



ARGENTINE SCHOOL OF WASHINGTON, DC

Family & Student Handbook

Kindergarten & Preschool Campus

6801 Greentree Road, Bethesda, MD 20817

Phone: (240) 810-2894

Primary and Secondary Campus

9029 Bradley Boulevard, Potomac, MD 20854

Phone: (240) 810-2895

escuelaargentina.org

Table of Contents

Section 1

Welcome

Mission
Calendar and school hours
Registration

Section 2

Curriculum overview

Curriculum overview
Promotion & Grading System

Section 3

Regulations

School Hours
Emergencies
Class Cancellation
Students who drive
Parking
Attendance and late arrival regulations

Section 4

Rights and Responsibilities

Student Responsibilities
Student Rights

Section 5

Our community

Parents at School
Library

Section 6

Digital Citizenship

Section

1

Welcome

The Argentine School of Washington, DC—otherwise known as the Escuela Argentina or EA—opened its doors in the Argentine Embassy on September 20, 1969. Originally founded and managed by CEDA, the EA was the first national school established outside Argentina to provide accredited education to Argentine children. Since 2001, the Argentine School has been an independent, non-profit organization overseen by a Board of Directors. The school offers high-level academic education to students from all over Latin America, Europe, and the United States. This open and pluralistic approach is one of the characteristics that distinguishes the Argentine School and is a source of institutional pride.

Mission

The Argentine School of Washington, DC is an accredited Argentine school. It provides Language, Literature, and Social Sciences courses. Taken in conjunction with the U.S. school system, students who return to Argentina and other Mercosur countries may join their corresponding grade without taking exams or losing years of schooling. The Argentine School does not offer classes for the acquisition of Spanish, therefore, students must have a strong command of Spanish at the time of enrollment.

The Argentine School is recognized and accredited by the Ministry of Education of the Argentine Republic by Resolution No. 683 of April 24, 1987, which declares the Escuela Argentina of Washington, DC an Official Institute. See Decree 371/79 and Ministerial Resolution No. 1738/79. The Argentine School may issue Argentine certificates for primary and secondary studies.

The Argentine School is committed to a policy of non-discrimination regarding sex, sexual orientation, gender, gender identity, race, color, national origin, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, disability, military status, genetic information or any other characteristic protected by

law. We accept students from all backgrounds and seek to be a welcoming and inclusive educational place for all students and their families.

Calendar and school hours

The Argentine School's academic year coincides with the United States school year, operating from September to June. Our school calendar generally follows the school calendar of Montgomery County, Maryland. The Argentine School opens exclusively on Saturdays from 9:00 AM to 1:00 PM at The Woods Academy campus and from 9:30 AM to 1:30 PM at the Connelly campus.

Registration

The Argentine School provides accredited education for preschool, primary, and secondary levels. Re-enrollment for current students runs from mid-January to early February each year. Parents may also pre-register students' siblings during this period.

When enrolling students, families will commit to a minimum of 2 hours of annual volunteering with the Argentine school, to assist with activities organized for the benefit of the children and school community.

Purpose of this Handbook

This handbook will help students, and their families become familiar with the expectations when attending the Argentine School. We hope this handbook provides guidelines for academic matters, community involvement, safety, behavior, and other aspects of the Argentine school. It is not, however, part of the legal contract that exists between parents and the Argentine School.

No handbook can cover every situation that may arise at a school. From time to time, there may be situations that require immediate or non-standard responses. This handbook does not limit the authority of the Argentine School to deviate from the rules and procedures set forth in this handbook. The Argentine School reserves the right to deal with individual circumstances as they arise in the manner it deems most appropriate, taking into consideration the interests of the school, its staff, students, and overall school community.

This guide may be reviewed or updated periodically, including during the school year. If a major policy revision is made, families will be informed by email or

mail. Please feel free to contact the school principal with questions regarding policies or statements.

Section

2

Grading System

The Argentine School provides education in the areas of Language, Literature, History and Social Science, in accordance with the guidelines and curricula of the Ministry of Education of the province of Buenos Aires of the Argentine Republic.

Grading is based on a scale of one (1) to ten (10) with one (1) being the lowest grade and ten (10) being the highest. The passing grade for trimesters and final average is six (6).

