

Buenos Aires  
International Christian  
Academy (BAICA)

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PARENT/STUDENT HANDBOOK  
2010-2011

Revised May 2010

## **Buenos Aires International Christian Academy (BAICA)**

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# **TABLE OF CONTENTS**

1: INTRODUCTORY MATERIALS .....	5
1:1    BAICA MISSION STATEMENT .....	5
1:2    BAICA PHILOSOPHY STATEMENT .....	5
1:3    BAICA STATEMENT OF OBJECTIVES (School & Student) .....	6
1:4    STATEMENT OF FAITH .....	7
1:5    BAICA – A BRIEF HISTORY .....	8
2: ACADEMICS.....	9
2:1    GRADING SYSTEM .....	9
2:2    GRADUATION REQUIREMENTS for Secondary (9 <sup>th</sup> -12 <sup>th</sup> Grade) .....	9
2:2a    Acceptance of Credit .....	10
2:2b    Grade Point Average.....	10
2:3    TRANSCRIPT RELEASE POLICY .....	11
2:4    SPECIAL RESOURCE PROGRAM .....	11
2:5    ACADEMIC INTERVENTION .....	12
2:5a    Secondary Academic Intervention (AI) Program .....	12
2:5b    Lunch Homework Table (Elementary) .....	13
2:6    ATHLETIC ELIGIBILITY & ECA PARTICIPATION.....	14
2:7    CHEATING/PLAGIARISM.....	14
2:8    HOMEWORK GUIDELINES .....	14
2:9    ENGLISH/SPANISH SECOND LANGUAGE GUIDELINES (ESL/SSL).....	14
2:10   EXTRA CREDIT.....	15
2:11   HONOR ROLL.....	15
2:11a  Intensive ESL Honor Roll .....	16
2:12   MARKING PERIODS.....	16
2:13   RETENTION POLICY .....	16
3: SECONDARY POLICIES .....	16
3:1    ASSIGNMENTS.....	16
3:2    BEING TARDY TO CLASS .....	17
3:3    MAKE-UP WORK .....	17
3:4    CARE OF TEXTBOOKS .....	17
3:5    MORNING ARRIVAL/LUNCH/BREAK CONDUCT .....	17
3:6    PSAT/NMSQT.....	18
3:7    AP COURSES .....	18
3:8    FINAL EXAMS .....	18
4: ATTENDANCE .....	18
4:1    MORNING ARRIVAL.....	18
4:2    MORNING TARDY POLICY .....	18
4:2a    Middle School/High School Morning Tardy Policy ( ) .....	18
4:2b    Elementary Morning Tardy Policy ( ).....	19
4:3    ABSENTEE POLICY .....	19
4:4    CHECK-OUT PROCEDURE.....	20
4:5    AFTER SCHOOL PICK-UP & ECAs .....	20
4:6    BUS POLICY .....	20
5: DISCIPLINE .....	21
5:1    CLASSROOM BEHAVIOR.....	22
5:4    GENERAL SCHOOL CONDUCT.....	23
5:5    OUT OF CLASS DISCIPLINE MEASURES .....	23
5:5c    Suspension Guidelines .....	23
5:5d    Expulsion/Dismissal from School .....	24
5:6    THREATS OR ACTS OF INTIMIDATION.....	24
5:7    FAN BEHAVIOR AT SPECIAL EVENTS .....	25
6: DRESS CODE.....	25
6:1    GENERAL STATEMENT OF PHILOSOPHY.....	25
6:2    SPECIFIC DRESS CODE GUIDELINES.....	25
6:3    DRESS CODE VIOLATIONS .....	27
7: ENROLLMENT .....	28
7:1    ADMISSIONS .....	28

7:2	CHANGE OF ADDRESS.....	28
7:3	WITHDRAWAL.....	28
8:	MISCELLANEOUS.....	29
8:1	BAICA LANGUAGE POLICY (USE OF ENGLISH AND SPANISH ON CAMPUS) ....	29
8:2	AGENDAS .....	29
8:3	CAMPUS CLEANLINESS AND PROPERTY DAMAGE .....	29
8:4	CONFERENCES AND SCHOOL VISITATION .....	29
8:5	ADDRESSING CONCERNS .....	30
8:6	FIELD TRIPS .....	30
8:7	CLASS PARTIES.....	31
8:8	GADGETS, GAMES, AND TOYS .....	31
8:9	LIBRARY.....	31
8:10	LOCKERS .....	32
8:11	LOST AND FOUND .....	32
8:12	LUNCH.....	32
8:13	PARENT-TEACHER ORGANIZATION (PTO).....	32
8:14	SECONDARY PRIVILEGES (9 <sup>th</sup> – 12 <sup>th</sup> grade).....	32
8:16	SCHOOL OFFICE.....	33
8:17	STUDENT PASSES .....	33
8:18	WEEKLY FOLDERS/PARENT COMMUNICATION.....	33
8:19	INTERNET USAGE (Research or Classroom) .....	34
8:20	BAICA Web Page.....	34
8:21	COMMUNITY SERVICE.....	34
9:	SAFETY.....	35
9:1	ACCIDENT PREVENTION .....	35
10:	FINANCIAL POLICIES .....	36
10:1	REGISTRATION FEES .....	36
10:2	DEPOSIT .....	36
10:3	CAPITAL FEES .....	36
10:4	TEXTBOOKS.....	36
10:5	PAYMENT OF TUITION FEES.....	36
10:5a	Regular Enrollment.....	36
10:5b	Late Enrollment .....	37
10:5c	Late or Non-Payment of Fees .....	37
10:7	ESL FINANCIAL POLICIES FOR ESL & SSL STUDENTS.....	37
10:8	FINANCIAL ASSISTANCE.....	38
	Appendix A ATTENDANCE.....	39
	Appendix B PUBLIC DISPLAYS OF AFFECTION .....	40
	PARENT/STUDENT HANDBOOK AGREEMENT.....	41

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***This handbook has been revised from the previous semester. As much as possible, any additions or changes have been underlined; any deletions have a () symbol indicating that something has been removed.***

# **1: INTRODUCTORY MATERIALS**

Dear BAICA Parents,

As BAICA enters its second decade of existence, it is our sincerest desire that we become even more of a school that honors God and prepares our students' hearts and minds to be a positive force for good in this world.

As BAICA continues to grow, I hope that you as parents will work diligently with us to ensure your child/children make his/her years at BAICA fruitful and fulfilling.

The purpose of this handbook is to provide you with the rules, regulations, policies, and procedures of BAICA. We ask that you read it through and sign that you will uphold the standards within it. Any revisions or updates will be announced as needed. Updates or revisions will be posted on the web and sent home. It is the responsibility of the parents to maintain all revisions and updates.

Sincerely,  
Bob Newman  
BAICA Director

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## **1:1 BAICA MISSION STATEMENT**

“We are a caring community, committed to providing each student with a quality, holistic education that instills a biblical worldview, a love and respect for all cultures, a zeal for lifelong learning, and a passion for personal excellence.”

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## **1:2 BAICA PHILOSOPHY STATEMENT**

BAICA is a Christian school founded upon the belief that God is the source of all truth, and true education is based on His revealed word, the Bible. (John 14:6; John 17:17)

We are dedicated to establishing a godly environment where the Bible is actively integrated into all aspects of school life. (I Corinthians 10:31)

We believe the purpose of education is to cooperate with parents to develop the knowledge and character that will enable students to fulfill their role within God's plan. (Deuteronomy 6:6, 7)

We believe that education is characterized by a strong, traditional curriculum coupled with a high expectation for student achievement. (II Timothy 2:15)

We believe that respect for authority is an essential ingredient of quality education and character development; therefore our classrooms are controlled with firm, loving discipline by qualified and dedicated Christian teachers. (Hebrews 12:6-11)

Our international atmosphere is an open door for students of all cultures, races, and nationalities. (Revelation 7:9-10)

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### **1:3 BAICA STATEMENT OF OBJECTIVES (School & Student)**

The School aims:

1. To teach the Bible as the inspired word of God that governs all of life. (II Timothy 3:16; II Peter 1:20, 21)
2. To encourage each student to enter into a personal relationship with Christ. (John 3:16; I John 5:11-13)

**Expected Student Outcome:**

**BAICA students will develop knowledge of and appreciation for God and His Word.**

3. To stimulate biblical character, spiritual discipline, and growth in Christ through modeling and training. (I Timothy 4:12; II Timothy 3:14,15)

**Expected Student Outcome:**

**BAICA students will appreciate the importance of practicing Biblical character qualities by:**

- (1) Learning spiritual disciplines.
- (2) Following the model presented by their teacher.
- (3) Understanding the importance of Biblical authority and obedience.
- (4) Showing the fruit of the Spirit.

