

# STUDENT-PARENT POLICY HANDBOOK

2024-2025



*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), now Cognia. Today, the school has reached a size of about 290 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 approximately 1000 students.

## **IDENTITY OF THE SCHOOL**

NCA International adheres to the mission of the Association of Nicaragua Christian Academy. 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 high quality integral Evangelical Christian education for the children of evangelical expatriate missionary families. To the extent that it does not impede the primary ministry, our secondary ministry is to equip Nicaraguans to impact their country and the nations for Christ. The program of study follows the North American school calendar year and provides an accredited North American liberal arts, English-language, Christian education that prepares students to enter institutions of higher learning.

## **MISSION OF THE SCHOOL**

Nicaragua Christian Academy partners with Christian parents in developing spiritual, social, physical and academic excellence in students so that they can be active disciples of Jesus Christ.

## **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 Cognia (formerly SACS / AdvancED), 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.

## **NON-DISCRIMINATION STATEMENT**

NCA does not discriminate in its admissions policy and practice based on race, color, gender, national origin, age, physical disability or any other characteristic protected by law.

## **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 the class syllabus for specific information about 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, students in grades 7-12 will be given exams or summative projects. Exams and projects will reflect the learning goals from the course and serve as the culmination of learning for the semester. Students are not eligible to be exempt from exams given at the end of the first semester. Because they are good preparation and practice, 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.

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. Missed exams will be scheduled either before or after the absence.

## **HOMEWORK**

Believing that practice is an integral part of the overall school program, each teacher may give homework to aid each student in learning. Each student is expected to complete his/her homework assignments each day and be responsible to turn them in.

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.

## **GRADE REPORTS**

Official report cards are distributed quarterly by email. Parents may monitor their child's grades at any time through Mosaic Family Access. 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 and must make up missing work within one week of returning to school.

## **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%) 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 whose year-long average is lower than 55% will be required to repeat the whole course content.

Plans for summer credit recovery should be created by the teacher and approved by the principal. 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)

## **DIPLOMAS**

All students receive both the Nicaraguan Bachillerato diploma and the U.S. high school diploma upon graduation from NCAI.

## **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. Physical Education grades are included in Honor Roll Award calculations but the requirement is 10% lower. For example, students can be considered for Director's List if their P.E. grade is above 85% and all other grades are above 95%.

## **ADVANCED PLACEMENT (AP) CLASSES**

Students in 11<sup>th</sup> and 12<sup>th</sup> grade may have the option of taking one or more Advanced Placement (AP) classes for an additional fee. Students who score well on the AP exam may be eligible to receive credit at participating colleges and universities. To take an AP class, students must have at least an 80% average and teacher approval from relevant previous courses. Students who sign up to take an AP class must also take the AP test, unless no alternate class was available. AP classes receive a weighted GPA according to the AP scale.

## **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, Spanish, Bible and Physical Education each year, even if they have already met the graduation requirements. Students in 12th grade who have met their graduation requirements are allowed to exchange 1-2 class periods for an online course, study hall and/or teacher aide assignment.

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 four days a week for 60 minutes is worth 1.0 high school credit. Students will not receive double credit for repeated classes.

**Fine Arts:** The Visual and Performing Arts requirement may be fulfilled by art, dance, drama, theater, music and worship. Practical art classes (such as culinary arts, publications and woodworking) do not meet this requirement.

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	4.0 credits	4.0 credits
Social Studies	4.0 credits	4.0 credits
Foreign Language	3.0 credits	3.0 credits
Physical Education	1.0 credits	1.0 credits
Bible	1 class for each year in attendance at NCAI	
Fine Arts	0.5 credits	1.0+ credits

### **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  
Science 7  
Latin America  
Spanish 7  
Bible 7  
Computer Apps  
Physical Education

**Grade 9**

English 9  
Algebra I  
Physical Science  
World History  
Spanish 9  
Bible 9  
Physical Education

**Grade 11**

English 11  
Algebra II  
Chemistry  
U.S. History  
AP Spanish Lang  
Bible 11  
Physical Education

