

**Parent-Student
Handbook
2011-2012**



Santiago Christian School

Santiago, Dominican Republic

Santiago Christian School Parent-Student Handbook

2011-12

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Section I: Purpose and Philosophy of School

A. History

Santiago Christian School was established by a Free Methodist missionary in the mid 1960s to provide an education for missionary children and a limited number of other English-speaking children. By 1969, the demand for an English school had increased and as a result SCS was re-organized with a Board of Directors representing several mission organizations. The school was located at the Instituto Evangélico until 1973 when it moved to its present site.

B. Declaration of purpose

Santiago Christian School's primary purpose for existence is to be a missionary arm of the Evangelical community in the Dominican Republic. The secondary purpose is to provide high quality education with English as the language of instruction.

All teaching and activities shall be integrated with the knowledge of God and His authorship of all things. The school's motto shall be: "The fear of the Lord is the beginning of wisdom." (Proverbs 9:10a). Through these measures, by prayer, and faith in God, Santiago Christian School shall endeavor to prepare its students for our society, world, and eternity.

It is hoped that parents who seek to enroll their children in Santiago Christian School do so as much for the Bible and the religious training offered by the school as for the education in English. The Christian training provided will naturally reflect evangelical concepts and at times may be in contrast to the religious beliefs held by some of the parents of children in the school. When this occurs, the parents will need to exercise tolerance and understanding, recognizing that the school cannot in good conscience waver from the beliefs underlying its primary purpose.

It is also assumed that parents understand that the education offered follows a traditional United States pattern of instruction. Parents who enroll their children in Santiago Christian School do so because their children have need for basic instruction in the academics with English as the language of instruction. Although an English as a Foreign Language (EFL) program may be offered for a limited number of students, the school is not an "English as a Foreign Language" school. The school's purpose is not to train students in English but to provide instruction, using English as the language of instruction.

It is expected that students, upon entering SCS, remain with us until their graduation from the 12th grade. The school does not encourage the enrollment of students for only one, two, or three years.

SCS has no desire to compete with other schools in the Dominican Republic, public or private, for students, nor is there any inducement offered for students to be removed from Dominican schools to enroll in Santiago Christian School.

C. Mission statement

Santiago Christian School exists to provide the finest Christian education possible and to provide the opportunity for each student and his/her family to attain a clear biblical understanding of Jesus Christ as their Savior.

D. Vision statement

SCS glorifies God by providing an environment of excellence in preparing students to become and develop as Christians who will serve and compete in a global society. Excellence is demonstrated in academic performance, behavior, Christian character and Christian world view. Members of Santiago Christian School community are well equipped to respond to God's call for service. This vision is accomplished by:

- Empowering students to use their full potential through a school-wide articulated curriculum that includes standards and performance expectations and a commitment to continuous improvement
- Expecting and encouraging all associated with SCS to uphold high standards in Christian character including but not limited to honesty, compassion and Christian ethics in the areas of performance and academic achievement
- Providing and supporting appropriate development of teachers, staff and board to carry out the mission and vision of SCS
- Providing opportunities for all those who are served by SCS to know Jesus Christ as their personal Savior

E. Statement of faith

The basis of the Santiago Christian School shall be the Word of God as found in the Old and New Testament interpreted by the following statement of faith:

- There is one God eternally existing in three persons: the Father, Son, and Holy Spirit.
- The Holy Bible is the inspired Word of God and is our only infallible rule of faith and practice.
- Jesus Christ, the divine Son of God, was born of a virgin and was bodily raised from the dead for our justification. He ascended to the right hand of the Father and He will return visibly and bodily with power and great glory.
- Man is, by nature, a sinner separated from God and can become God's child only by faith in Jesus Christ and submission to the will of God as revealed in the Gospel.
- Those who are born into God's family have eternal life, and those who are not remain in spiritual death and will be separated from God forever in hell.
- The Holy Spirit lives in the believer, enabling him to walk in purity of life and submission to the will of God. All believers, regardless of sex, race or color, are united in the body of Christ.

F. Statement of educational goals and objectives

2. School-wide student learning outcomes

Spiritual/Moral

- Students will evidence a spiritual awareness that will lead to acceptance of Jesus Christ as personal Savior and Lord.
- Students will demonstrate both an academic and practical knowledge of God's Word.
- Students will make choices based upon God's Word and will.

Academic

- Students will evidence a commitment to lifelong learning.
- Students will develop and demonstrate the skills needed to meet the U.S.-based curriculum and meet the requirements of the Dominican government for graduation from a private, English-speaking secondary school of education.
- Students will demonstrate creative, critical, higher-level thinking, as well as problem solving and evaluation skills.
- Students will apply technology skills to new contexts.
- Students will demonstrate a command of the English language equal to or surpassing that of American students, as evidenced in standardized exams.

Personal/Social

- Students will evidence a belief that they are valuable and significant.
- Students will make positive contributions to the world out of love for God and all people.
- Students will value and use their gifts and talents given them by God, whether they are in art, music, athletics, communication, compassion or service.
- Students will show respect for God, their world, others and themselves.
- Students will contribute to a social atmosphere within the school which is permeated by a Christian world and life view.
- Students will interact with both peers as well as older and younger students in ways which promote safe, healthy friendships and acquaintances with others.

G. Spiritual participation

Santiago Christian School requires participation in daily Christian devotions in class, as well as satisfactory performance in Bible courses at each grade level. Chapel attendance is required.

H. Faculty and staff

The board of directors endeavors to provide only professionally and spiritually prepared teachers and staff, dedicated to providing quality education and committed to loving and training the whole child.

The majority of teachers at Santiago Christian School have been recruited from selected colleges and universities in the United States and Canada. Teachers must have a minimum of a four-year college degree and have a valid teaching certificate from a State or Provincial educational agency. Many teachers at SCS possess a Master's degree and have a significant number of years of teaching experience.

Some teachers at SCS are citizens of the Dominican Republic and are chosen because their qualifications meet the high standards set by SCS. Dominican teachers must possess a bachelor's degree in education.

The staff members of SCS have the qualifications required for their position and they consistently strive to meet the high standards set by SCS. All staff members are committed to fulfilling both the mission and the purpose of the school.

I. School contact information

Street Address: Autopista Duarte Km. 5 ½
Sabaneta, Las Palomas
Santiago De Los Caballeros
Republica Dominicana

Mailing Address:

Telephone: (809) 570-6140(Dominican Republic)
(646) 736-6657 (United States)

Fax: (809) 570-6145

Website: www.scs.edu.do/www.santiagochristianschool.org

J. Handbook compliance

Every student is required to comply with the rules and guidelines of the parent-student handbook.

Handbooks are provided in both English and Spanish and are available on the school website as well as in book form.

The procedures, guidelines and rules outlined in the handbook are subject to change as deemed necessary by the administration and Board of Directors.

The term *parent* is inclusive of both parents and guardians.

Section II: New Student Enrollment

A. Open enrollment dates

Dates of open enrollment for new students are established at the beginning of each calendar year. Students who are currently enrolled will be given opportunity to register prior to open enrollment for new students.

B. Definition of a new student

A new student is defined as:

- A student who has never attended SCS.
- A student who has had an absence of more than two consecutive semesters from attending SCS. All conditions required for new students, including fees, apply for these students. This procedure applies even if other family members remain in SCS.

C. General admission standards

New students will be considered on a merit basis with final acceptance to be determined by:

- Completion of application forms
- Results of required evaluations
- Submission of appropriate records
- Approval of Admissions Committee
- Payment of fees

Completing and submitting an application does not guarantee a place in SCS. All records and documents must be submitted and evaluations must have been satisfactorily completed before consideration for enrollment is determined.

Qualified students will be notified as soon as possible after evaluations have been completed.

All decisions made by the Admissions Committee are final.

D. Academic and behavioral standards

All new student placements are dependent upon the following:

1. Academic records

Student records must show the student who is applying is in good academic standing. No transfer student will be accepted who has a final grade of "F" in two or more subjects or who has percentage score less than 70% in any one of the major academic areas (English, Social Studies, Math, Science) in the most recent year's academic report.

All new students accepted at SCS are placed on probation for the first grading period (see Grading Policy for grading periods). Based on their performance during the first grading period, students may be moved to a lower grade level or required to repeat a course if found to be deficient in basic skills.

- Elementary students entering with a "D" or 70% average or less in academic classes may be required to repeat his/her previous grade.

- 7th and 8th grade students may be required to repeat at any required course in which they received a grade below D-or 65% average.
- 9th-12th grade students may be required to repeat any required course in which they received a grade below C-or 70% average.

