copia de **alguna factura** (AAA, AEE, etc.) para verificar dirección postal.
4. **Cuota de Procesamiento** (\$35.00) (esta cuota no garantiza la admisión)
5. Cualquier **documento disponible del Paso 3.**

Paso 2: Examen de Admisión

1ro a 12mo grado deberá llamar a Learn Aid de Puerto Rico (787-764-2665) para cita.

Paso 3: Los siguientes documentos tienen que someterse y son requisito para la entrevista:

1. Dos (2) **fotografías 2 x 2** recientes
2. **Certificado de Vacunas P-VAC-3** (hoja verde) actualizado
3. **Transcripción de Créditos completa** (cerrada y sellada) y las **notas en progreso** (La transcripción del año escolar completado debe entregarse en/antes de **la primera semana de junio 2021.**)
4. **Carta de Conducta** otorgada por el Director de la escuela de procedencia.
5. Dos (2) **cartas de recomendación** de sus maestros del grado actual.
6. **Carta de Crédito** de institución de procedencia, si privada.
7. **Evaluación Psicométrica** (válida por 1 año).

Paso 4: Entrevista para el estudiante y reunión con padres. Notificación de admisión o no.

Paso 5: Si es admitido, deberá someter los pagos de Matrícula y Cuota Inicial. Luego se le entregará a los padres los siguientes documentos para ser completados, firmados y devueltos en los siguientes **10 días para poder completar la matrícula del estudiante. (Si usted tiene algún problema con las fechas indicadas, favor comunicarse con la Oficina de Registraduría.)**

1. **Hoja de Compromiso** del “Manual General para Estudiantes y Padres”, con firmas completas.
2. **Política de Clases por Videoconferencia y Exámenes y Trabajos para Entregar**, con firmas completas
3. **“Emergency Card”** (debe estar lleno en TODAS SUS PARTES --incluyendo las fotografías-- y firmado)
4. **Estudio Socioeconómico** (para propósitos estadísticos de la escuela en petición de servicios)
5. **Selección de Servicios** (todos los padres deben venir a hacer el Acuerdo de Servicios --contrato-- del **1 de julio al 30 de julio de 2021.**)
6. **Examen Médico con Examen de la Vista** (debe usar el formulario que provee la Academia).
7. **Certificado de Examen Oral** (estudiantes que pasan a K, 2do, 4to, 6to, 8vo y 10mo) (debe usar el formulario que provee el Departamento de Salud).

Si los padres no matriculan al estudiante en las fechas indicadas, entenderemos que no está interesado en nuestra escuela para el año escolar 2021-2022.



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REGISTRATION & PAYMENTS INFORMATION 2021-2022 ELEMENTARY & SECONDARY LEVEL

| ADMISSION APPLICATION (Processing Fee) | |
|---|--------------------------|
| 1 st - 12 th grade | \$35.00 (NON REFUNDABLE) |
| • This fee does <u>not</u> guarantee admission. | |

| REGISTRATION FEE - NEW STUDENTS* | | REGISTRATION FEE - PRESENT STUDENTS* | |
|---|---|---|----------------------|
| 1 st - 12 th | \$420.00 per student | 1 st - 12 th | \$395.00 per student |
| INITIAL FEE | \$325.00 per family the first year only | 1 st - 12 th | N/A |
| PHYSICAL FACILITIES FEE NEW STUDENTS** | | PHYSICAL FACILITIES FEE PRESENT STUDENTS** | |
| 1 ST - 12 th | \$350.00 per family | 1 ST - 12 th | \$350.00 per family |
| REGISTRATION FEE - NEW STUDENTS | | REGISTRATION FEE - PRESENT STUDENTS | |
| TOTAL: \$1,095.00 | | TOTAL: \$745.00 | |

*Registration Fee is not refundable. Present students only: 3 installments for your convenience (November 30, 2020, December 17, 2020, and January 29, 2021). After said date, space availability will not be guaranteed and will have a late charge of \$50.00.

****Enjoy a discount of \$50.00 if paid by June 30.** This fee can be added to your monthly payment in installments of \$35.00 monthly. This payment will be refundable according to the regulations established in the "Handbook for Students and Parents".

| ANNUAL FEES (DUE AUGUST 02, 2021) | | | |
|-----------------------------------|----------|------------|---|
| GRADE | Book Fee | Other Fees | Breakdown of Other Fees |
| 1 | \$125.00 | \$155.00 | • Classroom Fee \$75.00 • Insurance Fee \$10.00 • ID Card \$5.00 • Emergency Mgmt. Plan \$5.00 • Learn Aid (1 st to 11 th) \$40.00 • Retreat (6 th to 12 th) \$40.00 • Laboratory Fee (7 th to 12 th) \$20.00 • Locker Fee (7 th to 12 th) \$20.00 • Lock (new) (7 th to 12 th) \$15.00 • Graduation Fee* (8 th & 12 th) \$150.00 • PTO (family fee) \$10.00 • Scholarship Fund (family fee) \$10.00 *8 th & 12 th Graduation Gown not included in annual fees and must be paid at Business Office when stated. |
| 2 | \$150.00 | \$155.00 | |
| 3 | \$175.00 | \$130.00 | |
| 4 | \$125.00 | \$155.00 | |
| 5 | \$150.00 | \$155.00 | |
| 6 | \$175.00 | \$195.00 | |
| 7 | \$200.00 | \$250.00 | |
| 8 | \$200.00 | \$400.00 | |
| 9 | \$200.00 | \$250.00 | |
| 10-11 | \$250.00 | \$250.00 | |
| 12 | \$200.00 | \$360.00 | |

• Rented book lost must be paid in full. **Book Fee is subject to change**, depending on the amount of hard-cover books to be used and their price.

• 7th to 12th: Official lockers' locks lost have a replacement cost of \$15.00.

| TUITION PER STUDENT (DUE 1 ST OF EACH MONTH) | | |
|---|----------|------------|
| GRADE | MONTHLY | YEARLY |
| 1-3 | \$358.00 | \$3,580.00 |
| 4-6 | \$375.00 | \$3,750.00 |
| 7-8 | \$389.00 | \$3,890.00 |
| 9-12 | \$435.00 | \$4,350.00 |
| • Tuition fee is divided for your convenience in 10 installments. | | |

| CHILD CARE SERVICES AND AFTER SCHOOL PROGRAMS (OPTIONAL) | | |
|--|--------------------------------------|------------------------------|
| PPK-K | Preschool Care (includes 1 snack) | \$80.00 per student monthly |
| 1 st -12 th | Study Hall | \$75.00 per student monthly |
| 1 ST -6 TH | Study Hall Plus (Tutoring) | \$200.00 per student monthly |
| 7 TH -12 TH | Study Hall Plus (Math tutoring only) | \$100.00 per student monthly |

• Spaces are limited and depend upon availability at registration. • Only 2 changes will be allowed per school year. During the month of December and May withdrawals are not allowed.

• Tutoring services will be Monday through Thursday, and on Friday they go to Study Hall, which is included in the full tutoring service.

• All after-school programs are from 3:15 pm – 5:15 pm. A charge of \$10.00 applies after 5:45 pm. These programs will not receive a credit for days the student is absent. This includes after school activities, sports, music and tutoring services.

| THERAPIES (OPTIONAL) | | |
|--|-----------------------|----------------------|
| FROM 3:00 TO 5:00 PM AT SCHOOL PREMISES | | |
| Students in need of occupational therapy, speech/language therapy and/or educational therapy will have the opportunity to receive this service at the school facilities when coordinated with our designated therapy group. (Centro de Terapias Taboa 787-354-9075) | | |
| LUNCH PROGRAM AND SNACK TICKETS | | |
| GRADE | MONTHLY LUNCH PROGRAM | DAILY TICKETS |
| 1-3 | \$77.15 IVU INCLUDED | \$47.72 (10 TICKETS) |
| 4-6 | \$87.42 IVU INCLUDED | \$53.97 (10 TICKETS) |
| 7-12 | \$99.15 IVU INCLUDED | \$30.33 (5 TICKETS) |
| GRADE | SNACK TICKETS | PRICE |
| 1-12 | \$0.99 | \$9.87 (10 TICKETS) |
| 1-12 | \$0.28 | \$2.80 (10 TICKETS) |
| •1 st to 12 th grades' Lunch Program is optional. Only 1 change will be allowed, only in the first semester. •Snack Tickets can be used for breakfast at the cafeteria from 7:00 to 7:30 am and for snacks at "El Kiosko". •These prices are subject to change without notice. | | |

PAYMENT POLICY

- ALL required documents must be submitted (forms must be filled and signed in all parts; documents must be complete in their entirety), as no student will be officially registered if there is any document missing. These documents have to be submitted no later than **July 23, 2021**; after said date there will be a late charge of **\$25.00**.
- At the moment of registration, all families must sign the Payment Agreement at the Business Office. A **6%** discount of the total **tuition fee** will be granted to those families who make the payment of all the fees for the entire year by **August 2, 2021**.
- Any month attended at least one (1) day will be considered a full month.
- Late payments and returned checks: There will be an additional charge of **\$25.00 for each returned check** and **\$25.00 for delayed payment (after day 15 of each month)**.

TRANSCRIPTS

- **A \$15.00 fee will be charged for each student transcript requested.** Please allow three or more working days for the transcript to be completed. In order to process any transcript, official document, record, report card, etc., said family's account must not have any payment pending to the school; as soon as the remaining balance is paid, the solicited document will be processed.

TRANSPORTATION: Parents are responsible for making their own transportation arrangements.

ACADEMIA MENONITA RESERVES THE RIGHT OF ADMISSION AND RE-ADMISSION.