**Grade 8**

English 8  
Math 8  
Science 8  
World Studies and  
US History  
Spanish 8  
Bible 8  
Physical Education

**Grade 10**

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

**Grade 12**

English 12  
Pre-Calculus  
Physics  
Government  
Economics  
AP Spanish Lit or  
Spanish 12  
Bible 12  
Physical Education

### 3. ATTENDANCE

#### SCHOOL HOURS

The school day begins Tuesday through Friday at 7:15, and one hour later on Mondays. Students must arrive between 6:45-7:10 (7:45-8:10 on Mondays). The school day ends at 12:15 for preschool and Kindergarten, and at 2:15 for other grades. The administrative offices are open from 6:45 to 3:45.

#### ATTENDANCE

Regular attendance to class is very important in order for students to receive the maximum benefit of an education at NCAI. Absences always result in loss of student learning; making up missed assignments does not replace the learning that was missed. 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.

Whenever a student is absent, parents will receive an automated email and must complete the response form so that the absence can be excused.

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 an absence is excused or not.
- In grades 4 and above, it is the student's responsibility to contact teachers for missed work.
- All work missed as a result of excused absences must be made up in the same number of days absent.
- Normally, NCAI will not excuse more than 12 absences per semester (15 absences per semester in preschool and Kindergarten). If a student exceeds this limit, the case will be reviewed by our attendance committee. Unless there are exceptional circumstances, only the first 12 (or 15) will be considered excused. The student will not be permitted to make up any missed work or tests resulting from subsequent absences. This policy is necessary for our school to maintain our integrity. Since we will be awarding class credit and a diploma to students who complete our educational program, we may not be able to certify completion of our program for students with excessive absences.

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

- Unexcused absences include skipping school, missing the bus, oversleeping, hairdresser appointments, staying at home to study or work on school assignments, or other reasons deemed unexcused by the principal.
- Students may not be allowed to make up missed work or tests.

### **FAMILY TRIPS AND PLANNED ABSENCES**

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 should email the principal and contact the child’s teachers at least two weeks prior to the planned absence, providing the reason and specific absence dates.
- 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.
- Even when excused by the principal, anticipated absences count toward the school limit of 12 absences per semester. The use of anticipated absences may result in subsequent absences for legitimate reasons (such as illness, emergencies or other incidents) being considered unexcused and affecting the student’s grades.

### **PERFECT ATTENDANCE AWARDS**

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

### **PUNCTUALITY**

Punctuality and time management are important; 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. Failure to arrive to class on time inevitably affects academic performance.

### **SIGNING IN/OUT**

Students who arrive late or leave early must sign in/out in the office. A partial absence will be recorded based on the amount of time away from school.

## **LATE TO SCHOOL**

If students arrive late to school more than five times in a semester, they may be denied entrance and marked as absent without excuse. Grades for that day may be lost without opportunity to make up work.

For any student who arrives late to school after already having five late arrivals in the current semester, they must meet with the principal before attending class, or they will be denied entrance to class for the day.

## **CLOSED CAMPUS**

NCAI operates on a closed campus basis. No student may leave the school grounds unless accompanied by their parent, guardian, or someone in their authorized pickup list in Mosaic. Students leaving campus as part of a school activity must have official school permission forms signed by their parents. Preschool and elementary students who are picked up from school by someone other than their parent, guardian or authorized pickup list must have an authorization note from the office as evidence of parent communication. It is the responsibility of secondary students and their parents to ensure that they only leave after school with authorized people.

No student may leave the school grounds unless accompanied by a parent or guardian or having confirmed parental permission with the office or the principal by means of a written note or a phone call. 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.

## **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 5:00 p.m. on weekdays, or at any time on weekends, without pre-approved authorization from the administration. School groups or clubs meeting outside of their regularly scheduled meetings or practices, must have prior approval.



## 4. ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Extracurricular 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 extracurricular 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 2:30 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 extracurricular activities on that same day.**

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 previous year and first quarter average of 90% or higher and excellent conduct are eligible to apply for membership and will be subject to faculty review. 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. Because HACIA Democracy requires missing multiple days of school, international travel, and student representation of our school, the following eligibility requirements are strictly enforced:

- Consistently good conduct (past 2 years);
- Current in tuition payments (past 2 years);
- No failing classes or credit recovery (previous year and first quarter);
- Successful absence recovery (students who have had problems making up missed work after a previous absence are ineligible).