2. Behavioral records

Student records must show they are applying in good behavioral standing (see Record Requirements below). No student, elementary or secondary, will be accepted who has an unsatisfactory conduct report.

E. Record requirements

The following forms must be completed and submitted to the school:

- SCS student application
- Health information
- Request for transcript

The following documents need to be included with the application forms:

- *Birth certificate.* Dominican citizens are required to submit a certified copy of the birth certificate with their child's application. (This is not only a requirement of the school but is a requirement of the Dominican Secretaría de Estado de Educación) Birth certificates in a language other than Spanish or English must be translated by an official translator to English. Both the certified copy and original translation must be submitted for records.
- *Transcripts/Report Cards.* Transcripts must be provided for the previous four years including classes and grades. Transcripts in a language other than Spanish or English must be translated by an official translator to English. Both originals must be submitted for our records. A report card may be used provisionally pending the arrival of a transcript.
- *Letter of recommendation.* A new student applying for 5th-12th grade must have satisfactory recommendation from the Guidance Counselor or Principal of the last school in attendance. Recommendations in a language other than Spanish or English must be translated into English by an official translator. Both originals must be submitted for our records.
- *Copy of Immunization Record.* Parents are expected to have all required immunizations and booster shots current for their child(ren) and a copy of the immunization record must be submitted. If immunizations are not current, your child will not be permitted to attend school. If the information provided is not understandable in English or Spanish, it must be translated into English by an official translator. A copy of the original document and the original translation must be submitted for our records.
- *Photos.* Two photographs (2"x2") of student
- *Written Essay*(for grades 7-12). Student must relate personal history and reasons for wanting to attend SCS
- *Special Services report.* Students who have received special services at previous school(s) must submit reports to be reviewed by the Special Service Team at SCS.
- *SEE resolution* (international transfers only). All students who have been studying outside of the Dominican Republic and who wish to pursue a Dominican diploma are

required to obtain an official resolution from the Secretaría de Estado de Educación(SEE) indicating the grade level that the SEEC will allow them to enter.

F. Application process

Step 1. Submission of application forms and required records. (see Record Requirements above). Parent(s)and/or students will be interviewedby the director and/or one of the principals. Application, testing, and admission fees must be paid.

*Step 2.*Evaluation Process

- All grades: An evaluation will be scheduled to determine applicant's proficiency in math and reading, as well as written and oral communication in English.
- Grades 7th through12th: In certain cases, the school may wish to interview the applicant as part of the evaluation process.

Step 3. Notification of evaluation/interview results and Admissions Committee'sdecision.

- Notification may be by phone or with representatives from the Admissions Committee.
- All decisions made by the Admissions Committee are final. Students who do not meet the above requirements will not be permitted to enter SCS

*Step 4.*Upon being accepted, enrollment contract is signed and applicable fees are paid. Registration, Parent's Association, and activities fees are due. Fees not paid in a timely manner may result in the forfeiture of a student's acceptance at SCS.

Section III: Registration for Current Students

A. Registration dates

Registration dates are established at the beginning of each calendar year. Parents of currently enrolled students and new students will be notified of those dates.

Students who are currently enrolled will be given opportunity to register prior to open enrollment for new students.

Open enrollment will close for each grade when that grade has reached its assigned capacity. Additional families wanting to pursue enrollment will be placed on a waiting list.

B. Registration requirements

The following forms must be completed and submitted to the school:

- SCS student enrollment contract
- Health information
- Emergency release information

Students will not be considered as registered until a signed contract and required fees have been received and accepted by SCS. SCS will not guarantee a place after the registration deadline if it has not received a signed contract and payment of fees.

Section IV: Financial Information

A. Fees

There are seven categories of fees in addition to tuition. Please refer to the *Fee Schedule & General Policies Brochure* on the school website for current amounts.

1. *Application fee.* This fee must be paid when the application is submitted. This fee applies to office and administrative costs related to processing of applications and scheduling of tests and interviews. This fee is per family and is non-refundable.
2. *Testing fee.* An admissions test is required for all students. Students in grades 7-12 may also be interviewed as part of the evaluation process. The testing fee must be paid when the application is submitted (prior to the test and/or interview). This fee is per student and is non-refundable.
3. *Admission fee.* This fee is for all first time students or students who have had an absence of more than two consecutive semesters from attending SCS. Once the student is approved for admission, this fee is paid at the time of registration and remains effective for as long as the student is continuously enrolled at SCS. The fee assessed is based on a scale for these levels: PK2/K, 1st-5th, 6th-8th, and 9th-12th. In addition a family discount may be applicable. This fee is per student and is non-refundable.
4. *Registration fee.* This fee applies to registration costs, textbook rentals, and standardized testing services. Pre-college tests are not included. This fee must be paid when a student is registered. This fee is per student and is non-refundable.
5. *Activities/Materials fee.* The activities fee is an annual fee to cover some of the costs related to student activities and classroom materials for PK through 1st grade and for student activities for 2nd through 12th grade for the entire year. Activities include program expenses, field trips, class activities, etc. This fee is per student and is non-refundable.
6. *Parents' Association fee.* The SCS Parent's Association established an annual fee for student activities and special projects that it sponsors for the school. This fee is per family and is non-refundable.
7. *Additional fees.* Based on the specific and/or special needs of a student, special classes or programs may be required or desired. Additional fees are assessed for each of these programs or classes.

After school programs such as tutoring and enrichment classes as well as summer programs are provided. Fees are assessed for each of these programs. These fees are per student on an as-needed basis and are non-refundable.

B. Tuition

Tuition is used to pay annual expenses related to school costs including salaries, maintenance, and operations. Please refer to the *Fee Schedule & General Policies Brochure* on the school web site for more information.

Section V: Programs and Guidelines

A. Academic overview

1. Preschool

The pre-school program is designed to prepare the student for Kindergarten which is taught in English. The success of this program depends in part on the amount of parental support and practice that the child receives.

Pre K2-3 (for children ages two and three)

The two and three-year-old preschool program is designed to give children a head start in the development of their communication skills in English, academics, basic social skills and motor skills. It is open to children who are two or three years old by September 1st. Children do not need to know how to communicate in English in order to enter this program.

Pre K-4 (for children age four)

The four-year-old preschool program is structured to provide a foundation in English communication and academics as well as opportunities to interact meaningfully with other children. It is open to children who are four years old by September 1st. Children do not need to know how to communicate in English in order to enter this program.

Kindergarten (for children age five)

Kindergarten is a traditional program, open to all children who are five years old by September 1st. To enroll, children must have basic English communication skills.

They must also demonstrate a beginning understanding of letter names, letter sounds, numbers, shapes, counting, colors, etc.

2. Elementary

Grades 1-6

The elementary school offers a traditional academic program based upon United States standards and is open to all students who qualify and have a working knowledge of the English language. Students entering 1st grade must be six years old by September 1st or have proof of successfully completing Kindergarten at an accredited school.

3. Secondary

Grades 7-8

Grades 7 and 8 have a departmentalized program and are considered secondary based on American school standards. It is open to all students who qualify and have a working knowledge of the English language. Students must have successfully completed the previous school grade in order to enroll.

Grades 9-12

Grades 9-12 are designed to prepare graduates for further study. Students are expected to make regular progress towards this goal and maintain an acceptable grade point average (GPA) and conduct record. SCS is a U.S. accredited school through Southern Association of Colleges and Schools (SACS), a division of AdvanceEd. Therefore, our students are recognized by North American colleges and universities. SCS is also certified by the Secretaria de Estado de Educación (SEE) enabling students to also graduate with a Dominican diploma recognized by national universities.

B. High school credits and graduation requirements

High school course schedule

9th Grade

Spanish 9
Biology
World History
Algebra I
English 9
Bible 9
Fine Arts
French 9 (1st Sem.)
Computer (2nd Sem.)

10th Grade

Spanish 10
Chemistry
U.S. History
Geometry
English 10
Bible 10
Sociales 10
Student Choice (1st Sem.)
French 10 (2nd Sem.)

11th Grade

Spanish Lit.
Physics
Algebra II
U.S. Lit.
Bible 11
Sociales 11
French 11 (1st Sem.)
Junior Seminar (2nd Sem.)
Fine Arts

12th Grade

Dominican Lit.
Adv. Sci. or Anatomy
British Lit.
Bible 12
Sociales 12
Senior Seminar (1st Sem.)
French (2nd Sem.)
PreCalculus
Student Choice (all year)

In addition to the above schedule, students must complete 2 credits of Physical Education throughout their high school career, either through in-school PE classes or after-school team sports.

*SSL students will take SSL Spanish for two periods (Spanish and Sociales periods) for one year and take Sociales during the summer in order to fulfill the grade level's requirements.