4. To help each student to discern how best to contribute to reaching the world for Jesus Christ. (Matthew 28:18-20; Acts 1:8)
5. To develop the necessary learning skills that will enable each student to think logically, independently, and creatively throughout life. (Proverbs 1:1-7; Luke 2:52)
6. To provide each student with a strong academic foundation in preparation for higher education. (Proverbs 4:10-13; II Timothy 2:15)

**Expected Student Outcome:**

**BAICA students will demonstrate academic excellence by:**

- (1) Developing higher level thinking skills
- (2) Communicating with quality written and verbal skills
- (3) Developing conflict resolution and leadership skills.
- (4) Prepared for higher academic studies

7. To help each student develop a godly self-image in a stimulating, caring environment. (Psalm 139:14; Ephesians 4:32)
8. To provide physical and health education which will encourage each student to live an energetic, wholesome, and productive life. (I Corinthians 6:19, 20; Romans 12:1)
9. To assist each student in developing necessary communication, conflict resolution, and leadership skills. (Ephesians 4:29; Matthew 18:15-17; Mark 10:42-45)
10. To train each student to understand the biblical model of authority and to respond to authority figures with respect and obedience. (Romans 13:1-7; Ephesians 5:22-6:9)

11. To encourage each student to appreciate other cultures and to become knowledgeable, active citizens of the world. (James 2:1-9; Gen. 1:26-31)

**Expected Student Outcome:**

**BAICA students will understand their appropriate place as a unique creation of God by:**

- (1) Appreciating other cultures**
- (2) Developing a godly self-image within a caring stimulating environment**
- (3) Living an energetic, wholesome, productive life and treating others, as they would want to be treated.**

**1:4 STATEMENT OF FAITH**

- A. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life, and conduct.
- B. We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- C. We believe that Jesus Christ, without any change in His eternity, became man through the conception of the Holy Spirit and virgin birth and that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He arose from the dead and ascended into heaven where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.
- D. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon belief in Christ; at the time of regeneration baptizing the believer into the one body of which Christ is the head; and to indwell, guide, instruct, fill, and empower the believer for godly living and sacrifice.
- E. We believe that man was directly created by God in His own image but fell into sin. The entire human race is therefore lost, and only through repentance, faith in Jesus Christ, and regeneration of the Holy Spirit can salvation and spiritual life be obtained.
- F. We believe that the atoning death of Jesus Christ and His resurrection provide the only grounds for justification and salvation of all who believe, and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him sealed to the day of redemption.
- G. We believe in the personal return of the Lord Jesus Christ, and that the hope of His appearing has a vital bearing on the personal life and service of the believer.
- H. We believe in the bodily resurrection of all the dead: of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting conscious punishment.
- I. We believe that the Church is composed of all persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.

- J. We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.
- K. We believe that all the saved should live in such a manner as will honor, glorify and not bring reproach upon their Savior and Lord, and that it is commanded of God to remain separate from false doctrine and sinful pleasures, practices, and associations.

### **1:5 BAICA – A BRIEF HISTORY**

The vision of having an international Christian school in Buenos Aires first emerged in 1997 and BAICA began as an academy. That spring, a group of local parents became deeply concerned about the content, context and environment of their children's education. After ten months of prayerful research, planning, and legal organization, BAICA opened its doors to seventeen students on February 9, 1998 in Martinez.

BAICA expanded its enrollment and added grade levels. It quickly outgrew the Martinez facility and found its next home – a school building in San Isidro – before the end of the second semester. The building needed extensive repairs and renovations, but the BAICA community rose to the task and completed the work in time for the new semester - February, 1999.

The school survived the 2001 economic crisis but lost much of its student body as international investors withdrew their companies from Argentina. Since then, BAICA has slowly rebuilt its population and, having outgrown the San Isidro facility in 2006, moved to San Fernando in 2007. At that time, it also started operating with the permission of the Provincial Argentine Education Authorities while awaiting final accreditation.

**Today BAICA stands as Buenos Aires's only Christian international school.**

## **2: ACADEMICS**

### **2:1 GRADING SYSTEM**

The school year is divided into two semesters (four quarters). Report cards of student grades and absences are issued to parents at the end of each quarter. Progress reports are sent to parents at the midpoint of the quarter if the student's average is near or below 70 or below the expected level of performance. Students in Grades 1–12 receive numerical grades for all subjects. Students in Grades 1-6 will also receive marks for progress by skill levels. Students in Pre K and K will receive similar marks for their progress.

Skill level and Pre K/Grades will follow the below scale:

- √ = Student is at the appropriate level for success.
- √+ = Student is working at a level above expectations.
- √- = Student is working below expected level.
- X = Not introduced.

These marks are not based solely on effort but also a reflection of developmental level.

Conduct grades for all students follow the E, G, S, N, U scale.

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

<u>Letter Grade</u>	<u>Numerical Grade</u>
A+	97 – 100%
A	94 – 96%
A –	90 – 93%
B +	87 – 89%
B	84 – 86%
B –	80 – 83%
C +	77 – 79%
C	74 – 76%
C-	70 – 73%
D+	67 – 69%
D	64 – 66%
D-	60 – 63%
F	Below 60

### **2:2 GRADUATION REQUIREMENTS for Secondary (9<sup>th</sup> -12<sup>th</sup> Grade)**

BAICA is a multi-track college preparatory school, which strives to prepare students to attend universities around the world. In order to meet these varying requirements, specific courses may be mandated based on either American or Argentinean requirements and may supersede any specific courses listed:

**Math, 3 credits required:** HS Math courses taken in Grade 8 may be entered on the HS transcript and count toward this requirement.

**Science, 3 credits required**

**Social Studies, 3 credits required:** U.S. History and U.S. Government at BAICA are required for all students who are U.S. citizens or who plan to attend a U.S. university. Non-U.S. citizens who do not plan to attend U.S. universities may take other Social Studies courses designated by the administration in lieu of U.S. History or U.S. Government.

**English, 4 credits required**

**Bible** counts as an elective credit. No specific number of Bible credits is required for graduation; however, it is a requirement that every child enrolled as a full-time student (taking 4 classes or more during any given semester) take a Bible class as a part of his/her course load. In addition, all graduating seniors are required to take a Bible class.

**All AP courses** are generally yearlong courses and credit is only issued in increments of .5 per semester.

**Physical Education, 2 credits required**

**Fine Arts, 2 credits required:** Available options include Music, Drama, and Art.

**Foreign Language, 2 credits required:** Currently Spanish and English are offered at the school but there are other choices using North Star. Students in HS required to take ESL/SSL may receive appropriate credit for this requirement. Note that ESL classes do not meet the credit requirements for English or any other core-required classes when they are taken in lieu of the core class. However, ESL classes can meet the Foreign Language requirement.

**Computer, .5 credit required**

**Electives, 8 credits**

**Community Service must receive a passing grade to graduate. Students can go back and make up hours to earn passing credit.**

**Total credits that must be earned for graduation: 28 (Students with an IEP or other special considerations may have this adjusted with the consent of the Administration.)**

**Transfer students' requirements may be adjusted within different courses based on their transferred credits.**

**2:2a      Acceptance of Credit**

Students who fail a course they take at BAICA MUST retake that course at BAICA unless given permission by the BAICA Administration to accept the credit from somewhere else.

**2:2b      Grade Point Average**

To graduate with honors, a student must have achieved a cumulative BAICA high school GPA of 92 or above. A student must have attended BAICA for a minimum of 4 full semesters to be eligible for class valedictorian or salutatorian.

BAICA recognizes the importance of diligence, commitment, and perseverance. In order to encourage our students to complete their high school education with the best possible preparation for college, BAICA has instituted the following policy on GPA calculation:

1. Grade Point Averages (GPAs) are computed based on final class grades (semester grades, not quarter grades).
2. BAICA will compute and report a transfer student's GPA based solely upon his/her classes completed at BAICA. Transcripts from previous schools will be released with the transcripts from BAICA.
3. High school classes that are exempt from GPA include teacher's aide, office aide, library aide or any other high school class that receives a pass/fail or conduct grade only.
4. Students will have the option, after obtaining permission from the BAICA Administration, to retake a course and take the higher grade but it will only count once for credit.
5. BAICA will have a weighted grade scale for certain classes.
  - A. The following challenging high school classes will receive grades based on a 4.5 GPA scale (for grades of "C" and above):  
Calculus, Pre-calculus (2<sup>nd</sup> Year Adv Math), and Anatomy.
  - B. Advanced Placement (AP) courses will receive grades based on a 5.0 GPA scale (for grades of "C" or above).
  - C. A student can ask for a core course to be designated as an Honors Course. If the teacher agrees, the GPA will be based on a 4.25 scale.

*The administration will retain the final decision as to which advanced courses receive this added credit.*

6. Official transcripts with final GPAs will be available one week after graduation.

### **2:3    TRANSCRIPT RELEASE POLICY**

1. BAICA will release a transcript only after first securing permission from the Director, Principal and Business Office.
2. BAICA will send transcripts to up to three (3) colleges/universities at no cost. After three transcripts, a fee may be charged for each additional transcript. This fee must accompany the written request.
3. BAICA may charge extra fees for multiple copies of report cards, diplomas, reference letters, transcripts, or other certificates. Students who request to have transcripts or other documents sent by any courier other than regular mail must pay for all costs incurred.

### **2:4    SPECIAL RESOURCE PROGRAM**

BAICA realizes every student comes to school with differing gifts and abilities. BAICA knows that within some families there may be individual students that require unique modifications to their educational goals so that they can also be successful students. While BAICA does not have its own Special Resource teacher, it has worked with some Special Resource professionals for specific individual needs. BAICA is willing to consider enrolling

students with special needs based on the type of need and the availability of resources within BAICA.

In order for this kind of arrangement for an individual to be considered, the family should have a majority of their children attending BAICA. This program and all of its associated costs will have to be paid for by the parents and will be above the current tuition and other costs for regular enrollment at BAICA. The final acceptance decision will rest with BAICA and may be reviewed on an annual basis. This program will not meet all of the academic needs or behavioral needs of every student nor is it intended to do so. We carefully evaluate each student to decide if this option can help. There must be a match between the services BAICA can provide and support the student needs. If a student receives significant special need help, it may be annotated on his/her report card.

For students who are struggling academically, and the teacher believes that there may be underlying problems. We can begin a **Referral Process** as noted below.

1. The classroom teacher identifies that a student has a serious problem. The teacher fills out the Referral Form and submits it to the appropriate Counselor.
2. Then that Counselor may recommend that the parent seek psychological and/or achievement testing at their own expense to help identify and evaluate the situation.
3. Upon receiving the professional reports, the Counselor meets with the parents to discuss the results and to recommend specific goals and objectives based on the individual student's strengths and weaknesses.
4. They will also discuss the strengths and weaknesses of the student to help identify special academic, emotional, or social goals for the student. This plan is called an Individual Educational Plan (IEP). The IEP becomes a working tool for the teacher to use all year long, so that the aspects or goals of the IEP are carried out to the satisfaction of all involved. Again, the parent is a crucial part of this decision-making process.
5. The Counselor will hold at minimum an end-of-year meeting to evaluate the success of the goals and to plan or adjust the IEP for the new school year.

These written policies are set in place as a part of our commitment to providing a quality education for all of the students that we can possibly serve.