The final participants will be selected by the faculty advisors after a selection period.

## **LEADERSHIP OPPORTUNITIES**

Students in grades 10-12 may apply for leadership opportunities such as youth group or small group leaders, worship leaders, Student Council officers, and other similar positions of leadership. Additional leadership opportunities are available for younger students. Students will be selected based on their application, school record, Christian testimony, and commitment to fulfill the responsibilities of the position. Student Council executive officers must also have a year average of 80% or higher and good conduct. If there are concerns about the student's academic or conduct records or Christian testimony, these will be discussed with the student during the selection process. In some cases, students will not be approved due to these concerns.

## **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 of class representatives made up of one male and female student from each class from seventh through twelfth grade. The class representatives 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.

## 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. If a student's dress does not meet these guidelines they will be asked to correct it.

### 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 during class time. A T-shirt, if worn beneath the shirt, must be white with no markings. Sweatshirts must be navy, gray black or white with no words or images (small brand logo is permitted), or approved NCAI sweatshirt. The NCAI uniform shirt must be worn under sweatshirts on days that it is required.

**Shorts, skirts and pants:** Shorts must be longer than the student's fingertips when their arms are at their side, and the style of pants should be modest and appropriate for school. Skirts must be longer than 3 inches above the knee. 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 synthetic material is recommended for durability of color; cotton material fades quickly with washing. Cargo pants are not allowed.

**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, unless wearing a skirt or pants designed to be worn without belts.

**Footwear.** No sandals, flip-flops, open-backed or high-heeled shoes may be worn with the uniform.

**Overall appearance.** Uniforms must be neat, clean, without holes, and with hems. Uniform shirts must be tucked in during class time. 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 when authorized to change at a particular break time).

**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 in all cases what is appropriate for school dress at NCAI.

## **COLOR DAY**

As a fundraiser for student council, most Fridays and the last Wednesday of most months are designated as Color Days; students must have paid the fee for permission to come dressed in casual 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 2.5 inches wide.
3. No form-fitting clothes or revealing necklines. Leggings may not be worn as pants. If clothing with transparent or form-fitting material is used, it must be combined with additional clothing that meets our dress code requirements.
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 and without holes.
6. On “special color days” (the last Wednesday of most months), students may also wear hats and flip-flops.

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 – PRESCHOOL AND ELEMENTARY**

These steps will be taken when preschool and elementary students do not meet dress code requirements. For the first three offenses, issues may be corrected by borrowing clothes from the nurse's office.

**First offense (no ticket):** Student warned about dress code issue and may be asked to change clothes. Teacher records the violation in the database.

**Second offense (yellow ticket):** Student is required to change clothes. Teacher records the violation in the database and notifies parents.

**Third offense (yellow ticket):** Student is required to change clothes and loses the privilege of the upcoming Color Day. Teacher records the violation in the database and the Principal contacts parents.

**Fourth offense (red ticket):** Student is sent to the office until the parents bring the correct clothes. Principal records the violation in the database and contacts parents. The student loses the privilege of the upcoming Color Day/Special Color day.

## **CONSEQUENCES – SECONDARY**

If a student wears inappropriate clothing, they must correct the issue before entering class. If the student cannot correct the issue, they will be asked to wait in the office until parents can bring the proper clothes. The incident will be documented in the school database. Repeated violations of the dress code may result in disciplinary action.

## **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 or guidance counselor.

### **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 but not limited to fireworks, knives, slingshots, any type of weapon (including replicas and toy weapons)
3. Magazines, books, music or materials that are inappropriate
4. Tobacco, alcohol, smoking/vaping equipment, or unreported drugs or medications

Cell phones, smart watches (if they have messaging, notifications or photo gallery), tablets, laptops and other electronic devices may not be used or heard during the school day (7:15-2:15) without specific teacher permission.