*Students may work on an advanced pace in Math beginning with Pre-Algebra in 7th grade. This will allow the students to take AP Calculus when they reach 12th grade.

SCS minimum graduation requirements

<i>Subject</i>	<i>Credits</i>
English	4 credits
Social Studies	5 credits
Math	4 credits
Science	4 credits
Spanish	4 credits
Bible*	4 credits
French	2 credits
Fine Arts	2 credits
Physical Education	2 credits
Computer	.5 credit
Total	31.5 credits

*1 credit required for each year of enrollment at SCS

**All students must meet the minimum credit requirements listed above in order to qualify for graduation. Students must enroll in a full schedule each year. Students who are not receiving their diploma will not be allowed to walk in the graduation ceremony.

Determining high school grade levels:

Current secondary students

Current SCS students will be allowed to enroll in a grade level when all of the requirements for the previous grade have been completed.

Transfer secondary students

The grade level of a transfer student will be determined by their report card and the results of their admissions testing with the final approval in conjunction with the guidelines of the Secretary of Education.

Spanish as a Second Language

Spanish as a Second Language (SSL) students will be determined, upon request of the parents, by testing results from a school-approved language assessment test, which will require a fee. SSL students will attend remedial language classes for the language needed for one year and will be moved into the mainstream courses for each year following.

C. Special Services program

1. Program overview

The Special Services Team(SST) at Santiago Christian School (SCS) will provide academic support to students who struggle in a regular classroom as a result of a demonstrated learning disability or cognitive delay.

Teachers will refer students, who are struggling academically or who are flagged by standardized testing. This referral process will see students evaluated academically by SST staff and by outside professionals. Admittance to Special Services will require a positive diagnosis by the outside professional (i.e.,paediatrician and or psychologist). This diagnosis would be similar to those made for an *independent educational plan* (IEP) or 504 eligibility in the USA.

Note: The Special Services Team is not normally intended to set up programs for below grade expectations; but, may set up individualized programs for students prior to middle school (additional fees for this will be agreed upon prior to program set-up and implementation).

The Special Services are offered at various levels in order to provide for our students' specific needs. While service levels are selected at the beginning of the academic school year, the level may be adjusted throughout the year to better meet the students' needs.

2. Special Services levels

Service Level	Description
<i>Monitor</i>	Students who can function in a general classroom but whose academic achievement needs monitoring only. The SST will monitor quarterly that the student is attaining a C or higher average. An <i>individualized educational plan</i> (IEP) will document suggested accommodations that can be implemented by the classroom teacher. The SST will not normally assist in the classroom but can be used as resource when called upon.
<i>Support Service</i>	Students who can function in a general classroom but whose academic achievement needs some support. In addition to monitoring, the SST will consult with the classroom teacher to provide supplemental materials, remediation strategies and suggestions for accommodations to address the student's needs in organization and academics and will provide in or out of class support up to two hours per week.
<i>Direct Support</i>	These students require additional support in the mainstream classroom. In addition to monitoring, the SST will work more intensely with the student and classroom teacher to provide necessary remediation, accommodations, alternative teaching strategies and supplemental materials for the student to be successful with the general education curriculum and will support the student in or out of class two or more hours per week.

Parents will be responsible for any additional materials required by the IEP.

The Special Services teachers will send home quarterly reports to reflect student progress. They will highlight areas of growth and areas of concern and recommended changes to the ALP and serve as a record of the service provided. Parents will be invited to provide their input as well. A copy is placed in the student's SST files and another copy is given to the office to accompany the student's report card in their permanent records.

Parents of children identified by the referral process will be asked to include their child in the SST program. A contract will outline the level of service recommended and the required fees applicable.

For students on SST caseload, a meeting will be held near the end of the school year. Parents, principal, the classroom teacher, and the SST will meet to discuss the current *individualized educational plan* (IEP); what worked, what did not work, and the goals and expected level of service for the following year. An is a working document and everyone is encouraged to meet more often if it is determined it needs to be amended.

D. Athletic Program

Secondary students at SCS have the opportunity to participate in extra-curricular sports during the school year if desired. Sports offered usually include, but are not limited to, basketball, volleyball, soccer, and baseball depending on the number of interested students and the availability of coaches.

9th-12th grade students may earn P.E. credits for extra-curricular sports participation, which will be based on the number of seasons participated throughout their high school career. Each season a student participates in a sport they will receive ½ credit toward their graduation requirement of 2 (two) PE credits. For participation to count, a student must begin and end the season with the team. No partial credit will be awarded.

Students must be in school for the entire day or have an excused absence in order to compete in a game that same afternoon/evening. SCS standards of behavior are expected during practices and competitions by all students. Students will be issued uniforms, which remain the property of SCS. Any student who does not return the uniform must replace it or pay to have it replaced.

E. After School Enrichment and Summer School programs

A variety of after school programs are provided for the student including enrichment programs, tutoring, homework club, and summer school. These have separate fees depending on the program.

Section VI: Grading, Homework and Retention Policies

A. SCS website/Power School

SCS Website: www.scs.edu.do or www.santiagochristianschool.org

The SCS website provides up-to-date information related to the school such as the Parent-Student Handbook, school calendar, school events and activities, links to other sites such as Power School, etc.

Power School: use link on SCS website or www.scspsserver.edu.do

SCS provides an on-line service to facilitate communication with parents and students regarding grades, homework, and academic progress. Access codes are distributed to parents and secondary students at the beginning of the school year.

Teachers are required to update the information every Monday morning by 8:00a.m. beginning with the second week of the quarter.

B. Evaluation reports

A report card is sent home to the parents for all students at the end of each grading period. Report cards include academic grades and behavioral information. A comment space should be completed by the teacher each grading period reflecting achievements, improvement needed, and student effort.

The faculty and staff desire to work closely with parents to enable each student to achieve his/her highest potential. For this to be accomplished, open communication and support between parents and our school are necessary. Parents are urged to call at any time to schedule a conference regarding their child's progress or school programs. Parents must have an appointment to meet with SCS faculty.

Parents and students are encouraged to monitor academic progress via the school website. Report cards are sent approximately every nine weeks at the end of the grading period as specified in the school calendar. A parent/teacher conference is held following the first grading period and following the fourth grading period. Conference dates are specified on the school calendar. Parent-Teacher conferences may be requested any time there is a pattern of deficient work.

C. Grading

For report cards, all grades 1-12 will use percentage scores.

Percentage scales, corresponding letter grades and grade point scales are employed in grading and in computing averages. The grading scales are as follows:

1. Grading scale for grades 1-8

<i>Letter Grade</i>	<i>Percent Score</i>
A	95-100
A-	90-94
B+	87-89

B	83-86
B-	80-82
C+	77-79
C	74-76
C-	70-73
D+	68-69
D	66-67
D-	65
F	Below 65

2. Grading scale for grades 9-12

<i>Letter Grade</i>	<i>Percent Score</i>	<i>Grade Point Average</i>
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.35
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.35
C	74-76	2.0
C-	70-73	1.7
F	Below 70	0*

* A GPA of 1.4 is awarded to transfer students whose previous school's passing grade is 65%.

3. Grade assessment

The following standard is used to determine grade assessment:

- Up to 15% of the total overall course grade: Homework
- Up to 90% of the total overall course grade: All other forms of assessment (such as daily assignments, projects, quizzes and tests)
- Grades 9-12: 20% of the semester grade for comprehensive final exams

4. Incomplete grades ("I")

If a student receives an "Incomplete," work must be completed within two weeks following the end of the grading period and the final grade turned in to the office.

Unless there are extenuating circumstances approved by the principal for incompletes beyond the two-week grace period, the final grade will become an "F" for the grading period.

D. Homework/Class projects

Homework is a sampling of schoolwork that reinforces concepts taught and allows students the opportunity to practice for mastery. Homework also provides teachers with a tool to evaluate the level of student learning as well as gives the teacher a way to determine group and individual performance so that re-teaching can be done before testing time. It is not for teaching new concepts nor introducing information that has not been covered in class previously.

While it is self-evident that accuracy is always the goal of homework, SCS also values the practice of skills in and of itself. Therefore, completed homework will not be subject to a score

of zero percent. Upon a third late or missed homework assignment, a call is placed to the parents by the teacher.

A general rule of thumb for combined homework time for all classes is as follows:

<i>Grade</i>	<i>Daily Average</i>
1	½ hour
2	½-¾ hour
3	¾-1 hour
4	1-1¼ hours
5	1-1½ hours
6	1-2 hours
7-8	1-2 hours
9-12	1-2 hours or more

Due to security and transportation problems, all projects are to be completed in class, during school hours. Approval from the principal is required for any exceptions.