## **2:5    ACADEMIC INTERVENTION**

BAICA realizes that each student is a unique creation of God. As unique individuals, students are gifted in many different ways and come from many different cultural backgrounds. It is our desire as a school that each student be encouraged to do his/her very best for God's glory. In order to help those students who may struggle with academic performance, BAICA has instituted this academic intervention policy to help students maintain acceptable grades.

For the purpose of analyzing grades to identify students who need academic intervention, an "F" counts as two (2) points and a "D" as one (1) point. Any student in Grades 7-12 who accumulates two (2) points will be placed on Academic Intervention for the next half quarter (4 - 4 ½ weeks). The class sponsor will manage this program.  
Any student who is placed on academic intervention will have this annotated on their report card.

### **2:5a    Secondary Academic Intervention (AI) Program**

#### **The Student's Part:**

1. To ask for help when he/she is having difficulty.

2. To complete the assignments to the best of his/her ability and turn them in on time.
3. To attend any additional AI Study as noted below in # 2.

**The School's Part:**

1. Each class sponsor will ensure that AI students keep an assignment notebook with the assignments recorded. During AI, the assigned teacher will inspect the notebook to ensure that the students have recorded their assignments correctly and completely.
2. The class sponsor will schedule and work with the other necessary Secondary School teachers for AI. The student must attend these tutoring sessions. AI will take place during lunch. Any student requiring AI will not be allowed to leave campus during lunch. The student will get their lunch and eat lunch at the AI table while they work on their homework or any assigned work that can help.

**The Parents' Part:**

1. Please check your child's assignment notebook when he/she comes home and help schedule his/her evening to get all the work done.
2. Communicate with the school when you have concerns. We want to partner with you for your child's success.

**Additional information:**

Students will be evaluated for Academic Intervention at the end of the first quarter. If a student enrolls in school after the beginning of the school year, they will be given one quarter (9 weeks) to acclimate and adjust to the BAICA academic environment. Then they will be evaluated at the end of the following quarter. A student on AI will be removed from the program once he/she no longer has 2 points calculated at the end of a quarter.

A sponsor may use personal judgment in deciding whether or not a student will go into or be removed from the AI program. All exceptions made by teachers need to be approved through the proper administration.

Parents of students who consistently remain on academic intervention will be required to meet with the administration. The policies stated herein may be altered as deemed necessary by the school administration, based on the student's academic performance, behavior, attitude and adherence to these guidelines. Students who do not respond to the help given in academic intervention and after 2 semesters may be asked to withdraw from BAICA at the end of the year.

Every student at BAICA is expected to show diligence. ESL students are exempted from these specific policies; however, the administration reserves the right to put an ESL student on academic intervention if the student would possibly benefit from the added accountability.

**2:5b Lunch Homework Table (Elementary)**

Elementary students who do not hand in their homework will be referred to the Lunch Homework Table by their teachers. This will require that the students silently eat lunch at a separate table while they complete the missing assignment(s). Students will not be able to have recess if they are sent to the Homework Table. The teacher will also send an email (preferred method) or call the student's parents to communicate the student's failure to submit homework in a timely fashion.

The Homework Table will be monitored during elementary lunch period. The Homework Table supervisor will document to verify attendance, date, time, and subject worked on. This

service will assist students with their accountability of keeping missing assignments to a minimum.

## **2:6 ATHLETIC ELIGIBILITY & ECA PARTICIPATION**

Any student who receives an “F” on a Midterm Report or Report Card will NOT be allowed to participate in athletic games. Athletic eligibility will be verified at each official grade reporting period – Midterm Reports and Quarterly Report Cards. Students WILL be allowed to practice, however they will NOT be allowed to play in games.

The administration may restrict students on AI from participating in extracurricular activities (ECAs), including sports events.

## **2:7 CHEATING/PLAGIARISM**

**Cheating:** Students who have been found cheating on any papers, projects, or tests will be given an “F” for the assignment.

**Plagiarism:** The Webster’s Ninth New Collegiate Dictionary, 1989, defines *plagiarism* as: “(v): to steal and pass off [the ideas and words of another] as one’s own; use [a created production] without crediting the source;(vi) to commit literary theft; present as new or original an idea or product derived from an existing source; derived from the Latin word *plagiarius* meaning kidnapper.”

At BAICA students are expected to do a variety of research projects. Each project often receives several grades, one of which is for the final copy of the research paper. In the research process it is expected that students will give credit to the various sources they use to obtain information for their papers. Not giving credit to someone for his/her work can incur very heavy penalties. In university, you are likely to be expelled if you are found to have plagiarized a work. In our school there are a variety of penalties depending on a student’s grade level and whether or not this is a repeated offense.

All written assignments such as poems, speeches, essays, reports, etc. – no matter the subject written for - shall carry the same consequences as written above in the section for BAICA research papers. Plagiarizing is cheating. Cheating is unacceptable and does not honor Christ.

In grades 6, 7 and 8 a student who has plagiarized for the first time will be given the chance to rework the piece including sufficient citing. No end mark reduction will be given. In grades 9 and 10 the student who has plagiarized for the first time will be given the chance to rework the piece including sufficient citing, but the end mark will receive a 25% reduction. In grades, 11 and 12 the student who has plagiarized will be given a failing grade for the final copy of the assignment. A second offense by any student will be referred to the school administration.

## **2:8 HOMEWORK GUIDELINES**

Homework is a required element of our curriculum, reinforcing what is taught in the classroom. Teacher-assigned homework activities are meant to reinforce concepts and skills that have already been presented and modeled in the classroom. Students are expected to do homework daily. The following is a list of average daily amounts of homework:

K, 4 & 5 through grade 1	10-15 minutes
Grade 2 through grade 3	20-30 minutes

Grade 4 through grade 6	30-45 minutes
Grade 7 through grade 8	45-60 minutes
Grade 9 through grade 12	60-120 minutes

AP and Honors Courses will require additional time and fall outside these general guidelines.

This is an average amount and can vary. If you believe that, your son or daughter is consistently working more than this please contact the Director.

## **2:9    ESL/SSL GUIDELINES**

The purpose of the ESL/SSL program is to support students as they develop the language proficiency needed to be successful in all classes at BAICA. A combination of language background review and proficiency testing will be used to identify Language Learners. Those determined to be “limited” in English or Spanish, will be placed in the ESL/SSL program. ESL/SSL classes are offered for grades 2 through 10.

In the Elementary, there are no minimum proficiency requirements to enroll.

In the Secondary, enrollment is dependent on the following levels of minimum proficiency (as determined by the language proficiency test):

- Grade 10- Level 4
- Grade 9- Level 3.5
- Grade 8- Level 3
- Grade 7- Level 2

The focus of the ESL/SSL program is language acquisition in both social and academic areas. Students will be scheduled for pull-out classes and/or in-class support based on level of need and availability. At least once a year, students will be re-tested to assess language development. Our goal is that each student will gain at least one level of proficiency per year and be ready to exit in two or three years. If insufficient progress is made, a meeting will be held to discuss the situation and to determine the appropriate plan of action.

## **2:10    EXTRA CREDIT**

Any extra credit must pertain to the subject and is decided by the teacher. Extra credit is a privilege not to be given for the purpose of rewarding irresponsibility. The teacher will only do this on a limited basis. The teacher must be careful that raising grades through extra credit work could mask other problems and gives parents and students a false sense of accomplishment.

## **2:11    HONOR ROLL**

The **Honor Roll** List will consist of students in grades 4–12 who have earned an A or B average in all academic courses for the grading period. The **High Honor Roll** List will consist of students in grades 4-12 who have earned an A average in all courses for the grading period. ESL students with only one ESL period WILL BE ELIGIBLE for the regular Honor Roll, provided they achieve the required grade average in all mainstreamed classes.

## **2:11a Intensive ESL Honor Roll**

Intensive ESL students (students with two or more ESL classes) who achieve the grade levels listed above are eligible for the Intensive ESL Honor Roll. This will be based on the student's work in mainstreamed classes.

## **2:12 MARKING PERIODS**

The school year is divided into two semesters of two quarters each. Mid-term progress reports are sent out halfway into the first quarter so that all parents can encourage improvement before letter or numerical grades are assigned. For quarters 2-4, only selected students will receive mid-term reports. The specific dates that progress reports and report cards are sent home can be found in the school calendar.

## **2:14 RETENTION POLICY**

- K, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>: Unsatisfactory progress as determined by the teacher with consultation of the parent(s).
- 4<sup>th</sup> thru 8<sup>th</sup> grades: Failing more than two subjects at the end of the year will result in the necessity of repeating the grade.
- 9<sup>th</sup> thru 12<sup>th</sup> grades: Failure of courses at the high school level is dealt with on an individual basis and will impact the student's ability to meet credit requirements for graduation.

## **3: SECONDARY POLICIES**

These policies are specifically for those students in Grades 7-12.

### **3:1 ASSIGNMENTS**

All assignments (homework, projects, papers, etc.) should be ready and turned in when the teacher asks for them. If an assignment is late, incomplete, or not ready, the following applies:

One day late:	10 points off.
Two days late:	20 points off
Three days late:	30 points off

**Homework will no longer be accepted after 3 days late. The student will automatically receive a failing grade of 50.**

**Assignments that are reviewed in class will not be accepted late.**

**If late homework becomes a chronic problem, the teacher will notify the parents.**

All projects, papers or portfolios are to be turned in on the date the teacher requires. A ½ day excused absence does not remove that requirement. Students must take the initiative to turn their work in on the due date, either when they arrive at school in the afternoon or before they leave if they must leave early. Students should seek clarification from the teacher if they are unsure whether an assignment falls under these guidelines. Certain assignments may fall

outside of these guidelines; if so, the teacher will announce the late penalty when the assignment is given.

### **3:2 BEING TARDY TO CLASS**

Students in MS/HS are to be in class and prepared when the bell rings. A tardy will be given each time a student is late to class. Tardies are cumulative during the course of a quarter. If a student earns a total of three tardies in any class, he or she will receive a demerit. At the end of each quarter, *tardies are erased*, allowing students to begin each quarter with a fresh start.