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

Any prohibited object or electronic object used without permission will be confiscated and returned only after appropriate disciplinary action. Objects confiscated from repeat violators may be held for a longer period of time.

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 (defiance to authority)
14. Stealing
15. Inappropriate displays of affection
16. Sexual harassment
17. Unauthorized or unacceptable computer use or attempted use
18. Unauthorized area of school
19. Prohibited objects violation
20. 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
- 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, a tardy is defined as not being in the classroom or designated location with the required materials when the bell rings. Ample time is provided for timely arrival. Tardies are recorded electronically. After the third unexcused tardy in a quarter, parents and the student will be notified. On the fifth and subsequent tardies, the student will receive detention. Continued offenses may result in a meeting with parents and further disciplinary action. Being more than 10 minutes late to any class period is considered skipping class.

**CONFLICT AND BULLYING**

Conflict is a natural part of any community. Conflict can be a healthy way for students to learn and grow. Bullying is different from typical conflict. Conflict ends with resolution and reconciliation. Bullying perpetuates conflict with the purpose of harm and dominance.

Bullying occurs when a student inflicts physical, social, or emotional harm on a peer intentionally and repeatedly (over time). Bullying may include the threat of further or worse harm. A student who bullies takes advantage of an imbalance of power (perceived or real). Bullying happens when a person, or a group of people, repeatedly and on purpose say and do things to someone who has a hard time defending himself or herself. Both students who are being bullied and students who bully may have serious, lasting problems. They both need attention and care.

## **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. If cheating occurs on quizzes, tests or other graded assignments, the assignment will be redone and the grade will be reduced by 40%. 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. Plagiarized papers must be rewritten and the grade will be reduced by 40%. In all cases of academic dishonesty, students will receive a conduct demerit, parents will be contacted, and the student may serve a detention. Repeat offenses may also result in suspension from school and behavioral probation.

## **SEARCHES AND BATHROOM SUPERVISION**

If the administration has a reasonable basis to believe that a student may be in possession of a prohibited or stolen object, it reserves the right to search the student's locker, personal belongings and clothing. Faculty and administrators may periodically check student bathrooms if there are concerns about disorderly conduct or violation of school rules.

## **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.

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/Smoking/Vaping: Possession of, use of, or consumption of any tobacco, smoking or vaping product is strictly prohibited.

Alcohol: Possession or consumption of any alcoholic beverage is strictly prohibited. Alcohol is not permitted at any school event including the graduation reception.

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

Students struggling with substance abuse problems will be encouraged to seek counseling and will be treated in confidentiality 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**

### **CHILD PROTECTION POLICY**

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 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 2:15 and 3:45 p.m. (Monday-Thursday). Printing costs C\$1 per page; secondary 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 during class time except as provided by the teacher or through a class project. Preschool and elementary students are not permitted to purchase soda 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.

If a student is found to have lice or nits (lice eggs) in his or her hair, parents will be notified and treatment will be recommended. Parents may choose to pick up their child immediately or at the end of the school day. The student will then be excluded from school until treatment has been initiated and examination by the school nurse reveals the absence of live lice in the student's hair. Parents should continue treatment on a daily basis until all nits have been removed. The school nurse will follow up 1 week later to verify successful completion of treatment.

## **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 will result in monetary fines and withholding of report card.

## **LOCKERS**

High school students are provided lockers to store personal items. Only padlocks issued by the school may be used. We recommend that students keep their lockers locked at all times; at a minimum, they must be locked at the end of each day. NCAI is not responsible for items lost or stolen from lockers. 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 anything else difficult to remove on *inside* of locker.
3. Do not leave any items on top of the lockers overnight. Any items left after hours will be discarded or taken to the lost and found.
4. You may not change lockers or locks without permission; if you do, there will be disciplinary consequences.
5. 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, one of 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 the case of a life-threatening emergency, the school's MERT (Medical Emergency Response Team) will be activated by the school nurse. The MERT will provide First Aid and CPR for the victim, contact parents/guardians to inform them of the situation and ask for input regarding hospital and transportation preference, and coordinate transportation to hospital (in ambulance or personal vehicle). Only in the case of a life-threatening emergency will our school nurse or other school staff accompany an injured person to the 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.

