

# STUDENT-PARENT POLICY HANDBOOK

2017-2018



*Psalm 119:105*

## Nicaragua Christian Academy International

*“ACADEMIC EXCELLENCE WITH A CHRISTIAN FOUNDATION”*

Managua, Nicaragua



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# **1. IDENTITY**

## **HISTORY OF THE SCHOOL**

Nicaragua Christian Academy began as the result of three evangelical missionary families seeking an English-language Christian education for their own children. The school began as a cooperative homeschool program in 1991 with two teachers and seven students meeting in a house. In 1995, NCA purchased its own land and began the construction of a school through the labor and donations of hundreds of volunteers and school supporters. In 2001, NCA International became the first ACSI-accredited school in Central America. In 2009, NCA International added a second accreditation with the Southern Association of Colleges and School (SACS) and its parent organization, AdvancED. Today, the school has reached a size of about 350 students and 35 teachers.

In 2005, the newly formed association opened its second school, NCA Nejapa, which offers Christian education of academic excellence in the Spanish language. In order to distinguish the first NCA school from NCA Nejapa, it became known as NCA International. In 2013, NCA Matagalpa opened its doors as the third NCA school. Between the three schools, we are currently meeting the educational needs of over 1050 students.

## **IDENTITY OF THE SCHOOL**

NCA International adheres to the mission of the Association of Nicaragua Christian Academy Schools. NCA International seeks to fulfill its part of the mission by focusing on the following mission statement components and values.

Nicaragua Christian Academy schools are evangelical, interdenominational, non-profit preschool, elementary, and secondary educational institutions. These schools meet the requirements of the government of Nicaragua and follow the criteria established and in line with the philosophy of NCA.

The primary and intentional ministry of NCA International is to provide a Christian education for the children of expatriate evangelical missionary families. To the extent that it is consistent with the primary ministry, we desire to partner with Nicaraguan and other Christian families who are seeking an international Christian education for their children. The program of study follows the North American school calendar year and provides an accredited North American liberal arts English-language education that prepares students to enter institutions of higher learning worldwide.

## **MISSION OF THE SCHOOL**

NCA International partners with Christian parents in forming active disciples of Jesus Christ, equipped to impact society through the development of their spiritual discernment, moral courage and academic excellence.

## **STATEMENT OF FAITH**

We believe that the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and conduct.

Accordingly, based on Scripture:

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God’s grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
- We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God’s command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

- We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

## **ACCREDITATION**

NCA International has dual accreditation with the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS CASI), and is authorized by the Nicaraguan Ministry of Education (MINED) to award the Central-American “bachillerato” to its graduates. In addition, NCAI is a member school of Christian Schools International (CSI). NCAI was the first ACSI-accredited school in Central America (2001).

## **INCLUSION STATEMENT**

NCA schools will make every effort to promote inclusive education and accommodate, in as much as is possible and resources are provided, the inclusion of students with learning differences.

## **FAMILY COVENANT**

Nicaragua Christian Academy schools are based on a partnership between home and school, and we recognize the importance of sharing the same vision for our children and students.

Parent/Family Commitment: *We, as parents and guardians at Nicaragua Christian Academy, commit to:*

- Model respect and courtesy toward all members of the school community; be examples of GRACIA (Gratitude, Respect, Authentic love, Community, Integrity and Always learning).
- Partner in our child’s education, attending meetings, participating in events, providing learning support at home, and maintaining clear communication with the school.
- Use appropriate channels to share concerns and resolve conflicts, applying Biblical principles and seeking positive resolution.
- Demonstrate a spirit of collaboration and trust in the procedures and decisions of the school.
- Raise our child in a Christian home, cultivating Biblical values and fostering a growing personal relationship with Jesus Christ.
- Promote the healthy and safe development of all students, being familiar with and abiding by all aspects of the Child Protection Policy.
- Follow all rules and procedures as outlined in the Student-Parent Policy Manual.

- Guide our child in a fruitful Christian lifestyle free of obstacles that are detrimental to healthy growth (see ATODS Policy).
- Fulfill our financial obligations with the school according to the financial policies.

Student Commitment: *I, as a student at Nicaragua Christian Academy, commit to:*

- Be a student of GRACIA (Gratitude, Respect, Authentic love, Community, Integrity and Always learning).
- Look out for the good of my school, my classmates and myself, applying moral courage to communicate with the right people and be part of the solution to problems.
- Be a self-motivated learner, accepting responsibility for my studies and academic performance.
- Give my best effort, avoiding mediocrity, plagiarism and academic dishonesty.
- Follow all rules and procedures as outlined in the Student-Parent Policy Manual.
- Develop a fruitful Christian lifestyle free of obstacles that are detrimental to healthy growth, according to the ATODS Policy.

School Commitment: *We, Nicaragua Christian Academy, commit to:*

- Partner with Christian parents in forming active disciples of Jesus Christ, equipped to impact society through the development of their spiritual discernment, moral courage and academic excellence.
- Seek to honor Jesus Christ in all aspects of the school.
- Be examples and teachers of GRACIA (Gratitude, Respect, Authentic love, Community, Integrity and Always learning).
- Show respect to all students, parents and staff as children of God.
- Listen to concerns and seek appropriate solutions in line with the school's mission and vision.
- Enforce the school's policies and procedures.
- Practice continuous school improvement, provide professional development and foster innovative practices.



## 2. ACADEMICS

### EVALUATION AND GRADES

Numerical grades and letter grades are used to show the extent to which a student achieves the goals and objectives of each course. Please refer to individual Teacher Policy Handouts for specific information relative to each of the student's classes.

### GRADING SCALE

Students in preschool are evaluated on their achievement of skills with the following scale: A=Achieved, I=In process, N=Needs improvement. The following letter scale is used for first through third grade: E=90-100, G=80-89, S=70-79, N=60-69, U=0-59. The following scale is used beginning in fourth grade, and to calculate a high school student's GPA (Grade Point Average) for classes in ninth through twelfth grades.

Pct	Letter	Regular	AP	Pct	Letter	Regular	AP
97-100	A+	4.25	5.25	77-79	C+	2.25	3.25
93-96	A	4.00	5.00	73-76	C	2.00	3.00
90-92	A-	3.75	4.75	70-72	C-	1.75	2.75
87-89	B+	3.25	4.25	67-69	D+	1.25	2.25
83-86	B	3.00	4.00	63-66	D	1.00	2.00
80-82	B-	2.75	3.75	60-62	D-	0.75	1.75
				0-59	F	0.00	0.00

### EXAMS

At the end of each semester, high school students spend three days taking exams in their classes. Exams will be cumulative for the semester. Tests are given during a special schedule with 90-minute periods.

Students are not eligible to be exempt from exams given at the end of the first semester. Middle school students may not be exempt from second semester exams. Teachers of high school students may decide whether or not to allow exemptions for second semester and may write their own exemption policies. The teacher's exemption policy must meet the following minimum guidelines: a year average in the class (first semester, third and fourth quarters) of at least 93%, and no more than 5 total absences (excused or unexcused) in the semester. Exceptions of up to 5 additional days absent (while maintaining the same minimum grade average) may be considered on an individual basis by the administration for illnesses requiring hospitalization or a death in the immediate family. Students who are exempt from an exam do not need to attend school during that exam period.

No semester exams will be given early. Students who have an excused absence on the day of a scheduled exam will receive an Incomplete (Inc) and will be required to schedule their make up by the first week of the following semester.

It is important that families plan vacations around the school calendar. Students may request to reschedule exams due to family vacations only if necessary. Because this necessitates additional proctoring and expense, students will be required to pay US \$15 per exam that is rescheduled. All missed exams will be made up after the scheduled exam days.

## **HOMEWORK**

Believing that drill and practice are an integral part of the overall school program, each teacher is at liberty to give homework to aid each student in advancing in his studies. Each student is expected to successfully complete his homework assignments each day and be responsible to turn them in. Unfinished or incomplete homework may result in loss of recess (elementary) and/or reduction in their grades.