HOJA DE CALCULO

| | | |
|--|--------------------------|---------------------------------|
| PROCESSING FEE | \$35.00 | |
| MATRICULA NUEVOS PK-12TH (POR EST.) | \$420.00 | * PPK \$400.00 |
| CUOTA INICIAL (SOLO UNA VEZ Y POR FAM.) | \$325.00 | |
| FACILIDADES ANTES DE 06-30 (\$50.00 descuento) | \$350.00 | *PPK NO PAGA FAC. FÍSICAS |
| SUBTOTAL | <u>\$1,095.00</u> | * PPK TOTAL \$840.00 |
| TOTAL DE CUOTAS (POR GRADO) (08/15) | \$ _____ | |
| FONDO DE BECA (por Familia) | \$10.00 | |
| PTO (por Familia) | \$10.00 | |
| **CUOTA DE LIBROS (por grado) | \$ _____ | **Book Fee |
| LEARN AID (Kinder to 11th) | \$40.00 | 1st & 4th (\$125.00) |
| CUOTA DEL SALÓN | \$75.00 | 2nd & 5th (\$150.00) |
| MANEJO DE EMERGENCIAS | \$5.00 | 3rd & 6th (\$175.00) |
| ID CARDS | \$5.00 | 7th to 9th & 12th (\$200.00) |
| SEGURO ESCOLAR | \$10.00 | 10th & 11th (\$250.00) |
| CUOTA DE LABORATORIO | \$20.00 | |
| RETIRO (6th to 12th) | \$40.00 | |
| LOCKER (7TH -12TH) | \$20.00 | MENSUALIDADES (POR NIVEL) |
| CANDADO (7TH -12TH) | \$15.00 | PPK (\$427.18) |
| CUOTA DE GRADUACIÓN (Kinder, 8th & 12th) | \$150.00 | PK-K (\$458.18) |
| TOTAL DE MATRICULA | \$ _____ | 1-3 (\$358) |
| MENSUALIDAD | \$ _____ | 4-6 (\$375) |
| ALMUERZO + IVU | \$ _____ | 7-8 (\$389) |
| SERVICIOS OPCIONALES | | 9-12 (\$435) |
| CUIDO EXTENDIDO | \$80.00 | ALMUERZO (POR NIVEL) |
| STUDY HALL | \$75.00 | PPK - K (inclu. en mensualidad) |
| STUDY HALL PLUS (TUTORIA) | \$200.00 | 1-3 (\$77.15) |
| STUDY HALL PLUS MATH HIGH SCHOOL (TUTORIA) | \$100.00 | 4-6 (\$87.42) |
| TOTAL FINAL MENSUALIDAD | \$ _____ | 7-12 (\$99.15) |

***Por razones del COVID 19- no se permite calentar alimentos traídos de la casa. Puede traerlo en un termo que lo mantenga caliente.

***No se permiten deliveries.



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Place picture
here

DO NOT WRITE IN THIS BOX

--For official use of Academia Menonita--

-FOR USE OF BUSINESS OFFICE-

Processing Fee-Date _____
Entrance Exam-Date _____
Registrat. Fee -Date _____
Handbook Agreement _____
Videoconference Agreement _____
Emergency Card _____
Recent photographs (2) _____
Initial Fee -Date _____
Phys.Facil. Fee-Date _____
Payment Agreement _____

-FOR USE OF ADMINISTRATIVE OFFICE-

Home _____ Day Care _____ PPK/PK _____
Left-handed _____ Right-handed _____
Eyeglasses _____
Official Complete Transcripts _____
Conduct Letter _____
Credit Letter _____
Teacher Recommendation Letters (2) _____
Psychometric Evaluation _____
Original P-VAC-3 _____
Copy Birth Certificate _____
Health Certificate/Visual Form _____
Dental Certificate (grds K,2,4,6,8,10) _____
Socioeconomic Study _____

_____ New family
_____ Previous family
_____ Present family

_____ New student is
sibling of present student.

-FOR USE OF DIRECTOR-

☐ Accepted
☐ Not accepted

By: _____
Date: _____

PLEASE SELECT MODE PREFERENCE

_____ entirely Presential _____ entirely Virtual

Note: Presential mode is **not** guaranteed, as it is granted upon availability, when Registration Fee payment is made.

STUDENT ADMISSION APPLICATION

(Please print clearly)

Date of application: _____ School Year applied for: _____ Grade applied for: _____

Name: _____
(First Surname) (Second Surname) (First Name) (Middle Name)

Place of Birth: _____ Date of Birth: _____ Age: _____ Gender: F () M ()

Language(s) used at home: _____ Student's primary language: _____

Residential Address: _____ Zip Code _____

Mailing Address: _____ Zip Code _____

Person in charge of account: _____ Relationship: _____

Mailing Address of said person: _____ Zip Code _____

Father or Guardian: _____ If guardian, relationship: _____

Home Telephone: _____ Cellular phone: _____ E-mail: _____

Birthplace: _____ Language Spoken: _____

Education: _____ Occupation: _____

Employer: _____ Position: _____

Address: _____ Office Telephone: _____

Mother or Guardian: _____ If guardian, relationship: _____

Home Telephone: _____ Cellular phone: _____ E-mail: _____

Birthplace: _____ Language Spoken: _____

Education: _____ Occupation: _____

Employer: _____ Position: _____

Address: _____ Office Telephone: _____

Marital Status of Parents: Married () Separated () Divorced () Widow(er) ()