Promotions & Grading System

Primary and secondary students are promoted to the next grade level when they meet the relevant requirements for the current school year. To successfully complete the school year, students must attain a final average of 6, with a grade no lower than 6 in the third term, as well as have no more than 6 unexcused absences throughout the academic year.

Pre-School

The preschool academic year is divided into two terms. Students at this level will automatically graduate to the next grade unless the teacher and student's guardian(s) consider it beneficial to retain said student for an additional year. Observations on academic development will appear in the grade reports.

Primary

The school year is divided into trimesters. Evaluation of the student is based on teacher judgment and observation of the student's weekly work, class participation, effort, and performance on teacher-prepared assessments to include but not be limited to tests, projects, portfolios, and other tools of assessment. At the end of each trimester there is a **term exam**. Dates for term exams can be found in the school calendar, (<https://www.escuelaargentina.org>). At the end of each term, report cards will be posted in Phideas. The purpose of report cards is to present parents/guardians

information about how their student is performing in his/her academic studies, and to alert them to any areas where they might need additional assistance.

Students are promoted to the next grade when the final average of the three trimesters is at least six points on a scale of ten. They must also pass the third trimester with a grade of six (6) or higher and have no more than six unexcused absences throughout the school year.

If a student has four (4) or more unexcused absences in a single term, that term is considered failed, and the student must complete a remedial evaluation. The student's teacher will determine a date for the remedial evaluation.

If a student receives a grade lower than six (6) in the final term or a grade lower than six (6) in their final average, they must complete a remedial evaluation to be promoted. The student's teacher will determine a date for the remedial evaluation.

If the student receives a grade lower than six (6) during the first or second term, they must complete a remedial evaluation during the following quarter on a date stipulated by their teacher. If the student does not show up or does not pass the remedial evaluation(s), they must take a final exam covering topics from the entire school year. The date and time will be included in the school calendar or determined by the principal.

If the student does not pass their final remedial exam, they will not be promoted but will have the opportunity to repeat the grade.

Secondary

The school year is divided into trimesters. Evaluation of the student is based on teacher judgment and observation of the student's weekly work, class participation, effort, and performance on teacher-prepared assessments to include but not be limited to tests, projects, portfolios, and other tools of assessment. At the end of each trimester there is a **term exam**. Dates for term exams can be found in the school calendar, (<https://www.escuelaargentina.org>). Grades for Language and Social Studies are independent. Each subject is passed with a minimum grade of six (6).

At the end of each term, report cards will be posted in Phideas. The purpose of report cards is to present parents/guardians information about how their student is performing in his/her academic studies, and to alert them to any areas where they might need additional assistance.

Students are promoted to the next grade when the final average of the three trimesters is at least six points on a scale of ten. They must also pass the third trimester with a grade of six (6) or higher and have no more than six unexcused absences throughout the school year.

If a student has four (4) or more unexcused absences in a single term, that term is considered failed, and the student must complete a remedial evaluation. The student's teacher will determine a date for the remedial evaluation.

If a student receives a grade lower than six (6) in the final term or a grade lower than six (6) in their final average, they must complete a remedial evaluation to be promoted. The student's teacher will determine a date for the remedial evaluation.

If the student receives a grade lower than six (6) during the first or second term, they must complete a remedial evaluation during the following quarter on a date stipulated by their teacher. If the student does not show up or does not pass the remedial evaluation(s), they must take a final exam covering topics from the entire school year. The date and time will be included in the school calendar or determined by the principal.

If the student does not pass their final remedial exam, they will not be promoted but will have the opportunity to repeat the grade.

Section

3

Regulations

School hours

The Argentine School opens exclusively on Saturdays from September to June. Our academic calendar is posted in the [calendar section](#) of the school's website.

Pre-School and Kindergarten

The Woods Academy Campus: Located at 6801 Greentree Road, Bethesda, MD 20817

Classes begin at 9:00 A.M and end at 1:00 P.M. Guardians who occasionally need to pick up their children before 1:00 P.M. should notify the teacher by email or call the campus coordinator at (240) 810-2894. The Woods Academy Campus closes its doors at 1:30 PM.

Lunch: Lunch is at 11 a.m. in each room. Families must send students with a packed lunch. The Sandwich & Empanada Club is **not** available on the Woods Academy Campus.