Lower elementary students may have up to 30 minutes of daily homework, and upper elementary students can expect to spend up to 60 minutes daily. The average high school student may have up to 30 minutes per major subject of homework each day. Projects, papers and test preparation will require additional time. If your child seems to spend an excessive amount of time on homework, a conference with the teacher is in order.

## **STUDY HABITS**

The following guidelines may help students to succeed academically.

1. Schedule a time each day dedicated to schoolwork. Find a quiet, well-lit and comfortable place to study.
2. Use the school-provided planner (4<sup>th</sup>-8<sup>th</sup> grade, extras for sale) to keep track of tests and assignments. Plan weekly and daily goals to assure that progress is made on current and long-term assignments.
3. When studying for tests, start a few days in advance and study part of the material each day, reviewing the portion already studied.
4. Encourage your child to do his or her best, but do not expect perfection. Praise them for work that was well-done; use lower grades as opportunities to review concepts that they missed.
5. If you have questions about any assignment, ask the teacher before

## **REPORT CARDS**

Report cards are distributed quarterly. The envelopes must be signed by a parent and returned to the homeroom teacher.

## **PROGRESS REPORTS**

Progress Reports are issued in the middle of each grading period. This gives students an opportunity to improve efforts before the report card grades are finalized. If students or parents have any questions about the grades or comments, they should communicate with the teacher.

## **INCOMPLETE ASSIGNMENTS**

All work must be completed by the close of the grading period. If illness or an emergency prevents a student from submitting assignments by the end of the quarter, he will receive an “Incomplete” on his report card. In such cases, the student will receive an extension for submitting the work of up to one week after returning to school. Work not received within the extension period will receive a zero.

## **PROMOTION POLICY**

In preschool through third grade, the final decision for student retention will be made by the principal based on the recommendation of the teacher and in communication with the parents.

Beginning in fourth grade, students who fail a class (less than 60%, or less than 70% for math) will be required to make up the class in credit recovery. Students who fail three or more classes will automatically repeat the grade. Any student who fails a class will start the next year in academic probation. Secondary students who fail by more than five percentage points will be required to repeat the whole course content.

Tutorial arrangements for summer credit recovery must be approved by the principal, and should include a minimum of 30 hours of instructional time with an approved certified tutor. NCAI will charge a standard fee of \$150 for each class that requires credit recovery. This fee is nonrefundable, even if the student does not complete the requirements or receive credit.

A student’s placement in high school will be determined by the total number of credits earned:

- Less than 6 credits – Freshman (9<sup>th</sup> grade)
- 6.0 credits – Sophomore (10<sup>th</sup> grade)
- 12.0 credits – Junior (11<sup>th</sup> grade)
- 18.0 credits – Senior (12<sup>th</sup> grade)

it is due so that there is time for explanation and extra help.

## **BACHILLERATO DIPLOMA**

Students desiring a Nicaraguan Bachillerato diploma must meet current Ministry of Education requirements. Even though the standard Nicaraguan program of study is for five years of secondary (7<sup>th</sup> through 11<sup>th</sup> grade), NCAI

will not issue any diplomas until completion of six years of secondary (12<sup>th</sup> grade) because of the way the two educational systems (of Nicaragua and the United States) are integrated to meet all requirements. No student can receive a Bachillerato diploma without also earning a U.S. high school diploma, which is the standard diploma awarded to NCAI graduates.

### **ACADEMIC PROBATION**

Students who are failing one or more classes at the end of any quarter will be considered for academic probation. Students placed on academic probation will have one quarter to make significant improvements in their grades, or will be considered for possible dismissal from the school.

### **HONOR ROLL AWARDS**

A student in 4<sup>th</sup> grade or higher will be placed on the Honor Roll if he maintains a semester average of 85% or higher in each of his classes. For the High Honor Roll, the student must have 90% or higher in each of his classes. Students with 95% or higher in each class will be placed on the Director's List.

### **GRADUATION REQUIREMENTS**

To graduate, students must earn a minimum of 24 high school credits (classes taken in grades 7 and 8 do not meet graduation requirements) and successfully give a senior vision presentation near the end of their senior year, presented publicly to teachers, administrators, students and parents. Normally, at least six credits will be taken each year. Four years of academic study are required to complete the standard course of study (see Sequence of Classes). High School students must be enrolled in English, Math, Social Studies, Science, Bible and Physical Education each year, even if they have already met the graduation requirements.

High school credits are earned with passing grades in classes based on the amount of class time the class meets each week. A class that meets five days a week for 50 minutes is worth 1.0 high school credit. Students will not receive double credit for repeated classes.

Many colleges have increased their minimum freshman admissions requirements. To keep pace with these changes, we have recommended a course of study for college bound students. All students must meet the

minimum requirements for graduation. Students must take a minimum of 6 credits each year to be considered full-time.

	<b>Minimum</b>	<b>College Prep</b>
English	4.0 credits	4.0 credits
Math	3.0 credits	4.0 credits
Science	3.0 credits	4.0 credits
Social Studies	3.0 credits	4.0 credits
Foreign Language	2.0 credits	3.0 credits
Physical Education	1.0 credits	1.0 credits
Bible	1 class for each year in attendance at NCAI	

### **SEQUENCE OF CLASSES**

The following is a typical set of core courses for middle school and high school students at NCAI. During grades 11 and 12, some students may be eligible to take AP English, AP Spanish, AP Calculus, AP Statistics and/or AP Economics.

#### **Grade 7**

English 7  
Math 7  
Life Science  
World Studies  
Spanish 7  
Bible 7  
Computer Apps  
Physical Education

#### **Grade 9**

English 9  
Algebra I  
Physical Science  
World History  
History of  
Nicaragua  
Geography of Nic.  
Bible 9  
Physical Education

#### **Grade 11**

American Literature  
Algebra II  
Chemistry  
U.S. History  
Spanish 11  
Bible 11  
Physical Education

#### **Grade 8**

English 8  
Pre-Algebra  
Earth Science  
Latin America  
Spanish 8  
Bible 8  
Physical Education

#### **Grade 10**

English 10  
Geometry  
Biology  
World Geography  
Spanish 10  
Bible 10  
Physical Education

#### **Grade 12**

British Literature  
Pre-Calculus  
Physics  
Government  
Economics  
Spanish 12  
Bible 12  
Physical Education

### 3. ATTENDANCE

#### SCHOOL HOURS

The school day begins at 7:30 a.m. and ends at 2:30 p.m. (Grades 1-12) and 12:30 p.m. (Preschool, Kindergarten). The school office is open until 4:00 p.m.

#### ATTENDANCE

Regular attendance to class is very important in order for students to receive the maximum benefit of an education at NCAI. Whenever a student is absent, parents should call the office by 8:00 a.m. to report the absence. Upon returning to school the child must bring a signed parent note or a medical excuse which should include the following: student's name, date(s) of absence, and the reason for the absence. Notes signed by siblings, maids, or drivers are unacceptable. Notes must be presented within 2 weeks of return.

Excused Absence – *An excused absence means that a student will be given the opportunity to make up missing work.*

- Acceptable excuses include illness, emergency, funeral of a close relative or friend, medical appointment, government or residency business. The administration will decide whether or not an absence is excused.
- It is the student's responsibility to contact the teachers for missed work.
- All work missed as a result of excused absences must be made up in the same number of days absent (maximum of three days).
- NCAI will not excuse more than 12 absences per semester. If a student exceeds 12 absences, only the first 12 will be considered excused. The student will not be permitted to make up any missed work or tests resulting from subsequent absences.

Unexcused Absence – *Unexcused absences mean that a student will not be given any opportunity for making up missing work.*

- Unacceptable excuses include skipping school, missing the bus, oversleeping, hairdresser appointments, staying at home to study or work on school assignments.
- Students will not be allowed to make up missed work or tests.
- Further disciplinary action may be taken with students who are absent from school for any unacceptable reasons.

Anticipated Absence – *NCAI strongly recommends that parents plan their vacation in accordance with the yearly school calendar. Use of school time for family trips, translating*

*and mission work is discouraged. Please contact the administration should a situation arise which would cause a student to be absent from school for an extended period.*

- Parents must present a written note detailing the plans to the principal at least two weeks prior to the planned absence.
- The principal will notify the teachers of the planned absence. It is the responsibility of the student to ask teachers for their assignments before the planned absence begins. Upon return, students will be given a maximum of three days to complete missed work and tests.
- Failure to maintain a positive attendance record will jeopardize ability to use anticipated absences.

Excessive absences, whether excused or unexcused, may affect progress and readiness for the next level. If a child is not prepared for advancement to the next grade, the child may be required to repeat the current grade.

### **PERFECT ATTENDANCE AWARDS**

Students may receive Perfect Attendance Awards if they have no absences during a year.

### **PUNCTUALITY**

Nicaragua Christian Academy seeks to instill in students the importance of punctuality and time management. Arriving late to school or class reflects a lack of respect for the teacher and other students. Repeated tardiness will be dealt with as a behavioral problem and will result in disciplinary action. Failure to arrive to class on time inevitably affects academic performance.

### **SIGNING OUT**

If a student must leave before the end of the school day for any reason, he must sign out in the office before leaving and receive an Exit Pass.

Students who are away from school for more than 2 hours will be marked absent for a half day, and students who are away for more than 5 hours will be marked absent for the whole day.

### **LATE TO SCHOOL**

Parents should bring their children to school by 7:26 a.m. to allow them time to get to their homeroom class before the bell rings at 7:30 a.m. If students arrive late to school more than five times in a semester, they will be denied entrance and be marked as absent without excuse. Grades for that day will be lost without opportunity to make up work.

When a student arrives late to school, he must sign in at the gate (before 8:00 a.m.) or at the office (after 8:00 a.m.) and receive a pass to class. He must provide a reason for his tardiness. Students who arrive between 7:26 and

9:30 a.m. will be considered tardy to school. Students arriving after 9:30 a.m. will be marked absent for a half day.

For any student who has already been late to school five times in the current semester, written documentation of a medical or other appointment which will cause a subsequent late arrival must be provided to the principal in advance, or they will be denied entrance to class for the day.

### **CLOSED CAMPUS**

No student may leave the school grounds unless accompanied by a parent or guardian or having confirmed parental permission by means of a written note or a phone call. If leaving during the school day, students must sign out in the office before leaving and sign in upon return. Students who have standing permission to leave campus unaccompanied must have a signed Campus Leave form on file for each school year.

### **PHYSICAL EDUCATION**

Students who are unable to participate in physical education for medical reasons must present a signed parent note to the nurse. A maximum of three parent excuses will be accepted per semester, after which a doctor's note will be required. Students who do not participate in PE for medical reasons are not eligible to participate in after-school sports.

### **BEFORE SCHOOL (PRESCHOOL/ELEMENTARY)**

Please ensure that your elementary students do not arrive at school before 7:00 a.m. Children who arrive before 7:15 will need to wait in the Pavilion until their classroom teacher comes to pick them up.

### **AFTER SCHOOL CARE (PRESCHOOL/ELEMENTARY)**

The After School Care (ASC) program is designed to care for students when parents are unable to pick them up immediately after school. School policy requires that each student from preschool through sixth grade be under adult supervision at all times while on campus. If a student has not been picked up within 15 minutes after class, he will be sent to ASC and his account will be charged for time used.

Charges begin 15 minutes after school is dismissed or extra-curricular activities are released, and will appear on your monthly school tuition bill. The rate for ASC is USD \$0.50 for each 15 minutes (\$2.00 per hour), with a minimum charge of 15 minutes. After 5:00, the additional late fee is \$10 for 1 to 29 minutes and \$20 for more than 30 minutes.

All students must be checked out by a parent or any pre-approved adult listed on your registration form. The ASC leaders have a sign-out sheet for you to sign upon pickup.



## **CAMPUS HOURS**

Unless there is an official scheduled school event, no one except school staff and their immediate family members are permitted to remain on school campus after 5:30 p.m. on weekdays, or at any time on weekends, without preapproved authorization from the administration. School groups or clubs meeting outside of their regularly scheduled meetings or practices, must have prior approval.

## 4. ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Extra-curricular and co-curricular clubs and athletic teams are an integral part of the education students receive at NCAI. The same principles and philosophy that guide the core curriculum apply to these activities.

### REQUIREMENTS FOR PARTICIPATION

Elementary students must maintain a 70% average and no failing grades. If an elementary student's academic average falls below 70% or he fails one or more subjects, he will be placed on probation. He will be allowed to practice with parental and coach permission, but participation in games will be limited until the student raises his grades to an acceptable level. Each probation will be handled on an individual basis to set reachable goals for the student.

Middle school and high school students are required to be in good academic standing (passing all classes and free from conflicting detentions or other disciplinary measures) in order to participate in interscholastic athletics or extra-curricular clubs and activities. Middle school and high school students must maintain a 70% overall average and no failing classes. Students who are ineligible for athletics due to low grades may be allowed to participate in team practices with the consent of the coach and parents, but may not play in any interscholastic games. Any student on academic probation may be given permission to play in games when the terms of academic probation have been satisfied for at least one quarter. **Students absent during a school day may not participate in practice or a scheduled game on that same day.**

### ATHLETICS

The calendar is divided into two athletic seasons. Practices are held from 2:45 to 4:30 p.m.

#### Fall Sports

- Girls' Varsity Soccer
- Boys' Varsity Soccer
- Girls' Varsity Volleyball
- Girls' and Boys' Elementary Basketball

#### Spring Sports

- Girls' Varsity Basketball
- Boys' Varsity Basketball
- Girls' Elementary Soccer
- Boys' Elementary Soccer

## **CLUBS AND ACTIVITIES**

Students absent during a school day may not participate in extra-curricular activities on that same day.

SERVE: Participants volunteer in various outreach and service opportunities throughout the school year, including painting schools, helping at orphanages, and translating for mission teams.

National Honor Society (NHS): International organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Service, Leadership and Character. Students in grades 10-12 with a year average of 85% or higher and good conduct (2 or less demerits and 10 or less tardy and uniform slips in the year) are eligible to be nominated by their teachers for membership. Members are involved in leadership and service projects.

## **HACIA DEMOCRACY**

Each year, a delegation of NCAI high school students has the opportunity to study regional issues and participate in an interactive student congress with students from other countries.

To be eligible to try out for HACIA Democracy, a student must have a 75% average and no failing classes in the first quarter, good conduct, and must be current in tuition payments. The final participants will be selected by the faculty advisors after a selection period.

## **LEADERSHIP OPPORTUNITIES**

High school students in grades 10-12 with a year average of 80% or higher and good conduct may apply for leadership opportunities such as youth group or small group leaders, worship leaders, Student Council officers, student ambassadors and other similar positions of leadership. Students will be selected based on their application, school record, Christian testimony, and commitment to fulfill the responsibilities of the position.

## **STUDENT COUNCIL**

The goals of the Student Council are as follows:

1. Promote a positive school climate among the students and a sense of pride in our school
2. Plan and implement activities and programs that will develop a sense of community among students of different grades and nationalities
3. Help foster a Christian environment characterized by a focus on honoring God in all that we do
4. Develop leadership abilities among all students--not just student council members

5. Serve as a channel of communication between students and the faculty and administration.

A student council shall be elected by students from 6<sup>th</sup> through 11<sup>th</sup> grade in May of each year for the following school year and shall include fourteen members:

An executive committee made up of the President, Vice-President, Secretary, Treasurer and Vocal. The secondary students elect the executive committee members.

An advisory council made up of one representative from each class from seventh through twelfth grade. The council members are elected in their individual classes one week after the main elections.

## **STUDENT ACTIVITIES**

All fundraising and other student-planned activities must be requested in writing and approved by the Principal at least one week in advance.

