

Student Handbook

Santiago Christian Academy
Cruz Almeyda 1389
Santiago, Chile

Phone 2271-6514

Fax 2271-6219

E-mail sca.sec@gmail.com

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1.00 FOUNDATIONS

1.01 PURPOSE

The Santiago Christian Academy (SCA) was established by the Association of Baptists for World Evangelism. The purpose of the school is to provide a Christ-centered, English education of high standards for the missionary families of A.B.W.E. As faculty and facilities permit, entrance is open as well to the children of other evangelical missionaries and the non-missionary Christian community who meet the language and nationality admission requirements.

1.02 ORGANIZATION

The Santiago Christian Academy is owned and operated by the Association of Baptists for World Evangelism (ABWE) and is under the direct control of the ABWE Chile Field Council. At its annual meeting the ABWE Chile Field Council appoints a School Board. The School Board elects officers annually and is responsible for establishing school policy and for the direction, program, and operation of the school.

1.03 ADMINISTRATION AND TEACHERS

The Chile Field Council of ABWE annually names an Administrator responsible for the oversight of the total school operation.

The teaching faculty is composed of qualified teachers who are born again Christians of proven character and, if possible, certified for their grade level or subject area. Those teaching in the Academy must be in agreement with the Doctrinal Statement of the Association of Baptists for World Evangelism and the statement of Philosophy of Education of Santiago Christian Academy. All teachers and staff are appointed and dismissed by the SCA School Board.

1.04 STATEMENT OF FAITH

We believe that the Bible, consisting of Old and New Testaments only, is verbally inspired by the Holy Spirit, is inerrant in the original manuscripts, and is the infallible and authoritative Word of God.

We believe in one God, the creator of heaven and earth, that in the unity of the Godhead there are three persons, the Father, Son and Holy Spirit, equal in power and glory and executing distinct and harmonious offices in the great work of redemption.

We believe that Adam, created in the image of God, was tempted by Satan, the god of this world, and chose sin. Because of Adam's sin, all men are now sinners by nature and by choice, utterly devoid of holiness, positively inclined to evil, and, therefore, in need of regeneration by the Holy Spirit.

We believe that Jesus Christ is God, was born of a virgin, lived sinlessly, died vicariously, shed His blood as man's substitutionary sacrifice, rose bodily, and ascended to heaven where He is presently exalted at the Father's right hand.

We believe that salvation consists in the remission of sins, the imputation of Christ's righteousness, and the gift of eternal life received by faith alone, apart from works of righteousness or ceremonial observances such as baptism, confirmation, church membership, communion, etc. We believe that the result of salvation is justification, by which a believer is completely accepted by God and possesses a salvation which is eternally secure.

We believe that the return of Jesus Christ is imminent, and that it will be visible, personal, pre-tribulational, and pre-millennial.

We believe that the Church, the Body of Christ, consists only of those who are born again, who are baptized by the Holy Spirit into Christ at the time of regeneration, for whom He now makes intercession in heaven and for whom He will come again. We

believe that the local church, in comparison to the Body of Christ, is a congregation of baptized believers which has two offices—pastor and deacon, and which exercises two symbolic ordinances—baptism and the Lord’s table.

We believe that Christ commanded the Church to go into all the world and preach the Gospel to every creature, baptizing and teaching those who believe.

We believe the Scriptures teach that every believer should be separated unto God from the world, and by the aid of the Holy Spirit, should walk in Christian love and holiness, exhibiting qualities of honesty, integrity, forgiveness and loving-kindness. We further believe that any achievement in these characteristics will be evidenced by sincere humility and genuine zeal for the advancement of the cause of Christ. We also believe the Scriptures admonish every believer not to love the world or the things in the world, but rather to flee evil desires, avoid every kind of evil and refrain from questionable practices which destroy one’s testimony, offend one’s brother and fail to glorify God.

1.05 PHILOSOPHY OF EDUCATION

The educational philosophy of Santiago Christian Academy is based on a God-centered view of truth and man as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is pointedly true of man, who was made in God’s image, different in kind from all other creation, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord and thus be enabled to do God’s will, which is the ultimate purpose of his life.

The entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him and to train him in godly living, so that he can fulfill God’s total purpose for his life personally and vocationally. He must be taught the Bible so he may understand God as well as his own nature and role as God’s image; he must be developed, and related to God as a whole person, spiritually, mentally, physically and socially; he must learn to see all truth as God’s truth and to integrate it with and interpret it by God’s Word; he must be educated as an individual with his own unique abilities and personality who must learn to live and work with others at home, in the Church and in a changing secular society; and he must interact with and be taught by parent and teacher models who are, themselves, born again and have this perspective on life.

The authority for such an education comes both from God’s command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents’ request, the Christian school, along with the church, becomes a partner in giving this education.

1.06 OPERATIONAL IMPLICATIONS OF OUR CHRISTIAN PHILOSOPHY

1.061 EVERYONE connected with Santiago Christian Academy should realize that:

- a. The school is a distinctive educational institution with a unique ministry in the lives of missionaries’ children and through them to the total missionary outreach. The primary purpose of this school shall be to provide a Christ-centered English education, grades Pre-K-12, for the children of A.B.W.E. missionaries. The secondary purpose of this school, as faculty and facilities permit, shall be to provide the same as above for children of other evangelical missionaries and other families upon availability.

Therefore, we need to evaluate generally accepted educational principles in the light of this ministry.