E. Testing

1. Secondary exams

Semester and end-of-year exams are designed to test the main concepts taught during the whole semester or the whole year.

- Exams are administered according to a schedule determined by the team of teachers and approved by the principal.
- Grades 7-8 do not have final exams and function on a full class schedule during high school exam week.
- All exams for grades 9-12 will be given during a period of time not less than 90 minutes nor more than 100 minutes.
- All high school classes will be allowed the same amount of time to administer the end-of-semester exam.
- The exams will account for 20% of the semester grade.

A student with an overall averagescore of 90%, computed using all academic classes, and a score of 90%or above in a class may exempt the final exam in that class with a maximum of four test exemptions per student per semester. Each class may only be exempted once per academic year. Math and language arts courses may not be exempted.

2. Standardized testing

SCS takes the academic progress of our students very seriously and as a result, the school uses a variety of methods of measuring and monitoring academic progress.

Standardized tests are given for grades 3 through 12 and are administered regularly during the academic year. While these tests measure each student's performance, their main purpose is to assess how the school is meeting the educational needs of the students as a whole. Individual test results are available for parents' review by contacting the principal's office.

Another method of measurement is the curriculum based measurement tests (CBMs) which are administered to all students in grades 1-5 on a quarterly basis. These tests assess the knowledge

of the student with the school curriculum for that discipline. The CBMs can be used to evaluate the school as a whole as well as the progress of each individual student.

F. Honors

1. Honor Roll and President's List

To determine Honor Roll and President's List standings, letter grades shown on the report cards are converted to grade point averages on the grading scale and the resulting average determines standing.

President's List students must have a 3.7 grade point average or higher. A student may not have a letter grade below a B-in any subject.

Honor Roll students must maintain a 3.0 grade point average or higher. A student may not have a letter grade lower than a C-in any subject to qualify for the Honor Roll.

2. Valedictorian and Salutatorian

Estos honores de mérito son tradicionales en las instituciones académicas de los Estados Unidos y reconocidos por universidades como grandes logros. Los honores de *valedictorian* y *salutatorian* de la clase del 4^{to} año de bachillerato representan lo mejor del Santiago Christian School. The Valedictorian or Salutatorian of a graduating class represents the best of Santiago Christian School. The following are criteria for Valedictorian and Salutatorian:

Academic qualifications

- Valedictorian: The member(s) of the senior class with the highest overall grade point average. This is to be computed over the span of grades 9-12 using a percentage scale.
- Salutatorian: The member(s) of the senior class with the second highest overall grade point average. This is to be computed over the span of grades 9-12 using a percentage scale.
- The candidate(s) must have completed more than 50% of his/her high school academic courses at Santiago Christian School.

Note: In case of a tie in the grade percentage scale, SCS will honor two or more candidates.

Character qualifications

- A member in continual good standing of the SCS National Honor Society for at least one year.
- The candidate will have no record of being suspended or expelled.

G. Academic probation

Because academic success has great importance, all secondary students must meet the following two requirements in order to remain in good academic standing:

- Students must have a minimum of a 1.7 GPA quarterly in all academic classes,
- Students may not be failing more than 1 class.

If a student's GPA falls below 1.7 quarterly they will be placed on academic probation for the following 9 weeks. Any student on academic probation is required to take part in after-school

study. Any student on academic probation for any two quarters of a given academic school year is not allowed to participate in school sanctioned extra-curricular activities until they are in good academic standing.

If a student spends 3 of 4 quarters on academic probation for any given academic year, they may be denied registration for the following year based on the decision of the board.

H. Student grade retention

1. Grades 3-8

Per Dominican law, any student who fails up to three subjects is required to make up those failing grades in order to advance to the next grade level. If a student fails four or more subjects, the student must be retained at that grade level.

SCS will notify parents of those students who are in danger of failing a course or courses and who may be in danger of retention no later than March 31. Parents should agree that retention is in the best interest of the child. All retentions must be approved by the principal.

When the school determines that a student should be retained but the parents are not in agreement, that student may not be allowed to enroll for the next school year.

For grades 7-8, If a student is failing a class at the end of any quarter, the student's parent will receive a phone call informing them they must come to the secondary offices to pick up their child's report card. At this point the parent will sign a form stating that they are aware of their child's failing grade.

2. Grades 9-12

If a student is failing a class at the end of any quarter, the student's parent will receive a phone call informing them they must come to the secondary offices to pick up their child's report card. At this point the parent will sign a form stating that they are aware of their child's failing grade.

:Students must pass all classes to be advanced to the next grade level. Failed courses may be passed according to the following policy:

1. A student may take the "completivo" exam up to two times. This test is administered after each semester. A new grade is computed by averaging together the failed semester's grade with the completivo score (each count 50%).
2. If a student does not take the completivo or if the post-completivo score is not a passing grade the student must repeat the course in summer school.
3. If a student repeats the course in summer school and fails again, the student may proceed to the "extraordinario" exam, The test is administered at the end of the summer. Like the completivo, a new grade is computed by averaging together the failed semester's grade with the extraordinario score (with the exception that the semester grade counts 30%, and the extraordinario score counts 70%).
4. If a student does not pass the extraordinario, the student will be retained at the prior grade level.

A letter indicating possible retention will be sent following the next to last grading period. A parent conference will be requested at this time. When it has been determined that the student will be retained in the same grade for the following school year, the parent will be notified in

writing. Retention will be enforced, whether or not the parent has responded to a request, unless the school administration deems it advisable to allow the student to proceed to the next grade. Retention will supersede pre-registration grade level even when billing statements indicate acceptance for the following grade.

I. Secondary class schedule changes

Students in 7th-12th grades will receive their course schedule on the first day of classes and have two weeks to drop a class and/or change their class schedule.

Section VII: Attendance Guidelines

A. Attendance

Attendance is an important component of academic success and the student must be present for the majority of school days.

When a student is absent, it is extremely important for the parent to contact the academic secretary by telephone on the day of the absence before noon. The parent must send a note when the student returns to school. If the parent does not contact the school regarding the student's absence, the absence will be considered unexcused. If a child is absent for more than 3 days due to illness, a doctor's certificate is required.

When it is known ahead of time that a student will be absent, the parent must submit a signed letter stating the date(s) of the student's absence.

1. Elementary

Attendance is taken daily at the beginning and end of the day. Students must be in attendance at least 85% of the school days of the school year for Pre-K-Grade 8 to receive credit. Students who do not comply with this attendance requirement may not be allowed to enroll for the following school year.

2. Secondary

Attendance is taken by each teacher for every period. Students must be in attendance at least 85% of the school days each semester for Grades 9-12 in order to be promoted. This is regardless of the reason for the absence. Any exception must be taken to the board of directors.

It is the student's responsibility to make arrangements with his/her teachers to get their homework. This is not the responsibility of the secondary office.

B. Absences

If there is a question as to whether an absence is to be excused or not, the principal will decide.

1. Excused absences

- May include illness, bereavement, prolonged trips out of the country with parents when prior request for absence has been made and approved, and for trips for cédula, driver's license, visa, passport and other legal paperwork.
- Students will be allowed to make up their work for excused absences. The time allowed will be the same number of days they were absent, plus one day. Secondary students with homework from block schedules will have one extra day. For example, if a student is absent for three days, he/she will have four days in which to make up the work. If the work is not completed within this timeline, then they will receive 50% of the numerical grade. All make-up work is due by the end of the marking period.

2. Unexcused absences

- Unexcused absences are absences where the office was not contacted by parent or absences were for reasons not specified as excused.

- Students will be required to make up the work missed. However, they will only receive 50% of the numerical grade once the work has been corrected. The time allowance will be the same number of days they were absent. For example, if a student is absent for three days, he/she will have three days in which to make up the work. If the work is not completed within this timeline, they will receive no credit.
- All suspensions are considered unexcused absences.

B. Tardies

It is necessary that students arrive each morning *before* classes begin. Research shows that one of the most productive learning times is the first part of the day. Therefore we have high expectations for *all* students to be at school on time each day and consequences for being tardy are significant.

1. Elementary

Tardy is defined as arriving to the classroom after 8:00 a.m.

The elementary recognizes that students are sometimes tardy for valid reasons and therefore will grant excused tardies. Examples of an excused tardy are late bus arrival, doctor appointments, etc.

Students will be granted three tardies each quarter. On the third tardy, parents will be notified by a written note. The consequences for each additional tardy are as follows:

- Four tardies within a quarter: the parents will be notified and the student will serve a morning detention.
- Five tardies within a quarter: the parents will meet with the principal to discuss the problem and write a plan for the future attendance with consequences if more tardies occur. The student will serve a morning detention after parent notification.
- Six or more tardies within a quarter: the consequences established at the parent meeting with the principal will be implemented along with the possibility of another parent meeting at any time.

