

# Buenos Aires International Christian Academy - (BAICA)



Secondary  
Parent / Student Handbook

2021 - 2022

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# 1. Our School

## Address

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## Website

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## Email

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## Instagram

[@baicaofficial](https://www.instagram.com/baicaofficial)

## Sycamore

[www.sycamoreeducation.com](http://www.sycamoreeducation.com)

## Faculty & Staff

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### Chaplain

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## 2. Who We Are

### MISSION

We are an educational community committed to provide a comprehensive, high quality, global education which instills a biblical worldview; to promote understanding and acceptance of cultural diversity, a pursuit of lifelong learning, a passion for personal excellence and the potential to become active citizens of the world.

### VISION

Educating with values that change the world.

### VALUES

Honor - I act with honor to show respect for my relationship with God and to develop my character.

Excellence - I strive for excellence to show respect for myself and to develop my leadership skills.

Service - I serve others to show respect for the community and to develop positive attitudes and behavior.

### SCHOOL-WIDE EXPECTED STUDENT OUTCOMES

1. BAICA students will develop knowledge of and appreciation for God and His Word.
2. BAICA students will be taught a variety of learning skills that will enable each student to think logically, independently, and creatively throughout life.
3. BAICA students will develop a strong academic foundation in preparation for higher education.
4. BAICA students will develop effective communication, conflict resolution, and leadership skills.
5. BAICA students will be encouraged to appreciate and respect other cultures
6. BAICA students will be encouraged to become knowledgeable, active and productive citizens of the world.
7. BAICA students will be encouraged to become generously involved in the lives of others through giving and service.

### STATEMENT OF FAITH

1. We believe the Scriptures, both the Old and New Testaments, to be the inspired Word of God. Without error in the original writings, they contain the complete revelation of the Word of God for the salvation of man as well as the divine and final authority for all faith, life, and Christian conduct.
2. We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ, without any change in His Eternality, was conceived through the power of the Holy Spirit in the womb of the Virgin Mary. We believe that Jesus Christ died on a cross, as a perfect sacrifice for us and for our sins according to the Scriptures.
4. We believe that Jesus Christ arose from among the dead and ascended into Heaven where, at the right hand of the Majestic Father on High, He is now our High Priest and Advocate.
5. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and to convict of sin and regenerate the sinner upon belief in Christ. Baptizing the believer into the one body which is the Church, of which Christ is the head. The Holy Spirit indwells, guides, instructs, fills, and empowers the believer for consecrated and devout living.

6. We believe that man was directly created by God in His own image, but fell into sin, passing it on to his descendants. The entire human race is therefore lost, and only through repentance, faith in Jesus Christ, and regeneration of the Holy Spirit can salvation and eternal life be obtained.
7. 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 those who receive Jesus Christ by personal faith, are born of the Holy Spirit and by Him sealed to the day of redemption.
8. We believe in the personal return of the Lord Jesus Christ, and that the hope of His return has a vital bearing on the personal life and service of the believer.
9. 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.
10. 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.
11. We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church permanently, as a symbol of gratitude and not as means of salvation.
12. We believe that all those who are saved should live without reproach, in such a manner as will honor, glorify and exalt their Savior and Lord Jesus Christ. We believe that God commanded to remain separate from false doctrine, practices, and sinful associations.

### **Accreditation and Affiliation**

Buenos Aires International Christian Academy's (BAICA) PK, Elementary and Secondary academic programs have been approved and accredited by the Argentine Ministry of Education.

K-12 accredited by the Association of Christian Schools International (ACSI) and Cognia since 2010.

BAICA is a member school of the Association of Christian Schools International.

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## **3. Admission**

### **Non Discrimination Policy**

BAICA welcomes students of any ethnic, racial, or national origin and respects the religious preference of parents and students. Since enrollment at BAICA is voluntary, it is expected that students and their parents will follow the school's standards with full and willing cooperation. Parents and students who become part of the BAICA community are expected to demonstrate a positive and respectful attitude towards the Christian values which form part of our school foundation. BAICA does not discriminate on the basis of race, color, sex, national origin, age, marital status, or disability.

### **Open Enrollment**

BAICA has an open enrollment policy. New student applications will be accepted at any time during the school year.

## Policies for Admission

- Willingness to accept a global education based on a biblical worldview.
- Applications for admissions of new students will be received at any time during the school year. The application will be processed when the file is complete.
- New students will be eligible for admission once a completed registration packet is received and the appropriate assessment and interviews have taken place.
- Acceptance of prospective students will be determined based on the student's proficiency in English, grades and behavior record from the previous school.
- Class size will not exceed 20 students. If a class is full at time of enrollment the students will be placed on a waiting list.

## Requirements for Admission

The following are the requirements for admission to BAICA:

- Completed application form, signed by parent(s), including health records and references.
- Academic and behavioral records from previous school.
- ELL assessment results
- Notification of student's special needs (academic, behavioral, learning, and/or emotional difficulties). Official records must be provided.
- Prospective student and parent interview with the division Principal and School Psychologist
- Signed School Agreement
- Registration and monthly tuition fees paid

## Re-Registration Procedures

- BAICA holds a re-registration period starting in the month of October. Once the re-enrollment period is finalized, no guarantee can be given for re-enrollment placement.
- All current families which have no outstanding balance due are eligible to re-register for the coming year. Families will be notified of any outstanding debts before October 31st
- The School Agreement must be signed and returned to the school. The registration fees must be paid with the October bill. Parents will be notified if a meeting with the finance department is necessary.
- Parents who for any reason must withdraw their children after having re-registered them should **notify the school in writing** as early as possible. **The registration fee is NON-refundable if the school is notified after October 31st**

## Grade Placement

All students will be admitted to a specific grade in accordance with the Argentine Education Laws. For transferring students placement is based on the last grade level completed. BAICA's expectation is that students will complete a minimum of 1 year at each grade level.