**This tardy policy does NOT include being tardy to SCHOOL, only to classes for periods 2-7. See Morning Tardy policy under the ATTENDANCE section of this handbook.**

### **3:3 MAKE-UP WORK**

Generally, students will have one day for each day absent to make up missed work. However, special circumstances (consistent absences or extended illness) may require a different time schedule. This schedule should be worked out with each individual teacher.

When a student is absent, the student must work diligently with his/her teachers to make up the work as soon as possible, but at least within twice the amount of time, which was missed. Such work is the responsibility of the **student**, not the teacher. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated above. If, however, a student misses only the day a test is given or an assignment is due, he/she is responsible to make up the work the first day he/she returns.

Work or tests that are assigned prior to an absence and fall due on the day of or the day after the absence should be turned in or taken the day the student returns to school. An exception to this would be if the parent wrote a note stating that the student was unable to do any studying at all during his/her illness; the test/assignment could then be delayed by one day.

The absent student is responsible to find out what work he/she has missed and is expected to make up all such work. For students who are absent only one day, parents should contact the teacher AFTER school to request homework or work missed. Students who are absent more than two (2) days may call the office to request that the office collect their homework assignments from the teacher(s).

### **3:4 CARE OF TEXTBOOKS**

After hard cover textbooks are issued, the student will be responsible for their care. These textbooks are imported and are expensive and sometimes difficult to replace. It is expected that they will be returned in a similar condition to when they were issued. Students who abuse their textbooks can be charged for the cost to get another equivalent textbook to include shipping charges to Argentina. Abuse is defined by writing inside the book or on the outside of the book, breaking or destroying the binding or in a deliberate manner degrading the book's previous condition. In addition to any charges for damage to a textbook, a student can receive demerits for inappropriate care of their textbooks.

### **3:5 MORNING ARRIVAL/LUNCH/ CONDUCT**

Students are expected to stay in their assigned area during morning arrival and lunchtime. They cannot go upstairs unless they have permission from the supervising teacher.

### **3:6 PSAT/NMSQT**

If offered, all grade 10 and 11 students are required to take the Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in October.

### **3:7 AP COURSES**

Advanced Placement (AP) courses are integrated into the curriculum as the resources and staff permits. Students who decide to take AP courses must understand that these classes require college-level work and commitment. Extra fees may be charged for taking the AP exams and must be paid before students may take the AP exam. The fees for the exams vary.

### **3:8 FINAL EXAMS**

Students in grades 9–12, or those taking HS courses, are required to take end-of-semester (final) exams, if scheduled. The grade for a final exam makes up to twenty percent of the student's semester grade. The teacher for each class will announce the specific value for his/her semester final. Students that have a 95% average or better before the semester exam will be exempt from the exam. Semester exams are typically administered during the final week of each semester. Please ensure that your child is not absent for his/her final exams. Final semester exams can only be rescheduled due to an illness, a death in the family, a family emergency, or at the discretion of the Administration.

## **4: ATTENDANCE**

### **4:1 MORNING ARRIVAL**

Students should not arrive at school prior to 7:45am. We would appreciate parents seeing that their children arrive between 8:15 and 8:25am. Students should report directly to the designated area when they arrive at school and participate in the raising of the Argentine flag. Students should not go to their classrooms or other parts of the school until the supervising teacher dismisses them. (Once students have arrived on campus in the mornings, they are not allowed to leave.)

Any students who arrive after 8:30am should report directly to the office to receive a tardy and a late pass.

### **4:2 MORNING TARDY POLICY**

#### **4:2a Middle School/High School Morning Tardy Policy**

Every incident of a student being late to school will be designated as a "Tardy." Each student is allowed 6 tardies per semester before any disciplinary action will be taken. Since morning tardies are done through the office, the office staff will issue a demerit to a student for the 7<sup>th</sup> tardy. Each additional two tardies will result in more demerits.

- If a student arrives between 8:45 and 10:00 am or leaves after 1:30 pm, it is treated as a ¼ day absence.
- If a student arrives after 10:00am or leaves school before 1:30pm, it is treated as a ½ day absence.

- After the third and sixth tardy, the office will send a letter home informing the parents of the number of tardies incurred by their student.

#### **4:2b Elementary Morning Tardy Policy ()**

Elementary students (Grades Pre-K through 6) will NOT serve detention for accumulated tardies. Tardies will, however, be noted on the student's permanent record. Regular attendance is vital to the student's academic achievement as well as for his/her general well-being and adjustment to the school and its routines.

#### **4:3 ABSENTEE POLICY**

At no time may a student or students leave the school campus during the school day, unless it is for a supervised school activity or as allowed for Secondary students (see Privileges).

The number of absences each year will be recorded on the final report card. There is ample time built into the school calendar for vacations. Please try to schedule your travels around these times. If, however, a family has an urgent conflicting activity, the parent should notify the school office as soon as possible detailing the anticipated absence – see below on Pre-arranged absences.

Every student absence is designated as either "excused" or "unexcused." An absence may qualify as **excused** in one of the following ways:

##### **A) Emergency/Illness**

In cases of illness or emergency, the parent should call the office before 8:40 a.m. on the day of the absence. After three (3) or more consecutive days of absence due to illness, a medical certificate is required upon the student's return to school. In cases where there is a conflict between a doctor's opinion and that of the school, based on observation of the child in school, the school reserves the right to exclude a child from school until it is deemed appropriate for the child to return to classes.

##### **B) Prearranged:**

**The parent of the absent student must give advance notice via phone, fax, or e-mail to the office (and to the classroom teacher, if the student is in elementary school) at least 48 hours in advance.** Permission will be granted at the Director's discretion and on the basis of the student's academic record, attendance record, and length of time remaining in the semester.

All other absences are considered **unexcused**.

Unexcused absences of elementary students in grades 1-6 will be dealt with on a case-by-case basis and may involve a conference with the parents.

**For MS & HS students, a letter or phone call will be made to the parents after each absence. According to current Argentine law, when a student reaches 10 and 20 absences, the parents are required to come to school to sign a parental notification. When a student reaches 28 absences the student receives no academic credit for the school year. If a student has a pattern of absences, the administration may require a medical certificate confirming the student's illness or may request a conference with the student and/or their parents regarding the absence pattern. See Appendix A for the specific Argentine law on absences.**

**However, for HS students seeking a US type diploma, the absences cannot exceed 10 during any semester unless special arrangements have been with the Administration. If a HS student exceeds 10 absences in any class(es), without receiving prior approval, he/she will not receive academic credit for that course for the purpose of a US type diploma.**

#### **4:4 CHECK-OUT PROCEDURE**

Only a parent or legal guardian will be allowed to check students out of school before the end of the school day. Any other individual **will not** be allowed to check a student out of school unless specific permission is obtained from the administration as a pre-planned check-out. Parents of elementary students must come in person and should go directly to the office when wanting to check out their child. For MS and HS students, the school must have a signed written release from the parents in order to release a student early from school, unless the parent comes to the school.

In the event that early check-out is due to illness, the school will be responsible for this notification. Students must sign the checkout sheet at the security desk prior to leaving the school campus. Parents can send written permission during the year allowing their children to use a remise in case of illness, after notification from BAICA.

Seniors who have study hall scheduled during the last one or two class periods of the day may be dismissed early, if the parents have signed a permission form. Students must come to the office for early check-out.

#### **4:5 AFTER SCHOOL PICK-UP & ECAs**

School ends at 4:00, parents are expected to pick up their children at this time. Students who do not ride the bus will be walked to the gym and they will wait to be picked up. Children who participate in ECA's will be dismissed to their ECA class at 4:00. It is expected that parents will come and pick up their children when scheduled activities end (either class or ECA), We realize that there may be an occasional instance when traffic or something interferes and we want to help. However, if late pick-up is a frequent or a regular occurrence or if a sibling is left to wait for another sibling without making any prior arrangements, then there is a problem. The Administration can ask for a meeting with the parent(s) to discuss this situation and come up with a resolution, which may be up to, and including giving a demerit to the child with the intention that if a child receives 25 demerits they will have to pass to another school.

BAICA sponsors various ECAs after school each day. Students may sign up for these each quarter. Most of these activities will be held on campus; however some may also be held at a sponsor's house or at some other off-site location. Parents are advised to make sure they know where their students are attending ECAs and make arrangements for pick-up of their students. Parents of children who would normally ride a school bus must arrange for alternate transportation on the days that their child's ECAs meet. In the event of inclement weather, students involved in outdoor ECAs will participate in indoor activities for the same period, as their ECA would normally meet.

#### **4:6 BUS POLICY**

BAICA has contracted with a private Bus Company to provide transportation to and from school for those parents desiring it for their children. Fees for the bus service vary, depending on the distance from the student's home to the school. All payments for the service are arranged between the bus company and the parents.

All students using the service will be expected to show responsible behavior on the bus. Misbehavior on the bus may result in suspension from the bus. Students who are not signed up to ride the bus will not be allowed to board the bus either before or after school. Food or drink is NOT allowed on the bus.

No student who is listed as a bus rider will be allowed to remain on campus after school unless the office has received written permission from the parents ahead of time requesting this. **Bus riders who will not be riding the bus on a particular afternoon must notify the school office that morning via a written note from their parents.** Students are not allowed to use the office phone to gain parental permission for this. The bus company and the school must be given at least two days' prior notice if a student will need to switch to another bus. Students who desire to ride the bus home with a friend are NOT allowed to ride the private bus company vehicle.

The bus company may also have other specific requirements that those who use their service must abide by. BAICA receives no income from the buses. We only supervise the bus company and are not directly responsible for any actions on the bus.

## **5: DISCIPLINE**

We believe that respect for authority is an essential ingredient to quality education and character development; therefore our classrooms are controlled with firm, loving discipline by qualified and dedicated Christian teachers. (Hebrews 12:6-11)

It is our desire that all of our students be controlled with self-discipline in their attitudes and actions. To develop such self-discipline, though, it is necessary for us to teach and train the students in this process.