Note: If a student arrives late or misses a morning detention, he/she will be given two morning detentions. If a student fails to report for these, he/she will have one day out-of-school suspension.

2. Secondary

“Tardy” is defined as arriving to class no later than ten minutes after class has begun. Any tardy of ten minutes or more will count as an absence.

Each semester, students will be granted three tardies per class per semester. For each subsequent tardy the student will serve one detention.

Every three tardies will also count as one absence in the student’s records.

D. After school policy

All teachers will wait with their class in the cafeteria until all of their students are picked up or 30 minutes has passed. All students who remain on the school campus ½ hour after dismissal will be provided with after-school care. The after-school care supervisor will record the

students' names and times of departure. Parents will be charged at an hourly rate to be broken down into 15 minutes segments. Any part of the 15 minutes will be charged as the entire amount. Parents arriving ½ hour after school dismissal should pick up their children at the designated site.

Section VIII: Behavior Guidelines

A. Behavior guidelines for students

1. Classroom

Students are to obey all rules posted by the teachers. Students are to also obey directives given by any teacher or staff member at any time.

Students are expected to display behavior representative of Santiago Christian School standards at all times. Behavior that reflects negatively on SCS can be grounds for suspension or expulsion. Cheating, swearing, smoking, fighting, gambling, dancing, drinking of alcoholic beverages and use of narcotics and tobacco are not permitted on campus or at school functions.

Only English is to be spoken in the classroom for grades 2-12 with the exception of Spanish and French classes.

2. General campus

Students are to obey all teachers and school employees at all times. Students are to act orderly and respectfully, maintaining Christian standards of courtesy, kindness, language, morality, and honesty.

Examples of unacceptable behavior are:

- Fighting, bullying, pushing, shoving or otherwise harassing others
- Throwing sticks, stones, or other objects
- Unacceptable language or name-calling
- Intentional exclusion of a specific student(s)
- Leaving campus without permission
- Inappropriate displays of affection
- Damaging school property (This includes applying graffiti or otherwise willfully defacing buildings and property including but not limited to painting, scratching, breaking or marking property and buildings).
- Use of computers/internet inappropriately
- Littering
- Showing disrespect to school employees
- Entering the teachers' lounge without permission
- Playing in other than approved playground areas

3. School transportation

General classroom and campus rules apply to students while on the bus. Students are expected to obey bus drivers and monitors and show them the same respect afforded SCS staff. Examples of unsafe and unacceptable behavior on the bus:

- Standing or changing seats while bus is moving
- Changing seats without permission of the monitor
- Not waiting in line quietly when the bus hasn't arrived
- Throwing items out of the bus.
- Yelling at people outside of the bus

- Loud talking, yelling, etc.
- Running to the bus
- Going to the playground area rather than to the bus after school
- Vandalism of bus property

Unacceptable behavior may result in temporary or permanent loss of bus privileges.

B. Discipline procedures

1. General procedures

If a student is caught breaking any rule, any teacher or school employee has the authority and responsibility to call the student's attention to the violation and to report the student to their teacher or to the principal for proper discipline. The classroom teacher may exercise appropriate discipline measures (detention, etc.) for the violation. Serious or repeated violations may go directly to the principal.

Parents will be notified of any problems their child is having in and outside the classroom. The teacher, principal, director, or parent may request a conference.

2. School-wide discipline rubric and related procedures

The following discipline rubric is in use for all grades. Examples of unacceptable behaviors and corresponding consequences are given classified into different levels of severity. Note that this rubric is not all-inclusive and some behaviors not listed may occur at school that deserve a consequence. Please review the rubric carefully as some consequences apply to elementary only (E) and others apply to secondary only (S).

- Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s) (up to the discretion of the principal and/or director)
- Student age, attitude, and/or intention may affect level and severity of consequences—school discretion is maintained.
- Consequences should reflect the level of the infraction, unless a student has reached their limit of detentions (in which case they will advance to the next more severe level in the progression).
- SCS discipline plan and policy may be reviewed and modified at any time based on experience or changing conditions

Offenses are accumulated per quarter for elementary and per semester for secondary.

School-wide discipline rubric

Lower Level Offense

<i>Behavior</i>	<i>First Time</i>	<i>Second Time</i>	<i>Third Time</i>
Teasing-name calling, insulting, gossiping, mean or rude gestures or other behaviors that degrade others as image bearers of Christ	Warning Write up (only if Dress Code, Pop/Gum, L.I.P. violation or if	Write Up Opportunity for apology Student calls	Write Up Opportunity for apology Student calls
Inappropriate Language-stupid, idiot			

Dress code violation-1 warning total per semester	encountered outside of classroom)	parents Detention (S)	parents Detention (S)
Pop(Soda)/Gum-1 warning total per semester	Opportunity for apology	Move name one time (E)	Move name one time (E)
Littering			
Pushing/Shoving/Over aggressive behavior	Move name one time (E)		
Un-sportsman-like behavior			
L.I.P. violation (Learning in Progress)			
(S)-1 warning total per semester			

Moderate Level Offense

<i>Behavior</i>	<i>First Time</i>	<i>Second Time</i>	<i>Third Time</i>
Use of electronic devices such as cell phones during school hours.	Write Up	Write Up	Write Up
4th tardy and more per quarter (E) and per class per quarter (S)	Opportunity for apology	Opportunity for apology	Opportunity for apology
Swearing-taking God’s name in vain, other extreme offensive language	Student calls parents	Student calls parents	Student calls parents
Lying	Detention	Detention	One day In-School Suspension (S)
Taunting/Ridiculing/Humiliating/Planned exclusion	Move name two times (E)	Move name to BLACK (E)	Move name to BLACK (E)
Defiance/Disrespect/Insubordination-refusal behavior directed toward a teacher (arguing, talking back, facial expression)			
Throwing objects			
Cheating/Plagiarism (automatic zero)			
Public Displays of Affection (beyond handholding)			
Unexcused Absence			
Misuse of internet while on school campus			

More Severe Level Offense

<i>Behavior</i>	<i>First Time</i>	<i>Second Time</i>	<i>Third Time</i>
Cyberbullying—using technological devises to threaten or control behavior of another person	Write up	Write Up	Write Up
Misuse/damage to school computer equipment	Opportunity for apology	Opportunity for apology	Opportunity for apology
Fighting/Hitting/Punching/Kicking/Spitting at/Biting	Student calls parents	Student calls parents	Student calls parents
	Restitution of property as	Restitution of property as	Restitution of property as

(examples given but not limited to)	appropriate	appropriate	appropriate
Severe Defiance/Disrespect-directed toward a teacher	Two day In-School Suspension	Administrator/Parent conference	Administrator/Parent conference
Intimidation-threats of emotional or physical violence	Move name to BLACK (E)	Two day Out of School Suspension	Referral to counseling
Stealing			One week out of school suspension
Vandalism or destruction of personal property		Move name to BLACK (E)	
Sexual Misconduct (sexual activity on school property, viewing pornographic websites, etc.)			Move name to BLACK (E)

Most Severe Level Offense

<i>Behavior</i>	<i>First Time</i>	<i>Second Time</i>	<i>Third Time</i>
Sexual/Ethnic/Socioeconomic Harassment	Write Up	Write Up	Write Up
Physically harming a teacher	Opportunity for apology	Opportunity for apology	Opportunity for apology
Alcohol/Drugs	Student call parents	Student call parents	Student call parents
Weapon	Administrator/Parent conference	Administrator/Parent conference	Administrator/Parent conference
Bomb threat	Indefinite suspension with recommendation for expulsion/exclusion	Indefinite suspension with recommendation for expulsion/exclusion	Indefinite suspension with recommendation for expulsion/exclusion
	Move name to BLACK (E)	Move name to BLACK (E)	Move name to BLACK (E)

3. Elementary discipline

Classroom discipline/rules may vary, but should generally follow this guideline:

- 1st Offense: a verbal warning—move name one time/change color (yellow)
- 2nd Offense: a teacher-student conference and an appropriate consequence—move name/change color asecond time (red)
- 3rd Offense: possibly a teacher-parent conference and an appropriate consequence The principal will be advised of any conference-move name/change color athird time (blue)
- Subsequent Offenses: appropriate consequences will be assigned according to the SCS discipline rubric. Parents will be notified of consequences. (black)
- Repeated offenses: offenses that require consistent warnings for more than a few days may be dealt with in the same manner as a more severe offense

The school-wide discipline rubric is applied to elementary classes as specified on chart.