## Mid-Semester Entry

New students entering 5 weeks late within a semester will be expected to have been enrolled or attended their current school until the departure date. Provide a progress report or quarter grades as proof of attendance. Students will be required to pass semester exams of the BAICA courses.

## Special Needs Students

BAICA is willing to consider enrolling students with special needs based on the type of need and the available resources to meet the child's educational, physical and social-emotional needs. **It is expected that all children of the family be enrolled at BAICA.** Please see Student Care and Development.

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## **4. Academic Program**

### **Academic and Conduct Codes**

The high school academic program offered at BAICA, provides a solid academic program for both national and international students, incorporating both North American and Argentine educational standards and requirements. The high school academic program is primarily designed to assist students in their preparation for entrance to international and national universities. Secondary students earn both official Argentine and North American High School diplomas accredited by the Argentine Ministry of Education and the Association of Christian Schools International (ACSI) and Cognia..

BAICA has high expectations for students' conduct and effort in their work. Homework is assigned regularly and is expected to be completed and turned in on time. Students are also expected to demonstrate regular school attendance and class participation. All secondary students are capable of doing well with the appropriate support from the school and the parents, including sufficient effort on the student's part. Any student not meeting the performance expectations due to academic or disciplinary reasons will be placed on academic warning or probation, or may be requested to withdraw.

### **Secondary Graduation Requirements**

BAICA is a college- preparatory school which strives to prepare students to attend international and Argentine universities. In order to meet the varying requirements, specific courses may be mandated based on international or Argentine requirements. Graduation at BAICA means that the student has satisfactorily completed the prescribed course of study and completed all requirements.

### **Dual Diploma Curriculum**

BAICA offers a unified academic program with courses that meet U.S. and Argentine high school graduation requirements. Therefore, all BAICA students earn two diplomas: a U.S. high school diploma and an Argentine national diploma. BAICA's course of studies prepares students for entrance to universities both internationally and locally.

## Credits and Graduation Requirements

### U.S. Diploma

All students graduating with the U.S. high school diploma must earn a minimum of 26 credits. The required credits are distributed as follows:

English	4
Science	3.5
Math	4
Social Studies	4
Foreign Language	2
General Electives	4.75
Visual & Performing Arts	1.75
Physical Education	2

### Argentine Diploma

Courses required by the Argentine Ministry of Education and their appropriate credit amount will be added to the U.S. transcript. The Argentine graduation requirements are as follow based on a 6 year program 7th-12th grades:

4 years Mathematics 3 years Science 4 years English 4 years Social Studies 4 years Spanish 4 years Physical Education 2 years Arts	6 years of math 5 years of science 6 years of english 6 years of social studies 6 years of spanish 6 years of Physical Education 4 years of art. + electives
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### Credit Value

Core subject courses are year long in duration and earn a 1.0 credit for the year. General elective subjects which meet for shorter amounts of time earn less credit.

### Transferring credits

Credits accumulated in other accredited academic institutions will be reviewed by the academic secretary and high school principal with input from the superintendent if necessary. After analysis of hours and courses based on the student's transcript, the academic team will make a decision about how many credits are transferable to BAICA's academic program.



## Community Service

All high school students must serve 100 community service hours **distributed into 25 hours per High School year**. This is a requirement for graduation. Students may begin receiving credit for service hours in Ninth Grade.

## Early Graduation

BAICA does not offer options for early graduation.

## Transcript Release Policy

Official transcript requests must be made in writing and directed to the Secondary Academic Advisor or Secretary. When requesting your transcript, a student must submit a *written* request. Official transcripts will not be released without the parent and student signatures.

- Transcripts can be sent to up to three colleges/universities at no cost. After three official transcripts, a fee will be charged for each additional transcript.
- Official transcripts will not be distributed by fax.
- Maximum processing time for all requests, unless express delivery is requested, is three business days from receipt of request plus delivery time.
- Situations that will Prevent the Issuing of Transcripts:
  - Financial holds
  - Insufficient or inaccurate identification information, missing signatures/authorizations

## Academic Program per Year

### 9th Grade

### 10th Grade

World History (core class) 1.0	English Language and Literature (core class) 1.0
English Language and Literature (core class) 1.0	Math- Algebra II (core class) 1.0
Spanish Language (1st semester .5; 2nd semester .25) .75	Spanish Language .50
PE .50	PE .50
Math- Geometry (core class) 1.0	Fine Arts .50
Science (core class) 1.0	World History II (core class) 1.0
Elective (psychology) .25	Science- Biology and Physics (core classes) 1.0 total
Religious Studies .50	Elective (Sociology I, Economics I, Psychology II-.25 each) .75
Fine Arts .50	Religious Studies .50
Geografia (extra) .50 not included in total	PE/Health .25
<b>Total 6.5</b>	IT .25
	Geografia (extra) .50 not included in total
	<b>Total 7.25</b>