Families should commit to a minimum of two (2) hours of annual volunteering with the Argentine school, to assist with activities organized for the benefit of the children and school community.

Primary and Secondary School

Connelly School of the Holy Child Campus: Located at 9029 Bradley Boulevard, Potomac, MD 20854

Classes begin at 9:30 A.M. and end at 1:30 P.M. Guardians who occasionally need to pick up their children before 1:30 P.M. should notify the teacher by email or call the front desk (240) 810-2895. Guardians must wait for their student at the front desk. The Connelly campus closes its doors at 1:45 P.M.

Lunch: Students must bring their own lunch, or, when available, sign up for lunch through the Sandwich and Empanada Club at <https://www.escuelaargentina.org/almuerzo>. Lunches are staggered between 10:55 A.M. and 12:30 P.M. A kiosk will be open during lunch hours and offer snack options.

Families are committed to a minimum of two (2) hours of annual volunteering with the Argentine school, to assist with activities organized for the benefit of the children and school community.

Dismissal-time & emergencies

If you are unable to pick up your student on time, please notify the school immediately at (240) 810-2895. The student will be notified, and an adult will stay with them until your arrival.

The Argentine School must close at 2 P.M. After 1:50 P.M., you will be fined \$10 for every five (5) minutes of delay. This will be done through [FACTS](#).

School Closing

In the event of inclement weather or emergencies, the Argentine School will announce school closings through [its website](#). Faculty will also notify families via email.

If Montgomery County Public Schools cancels all activities on a given Saturday due to inclement weather, the Argentine school will remain close as well.

The Argentine School reserves the right to add instructional days to the academic calendar in response to school closures.

Parking

Woods Academy Campus: There is a parking area at the back of the building. For safety reasons, it is prohibited to park in the drop off area of the building.

Connelly Campus: The largest parking lot is located behind Connelly Hall. Parking on the lawn is prohibited. You must access the Argentine School through the street surrounding Connelly Hall. The bus parking lot is not an entrance.

Absence and late arrivals

Attendance is a crucial component of academic success. If students are absent, tardy, or leave early, their learning is interrupted. We ask parents and guardians to ensure students arrive on time and regularly attend class. Late arrivals or mid-morning pick-ups count as a half-absence. All absences are cumulative.

Excused absences may include:

- Illness
- Medical or dental appointments
- A prearranged family event (up to 1 Saturday)
- College visits (up to 2 per Senior)
- Family emergency
- Bereavement

College admissions exams such as the SAT or ACT

Parents or students must present a certificate or a note from the parent to be considered justified.

Special circumstances must be brought to the attention of the school administration (direccion@escuelaargentina.org)

Primary level

Students are considered present if they attend the entire class schedule. If a student attends half a day, they will receive ½ absence. Late arrivals are counted as of 15 minutes after the start of the class. If a student exceeds six (6) unexcused absences, they will be marked as a non-regular student and must complete a remedial evaluation.

If a student has four (4) or more unexcused absences in a single term, that term is considered failed, and the student must **complete a remedial evaluation**.

Secondary level

Students are considered present if they attend the entire class schedule. If a student attends half a day, they will receive ½ absence. Late arrivals are counted as of 15 minutes after the start of the class. If a student exceeds six (6) unexcused absences, they will be marked as a non-regular student and must complete a remedial evaluation.

If a student has four (4) or more unexcused absences in a single term, that term is considered failed and the student must complete a remedial evaluation.

Homework

Teachers at the Argentine School may assign homework for students to complete. These assignments aim to consolidate knowledge, promote a sense of responsibility and independence for the students, improve learning and study habits, and strengthen communication between school and home. Teachers will typically upload homework before or after class on Saturdays. If a teacher uploads an assignment after Saturday, students will not be penalized for not having it completed by the following class.

Phidias

The Argentine School uses the Phidias portal to communicate with families, post weekly assignments, grades, report cards, re-enroll students, and keep families informed about activities throughout the school year. Each member of the educational community has a school email account to access Phidas. Please read this [manual](#) to learn how to access Phideas and use its many functions.

Lost & Found

Please check for lost items at the Front Desk. We encourage families to mark clothing, lunch boxes, and other school supplies with their student's first and last names for easy identification.