BAICA classroom teachers are tasked with the primary responsibility of ensuring that their students behave in a proper and fitting way. At the beginning of the school year each teacher creates a classroom discipline plan, clearly communicates the rules and consequences to the students, and then consistently implements it. Teachers send these classroom rules/policies home to the parents at the beginning of the school year.

There can be occasions where misbehavior occurs outside of the classroom such as in the bathroom or in the cafeteria. Any staff member at BAICA who sees a student misbehaving outside of the classroom has the responsibility to stop the misbehavior. Every student has the obligation to be respectful to all staff members at BAICA. A staff member who observes student misconduct will immediately tell the student(s) to stop. If the student(s) refuse to stop or acts in a disrespectful manner, he or she will be sent to the Principal for further action. If a student is sent for further action, the Principal will investigate and talk to both the student and the person referring them before taking action.

The administration, however, is charged with final responsibility for conformity with school standards. If a student commits a particularly serious offense or has developed a habit of repeatedly committing the same offense, that student may be referred to Administration for special action. If Administration assigns special action and it is not completed or done in a satisfactory manner than the Principal may assign a more serious special action up to and including suspension or removal from school. Such action may take one of several forms:

- after-school detention
- extra homework assignments above and beyond normal homework
- phone call to or conference with the parents for Saturday work detention ( )
- suspension can be either in school or out of school (see suspension guidelines)

- permanent removal from BAICA\*\*

## **5:1 CLASSROOM BEHAVIOR**

**Because it is important to use the limited time for each class period to teach the curriculum, discipline problems will be firmly dealt with in the following manner:**

1<sup>st</sup> offense: Warning

2<sup>nd</sup> offense: A demerit will be issued by the teacher and the Principal reserves the right to also add a detention.

When a student receives a demerit, he or she will take home a paper for parents to sign and return, notifying them of the demerit. Detentions are held on either *Friday or Saturday* of each week. If a student gets a detention on Monday – Thursday, he/she will serve it on that Friday or Saturday. If a student gets a detention on Friday, he/she will serve it the following Friday or Saturday, unless the Director makes special arrangements.

A student cannot receive more than one demerit at a time for an offense from a teacher. The Principal can determine if a student will receive more than one demerit/detention for an offense. Once a student reaches 25 demerits, they will automatically be expelled from BAICA.

## **5:2 DISCIPLINARY MEASURES**

BAICA will utilize a demerit system to track and report to parents any recorded disciplinary measures. Demerits will be recorded and will be put on the quarterly and semester report cards. The demerit system is our way to inform both the student and parent of their student's classroom and school behavior. A student will receive a demerit for any after school detention. A student can receive a demerit if their conduct in the classroom has reached the point that it is detrimental to learning during the class. A student who repeatedly refuses to obey stated policies i.e. dress or hair code violations, can receive a demerit for continued and willful disobedience of BAICA's policies. A teacher can only give one demerit at a time. However, for serious offenses, the teacher can immediately refer the student to the Principal for more demerits. After every 5<sup>th</sup> demerit (5, 10, 15, 20) a written notification or a conference will be requested to notify the parents of the student's current number of demerits thereby informing and more importantly soliciting their support. Students who receive no demerits for a semester will receive recognition for their accomplishment.

## **5.3 CLASSROOM DISCIPLINE (7<sup>TH</sup> – 12<sup>TH</sup> Grade)**

Teachers will keep track of warnings and demerits each day for each student—student warnings should be written out so that other teachers know what the original warning was for.

If a student sleeps during class, you will give 1 warning and if he/she goes back to sleep, they will receive 1 demerit. (If the student is on a prescribed medication then this can be excused.)

If a student is in violation of dress code, you will give 1 warning and if he/she doesn't comply or later in the day reverts to violation, they will receive 1 demerit.

A student who uses foul language (in any language) will receive 1 demerit immediately.

A student who is disrespectful to a teacher will receive 1 demerit immediately. Disrespectful for this purpose is demonstrated when someone's actions causes the other person to feel demeaned i.e. ignoring the person or a reasonable request, rolling of one's eyes or making a loud inappropriate sound.

A student who disrespects another student verbally or physically will receive 1 demerit immediately.

If a student has 5 warnings in one school week, they will receive 1 demerit.

The accumulation of demerits will count as follows:

2 demerits in one week equals a Friday detention.

3 demerits in one week equals a Saturday 2-hour detention.

**4 demerits in one week equals one day of In School Suspension (ISS).**

#### **5:4 GENERAL SCHOOL CONDUCT**

Walk in hallways and staircases; no running.

Respect other students, classes and school property.

Keep items inside your locker; do not place anything on windowsills by lockers.  
Stay off window ledges.

##### **5.4a Public Displays of Affection (see Appendix B)**

#### **5:5 OUT OF CLASS DISCIPLINE MEASURES**

##### **5:5a Students prevented from entering class**

When students are given official communications such as report cards, disciplinary reports, etc. it is expected that the student will bring them home for your review and signature. If a student does not bring back an official communication of this type by the assigned date then they will receive a demerit for every day late and then when they have accumulated 5 demerits they will not be allowed to enter class but will wait until the parent(s) come and sign the paperwork at school.

##### **5:5b Saturday Detention Procedures**

At times the administration may choose to issue a Saturday Work Detention to a student as a disciplinary means. This means of discipline is to be used by the administration only and is a means of discipline between detention and suspension. The work detention is from 8:00 a.m. to 10:00 p.m. on Saturday.

##### **5:5c Suspension Guidelines**

1. Out of school suspensions will be treated as excused absences.
2. Suspended students will be given the work they miss. The time they are given to make-up their work will be the same as listed in the handbook for other absences.
3. The administration may suspend students for any of the following as well as for other offences that may not be listed here:

- Consistent refusal by a student to change his/her behavior. For example: repeated detentions for the same offence.
- Fighting or bullying
- Possession and/or use of tobacco products during school hours
- Destruction of school or personal property
- Possession and/or use of lighters, matches, or any type of knife or weapon
- Any illegal activity

4. Students may also be given in-school suspension. The same penalties will be applied as stated above, but the student will come to school. They will be separated from classmates and will work quietly, by themselves, until the end of the school day. They will not be allowed to participate in any extracurricular activities while serving suspension.

5. These guidelines are in place to guide the administration when working with students. However, exceptions to the guidelines may be made based upon the contrition of the student, the circumstances surrounding the incident, the past behavior pattern of the student, and the involvement of the parents/guardians and the church.

### **5:5d Dismissal from School**

At times the administration will dismiss students. Students may be dismissed for the following infractions:

- Abusing, supplying, selling or possessing illegal drugs or drug paraphernalia
- Possession/use of alcohol products
- Stealing.
- Assault or battery
- Threatening the safety of other students
- Possession of a weapon.
- Serious violation of any country or city ordinance.
- Fornication, homosexual immorality, or any other sexual immoral act.
- Commission of any suspensible infraction while on disciplinary probation.
- Committing a second, similar suspendable offense within the same school year.
- Reaching 25 detentions or demerits

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or dismiss the student immediately. Please be supportive of the teachers and administration in their decisions, and let your child know that you and the school are on the same team – his/her team. We regularly pray for wisdom when counseling or disciplining children. Your support of the BAICA staff will teach your child much about respect for authority. One of the best ways for a parent to support the school is to implement consistent, firm, and loving discipline in the home, teaching respect for authority and not making excuses for the child.

### **5:6 THREATS OR ACTS OF INTIMIDATION**

If a student has been threatened or intimidated, the student should immediately contact the teacher or school Director who will immediately initiate action concerning the threat.

If a parent becomes concerned for the safety of a student, whether physical or emotional safety and/or emotional well-being, the parent should contact the appropriate faculty member as outlined below:

- Grades K-6: Contact the student's primary teacher.
- Grades 7-12: Contact the appropriate Director.

The faculty member contacted will initiate an investigation into the concern and will follow up with appropriate administrative personnel as needed.

## **5:7 FAN BEHAVIOR AT SPECIAL EVENTS**

Although BAICA realizes that adults (parents/guardians) are not bound by the same code of conduct as their children enrolled at BAICA, it should be noted that all persons attending BAICA-sponsored events (social events, athletic events, etc) are expected to abide by all BAICA policies pertaining to appropriate behavior. Any persons who exhibit inappropriate, rude, unsportsmanlike and/or unchristian behavior may be requested to leave such events at the discretion of the coach or director in charge of the event and/or any administrator in attendance.

## **6: DRESS CODE**

### **6:1 GENERAL STATEMENT OF PHILOSOPHY**

Proper grooming must be taught along with other rules of manner and morals in order to help our students understand the importance of living a wholesome productive life. BAICA, through its dress standards, seeks every means at its disposal to encourage its students to think and act like Christian ladies and gentlemen. Our uniform serves to give the students a distinctive appearance, encourage Christian conduct and promote school pride. It seeks to create an atmosphere conducive to learning. The goal of our dress code is to establish high Christian standards for our school and our students. While outward appearance will not gain any extra standing with God, students must still learn the importance of following dress guidelines. This submission helps students understand the importance of Biblical authority and obedience.

### **6:2 SPECIFIC DRESS CODE GUIDELINES**

Please label all uniforms with the student's name for easy recovery from Lost and Found.