**11th Grade****12th Grade**

English Literature and composition (core class) 1.0	English Literature and composition (core class) 1.0
Math- Pre-calculus (core class) 1.0	Math- Calculus and Trigonometry (core class) 1.0
US History (core class) 1.0	US Government (core class) 1.0
Elective (Sociology II and Economics II- 0.25 each) .50	PE .25
Fine Arts .50	Elective (TOK .50 and Speech .50) 1.0
Science- (core class) 1.0	Fine Arts .25
Spanish Language (core class/language) .50	Science .50
PE .50	Religious Studies .50
Religious Studies .50	Spanish Language .25
Geografia (extra) .50 not included in total	Geografia (extra) .25 not included in total
<b>Total 6.5</b>	<b>Total 5.75</b>

**Academic Grading System**

BAICA's grading scale is based on the standard United States weighted grading system in which all classes are given value based on the amount of "contact hours" and on the academic demand of the class, such as Honors and Advanced Placement classes.

**7th - 12 Grade grading scale**

LETTER GRADE	PERCENTAGE	ARGENTINE GRADE EQUIVALENT
A+	98-100%	10
A	94-97%	9
A-	90-93%	
B+	88-89%	
B	84-87%	8
B-	80-83%	
C+	77-79%	
C	74-76%	7
C-	70-73%	
D+	68-69%	
D	64-67%	
D-	60-63%	6
F	Below 60%	

## **Grade Reporting**

BAICA believes that frequent communication about student academic progress and standing is of great importance. Both students and parents have various resources at their disposal in order to remain informed.

**Sycamore** - Parents and students have access via provided login information to access our online platform. Teachers will post homework assignments, news, and updated grade information.

**Progress Reports** - The international academic year is divided into four quarters of approximately nine weeks each. Quarter progress reports are emailed to the parents via Sycamore at the midpoint of each academic quarter.

**Report Cards** - Report Cards are generated four times per year, reflecting the academic achievements and are given at the end of each quarter.

**Parent/Teacher Conferences** - Conferences are held once each semester in order to discuss the student's progress in a personal manner with each of their teachers.

**Transcripts** - An official transcript is the record of a student's academic trajectory. Official transcripts contain the school's seal and signature of the Secondary Principal or Academic Advisor.

**Argentine Report Card & Analitico** - all students will receive an argentine report card as well as an argentine transcript or "analitico" which includes all six years of secondary.

## **Evaluations**

**Classroom Subject Tests & Assignments** - All students are required to complete their course/class tests and assignments as scheduled as they are a crucial part of Academic grades. Assignments will be notified and assessed by each teacher in a timely manner. Students will not have more than two tests per day.

**MAP** (K-8th grade) - Measures of Academic Progress (MAP) are not a part of a student's academic grades, but provide essential information about what each student knows in the core subjects of math and reading comprehension. Scores are communicated to parents and teachers utilize the information to make sure they are meeting each student's needs. Attendance during testing days is vital. Testing takes place once each semester in order to track student progress through the year.

**PSAT 8/9** (9th grade) - This exam sets a baseline to evaluate where students are at in regards to the set of college and career-ready skills laid out by the college board. The exam is divided into the following sections: Reading, Writing and Language, and Math.

**PSAT/NMSQT** (10th/11th grade) - This exam builds off the PSAT 8/9. The exam consists of 2 sections: Evidence-Based Reading and Writing, and Math. In 10th grade, the exam allows students to see if they are on track for the SAT, evaluate their college readiness, as well as determine in which courses they may have AP potential. In 11th grade, students who are U.S. citizens are able to qualify for a national merit scholarship based on their scores.

At this level it also measures their progress and SAT readiness. BAICA also uses the evaluation to address student needs and improve classroom instruction.

**SAT** (11th Grade 2nd semester /12th grade 1st semester) - These evaluations are often used in the college application and admission process. BAICA does not administer the SAT on campus, but partners with Lincoln school where students may take the exam. The previous PSAT and college prep seminar class prepares students for this evaluation.

**Integradoras (Argentine Final Exams)** - All High School students are required to take Integradora Exams which are requested and scheduled by the Argentine Ministry of Education during May and Novembre as Argentine Finals.

**Final Exams** - All high school students will take final exams for each semester during the months of June and December in order to evaluate their comprehension of the subject matter learned.

**Make Up Exams (Argentine system)** - Students that fail the Argentine year or an American semester must take a make up exam. The student has several possible dates to take this exam, but cannot continue to the following year with more than 2 pending exams.

### **Advanced Placement (AP)**

This is a college level course that prepares students for the AP exam. The score will determine eligible college credit, which is determined by the university or college. Students must first meet prerequisites to be eligible for AP courses and have teacher's approval. Students will receive an additional point towards the GPA value of this class when they take the AP exam at the end of the year

### **Online Courses**

For Advanced Placement classes that BAICA is unable to offer in the typical classroom setting, parents have the possibility of enrolling their student in an online course with Northstar Academy. This option is also available for students to recuperate missing credits. Parents are responsible for the additional costs of online courses.

### **Electives**

BAICA offers various elective courses. In middle school, students are required to take art and music respectively. Beginning in ninth grade, students may choose from: Drama, Music, Art, Yearbook, and Events planning. Please note, course availability may vary.