## **PLAYGROUND RULES (ELEMENTARY)**

1. While at NCAI, students are allowed to climb on the playground equipment, but not up trees or on tables.
2. The playground in the preschool area is reserved for younger children; students in grade 1 or higher are not allowed in this area unless they are in after school care.
3. To ensure a safe environment, we do not allow wheels or wheelie shoes of any kind at school.
4. Students are not permitted to play behind the sports Ranchón or on the upper basketball courts unless they are being supervised by a teacher.
5. Sports balls are not to be used in the lunch area.
6. Food must be kept in the lunch area. No food or drinks are allowed on the playground.

## 5. DRESS CODE

The goal of the dress code at NCAI is to guide students to dress neatly, modestly, and comfortably as well as to teach self-discipline, responsibility, and the importance of school formality. These principles apply to the way students dress both in and out of school uniform.

### UNIFORM

The uniform is a representation of our school, and therefore should give clear testimony to our unity of spirit. It is our desire to establish a standard of dress that shows our commitment to the importance of proper attire in a school environment.

**Shirt.** All students are required to wear a white polo shirt with embroidered NCAI logo. Shirts must be long enough to remain tucked in throughout the school day. A T-shirt, if worn beneath the shirt, must be white with no markings.

**Pants.** Female students may wear shorts, skirt (loose, straight or pleated) or pants. Male students may wear shorts or pants. All shorts, skirts, and pants must be the dark navy blue color, traditional style and material of all standard uniforms in Managua. The use of *synkatex* material is recommended for durability of color; cotton pants fade quickly with washing. Cargo pants and external pockets are not allowed. Leggings, jeggings and/or stretchy, skin-tight material is not allowed for uniform pants. Shorts and skirts must reach 3 inches above the knee or longer.

**Belt.** All students in 4<sup>th</sup> grade and above must wear a solid black, brown, tan, navy blue or white belt with no adornments and a simple buckle. (Female students wearing a skirt or pants designed to be worn without belts are not required to wear a belt. However, pants should not be altered by merely removing the belt loops in order to avoid the requirement.)

**Footwear.** Shoes and laces may be black, gray, blue and/or white, with minimal decorations of other colors. No sandals, flip-flops, open-backed or high-heeled shoes may be worn with the uniform. Socks, if worn, may be white, black or navy blue.

**Overall appearance.** Uniforms must be neat, clean, without holes, and with hems. Uniform shirts must be tucked in at all times. Pants must be worn at or above the hips. Students are to be attentive to their own personal hygiene and grooming. Hair must be clean, well groomed and short enough that it does not cover the eyes. Extreme or distracting hairstyles and extreme or unnatural coloring are not allowed. Hats, bandanas, and other head coverings may not be worn. Jewelry should be moderate and not distracting. Tattoos (including temporary henna tattoos) are not permitted, and the only

acceptable piercings are earrings on girls. Makeup, if worn, should be modest and not distracting.

**P.E. uniform.** During physical education class, students must wear the NCAI P.E. uniform shirt and uniform shorts (available in the office). Athletic footwear of any color may be worn with the P.E. uniform.

Preschool and elementary students should wear their P.E. uniform all day on P.E. days. High school students may not wear their P.E. uniforms to other classes (except 7<sup>th</sup> period for students with P.E. 6<sup>th</sup> period).

**Athletes.** At all interscholastic games, members of NCAI athletic teams should be dressed in the official team uniform and represent our school well. On the day of each game, members in good standing of NCAI athletic teams may dress in their official team shirt to class (untucked). Clothing worn after school (during practices) should reflect the same level of modesty as expected on color day. Shirts must be worn at all times.

**Field trips.** Field trips are an important time of interaction with the public, and as such, positive representation of our Christian school is important. Unless otherwise specified, students are to wear their NCAI uniforms. Shirts must be tucked in. Shoes should be appropriate for the occasion.

**The Administration** reserves the right to decide what is appropriate for school dress at NCAI.

## **COLOR DAY**

As a fundraiser for student council, most Fridays are designated as Color Days; students may pay C\$10 córdobas and come dressed in neat clothes appropriate for school. The same modesty and overall appearance guidelines (above) apply to color day, along with the following:

1. Shirts may be untucked, but must be long enough so that the midriff is never exposed.
2. Sleeveless shirts must have shoulders of at least 3 inches wide.
3. No form-fitting clothes, revealing necklines, or transparent materials. Leggings may not be worn as pants at any time at school.
4. Sandals with a suitable level of formality appropriate for school may be worn; flip-flops are not allowed.
5. Clothing must be neat, clean, without holes, and with hems.

Students not participating in color day must dress in proper uniform. NCAI uniform polo shirts may be worn untucked if color day fee is paid. The P.E. uniform is permitted on color day as long as it is clean.

## **MODESTY AND CHRISTIAN UNITY**

Our commitment to modesty, Christian unity and love and respect to others is important at all times, not only during school hours. Therefore, our dress code expectations with regard to modesty, tattoos and piercings apply at all times while at school or school activities (regardless of location).

## **CONSEQUENCES – ELEMENTARY**

These steps may be taken when elementary students are not in dress code.

1. Written notice sent to parent to be signed and returned.
2. Parents contacted by teacher.
3. Student waits in the office until parent brings uniform clothes.

## **CONSEQUENCES – SECONDARY**

If a student wears inappropriate clothing, he or she must change clothes before entering class. Students will sign a dress code slip on each day they do not meet dress code standards. The third and subsequent dress code violations in a grading period will result in a loss of color day privileges for one week. The eighth and subsequent dress code violations in a grading period will result in a loss of color day privileges for one week and an after school detention. If a student whose color day privilege has been suspended comes to school without his uniform, he will be asked to wait in the office until his parents can bring the proper clothes.

## **6. CONDUCT AND DISCIPLINE**

### **POSITIVE ATTITUDES**

Our emphasis at NCAI is on positive character building and on preventive discipline within a structured, caring environment. We work hard to emphasize respect, tenderheartedness, forgiveness, courtesy, self-control, and other qualities that are rooted in Scripture. We also strive to develop in students good study habits and motivation.

Students should display an eagerness to learn and a desire to perform to the best of their ability. Respect for authority and an attitude of cooperation should always be shown toward all teachers, administrators and staff. Students are expected to demonstrate a helpful and respectful attitude toward other students. Each student is expected to conduct himself in a Christ-like manner, to use wholesome speech, and to display a regard for the safety of others.

Following the school rules will not make anyone a Christian. Some rules are in place as standards aligned with God's Word. Other rules are simply based on our school's high expectations for our students and a desire to maintain a structured, safe and respectful environment.

### **STUDENT RESPONSIBILITIES**

Each student is responsible for his own personal possessions. Each student is responsible for the textbooks, materials, library books, lockers, and all other items assigned to him. He is financially liable for damage or loss.

If a student has a problem or disagreement with anyone at school, he should seek a peaceful resolution using the following channels:

1. The student, who has offended or has been offended, should go immediately to the person involved to discuss the matter in love.
2. If the students cannot come to an agreement, they need to discuss the problem with the teacher under whose jurisdiction the disagreement arose.
3. If the problem is still not resolved, the student should bring it to the attention of the Principal.

### **EXEMPLARY CONDUCT AWARDS**

Elementary students may be recognized with a "Positive Office Referral" for noteworthy conduct or character qualities. Secondary students may receive an Exemplary Conduct Award for excellent conduct if they have a conduct grade of "E" or "E+" in all four quarters. The conduct grade is calculated from teacher-assigned conduct grades, behavioral demerits, tardies to class and uniform violations. Awards are given out at the end of each year.



## **DISCIPLINARY POLICIES**

The teacher will deal with behavioral problems within the classroom. It is important that parents are aware of the system the classroom is using so that they can be supportive at home. To that end, teachers will provide students with a classroom policy handout the first day of class.

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

## **MALE-FEMALE RELATIONSHIPS**

Healthy Christian male-female friendships are encouraged. Mutual respect is the key to lasting friendships. Inappropriate displays of affection are not allowed. Students displaying problems in this area will be counseled on an individual basis.