- b. The school has not only the right, but also the responsibility to establish standards that will make it possible to fulfill the school's ministry. Families desiring to enroll their children will be expected to abide by these standards.
- c. Involvement with the school places a person in continuous contact with others of varied theological backgrounds. Smooth relationships are only possible as each one strives to be attuned to the Lord in his or her personal life and is willing to permit each to labor as unto the Lord.
- d. Each person is free to accept or reject God's plan for his life. Although students are required to conform to Biblical principles of conduct, they must not be placed in a position where they feel forced to pretend to be Christians when they are not. It is hoped that the atmosphere at SCA will be conducive to their acceptance of Christ as personal Savior and Lord. But the school will in no way attempt to coerce any student to accept Christ as Savior. But it is our desire to see all students receive Christ and live a fruitful abundant Christian life.
- e. In the light of the total depravity of man, and the fact that innate evil remains even in the born-again Christian, Santiago Christian Academy seeks to develop not a supposed "natural good" in people but each student's God-given abilities. Santiago Christian Academy holds that only as the natural evil is restrained and the Holy Spirit is allowed to control a person is there possibility of ideal growth. Rules, classroom discipline and general school atmosphere should provide this restraint and encourage this control. This does not minimize the importance of recognizing that all men bear the image of God, their creator, and must be respected and treated with dignity.

1.062 PARENTS OF STUDENTS at Santiago Christian Academy should realize that:

- a. They have the scriptural authority over and responsibility for their children, but they have delegated a measure of this authority and responsibility to Santiago Christian Academy.
- b. Parents need to wholeheartedly support the basic principles of Santiago Christian Academy as outlined in this document. If they do not, their children will be subjected to confusion and uncertainty, and the positive influence of both SCA and the parent will be impaired.
- c. If the parent has a disagreement with a staff member that cannot first be worked out personally, he should refer the matter to the staff member's immediate superior, the administrator.
- d. The scriptural responsibility for their children is not ended when parents enroll them in SCA. The school wishes to supplement parental authority, not replace it. The cooperation of parents and staff is essential to provide the kind of God-honoring atmosphere that children need for spiritual growth.

1.063 STUDENTS at Santiago Christian Academy should understand that:

- a. Their childhood and young adulthood is a period of training and preparation for their years as adults. This time can be an exciting, enjoyable period of their lives during which they gain a wide range of interests, knowledge and skills, and the ability to work and play with others.
- b. They should respect authority and obey rules and regulations even if they may not feel that these rules are necessary or important. This is part of the maturing

process, since adults are constantly faced with situations that they cannot change, and in which they must learn to glorify God.

- c. As they act in a responsible manner they will be trusted more, and given more responsibility and independence. It is understood that the school cannot permit students to conduct themselves in a manner that will adversely affect the testimony of Santiago Christian Academy or hinder the cause of missions in Chile.
- d. The Board, the administration, and the staff will endeavor to set up rules that are clear and reasonable, and to apply them consistently. Students are encouraged to use the proper channels to appeal a rule or regulation. Ignoring rules creates a demoralizing atmosphere and fosters dangerous attitudes. While not every rule can be supported by a specific Scripture reference, a Scriptural principle is involved whenever a rule is disobeyed.
- e. Good manners, courtesy, appearance, modesty, honest and proper relationships between the sexes are important in the total framework of a Christian society, and are within the school's proper sphere of authority.
- f. Students should endeavor to build positive relationships.

1.064 CURRICULUM at Santiago Christian Academy reflects the school's distinctive philosophy in that:

- a. The Doctrinal Statement and Philosophy are significant factors in the selection of curriculum materials. Teachers should use their time expanding on texts that support the distinctive philosophical position of SCA rather than sorting out contradictory text material.

- b. The teachers purpose to integrate Scripture within the various subject fields. The Bible is not left to be considered in Bible class alone.
- c. Biblical faith is taught as a valid means of perception along with rationalism (emphasizing logic and human reason) and empiricism (emphasizing observation and use of the senses). The Word of God takes precedence over both, if they appear to be in conflict with Scripture.
- d. Teachers teach current philosophies for understanding, not for acceptance. Students need to be exposed to the political, philosophical and religious thinking that they will face in adult life and be ready to give the Scriptural response to them.
- e. The classroom teacher is expected to follow general course guidelines, but is given sufficient flexibility to encourage creativity and freshness. The student is encouraged to discuss, debate, investigate, question and think for himself.

1.065 EXTRA-CURRICULAR ACTIVITIES at Santiago Christian Academy reflect the school's distinctive philosophy in that:

- a. The primary purpose of SCA is the academic education of the child within a Christian context. Activities assist in this overall goal. They do not take precedence over the academic program but are an extension of it.
- b. The personal growth of the student is the basic goal of the activity program. Thus one aim of the program is to offer a wide range of activities which will involve as many students as possible in areas of their interests.
- c. All activities in which the school is involved should be handled responsibly. The school will not undertake

activities beyond the interest and potential commitment of staff and students.

- d. Participants should seek to practice both good sportsmanship and total commitment in competitive sports, both prayerful dependence on God and the pursuit of excellence, both concern for others and the pursuit of personal growth.
- e. All activities provide opportunities to train and focus on a goal, test it in real life, and deal positively with the results. A student will realize a certain degree of satisfaction if he has performed to the best of his ability. A successful experience in a competitive activity is not intrinsically tied to a win.
- f. Students are encouraged to make wise choices concerning participation in a variety of extra-curricular activities. It should be a responsible commitment.

1.07 DOCTRINAL STATEMENT

1.071 CONCERNING THE SCRIPTURES

We believe that the Scriptures of the Old and New Testaments as originally written were God breathed, both verbally and in every part. We believe God, who is Truth, communicated through Spirit-controlled men so that the Scriptures are without error and therefore authoritative in all they teach and in all matters they touch. We believe the Bible is the supreme revelation of God's will for man and constitutes the only infallible guide for faith and life.

1.072 CONCERNING THE TRUE GOD

We believe in one God, the creator of heaven and earth; that in the unity of the Godhead there are three persons, the Father,

Son and Holy Spirit, equal in power and glory and executing distinct and harmonious offices in the great work of redemption.

1.073 CONCERNING THE LORD JESUS CHRIST

We believe that the Lord Jesus Christ, the eternal Son of God, was conceived by the Holy Spirit and born of the virgin Mary as no other man was ever nor can be born of a woman. He is very God of very God, being "God manifest in the flesh." He lived a life of absolute sinlessness and in His death made a full and vicarious atonement for our sins, dying not as a martyr, but as a voluntary substitute in the sinner's place. He rose from the dead on the third day and ascended bodily into heaven. He is coming again to rapture His saints, and to set up the throne of David and establish His kingdom. The rapture coming is imminent and will be personal, pre-tribulational and pre-millennial.