### **Grade Point Average (GPA)**

BAICA recognizes the importance of diligence, commitment and perseverance. In order to encourage our students to complete their high school education with the 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)The classes and the credits assigned to each is per semester, therefore, the GPA is ultimately affected by the semester grades of each class. The honors classes weigh more on the GPA than a standard class.
2. BAICA will compute and report a transfer student's GPA based upon the credits transferred from other accredited academic institutions and credits received while at BAICA.
3. Pass/fail grades are not considered for GPA calculations
4. AP courses and Honors classes may have a greater impact on GPA calculations.

5. On the last day of school, graduating seniors receive a package containing official documentation, including their 3 official transcripts.

## **Homework**

Homework is an extension of a school's educational program. It serves to reinforce skills taught in the classroom and to challenge students in new applications of mastered principles. Homework may also consist of incomplete classwork. It is the school's policy to assign an adequate amount of homework appropriate to the student's age and subject. Homework is assigned by each subject teacher who will also communicate expectations and due dates.

## **Late Tests & Assignments due to Absences**

At BAICA, we understand that absences happen. It is of the utmost importance that students and teachers communicate with each other when an absence occurs in order to make-up any missing assignments and/or tests. Students are expected to turn-in all assignments and complete all tests, regardless of absence, according to the following framework:

- **Excused Absence:** If the student has an excused absence on the day of the tests or is late to submit their assignments; the student will be allowed to reschedule his/her test upon teacher's discretion. All the assignments that need to be submitted on the day a student had an excused absence must be submitted to the teacher the following day without reduction of grades.
  - If a student had prior knowledge of a scheduled exam, the student will be required to take the exam on the day they return to class.
- **Unexcused Absence:** If the student misses a test or is late to submit their assignments due to an unexcused reason/absence, they will receive a deduction in the total points possible on the test/assignment in the following manner:
  - 1 day late - 10% reduction,
  - 2 days late - 20% reduction,
  - 3 days late - 30% reduction.
  - If an assignment is more than three days late it will receive zero credit. Missed tests are an automatic zero.
- **Please note:** If the student fails to communicate with the teachers and fails to submit his or her work it will result in an automatic zero.
- *More information on excused versus unexcused absences can be found in the attendance section of the handbook.*

## **Academic Integrity Policy (7th-12th grades)**

The Academic Integrity Policy supports learning that is done for the purpose of academic growth and advancement. Therefore, BAICA students are required to demonstrate personal integrity and academic honesty in all academic work. As a school we encourage students to pursue honesty and integrity not only in their academic work but also as foundational values that will affect their success in life.

## **Academic Dishonesty (7th-12th grades)**

1. Presenting information, collected, organized, or envisioned by someone else as your own without their consent
2. Allowing someone else to present all or part of your work as their own
3. Using unauthorized material and/or devices during tests, quizzes, assignments or exams
4. Sharing questions, information and/or answers from tests or exams with other students
5. Submitting all or part of the same work for more than one assignment or class whether it is from a current class or a previous year.

6. Altering answers, teacher corrections or scores on tests, quizzes, assignments or exams with the intent of changing your grade
7. Plagiarizing all or part of someone else's work without properly citing or giving credit to the source (books, magazines, Internet, all or part of another student's work, or any other sources of information)
8. Being deceitful (lying, cheating or stealing) about academic work

### **Process for Disciplinary Action (7th-12th grades)**

The following steps will be followed whenever a student is found to have violated the Academic Integrity policy:

1. The Principal will be notified by the teacher
2. The student will be informed by the teacher of the infraction, review the Academic Integrity policy and communicate the disciplinary consequence
3. Parents will be contacted by the teacher to inform them of the infraction, review the Academic Integrity policy and communicate the disciplinary consequence
4. A parent and student conference will held with the Principal and the teacher if there are any subsequent offenses by the student

### **Disciplinary Consequences for Violation of Academic Integrity Policy for Middle School (7th-8th):**

#### **Consequences for 1st time violation in Middle School (7th - 8th):**

- Students will be provided the opportunity to redo the assignment with a 25% penalty on the grade received for the redo.
- Students will receive a demerit.
- Infraction will be recorded on the student's permanent discipline file.
- Students will receive a suspension from extracurricular activities including Associate Student Body, sports programs and tournaments for a specified amount of time.

#### **Consequences for 2nd time violation in Middle School (7th-8th)**

- Students will receive an automatic F (0%) on the assignment or test. No make up work will be offered.
- Students will receive a demerit.
- Infraction will be recorded on the student's permanent discipline file.
- Students will receive a suspension from extracurricular activities including Associate Student Body, sports programs and tournaments for a specified amount of time.

#### **Consequences for subsequent violations in Middle School (7th-8th)**

- Parent, student conference with teacher and Principal.
- Students may be removed from the course with a grade of F (0%).
- Students will receive additional demerits.
- Detention.
- Removal from extracurricular activities (ASB, sports teams and tournaments).
- Students will be removed from eligibility for awards..
- Infractions will be recorded in the student's permanent discipline file.
- Additional consequences as deemed appropriate by the Principal.
- Teachers may decline to write a recommendation letter or may rescind a recommendation after it has been sent.

## **Disciplinary Consequences for Violation of Academic Integrity Policy for High School (9th-12th):**

### **Consequences for 1st time violation in High School (9th-12th)**

- Student will receive an automatic F (0%) on the assignment or test.
- Student will receive a demerit.
- Infraction will be recorded on student's permanent discipline file.
- Student will receive a suspension from extracurricular activities including Associate Student Body, sports programs and tournaments for a specified amount of time.

