



*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](mailto:information@acadmensj.org) – Web: [www.academiamenonitasj.org](http://www.academiamenonitasj.org)

**For School Year 2023-2024**

*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 60 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.*

*Registration applications for school year 2023-2024 are already accepted for submittal. It is very important that you follow the process, especially the dates and the documents you must submit.*

*To apply, you only need to follow the steps of the Registration Process (see the Registration Process document that corresponds to the grade you wish to apply for).*

*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. **School Year 2023-2024 will be in presential mode; nevertheless, Academia Menonita reserves the right to change the mode if the circumstances require it.***

*We thank you again for your interest in Academia Menonita.*

*Sincerely,*

*Ramonita Rivera-Torres*  
*Administrator*



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### **Para Año Escolar 2023-2024**

*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 60 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 matrícula para el año escolar 2023-2024 ya pueden ser sometidas. Es muy importante que sigan el proceso, especialmente las fechas y los documentos que tienen que someter.*

*Para solicitar, solamente necesita seguir los pasos del Proceso de Matrícula (vea el documento Proceso de Matrícula que corresponde al grado que desea solicitar).*

*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. **El Año Escolar 2023-2024 se llevará a cabo bajo la modalidad presencial; no obstante, la Academia Menonita se reserva el derecho de cambiar la modalidad en la eventualidad de que las circunstancias lo requieran.***

*Gracias nuevamente por su interés en la Academia Menonita.*

*Sinceramente,*

*Ramonita Rivera Torres, Administradora*



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## **REGISTRATION PROCESS – New Student grades 1<sup>st</sup> -12<sup>th</sup>**

- To apply for first grade, students must be 6 years old by **October 31 of the new school year**.
- **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, as well as Entrance Exam.

### **PROCESS FOR NEW STUDENTS AND RE-ADMISSION:**

#### **Step 1: SUBMIT TO THE REGISTRAR:**

1. **Admission Application**
2. **Processing Fee** (\$35.00) (this fee does not guarantee admission)
3. **Birth Certificate** (will be returned at the moment)
4. **Social Security card** (will be returned at the moment)
5. Copy of **any bill** (AAA, AEE, etc.) to verify complete mailing address.
6. Two (2) recent **2 x 2 photographs**
7. Updated **P-VAC-3 Immunization Certification** (green form)
8. **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 before the beginning of the new school year.**)
9. **Conduct Letter** emitted by the Director of the present school.
10. Two (2) **recommendation letters** from the teachers of the present grade.
11. **Credit Letter** of the present school, if private.
12. **Psychometric Evaluation** (valid for 1 year)

#### **Step 2: Entrance Exam**

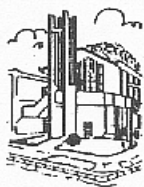
1<sup>st</sup> to 12<sup>th</sup> grade - Call Learn Aid of Puerto Rico, Inc. (787-764-2665) for an appointment.

#### **Step 3: Student interview** and meeting with parents. Notification of admittance or not.

#### **Step 4: 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-- on the dates that will be notified later).
6. **Medical Examination w/Eyesight Test** (must use the form provided by the Academy).
7. **Oral Exam Certificate** (students who enter K, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup>) (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 the new school year.**



# Iglesia Evangélica Menonita ACADEMIA MENONITA



## **PROCESO DE MATRÍCULA – Estudiante Nuevo 1ro a 12mo**

- Para solicitar para el primer grado, el estudiante deberá tener cumplidos 6 años al **31 de octubre del nuevo año escolar**.
- **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, así como Examen de Admisión.

Proceso para estudiantes nuevos y readmisiones:

### **Paso 1: SOMETER A LA REGISTRADORA:**

1. **Solicitud de Admisión**
2. **Cuota de Procesamiento** (\$35.00) (esta cuota no garantiza la admisión)
3. **Certificado de Nacimiento** (será devuelto al momento)
4. **Tarjeta de Seguro Social** (será devuelta al momento)
5. Copia de **alguna factura** (AAA, AEE, etc.) para verificar dirección postal.
6. Dos (2) **fotografías 2 x 2** recientes
7. **Certificado de Vacunas P-VAC-3** (hoja verde) actualizado
8. **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 antes del comienzo del nuevo año escolar**.)
9. **Carta de Conducta** otorgada por el Director de la escuela de procedencia.
10. Dos (2) **cartas de recomendación** de sus maestros del grado actual.
11. **Carta de Crédito** de institución de procedencia, si privada.
12. **Evaluación Psicométrica** (válida por 1 año).