1.074 CONCERNING THE HOLY SPIRIT

We believe that the Holy Spirit is a divine Person possessing all the attributes of personality and of deity. He is equal with the Father and the Son and is of the same nature. His relation to the unbelieving world is that He convicts of sin, righteousness and judgment. He is the agent of the new birth, and His work among believers is that He seals, indwells, infills, guides and teaches them the ways of righteousness. We believe there is a distinction between the ministry of the Holy Spirit in the Old Testament and His ministry in the New Testament. There is a new and unique work of the Holy Spirit in relation to the Body of Christ. We believe that the Holy Spirit endues believers with service gifts upon conversion. We believe the Bible disavows the authenticity of the sign gifts of prophecy, speaking in tongues, interpretation of tongues, miracles and healing for today and repudiates the experience-oriented theory and ecumenically oriented practice of the charismatic movement.

1.075 CONCERNING MAN

We believe the Scriptures teach that man was created by a direct act of God and not from any previously existing form of life. By voluntary transgression he fell from his state of innocence, in consequence of which all men are now sinners by nature and by choice, utterly devoid of the holiness required by law, positively inclined to evil, and therefore under just condemnation to eternal punishment and everlasting existence separated from God without defense or excuse.

1.076 CONCERNING SALVATION

We believe the Scriptures teach that salvation of sinners is divinely initiated, wholly of grace, and accomplished only through the mediatorial work of the Son of God; that it is wholly apart from works and is upon the sole condition of faith in the Lord Jesus Christ and never without genuine repentance; that in order to be saved the sinner must be born again, being regenerated by the power of the Holy Spirit through faith in God's Word and becoming the recipient of a new nature; that the great gospel blessing which Christ secures to such as believe in Him is justification, that judicial act of God accompanied by the pardon of sin and the imputation of divine righteousness, not because of any works of righteousness on our part, but solely through faith in the Redeemer's blood; that the believer who has exercised personal faith in the Lord Jesus Christ is completely justified and in possession of a salvation which is eternally secure.

1.077 CONCERNING THE CHURCH

We believe the Scriptures teach that the Church of Jesus Christ, distinct from Israel in the Old Testament, was inaugurated at Pentecost and must be considered in two aspects, the local church and "the church which is His body." The local church is a congregation of baptized believers, associated by a

covenant in the faith and fellowship of the gospel, observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights and privileges invested in them by His Word. Its Scriptural officers are pastors, sometimes called bishops or elders, and deacons, whose qualifications, claims and duties are defined in the epistles to Timothy and Titus. The pastoral office is clearly limited to men. God specifically assigned the headship and authority in the local church to men. This definition of the local church leads to these Scriptural distinctives:

- a. Sole authority of the Scriptures for faith and practice.
- b. Autonomy of the local church.
- c. Believers' baptism by immersion before church membership.
- d. Two offices, pastor (elder, bishop) and deacon.
- e. Two symbolic ordinances, baptism and the Lord's supper.
- f. Individual priesthood of the believer and soul liberty.
- g. Separation of church and state.

The "church which is His body" is the entire company of believers in Christ, whether Jew or Gentile, regardless of denominational affiliation and present position in heaven or on earth.

1.078 CONCERNING BAPTISM AND THE LORD'S SUPPER

We believe the Scriptures teach that Christian baptism is the single immersion of a believer in water, in the name of the Father, Son and Holy Spirit, to show forth in a solemn and beautiful emblem his identification, illustrating the believer's death to sin and his resurrection to a new life. It is prerequisite to membership and privileges in a local church. We believe that the Lord's Supper is the commemoration of His death until He comes and should be preceded by solemn self-examination. Observance of the Lord's Supper is for believers only. The

ordinances of baptism and the Lord's Supper must be observed under the discipline of the local church.

1.079 CONCERNING THE ETERNAL STATE

We believe the Scriptures teach the bodily resurrection of the just and the unjust. All those who through faith are justified in the name of the Lord Jesus Christ will spend eternity in full enjoyment of God's presence, and those who through impenitence and unbelief refuse to accept God's offer of mercy will spend eternity in everlasting punishment.

1.07(10) CONCERNING PERSONAL SEPARATION

We believe the Scriptures teach that every believer should be separated unto God from the world, and by the aid of the Holy Spirit, should walk in Christian love and holiness, exhibiting qualities of honesty, integrity, forgiveness and loving-kindness. We further believe that any achievement in these characteristics will be evidenced by sincere humility and genuine zeal for the advancement of the cause of Christ. We also believe the Scriptures admonish every believer not to love the world or the things of the world, but rather to flee evil desires, avoid every kind of evil and refrain from questionable practices which destroy one's testimony, offend one's brother and fail to glorify God.

1.07(11) CONCERNING ECCLESIASTICAL SEPARATION

We believe the Scriptures teach that the believer should be separated from apostasy as exemplified in ecclesiastical organizations that include radicals, liberals and those who sanction theological compromise. This doctrine is based upon God's eternal principle of division between truth and error and His specific command to be separate from unbelievers and disobedient brethren. This truth is to be practiced with an attitude of devotion to God, humility, compassion, and yet with

conviction, to create the proper condition and atmosphere for the main objective, i.e., the salvation of the lost through the gospel of God. We believe ecumenical evangelism that involves apostates violates the principles taught in God's Word.

1.08 CONCLUSION

Santiago Christian Academy's unique contribution to missionary endeavor makes it a special target for the Prince of this World. Satan will use any means to destroy the school, as this could cause some evangelical missionaries to leave the field. While we must maintain the unity of the school, we cannot sacrifice our basic doctrinal position. Therefore, we must continually evaluate both our philosophy and our conduct to see that both are in conformity to the perfect authoritative Word of God. (II Tim. 3:14-17)

2.00 ACADEMICS

2.01 ACADEMIC STANDARDS AND ACCREDITATION

Academic excellence is the standard for every student in every subject every day. Recognizing that each student is a uniquely created individual with unique God-given abilities, each student is expected to function to the best of his abilities.