### **Consequences for subsequent violations in High School (9th-12th)**

- Parent, student conference with teacher and Principal.
- Student may be removed from the course with a grade of F (0%).
- Student will receive additional demerits.
- Detention
- Removal from extracurricular activities (ASB, sports teams and tournaments).
- Student will be removed from eligibility for awards or honors programs.
- Infractions will be recorded in the student's permanent discipline file.
- Additional consequences as deemed appropriate by the Principal.
- Teachers may decline to write a recommendation letter or may rescind a recommendation after it has been sent.

## **Disciplinary Consequences for violation of Academic Integrity Policy for Honors Students:**

Student will be dismissed from the honors program and will be placed in a regular corresponding class. This will be reflected on the student's transcript.

### **Academic Intervention**

When a student demonstrates a need for academic intervention, a meeting with the parents and academic secretary and high school principal will be held in order to develop an intervention plan. If further action is necessary, parents will be called again to meet with the academic team until a satisfactory resolution can be reached.

### **Academic Recognition and Awards:**

Students will be recognized during the commencement ceremony and at end-of-year ceremonies. Students may be recognized with the following awards:

Valedictorian Award: Recognizes the graduating student with the highest GPA.

Valedictorian Requirements: A student must have attended BAICA full time for a minimum of 4 full semesters (15 credits) to be eligible for class valedictorian and must earn merit diploma. Student must be in good standing with the school, upholding the core values of honor, excellence, and service.

Salutatorian Award: Recognizes the graduating student with the second highest GPA.

Salutatorian Requirements: A student must have attended BAICA full time for a minimum of 4 full semesters (15 credits) to be eligible for class salutatorian and must earn a merit diploma. Students must be in good standing with the school, upholding the core values of honor, excellence, and service.

## Valedictorian & Salutatorian Determinations

GPA calculations for Merit, Valedictorian & Salutatorian will be done during the following posting of 1st semester grades of their Senior year. The administration reserves the right to reassign these awards if the student's status negatively changes.

**Abanderado Award:** The Abanderado recognizes the student that has the highest average in the Argentine system in Argentine curriculum subjects throughout all years of secondary. Student must be enrolled in BAICA or another Argentine school for the last two years of secondary to be eligible for this award

The following awards are presented to one student from middle school and one student from high school at the end of each school year:

- Lion of Judah - student who excels academically and spiritually
- Involvement - student who is involved in several areas of BAICA
- Barnabas Award - student who encourages those around them to be the best they can be.
- Timothy Award - student who may not excel academically but is a great spiritual leader
- Physical Education Award: a male and female student for excellence in physical education.

The following awards are presented to one student from each grade at the end of each school year:

- Diligence/Perseverance: student who has consistently worked hard and has made great improvements
- Servant Award: student who serves those around him/her
- Courage Award: student who takes great risks in their learning process (language learning, a challenging subject for them, etc)
- Subject Award: student who excels in the subject
- Academic Excellence Award: student with highest GPA
- Teacher's Choice: awarded if a teacher believes a student needs to be recognized for something that did not fit into the previous categories.

## **Commencement Ceremony**

The commencement ceremony is the culmination of a student's school experience and recognizes their efforts and achievements in completing their high school career.

Participation in the Commencement Ceremony and earning an official High School Diploma is credit dependent. These credits are earned over four years of study. For some students, the credits earned in senior year represent the final determining factor for graduation. In order to be able to participate in the Commencement Ceremony a student must have earned either an Argentine (no pending exams) or a North American high school diploma (all required credits).

Students who are at risk of not earning a US High School Diploma and/or the Argentine National Diploma due to a lack of appropriate credits earned during the first semester senior year will be notified in February that they may be at risk of not graduating. Such students will be monitored throughout the second semester.

There will be three key times during the semester that students in danger of not graduating will be notified of their status:



1. A status update will be sent home in May before the graduation program goes to the printer. Students who mathematically will be unable to earn credit will be left off the program at this time and the family will be notified that he/she will be unable to participate in the ceremony. As one month will still remain in the semester, it is unlikely that many students will fall into this category. Most will still have ample time to improve their marks and earn credit.
2. One week prior to graduation practice, an additional status check will be made. At that time, students unable to earn a High School Diploma or an Argentine National Diploma will be notified that they will be unable to participate in the graduation ceremony\*.
3. If, however, the question of earned credit is dependent upon the performance on the final semester examination, the family will be notified of this fact and will be contacted again immediately after the final semester grades are posted (1 - 2 days before graduation). Students unable to earn either a High School Diploma or an Argentine National Diploma will be immediately notified of their status and will be unable to participate in the graduation ceremony.

Please note: Unfortunately, we are unable to modify the graduation ceremony program once it goes to print in early May. Thus, it is possible that a student's name may appear in the ceremony program even though he/ she will be unable to participate in the ceremony itself. While this is unfortunate, it is unavoidable.

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## 5. BAICA Life & Culture

### **School Culture - THE BAICA WAY**

The BAICA Way puts our school's vision into practical terms to empower students to live out its values. The goal of these values is to foster the four critical areas of development according to the 21st century skills framework: collaboration and teamwork, creativity and imagination, critical thinking and problem solving. It also includes values which promote personal leadership, emotional intelligence, and the development of spiritual intelligence.