Student lives with: Both parents () Mother () Father () Grandparents () Other (): _____

If student lives with stepparents, grandparents, or other, please state:

Name(s): _____ Relation: _____

Religious Denomination(s): Protestant () Which? _____ Catholic () Jewish () None () Other () Which? _____

Name of Church or Synagogue: _____ Address: _____

Attendance: Regularly () Sometimes () Never ()

Children in family (please include applicant, too):

| <u>Name</u> | <u>Age</u> | <u>Present Grade</u> | <u>Present School</u> |
|-------------|------------|----------------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

NEW STUDENTS ONLY (questions 1-7 for parents to answer)

1. Are you a former student? Yes () (Years attended: _____) No ()
2. Why have you chosen Academia Menonita for your child's education? _____
3. How did you know about Academia Menonita? (if by newspaper, which one? if by radio, which station?) _____
4. Did you come to our Open House? Yes () Which? November () February () No ()
5. List all other schools your child has attended (complete postal address).

6. Has your child been asked to leave any previous school due to discipline or failing grades? Yes () No ()

7. Has your child ever repeated a school year? Yes () (grade: _____) No ()

PLEASE READ THE FOLLOWING INFORMATION. THIS APPLICATION IS NOT VALID UNLESS COMPLETED, ACCEPTED (INITIALIZED) AND SIGNED.

NOTE: Incorrect or deleted information may invalidate this application form, any previous acceptance notice, or registration in Academia Menonita. (*Información incorrecta u omitida puede invalidar esta solicitud, cualquier nota de aceptación o la matrícula en la Academia Menonita.*)

(Initials) **I understand** that Academia Menonita works in cooperation with the neighbors surrounding the school. **I agree** not to park my car blocking the driveway of any neighbor or the personnel parking lot (this includes a reasonable distance from the driveway that allows the car to turn comfortably when entering or exiting said parking), nor will I blow my car horn unnecessarily, or litter the surroundings. **I also agree** to follow the traffic pattern established by Academia Menonita in order to alleviate traffic congestion in the morning and in the afternoon. **I understand** that **I COULD LOSE THE RIGHT FOR MY CHILD TO ATTEND ACADEMIA MENONITA IF I DO NOT COOPERATE WITH THE NEIGHBORS** in these requests.

*(Entiendo que la Academia Menonita trabaja en cooperación con los vecinos circundantes a la escuela. Acepto no estacionar mi automóvil obstruyendo la entrada de los vecinos o del estacionamiento de personal (esto incluye una distancia razonable de dicha entrada que permita que el carro pueda doblar cómodamente para entrar o salir de dicho estacionamiento), ni sonar la bocina innecesariamente, ni arrojar basura en los alrededores. Entiendo que **PODRÍA PERDER EL DERECHO QUE TIENE MI HIJO DE ASISTIR A LA ACADEMIA MENONITA SI NO COOPERO CON LOS VECINOS** en estos requerimientos.)*

(Initials) **I understand and agree** TO PICK UP MY CHILD ON TIME, AS ESTABLISHED BY ACADEMIA MENONITA, AND THAT **I COULD LOSE THE RIGHT FOR MY CHILD TO ATTEND THIS SCHOOL IF I DO NOT COMPLY WITH THIS AGREEMENT.**

*(Entiendo y acepto recoger mi hijo a tiempo, según lo establecido por la Academia Menonita, y que **PODRÍA PERDER EL DERECHO QUE TIENE MI HIJO DE ASISTIR A ESTA ESCUELA SI NO CUMPLO CON ESTE ACUERDO.***

(Initials) **I understand and authorize** Academia Menonita to use photographs or images of my son/daughter to be published in the Academy's different means of communication and its websites, preserving respect and good withstanding towards them.

(Entiendo y autorizo a la Academia Menonita la utilización de fotografías o imágenes de mi hijo(a) para ser publicado en los diferentes medios de comunicación de la Academia y sus páginas Web, preservando el respeto y buen nombre de ellos.)

(Initials) **I understand and agree** that Academia Menonita reserves the right to admission and re-admission of students.

(Entiendo y acepto que la Academia Menonita se reserva el derecho de admisión y readmisión de estudiantes.)

Date

Parent/Guardian's Signature

Name of the Academic Institution

Address and Phone Number

Date

To Whom It May Concern:

We certify that _____ was enrolled at _____
Student Name School Name
in _____ grade for the _____ academic school year.

The student conduct during this year has been:

_____ Excellent
_____ Good
_____ Satisfactory
_____ Needs Improvement
_____ Unsatisfactory

If you need more information about the above-mentioned student, please let us know.

Cordially,

Name in print

Signature

Position

School
Stamp

STUDENT RECOMMENDATION
to be completed by present or former Teacher of previous school

I recommend _____, who has been my student and/or is known to me for _____ years.