## **PROHIBITED OBJECTS**

The following objects are never allowed at school, on the bus, or at any school-sponsored event:

1. Skateboards, RipStiks, skate shoes, laser pens
2. Dangerous items, including fireworks, firearms, knives, slingshots, or weapons of any kind
3. Magazines, books, music or materials that are inappropriate
4. Tobacco, alcohol, or unreported drugs or medications

Cell phones, tablets, laptops and other electronic devices may not be used, seen or heard during the school day (7:30-2:30) without specific teacher permission. Phones must be turned off (not set on silent or vibrate) during the school day. For pressing needs, students may use their cell phones in the front office to make phone calls.

Games, playing cards and toys may not be used during the school day because they may be disruptive to the educational process.

Any unacceptable object will be confiscated and returned only after parents are contacted. Appropriate disciplinary action will follow. Objects confiscated from repeat violators will be held for 7 or more days.

Students are discouraged from bringing valuable objects or large amounts of money to school. These items are strictly the responsibility of the student. The school cannot be held responsible for items that are stolen.

## BEHAVIOR POLICIES

**I. Minor Offenses** include less serious behavior problems.

### Violations

1. Disorderly behavior or lack of courtesy in the halls or classrooms
2. Chewing gum, eating or drinking in class
3. Not paying attention in class (e.g. writing or passing notes)
4. Cutting or pushing in line
5. Not wearing the uniform correctly
6. Tardiness to class
7. Not completing homework or class assignments

**Consequences** may be one or more of the following, and are normally handled by the teachers:

- Verbal warning
- Parent notification or conference
- Loss of recess or free time
- Other formative measure related to the offense

**II. Major Offenses** include attitude and more serious behavior problems.

### Violations

1. Three repeated minor offenses
2. Skipping class or leaving school without permission
3. Profanity or obscenities
4. Disruptive or inappropriate behavior
5. Behavior that threatens safety of self or others
6. Physically injuring self or others
7. Bullying
8. Fighting or mock fighting
9. Dishonesty, lying, covering up the truth
10. Academic dishonesty (cheating, plagiarism, etc.)
11. Malicious damage to school property or personal property of others
12. Disrespect to teachers, staff or students
13. Insubordination
14. Stealing
15. Inappropriate displays of affection
16. Sexual harassment
17. Unauthorized or unacceptable computer use or attempted use
18. Prohibited objects violation
19. Disobeying other school rules

**Consequences** may be one or more of the following:

- Out of school suspension (1-5 days)
- In-school suspension (1-3 days)
- Lunch, recess or after-school detention
- Conduct demerit and parent notification or conference
- Parent conference
- Behavioral probation
- In case of damage or loss, family required to pay or repair damage
- In case of cheating, plagiarism or skipping class, failing grade on test or assignment
- Other formative measure related to the offense

**III. Major Serious Offenses** are serious infractions that threaten the safety and security of students and staff or are highly detrimental to our school environment.

**Violations**

1. Three repeated major offenses
2. Sexual harassment of an aggravated nature
3. Fighting, physical aggression, use of violence or serious threats
4. Major theft
5. Vandalism
6. Violation of ATODS policy (alcohol, tobacco, other drugs, sexual activity)
7. Clearly immoral or illegal actions
8. Possession and/or use of weapons, firearms, or dangerous items

**Consequences** may be one or more of the following:

- Immediate expulsion
- Out of school suspension (1-5 days)
- In-school suspension (1-5 days)
- Conduct demerit and parent notification or conference
- Parent conference
- Behavioral probation
- Required counseling
- In case of damage or loss, family required to pay or repair damage
- Other formative measure related to the offense

**TARDY TO CLASS**

For grades 7-12, students will be considered tardy if they are not completely in the room and rapidly on their way to their desks when the bell stops ringing, or if they are unprepared for class and must be dismissed to their lockers to get necessary materials. The third and each successive unexcused tardy to class within a grading period will result in a lunch detention. The eighth and each successive tardy to class will result in an after-school detention; parents will be notified.

**DETENTION**

Students who miss detention will need to serve two detentions or additional consequences as assigned by an administrator.

**ACADEMIC DISHONESTY**

Cheating is a serious behavioral issue. Students who copy or allow another student to copy homework will receive 0% on the assignment or a reduced grade on a project, a 5-point demerit, and parents will be contacted. If cheating occurs on quizzes, tests or other graded assignments, the assignment will be redone and the grade will be reduced by 40%. The student will receive a 10-point demerit. Repeat offenses will result in suspension from school and behavioral probation.

Plagiarism (submitting someone else’s published work without properly citing sources) is also a very serious issue. When students write papers, no

portion of the paper may be “copied and pasted” from another source unless it is directly quoted and cited properly. Students should first research to learn information and then focus on only writing what they know. Plagiarized papers must be rewritten and the grade will be reduced by 40%. The student will receive a 10-point demerit and serve an After School Detention; parents will be contacted. Repeat offenses will also result in suspension from school and behavioral probation.

### **BEHAVIORAL PROBATION**

Any student who has been suspended from school will be considered for behavioral probation for the remainder of the school year. Further disciplinary problems may result in dismissal from the school.

If a student is documented as having a consistent negative influence on the classroom environment or behavior of other students in multiple consecutive years, this student will be considered by the administrative team as a candidate for dismissal from school.

### **POLICY REGARDING ALCOHOL, TOBACCO, OTHER DRUGS AND SEXUAL ACTIVITY (ATODS POLICY)**

Nicaragua Christian Academy, as an educational institution (and in keeping with the laws of the Republic of Nicaragua), promotes the belief that sexual activity outside of marriage and the use of tobacco, alcohol, and other drugs are detrimental to the healthy development of adolescents. In keeping with this principle, we maintain a policy prohibiting these activities, and provide information and support to allow our students to develop productive Christian lifestyles free of encumbrances.

Our students will be the leaders of tomorrow’s society, a prospect that makes the educational and spiritual foundation we give them today both critical and exciting.

The following conditions apply to students while they are on campus or at school sponsored activities (youth group, field trips, excursions, retreats, community service projects and other similar activities).

Sexual Activity: All forms of sexual activity outside of marriage are strictly prohibited.

Tobacco: Possession of, use of, or consumption of any tobacco product is strictly prohibited.

Alcohol: Possession or consumption of any alcoholic beverage is strictly prohibited. In addition to this, alcohol is not permitted (for students, parents or guests) at any school event including the graduation reception.

Other Illegal Drugs: Possession or use of illegal drugs or abuse of prescription drugs, non-prescription drugs or inhalants is strictly prohibited.

If the administration has a reasonable basis to believe that a student may be in possession of alcohol, tobacco, or other drugs, it reserves the right to search the student's locker, personal belongings and clothing.

Students may be required to submit to substance abuse testing under the following circumstances:

1. If the Administration sees evidence or signs of substance abuse on the part of the student or if the administration receives a report of substance abuse from students, parents, or other individuals and has reasonable basis to believe the report
2. If the administration suspects that a student has a history of substance abuse

Students struggling with substance abuse problems will be encouraged to seek counseling and will be treated in confidentiality so as to encourage students to seek help in this area. Any student who has been suspended for possession or use of drugs must be tested for drugs before returning to class, and must be willing to submit to random drug testing as a condition for continued enrollment.

### **PARENT AND STUDENT RESPONSIBILITY**

It is the responsibility of parents to determine and enforce behavioral standards for their own children while they are not at school. It is our hope that these standards will be in line with the expectations we have for our students at school. We also hope that parents will be in communication with other parents when concerns arise that may jeopardize the healthy development of our youth.

The standards outlined in this policy are important expectations that NCAI has for all of its students. We hope that students will commit to these same behavioral expectations at all times, whether on or off-campus, in the interest of their own healthy development and the good of our community. If the reputation of a student's lifestyle out of school becomes contrary to a Christian lifestyle, consideration may be given to not admitting that student for the following year.