### **POLITICS**

NCAI is a politically neutral organization and does not permit any type of political campaigning.

### **SCHOOL CREDIT**

Students and staff who use the cafeteria must purchase pre-paid school credit. School credit may also be spent in the school store. Parents may monitor all transactions of their children through Mosaic. Reimbursements of school credit for amounts over \$10 may be requested in writing; amounts less than \$10 may not be transferred or reimbursed. Any amount left on the account after 1 year of leaving NCAI will be donated to the school.

### **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.

### **SCHOOL PROPERTY**

Good stewardship involves respectful care of all property. It is expected that students will not deface or damage the school buildings or property. Students are responsible for maintaining their textbooks in good condition. If a textbook is damaged or lost, it is the responsibility of the student to pay for it at full replacement cost.

## **SECURITY AND FIREARMS**

Private security is not permitted to remain on our school campus or enter through pedestrian gates. Firearms are never allowed past the pedestrian gates except by special authorization by the director.

## **STUDENT DRIVERS**

In order to provide a safe environment for our school community, NCAI students must agree and adhere to the policies in our Student Driver Contract before they are permitted to drive on campus. Student Drivers must use the designated parking spaces in the back parking lot.

## **STUDENT FUNDRAISING**

NCAI prohibits the collection of money on school property for personal benefit. All other fundraising activities must be requested in writing and approved by the Principal at least one week in advance.

## **TECHNOLOGY USE**

We want our students to learn and practice healthy uses of technology and avoid harmful content and behaviors. We teach and train our students on appropriate use, and use controls, filters, and supervision. However, it is not possible to block all objectionable material or completely control students. Students are responsible for their choices when using technology.

NCAI students receive school Google user accounts beginning in fourth grade, which are to be used for completion of school assignments. These accounts will remain valid for 6 months after graduation or school withdrawal, and then the account will be deleted, including all emails, documents and other content.

## **VISITORS**

Student visitors wishing to attend classes must obtain prior permission from the Principal. Student 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.



## 8. PRESCHOOL AND ELEMENTARY POLICIES

### AFTER SCHOOL CARE

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 extracurricular 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.

### BIRTHDAYS

On your child's birthday, if you would like, you may send in a treat to be shared by the class at recess or lunchtime. Please, first contact the teacher to ask permission to do so and to schedule an appropriate time. Parties, games, presents and piñatas are not allowed at school as they interrupt the academic instruction for the day. Invitations may be sent to school only when the party will be out of school and when all students of the class (or same gender) are invited. Take the opportunity to celebrate your child's birthday at home and invite their classmates for a fun celebration outside of the school environment.

### CLASSROOM LANGUAGE

To promote academic excellence and language practice, elementary students must speak only English in English-language classrooms and only Spanish in Spanish-language classrooms. This includes communication between students during work in partners or small groups.

### 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.

### **POSITIVE OFFICE REFERRALS**

We believe in the importance of positive reinforcement to guide and recognize commendable behavior. Teachers are encouraged to write a positive office referral for a student who displays Christ-like character traits.

### **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 an insulated design to prevent sweating.

## 9. PARENTAL INVOLVEMENT

Healthy communication between the school and parents of students is essential to maintain a strong partnership in the education of our students, in alignment with our school's mission. We seek to promote loving, graceful, respectful and appropriate communication.

We also believe strongly in the Biblical principle of communication taught in Matthew 5:23-24 and 18:15-16. When one has been 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. We desire that all would be committed to building up one another and confronting one another with a loving spirit.

We understand that in some cases, language limitations may seem like a barrier to communication between parents and teachers or staff. However, we want to encourage parents to reach out to the proper person regardless of this concern. Most of our teachers, staff and coaches are able to communicate in English and Spanish; in cases where staff are not bilingual, they have ready access to translation support through Educational Assistants and other staff members. We believe that direct communication is worth the extra effort that it takes to overcome language barriers.