2.02 CURRICULUM

2.021 REGULAR CURRICULUM

Instruction is offered in grades prekindergarten through twelve, following a North American type curriculum. All grades are taught in a traditional classroom setting. On the high school level, core courses and electives are offered to meet normal college entrance requirements. Additional courses can be offered by correspondence, independent study, or electronic media.

2.022 BIBLE

Instruction in Bible is required at all grade levels. Bible courses are taught from an evangelical point of view consistent with the school's Statement of Faith. Failure to receive a passing grade in Bible for two consecutive semesters will result in a dismissal from school.

2.023 SPANISH

Instruction in the Spanish language is required at all grade levels with students being grouped according to their ability in the language. The Spanish curriculum is developed around Chilean history, literature, geography and customs but the emphasis is in developing the student's conversational ability.

2.024 DROPPING CLASSES

No classes can be dropped unless approved by the SCA administration.

2.03 HIGH SCHOOL GRADUATION REQUIREMENTS

Santiago Christian Academy issues diplomas to those who have satisfactorily completed the following requirements:

Standard Diploma (22 Credits)

English - 4 Credits; Social Studies - 3 Credits; Mathematics - 2 Credits; Science - 2 Credits; Physical Ed., - 2 Credits; Bible - 2 Credits; Spanish (foreign language) - 2 Credits; Electives - 5

Academic Diploma (24 Credits)

English - 4 Credits; Social Studies - 3 Credits; Mathematics - 3 Credits; Science - 3 Credits; Physical Ed. - 2 Credits; Bible - 2 Credits; Spanish (foreign language) - 2 Credits; Electives 5

Honors Diploma (28 Credits)

English - 4 Credits; Social Studies - 4 Credits; Mathematics - 4 Credits; Science - 4 Credits; Physical Ed. - 2 Credits; Bible - 2 Credits; Spanish (foreign language) - 2 Credits; Electives - 6

- a. Students are required to successfully complete a semester of Bible for each semester of study at SCA.
- b. Students are required to be involved in continual Spanish study at SCA, which means successfully completing a semester of Spanish for each semester of high school study at SCA. The overall foreign language requirement is two credits.
- c. All diplomas must include: Algebra I, Biology, World History, US History, and US Government & Economics.
- d. No student will be eligible for the honor of being *Salutatorian* or *Valedictorian* unless he/she is qualified for at least an academic diploma.

The 22 credits required for graduation is to be considered a minimum. Those students who are anticipating college should seek to have at least 24 credit hours on their transcripts with additional work in math and science.

In special cases, SCA gives a diploma with the distinction of vocational preparation. This diploma is reserved solely for those students who, for some reason beyond their control, cannot be expected to meet the normal graduation requirements.

2.04 GRADING SCALE

The record each pupil has made in each subject will be sent home quarterly. The following letter grades with their numerical equivalents are used.

Percentile	Letter	Gr. Point
97-100	A+	4.00
93-96	A	4.00
90-92	A-	3.67
88-89	B+	3.33
83-87	B	3.00
80-82	B-	2.67
78-79	C+	2.33
73-77	C	2.00
70-72	C-	1.67
68-69	D+	1.33
63-67	D	1.00
60-62	D-	0.67
00-59	F	0.00

(A form for calculating Grade Point Averages is available in the school office.)

2.05 MID-QUARTER EVALUATION

During the fifth or sixth week of each quarter, a report of the academic progress of each student will be sent to the parents. This Progress Report Form is announced in the weekly "Focus," and parents are advised to take special care to look for the report. This is a means of communication with the parents and an encouragement for the student to do his best to improve his grades before the end of the quarter.

2.06 ADVANCED PROMOTIONS "SKIPPING GRADES" (JR./SR. HIGH)

Occasionally requests are made by parents or students that, for diverse reasons, students be allowed to pass into a higher grade without taking the accustomed courses in their normal sequence.

The SCA School Board discourages this practice but would consider making occasional exceptions for approval only under all the following criteria:

New students who transfer into the Academy and:

- a. Who are above the average age for their present grade.
- b. Who have sufficient credits.
- c. Who demonstrate the ability to work at the proposed level.
- d. Whose parents request a one-semester advancement.
- e. Who have administrative approval.

Students already enrolled in SCA whose parents request advancement and:

- a. Who have a cumulative grade point average of 3.5 or higher.
- b. Who have an exceptional number of accrued credits.
- c. Who have administrative approval.

2.07 HONOR ROLLS

Students are recognized each marking period for outstanding work as indicated by the grades received on their report card. The categories are the following:

2.071 ELEMENTARY SCHOOL

- a. A Honor Roll - students with all A's on their report card.
- b. A-B Honor Roll - students with all A's and B's on their report card.

2.072 JR./SR. HIGH SCHOOL

Students may qualify for the A Honor Roll with a 3.75 or higher average. The B Honor Roll is reserved for those with a 3.25-3.74 grade point average. Any grade below a C disqualifies that person from either honor roll.

2.08 HIGH SCHOOL HONOR GRADUATES AND AWARDS

The status of Honor Graduate is extended to those students who have maintained a 3.75 or higher GPA during the four high school years. This distinction is made by awarding a gold tassel that is worn at the graduation exercises. The award can only be given to students who have completed at least their entire senior year at the Santiago Christian Academy.

The Valedictorian will have maintained at least a 3.75 GPA and must rank first in his/her graduating class. The Salutatorian must also have a 3.75 or higher GPA and rank second in his class. To be eligible for these awards, a student must have studied at least two full years at SCA, one of which must be his/her senior year. Exceptions can be made at the school board level.

2.09 ACADEMIC PROBATION POLICY

Students will be placed on Academic Probation when they have more than one "F" and do not have at least a 1.7 grade point average in all subjects.

The elementary and junior high student placed on Academic Probation from his July report card WILL NOT be permitted to go on to the next grade. That student will have until the December report card to meet the minimum requirements. If these requirements are not met, the student will be indefinitely expelled from SCA.

The high school student who is placed on Academic Probation from his July report card must repeat the failed courses. Elective courses cannot be taken until the courses are successfully completed.

Students who do not meet the above minimum requirements on their December report card will be placed on Academic Probation and will have until the July report card to meet the minimum requirements. Elective courses cannot be taken second semester. If these

requirements are not met, the student will be indefinitely expelled from SCA.

3.00 PROCEDURES AND POLICIES

3.01 ADMISSION

Students are accepted, regardless of race, who can function in English at their grade level and whose parents can sign our Admissions Doctrinal Statement.

In keeping with the purpose of the Santiago Christian Academy, students will be admitted whose parents (or a parent) believe and hold to the following Biblical teachings:

- Inspiration, sufficiency and authority of the Scriptures.
- Supernatural virgin birth and deity of Jesus Christ.
- Vicarious sacrificial atonement of Jesus Christ for sinners.
- Salvation by grace through faith alone and not by works of ceremony.
- Bodily resurrection of the Lord Jesus Christ and his visible bodily return.

All newly enrolled students will be evaluated at the end of the first semester to determine if their progress warrants their continuation at SCA. Non-English speaking parents will need to provide a translator for Parent/Teacher conferences, and may be required to secure a tutor to ensure that their children have a successful learning experience.

The child must have the following minimum age by September 1 of the same year in order to enter:

Prekinder	4 years old
Kindergarten	5 years old
First Grade	6 years old

To enter all other grades, the proof of the completion of previous grade level should be presented. Students will also be evaluated by a

teacher to determine if they are ready to enter the grade applied to. Depending on the grade level, a test may be given to determine if the student is placed correctly.

The SCA Board reserves the right to determine eligibility for all students who may have special needs that are beyond our ability as an educational institution to meet. Applications of each student will be reviewed on an individual basis.

3.02 EXCLUSION POLICY

Recognizing our responsibility to be wise stewards of the facilities and personnel given by God to the Santiago Christian Academy and ABWE Chile, an enrollment ceiling will be placed on each class in the elementary school. Based on present facilities, the normal ceiling will be approximately 15 students in each elementary class. Admittance of new students to the junior and senior high school will also be on a space available basis with the ceiling per class determined each year by the SCA Board and administration. It is understood that ABWE missionary families will always be admitted into the school even if that ceiling has been reached. In case of more applications than space available, students meeting the normal SCA admission requirements will be admitted in the following order:

- a. Baptist Fundamental missionary families.
- b. Additional children of missionary families presently enrolled in SCA.
- c. Evangelical missionary families.
- d. Other families upon availability.

3.03 SCHOOL YEAR

The school year normally consists of 180 student days divided into two semesters. The first semester begins near the first of August and ends in early December. The second semester begins near the first of March and ends in early July.

3.04 LATE ENTRANCE

It is expected that any child entering classes be present for the opening of school. Social adjustment becomes increasingly difficult as time goes by. Important concepts and the basic foundations of each class or subject are laid during these early days, and everyday routines are established.

A student will not normally enter classes after the end of the first quarter. Any exception to this will be based upon a parent conference and the Administrator's recommendation to the School Board.

Grade placement will be made after testing, review of previous school records, and recommendation by the Administrator. A late student may be required to repeat work.

3.05 EARLY DEPARTURE

Every effort should be made by parents to avoid taking their child out of school before the end of the semester or school year. If it is absolutely necessary that this be done, then the following steps must be taken *by the parent*.

- a. Notify the Administrator of your plans as you are considering them and in writing as soon as your plans are complete.
- b. Make arrangements to take any missed tests or final exams with the individual teachers. A conference with each individual teacher will be needed to discuss what assignments will need to be completed to satisfactorily complete each course of study. (Tests, exams and make-up projects must be completed before the start of the next semester.)
- c. Consideration of the absence policy must be made. The total number of days absent during a semester must not exceed 15% of the scheduled days. If a student misses 14 or more days in a

given semester, he will not receive credit for his classes. Exceptions to this would need school board approval.

3.06 WITHDRAWAL

All withdrawals should be handled through the school office. All records must be completed or closed when a student withdraws.

3.07 SUPPLIES

Textbooks are provided, but students must provide their own supplies.

Secondary students have lockers provided for their use. It is the student's responsibility to keep the locker clean and neat at all times. The administration may conduct locker inspections at any time.

3.08 SCHEDULE OF CLASSES

Prekinder and Kindergarten
Monday through Friday
8:45 a.m. - 3:23 p.m.

Elementary and Jr./Sr. High
Monday through Friday
8:45 a.m. - 3:23 p.m.

3.09 SCHOOL CLOSURE

Every effort will be made to contact parents should an unscheduled closure become necessary.

3.10 SCHOOL VISITORS

All school visitors (students and adults) must report to the office before talking with students or teachers, or visiting classrooms.

Arrangements for student classroom visits are to be made in advance with the Administrator.

3.11 PARENTAL INVOLVEMENT

There are a number of activities throughout the year where we encourage parental attendance and participation. These activities may include parent conferences, graduation, musicals, plays, field days, and independence day celebrations (both Chilean and American).

3.12 FINANCIAL INFORMATION

3.121 TUITION AND REGISTRATION FEES

The only source of regular income that the Santiago Christian Academy has is that of tuition income. An effort is made to keep tuition costs as reasonable as possible. Actual tuition rates are established by the SCA School Board and are reviewed annually. In addition to tuition, there is a registration fee and a student fee for all students, both new and returning students.