## **7. SCHOOL POLICIES AND SERVICES**

### **BIRTHDAYS (ELEMENTARY)**

On your child's birthday, if you would like, you may send in a treat to be shared by the class at lunch time. Please, first contact the teacher to ask permission to do so and to schedule an appropriate time. Games, presents and piñatas are not allowed at school as they interrupt the academic instruction for the day. Take the opportunity to celebrate your child's birthday at home and invite their classmates for a fun celebration outside of the school environment.

### **CHILD PROTECTION POLICY**

The Association of NCA schools exists as an advocate for children and adolescents, helping them to be free from spiritual, economic, social and physical poverty in Jesus' name, and enabling them to become mature, responsible Christians who are able to live the abundant life that God intended for them. We recognize the unique value of children and adolescents as being created in the image and likeness of God. They are God's creation and should be protected from all forms of physical and psychological violence, neglect, abuse or exploitation. As such, NCA's Child Protection Policy has been developed to reflect these Biblical principles and in accordance with existing Nicaraguan law.

NCA is committed to adhering to and enforcing our Child Protection Policy, which includes policies, standards and guidelines of advocacy, protection and prevention against all forms of abuse and violence that may occur to children and adolescents. NCA staff members are trained in the recognition of signs of abuse and violence, and we are committed to responding quickly and appropriately to allegations of abuse.

All suspicions or allegations of abuse should be reported to the corresponding preschool, elementary or secondary principal and will be addressed quickly and appropriately by our investigative team.

Parents and students (at age-appropriate intervals) are required to participate in orientation sessions regarding the Child Protection Policy when entering the school and on a periodic basis afterwards. Parents and guardians are required to sign the policy agreement after attending training sessions as a condition for continued enrollment.

## **COMPUTER LABS**

The computer labs are used for technology instruction during the day, and are available for individual student use between 2:30 and 4:00 p.m. (Monday-Thursday). High school and upper elementary students have individual user accounts. Laser printing costs C\$1.00 per page; high school students receive 30 pages free each semester.

## **FOOD**

The cafeteria serves food and beverages throughout the school day. Microwaves and a refrigerator (provided by the student council) are available for students. Food and drinks (except water) are not allowed in the high school classrooms. Preschool and elementary students are not permitted to purchase pop at the cafeteria or bring it from home.

## **HEAD LICE**

Head lice spread easily from person-to-person through head-to-head contact. Sharing hats, brushes or combs may spread lice from one person to another. Getting head lice has nothing to do with the cleanliness of the child or standards of hygiene in the home. Although this insect does not carry or produce disease, it is important that the head lice be brought under immediate control. Any student found to have lice or nits (lice eggs) in his or her hair will be excluded from school until treatment has been completed and all nits have been removed from the student's hair. Successful treatment must be verified by our school nurse before the student may return to class.

## **LIBRARY**

A wide selection of books and other publications is available to students of all ages for pleasure or research. Students are responsible for returning borrowed materials on time and in good condition. Failure to return materials may result in monetary fines and/or withholding of report card.

## **LOCKERS**

High school students are provided lockers to store personal items. Only padlocks issued by the school may be used; they must be locked at all times. If the lock is lost, the student must pay for its replacement.

1. No stickers, markings or decorations on *outside* of locker.
2. No stickers or tape on *inside* of locker. You may hang decorations with magnets only.
3. Do not place anything on top of the lockers.
4. The administration has the right to search student lockers at any time.
5. You may not change lockers or locks without permission; if you do, there will be disciplinary consequences.
6. Keep locker in good condition. You are responsible for damages.

The school schedule does not necessarily provide sufficient time for students to stop at their lockers between each class. Students are advised to carry books and materials for all consecutive classes, visiting lockers only before school, during breaks and after school.

### **MEDICAL SERVICES**

Students who become ill or hurt at school will be brought to the nurse's office. If a child is in too much discomfort, his parents will be called and asked to come and take him home. Students needing to go home during the day must be signed out through the school office. If a student is sick with fever, vomiting or diarrhea, he should not return to school until he has been without symptoms for at least 24 hours. In case of highly contagious sicknesses like measles, mumps and chicken pox, the student must stay home until a doctor believes them to be no longer contagious and issues a written note stating that the student may return to school.

In case of a major emergency, the school will immediately notify the parents or guardian. If parents cannot be contacted and the student needs immediate attention, the student will be brought to the appropriate hospital.

No medication will be administered by the school without written parental permission, including the dosage requirements. Medications should be brought to the office prior to the beginning of the school day. No student should ever have in his possession any kind of medication.

### **PARKING STICKERS**

In order to improve our campus safety, NCA requires staff and enrolled families to adhere an NCA parking sticker to the front windshield of all vehicles regularly used to enter the school property.

### **SCHOOL CLOSINGS**

Information as to whether school is closed for weather or other reasons may be obtained by calling the guard shack 24 hours at 2265-1779 or visiting our Facebook page at [facebook.com/nca eagles](https://www.facebook.com/nca eagles).

### **SCHOOL PROPERTY**

Good stewardship involves respectful care of all property. It is expected that students will not deface or damage the school building, or any auxiliary equipment (buses, desks, chairs, etc.). Textbooks are essential, expensive items and students are responsible for their care. Textbooks are to be covered with a protective, removable covering (no contact paper). If a textbook is damaged or lost, it is the responsibility of the student to pay for it at full replacement cost.



## **SCHOOL SUPPLIES**

Many standard school supplies such as notebooks, binders, paper, poster paper, pens, pencils and more are available for purchase in the school store.

## **STUDENT FUNDRAISING**

Student fundraising includes the solicitation and collection of money by students for any purpose. NCAI prohibits the collection of money in school or on school property by a student for personal benefit. All other fundraising activities must be requested in writing and approved by the Principal at least one week in advance.

## **TELEPHONE**

A telephone in the school office is available to students for a fee of C\$5 córdobas for standard calls and C\$10 córdobas for cellular calls. Students may not use the phone between 2:00 and 3:00 p.m.

## **TRANSCRIPTS**

A maximum of three high school transcripts may be prepared without cost for each high school student applying for college entrance. Additional transcripts may be prepared for students for a fee.

## **TRANSPORTATION**

A school bus service is available at an extra charge. See Appendix C for school bus rules. All students must use their normal means of transportation. Any exceptions require prior written authorization (not by phone) from parents or guardians. Changes to bus routes are permitted only in case of emergency. Permission notes must be submitted in the office at least 2 hours before the end of class.

Students who drive their own vehicle must have all legal documents. Students may not drive other students without prior written authorization.

## **VISITORS**

Visitors wishing to attend classes must obtain a Visitor Pass (written permission and an approved class schedule) from the Principal before attending classes. While on campus, visitors are subject to general school rules including the dress code. Visits are limited to 1 day per year and are not permitted during the first week of school or during exam week.

## **WATER BOTTLES**

Because it gets very hot during the school day, elementary students are required to have a personal water bottle with their name on it and a sock covering at their desks every day.

## **8. TECHNOLOGY ACCEPTABLE USE POLICY**

As Christian educators, we strive to assist children as they grow and mature into perceptive and caring Christians. While we do not build walls around our children's lives, we do need to be ever vigilant that the world does not dictate our thoughts and actions, but rather that we are directed by the Word of God.

The Internet is full of things that can destroy our relationship with God: immorality, pornography, gambling, materialism, the waste of the precious resource of time, and the opportunity to steal (plagiarism and software). NCAI will make every reasonable attempt to filter material (using technology, supervision and training). However, the very design of the Internet is such that access to objectionable material may be obtained by the willful use of various search tools. NCAI neither condones nor permits the use of these materials.

### **GENERAL GUIDELINES**

Students must follow these guidelines when using NCAI computers:

1. Respect the desire of others to use the system.
2. Use the system for non-commercial, educational purposes.
3. Observe Christian standards of behavior, truthfulness, etiquette and sensitivity toward others.
4. Respect the privacy of others.
5. Recognize the possible limits on your own privacy. Know that network administrators are fully capable of determining what you do on the computers and what sites you visit.
6. Respect the property of others. Remember, the *ability* to access certain information, programs, and music does not mean you have the *right* to do so. Do not violate copyright laws, and do not inappropriately alter or destroy systems or content.
7. Be cautious about sharing personal information with others over the Internet. Never agree to meet with another person you have met online. If someone invites you to do so, notify a teacher.

