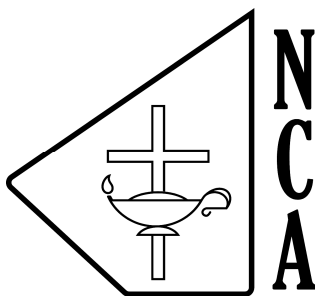


STUDENT-PARENT HANDBOOK

2010-2011



Psalm 119:105

Nicaragua Christian Academy

“Academic Excellence with a Christian Foundation”

Managua, Nicaragua



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1. INTRODUCTION

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 became the first ACSI-accredited school in Central America. In 2005, NCA opened its second school, NCA Nejapa, which offers Christian education of academic excellence in the Spanish language. Both schools include preschool through high school and are governed by a common school board. Today, the English campus has reached a size of over 290 students and 29 teachers, and NCA Nejapa has over 270 students and 22 teachers.

IDENTITY AND MISSION OF THE SCHOOL

Our mission is to equip children of Christian parents with the spiritual discernment, the moral courage and the academic excellence to impact society through Christian living motivated by a heartfelt love for God. Nicaragua Christian Academy schools are evangelical, non-denominational, non-profit preschool, elementary, and secondary educational institutions. Our primary and intentional ministry is to provide a Christian education for the children of evangelical expatriate missionary families. The curriculum is designed to provide an accredited North American liberal arts English-language education that prepares students to enter institutions of higher learning. To the extent that it is consistent with the primary ministry, our secondary ministry is to equip future Nicaraguan leaders, providing an education authorized by the Nicaraguan Ministry of Education.

2. ACADEMICS

ACCREDITATION

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

EVALUATION AND GRADES

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

When financial obligations to the school have not been paid in full, the school reserves the right to deny a student his report card, advancement in class standing, the forwarding of a transcript or grades, and the awarding of a diploma.

GRADING SCALE

The following scale is used to calculate a high school student’s GPA (Grade Point Average) for classes from 9th to 12th grade.

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

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

Students are not eligible to be exempt from exams given at the end of the first semester. Middle school students may not be exempt from second semester exams. Teachers of high school students may decide whether or not to allow exemptions for second semester and may write their own exemption policies. The teacher’s exemption policy must meet the

following minimum guidelines: a year average in the class (first semester, third and fourth quarters) of at least 93%, and no more than 5 total absences (excused or unexcused) in the semester. Students who are exempt from an exam do not need to attend school during that exam period.

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

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

HOMEWORK

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

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

STUDY HABITS

The following guidelines may help students to succeed academically.

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

BACHILLERATO DIPLOMA

Students desiring a Nicaraguan bachillerato diploma must meet current Ministry of Education requirements.

REPORT CARDS

Report cards are distributed quarterly, at the end of each grading period. The envelopes must be signed by a parent and returned to the teacher.

PROGRESS REPORTS

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

INCOMPLETE ASSIGNMENTS

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

PROMOTION POLICY

Elementary and middle school students must pass English and math for promotion to the next grade. The degree of deficiency of any student doing unsatisfactory work in these areas will determine whether the grade is repeated or special summer work is required.

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

Less than 6 credits – Freshman (9th grade)

6.0 credits – Sophomore (10th grade)

12.0 credits – Junior (11th grade)

18.0 credits – Senior (12th grade)

Tutorial arrangements for summer instruction must be approved by the Principal, and should include a minimum of 30 hours of tutor time with an approved certified tutor.

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 4th grade or higher will be placed on the Honor Roll if he maintains a semester grade of 85% or higher in all of his classes. For the High Honor Roll, the student must have 90% or higher in all of his classes. Students with 95% or higher in all classes will be placed on the Director's List. Awards are given out at the end of each semester.

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). Normally, at least six credits will be taken each year. Four years of academic study are required to complete the standard course of study (see Sequence of Classes). High School students must be enrolled in English, Math, Social Studies, Science, Bible and Physical Education each year, even if they have already met the graduation requirements.

High school credits are earned with passing grades in classes based on the amount of class time the class meets each week. A class that meets five days a week for 50 minutes is worth 1.0 high school credits. Students must earn a grade of 60% or higher to receive credit for a class. For classes that are prerequisites of other classes, students must earn at least 70% in the prerequisite class before taking the next class. Students will not receive double credit for repeated classes.

Many colleges are increasing 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	3.0 credits	4.0 credits
Social Studies	3.0 credits	4.0 credits
Foreign Language	2.0 credits	3.0 credits
Physical Education	1.0 credits	1.0 credits
Bible	1 class for each year in attendance at NCA	

SEQUENCE OF CLASSES

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

Grade 7

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

Grade 9

Intro to Lit. Critique
Algebra I
Physical Science
World Geography
History of Nicaragua
Geography of Nic.
Bible 9
Physical Education

Grade 11

British Literature
Algebra II
Chemistry
American History
Spanish 11
Bible 11
Physical Education

Grade 8

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

Grade 10

World Literature
Geometry
Biology
World History
Spanish 10
Bible 10
Physical Education

Grade 12

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

3. ATTENDANCE

SCHOOL HOURS

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

ATTENDANCE

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

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

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

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

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

Anticipated Absence – *NCA 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 students to be absent from school for an extended period.

- Parents must present a written note detailing the planned absence to the administration.
- Before leaving, students must complete an Absence Sheet (available in the office), asking the teachers for their assignments so that they do not fall behind on their work. