Art Work by Chelsea David, one of our students.

Aprendiendo y viviendo en dos idiomas   
Living and Learning in Two Languages

Guía de estudiantes y familias   
Student and Family Handbook
WELCOME

We welcome every student, family and community member to the Margarita Muñiz Academy! Together, we will launch our next school year at Muñiz Academy as a school where every student will form strong roots and open wings that will guide them to their dreams. At Muñiz Academy, our high school experience is designed as a critical bridge to scholarship and citizenship for every student. We believe that our students, families and community members are our partners in this work.

OUR MISSION

The Margarita Muñiz Academy is dedicated to full cultural and linguistic fluency in Spanish and English for all our students. Through deep partnerships with our families and community, we prepare students for higher education, careers, and civic leadership.

Margarita Muñiz Academy will implement a college preparatory, culturally relevant two-way bilingual curriculum that provides students with the 21st century skills necessary for success in higher education and beyond. The Muñiz Academy has three critical platforms for dual language: expeditionary learning, the arts, and technology. Our collective work as a community is grounded in the shared values of diversity, inclusion, community, citizenship, scholarship, and creativity.
SCHOOL HOURS DURING REMOTE AND HYBRID LEARNING PHASES

- The school hours for students are from 8:30 am to 3:30 pm, Monday, Tuesday and Thursday, Friday.
- On Wednesday, school will operate from 8:30 am-12:30 pm for all students. Wednesdays will be used for small group work, tutoring, and checking in with students individually. We also want to give our students a break from Zoom and time to do their class assignments.
- After school programs will be scheduled from 3:30 to 4:30.

PARENTS, FAMILIES, AND CAREGIVERS

The Muñiz Academy depends on the commitment and involvement of parents and caregivers. Parents’ and caregivers’ main responsibilities are:

- To stay involved in their students’ education and to communicate regularly with Muñiz Academy faculty members
- To come to a welcome and orientation meeting in September
- To attend two family conferences per year (one in the fall and one in the spring) about academic, artistic and wellness progress. These conferences are with the student, parent/caretaker and advisor. Parent/caregivers can always make an appointment with an individual teacher at anytime.
- To read and regularly review this handbook

There are many other ways for parents/caregivers to be involved:

- Attend Parent/Caregiver Council Board Meetings
- Attend Open House
- Assist with student performances/exhibitions/reviews
- Assist with events
- Assist with fundraising
- Assist with political action initiatives

Muñiz Academy needs our parents, families, and caregivers as partners to fully educate every student. We need every community member’s continued energy and commitment as we build our school.

Parents / Family and Faculty Meeting Dates

We will invite you each month to our Family Community Meetings on Zoom. We will send you information with the Zoom link to your email.

Student Led Conferences
November 30 through Dec. 18, 2020
March 1 through March 19, 2021
This year, learning in our school will look different. We are all in this together for success.

Remote Learning Phase

Every school in BPS will begin on September 21 with remote learning. **High Schools** will move to Hybrid Learning on November 16 pending all indications regarding the state of health in the City of Boston.

Every student will need a computer. If you child does not have a computer, please contact our Head of School, Dania Vázquez directly to her cell phone – 781-424-8640.

Every student will need a quiet place to engage in classes at home.

Classes will be from 8:30 to 3:30 on Monday, Tuesday and Thursday and Friday. We will have a half day on Wednesdays from 8:30 to 12:30.

Every student must be dressed and ready to participate for their classes on line. We ask our students to turn on their cameras and microphones so we can really help them learn.

Attendance will count towards completion of all courses. We will take attendance every day for every class.
Hybrid – In Person Learning Phase

We anticipate that we will move into the hybrid phase of learning on November 16. Entering the school building will be carefully planned with health and safety for everyone!

We will send you lots of information when we get to this phase of learning.

Our students will come to the building once a week in small groups.

Every student and staff member will be required to wear a mask while in the building every day.

Student tables will be six feet apart. We will only have about 10 to 12 students in each classroom.

Students will change classrooms about 3 times a day to minimize contact.

Every student should a water bottle.

Every student will need to bring their computer to school and back home. Breakfast and lunch will be available in four classrooms on the first floor only. No student will be able to bring food or eat on the third floor.

You can see your child’s schedule and grades on JumpRope.

Go to the internet and use this address: jumpro.pe

Use your child’s BPS email: rejemplo@bostonpublicschools.org

Enter your child’s BPS ID Number for the password: 555555 (example)
OUR COMMUNITY VALUES

RAICES
Hábitos de nuestros alumnos y líderes
Responsabilidad
Abogar
Integridad
Compasión
Excelencia
Superar

Habits of Learning and Leadership
Responsibility
Advocacy
Integrity
Compassion
Excellence
Stretch
CORE COURSES for Ninth Grade

- **Humanities** courses explore literature, culture, and history as core fields of study. Every student participates in a Humanities English and a Humanities Spanish course.
- **Active Physics** focuses on the study of matter and its motion through space-time as well as the study of energy and force.
- **Math I** is the study of the rules of mathematical operations and relations.

