

STUDENT-PARENT POLICY HANDBOOK

2026-2027



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, kindness, and courtesy toward all members of the school community.
- Partner in our child’s education by attending meetings, participating in events, supporting learning at home, and maintaining open, respectful communication with the school.
- Address concerns through appropriate school channels, avoiding gossip, public criticism, and social media attacks, while pursuing Biblical reconciliation with grace, truth, and restoration.
- Demonstrate a spirit of collaboration, trust, and unity in support of the school’s mission, procedures, and decisions.
- 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 RISE (Respect, Integrity, Safety, and Effort), and the NCAI Habits of Living.
- 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.
- 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

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

GRADE REPORTS

Official report cards are distributed quarterly by email. Parents may monitor their child's grades at any time through Mosaic Family Access.

INCOMPLETE ASSIGNMENTS

All work must be completed by the end of the grading period. If illness or an emergency prevents completion, the student will receive an Incomplete and must submit the missing work within one week of returning to school.

ACADEMIC RECOVERY (GRADES 7-12)

To promote academic responsibility and ensure students meet the attendance and academic expectations of NCAI, secondary students may be assigned Academic Recovery sessions. Recovery sessions are typically held after school from 2:30-4:00 p.m. The assigned teacher will develop a recovery plan based on the student's learning needs.

For absences: Students who exceed the semester attendance limit must complete 1.5 hours of Academic Recovery for each absence beyond the limit.

For missing work: Students with assignments that remain incomplete more than 14 days after the due date may also be assigned to Academic Recovery. If the teacher verifies that the missing work has been completed before the scheduled session, the student is no longer required to attend.

Academic Recovery sessions have a fee of \$25 per session. The administration may waive this fee in cases of extended illness, hospitalization, or other exceptional circumstances.

Students who miss a scheduled Academic Recovery session will still be charged the full fee, as staff time has been reserved for them. If recovery requirements remain incomplete, the student will be scheduled for the next available session, and an additional session fee will apply.

HOMEWORK

Homework may be assigned as a meaningful extension of classroom learning. Students are expected to complete assigned homework responsibly and submit it on time. Homework should be appropriate for the student's age and should generally be limited during weekends and holidays. Parents who believe homework is consistently excessive should contact the teacher.

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.

High school teachers may choose whether to allow second-semester exam exemptions and may set their own exemption policies. These policies must meet the following minimum criteria: a year average in the class (based on the first semester, and third and fourth quarters) of at least 93%, and no more than 5 total absences (excused or unexcused) during the semester. In exceptional circumstances, the administration may consider approving up to 5 additional absences, provided the required grade average is maintained.

Students are expected to be present for all scheduled exams. Anticipated absences for any reason other than illness require prior approval. The exam rescheduling fee is US \$20 per exam.

APPROPRIATE USE OF ARTIFICIAL INTELLIGENCE (AI)

NCAI is committed to helping students develop strong language and academic skills, think critically and creatively, solve problems independently, and grow into capable, confident learners. Artificial Intelligence (AI) tools are becoming an increasingly important part of modern learning. When used responsibly, they can support creativity, learning, and skill development. However, improper use of AI may undermine academic integrity and interfere with meaningful learning.

AI tools include any applications or websites that generate text, code, images, audio, or other content based on user prompts. These tools may be used to support learning, but not to replace original thinking or shortcut the learning process. All submitted work must reflect the student's own understanding, effort, and voice. **Submitting AI-generated content without explicit teacher permission and proper acknowledgment is considered academic dishonesty.** If AI is used with permission, students must clearly indicate which tool was used and how it contributed to the work.

Acceptable Uses of AI: Supporting learning through grammar and spelling assistance, concept clarification, tutoring, or review of material; summarizing or reviewing large texts to improve understanding (but not to avoid reading the full text).

Requires teacher permission and disclosure: Brainstorming, idea generation, research support, or any other substantial use of AI in completing an assignment.