The outstanding qualities of this student are:

| | |
|--|--|
| | |
| | |
| | |

This student also has participated in the following groups, organizations/clubs, sport teams and/or special activities:

| |
|--|
| |
| |

As teacher of _____ (subject and/or level) at _____ (school name), I favorably recommend this student.

Cordially,

Teacher's signature

Teacher's name in print

Name of previous school

Telephone

Institution's Official Seal

Address

Date

A vertical illustration on the left side of the page. It features a dark silhouette of a person with arms raised, reaching towards a glowing cross at the top. The background is a teal gradient with yellow stars. At the bottom, there is a small illustration of a red schoolhouse with a bell tower, surrounded by autumn leaves and silhouettes of children running.

Mission Statement of Academia Menonita

Academia Menonita of Summit Hills is a Christian institution, founded in the Mennonite doctrine and, as ministry of the Iglesia Evangélica Menonita de Summit Hills, its mission is to:

- Facilitate and promote, through teachings and testimony, the moral and spiritual development of the Mennonite doctrine's system of values and philosophy, in order to prepare our students to become the next generation of Christian leaders, and offer them the bases for a life of service to their family, community and church.
- Proportionate a vocational orientation that affirms the value of service to others and a responsible stewardship of life (specially in time and talents) and an education that allows reaching and developing fundamental knowledge, skills, attitudes, habits and values to collaborate effectively in society.
- Facilitate the integration of the student's personality, as the need to define as a person, over the socio-affective background of family and community and with discernment of firm spiritual values and healthier experiences. The Academy counts with the collaboration of the family and the spiritual support of the Church for the satisfactory realization of its Christian mission in the middle of the Puerto Rican society.
- Offer an innovative and excellent teaching and learning experience in the English language, with emphasis in the arts of the Spanish language, that promotes the spiritual, intellectual, emotional, social, and physical development of the students.
- Form students to be compassionate servants of Christ, bilingual, useful citizens to society, in pursuit of continuous improvement, and able to face the challenges of a changing world.

Vision of the Future

Academia Menonita of Summit Hills is heading to the future in pursuit of being a teaching and learning community of excellence, with strong Christian values and committed with the peace and compassion of Christ through:

- Affirming the Christian faith as the way of life, for the entire school community;
- An innovative and pertinent curriculum, accessible to the technology, scientific investigation and global communication;
- Experiences of compassionate service directed to those most in need, and teaching conflict management in a creative way, with the peace of Christ;
- The promotion of student exchange with other countries and places around the world;
- Ample and comfortable educational and athletic facilities;
- An extended-schedule program (tutoring, study hall, therapies and others);
- Personnel that is competent, loyal and compromised with the mission and vision of the institution, and willing to learn continually;
- The prompt response to the innovations of a changing world.

Misión de la Academia Menonita

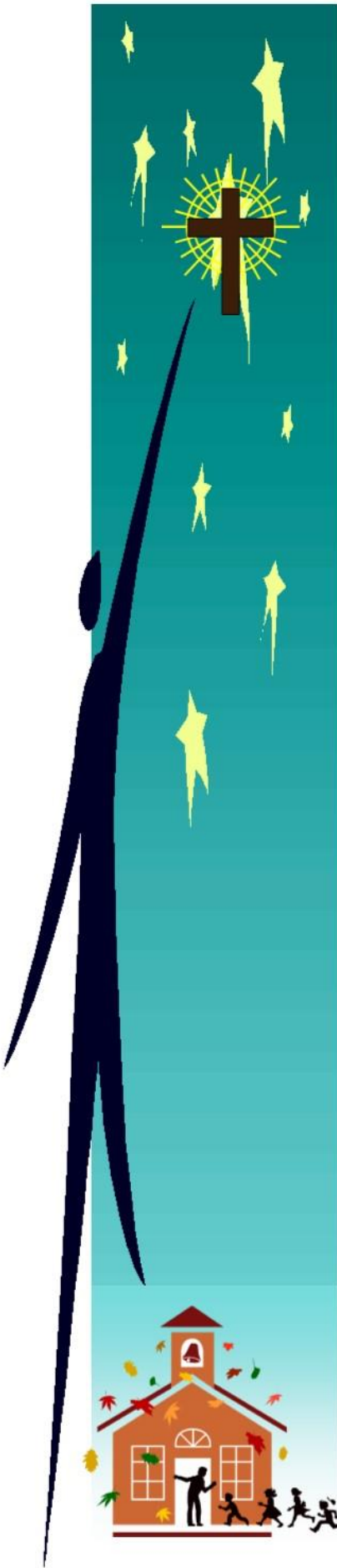
La Academia Menonita de Summit Hills es una institución cristiana, fundada en la doctrina Menonita y, como ministerio de la Iglesia Evangélica Menonita de Summit Hills, su misión es:

- Facilitar y promover, mediante la enseñanza y el testimonio, el desarrollo moral y espiritual del sistema de valores y filosofía de la doctrina Menonita, a los fines de preparar nuestros estudiantes para convertirse en la próxima generación de líderes cristianos, y brindarle las bases para una vida de servicio a su familia, comunidad e iglesias.
- Proporcionar una orientación vocacional que afirme el valor del servicio al prójimo y la mayordomía responsable de la vida (en especial el tiempo y los talentos) y una educación que permita alcanzar y desarrollar conocimientos, destrezas, actitudes, hábitos y valores fundamentales para colaborar efectivamente en la sociedad.
- Facilitar la integración de la personalidad del alumno, según su necesidad de definirse como persona, sobre el trasfondo socio afectivo de su familia y de la comunidad y con discernimiento de valores espirituales firmes y experiencias más saludables. La Academia cuenta con la colaboración familiar y con el apoyo espiritual de la Iglesia para la realización satisfactoria de su misión cristiana en medio de la sociedad puertorriqueña.
- Ofrecer una experiencia de enseñanza y aprendizaje innovadora y de excelencia en el idioma inglés, con énfasis en las artes del idioma español, que promueva el desarrollo espiritual, intelectual, emocional, social y físico de sus estudiantes.
- Forjar estudiantes para ser servidores compasivos de Cristo, bilingües, útiles a la sociedad, en pos del mejoramiento continuo, y capaces de enfrentar los retos de un mundo cambiante.

Visión del Futuro

La Academia Menonita de Summit Hills se encamina al futuro buscando ser una comunidad de enseñanza y aprendizaje de excelencia, con firmes valores cristianos y comprometida con la paz y compasión de Cristo mediante:

- La afirmación de la fe cristiana como el modo de vida para toda la comunidad escolar;
- Un currículo innovador y pertinente, accesible a la tecnología, la investigación científica y la comunicación mundial;
- Experiencias de servicio compasivo dirigido a los más necesitados y enseñando a manejar los conflictos en forma creadora y con la paz de Cristo;
- La promoción del intercambio de estudiantes con otros países y lugares de todo el mundo;
- Amplias y cómodas facilidades educativas y deportivas;
- Un programa de horario extendido (tutorías, estudios supervisados, terapias y otros);
- Un personal competente, leal y comprometido con la misión y visión de la Institución, dispuesto a aprender continuamente;
- La pronta respuesta a las innovaciones de un mundo cambiante.





School Profile

SCHOOL ORGANIZATION

Academia Menonita is a private, college preparatory, evangelical school, founded in 1961, by the "Iglesia Menonita de Summit Hills" (Summit Hills Mennonite Church). The academy includes pre-school, elementary, junior high, and high school levels. The curriculum affirms the multicultural reality within the Puerto Rican context. English is the main language of instruction, and the arts and skills of the Spanish language are promoted as well.

VISION

Academia Menonita of Summit Hills is heading to the future in pursuit of being a teaching and learning community of excellence, with strong Christian values and committed with the peace and compassion of Christ through:

- with an innovative and pertinent curriculum, accessible to the technology, scientific investigation and global communication;
- with compassionate service experiences directed to those most in need, and teaching conflict management in a creative way with the peace of Christ;
- promoting the student exchange with other countries and places around the world;
- with ample and comfortable educational and athletic facilities;
- with an extended-schedule program;
- with personnel that is competent, loyal and committed with the mission and vision of the institution, and willing to learn continually;
- affirming the Christian faith as the way of life, for the entire school community.

MISSION

Academia Menonita of Summit Hills is a Christian institution, founded in the Mennonite doctrine and, as ministry of the Iglesia Evangélica Menonita de Summit Hills, its mission is to:

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- Proportionate a vocational orientation that affirms the value of service to others and a responsible stewardship of life (specially in time and talents) and an education that allows reaching and developing fundamental knowledge, skills, attitudes, habits and values to collaborate effectively in society.
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ACCREDITATION AND MEMBERSHIPS

Academia Menonita is accredited and licensed by the Puerto Rico Council of Education (PR's official school accreditation & licensing governmental agency). The academy is member of the PR Association of Private Education (PRAPE), the National Association of Secondary School Principals (NASSP), and the National Honor Society (NHS), among others.

ACADEMIC FACILITIES

Facilities consist of a main campus that includes several buildings, all with air-conditioned classrooms, a Chapel, Media Center (Library and Teacher Resource Center), Cafeteria, Infirmary, Science laboratories, Computer room, Home Economics room, roofed basketball and volleyball courts, and preschool and elementary playgrounds.

The Library has a collection of thousands of volumes, and the Teacher Resource Center includes audiovisual resources for faculty and students.

A 30-unit computer network in the Computer room provides each student with the technology for the Computer Class, as well as for Math, English, Science, and other subjects' supplementary teaching resource. Computers, other technologies, and internet access are also an integral part of the classrooms and school library.

CURRICULUM

Academic instruction is offered in English, except for the classes of Spanish language and PK to 5th Christian Education. Special Spanish course is offered to students that come from abroad, whose native language is not Spanish, and it is focused in preparing them to eventually integrate the mainstream regular Spanish classes. Regular or Advanced Math is offered to students from 6th to 12th grade. The curriculum fully utilizes available technology and resources. Students are expected to attain a high level of competency in subject matter.