### **ACCEPTABLE USES**

The computers and Internet access are provided for these purposes:

1. Conduct class-related research.
2. Type and print school papers and reports.
3. Prepare class presentations.
4. In-class learning and projects.
5. Personal e-mail may be used during breaks and after school only.

## UNACCEPTABLE USES

Unacceptable uses of the computers are those that disrupt access by others or that use them for purposes contrary to their intended use:

1. **Do not monopolize the network.**
  - Playing recreational computer games is not allowed.
  - Chat and messaging is not allowed at any time.
  - Internet radio is not allowed. Streaming media may be used only when necessary for a class.
  - Download large files (10MB+) only if necessary for a class.
2. **Never violate the privacy of others.**
  - Do not access, read, copy, or distribute another user's files or e-mail without the explicit prior consent of the other user.
3. **Never communicate in disrespectful or untruthful ways.**
  - Avoid discourteous, profane, or abusive language.
  - Do not misrepresent yourself.
  - What you do and say online represents Christ and our school.
4. **Never use the network for illegal or destructive activities.**
  - Never use a computer to harm other people or their work.
  - Do not vandalize websites or computers. This includes inappropriately altering Wikipedia or other websites (cyber vandalism), and intentional use of computer viruses.
  - Never access or attempt to access resources to which you are not authorized (hacking).
5. **Never use the network for immoral purposes.**
  - Do not view or send inappropriate pictures or text.
  - If you encounter such materials, turn off the monitor and notify a teacher immediately. If you fail to notify immediately, you will be held accountable for accessing that site.
6. **Never use copyrighted materials in an unauthorized manner.**
  - Do not post or distribute copyrighted materials.
  - Do not use materials in class papers or presentations without giving due credit to the author. This constitutes *plagiarism*.
  - Do not download illegal MP3s or other copyrighted media.
7. **Do not change the computer hardware or software.**
  - Do not install, copy or remove any software without the permission of the Network Administrator.
  - Do not take apart, modify, upgrade, or repair any hardware, nor attach or detach any peripherals.

## **9. PARENTAL INVOLVEMENT**

The high level of parental involvement in the school is one of the things that make Nicaragua Christian Academy special. The faculty and administration welcome the input, suggestions and support of parents. Parents should feel free to contact teachers and administrators to discuss suggestions for school improvement and offer solutions to problems.

### **PARENT VISITATION**

Parents are welcome to learn more about their child's school day by scheduling a classroom visit. Such visits must be arranged in advance by contacting the teacher. In order to avoid unnecessary distractions and interruptions, parents are asked to avoid making unscheduled visits to the classrooms during school hours. In the event that parents need to contact their child during school hours, messages should be relayed through the school office or the child's teacher.

### **PARENT-TEACHER CONFERENCES**

Parents are encouraged to attend all scheduled activities and functions of the school. Open House and Parent Conferences are especially important times designed to help students improve performance in their classes. Parents are also encouraged to schedule individual conferences at any time during the year simply by calling the front office.

### **PARENT VOLUNTEERS**

One special way that parents can be involved in the life of the school is to volunteer as a parent helper. Parents may also share their own unique experiences and knowledge by volunteering to make special presentations to groups of students. Parents wishing to volunteer should contact their child's teacher.

### **PARENT SEMINARS**

Our school principals and psychologist conduct a series of seminars on a variety of topics related to the challenging task of parenting. Please consult the calendar and make plans to attend these bilingual presentations.

### **PARENT ACCESS**

Our school provides parents and students with online access to the family directory, class schedules and grades, homework, attendance and discipline records, health journals, your family's tuition account and contact information for the teachers of your children. To use ParentAccess, please visit <http://parent.nca.edu.ni> and login with the username and password provided by the school.

## **PARENT INTERACTION WITH STUDENTS**

It is never appropriate for a parent to confront another student on campus about a behavioral issue or incident that has occurred with that student. The proper procedure is to talk with the teacher or playground supervisor. Student discipline is the responsibility of the Principal and faculty.

## **MATTHEW 18 PRINCIPLE**

Nicaragua Christian Academy believes strongly in the Biblical principle of communication taught in Matthew 5:23-24 and 18:15-16. When one has been offended (or has offended) or has a concern of any kind, he/she should go immediately to the person involved to discuss the matter in love. Relationships may be restored and new relationships developed when these principles are practiced between staff members, parents, and students. It is the desire of the school family that all would be committed to building up one another and confronting one another with a loving spirit.

Parents' comments about any aspect of the school program are appreciated and the faculty and administration look forward to communicating with each parent often. Parents should feel free to call the school, send in a note, or set up a conference any time questions or problems arise.

## **GRIEVANCE PROCEDURE**

1. When parents have questions or disagreements regarding disciplinary actions or any school situations, they should immediately discuss these questions or differences with the teacher involved rather than disclosing that grievance with other parents, faculty, or students. Parents should not involve others in a personal grievance, nor spread an idea, opinion or what they feel is an injustice with those not involved.
2. If the matter is not resolved with the teacher, parents may bring the concern to the Principal by requesting a meeting.
3. If parents are not satisfied with the results of the meeting with the Principal, they may write a letter to the Director describing the concern or grievance. The Director will respond to the formal request within ten days. Final resolution of the problem should occur within a reasonable time span.
4. If the problem is not resolved in a satisfactory manner, parents may appeal to the Board of Directors Advisory Committee. Such an appeal should be addressed in writing to the President of the Board with a copy sent to the Director. Email addresses are available in ParentAccess. In order to change the decision of the Director, the parents must establish that appropriate policies were not followed or that there is no rational basis to support the Director's decision.

# APPENDIX A

## GOALS FOR NCAI GRADUATES

### 1. Spiritual Discernment (Favor with God)

- 1.1 Love God with all their heart, mind, soul and strength
- 1.2 Are eager consumers of God's Word, have a growing knowledge of the Bible, and are able to apply it, seeking biblical solutions to the situations that arise in everyday life
- 1.3 Understand the worth of every human being as created in God's image
- 1.4 Understand and commit to a personal relationship with Jesus Christ, submitting to His Lordship in their lives
- 1.5 Discern between right and wrong
- 1.6 Are empowered by the Holy Spirit, pursuing a life of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, faith, perseverance and godliness
- 1.7 Treat their bodies as a temple of the Holy Spirit, and practice the principles of healthy, moral living through a God-honoring lifestyle
- 1.8 Understand that work has dignity as an expression of the nature of God
- 1.9 Are content in all circumstances, trusting God to provide for their needs and finding joy in serving Him

### 2. Moral Courage (Favor with man)

- 2.1 Impact others by courageous living guided by Biblical principles, not by conforming to popular opinion or negative peer pressure
- 2.2 Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner
- 2.3 Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews
- 2.4 Are active members of the Body of Christ, making the most of the talents God gives them to build His church
- 2.5 Understand, value, and engage in appropriate social and civic activities
- 2.6 Embrace and practice justice, mercy, and peacemaking in family and society, dispelling prejudice and promoting intercultural harmony
- 2.7 Respect, submit and relate with integrity to authority and to the people with whom they study, work, play, and live
- 2.8 Have an appreciation for the natural environment and practice responsible stewardship of God's creation
- 2.9 Are committed to honoring God's design for marriage and parenting

### 3. Academic Excellence (Grow in wisdom and stature)

- 3.1 Are well prepared for higher education and committed to lifelong learning
- 3.2 Are skilled in reading, writing, speaking, listening, and critical thinking
- 3.3 Are proficient in mathematics and science

- 3.4 Have a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
- 3.5 Appreciate literature and the arts and understand how they express and shape the students' beliefs and values
- 3.6 Understand and practice a physically and mentally healthy life
- 3.7 Know how to utilize resources—including technology—to find, analyze, and evaluate information
- 3.8 Embrace excellence, seeking to work hard and give their best in everything they do, as working for the Lord
- 3.9 Have the skills to question, solve problems, and make wise decisions
- 3.10 Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas)
- 3.11 Are good stewards of their finances, time (including discretionary time), and all other resources

## APPENDIX B

### FINANCIAL POLICY

As a legally registered non-profit organization, NCAI is strongly committed to principles of financial integrity and transparency. External independent audits are conducted on an annual basis and we present our financial records to the government each year as required by law, to ensure that we are in full compliance with all legal requirements and generally accepted accounting principles (IFRS for SMEs – International Financial Reporting Standard for Small and Medium-sized Entities).