The BAICA Way values:

1. Power to Choose: choosing how we will respond to situations
2. Own Your Mission: identifying personal core values (personal mission statement)
3. Prioritize: managing ourselves based on our power to choose and our core personal values
4. Double the Victory: seeking solutions and cooperation taking others' perspective into account
5. Mirror Understanding: communicating and understanding through active listening
6. Stronger Together: teamwork and collaboration based on the value and respect of differences
7. Recharge: caring for ourselves: mind, body, emotions and spirit
8. Embrace Your Uniqueness: discovering our passion and gifts
9. Change the World: caring for our community and the world
10. The Way: Jesus as our way

### **Communication**

Communication between school and home is vital to a positive school experience for all. BAICA utilizes the following communication tools (whose details can be found in the beginning of the handbook) for specific purposes:

- Sycamore - our Student Information System. Parents can use Sycamore to check the progress of their student's grades at any time. The information is "real time", meaning that when the teacher updates their grade books, parents have immediate access to the updated information.
- Report Cards & Parent/Teacher Conferences - see grade reporting
- Individual Parent conferences can be scheduled individually with your child's teacher. Contact the teacher if you desire to schedule a meeting.
- Open House - Parents are encouraged to attend the Open House which is held at the beginning of the school year.
- Social Media: Parents can follow BAICA on Instagram and Facebook to see pictures of school events. Parents are asked for authorization allowing their children to be visible in photos or videos used in BAICA publications. Please note, social media is not used for official school communication.
- Email - is used for more immediate and personal contact.
- Phone contact - is used when needing to communicate directly with a BAICA staff or faculty member, or to relay urgent information about a child (change in transportation, etc).

### **Conflict Resolution**

We believe healthy communication is needed in order to resolve any conflicts that may arise. Therefore we ask that should a student or parent have a conflict they should first speak with the teacher. If the issue is not resolved, the student/parent and the teacher will meet with the high school principal. If further action is needed, the superintendent will be asked to help resolve the situation.

### **Student-Centered Discipline**

BAICA students are expected to live up to the three core values of the school: Honor, Excellence, and Service. These values should influence all areas of student conduct and decisions within the school. BAICA students will:

1. Treat all members of the BAICA community (students, faculty, & staff) with respect.
2. Create a safe and positive school environment - both emotionally, physically, and spiritually.
3. Conduct themselves with honor for academic and personal integrity.
4. Promote peaceful conflict resolution in personal and academic conflicts.
5. Serve the BAICA community by maintaining a clean school building and functional school resources.

### **Classroom Rules**

Teachers will have a specific set of classroom rules that have been approved by the administration. Students are expected to follow these rules.

### **Discipline System**

Students who choose to not uphold the BAICA core values and/or classroom rules will receive a consequence for their behavior based on the school's discipline system. Students may receive a warning for a first offense. Three warnings within the same week will result in a demerit.

The following behaviors will result in an automatic demerit:

- Cell phone use during school hours
- Sleeping in class
- Incorrect uniform
- Foul language
- Disrespecting teachers and/or classmates
- Not following rules
- Breach of the honor code

Parents will be notified if their student receives a demerit. Two demerits in one week result in Friday Detention. Students stay for forty-five minutes after school dismissal under the supervision of a staff or faculty member.

If a student is consistently making decisions to break the honor code and classroom rules or creates an extreme behavior choice, the student will be referred for a conference or for counseling with their sponsor, high school principal, chaplain, or superintendent. The academic team will meet with the parents and the student to determine a plan to resolve the situation.

### **Dress Code**

BAICA students are required to dress in the official school uniform and comply with uniform guidelines. P.E. uniforms are required only on days that students have P.E. All orders must be placed with Uniformes Libertador, the official uniform provider.

Tel: 011 4743 9095

Facebook: <https://www.facebook.com/uniformeslibertador/>

Email: [ventas@sxsindumentaria.com.ar](mailto:ventas@sxsindumentaria.com.ar)

Web: <http://uniformeslibertador.com/>



Students should demonstrate propriety in the manner in which they choose to present themselves. If their appearance is deemed inappropriate for the learning environment, administration will meet with the student in an appropriate setting to discuss modifications. Please note that student's appearance will never be publicly called into question by the faculty or staff; only members of the same sex will be involved in a dress code meeting.

## School -related activities and events

Students will be given advance notice of proper dress code for school-related activities and events. Students who do not comply with the given dress code may not be allowed to participate in the event or be asked to modify their dress to comply with the given guidelines.

## Attendance and Absence

Regular attendance to class is essential to the success of a student's school experience and academic growth.

Students who arrive late, leave early, or miss the entire school day lose out on valuable learning experiences which cannot be easily made-up outside of the classroom. Any work done to make up what is missed during an absence is primarily an effort to bridge a gap in the classroom experience.

Students who are absent for any reason will be required to make up work missed in each subject. It is the student's responsibility to obtain all make-up work immediately upon return to school. For more information, see the section on late tests and assignments due to absences.

## Absence Policy

There are two (2) types of absences. They are:

- 1) Excused:
  - a) legal paperwork
  - b) medical appointments that are unable to be scheduled outside of school hours.
  - c) Illness
  - d) family work related obligation (note from parent's employer is required.)

In order for an absence to be excused, a note or phone call from a parent detailing the reason for the absence must be submitted on the day of the absence or when the student returns to school, unless permission was previously given by the administration of the school. If a student misses more than three days due to illness, or misses a test/project/presentation due to illness (no matter the number of days missed), a doctor's note must be provided. An excused absence is still counted as an absence towards the total allowable per semester.