Students participate in 2 arts classes:

- **Visual Arts**: Students learn authentic artistic techniques as well as learn art history in the context of their own art making.
- **Music**: Students in the instrumental program use the unique approach called El Sistema.
- **Technology/ Media Arts**: Students develop skills in research and communication.
- **Theater**: Students learn communication skills through interactive theater classes that lead to a formal production.

CORE COURSES for Tenth Grade

- **Humanities** courses explore literature, culture, and history as core fields of study. Every student participates in a Humanities English and a Humanities Spanish course.
- **Biology** course focuses on the study of the natural science concerned with the study of life and living organisms, including their structure, function, growth, evolution, distribution, and taxonomy.
- **Math II** course focuses on the branch of mathematics concerned with questions of shape, size, relative position of figures, and the properties of space.

Students will participate in 2 arts classes:

- **Visual Arts**: Students learn authentic artistic techniques as well as learn art history in the context of their own art making.
- **Music**: Students in the instrumental program use the unique approach called El Sistema.
- **Technology/ Media Arts**: Students develop skills in research and communication.
- **Theater**: Students learn communication skills through interactive theater classes that lead to a formal production.
CORE COURSES for Eleventh Grade

- **Humanities** courses explore literature, culture, and history as core fields of study. Every student participates in a Humanities English and a Humanities Spanish course.
- The **Chemistry** course focuses on the study of the natural science concerned with the study of life and living organisms, including their structure, function, growth, evolution, distribution, and taxonomy.
- The **Math III** course focuses on advanced mathematics that studies the rules of mathematical operations and relations.
- The **College Preparation** course focuses on all the required processes for the college application process.

Students will participate in 2 arts classes:
- Visual Arts: Students learn authentic artistic techniques as well as learn art history in the context of their own art making.
- Music: Students in the instrumental or choral programs use the unique approach called El Sistema.
- Technology/ Media Arts: Students develop skills in research and communication.

CORE COURSES for Twelfth Grade

- **Humanities** courses explore literature, culture, and history as core fields of study. Every student participates in a Humanities English and a Humanities Spanish course.
- The **Environmental Science** course focuses on the study of the natural sciences concerned with the environment.
- The **Math IV** courses focus on advanced mathematics.
- The **College Preparation** course focuses on all the required processes for the college application process.

Students will participate in 2 arts classes:
- Visual Arts: Students learn authentic artistic techniques as well as learn art history in the context of their own art making.
- Music: Students in the instrumental or choral programs use the unique approach called El Sistema.
- Technology/ Media Arts: Students develop skills in research and communication.
GRADUATION REQUIREMENTS

As a college preparatory school, graduation requirements will go beyond the minimum requirements for entry to the University of Massachusetts. At the Margarita Muñiz Academy, this will include:

CORE CREDITS

- 4 years of Science (Physics, Biology, Chemistry,)
- 4 years of Mathematics (Algebra 1, Geometry, Algebra 2, Pre-Calculus, Calculus)
- 4 years of Humanities Spanish
- 4 years of Humanities, English
- 4 years of 2 Arts Courses each year

All students are required to pass MCAS Math, English and Science as a path to graduation.

At Muñiz Academy, all students are required to take one of the following exams to demonstrate proficiency in Spanish: AP Spanish – Language Exam or the Muñiz Academy Performance Exam.

Required courses/programs:

- College Tours (All Grades)
- College Class (11th and 12th Grade)
- Zona de logros/ Achievement Zone Presentations (Grade 9 to 11)
- Graduation Portfolio (12th Grade)

AFTER SCHOOL TUTORING AND ENRICHMENT OPPORTUNITIES

After school programs will include a combination of tutoring in core courses and enrichment opportunities in the arts or clubs. Tutoring will be required if a student is demonstrating need for additional supports in core courses based on student class work, homework, and assessments.

Academic Support

- Individual or small group tutoring
- Guided study hall
- Computer based tutorials
STUDENT-ENGAGED ASSESSMENTS - A CULTURE OF EXCELLENCE

At Muñiz Academy, we believe that all students are capable of excellence as scholars and citizens. We also believe that students and families are partners in creating a community culture of engagement and excellence.

Student progress will be measured growth on specific learning targets as well as habits of learning and scholarship. Families and students will understand student progress in a wide variety of ways.