In addition to the basic subjects, all grades have Physical Education and Christian Education classes, which include a weekly Chapel period and, from 6th through 12th grade, a Spiritual Retreat. From Pre-Kinder through 6th grade students also have classes of Art, Music, and Computer as part of the regular schedule. Secondary level directed electives include Health, Family and Consumer Ed. (Home Economics), and Civism.

Students are offered curricular, co-curricular, and extra-curricular activities designed to promote academic excellence and spiritual development that is manifested by a lifestyle consistent with Scriptural values and principles, starting every day with the homeroom morning devotionals. Secondary level is required hours of community service.

Students can participate in volleyball, basketball, table tennis and other sports' inter-scholastic competitions (through invitational tournaments and our LACC sports league membership), Math, Science, Language competitions. Students are exposed continuously to a variety of experiences through their classes, school activities, educational field trips, family-school gatherings, educational travels, where they create, perform, and expose their multiple talents and skills.

ACADEMIC OFFERINGS

- A. PPK and Pre-Kindergarten
 Social and emotional development
 Language development (Spanish & English)
 Perceptual and intellectual development
 Physical and motor development
 Self-help development
 Spiritual development and guidance
 General development
- B. Elementary School
- | | |
|--|------------------------------|
| English | Christian Education w/Chapel |
| Spanish | Physical Education |
| Social Studies | Music/Choir or Band |
| Science | Art |
| Mathematics | Computer |
| (regular or advanced math since 6th grade) Electives | |
- C. Junior High School (7th through 8th grade)
- | | |
|-----------------|---|
| English | Mathematics (regular or advanced) |
| Spanish | Pre-Algebra or Algebra I |
| Social Studies | Algebra I or Algebra II |
| Geography | Christian Education w/Chapel |
| Ancient History | Health (7 th grade) |
| Science | Family & Consumer Ed. (8 th gr.) |
| Life Science | Physical Education |
| Earth Science | Computer (7 th grade) |
| | Electives |
- D. High School (9th through 12th grade)
- | | |
|-------------------------|--------------------------------|
| English | Science |
| Forms of Literature | Physical Science |
| World Literature | Biology |
| American Literature | Chemistry |
| British Literature (AP) | Physics |
| Spanish | Marine Biology |
| Introd. to Lit. Genres | Mathematics (regular/advanced) |
| Spanish Literature | Algebra II or Geometry |
| Hispanic-American Lit. | Geometry or Adv. Algebra |
| Puerto Rican Literature | Advanced Algebra or |
| (regular and AP) | Pre-Calculus (AP) |
| Social Studies | College Math or |
| Modern World History | Calculus (AP) |
| Puerto Rico History | Christian Ed. w/Chapel |
| U. S. History | Physical Education |
| Latin American History/ | Computer |
| Sociology | Electives and other courses |

Electives, Student Organizations, and Clubs are offered in different levels. Organizations and Clubs include National Honor Society, Choir, Oratory Club, Library Club, Chess, Recycling, Drama, Band, among others. Electives include French, Voluntary Service, Photography, Baking, Art, Sign Language, Creative writing, among others, depending upon teacher and/or group availability. Clubs and Electives may vary from year to year.

STUDENT SERVICES

The student services department consists of a Professional Counselor, a Social Worker, and a Chaplain. They offer vocational guidance and spiritual/emotional/social counseling. Students receive information related to universities and colleges through orientations and visits to university campuses in Puerto Rico and continental United States. Students take the PSAT, SAT, College Entrance Examination Board of Puerto Rico, Advanced Placement (AP) Tests of Puerto Rico in Spanish, English, Math I, and Math II.

GRADING SYSTEM

There are certain criteria that are taken into consideration when evaluating students: daily work, class participation, projects, formal and informal tests, assignments, journals, oral and written reports, and laboratory work.

The system used to evaluate the student's progress in PPK and Pre-Kinder is:

S = Satisfactory

P = In Process

N = Needs Improvement

For academic progress of grades Kindergarten to twelve, the following grading scale is used:

90-100 Excellent

80-89 Good

70-79 Average

60-69 Deficient

0 - 59 Failing

For conduct of grades Kindergarten to twelve we use:

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

GRADUATION REQUIREMENTS FOR 12TH GRADE

four (4) credits of Social Studies (must include a one-year Puerto Rico History course, and a one-year U.S. History course)

four (4) credits of Math (must include at least a one-year Algebra course and a one-year Geometry course)

four (4) credits of English

four (4) credits of Spanish

four (4) credits of Science

four (4) credits of Christian Ed.

four (4) credits of Physical Ed.

four (4) credits of Electives

one (1) credit of Civism

eighty (80) hours community serv.