- 2) Unexcused: any absence that is not considered excused.

**Excessive Absences:** Students in 7th -12th grades have a limit of 24 absences per year according to the Province of Buenos Aires educational regulations, regardless of the reason for absence and 12 per semester for the American system. Students whose absences exceed 15% **in each subject**, will be required to take a make-up exam in order to pass the class.

**Late Arrival/Leaving Early:** Students who are not in attendance for the entirety of the school day will receive a partial absence. The partial absences will be added and counted towards the allowed total of absences.

Late arrival:

- 1/8 arriving by 9:00
- 1/4 arriving by 10:00
- 1/2 arriving by 12:00
- 3/4 arriving between 12:00 and 3:00

Early Dismissal

- 3/4 leaving between 9:00 and 10:00
- 1/2 leaving between 10:00 and 12:00
- 1/4 leaving between 12:00 and 3:00

#### Notification of Absences:

- 10 absences - Meeting with parents. Meeting records will be signed by parents and the Principal and/or Academic Secretary
- 15 absences - Parents notified via email and required to confirm reception of notification
- 24 absences - Meeting with parents. Subject attendance audit results shared with parents. Meeting records signed by parents, Principal and/or Academic Secretary.

#### Attendance Procedures

1. Students who were absent should report to the office and to each teacher in order to receive their assignments. Students should also check-in at the office to ensure that administration had been notified of the absence.
2. A student should never leave school without permission. Parents must sign a student release log if a student needs to leave before the end of the school day. If the student is to be released to another adult or on their own, the office will dismiss the student only with a printed and signed note from the parent/guardian. Phone calls will not be used, but a written note may be faxed or emailed to the office. All communication must include student name, grade, time of requested departure, reason, destination, who will sign the student out (another adult or the student), printed parent/guardian name, parent/guardian signature and phone number. All work missed is to be made up.
3. Family Trips: If a family trip is planned while school is in session, please submit a Planned Absence Form from parents to the office at least one week prior to the requested date. Students with low achievement, not current in their assignments, or seeking to be absent during inappropriate times during the school year (testing period, etc.) will be advised not to be absent.
4. Students are responsible to be in class ready to begin each school day and class on time.
5. Regular attendance is required if best results are to be attained. It is our premise that it is the parents' responsibility to monitor their child's attendance in school. The parents must enforce attendance in order to receive the maximum return for their tuition investment in BAICA.
6. Attendance to official school activities that take place during school hours is mandatory. This includes, but is not limited to, events such as Spring Fling, Week Without Walls, field trips, etc.

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## 6. Student Care & Development

### Student Care & Development Services

**Mission:** To provide a holistic service for every individual Middle & High School student

**Vision:** To guide and equip every student with tools to succeed academically, vocationally and spiritually.

**Purpose:** To work as a team from different disciplines, to provide a range of services we can offer as a school to help both students and parents to transition through various challenges; such as psychological, educational, developmental, spiritual, emotional and vocational.

#### Members and Roles:

- **Academic Advisor** helps students assess their educational options. The advisor also works with the Principal to ensure sound secondary school course selections and post-graduation plans for each student. Assistance with career information, the college search, application process, scholarship opportunities, and financial information are a major focus in the junior and senior year.

Parents are encouraged to participate with their child in all areas of the academic advisory program.

- **School Psychologist** works with students closely to understand their study habits, time management skills, and identifies special needs.
- **School Chaplain** is encouraged to pray with the students and help those who need more clarity in their understanding of the Bible (knowledge) and our Saviour (meaning) and to accompany students in their spiritual growth.
- **Secondary Principal** provides supervision and leadership to the student care and development department, understanding the function of the interdisciplinary team, identifies challenges, manages conflicts, builds rapport with parents and families, encourages positive reinforcement and builds autonomy and leadership skills within the students.

### **College Placement**

The academic advisor accompanies students in their academic journeys, offering personalized assistance in their post-secondary placement. Students receive guidance in identifying their post-BAICA steps, exposure to local and international universities through organized visits, and assistance with the college-admission process.

### **Junior/Senior Workshop**

Beginning in eleventh grade, students participate in workshops that teach test-taking and study skills, the college-admission process, and general post-high school life skills.

### **Class Sponsor/Advisory Program**

Each grade is assigned a class sponsor, which is similar to a homeroom teacher. This teacher builds relationships with each of the students. They will guide the class through the advisory program. Advisory is the first period of each Friday. This is not an academic time, but an opportunity for the class to discuss other issues that affect their lives.

### **Special Needs Students**

BAICA recognizes that every student comes to school with differing gifting and abilities. BAICA understands that within some families there may be individual students that require unique modifications to their educational goals so that they can also have a successful learning experience.

The final acceptance decision will rest with the student study team (principal, teacher, school psychologist) and will be reviewed on a semesterly basis. Parents must cooperate providing all required documentation and/or diagnosis of the child's specific need. The associated additional costs (tutors, external evaluations, etc.) are the responsibility of the parents.

Students who present special needs will be referred to the school psychologist either during the admissions process or by their teacher. Parents will be informed of any referrals or need for modifications by the division principal. The referral process is set in place as part of BAICA's commitment to providing a quality and successful education for all the students.

Referral Process:

1. Students are referred to the school psychologist during the admissions process or by the child's teacher.
2. The Principal and school psychologist meet with the parents to evaluate modifications needed.
3. The school psychologist may recommend external achievement testing and/or psychological evaluation to seek external professional advice.