Appropriate school uniforms should be worn at all times, except for special designated "free dress" days when students may wear other clothing. Whether a normal school day or a special free dress day, students' clothing should be modest (cover the top, cover the middle, cover the bottom) and fit properly (not overly tight or overly loose, no low-cut tops, no spaghetti strapped tops, or high-cut shorts/skirts). Students' overall appearance should be generally conservative in nature. The uniform should be in good repair and adhere to the following specific guidelines:

#### **K – 6<sup>th</sup> Grade**

##### **Girls: Navy Blue short or long sleeve polo with Logo**

**Dress Khaki or Navy Blue shorts or BAICA plaid skirt (must be longer than fingertips when fingers are extended and shorts must be worn underneath)**

**White, Navy blue or green tights may be used with the BAICA skirt**

**Khaki or Dark Blue pants with a black or brown belt (if pants have belt loops)**

**No boots or backless shoes**

**Socks**

**Navy Blue V-neck sweater with Logo**

**Sandals with back straps will be permitted**

**BAICA sweatshirt w/hood or w/o with embroidered logo (purchased at BAICA)**  
**Solid color only jacket**

**Boys:** Navy Blue short or long sleeve polo with Logo  
Dress Khaki or Navy Blue shorts (must be longer than fingertips when fingers are extended)  
Khaki or Navy Blue pants with a black or brown belt (if has belt loops)  
No boots or backless shoes  
Socks  
Navy Blue V-neck sweater with Logo  
Sandals with back straps will be permitted  
**BAICA sweatshirt w/hood or w/o with embroidered logo (purchased at BAICA)**  
**Solid color only jacket**

**Gym:** This may be worn on gym days for elementary only.  
Dark Blue or White t-shirt with Logo  
Dark Blue sweat pants  
Dark Blue gym shorts  
Dark Blue sweatshirt with Logo  
White gym type socks  
Athletic shoes

(Pre-K may wear a school Blue-Green smock over their regular clothes or must wear appropriate school clothes. For Gym days wear the same as the other Elementary Grades.)

**7<sup>th</sup> – 12<sup>th</sup> Grade**

**Girls:** BAICA approved skirts (must wear shorts or tights underneath) must be no more than 5 cm from above the knee  
White, navy blue or green tights may be used with the BAICA skirt  
Navy Blue or khaki Capri Pants, or Regular Pants (no cargo pants)  
White/Navy Blue button up or polo shirts with Logo  
No boots or backless shoes (no heels may be worn over 2 inches)  
Socks  
Navy Blue V-neck sweater with Logo  
Sandals with back straps will be permitted  
**BAICA sweatshirt w/hood or w/o with embroidered logo (purchased at BAICA)**  
**Solid color only jacket**

- All undergarments worn under the uniform shirt must be **WHITE OR FLESH-TONE**.
- No undergarments visible at any time.
- Head coverings may be worn outside the school building (provided they do not bear inappropriate logos, etc.) but they may not be worn inside except with permission.
- Hairstyles are to be conservative (not extreme) and cut or pulled away from the eyes.
- Hair color must be a natural color unless it is for a free dress day for one day only.
- No excessive jewelry or make-up or dangling ear rings.
- Finger nail polish must be transparent or a light/bright color. No black allowed.
- No facial jewelry or visible tattoo(s)
- No navels or midriffs should be visible.
- Shoes may be casual, dress shoes, or athletic shoes, (Athletic shoes must be worn for PE). For safety reasons, all shoes with shoestrings must be properly tied.
- Shirts must cover so no midriff or underwear is visible.
- Scarves are permissible subject to approval by Administration.

**Boys: White/Dark Blue button up or polo shirts with Logo**  
**Dark Blue or khaki pants with a black or brown belt (no cargo pants)**  
**Dark Blue or khaki shorts (must have belt loops)**  
**No boots or backless shoes**  
**Socks**  
**Navy Blue V-neck sweater with Logo**  
**Sandals with back straps will be permitted**

**BAICA sweatshirt w/hood or w/o with embroidered logo (purchased at BAICA)**  
**Solid color only jacket**

- Head coverings may be worn outside the school building (provided they do not bear inappropriate logos, etc.), but they may not be worn inside except with permission.
- Shoes may be casual, dress shoes or athletic shoes, (Athletic shoes must be worn for PE). For safety reasons, all shoes with shoestrings must be properly tied and worn.
- One small stud earring in one ear only (can be rescinded on individual basis, if abused!)
- No facial jewelry or visible tattoo(s).
- No makeup or finger nail polish allowed.
- Undershirts are to be white, tucked in when worn, and have no visible logos/writing.
- Shirts must cover the midriff and no underwear should be visible.
- Hairstyles must not be extreme. Hair must be above the eyes and not below the collar. Must be well kept.
- Any facial hair must be neatly trimmed. Sideburns or hair may not be below the bottom of the ear lobe.
- Scarves are permissible subject to approval by Administration.
- No offensive logos/pictures/writings on items to be worn.

**Gym: This may be worn on gym days but with the dark blue sweat pants.**

**White or Dark Blue t-shirt with Logo**  
**Dark Blue sweat pants**  
**Blue Gym shorts (shorts must be longer than fingertips when fingers are extended by their sides)**  
**Blue sweatshirt with Logo**  
**Gym type socks**  
**Athletic shoes**  
**Swimsuit (one piece for girls)**

PE uniforms (both the shirt and shorts) must be worn for PE by students in grades 5-12. Students in grades K through 4 may wear their regular uniform shorts, but they must wear the PE uniform shirt. PE uniforms may be purchased at the same supplier as regular school uniforms.

*In cases where there is disagreement over terminology or the general appearance of a student, the administration will make the final decision.*

Some uniform clothing is available at the school.

### **6:3 DRESS CODE VIOLATIONS**

For dress code violations, if the violation can be corrected immediately then it will be made on the spot. For example, an earring or a non-white undershirt can be removed. For a

violation that cannot be corrected immediately, the student will be sent to the office and the parent(s) will be called and the student will remain outside of class until it is corrected. Any absences from class will be treated as an excused absence.

The first time a student is caught wearing jewelry and/or accessories that are not in conformity with the BAICA dress code; it will be confiscated by a staff member and returned at the end of the day. On the second or any further violations, the item will be confiscated and returned at the end of the semester.

For those students who consistently violate the school's dress code, other means of discipline such as detention or demerits may be used for not following school policy.

## **7: ENROLLMENT**

### **7:1 ADMISSIONS**

BAICA does not discriminate in its admissions on the basis of national, ethnic, or racial origin. The school respects the religious preferences of parents and students. However, parents should understand that the school is operated within the framework of Christian principles. The school maintains the right to refuse admission to students not meeting its academic requirements or to students displaying a lack of willingness to abide by its rules and regulations.

BAICA anticipates that all new students who enroll at BAICA will be successful and diligent. Secondary students who fail to succeed during their first quarter at BAICA may be put on probation.

Grade placement for incoming new students is determined on the basis of the child's age, the child's former grade classification at his/her previous school, the child's previous academic performance, the child's language skills in English and Spanish, and the child's scores on BAICA entrance tests. Generally, a child must be 6 years old by September 1 in order to be eligible for first grade, 7 years old by September 1 to be eligible for second grade, and so forth. New students who are coming from schools following a calendar-based school year will, of necessity, either repeat a half-year or skip a half-year. Since the stresses associated with moving to a new school (and many times a new country) are already quite challenging, we strongly recommend that students repeat a half-year, rather than skip a half-year and compound their stress by being in a class where they are "lost" academically and trailing behind their peers. Another potential difficulty is the student's ability to work in English for their academic content.) For these reasons, students in grades 7,8 and 9 need some basic English proficiency before entering BAICA and those students in grades 10 and above need to be sufficiently proficient in English to pass the academic content in English and have the ability to earn enough credits for graduation. (See the ESL/SSL Guidelines above for specific levels needed.) The final determination on classroom assignments rests with the Administration.

### **7:2 CHANGE OF ADDRESS**

Please notify the school immediately whenever your contact information changes (i.e., home/work phone, hand phone, pager, fax, email address, mailing address). It is extremely important to have up-to-date contact information in case of an emergency, or when we must pass on important information to the parents.

### **7:3 WITHDRAWAL**

Withdrawal from BAICA for any reason must be transacted through the school office by the parent or guardian. It is important that you provide the school with forwarding contact information. All money owed the school must be paid before the withdrawal is complete and records can be released. **A fourteen-day minimum notice should be given prior to the withdrawal of any student.** Upon early withdrawal from BAICA, school fees will be refunded, upon request, according to the number of school days attended that semester. Up through the 20th school day of the semester, 50%; from the 21st through the 39th school day, 25%; from the 40th school day through the end of the semester, no refunds will be made.

## **8: MISCELLANEOUS**

### **8:1 BAICA LANGUAGE POLICY (USE OF ENGLISH AND SPANISH ON CAMPUS)**

International parents who send their children to BAICA often do so with the express purpose of assuring that their children learn proper spoken and written English and Spanish. Instruction at BAICA is done in both English and Spanish. Generally speaking, all core classes except for Spanish language and Argentine History are done in English. Since most of our parents have requested that we focus on English, we will emphasize the use of English but not at the expense of learning Spanish. All documents, signage, and forms are done in both English and Spanish as much and as quickly as possible. Therefore, it behooves our students to learn both English and Spanish as soon as possible. Research studies have shown that an effective way for students to acquire a foreign language is through immersion. Immersion for English will be at BAICA while immersion in Spanish will naturally occur while living here. While we realize that God is the One who has provided each nationality with its own language and culture and we do not desire to minimize that truth for any family, we believe we have a responsibility to help all of our students learn both English and Spanish well. Therefore, BAICA requires students to speak English while on campus with the following exceptions: (1) during class instruction that is being done in Spanish, (2) when specifically requested to speak another language by a teacher, (3) when students are speaking to their parents.

### **8:2 AGENDAS**

Students in ALL grades are required to buy a school Agenda. These may be purchased from the school office. All students are expected to consistently and daily record their homework, tests, quizzes, projects, and any other schoolwork that is due. Parents are responsible to review their child's notebook for school communications and to ensure that assignments are being written down and accomplished. Important communications can be stapled in the agenda.

### **8:3 CAMPUS CLEANLINESS AND PROPERTY DAMAGE**

Students are to take pride in their campus and keep it clean. All trash should be properly thrown away, and students should pick up stray litter when they see it. If litter problems occur, some student privileges may be lost.

Students must pay for any damage to the school property whether intentional or accidental.