REPRESENTATIVE COLLEGES ADMITTED

Brown University, RI - Cornell University, NY
 Duke University, NC - Embry Riddle Aeronautical Univ., FL
 Fashion Institute of Technology, NY
 Florida Institute of Technology - Florida State University
 Full Sail University, FL - Goshen College, IN
 Harvard University, MA - Inter-American University, PR
 Iowa State University - Metropolitan University, PR
 Michigan State University - Michigan Technical University
 New York University - Oral Roberts University, OK
 Pennsylvania State University - Polytechnic University, PR
 Pratts Institute of Art, NY - PR Music Conservatory
 Rice University, TX - Ringling School of Art & Design, FL
 Rutgers University, NJ - Sagrado Corazón University, PR
 Savannah College of Art & Design, GA
 South Eastern University, FL
 Syracuse University, NY - University of Central Florida
 University of Indiana - University of Massachusetts
 University of Puerto Rico - University of South Florida
 University of Tampa, FL - University of Texas



Meet the Mennonites



Where did the Mennonites get their name?

Like Lutherans who were named after Martin Luther, Mennonites were nicknamed after an early Dutch leader, Menno Simons; they preferred to call themselves “brethren”, but as people continued referring to them as Mennonites, as such they became known to the world. But just as Menno Simmons was a follower of Christ, so Mennonites are followers of Christ, not Menno.

Our History

This movement began in the 16th century within the Protestant Reformation in Europe. A small group of earnest young believers in Switzerland, lead by Conrad Grebel, attempted to recover the New Testament Christianity when they baptized and verbalized their faith in Jesus Christ. Fired by their new faith, the believers began to evangelize and baptize. The movement rapidly spread to South Germany and the Netherlands. The official churches, even some early protestant groups, immediately opposed the movement and scoffed at them as “Anabaptizers”, which literally means re-baptizers, because they practiced the baptism of adults. The state would not tolerate this change because in essence it defied the government-run church, despite the Anabaptist’s strong appeal to Scripture in support of their position. In a short time, many Anabaptist leaders were martyred. Thousands more died gruesome deaths at the hands of their persecutors over the next two generations. Fifty years of persecution took a terrible toll. The small groups lived without the right to own property or to meet publicly for worship. They moved to many places, including Russia and North America, seeking freedom to live their faith according to their consciences. For nearly every generation over the past 450 years, the church has experienced persecution somewhere in the world.

Through the years, Mennonites have developed a substantial ministry of emergency relief and development services which stand alongside church extension; and continue to stress peacemaking and family (spiritual and biological) relationships as important for wholeness.

In the 1940s the first Mennonites arrived in Puerto Rico and soon they were well known for their commitment to serving the community. A hospital was founded as well as various churches in the area of Aibonito. Slowly the church expanded to cover other areas of the Island. In 1959, the Evangelical Mennonite Church of Summit Hills was founded as a result of this missionary service. In 1961, this church founded Academia Menonita, with the purpose of providing the community with a complete educational service of quality inspired by Christian love and the example of Jesus Christ.

What are the Mennonites basic beliefs?

At the center of Mennonite teaching is the need to believe in Jesus Christ as the model for life, and as the One who died and rose from the dead in order that people could live in union with God. They believe that the church should keep Christ’s life and ministry alive in the world, just as though Christ was still living on earth: that’s why they refer to the church as “the body of Christ”. Mennonites believe that the church is made of people whose sins have been forgiven and who choose to follow Christ’s teachings. They believe that Christians should try to relate to each other and the world in the same loving, forgiving way that Jesus practiced. Here are highlights of seven basic beliefs:

1. **THE BIBLE IS CENTRAL** – trying to live in obedience to the Word of God – the Bible, which the Holy Spirit uses to give new life to the church and to help people grow in faith.
2. **NEW LIFE IN CHRIST** – living for Jesus Christ
3. **VOLUNTARY MEMBERSHIP AND COMMITMENT TO CHRIST** – voluntary baptizing as a public acceptance and commitment to live as a disciple of Jesus Christ.

4. **REACHING OUT TO THE WORLD** – by bringing “the good news” to all persons throughout the world, being concerned for “spiritual” and “physical” aspects of life.
5. **BELONGING TO EACH OTHER** – by being a loving and caring community of believers, Christians grow in faith, unity, service, and witness; we need each other for growth and encouragement, for confronting one another in a supportive way and for help in times of crisis.
6. **LIVING PEACEFULLY** – loving the enemy and refusing to use violence or participate in military service, living peaceably with others at all levels, serving the poor and needy, and including taking risks to work actively for justice and mercy.
7. **HELPING EACH OTHER** – caring for the spiritual, emotional, and physical health of others.

If you want to learn more about the Mennonites, feel free to contact the Church, where we will be happy to assist you.

*We invite you, your family and friends to visit our local church,
Iglesia Evangélica Menonita de Summit Hills,
where the doors are always open
to welcome you in Christian love.*

* * * *

*Invitamos a usted, su familia y amigos
a visitar nuestra iglesia local,
Iglesia Evangélica Menonita de Summit Hills,
donde las puertas siempre están abiertas
para darles la bienvenida en amor cristiano.*



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Martes 5:00pm-9:00pm
Sábados 9:00am-5:00pm

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