4. Secondary discipline

Each individual teacher has a defined classroom disciplinary system which is posted in the classroom.

The school-wide discipline rubric is applied to all secondary classes as specified on chart.

The following progressive steps will be used to track student detentions and/or suspensions. This progression will be in effect for an entire school year. Depending on the frequency and severity of a student's misbehavior, the progression may be carried over to the next school year upon approval of principal and director. Should this be the case, parents will be informed of this decision and the possible consequences of continued misbehavior.

- ___ 1.) Detention
- ___ 2.) Detention
- ___ 3.) Detention
- ___ 4.) Detention
- ___ 5.) One day in school suspension
- ___ 6.) Two day in school suspension
- ___ 7.) Two day out of school suspension
- ___ 8.) One week out of school suspension
- ___ 9.) Recommendation for expulsion, exclusion, or personal behavioral plan based on administrative discretion

Students will be at different levels of the progression based on the behavior and the discipline rubric. For example, if a student's first misbehavior is fighting in school they will immediately serve a two-day in school suspension instead of a detention because fighting warrants a suspension. If the same student is caught later using bad language they will receive a detention based on the rubric above. When a student has received four detentions, any following write-ups will result in a suspension regardless of the behavior because the first four steps have been completed. Parents will be notified of their child's detention or suspension when it occurs at school.

Step 9 will be referred to the Education Committee (Disciplinary Committee) for recommendation to the Board of Directors for final approval.

5. Suspension

Suspension is a temporary separation of the student from the classroom or the school and all activities for not less than one-half day and not more than two weeks. Suspension may be in the form of "in-school" or "out-of-school" and would normally be the result of specific incidents of repetition of improper conduct. Parents will be notified by phone and in writing.

6. Expulsion/exclusion

- *Expulsion*—student is not allowed to study at SCS for the rest of the current school year but may return the subsequent school year.
- *Exclusion*—student is not allowed to return to SCS permanently.

A student may be recommended for expulsion or exclusion by the principal if the student completes all steps in the discipline procedure or commits a behavior in the most severe level of

the discipline rubric. Expulsion and exclusion constitute an “F” grade in all courses in which the student is currently enrolled.

The principals or director recommend exclusion or expulsion to the education committee (functioning as a disciplinary committee) for a recommendation to the board of directors who make the final decision. A student may be suspended pending decision of the board of directors. Parents will be notified in all cases and the student and parents will be given an opportunity to hear the charges and to present information to the board of directors before a decision is made.

Some students, though not expelled during a school year, may have their enrollment for the following year blocked based on poor behavior or consistent lack of academic progress. The principal, teachers, and counselor will bring a recommendation to the board of directors for final approval.

C. Cheating/Plagiarism

When a student in grades 3 through 12 is caught cheating on homework, tests, projects, or quizzes, there will be no credit for the work and a detention is assigned as per discipline rubric. Both consequences are given to the student receiving the answers and the student providing the answers.

Plagiarism consists of copying or imitating closely the words or ideas of another and using them as one’s own without crediting the source, otherwise known as “literary theft”. Plagiarism is considered cheating and consequences are a detention and a 0 grade as per discipline rubric.

Teachers will investigate any incidents in which it seems students are cheating, whether in the classroom or outside the classroom both for that teacher’s class and other classes. In those cases when it seems unclear, the teacher simply will take both sets of papers, inform the students they can get them from the teacher of that subject or grade and submit the papers to the responsible teacher who will determine if cheating is taking place.

Preschool through 2nd grade teachers are responsible in setting up an effective procedure for educating on cheating. The procedure will be communicated to the students and parents at the beginning of the school year.

D. Sexual harassment

Santiago Christian School is committed to providing a safe, positive learning and working environment for everyone. Sexual harassment and sexual violence not only interfere with a safe and positive environment, but also are in direct contradiction to the evangelical Christian principles upon which SCS is based. Therefore, SCS prohibits sexual harassment and sexual violence.

SCS will investigate all formal and informal, verbal and written complaints of sexual harassment and sexual violence. Any student or employee who is found to have used sexual harassment or sexual violence will be considered in violation of this policy, and will be disciplined.

1. Definition

For the purposes of this policy, sexual harassment will be defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

Examples of sexual harassment could include, but are not limited to:

- Touching, pinching, and grabbing private body parts
- Sharing sexual notes or pictures
- Writing sexual graffiti
- Cornering someone, forcing them to kiss or to do any sort of sexual gesture or act
- Making suggestive or sexual gestures, comments, jokes, or looks
- Spreading sexual rumors or making sexual propositions
- Pulling clothes off of oneself or off another person
- Causing a student or employee to feel that a grade, participation in an activity, raise, promotion, or any positive opportunity is dependent upon a willingness to participate in sexual activity
- Making any sort of implied threat or pressure for sexual favors

It is important to note that not all physical conduct is considered sexual or harassing in nature. Some examples would be a teacher/coach consoling or congratulating a child and students demonstrating mutual platonic affection.

Sexual violence includes rape or other sexual acts physically forced upon a person. In all cases of sexual violence, the definition by public law will supersede this policy.

2. Procedure for complaints

Any person who believes that he or she has been a victim of sexual harassment or sexual violence by a student or employee of Santiago Christian School must report the conduct immediately to a principal, the school director, or other trusted individual on the SCS staff. This trusted individual or any other third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence must report said conduct immediately to a principal or the director of the school.

The complainant has the freedom to use a student or teacher advocate during the reporting and investigative process. The complainant must be willing and prepared to report the following:

- What happened
- When the incident(s) happened
- Where the incident (s) happened
- How he/she felt
- What (if anything) was said between the complainant and alleged harasser
- Names of witnesses (if any)

This information will be turned in to the person handling the investigation. In nearly all instances the principals or the director of the school will handle complaints. If the report is made verbally, the principal or school director handling the complaint must document it in writing within 24 hours. An investigation will begin immediately. Within 10 days, a written report of the investigation's status or results must be attached to the documented complaint.

The registrar (or other school representative to Dominican Department of Education) will be informed immediately so as to provide required information to the Dominican government.

The investigation may consist of personal interviews with the alleged victim, the alleged perpetrator(s), and others who may have knowledge of the incidents or circumstances that led

to the complaint. The investigation may also consist of other methods and documents specified by the investigator.

3. Confidentiality

Information concerning any sexual harassment complaint will be treated with as much confidentiality as possible within the limits of reasonable investigation and imposed sanctions.

4. Informal resolution

In some cases, the victim of sexual harassment may choose to resolve the problem through informal means of verbal or written requests that the harasser stop.

5. Sanctions

Consequences for sexual harassment depend on the severity of the situation. They can range from verbal warnings to suspensions or expulsions from school. For example, in most cases a student, who inappropriately and without the person's permission touched another student sexually, would receive three days of suspension.

Sanctions for sexual violence would fall within the confines of public law and prosecution, but also could include specific sanctions given by SCS.

6. Appeal

If an alleged victim or perpetrator disagrees with the results of the investigation, he or she has the right to make a written appeal to the board of directors within 10 business days to request another investigation handled by a different administrator (Policy 2040)

7. Reprisal and/or retaliation

Submission of a complaint of sexual harassment or sexual violence will not affect that individual's grades, participation in school activities, work assignments, employment, or pay.

Anyone who retaliates against an individual who reports sexual harassment or sexual violence will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in any investigations, proceedings, or hearings relating to a complaint of sexual harassment will be disciplined.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

E. Bullying

The intent of the bullying policy is to ensure that pupils learn in a Christian, supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at SCS.

1. Definition of bullying

Bullying is defined as deliberate, hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The four main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumors, excluding someone from social groups)
- cyber bullying (threatening to or intentionally harming a person via use of electronic equipment such as cameras, internet, etc.)

Pupils who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Pupils must be encouraged to report bullying in schools.

SCS teachers and staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

2. Procedure for complaints

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the teacher or staff who has been approached
- A clear account of the incident will be recorded and given to the principal. The principal will inform the director and the parents of the children involved.
- The principal will interview all concerned and will record the incident
- Teachers will be kept informed
- Parents will be kept informed
- Punitive measures will be used as appropriate and in consultation will all parties concerned

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with the principal, teacher or member of staff of their choice
- Reassuring the pupil
- Informing parents or guardians and offering to assist them in dealing with their child
- Offering continuous support
- Discussing what happened
- Discovering why the pupil became involved
- Establishing the wrong doing and need to change

Disciplinary steps will follow school discipline policy and may include the following:

- Warnings to cease offending
- Detention
- Exclusion from certain areas of school premises
- Suspension
- Expulsion
- Exclusion

F. Grievance and appeals process

The grievance procedure is intended to provide recourse for students, staff, teachers or administrators who believe that a wrong decision was made by a superior. It assures that there is a legitimate and systematic process for seeking a remedy for the perceived wrong. The underlying principle is to resolve the complaint at the lowest level of authority and not by-pass or skip a level of authority.