4. Upon receiving the professional reports, the school psychologist meets with parents to discuss results and to recommend specific academic, social and/or emotional goals and objectives based on the student's strengths and weaknesses. An Individual Education Plan (IEP) is created.
5. The IEP becomes the working tool for the teacher to implement so that the goals and objectives set are carried out to the satisfaction of all involved.
6. The school psychologist will meet with parents quarterly to discuss the child's development.

### **English Language Learners (ELL)**

English Language Learner (ELL) instruction provides intensive language instruction to students from 1st to 8th grades who are not yet proficient in English as evidenced by an entrance test and/or observation. ELL is not an optional program. English Learners may receive individual and/or small-group instruction or receive assistance from an ELL teacher within the regular classroom. When students become proficient in English as evidenced by an exit test, they are mainstreamed into the regular classroom. The ELL program fees are the responsibility of the parent.

### **Spanish Language Learners (SLL)**

BAICA receives students of all languages. If they do not speak Spanish, they receive instruction according to their Spanish language proficiency level.

### **Safety Procedures**

Student safety is of the utmost priority at BAICA. Therefore, students and staff participate in drills throughout the year based on various potential crisis situations. In the event of a crisis situation, parents will be alerted and informed of what the procedure will be.

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## **7. Day to Day**

### **Calendar**

These are sent to families by the school by email.

### **Schedule**

Daily schedules vary per grade level and are modified each semester to accommodate course needs. Students receive printed schedules at the beginning of each semester.

### **Senior ½ day Second Semester**

Due to our dual diploma system, Seniors in good standing will have completed the requirements for the Argentine diploma by the end of the first semester of the school year. Students who wish to receive the North American diploma will continue on to the second semester to complete the necessary requirements. Due to lightened class load, Senior students will be dismissed between 11:30-12:10 each day.

### **Before School Care**

Students who need to arrive early may arrive at 8:00. They will be under the supervision of a member of the faculty.

## **Cafeteria**

BAICA offers cafeteria services during breaks and the lunch period. Meals and snacks are available for purchase; menus with the daily offerings are sent home monthly. Students may also bring their own snacks and lunches from home; microwaves are available for use in the cafeteria.

## **Lockers**

Students will be assigned a locker at the beginning of the school year. Students are responsible for its proper use. BAICA is not responsible for the contents stored in the lockers.

## **Textbooks**

Students will be assigned required course textbooks. Upon receiving their textbook, students will sign for it. Students are responsible for returning the textbook in the same condition it was received or they may be held liable for its replacement.

## **Electronic Devices Policy**

Personal electronic devices, including cell phones, are for emergency situations and/or academic purposes only and not for casual personal calls, text messages, or to tell time during the school day or during school events. Devices must be turned off during the school day unless otherwise directed by staff or faculty for use in a specific class and/or assignment. If a student feels they need to use their device during the school day, they must ask permission from a BAICA staff member, use it while under supervision from the staff member, and restrict its use to break of lunch time. Students may resume use of their electronic devices after 3:45 pm.

Students whose devices cause a disruption during class or who are observed using their devices during school hours will receive a demerit and have them taken away and turned into the office. Devices will be returned at the end of the school day. If the student frequently violates this policy, parents will be notified and the student will be required to turn their phone into the office each morning and pick it up at dismissal.

Parents who receive a call from their student at school requesting to be picked up or allowed to leave school should instruct their student to report to the office where a conversation between the parent and the office staff can confirm the need for such action.

If you need to communicate with your child during the school day, please call the school's office.

Please know that BAICA wishes to foster a healthy relationship with such devices, but they are capable of being used for cheating and serve as a disruption and distraction from the normal school day. Please assist our efforts and help reinforce the proper use of your child's device while they are on campus.

BAICA faculty and personnel will not be held liable for items which are lost or stolen when brought to school. BAICA will not be responsible for storing any electronic devices for students, but students should expect to store their devices in their locked locker for safekeeping.

## **Lost & Found**

Students are encouraged to be responsible for their items throughout the day. BAICA is not liable for lost items. Lost items will be delivered to the secondary office. We encourage students to live by BAICA's honor value and turn-in any lost items to the office so that they can be returned to the owner.



## **Birthdays**

Celebrations (sharing a snack/cake) and singing may occur during the lunch period or the corresponding advisory period.

# **8. Co-Curricular Activities**

## **Associated Student Body**

ASB (Associated Student Body) is a group of students elected by their peers to represent their respective classes. ASB meets once per month to discuss school development. It bridges the gap between students and faculty and provides a way for students to share their ideas for creating a better BAICA.

## **School Sponsored Events**

- Night of the Arts - an evening in the second semester where students present the work they have done in their electives.
- Week Without Walls - normal classes are suspended and students participate in community service projects. Please note, these hours do not count towards the community service hours required for graduation.
- Field Trips - various outings related to the academic program may be organized throughout the year. Students must have parental authorization in order to participate in field trips.
- Spirit Week- Spirit Week is a chance to build relationships between classmates and healthy competition.
- Spring Fling- Spring Fling is an alternative to Halloween, and is done as close to October 31st as possible. Is an PK-6th grade event. Usually the PE teachers need help facilitating this day and may need a few secondary students to help out. Depending on the schedule, this day may fall on a day when secondary students have PE. If this is the case, STUCO can organize activities at school.
- Ted Talks speeches