The following policies have been established to ensure fair and consistent expectations regarding school finances and family obligations.

1. Tuition must be paid in the first ten days of each month. A late fee of 5% will be applied to all payments that are more than 20 days overdue.
2. When financial obligations to the school have not been paid in full, the school reserves the right to withhold report cards, transcripts, grade certificates, advancement in class standing, participation in the graduation ceremony and the awarding of a diploma.
3. Any student whose financial account becomes 90 days overdue will not be permitted to continue attending classes until the account is brought within policy limits.
4. If a family reaches the 90-day limit 3 times in a school year, re-enrollment for the following year will be suspended automatically.
5. No student may attend class in the beginning of the school year if there are pending charges from the previous year or the registration fee has not been paid.
6. A charge of \$10.00 plus the bank penalty will be applied for checks returned for insufficient funds.
7. If a student attends any part of a month, 100% of the month's tuition must be paid.
8. If a student withdraws, records and transcripts will not be released until the account is settled in full.
9. The entrance fee must be paid upon enrollment or in ten monthly payments.
10. The school transportation contract is for 10 months, and payment must be made regardless of the number of school days in any given month. Withdrawal from the school bus service is not permitted during the month of December.
11. School bus service will be suspended if the family has not paid for two months.



## APPENDIX C

### RULES FOR SCHOOL TRANSPORTATION

The following rules have been established to ensure the safety, timely arrival and discipline of the students on the bus. Each student riding the bus is expected to follow these rules.

1. Given that the school bus is part of NCAI, students must behave inside the bus in the same manner that they do in the classroom.
2. The student must be ready 5 minutes before the scheduled pick-up time; if he/she is not ready the bus driver will wait approximately 30 seconds and leave.
3. For children from preschool through third grade, school staff will be responsible for taking the students to the bus after school. Older students must board their buses on time. The buses leave 10 minutes after the dismissal bell.
4. The chaperone of each bus will be responsible for the care and discipline of the students. A responsible adult must be at home to receive the students; if there is no one at home the student will be brought back to school and parents must come pick them up.
5. The chaperone will assign a seat to each student to avoid disorder and delays. Students of all ages are required to use seat belts and remain seated correctly at all times.
6. Keep arms, head, and body inside the bus at all times, and do not litter.
7. For safety reasons, eating and drinking is not permitted on the bus.
8. Changes to the route or stops are only permitted in case of emergency and must be authorized in the office in writing (no phone calls) by parents or guardians at least two hours in advance. Bus drivers and chaperones are not authorized to make changes.
9. The bus chaperones will keep a discipline log. The first incident will be a verbal warning and recorded in the log. The second incident will be recorded and communicated with parents. The third incident will be recorded and reported to the school administration. Further disciplinary action will result. Additional incidents may result in loss of bus privileges.
10. The school transportation contract is for 10 months, and payment must be made regardless of the number of school days in any given month. Withdrawal from the school bus service is not permitted during the month of December.
11. School bus service will be suspended if the family has not paid for two months.

## APPENDIX D

### 2017-2018 SCHOOL CALENDAR

#### August

Fri 4	Parent/Teacher/Student “Open House” ( <u>required</u> ) PK-6 <sup>th</sup> (6:00 – 7:30pm), 7 <sup>th</sup> -12 <sup>th</sup> (7:30 – 9:00pm)
Mon 7	Classes Begin (7:30am)
Thu 10	No classes – Local Holiday
Fri 18	School pictures – Preschool, Elementary
Fri 25	School pictures – Middle School, High School
Thu 24-Fri 25	11 <sup>th</sup> /12 <sup>th</sup> Grade Leadership Retreat

#### September

Mon 4	No classes – Teacher Workday
Thu 7	Progress Reports – 1st quarter
Wed 13	Early Release Day (12:30pm) Schoolwide Independence Day Program (10:30am)
Thu 14-Fri 15	No classes – Central American Independence Day
Fri 22-Sun 24	HS Youth Group Retreat
Thu 28	<u>Parent Seminar</u> (7:30am / 6:30pm)

#### October

Mon 9	No classes – Teacher Workday
Wed 11	Report Cards – 1st quarter
Sat 14	PSAT testing (11 <sup>th</sup> grade)
Wed 25-Thu 26	Early Release Days (12:30pm), Art Fair Parent Conferences ( <u>required</u> for all parents) Thursday 5:00 – 8:00pm, Friday 2:30 – 6:00pm
Fri 27	No classes – Teacher Workday and PT Conferences
Tue 17	High School Field Trip 1

#### November

Thu 2	Early-Release Day (12:30pm)
Tue 7	National Honor Society Induction (6:30pm)
Thu 9	<u>Parent Seminar</u> (7:30am / 6:30pm)
Thu 16	Progress Reports – 2nd quarter
Fri 17	Student Council Talent Show (6:30pm)
Wed 22	Early Release Day (12:30pm) Elementary Thanksgiving Celebration (11:00am)
Thu 23-Fri 24	Thanksgiving Break

#### December

Wed 6	Christmas Program (6:30pm)
Fri 8	No classes – National Holiday
Wed 13	Semester Exams – Early release (12:30pm)
Thu 14-Fri 15	Semester Exams – Early release (10:45am)
Mon 18	Christmas Holidays begin (3 weeks)

## January

Wed 10	Classes resume
Fri 12	Report Cards – 1st semester
Mon 22	No classes – ANCA Teacher Conference
Fri 26	Spiritual Emphasis Day (Secondary)

## February

Thu 1-Fri 2	4 <sup>th</sup> -6 <sup>th</sup> Grade Retreat
Wed 7-Sat 10	Senior Retreat (leave Wed 3:00pm)
Mon 12	No classes – Teacher Workday
Thu 15	<u>Parent Seminar</u> (7:30am / 6:30pm)
Thu 15	Progress Reports – 3rd quarter

## March

Thu 1-Sat 3	“The Sound of Music” Musical (6:30pm)
Thu 15	<u>Parent Seminar</u> (7:30am / 6:30pm)
Mon 19	No classes – Teacher Workday
Wed 21	Report Cards – 3rd quarter
Fri 23	“Every Way Day” (Elementary)
	Early Release (12:30pm)
Sun 25-Sun 1	No classes – Holy Week

## April

Mon 2	No classes – Day after Easter Sunday
Fri 6-Sun 8	MS Youth Group Retreat (leave 2:00pm)
Wed 18	High School Field Trip 2
Thu 26	Senior Presentations (7:00pm)
Mon 30	No classes – Teacher Workday

## May

Tue 1	No classes – Día del Trabajo
Thu 3	Progress Reports – 4th quarter
Thu 17	Assembly of Missionary Parents (6:30pm)
Wed 30	Early Release (12:30pm)
	Mothers’ & Fathers’ Day Program (Elem, 11:00am)

## June

Fri 1	Teacher Appreciation Day
Mon 4	Semester Exams – Early release (12:30pm)
Tue 5-Wed 6	Semester Exams – Early release (10:45am)
Wed 6	Kindergarten/6th grade Graduations (11:30am)
Fri 8	Report Cards available (1:00pm – 4:00pm)
	Senior Graduation (6:00pm)
Mon 17	Summer Camp begins (Ages 3-12)



*“They will soar on wings like eagles.”*  
**Isaiah 40:31a**