Prohibited Uses (considered academic dishonesty): submitting AI-generated work as one's own, using AI to replace original thinking or required research, generating substantial portions of an assignment without permission, using AI to bypass learning objectives, or using AI in any dishonest, unethical, or disrespectful manner.

Improper or unauthorized use of AI tools may result in loss of credit, academic penalties, and disciplinary action.

PROMOTION POLICY

For preschool through third grade, the principal makes final retention decisions based on teacher recommendations and parent communication.

Starting in fourth grade, students who fail a class (below 60%) must complete credit recovery for that class. Students failing three or more classes will automatically repeat the grade. Any student who fails a class will begin the following year on academic probation. Secondary students with a year-long average below 55% must repeat the entire course.

Teachers will develop summer credit recovery plans, subject to principal approval. NCAI charges a nonrefundable fee of \$150 per credit recovery class, regardless of completion or credit earned.

High school grade placement is based on total credits earned: students with fewer than 6 credits are classified as freshmen, 6 credits as sophomores, 12 credits as juniors, and 18 or more credits as seniors.

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

Students in 4th grade or above qualify for academic awards based on their semester averages:

- **Honor Roll:** 85% or higher in every class
- **High Honor Roll:** 90% or higher in every class
- **Director's List:** 95% or higher in every class

Physical Education is included but with a 10% lower requirement. For example, a student may be eligible for the Director's List with at least 95% in all other classes and 85% in P.E.

SEQUENCE OF CLASSES (GRADES 7-12)

Grade 7: English 7, Math 7, Science 7, Latin America, Spanish 7, Bible 7, Computer Apps, Physical Education, Elective

Grade 8: English 8, Math 8, Science 8, World Studies and U.S. History, Spanish 8, Bible 8, Physical Education, Elective

Grade 9: English 9, Algebra 1, Physical Science, World History, Spanish 9, Bible 9, Physical Education, Electives

Grade 10: English 10, Geometry, Biology, World Geography, Spanish 10, Bible 10, Physical Education, Electives

Grade 11: English 11, Algebra 2 or Pre-Calculus, Chemistry, U.S. History, AP Spanish Language, Bible 11, Physical Education, Electives

Grade 12: English 12, Pre-Calculus, Physics, Government, Economics, AP Spanish Literature or Spanish 12, Bible 12, Physical Education, Electives

ADVANCED PLACEMENT (AP) CLASSES

Students in grades 11 and 12 may choose to take 1–3 AP classes for an additional fee. AP exam scores may qualify for college credit at participating universities. To enroll, students must have at least an 80% average and teacher approval in relevant prior courses. Students enrolled in an AP class are required to take the AP exam unless no alternative course is available. GPA weighting according to the AP scale is only applied if the student takes the official AP exam.

GRADUATION REQUIREMENTS

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

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.

	Minimum	College Prep
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

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 is essential to student learning. Classroom instruction, discussion, collaboration, and guided learning experiences are important components of a student's education and cannot be replicated through make-up work. As an accredited school, NCAI must ensure that students meet both the academic and attendance requirements of our educational program. When we award course credit, promote students, or grant diplomas, we are certifying that these requirements have been met. For this reason, excessive absences, whether excused or unexcused, may affect a student's academic progress, promotion to the next grade level, or graduation.

Parents must provide the reason for each student absence by completing the attendance response form sent through Mosaic by email. The administration will determine whether an absence is recorded as excused or unexcused. Excused absences generally include illness, medical appointments, family emergencies, funerals, government or residency appointments, and other approved circumstances. Unexcused absences include skipping school, oversleeping, missing the bus, staying home to complete schoolwork, or other absences not approved by the administration.

Students in grades 4-12 are responsible for contacting their teachers regarding missed assignments following an absence. Unless otherwise approved by the teacher or administration, missed work should be completed within the same number of school days as the absence.

ABSENCE LIMITS

Preschool and Kindergarten students are limited to 15 absences per semester.