### **Paso 2: Examen de Admisión**

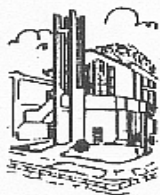
1ro a 12mo grado deberá llamar a Learn Aid de Puerto Rico (787-764-2665) para cita.

### **Paso 3: Entrevista para el estudiante** y reunión con padres. Notificación de admisión o no.

**Paso 4:** 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-- en las fechas que se indique más adelante).
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 nuevo año escolar.**



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## REGISTRATION & PAYMENTS INFORMATION 2023-2024 ELEMENTARY & SECONDARY LEVEL

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

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

\*Registration Fee is not refundable. Present students only: 3 installments for your convenience (November 30, 2022, December 16, 2022, and January 31, 2023). 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 01, 2023)			
GRADE	Book Fee	Other Fees	Breakdown of Other Fees
1	\$125.00	\$155.00	• Classroom Fee <b>\$75.00</b> • Insurance Fee <b>\$10.00</b> • ID Card <b>\$5.00</b> • Emergency Mgmt. Plan <b>\$5.00</b> • Learn Aid (1 <sup>st</sup> to 11 <sup>th</sup> ) <b>\$40.00</b> • Retreat (6 <sup>th</sup> to 12 <sup>th</sup> ) <b>\$40.00</b> • Laboratory Fee (7 <sup>th</sup> to 12 <sup>th</sup> ) <b>\$20.00</b> • Locker Fee (7 <sup>th</sup> to 12 <sup>th</sup> ) <b>\$20.00</b> • Lock (new) (7 <sup>th</sup> to 12 <sup>th</sup> ) <b>\$15.00</b> • Graduation Fee* (8 <sup>th</sup> & 12 <sup>th</sup> ) <b>\$150.00</b> • PTO (family fee) <b>\$10.00</b> • Scholarship Fund (family fee) <b>\$10.00</b> *8 <sup>th</sup> & 12 <sup>th</sup> Graduation Gown not included in annual fees and must be paid at Business Office when stated.
2	\$150.00	\$155.00	
3	\$175.00	\$155.00	
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.

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

TUITION PER STUDENT (DUE 1 <sup>ST</sup> OF EACH MONTH)		
GRADE	MONTHLY	YEARLY
1-3	\$459.12	\$4,591.20
4-6	\$476.12	\$4,761.20
7-8	\$490.12	\$4,901.20
9-12	\$536.12	\$5,361.20
•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 <sup>st</sup> -12 <sup>th</sup>	Study Hall	\$75.00 per student monthly
1 <sup>ST</sup> -6 <sup>TH</sup>	Study Hall Plus (Tutoring)	\$200.00 per student monthly
7 <sup>TH</sup> -12 <sup>TH</sup>	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 months 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		
(PRICES SUBJECT TO CHANGE DURING SCHOOL YEAR, WITHOUT NOTICE)		
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 <sup>st</sup> to 12 <sup>th</sup> 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". • <b>These prices are subject to change during the school year, without notice.</b>		

## 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 must be submitted no later than **July 21, 2023**; 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 1, 2023**.
- 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.

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





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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*

## 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:

- 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.
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- 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.

### 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 (NASPP), 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 (7<sup>th</sup> through 8<sup>th</sup> 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 <sup>th</sup> grade)
Science	Family & Consumer Ed. (8 <sup>th</sup> gr.)
Life Science	Physical Education
Earth Science	Computer (7 <sup>th</sup> grade)
Electives	

### D. High School (9<sup>th</sup> through 12<sup>th</sup> 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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Familiar Menonita**

Urb. Summit Hills  
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Martes 5:00pm-9:00pm  
Sábados 9:00am-5:00pm

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**Hospital Hima Caguas, PR**

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