Step 1. Every effort should be made to resolve differences informally following Christian principles of honesty, courtesy, and love. If satisfactory resolution cannot be reached, the party believing that a wrong decision was made, hereafter referred to as the complainant, should proceed to Step 2. (Note 1: Students may have their parent or guardian represent them in all steps. Note 2: The following time periods of 5 days may be extended by mutual consent.)

Step 2. The complainant must, in writing, state the concern, why it is believed to be a wrong response, and the remedy being sought. This written concern must be presented to the immediate supervisor who will have 5 calendar days to write a response and present it to the complainant. A copy of both will be forwarded to the next person in the line of authority. (Example—A student feels a teacher made a wrong decision—he/she, the complainant, will submit his/her concern in writing to the teacher. The teacher has 5 calendar days to respond in writing and will forward a copy of both the concern and the response to the principal.) If a satisfactory resolution is not reached, proceed to Step 3.

Step 3. With inability to resolve the concern, the complainant may continue to present his/her concern to the next level of authority as specified in step 2 allowing 5 calendar days for a response. (Example—The student can present his/her case to the principal who will have 5 days to respond with copies sent to the director.)

Step 4. After the principal has responded, the complainant may take his/her concern to the director who will have 5 calendar days to respond in writing with copies forwarded to the board.

Step 5. The complainant may ultimately reach the board of directors. Similarly, the board will have 5 calendar days to respond in writing. The board may invite the complainant to address the board regarding the complaint. The board's decision will be final.

Section IX: Student Guidelines

A. Dress code

In accordance with the Dominican Republic uniform guidelines, the board of directors has established a dress code that seeks to cultivate an educational environment conducive to learning. Anything that is disrespectful or interruptive of the educational setting of the school will not be allowed. This dress code applies to all students while on campus or on school sponsored field trips.

The administration reserves the right to make the final judgment and decision with respect to appropriate grooming and clothing or dress issues.

1. Grooming

Male Students

- Facial hair is not permitted
- Earrings are not permitted
- Hair must be neatly groomed, cut above the ears and above the shirt collar

Female Students

- Earrings may be worn but no more than two in each ear and not longer than one inch

Both Male and Female Students

- Hair must be a natural color
- No visible body piercing except for girls' earrings as described above
- Visible tattoos are not permitted

2. Dress and clothing

Uniforms are available for purchase at the school.

General Classroom Attire

Male Students

- Secondary students must wear solid khaki-colored long dress style pants
- Elementary students may wear khaki-colored knee length shorts or dress style pants.
- Elastic waist pull-ups may be worn by preschoolers.
- Brown or black belts must be worn if the pants have belt loops.
- Pants are not to be worn low.

Female Students

- All female students may wear solid khaki-colored dress style long pants, Capri pants or skirts (knee length or longer).
- Pants for preschoolers may be elastic waist pull-ups.
- All clothing must not be inappropriately tight.

Both Male and Female Students

- Secondary students must wear darkblue polo shirts with the SCS emblem.
- Elementary students must wear light blue polo shirts with the SCS emblem.
- Shirts must be purchased from the school.
- Shirts must be tucked in.
- Shoes must be dress or athletic style, appropriate and closed. Therefore, house shoes, flip-flops, crocs, and beach shoes are inappropriate. Preschoolers may have slip on or Velcro type shoes.
- Clothing worn to school and to school functions that has pictures, words, written messages, advertisements or other graphic designs must conform to Christian standards. Designs promoting or depicting beer or other alcoholic beverages, tobacco or drugs, and inappropriate themes are not permitted.
- Caps may not be worn during the school day. This includes recess, lunch, P.E. classes, and between classes.
- Uniforms are to be worn on the buses. Special exemptions may be given for field trips.

P.E. Dress for Male and Female Students

- Students in 7th through 12th grade must wear the designated P.E. tee shirt with the school emblem, athletic shorts or pants, and athletic shoes during their P.E. course.
- Students from Kindergarten-6th grade may wear the white tee shirt with the school emblem, athletic shorts or pants, and athletic shoes which they may wear all day long.
- Athletic shirts must be purchased from the school.

Public Performances

All students during public performances should dress as follows unless the sponsor of the activity designates other attire.

- Males: Dress pants and shirts
- Females: Appropriate dress or blouse and skirt combination. Blouses must have sleeves.

B. Acceptable use of technology

Santiago Christian School's information technology resources, including email and Internet access, are provided for educational and administrative purposes. Violations of this policy will be handled in accordance with the school's disciplinary policy.

Members of the SCS community must...

1. Respect and protect the privacy of others.
 - Use only those accounts assigned to them (if any).
 - Not view, use, or copy passwords, data, or files to which they are not authorized.
 - Not distribute private information about others or themselves.
 - Logout at the end of each computer session.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Not use any technology to circumvent school firewalls.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy, damage or modify data that does not belong to them, without clear permission of the owner.

- Conserve, protect, and share technological resources with other members of the community
 - Use school computers and internet during school hours for school-related purposes only.
 - Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (e.g., making illegal copies of music, games, or movies).
 - Not plagiarize.
 4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomforting materials to a teacher or administrator
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Monitoring. School and network administrators and other authorized employees monitor the use of information technology resources, including internet browsing logs, to help ensure that uses are secure and in conformance with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or employee, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Intellectual property. Content stored in school-managed computer systems is the property of Santiago Christian School.

Personal devices. All student/staff-owned devices fall under this policy while being used on SCS campus. SCS assumes no responsibility and cannot be held liable for the condition of a personal device and its safety on campus. Personal devices are not eligible for technical support by SCS staff. Secondary students may use personal devices, such as laptops (not cell phones), on SCS campus with the teacher's permission for the following purposes: (1) note-taking in classes; (2) presentation purposes in a classroom; (3) as an electronic organizer for class work and notes. Any other use of portable technology on campus will result in its removal of by classroom teacher and/or principal. Multiple offenses by a student will result in permanent loss of use on campus.

C. Students driving on campus

Students driving on campus will provide the following to the secondary principal at the beginning of each year:

- Copy of driver's license
- Copy of insurance
- Letter from parent/guardian granting permission to student to drive on campus
- Description of vehicle(s) to be driven as well as license plate numbers

Upon approval, the student will be issued an identification tag to be used in vehicle when on school property. Without this, a student is not allowed to drive on campus.

Students may park in the parking area near the baseball field only.

Students who drive on campus will obey all posted signs on campus as well as drive carefully and responsibly. This is a privilege, not a right, and can be revoked at any time by director and/or secondary principal.

D. Special occasions

1. Elementary

Birthdays and other special occasions that are celebrated in a student's life are very important and each classroom specifically honors each student on his/her birthday.

Pre-school-1st grade: Parents are allowed to bring birthday cakes and refreshments to their child's class during school hours upon making specific arrangements with the teacher. Balloons or party items are discouraged although favors are allowed.

2nd-6th grade: Celebrations of birthdays during the day are allowed upon making arrangements with the teacher. Birthday cakes and refreshments should be limited to lunch time in the cafeteria or ranchitos.

2. Secondary

Celebration of birthdays during the school day is discouraged. Any exceptions must be approved by the teacher and school principal.

3. All grade levels

Upon occasion, students may wish to distribute invitations to birthday parties or other celebrations while on campus. So as to prevent possible exclusion and hurt feelings, this may only happen if an entire class is being invited. Invitations to a select group of students may not be distributed on school campus. (For example, it is not allowed to invite an entire class and some individuals from a different class) Options in such cases could include calling each invited member or delivering invitations to the students' homes.

Section X: General School Procedures

A. Field trips

All grade levels may take field trips for academic reasons which are directly related to curriculum. Parents will have the opportunity to approve their child's participation in such trips. Parents who do not want their child to attend a field trip must contact the academic secretary one week in advance. Field trip expenses are covered by the school with the exception of lunch or snack, if needed. Teachers, with possible help from parents, must chaperon all field trips.

B. Illness and emergency treatment

In case of illness or injury the parent or guardian will be notified by the school. It will be the parent's responsibility to transport the child from school and provide necessary medical treatment. SCS does not treat for serious injury or illness but limits its medical attention to first aid.

In severe cases requiring prompt medical assistance, SCS will transport an injured child to a clinic or doctor upon parental consent. If the parent cannot be contacted promptly, the school will provide medical attention as may appear necessary at the time and the parents will be financially responsible for any medical expenses that may be incurred in such emergency treatment or care.