3.122 BILLING AND PAYMENTS

- a. Parents will be billed at the beginning of each school year for the entire yearly tuition cost. Each family will fill out and sign a form indicating which of the following methods they will use to pay their tuition payments:
 1. One annual payment (within the first 30 days of the new school year)
 2. Two semester payments (within the first 30 days of each semester)
 3. Four quarterly payments (August 15, October 15, March 15, May 15)
 4. Ten monthly payments

- b. At the end of each semester, any unpaid balance for that semester will be charged a 5% service charge.
- c. No student will be allowed to begin a new school year until satisfactory arrangements have been made to pay the unpaid balance, with interest, from the previous school year.
- d. To receive academic credit for an entire quarter, semester, or year, payment must be made for that entire period whether the student is actually present for the entire period or not.
- e. Upon leaving Santiago Christian Academy, no school records will be released until all back tuition payments have been paid.

3.123 REFUNDS

The enrollment of the student signifies that all tuition and fees will be paid regardless of extenuating circumstances. No moneys will be returned unless approved by the SCA Board.

3.13 INSURANCE

In an effort to maintain tuition costs as reasonable as possible, the Academy does not carry accident insurance for its students. Parents are expected to have their own insurance coverage. Student accident insurance on an individual basis is available through private hospitals such as "Clínica Alemana." If interested, parents should contact the hospital directly for more information.

3.14 STUDENT-TEACHER RELATIONS

It is expected that teachers maintain professional conduct at all times. Dating between teacher and student would be considered a violation of that professional code of conduct.

3.15 TRANSPORTATION

Transportation is the exclusive responsibility of each individual family. There are a number of private vans that service our school, and we will be glad to put interested families in contact with those responsible for this service.

3.16 ELECTRONIC DEVICES

Personal electronic devices (cell phones, cameras, music, etc.) may not be used during regular school hours. Exceptions must be approved by the administrator. SCA will not be responsible for lost or stolen items. It is recommended that items of value not be brought to school.

3.17 CARS

Students who drive to school may not leave the campus or school activity without permission from the administration or individual in charge.

3.18 ABSENTEEISM

We believe that regular attendance is the only way for a student to make good academic progress and to benefit substantially from the total program of the school. For these reasons, the following absence policy is enforced.

3.181 NECESSARY ABSENCES

Absence due to illness, injury, death in the family, transportation breakdown or other emergency will be excused if the parent or guardian sends an email or note explaining the reason for the absence. Student absences will require a written communication within two days from when the student returns to school. Failure to send a note or email within two days will cause the absence to be unexcused. The office will then call home to validate the absence. Three unexcused absences will result in a one-hour academic detention. Administration reserves the right to determine if an absence is to be counted as excused or unexcused. If a student receives three unexcused absences, the school board will meet to discuss the possibility of dismissal.

3.182 VOLUNTARY ABSENCES

A student may be excused for personal or family reasons, e.g., vacations, retreats, ministry opportunities, ten days per year if the parent writes a letter to the administrator two weeks prior to the absence, and the administrator deems the absence beneficial to the student. The student will then be required to make arrangements prior to the absence for the completion of all schoolwork to the teacher's satisfaction. The student must complete the appropriate form two weeks prior to the trip. All teachers must sign this slip, and the administration must approve it. All assignments must be given prior to the trip, and the assignments must be submitted to the teacher within two days of the student's return to school. All assignments not submitted will receive a zero. If the parents do not gain administrative approval before the absence, it will be unexcused. Even though such absences may be excused if permission is requested ahead of time, please realize that it is rarely in the best interest academically for a student to miss school--especially in the high school where instruction is more complex. If a student is absent from school the day of

an activity, he/she will not be allowed to participate in that special school activity (example: sports event, banquet, midnight mania, etc.).

3.183 ILLEGAL ABSENCES

Illegal absences are given for truancy or willfully missing school for no apparent reason. A one-day in-school suspension will result. A third offense will result in dismissal.

3.184 CONSEQUENCES

When a student misses more than 14 days per semester, he may not receive any credits for the course. Warning letters will be sent home to parents if their child has missed an excessive number of days. Absences for school related events will not be counted. Exceptions will be made on an individual basis for extended illness or hospitalization. Retention may be necessary.

3.19 TARDINESS

Tardiness is a major disruptive problem to any school. Every effort should be made to prevent tardiness. Students are expected to be on the school grounds on or before 8:48. The gates will be shut and locked at 8:48. Students arriving after 8:45 must report to the office immediately with a parent or driver. Students will be marked tardy after the 8:48 opening bell rings. Students will be counted tardy regardless of mode of transportation used.

Students arriving late from medical or dental appointments will receive an excused tardy if the parent checks them in or they bring a note. Most other tardies will be considered unexcused.

Five unexcused late arrivals will result in a 30-minute detention and will be counted as one unexcused day. An accumulation of five

additional unexcused tardies will count as an additional unexcused day, and the student will have a one day in school suspension. If a total of 15 unexcused tardies is obtained in a given semester, the school board will meet in order to discuss the possibility of dismissal.

Due to the fact that the school has to provide staff to cover detentions, when a student receives a detention due to an accumulation of tardies, the parents of that student will be required to pay a fee of \$3.000 per detention, to be sent in with the signed detention slip.

3.20 ASSIGNMENTS AND MISSED WORK (JR./SR. HIGH)

Satisfactory performance in most classes requires work to be completed outside of school. At the junior high level, a student is normally expected to do at least one hour of schoolwork per evening. For senior high, at least one and one-half hours per evening is considered average. A full schedule with some of the more difficult courses will require more than the average amount of evening work.

When absent from class, it will be considered the *responsibility of the student* to contact his teachers concerning assignments and tests missed. All work must be completed to the satisfaction of the teacher within the time period prescribed by the administration (see "Late Work"). During absences, students are urged to find a responsible classmate to collect handouts and relay homework information. If books need to be sent home, the student or parent should call before noon in order to give office staff and teachers sufficient time to collect necessary items without disrupting classes in session.

3.21 LATE OR MAKE-UP WORK

If a student has been absent for a necessary or voluntary absence, he will be allowed two "grace" days to make up any work missed. Work turned in during or by the end of this "grace" period will receive full credit. If, however, the student fails to complete the work by the end

of the "grace" period, the late work policy defined by the administrator automatically goes into effect. There will be a 20% reduction in the overall grade if the assignment is turned in on day three. There will be a 50% reduction in the overall grade if the assignment is turned in on day four. After the fourth day, a zero will be assigned for the assignment. Cases of extended absence for illness will be dealt with on a case by case basis.

It is the responsibility of the student to contact his teachers concerning assignments and tests missed during absences.

If a student fails to turn in an assignment on the due date, he will be given two additional days to turn it in for a reduced grade. There will be a 20% reduction in the overall grade if the assignment is turned in a day late. There will be a 50% reduction in the overall grade if the assignment is turned in two days late. If the assignment is turned in after this time frame, a zero will be assigned.

3.22 EXCUSES FOR PHYSICAL EDUCATION

If there is a reason for a child to miss physical education, a note from the parent is necessary for the child to be excused. To be excused from more than two consecutive classes, a note from a doctor is necessary. Physical education is considered an important part of our program, and students are expected to participate.

3.23 SPORTS ELIGIBILITY REQUIREMENTS

Participation in any school-sponsored sports activities will be determined by the following:

- a. A student must maintain a 2.0 grade point average, with no F's.
- b. Eligibility will be determined by the following checkpoints:
 1. Quarterly grades.
 2. Mid-quarter grades.
 3. Progress update sign-off forms. (A form that students can take to each of their teachers to gain eligibility between mid-quarter reports.)

Students declared ineligible will be eligible at any checkpoint above during the semester and meeting the criteria established in letter "a" above. Ineligible students will not be allowed to practice or play in games.

- c. Students absent from school the day of an activity will not be allowed to participate. Students must be at school at 11:00 a.m. or have a legal, excused absence or a signed doctor's excuse in order to compete or practice.

4.00 STUDENT BEHAVIOR

4.01 CONDUCT AND ATTITUDE GUIDELINES

The area of establishing guidelines for conduct in a school such as Santiago Christian Academy is a difficult task due to the varying standards within the families of the students. It is not the purpose of SCA to try to dictate to families how they should live within their homes. We are here to assist families, not rule over them. However, there is a need for a common ground from which to operate. The following statement is a guideline that will govern all student activities of the school.

- a. It is expected that the students will conduct themselves according to Biblical standards.
- b. The SCA Board reserves the right to require any standards deemed necessary.
- c. No lack of respect for teachers, students, workers, or property will be tolerated.
- d. Smoking, alcoholic beverages, fighting, indecent language, gestures, or literature will not be permitted on

campus or in travel to and from school or in extra curricular activities.

- e. Any damage to the property of others or the school will be paid for by the student and/or parents of the student responsible for such damage.
- f. No physical expressions of affection will be permitted.
- g. Students will not be permitted to leave campus during school hours without permission of the Administrator.
- h. No eating or gum chewing shall be permitted in class by students or faculty, except on special occasions.
- i. All playground activity will be supervised by adults.
- j. The school will not be responsible for the supervision of students before 8:15 a.m. and after 3:45 p.m. Students arriving before 8:15 a.m. will not be allowed to stay on campus unaccompanied. All students who have not been picked up by 3:45 will have to sit in a designated room while waiting for their transportation. Parents of all supervised students will be expected to pay the on-duty teacher a fee of \$3.000 for the first half hour and an additional \$3.000 for any fraction of a half hour after that.
- k. When a student's behavior outside of school jurisdiction is in violation of school regulations and becomes known among other SCA students, parents, or staff, that student may be subject to disciplinary action of the school.

4.02 SCHOOL JURISDICTION EXPLAINED

This section is included in an attempt to clarify any question concerning when a student is under the jurisdiction of the school.

- a. Students are considered under the school's jurisdiction from the time they arrive at school in the morning until they leave after school.
- b. Students are considered under the school's jurisdiction while in attendance at school-sponsored activities and/or while on school-provided transportation to and from the school.
- c. When a student's behavior outside of school jurisdiction is in violation of school regulations and becomes known among other SCA students, parents, or staff, that student may be subject to disciplinary action of the school.
- d. While under school jurisdiction, a hands-off policy is to be followed at all times between members of the opposite sex.

4.03 ELEMENTARY GUIDELINES

Specific rules and regulations pertaining to the elementary students in the areas of classroom conduct, behavior outside the classroom, chapel, library, and specifics concerning punishment, when necessary, are provided for the parents of elementary students from the teacher.

4.04 JR./SR. HIGH CHEATING POLICY

- 1st offense "0", no retake allowed, letter to parents outlining policy.
- 2nd offense "0", no retake allowed, three-day suspension, parental conference.
- 3rd offense "0", no retake allowed, three-day suspension, no extra-curricular activities allowed for the remainder of the school year, automatic "F" in

the class in which a third offense occurs, and removal from that class for remainder of semester if the first and second offenses have also occurred in this same class.

- 4th offense Upon a fourth instance of cheating, the student will be suspended a third time, which may also result in expulsion.

4.05 DEMERITS/DETENTIONS/SUSPENSION

4.051 DEMERITS

Demerits are used to assist the school staff in communication of improper behavior to the parents. Usually they are given after a warning is given, but may be given without warning if the staff member feels that general warning has been sufficient.

It is the responsibility of the offending student to present the demerit form to his/her parent, and then return the form to the school office the next day.

Demerits in the 1-demerit category (exception: "disorderliness") will be taken away at the rate of 1 every 30 days if the student goes 30 days without a demerit. A maximum of 3 demerits can be removed.

4.052 CLASSIFICATION OF DEMERITS

Class "A" Demerits

1 demerit
disorderliness

2 demerits

unexcused absence from class or study hall
failure to report to detention
improper attitude during chapel or classroom devotions

disrespect of other student(s)
defiance of teacher authority

3 demerits

improper language
disrespect of faculty or staff
destruction of or misuse of property
cheating (work receives a zero grade)
stealing

Class "B" Demerits

1 demerit

unexcused tardy to class
dress code violation
chewing gum/eating
talking in study hall or class
disobedience of school regulations
handbook violation
failure to bring back signed demerit slip the next day
unprepared for class
other

4.053 DETENTIONS

Detentions may be given for disciplinary reasons and for academic purposes.