Students in grades 1-12 are limited to 10 absences per semester.

All absences, whether excused or unexcused, count toward the semester attendance limit. Students who exceed the applicable limit have not yet met the attendance requirements of the school's educational program. For students in Grades 7-12, the Academic Recovery Program provides an opportunity to meet these requirements. Failure to satisfy the school's attendance requirements may result in a student not being promoted to the next grade level or graduating.

FAMILY TRIPS AND PLANNED ABSENCES

Parents are strongly encouraged to schedule vacations and other discretionary travel during school breaks. Family trips, mission trips, and other planned absences should be kept to a minimum.

Parents should notify the principal and the student's teachers at least two weeks before any planned absence. Planned absences, even when approved, count toward the semester attendance limit. Students are responsible for obtaining and completing missed assignments, and teachers may establish reasonable deadlines for completing missed work after the student's return.

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

Once a student exceeds five late arrivals to school in a semester, a parent meeting with the principal will be required for each subsequent late arrival. These meetings are intended to support improved punctuality. Additional measures may be taken if the issue continues.

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.**

SECONDARY ATHLETICS

The secondary athletics 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 6th through 11th 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 cover the waistband when standing or sitting. If worn, an undershirt must be white with no markings. Sweatshirts must be solid navy, gray, black, or white, with no words or images (a small brand logo is permitted), or an approved NCAI sweatshirt. The 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 4th 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. 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. 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 Student Council fundraiser, most Fridays and the last Wednesday of most months are designated as Color Days. Students who have paid the required fee may wear casual clothing that is appropriate for school. The same modesty and appearance standards outlined above apply, along with the following:

1. Shirts may be untucked but must be long enough to fully cover the midriff at all times.
2. Sleeveless shirts must have shoulder straps at least 2.5 inches wide.
3. Clothing may not be form-fitting, have revealing necklines, or expose undergarments. Leggings may not be worn as pants. Transparent or form-fitting garments must be paired with additional clothing that meets dress code requirements.
4. Clothing must be neat, clean, free of holes, and may not display inappropriate words, images, or messages.
5. School-appropriate sandals may be worn. Flip-flops, Crocs, and athletic slides are not allowed.
6. On Special Color Days (the last Wednesday of most months), students may also wear hats, flip-flops, Crocs, and athletic slides.

Students not participating in color day must dress in proper uniform. 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 emphasize respect, forgiveness, courtesy, self-control, and other qualities rooted in Scripture. We also strive to develop in students good study habits and motivation.

Students should show eagerness to learn do their best. Students should show respect and cooperation toward teachers, staff, and peers. 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 reflect biblical standards; others support our high expectations and a safe, respectful environment.

DISCIPLINARY POLICIES

The teacher will deal with behavioral problems within the classroom. Parents should be aware of each classroom's discipline system. Teachers will provide a policy handout on the first day.

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.

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.

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: To minimize distractions and encourage a focused learning environment, cell phones are not permitted for use during the school day. Students in grades 7-12 must turn in their cell phones upon arrival. Phones will be secured in lock boxes and returned at the end of the school day.

Other devices: Smartwatches (with messaging, notifications, or photo storage), tablets, laptops, and other personal electronic devices may not be used between 7:15 a.m. and 2:15 p.m. unless specifically authorized by a teacher for academic purposes.

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

Consequences for cell phones: Failure of students in grades 7-12 to turn in a cell phone upon arrival is considered a willful violation of school policy. Consequences are as follows:

- First offense: Phone is confiscated and returned only after a meeting with the principal, student, and parents. At this meeting, the student must reaffirm their agreement to follow the policy.
- Subsequent offenses: Two-day suspension. The phone is returned after a meeting on campus with the principal, student, and parents. Continued enrollment is conditional on agreement to follow the policy.

Consequences for other prohibited objects: Objects will be confiscated and returned only after appropriate disciplinary action. Items from repeat offenders may be held for an extended period before being returned.

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, graduations, 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

Each student is responsible for personal belongings, as well as for textbooks, materials, library books, lockers, and all other items assigned to them. Students are financially responsible for any loss or damage.

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 AND DELIVERIES

The cafeteria serves food and beverages throughout the school day. Students must carry their student ID when making purchases. Preschool and elementary students may not bring or purchase soda or coffee. Microwaves and a refrigerator (provided by StuCo) are available for student use. Food and drinks (except water) are not permitted in classrooms unless authorized by the teacher.

Students may not order or schedule food deliveries to arrive during the school day. The school will not interrupt classes for food delivered outside of break or lunch time.

HEAD LICE

Parents of students found to have head lice will be notified. Students may remain at school until the end of the school day but must begin treatment before returning. Students may return once the school nurse confirms the absence of live lice. A follow-up examination will be conducted approximately one week later.

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 assigned lockers for storing personal belongings. Only school-issued padlocks may be used. Students are encouraged to keep their lockers locked at all times and must ensure they are locked at the end of each school day. NCAI is not responsible for lost or stolen items, and students are responsible for replacing lost locks.

Students are expected to keep lockers clean and in good condition. Decorations must be easily removable and may not damage the locker. Items may not be stored on top of lockers overnight. Lockers and locks may not be exchanged without permission, and students are responsible for any damage to their assigned locker.

LOST AND FOUND

Students are responsible for their personal belongings and are encouraged to label all items with their name. Any item found on campus should be turned in to the Lost and Found. While the school makes reasonable efforts to return lost property to its owner, NCAI is not responsible for items that are lost, stolen, or left unattended. Valuable items will be kept in the school office until claimed by the owner. Unclaimed items may be donated, repurposed, or discarded after a reasonable period of time at the school's discretion.

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 develop healthy, responsible, and Christ-honoring habits in their use of technology. NCAI teaches and encourages good digital citizenship, including using technology respectfully, protecting the privacy and dignity of others, communicating responsibly, and refraining from creating, accessing, or sharing content that is harmful, inappropriate, deceptive, or disruptive to the school community. Students may not use technology to harass, deceive, embarrass, or violate the privacy of others. While the school provides instruction, supervision, and internet filtering, no system can eliminate all objectionable content or prevent every misuse. Students are responsible for their choices when using technology.

NCAI students receive school Google accounts beginning in fourth grade for school-related learning and communication. These accounts remain active for 18 months after graduation or withdrawal, after which the accounts and all associated emails, documents, and other content will be permanently deleted.

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 wheeled 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 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) 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).

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 the director (director@nca.edu.ni) or arrange a meeting through his assistant (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, and children of staff must eat with their classmates in the lunch area, not with their parents.

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 or 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

NCAI HABITS OF LIVING

The NCAI Habits of Living are a set of Biblically rooted discipleship practices that go beyond what a student needs to know academically and helps to shape students into whom God is calling them to be. By practicing the Habits of Living, students are being equipped to engage and transform the world for Jesus Christ.

As active disciples of Christ, the community of NCAI is learning to be:

1. Christ Following (Mk. 8:34; Rom. 12:1-2; Mt. 22:37-40; Col. 2:6-7)

We offer up our entire, ordinary lives in obedience to Jesus by pursuing relationship with God and others.

2. Image Reflecting (Gen. 1:27-28; Eph. 2:10; 1 Cor. 12)

We cultivate our gifts, talents, and a healthy life in order to reveal God's glory and love to others.

3. Community Building (2 Cor. 5:20; Gal. 3:28; 1 Pet. 2:9-10; Ps. 133:1ff)

We develop a diverse community of grace, peace, and belonging through communication, collaboration, and cultural understanding.

4. Servant Working (Mk. 10:43-45; Jas. 2:14-17)

We humbly look for opportunities to sacrificially serve God and care for the needs of our neighbors.

5. Order Discovering (Prov. 1:7; Job 38-40; Dan. 2:20-23)

We delight in exploring the world to find God's truth, wisdom, and design all around us.