Section

4

Responsibilities and Rights

Student Responsibilities

The Argentine School fosters a safe and positive school environment. When students severely disrupt the learning of others, the school will take disciplinary actions. Students may receive up to three warnings from the teacher. After that, teachers will request a parent-teacher meeting.

Students have the responsibility to:

- Attend class regularly.
- Attend class dressed appropriately and avoid clothing and accessories that may be offensive to others or deemed disruptive to the learning environment.
- Remove hats in class.
- Remove dark glasses in class unless prescribed by a doctor.
- Keep cell phones and electronics, including smart watches, in their backpacks during class
- Not chew gum in class.
- Respect teachers, professors, school staff, and other students.
- Not consume food or beverage in the classrooms, except water. (not applicable to preschool).

Pre School and Primary School

Pre-school and Primary level students are expected to treat one another politely and with respect. Poor judgment in choice of words will be treated as seriously as poor judgment in choice of actions. Teachers are responsible for daily classroom discipline. If a student is not meeting the behavioral expectations of the classroom, the teacher will speak privately with the student to ensure the expectations have been clearly communicated. If a child has difficulty meeting behavioral expectations, teachers will call parents or guardians to communicate the problem and enlist support. If a child continues to struggle, the principal will call a conference with the child's parents and the teacher, and logical consequences will be considered.

In rare cases, immediate suspension or dismissal may be warranted. This includes, but is not limited to, truancy, willful defiance, physically or mentally harming another student, or possessing, brandishing or using a weapon.

Secondary School

Teachers are responsible for daily classroom discipline and minor infractions of school rules. The school principal and assistant principal will address any serious infractions of school rules. Disciplinary actions may range from warnings and probation to suspension, and dismissal. Students are encouraged to talk to their teachers or a trusted adult whenever they observe a peer in an improper or wrongful act.

Immediate Suspension or Dismissal: Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion; any vulgar or profane language or any remarks of a personally destructive nature; or any restriction or prevention of free movement of an individual are unacceptable. Whether the act is deliberate or unintentional, this prohibition applies to acts directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, gender identity, physical appearance, physical or mental disability, political or religious ideology.

A student may be suspended or dismissed immediately for any of the following offenses or other serious conduct:

- Possessing, using or selling alcohol, or illegal drugs on campus or during a school-sponsored event, including being present at school or school activities while under the influence of alcohol and/or illegal drugs
- Possessing, brandishing, or using a weapon on campus
- Possession/use of fireworks or explosives.

- Taking any action that may be judged prejudicial to the Argentine School whether at school or elsewhere, or bringing discredit or embarrassment to the school through inappropriate behavior
- Lapses in integrity such as lying, cheating, or plagiarizing, especially to avoid disciplinary or academic consequences
- Stealing or vandalizing
- Abusing, harassing, deliberately intimidating, or physically harming another person or displaying any form of racial, ethnic, sexual, gender, disability, or religious prejudice
- Using threatening or inappropriate language about another student in texts, email, or the internet.
- Displaying disrespect to members of faculty and staff

Decisions to suspend or expel a student are made by the school principal and are final. Tuition will not be refunded if a student is suspended or expelled.

Students who cause loss or damage to school property, teachers, or other students may be required to reimburse the cost to repair or replace the loss or damage.

Student Rights

Just as students are expected to comply with the school's policies, we guarantee the following rights. In EA, students will be able to:

- receive a high-quality education, prepared by qualified and experienced staff;
- be treated respectfully by their teachers and school staff;
- have an open space where they can consult and be provided with all the possibilities at the school's disposal to resolve conflicts in a positive and peaceful way;
- and study in a calm and pleasant atmosphere.

Section

5

The Argentine School Community

Activities

Family participation is vital to the success of the Argentine School. When enrolling students, families should commit to a minimum of 2 hours of annual volunteering with the Argentine school, to assist with activities organized for the benefit of the children and school community.

In order to support our community activities, families may volunteer for:

Sandwich & Empanadas Club and Kiosk: The Sandwich & Empanadas Club and kiosk began as a parent initiative during the 2003-2004 school year to ensure students could purchase snacks and/or a warm lunch during school hours. The Club and kiosk are open every Saturday on the Conolly campus and require 4 volunteers to manage it. We cannot do it without your help, so thank you for considering volunteering.

Extracurricular activities: We also need your help with the welcome picnic, family visits, and Saturday Cafecito. These are all great ways to meet other parents and strengthen our community through socialization.

- **Welcome Picnic:** every year, the school invites families and students to celebrate the start of a new academic year with a “choripan” and games. We need at least 15 volunteers for this event.
- **Saturday Cafecito:** Every Saturday morning there is a Café where you can purchase a cortado, black coffee, croissants, empanadas, etc. This is managed entirely by volunteers from our community. We need 4 volunteers per Saturday.
- **Family visits to the Argentine School:** We encourage grandparents and other family members to visit our school as guest readers. Please consider volunteering for this and remember to request a visitor form from the TWA coordinator or the receptionist at the Connelly campus.

Meetings

Parents who wish to meet with the teachers and/or the principal are encouraged to make an appointment. This helps ensure availability and minimize disruptions to the classroom.

Our Administration maintains an open-door policy. This means that, to the best of its ability, the Administration will address any concerns of families and/or students as soon as possible. For non-urgent matters, please make an appointment at least one week in advance by sending an email to Patricia Sanguinetti (direccion@escuelaargentina.org) or Sandra O'Reilly

(vicedireccion@escuelaargentina.org). For urgent matters, please send an email to the front office.

Parent-Teacher meetings that require the involvement of the Administration will be coordinated by the teacher.

Library

Connelly Campus: From 9:30 AM to 1:30 PM

The Argentine School library fulfils three main functions:

1. Lending Spanish-language books to students and their families;
2. Maintaining an up-to-date supply of reference books for teachers and students; and,
3. to purchase textbooks for the school year.

Section

6

Digital Citizenship and Virtual Classrooms

General Guidelines

Digital Citizenship

At the Argentine School, we understand the value of technology as a tool for collaboration, communication, and learning. These guidelines align with the school's mission and vision and should be followed by all members of our community.

Be PRESENT

I will be present in all situations and decide when it is appropriate to use technology. I will value other members of the community by engaging in conversations and appreciate the use of technology in the learning process.

Be RESPONSIBLE

I will be responsible for the use of the Argentine School campus networks, technologies, software, and technology resources and will take precautions to protect, secure, and safeguard, when applicable, the computer I received from EA.

Be RESPECTFUL

I will be respectful in all online communications and will follow the forms that are appropriate for the platform or the recipients of my messages.

Be GENEROUS

I will treat members of the Argentine School community generously both in-person and in virtual communication. I will use my online interventions and activities to always support and build positive relationships.

Keep it SAFE

I will be safe by not posting personal information about myself or others and will report if I observe dangerous activities. I will protect the connection networks on campus.

Be HONEST

I will show academic honesty, cite my sources, and demonstrate that I can make good decisions by sharing resources.

(Reference: Common Sense Media - Digital Citizenship curriculum)

APPENDIX A - Attendance

QUARTER

Four (4) or more unexcused

absences



Quarter Failed



Student can: take a remedial

evaluation (1) the following quarter,

(2) in June or (3) the full academic program in August as a last resort.

SCHOOL YEAR

More than six (6) unexcused absences



Non-regular Student



Meets the requirements determined

Administration.

by the teacher and the

APPENDIX B – GRADE

PROMOTION

Three (3) Approved Quarters with 6 (six) or more



Six (6) or fewer unexcused absences



STUDENT IS PROMOTED TO THE NEXT GRADE



Last trimester with a grade below 6 (six) and/or a final grade point average below 6

OR

More than six (6) unexcused absences



STUDENT IS NOT PROMOTED TO THE NEXT GRADE

Student can: (1) take an exam in June covering topics from the missed quarter(s)
or (2) a full program exam in August.

Acknowledgement

We, the undersigned, acknowledge that we have received and reviewed a physical or electronic copy of the Escuela Argentina Parent and Student Handbook. We understand the policies, procedures, and expectations outlined within and agree to support our child's adherence to them.

****Parent/Guardian Name:**** _____

****Signature:**** _____ ****Date:**** _____

****Student Name:**** _____

****Signature:**** _____ ****Date:**** _____