4.054 DISCIPLINARY CONSEQUENCES

Accumulation of "A" demerits will result in the following:

4 demerits: one detention
8 demerits: a one-day in-school suspension
11 demerits: a two-day in-school suspension
14 demerits: a three-day in-school suspension

When 16 demerits are reached, the student is on suspension until the next meeting of the School Board. The student's continuance at SCA will be discussed. Parents may request a hearing with a Judicial Committee prior to that meeting.

Accumulation of "B" demerits will result in the following:

4 demerits: one detention
8 demerits: after school work detention (2 hours)
12 demerits: after school work detention (4 hours)
16 demerits: a one-day in-school suspension

When 18 demerits are reached, the student is on suspension until the next meeting of the School Board. The student's continuance at SCA will be discussed. Parents may request a hearing with the Committee prior to that meeting.

As a school we cannot anticipate every disciplinary problem. Therefore, the possibility exists that the administrator will dismiss a student even though no specific rule of the handbook has been violated. This will be done after consulting the official board.

Detention Hall: Detention Hall is a procedure employed at SCA to obtain corrected student behavior. To be effective, it must receive complete parental support and reinforcement. Detention is served from 3:30-4:30 p.m., on a day mutually agreeable with the parents and the school, but within one week of the detention being given. (Parents are responsible to see that the student receives transportation home.)

4.055 ACADEMIC DETENTION

Academic detention is not to be confused with disciplinary detention. However, both are held at the same time and place on days designated for detention. The purpose of academic

detention is to compel students to take the time to do required work which has been neglected or done poorly.

4.06 SUSPENSION AND EXPULSION OF STUDENTS

Attending Santiago Christian Academy is a privilege, not a right. Students involved in cases of immoral sexual behavior will immediately forfeit their privilege of continuing to study at Santiago Christian Academy (i.e. expulsion). Depending on the severity of the case, students can also forfeit their privilege of studying (i.e. expulsion or suspension) as a result of:

- a. Willful disobedience of school regulations.
- b. Open defiance of school authority.
- c. Profane or obscene language or behavior.
- d. Use of narcotics, tobacco, or alcoholic beverages.
- e. Continual cheating as described in the "Cheating Policy".
- f. Any other action deemed immoral or rebellious by the School Board.

Any student expelled from Santiago Christian Academy may apply for readmission after a minimum of one complete academic year (i.e. two complete semesters) away from the Academy. Such readmission will require action by the Santiago Christian Academy School Board. Expulsion, except for automatic expulsion as explained above, requires action by the official School Board. The Administrator has the authority to suspend a student for up to five days without Board approval.

4.07 GENERAL APPEARANCE AND GROOMING

- a. Young men are not permitted to wear earrings.
- b. Young men are expected to be clean shaven or neatly shaven.
- c. Getting a permanent tattoo is not acceptable for either young men or young ladies.

- d. Hair length, for young men, shall not exceed the top of the back collar, must be off the ears, and at no time fall over the eyebrows. All haircuts will be conservative, neat, and trimmed.
- e. Pierced earrings are acceptable for young ladies. Other forms of body-piercing jewelry (lips, eyebrows, tongues, nose, etc.) are not permissible for any student at SCA.

4.08 DRESS CODE

The Santiago Christian Academy reserves the right to require certain standards of dress. These standards are based on both moral convictions and on arbitrarily chosen positions of the standard of dress desired in our school. The main objective of the dress code is that clothing should be modest, neat, clean, in good repair, and appropriate for school.

To accomplish this with the least cost to families, convenience in enforcement, and esprit de corps, the board has prescribed a properly fitted uniform, which will be the standard school dress. Uniforms will be required for all students except for designated "dress-down" or special dress days.

Elementary girls may wear uniform pants, jumpers, skirts, or skorts that look like a skirt all the way around. Skirts, jumpers, and skorts will be no shorter than the top of the knee when student is properly seated or standing. Jr./Sr. High girls must wear uniform pants.

Sneakers, shoes or sandals may be worn with the uniform.

Uniforms will be worn at all school functions, including field trips. Exceptions may be made based on the nature of the activity.

A uniform swap day will be scheduled before the start of each semester. On these days uniforms that are in good repair but are no longer the correct size may be sold or swapped.

4.09 PHYSICAL EDUCATION DRESS CODE

STATEMENT OF COOPERATION

- a. Dress for physical education will consist of sneakers and modest navy blue shorts or jogging pants with plain gray t-shirt or sweatshirts.
- b. Children in prekindergarten-6th grade may wear their P.E. clothes to school on P.E. days. Students in grades 7-12 should bring their P.E. clothes to school and change into them before class.

The right is reserved to make adjustment to this code as necessary. In such cases, both students and parents will be notified. Also, what is considered unacceptable dress that does not fall within this dress code will be dealt with on a case-by-case basis. The final decision concerning propriety and whether or not clothing complies with the dress code rests with the administration.

I have read in its entirety the SCA Handbook and pledge my cooperation with the school regarding school policies, standards, and discipline, and dress code.

With prior notice, I give my permission to my child to take part in all school activities, including sports and school-sponsored trips away from the school premises.

I understand that constructive suggestions are appreciated, while destructive comments or complaining by parents or students will not be tolerated.

Father's Signature _____

Mother's Signature _____

It is my desire to attend Santiago Christian Academy. I have read in its entirety the handbook and agree to abide by the school's policies, standards, and dress code without griping and complaining.

Signature of Student # 1 _____

Signature of Student # 2 _____

Signature of Student # 3 _____

Signature of Student # 4 _____

Date _____

All students in grades 7-12 must sign this statement and return it to the school office.