### **8:4 CONFERENCES AND SCHOOL VISITATION**

We are delighted to have parents, friends, and prospective parents and students as visitors. All visitors or parents need to first sign in at the office and get a visitor's badge. Visitors are welcome to visit but their visit cannot disturb class or hinder learning or show preference to a

student that disturbs the class or does not follow the instructions of the teacher or staff member. If this does occur then the visitor will be asked to leave and may meet with the Administration. The office will make arrangements for the visit, and a staff member will be happy to show visitors around the school campus, if desired. Students with friends who would like to accompany them to school should seek advance permission from the administration and receive a signed campus pass for the day. Any such friends should abide by school rules and adhere to the BAICA policy on free dress while on campus. Some confirmation that the parents are aware of the student's visit would be appropriate.

Individually requested parent/teacher conferences are also encouraged but must occur on a scheduled basis outside of class hours. Parents may arrange for these conferences by contacting the teacher with whom they wish to meet. The Director or guidance counselor can be available for any of these conferences, if so desired. Formal parent-teacher conferences are held on a school-wide basis.

### **8:5 ADDRESSING CONCERNS**

Parents are expected to promote and support the policies and personnel of BAICA, to speak positively about the school, and to direct any questions or concerns to the appropriate individuals. Complaining and murmuring about school policies or personnel to others in the school is contrary to the Biblical example of Matthew 18 and to the principle of unity among believers. Parents are expected to follow the following guidelines to express their concerns:

- Request a conference with the teacher or other staff member to address the issue
- If a resolution is not attained, schedule a conference with the teacher and Principal.
- If the issue is still unresolved, the parent may request a third meeting which would include the Principal, the Director, and the teacher.
- Finally, if the difficulty remains unresolved, the parent may request a board review of the issue. The problem should be submitted in writing. The decision of the board is final.

Nowhere during this process should anyone not related to the individual concern be involved in the process.

The goal of Matthew 18: Restoration. The desire is for the parent and the teacher, coach, or staff member to be restored in their relationship with one another.

“The mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him.”

Our goal is for each parent to understand that it is our desire that there be a spirit of unity at BAICA through our students avoiding slander, gossip, or whispering about one another. (Prov. 6:16-19)

- a. Slander - telling a lie with a design to hurt.
- b. Gossip - sharing detrimental information with those who are not part of the problem or part of the solution.
- c. Whisperer - one who secretly or privately passes on evil reports to others.

### **8:6 FIELD TRIPS**

A permission slip should be submitted by a parent for a student to take part in school-sponsored trips away from school premises. Regular school dress applies to field trips unless otherwise indicated by the teacher. Field trips will be planned with great care as to the safety of the students. They will be expected to behave well and follow the directions of the teacher

and parents who may be assisting. Misbehavior by a student may result in his/her exclusion from future field trips or other disciplinary actions.

### **8:7 CLASS PARTIES**

Elementary classes can have class parties throughout the school year. An end-of-the-year party is recommended but not required. These parties will occur during the school day, with location as required for the activities of the party. Room mothers for each class will be responsible to coordinate these parties with input from the teacher and other parents of students in the class. Room mothers should also confer with the school Administration to verify any allergies of the students. Parents may make arrangements with their child’s teacher for any individual celebrations as permitted within the school day – i.e., birthdays, etc.

### **8:8 GADGETS, GAMES, AND TOYS**

Gadgets, skateboards, games, toys, comic books, non-educational magazines, and portable CD players, MP3 players, etc., may be brought to school only if they are **turned off** and kept securely hidden in the student’s locker or bag during school hours. **NOTE – Due to cell phones causing a continuous distraction, cell phones may not be turned on from the time a student arrives on campus until after school is over for the day.**

Large gadgets, games, and toys that cannot be easily stored in a locker or bag (e.g., skateboards) belong at home and not school. Students bring these items at their own risk. Should such items be seen or heard on campus, for the first offense they will be taken by the teacher and returned at the end of the day. The second offense they will be taken away and returned to the Parent.

School aids such as handheld computers and electronic dictionaries may be brought to school, provided that they are only used in class, by the owner, and for academic purposes. Otherwise, they are subject to the same type of confiscation as mentioned above.

### **8:9 LIBRARY**

Each elementary class will have a scheduled time in the library to check out materials and to develop reading, research, and other library skills. Students are asked to exercise much care in handling all books. If a book is lost, the student must pay actual replacement cost, a handling charge, plus any fines that may have accumulated. The librarian() will collect fines on overdue books at the circulation desk. The charge will be() \$.50/day per item. If a student is absent on the day a book is due, the book becomes due on his first day back at school without penalty.

	Pre-School and Kindergarten Students	Elementary Students	High School Students and Parents
Number of check-outs	1	2	3
Check out period	1 week	1-2 weeks as requested by student	2 weeks
Renewals	None	1	1

Encyclopedias and certain reference books may not be checked out. Students may make copies of selected pages of reference material in the library only as required for classroom

use. Students must pay \$.20 per page. The student must give the requested material to the librarian to be copied.

Parents are given the opportunity to place a book in the library in honor of their child's birthday. Selections can be made with the assistance of the librarian and purchased through the school to ensure the books are library bound. Quality books will be designated with a bookplate bearing the name of the child and his or her birthday. Parents are also encouraged to donate additional books, as they are able.

### **8:10 LOCKERS**

Students in grades 7–12 are assigned lockers to store personal, school-related belongings on a first come, first serve basis. The lockers are school property, and the student's use of them is a privilege. All lockers should be kept neat and clean, with no materials stored on top of them or spilling out of them. No lockers should be damaged, decorated on the exterior, or decorated in ways that are permanent or are of questionable morality. The school is not responsible for items lost or stolen that have been placed in the lockers. **Students are encouraged to keep a lock on their locker and refrain from leaving valuables unattended at any time.** A duplicate copy of any key/combination for a lock that is placed on a school locker must be given to the office. The school bears no responsibility for items taken from an unlocked locker and/or left unattended. The school reserves the right to search any student locker at any time. Students MAY NOT move their belongings to any locker other than the one assigned to them.

### **8:11 LOST AND FOUND**

Books, purses, clothing, and any other articles of value found lying around the campus will be taken to the school office and placed in the Lost and Found area. Students may visit the office to reclaim any lost items for a fee. Periodically, office staff will dispose of all of the items in Lost and Found through sale or disposal in the trash. Please label all clothing, books, bags, etc., with the student's name for easy identification. The school bears no responsibility for items taken from an unlocked locker and/or left unattended.

### **8:12 LUNCH**

The school has a full-service lunch program, which is operated by a local Food Services vendor. Lunch can be either ala Carte or a full meal. Students can make arrangements to pay in advance. Students can also bring their lunch and there are microwaves available for student's use. Students are responsible for cleaning up any mess they make while using the microwave or this privilege can be lost.

### **8:13 PARENT-TEACHER ORGANIZATION (PTO)**

The PTO is a service organization consisting of many parents who are deeply committed to and involved with BAICA. The PTO assists with the school's daily program, coordinates the weekly moms' prayer meeting, conducts periodic fundraiser events, and helps out with a myriad of other helpful tasks. Information about how to be involved with the PTO will be distributed via the school newsletter.

### **8:14 SECONDARY PRIVILEGES (9<sup>th</sup> – 12<sup>th</sup> grade)**

These privileges are contingent on parents giving the school written permission.

#### **Lunch**

Secondary (HS) may venture off campus during lunch. Students will be issued an ID badge which they will leave with security prior to going out and pick it up from security upon returning. If a student does not have his/her badge then he/she cannot leave campus for lunch. The students will be unsupervised during this time, but they will be expected to conduct themselves in an appropriate manner and to return to their next period class on time. Students who abuse this privilege, as determined by the Principal, can lose this privilege.

## **8:15 SENIOR PRIVILEGES**

### **Check Outs**

Seniors who have study hall scheduled during the last one or two class periods of the day may be dismissed early. Students must come to the office for early check-out.

### **Study Hall**

Seniors may be dismissed from their study hall to go to the canteen to study. Seniors may listen to music using headphones during their study hall.

Additional privileges may be earned and decided after discussions between the Principal, Class Sponsor, and Senior students.

## **8:16 SCHOOL OFFICE**

The school office is a place of business. Students should only come to the office when on official business for a teacher or parent. Student use of the office phones is restricted to emergency situations. Students are not to use the school's photocopy machines to make personal copies without special written permission from a teacher.

At no time is a student to be in the Teacher Workrooms, Maintenance Work Shop, or Storage areas unless accompanied by an appropriate faculty/staff member.

## **8:17 STUDENT PASSES**

Students are required to have hall passes from their teacher any time it is necessary for them to be out of class. This includes permission to use the restroom, visits to the office, etc.

## **8:18 WEEKLY FOLDERS/PARENT COMMUNICATION**

Each BAICA Pre-K through 6th grade student will be issued a weekly folder. This folder will be sent home to the parents via the student every Wednesday afternoon as a means of enhancing communication between school and home. This is in addition to the Agenda. The folders will contain correspondence from the school to the parents, including memos from the office, teachers and PTO, as well as graded schoolwork of the students.. For families with more than one student at BAICA, any school wide paperwork will be sent home with the youngest student only.

Parents should anticipate the arrival of their child's folder each Wednesday evening, and should ask their child for it, if necessary. Parents are to read through the contents of the folder, keeping the memos, signing the graded schoolwork. The folder should then be returned to school the following day.

BAICA also communicates regularly via e-mail. All parents are required to have a valid e-mail address on file with the school. Also our web page ([www.baica.com](http://www.baica.com)) has a great deal of

information about BAICA and upcoming events. All parents are encouraged to regularly check our web page.

## **8:19 INTERNET USAGE (Research or Classroom)**

### **Proper and Acceptable Use of the Internet**

The use of the network, including the (www.) in BAICA must be in support of education and academic research and consistent with the educational objectives of the school. Students using the Internet at school must sign the Acceptable Use Policy.

Internet activities that are permitted and encouraged include the following:

1. Investigation of specific topics being studied in school.
2. Investigation of opportunities outside of school related to community service, employment or further education.