6. Creation Caretaking (Ps. 8; Gen. 1:28; 1 Cor. 6:19-20)

We manage and tend our individual selves and possessions, our community resources, and the natural world.

7. Beauty Creating (Ex. 31:1-6; Ps. 96, 98, 100)

We make good and beautiful work using our God-given abilities and imagination to glorify Him.

8. Kingdom Seeking (Mt. 6:33; 13:44-46; Hb. 11:13-16; Mk. 1:15; Col. 3:1)

We search for God's work in the world and join Him in the restoration of all things by responding to brokenness.

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-12th 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

School transportation is provided by an independent third-party company under contract with NCAI. While the transportation service is not owned or operated by the school, all school rules and behavioral expectations apply while students are using the service. Transportation is available before school, after school, and on a limited after-activities bus with advance registration. All school buses are staffed by both a driver and a chaperone.

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. Staff will escort PK-3rd grade students to the bus. Older students must board promptly. Buses depart 10 minutes after dismissal.
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.

APPENDIX D

2026-2027 SCHOOL CALENDAR

August

Friday 7	Open House
Tuesday 11	Classes begin (all Tuesdays-Fridays start at 7:15am)
Monday 17	Monday schedule (all Mondays start at 8:15am)
Friday 21	School pictures – Middle School, High School
Friday 28	School pictures – Preschool, Elementary

September

Friday 11	Independence Day celebration
Mon 14-Fri 18	No classes – National holidays (Fiestas Patrias)
Wednesday 23	Early Release (11:15am) – Professional development
Friday 25	Progress reports – 1st quarter

October

Thursday 8	<u>Parent Seminar</u> (7:30am)
Wednesday 21	Early release (11:15am) – Professional development
Friday 23	Report cards – 1st quarter
Wed 28-Fri 30	Early release (11:15am) Parent conferences (<u>required</u> for all parents)

November

Monday 2	Early release (12:15pm) – Local observance
Monday 9	No classes – National holiday
Wednesday 25	Early release (12:15pm) Elementary Thanksgiving celebration
Thu 26-Fri 27	Thanksgiving Break

December

Tuesday 8	No classes – National holiday
Friday 11	Christmas program (6:00pm)
Mon 14-Wed 16	Semester exams (secondary)
Monday 14	Early release (12:15pm)
Tue 15-Wed 16	Early release (10:30am)
Thursday 17	Christmas holidays begin (3 weeks)

January

Wednesday 6	Classes resume
Friday 8	Report cards – 1st semester
Monday 18	No classes – National holiday
Tuesday 19	No classes – ANCA Teacher Conference
Friday 29	Spiritual Emphasis Day (secondary)

February

Tuesday 2	No classes – National holiday
Thursday 11	<u>Parent Seminar</u> (7:30am)
Friday 19	Early release (11:15am) – Professional development
Monday 22	No classes – National holiday
Wednesday 24	Progress reports – 3rd quarter

March

Friday 19	Early release (12:15pm)
Sun 21-Sun 28	No classes – Holy Week
Wednesday 31	Early release (11:15am) – Professional development

April

Friday 2	Report cards – 3rd quarter
Thursday 15	<u>Parent Seminar</u> (7:30am)
Thursday 29	Senior Presentations (7:00pm)

May

Friday 28	Mothers' & Fathers' Day Program (PK/elementary)
Monday 31	No classes – National holiday

June

Tue 1-Thu 3	Semester exams (secondary)
Tuesday 1	Early release (12:15pm)
Wednesday 2	Early release (10:30am)
	Last day of school (preschool/elementary)
	Kindergarten/Sixth grade graduations (11:30am)
Thursday 3	Early release (10:30am)
	Last day of school (secondary)
Friday 4	Final report cards
Friday 4	Senior Graduation (6:00pm)



"They will soar on wings like eagles."
Isaiah 40:31a