### **HEALTHY COMMUNICATION BOUNDARIES**

Please understand that our faculty and staff are often unavailable to respond to communication because they are teaching, involved in meetings, or leading extracurricular activities. Our general expectation is that staff will respond to parent or student communication within 1-2 school days.

We desire to protect members of our school community (faculty, staff, students and parents) from excessive work, stress and exhaustion. In order to maintain a healthy balance between work and personal time, NCAI staff are not expected to respond to parent or student communication after 5:00 p.m. or on weekends. We ask that parents be patient regarding questions or concerns. We are committed to handle all concerns appropriately during working hours.

Generally, our expected communication method between parents and the school is through email. We do not require teachers to use or respond to WhatsApp messages. We value in-person, face to face communication over all other ways of communicating because this gives us the best opportunity to understand and support each other.

## **COMMUNICATION ABOUT ABSENCES**

When students are absent from school, an email will automatically be sent to parents via Mosaic. Parents should click on the link in the email and provide additional information about the cause of the absence. No other communication with the school is necessary. When a student is absent, the student (or parents of elementary students) should contact their teacher for missed work.

For planned or anticipated absences (medical/other appointments or family activities), see the next section.

## **COMMON NOTIFICATIONS**

Parents should send an email to [notify.ncai@nca.edu.ni](mailto:notify.ncai@nca.edu.ni) for any of the following matters:

- Change of transportation plans
- Authorization to leave school with other people
- Change of lunch plans
- Change of extracurricular activities
- Pre-authorization for signing a student out early
- Notification of planned or anticipated absence

This email address is monitored Monday-Friday from 7:15 to 2:15, and parents will receive a response within one hour during this time. All notifications should be sent at least 2-3 hours in advance. Except in the case of an unanticipated emergency, notifications received with less than 2 hours anticipation are not accepted.

Parents should not copy other school personnel on these emails to avoid redundant communication, nor should they call the school or send messages via WhatsApp or another platform. Staff members who monitor these notifications will notify the appropriate personnel (teachers, administrators, bus monitors, etc.) about the changes or planned absences.

## **COMMUNICATION REGARDING FINANCES**

Parents should communicate with our school cashier, Edwin Marota ([emarota@nca.edu.ni](mailto:emarota@nca.edu.ni)) for all routine communication regarding finances, payments and late fees. For unresolved issues or changes that would affect the family payment contract, parents should communicate with our business manager, Ivania Matamoros ([imatamoros@nca.edu.ni](mailto:imatamoros@nca.edu.ni)).

## **COMMUNICATION WITH TEACHERS**

Parents should contact the teacher(s) of their child via email or personal meeting for questions/concerns about any of the following matters:

- Homework or grades
- Behavior or discipline matters
- Incidents involving other students
- Class or school events
- Classroom, playground or extracurricular activities
- Concerns about the classroom environment

It is not necessary to include the principal, director or other school personnel in this communication. Teachers are encouraged to respond within 1-2 school days. If the issue is not resolved via email, parents should set up a personal meeting with the teacher. If the parent still feels that the question or concern is unanswered or unresolved, they should involve the principal.

### **COMMUNICATION WITH THE PRINCIPAL**

The principal's primary responsibility is to support the faculty in classroom instruction. The teacher, not the principal, is the most knowledgeable person to respond to questions about assignments, grading, class activities, or incidents that occurred in the classroom. For this reason, parents should contact the teacher--not contact the principal--about matters that teachers can resolve. When in doubt, contact the classroom teacher first.

Parents should contact the principal regarding the following matters:

- Anticipated absences of more than 1 day
- Issues concerning school policy
- Unresolved concerns that were already discussed in writing and a personal meeting with the appropriate faculty member
- Concerns about student progress or performance that are more general in nature rather than specific to a single class

The principal may contact parents\* regarding the following matters:

- Positive improvements or performance in academics, discipline, or school activities
- Academic probation or major concerns about poor academic performance
- Behavioral probation or discipline matters that have exceeded the systems established by teachers without an acceptable change in behavior by the student
- Other matters more appropriately handled by the principal than by the faculty

\*For students in grades 7-12, the principal will usually discuss these matters with the student before contacting parents.