Internet activities that are not permitted include the following:

1. Searching, viewing or retrieving materials that are not related to school work, community service, employment or further education (thus, searching or viewing sexually explicit, profane, violence-promoting or illegal materials is not permitted).
2. Copying, saving or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted).
3. Subscription to any services or ordering of any goods or services.
4. Sharing of the student's home address, phone number or other information.
5. Playing games or using other interactive sites such as chats, MUDs and MOOs unless specifically assigned by a teacher.
6. Any activity that violates a school rule or a local, state or federal law.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material she or he should back out of that information at once.

## **8:20 BAICA Web Page**

BAICA maintains a web page. This web page provides information on BAICA and various events going on at the school. The Administration does its best to provide accurate and timely information, but at times it may not be wholly accurate and the school does not guarantee that everything is always accurate and correct. Any questions can always be directed to the school for the latest and most accurate information. BAICA also puts pictures of various school activities on our web page. All students that attend BAICA give implicit permission to use pictures of them at school or various school sponsored activities for promotional purposes. If you do not want your student to be photographed for display on our web page please notify the Administration and they will not be used.

## **8:21 COMMUNITY SERVICE**

One of the foundational principles of BAICA is developing a community wide sense of service to others. This is accomplished through a variety of means at BAICA. One means may be that a class will choose a class project that will be a service to someone else. For example, they may provide clean water or food to those who do not have these items readily available. If any parents know of a worthwhile project, they can provide the information to the school and it will be considered. It is our desire to partner with others who are doing positive and worthwhile community service rather than just starting up new ventures.

In addition, BAICA also wants to develop an individual appreciation for service to others within our secondary students. In order to accomplish this, community service will also be mandated for all students enrolled at BAICA. For Elementary students community service will be projects directed and/or coordinated with the primary teacher. For Secondary students (7<sup>th</sup> -12<sup>th</sup> grade) community service can be either a class or individual effort. For secondary students, community service will be reported on the report card as a Pass or Fail grade. The Home Room Teachers will submit the grade. For students in Grades 7-12, each student must complete 12 hours per quarter or a total of 24 hours per semester. This must be community service that is approved by the Home Room teacher and is documented. Students, while attending BAICA, will not graduate until this requirement is met.

## **9: SAFETY**

### **9:1 ACCIDENT PREVENTION**

Students are expected to walk from one activity to another and to run only in designated play areas. They are not to hit, trip, roughhouse, or fight with other students. Throwing sticks or rocks is not allowed. Sliding down stair rails or concrete slopes is not allowed. Students are also expected to exit the campus properly after school and cross the street safely. Since teachers are entrusted with the safety of the children, all students are to respond immediately and respectfully to any teacher when asked to stop a potentially dangerous activity. In addition, students are not allowed to be in a classroom without an adult present except when on a specific errand for a teacher or the Principal. BAICA carries insurance for each student that covers for medical expenses related to accidents at school or on school-sponsored trips within Argentina.

### **9:2 RESPONSIBILITY**

Families will be held responsible to pay for any damage to school property or other student's property whether intentional or accidental.

### **9:3 ILLNESS POLICY**

Students are required to have all immunizations up-to-date before they may attend classes. The school maintains a first aid kit in the office for minor cuts. Any child with a temperature over 100° F or 37.8° C will be sent home for care by parents. Parents are asked to keep children home if they have a severe cold, undetermined rash or spots, fever over 100°F., severe headache, upset stomach, diarrhea, or other symptoms of illness.

**Please keep your child at home for 24 hours following a fever, vomiting, or diarrhea.**

### **9:4 MEDICATION POLICY**

1. Students are not to bring any medication to school unless it is absolutely necessary.
2. If a student must bring medication to school, he/she may only bring the dosage required to be taken during normal school hours except in the case of extenuating circumstances. All exceptions must be approved by the administration.
3. The parent must send precise instructions written in English or Spanish indicating the following:
  - a) Time when medication is to be taken
  - b) Dosage
  - c) Name of medication

- d) Reason the child must take the medication
  - e) Name & phone number of prescribing doctor for prescription medicine  
(If the instructions are not clear to the administering BAICA faculty or staff member, the child will not be allowed to take the medication)
4. All medication must be relinquished to the student's homeroom teacher upon arrival at school except in cases where the student must maintain the medication on his/her person. This may be due to possible medical emergencies, i.e. students with asthma problems. Exceptions must be approved by the administration.
  5. No student may at any time give or sell another student medication.
  6. In cases of students in grades K-5, the homeroom teacher is responsible to store and supervise the student's medication at the appropriate time.
  7. In cases of students in grades 6-12, the medication will be stored and supervised by an authorized faculty member designated by the administration.

## **9:5 CAMPUS SECURITY**

BAICA attempts to maintain a "limited access" campus for the safety of the students. Persons who are not parents, staff members or contractors for the school are not permitted to stay on school property for any reason. Any visitor or parent on campus must sign in at the security desk and report directly to the school office before going anywhere else.

## **10: FINANCIAL POLICIES**

### **10:1 REGISTRATION FEES**

BAICA requires a registration fee to be paid in June and December for all students for the upcoming semester. Registration fees must be paid at the time an application is submitted. See the Business Manager for the specific amount.

Registration fees are not refundable and do not apply toward tuition. Exception: If BAICA denies entry to a student, fees will be refunded.

### **10:2 DEPOSIT**

BAICA does not require payment of a deposit.

### **10:3 CAPITAL FEES**

BAICA does charge a onetime capital fee per family. The Business Manager will provide the specific fee at the time of registration.

### **10:4 TEXTBOOKS**

The cost of most international textbooks is included in the tuition fees. Lost or damaged textbooks will be charged to the students. There will be some requirements for students to purchase local consumable books or workbooks as specified by the teacher. However, these costs are kept to a minimum.

### **10:5 PAYMENT OF TUITION FEES**

#### **10:5a Regular Enrollment**

Tuition fees are billed/collected each month in 10 installments.

### **10:5b      Late Enrollment**

Tuition fees are normally due in the first five days of the month and there is a 10% penalty after the 10<sup>th</sup> of each month.

### **10:5c      Late or Non-Payment of Fees**

Students starting at the beginning of a semester are to pay tuition fees in advance unless other arrangements are made with the Business Office. BAICA could pursue legal action against students with unpaid fees or late time payments. Students will not be allowed to start a new year if unpaid fees remain from the prior year.

### **10:6   REPORT CARDS**

For Report cards that are returned back to BAICA in poor condition and cannot be used again or are lost there will be a \$5 US charge.

### **10:7   FINANCIAL POLICIES FOR ESL & SSL STUDENTS**

1. For ESL students, who have been assessed and are identified as needing ESL or SSL services, there will be monthly charge. The charge will be for any ESL or SSL services that are provided at any time during the month. Once the student is no longer in need of these services, charges will be stopped commencing the following month. This will be a separate item.
2. No financial assistance is available for students in the ESL program (exception: consideration may be given to full-time missionaries, full-time pastors, or full-time seminary students based in Argentina).

### **10:8   FINANCIAL ASSISTANCE**

BAICA has a history of assisting full-time vocational Christian workers based in Argentina or full-time seminary students based in Argentina, with tuition discounts for their children enrolled at BAICA. BAICA also attempts to assist a limited number of other families with verified financial need as funding allows.

Families must apply for this assistance on a yearly basis. The Scholarship Committee will review all applications on a yearly basis and make recommendations. The Committee may also ask if parents of families receiving financial assistance, if it is practical and possible, consider volunteering at BAICA.

## **APENDIX A**

### **ATTENDANCE**

According to the Argentine resolution Nr.: 688/06, when a student reaches 10 absences, justified or not, parents will be notified and they will need to come to school to sign the notification, that includes the administrative and academic consequences, requesting their commitment to ensure that the student will attend as required to class.

Absences due to sickness will be justified within 48 hour of the student returning to school, by means of a doctor's prescription/certificate, or by a note to the school written by the parent or person in charge, should the reason be some family problem or extreme circumstance.

When 20 absences are reached, again parents will be notified and will have to come and sign again. When 28 absences are reached, the allowed maximum limit, the student will lose his / her "attending student condition", and will have to prove their adequate knowledge of the courses, by sitting for exams before an examining board, during the examination periods of December or March, unless 20 of those absences are duly justified as health or other particular issues considered acceptable by the Principal. In such a case, the Principal can grant 7 additional absences, as an attending student, reaching a grand total of thirty five (35) absences. In case of a chronic sickness, or of an adequately accredited prolonged treatment, the student will maintain his/her attending student status up to a grand total of forty five (45) absences.

## APPENDIX B

### GENERAL SCHOOL DISCIPLINE

#### **5.4A. Public Displays of Affection**

At BAICA we encourage boys and girls to participate in activities and fellowship together while learning much about each other in general. During these group activities students should hold each other in the highest respect. The whole pattern of early dating, going steady with one another, and inappropriate physical contact is not encouraged at our school.

Therefore we expect our students to be open to instruction in this area, conducting themselves in a respectful manner towards one another, and not giving offense to anyone. Students who do not comply may receive a demerit.

This handbook has been reviewed by groups consisting of Administration, staff, students, and parents. BAICA is sincerely grateful for their help, advice, and encouragement, any further comments, questions, or suggestions should be referred to Administration for future consideration. Any disagreements or discrepancies the Administration reserves the right to make final decisions.

### Parent/Student Handbook Agreement

I have read, understood, and agree to the guidelines contained in BAICA's Parent/Student Handbook. While enrolled at BAICA, I agree to cooperate with these standards.

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Student Signature	Grade	Date
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As a parent I have read BAICA's Parent/Student Handbook. I agree to cooperate with the school in its endeavor to maintain a high quality education program for all students.

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Parent Signature	Grade
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Parent Signature	Grade
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This agreement must be signed by both student and parent and returned to your child's teacher (one per family) by Wednesday, September 1, 2010. After this date, no student will be allowed to attend class without returning the signed agreement form to the school office.

~ Member School ~



Network of International  
Christian Schools