SCS accident insurance may be used according to the insurance company's guidelines and limitations.

Please don't send a student to school if he/she...

- has fever of 100 degrees Fahrenheit (38 Celsius) or higher
- is throwing up and/or has thrown up during the night
- has diarrhea
- has a strong, frequent cough
- has conjunctivitis
- has head lice
- has an eruption on their skin that has not been diagnosed by the doctor (It may be very contagious.)

C. Insurance

SCS provides accident insurance in the event of injury to students at school. When an injury occurs which requires treatment by a doctor and/or clinic, the parent must pay and submit receipts to SCS for processing with/through the insurance company. The insurance company will then issue a check to SCS and SCS will then reimburse the parent the amount received from the insurance company.

Injuries occurring as a result of school-provided bus transportation to and from school, and up to one hour prior to school and one hour after school dismissal, will be covered in the same manner as described in the previous paragraph.

D. Library

It is the stated aim of the library to develop and nurture literacy; to support the needs of the curriculum; to apply communication technologies to learning and teaching; and to teach the use of resources to develop life-long learning skills.

The library is open Monday through Friday from during school hours and for a short period of time after school All students must have a pass from a teacher to use the library outside of assigned class time.

Students are expected to abide by the following guidelines:

- First grade students may have a maximum of one book checked out. 2nd through 12th grade students may have a maximum of four books checked out.
- Books are checked out for two weeks, but may be returned earlier.
- No reference books may be checked out of the library.
- Lost or damaged materials are the responsibility of the person who checked the materials out.
- Value of lost or damaged materials is determined by current replacement cost.
- All materials must be returned to the library two weeks before the end of the school year.
- The librarian may impose other conditions or alter those mentioned above if deemed necessary.

E. Textbooks

All textbooks are provided by Santiago Christian School on a loan basis and remain the property of Santiago Christian School.

All textbooks must be covered with non-adhesive protective covers. Students who have uncovered textbooks after the first week in class will be assessed a penalty for each uncovered book.

Damage fines will be assessed at book check-in time for damage beyond normal wear. The parents will pay replacement costs for lost or severely damaged books.

F. Lockers

Secondary students are issued lockers at the beginning of the year. Students should bring locks to school and abide by locker hours as designated by the teacher. Lockers are subject to inspection by school authorities at any time.

G. Releasing school information policy

For the purpose of providing accurate information and to protect the privacy of SCS parents, students, and employees, no information will be made available to any party without the written authorization of our school lawyer. The director or business administrator will be responsible for making the request to the lawyer. At that time, the lawyer will be in contact with the person requesting the information.

H. Transcripts

Student permanent records are maintained in the school office. One unofficial copy will be provided at no charge to parents upon request. An official copy will be sent to one educational institution at no charge at the request of the institution or of the parent. Additional copies of permanent records will be provided at a minimal charge.

I. Parents and visitors at school

All visitors must have a scheduled appointment or receive approval from administration to enter. Parents are welcomed, and even encouraged, to visit their child's classroom. However, for the safety of all children, parents and visitors must first sign-in with the school receptionist and receive a Visitor's Pass. Anyone not doing so will be asked to go to the office. Even in the case of an emergency, parents need to check in with the receptionist.

Should a parent need to meet with the teacher regarding the needs of their child, they are asked to contact the principal's office to make an appointment. Parents may not meet with teachers before school begins or during school hours without a previous appointment.

It is not permitted for homework or projects to be delivered to a student during the school day.

When a student is to leave school early, a note should be brought to the principal when the student first arrives at school. The note should: (1) state the reason for early dismissal, (2) the time the student is to leave school, (3) and the type of transportation the student will use to get home. Finally, the responsible adult must sign out the child at the main office.

Students planning to have friends visit their classroom must complete a Visitor Request Form with their principal at least 24 hours in advance.

Parents are not allowed to eat lunch with children except for special occasions which must be approved by the principal.

J. Withdrawal from school

1. During the school year

When a student withdraws from school before the end of the school term, the parent or guardian must notify the principal in writing as early as possible, preferably two weeks or more before the withdrawal date. Without this notice the absences will be counted as unexcused. The teachers must be notified at the same time to be sure the student has turned in all required work.

2. General guidelines

To receive credit for that portion of the school year that the student has been in attendance, the following conditions must be met.

- All required work must be completed through the last attendance day. Those withdrawing early at the end of the school year must complete the full year's work to be given credit for the school year. Students who fail to complete their final tests in each subject will have their grades reduced by two letter grades.

- Those students withdrawing to attend another school must have an attendance record of 85% minimum up to their last day at SCS. Those withdrawing early but close to the end of the school year must have been in attendance at least 85% of the required attendance days for the entire school year or credit will not be granted. Absent days resulting from such a withdrawal will be counted as unexcused.
- All classroom and library books must be returned to the school by the withdrawal date.
- No diplomas will be awarded before the normally scheduled graduation date.
- The parent or guardian must be responsible for the actual withdrawal of the student and must complete and sign a Request for Withdrawal form in the School office. The checklist on this form must be completed.
- Fees, fines, and other financial obligations must be paid prior to final approval of the withdrawal process. NOTE. A legalized payment plan must be finalized with business administrator for any outstanding fees or charges prior to release of school records.
- Tuition is refundable according to our school policy. See the current Fee Schedule & General Policies brochure for current refund policy.
- Once a student has been withdrawn from SCS, the school cannot guarantee re-admittance during the current or subsequent school years. The student would need to re-apply for admission.
- Parents who have withdrawn students without completing payment of all fees due and who later seek to re-admit the student will need to first pay any fees due from the previous attendance period before any consideration for re-admittance will be given.

Section XI: Emergency Procedures

Santiago Christian School has structured procedures in the event of an emergency, including natural disasters. School personnel are trained for these specific emergencies. Likewise, students participate in practice drills in order to be prepared.

A. Notification of school cancellations

Notifications of school cancellations due to inclement weather or other emergencies will be posted on the school website.

B. The emergency team

At the core of a school's emergency procedures is the emergency team which is responsible for coordination and communication of an emergency.

The Director leads the emergency team made up of the following school professionals:

Elementary Principal	Spiritual Life Coordinator
Secondary Principal	P.E. Instructors
Financial Manager	Nurse
Property Manager	Guidance Counselors

The Emergency Team is also responsible for:

- Interaction with the media(via Director)
- Designating the duties of administration, teachers, and support staff in an emergency
- Ensuring that adequate warning /alarm systems are in place and functioning
- Establishing evacuation procedures and safe havens
- Providing any necessary supplies and equipment for each type of emergency
- Providing direction for student behavior
- Establishing the chain of command and the dissemination of information
- Ensuring the presence of on-campus first aid and a CPR-trained individuals
- Providing contingency plans and follow-up with teachers, staff, students, and community
- Shut off utilities as necessary
- Conduct or direct rescue operations
- If designated, communicate with the school community

Modes of communication for this purpose include the following:

- Telephone /Telephone Switchboard
- Driver/messenger
- Receptionist
- Parent Letters/Staff Announcements
- Chapels

Emergency drills with the students are performed on a regular basis. An emergency procedures folder is updated regularly and is kept in every classroom and office.

C. Responsibilities of parents

The safety of the students is foremost in the minds of the school administrators and staff in the event of an emergency and will take priority over all other things. It is important that parents and guardians be patient, but alert, observers until the school has been able to communicate information and directives to them. Calling the school could jam the system and perhaps jeopardize emergency procedures.

When possible, communication to parents/guardians will be made available on the school website.

If a major emergency occurs, the students will remain on campus until their parents come to pick them up. During emergencies, students will only be permitted to leave the school accompanied by a parent or an authorized adult.

In the case of an evacuation, parents should be aware of and abide by the school's procedures, which are outlined below. Parent cooperation in the following directions will ensure the safety of our students.

D. Campus evacuation procedures

In the case of an emergency warranting campus evacuation the following procedures should be followed.

- All pedestrian gates will be locked.
- Security and traffic control personnel will distribute evacuation procedures and check out slips to parents and representatives
- All students will move to respective emergency locations. Evacuation team personnel will move into their respective positions.
- Parent or representative will go to cafeteria gate to begin the pick-up process.
- The parent or representative will complete a student check out form and give to a runner.
- The parent or representative will move to the back gate to pick up their child (ren). (Near the Theater/Arts Building)
- Runner will pick up students and deliver them to a checker at the back gate (near Theater/Arts Building).
- Students will be checked off a master list and released to their parent or representative.
- Parent or representative will immediately leave campus once they have their children.