## **COMMUNICATION WITH THE GENERAL DIRECTOR**

The general director's primary responsibility is to oversee all areas of the school and ensure that proper policies and procedures have been established and carried out to support the school's mission and vision. This includes school improvement initiatives as well as final decisions about staffing and student admissions.

Typical parent communication should begin with teachers, or in some cases, with the corresponding principal or administrator. Positive communication and feedback is always welcome. However, if parents have specific concerns, they should only communicate with the general director if the concerns were already discussed in writing or a personal meeting with the corresponding principal, and a satisfactory solution was not reached within 7 days. In cases where communication with the general director is necessary, parents should send an email to Liam Starkenburg ([director@nca.edu.ni](mailto:director@nca.edu.ni)) or arrange a meeting through his assistant, Melvin Berríos ([international@nca.edu.ni](mailto:international@nca.edu.ni)).

If the problem is still 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 Mosaic. 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.

## **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.

## **LUNCHTIME PHILOSOPHY**

We believe that lunchtime is an important time for students to have social engagement with their peers, as well as to develop independence and responsibility in eating and cleaning up. This goal is best supported without the presence of parents. Due to this reason, parents and other caretakers are not permitted on campus to have lunch with students.

## **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.

## **MOSAIC**

To access the parent or student online portal, visit [family.mosaicsms.com](http://family.mosaicsms.com) or [student.mosaicsms.com](http://student.mosaicsms.com), using ANCANI for the district code and 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.

## **CHILD CUSTODY ISSUES**

It is not the role of schools to enforce family court orders or resolve family law disputes. Parents have a responsibility to provide the school with copies of any court orders that impact on the relationship between the family and the school. Parents should settle any disagreements outside of school and avoid involving the school in unresolved disputes. In cases where parents are separated or divorced and the school receives contradicting requests from the parents, the school will not make changes to names, addresses, contact information, guardians, authorized pickup or other student records without written confirmation from both parents or a court order.

# APPENDIX A

## GOALS FOR NCAI GRADUATES

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

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

### 2. Social Excellence (Favor with man)

- 2.1 Impact those around them 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 Are committed to honoring God's design for marriage and parenting.
- 2.4 Respect, submit and relate with integrity to authority and to the people with whom they study, work, play, and live.
- 2.5 Be active members of the Body of Christ, making the most of the talents God gives them to build His church.
- 2.6 Understand, value, and engage in appropriate social and civic activities.
- 2.7 Embrace and practice justice, mercy, and peacemaking in family and society, dispelling prejudice and promoting intercultural harmony.
- 2.8 Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- 2.9 Be content in all circumstances, trusting God to provide for their needs and finding joy in serving Him.
- 2.10 Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- 2.11 Are good stewards of their finances, time (including discretionary time), and all other resources.

### 3. Physical Excellence (Grow in stature)

- 3.1 Are committed to honoring their body as the temple of the Holy Spirit.



- 3.2 Understand and practice self-discipline in maintaining a healthy diet.
- 3.3 Understand and practice self-discipline in maintaining a healthy and resilient emotional state.
- 3.4 Understand and practice self-discipline in the management of physical activity and rest.
- 3.5 Are committed to respecting and honoring their body, as they develop physical fitness (before, during, and after training or competition).
- 3.6 Are committed to demonstrating good sportsmanship while engaging in athletic competition.

#### **4. Academic Excellence (Grow in wisdom)**

- 4.1 Are well prepared for higher education and committed to lifelong learning.
- 4.2 Embrace excellence, seeking to work hard and give their best in everything they do, as working for the Lord.
- 4.3 Are skilled in reading, writing, speaking, listening, and critical thinking.
- 4.4 Are proficient in mathematics and science.
- 4.5 Have a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
- 4.6 Appreciate literature and the arts and understand how they express and shape beliefs and values.
- 4.7 Have the skills to question, solve problems, and make wise decisions.
- 4.8 Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas).
- 4.9 Demonstrate creativity and innovation in how they approach problems and life events.
- 4.10 Know how to utilize resources—including technology—to find, analyze, and evaluate information.
- 4.11 Have the skills to understand different perspectives, to build cross-cultural communication, and to foster collaboration.