CLASS WORK AND EXHIBITIONS
Student’s ongoing work in class, homework, and course assessments will be used as evidence of learning and growth. Staff and students will organize exhibitions of student work in each content area. Families, community members, and our partners will be invited as our authentic audience to celebrate and honor student learning and our work as a community.

SCHOOL-BASED FORMATIVE ASSESSMENTS
All incoming 9th grade students complete a language assessment test, reading test, and numeracy skills test during the summer induction program. All students are retested at least once per year using the same assessments to evaluate growth over time.

STATE AND DISTRICT ASSESSMENTS
Students will take standardized assessments as mandated by the state, and this data will be used as one measure of school effectiveness.

GRADES
- Grades are used to communicate about skill and content understanding.
- Grades describe student’s progress towards a set of long-term learning targets that students and families are aware of at the beginning of each term.
- Grades reflect a student’s current level of proficiency with skills and content rather than an average.
- Grades on content are separate from habits of scholarship levels. Success in both is required for credit, promotion, and graduation.
Levels of achievement are used to communicate student progress on meeting Learning Targets. Learning Targets are goals or objectives for lessons, projects, and courses, derived from the state standards. Teachers and students use the targets to track progress in learning.

Students are expected to develop the habits of citizen scholars throughout all of their experiences at Muñiz Academy. We believe these habits are essential to becoming fully prepared and well-rounded citizens and scholars at Muñiz Academy and beyond. Our RAICES include responsibility, advocacy, integrity, compassion, excellence, and stretch (going beyond).

REPORT CARDS, PROGRESS REPORTS, AND TRANSCRIPTS
Students and families will receive a progress report by the middle of the first semester. Progress reports will be a short narrative with the interim grades that reflect progress on academic content and progress on habits of scholarship. Every student will have a transcript, the official record of the course work completed by the end of each academic year.

STUDENT-LED CONFERENCES
Students will have a key role in sharing their progress with their families. Teachers will support students in selecting work and preparing reflections to share with families. Student-family conferences will be held in November and May. Students must take the responsibility for their learning and to see themselves as the key leader in their success. Student must:

- maintain a portfolio of work
- reflect on their work and progress
- discuss their learning during family conferences
- present their work in public presentations and exhibitions of learning.

PARENTS AND FAMILIES MUST:

- actively check student progress with faculty members on a regular basis
- participate in the student-led family conferences in November and April.

HOMEWORK
Students must be fully prepared for their classes each day. Homework does not mean written work only. A day’s assignment may include some written work as well as study and review of class material and preparation for the next class. Ordinarily, a student should expect an average of 1 to 3 hours of homework per night. Parents are encouraged to check-in with their child daily to assure that homework is completed.
<table>
<thead>
<tr>
<th>Curso/Course</th>
<th>Enfoques de aprendizaje</th>
<th>Learning Target</th>
<th>Promedio del Curso</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Hum. English</td>
<td>Quarter 3</td>
<td>Overall Academic Mastery</td>
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<tr>
<td></td>
<td></td>
<td>1. READING - I can read increasingly difficult texts (fiction and informational) proficiency and independently in English. (COMPREHENSION)</td>
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<td>2. I can distinguish between correct and incorrect uses of standard written language.</td>
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<td>3. I can interpret and evaluate the author’s use of literary devices.</td>
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<td>4. I can distinguish between correct and incorrect uses of common errors in writing.</td>
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<td>Math</td>
<td>Quarter 3/Algebra 2</td>
<td>Overall Academic Mastery</td>
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<td>1. I can sketch the end behavior of any given polynomial.</td>
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<td>2. I can add, subtract, multiply and divide complex numbers.</td>
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<td>3. I can add, subtract, multiply and divide radicals.</td>
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<td>4. I can simplify rational expressions.</td>
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<td>5. I can solve and factor quadratic and cubic equations.</td>
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<td>Music</td>
<td>Quarter 3 Brass Percussion</td>
<td>Overall Academic Mastery</td>
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<td></td>
<td>1. I can read musical notation.</td>
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<td>2. I can play with proper technique.</td>
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<td>3. I can perform at the appropriate level.</td>
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<td>4. Through listening, I can describe and analyze a piece of music.</td>
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<td>5. I can perform an appropriate part in an ensemble, demonstrating well-developed ensemble skills.</td>
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<tr>
<td>Science</td>
<td>Quarter 3</td>
<td>Overall Academic Mastery</td>
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<tr>
<td></td>
<td></td>
<td>1. I can explain and apply laws related to motion</td>
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<td></td>
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<td>2. I can explain and apply concepts related to energy</td>
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Promedio del Curso…
Grade Point Average
1.0 to 4.0