## **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 ensure fair and consistent expectations for 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 in K-12<sup>th</sup> grade attends any part of a semester, 100% of the semester tuition must be paid. Students transferring from another school during the semester with school records and transcripts will pay a prorated amount.
8. If a student withdraws, records and transcripts will not be released until the account is settled in full.
9. School transportation is available in 3 modes: annual contract, monthly pass, and one-time use. See the School Transportation policies for details, terms and conditions.
10. 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. Students must follow the same school behavioral expectations while on the bus, and must obey the bus driver and chaperone at all times.
2. Students must be ready 5 minutes before the scheduled pick-up time; the bus driver will wait only 30 seconds before departing.
3. For preschool through third grade, staff will escort students to the bus. Older students must board on time. Buses leave 10 minutes after the dismissal bell.
4. 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. Do not litter.
7. For safety and cleanliness reasons, eating is not permitted on the bus.
8. Bus chaperones will maintain a discipline log and record all incidents. The first incident will be a verbal warning. The second incident will be communicated with parents. The third incident will be reported to the school administration. Further disciplinary action will result. Additional incidents may result in loss of bus privileges.
9. 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. These changes have an additional cost of \$10 per day. Bus drivers and chaperones are not authorized to make changes.
10. The annual contract is for a full year of service. There are no discounts or refunds for unused days or months. Annual contracts are established for a specific family and are not transferable to other passengers. Change of address is only permitted if family moves to a different house. One change to or from an annual contract is permitted per school year.
11. School bus service will be suspended if the family has not paid for two months.

# APPENDIX D

## 2024-2025 SCHOOL CALENDAR

### August

Friday 9	Open House
Monday 12	Classes begin (all Mondays start at 8:15am)
Tuesday 13	Classes begin (all Tuesdays-Fridays start at 7:15am)
Friday 23	School pictures – Middle School, High School
Friday 30	School pictures – Preschool, Elementary

### September

Monday 9	Independence Day celebration
Tuesday 10	No classes – Professional development
Wed 11-Fri 13	No classes – National holidays (Fiestas Patrias)
Wednesday 25	Progress reports – 1st quarter

### October

Thursday 3	<u>Parent Seminar</u> (7:30am)
Wednesday 16	Report cards – 1st quarter
Thu 17-Fri 18	No classes – Professional development
Wed 23-Fri 25	Early release (12:15pm) Parent conferences ( <u>required</u> for all parents)

### November

Wednesday 27	Early release (12:15pm) Elementary Thanksgiving celebration
Thu 28-Fri 29	Thanksgiving Break

### December

Monday 9	No classes – National holiday
Friday 13	Christmas program (6:00pm)
Monday 16	Semester Exams – Early release (12:15pm)
Tue 17-Wed 18	Semester Exams – Early release (10:30am)
Thursday 19	Christmas holidays begin (3 weeks)

## January

Wednesday 8	Classes resume
Friday 10	Report cards – 1st semester
Friday 24	Spiritual Emphasis Day (Secondary)
Monday 27	No classes – ANCA Teacher Conference

## February

Thursday 13	<u>Parent Seminar</u> (7:30am)
Monday 17	No classes – Professional development
Thursday 20	Progress reports – 3rd quarter

## March

Wednesday 19	Report cards – 3rd quarter
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## April

Thursday 3	<u>Parent Seminar</u> (7:30am)
Thu 10-Fri 11	No classes – Professional development
Sun 13-Sun 20	No classes – Holy Week
Monday 21	No classes – Day After Easter Sunday
Wednesday 30	Senior Presentations (7:00pm)

## May

Thursday 1	No classes – National holiday (Labor Day)
Thursday 29	Mothers' & Fathers' Day Program (Elementary)
Friday 30	No classes – Mother's Day

## June

Monday 2	Semester exams – Early release (12:15pm)
Tue 3-Wed 4	Semester exams – Early release (10:30am)
Wednesday 4	Kindergarten/Sixth grade graduations (11:30am)
Friday 6	Final report cards
Friday 6	Senior Graduation (6:00pm)



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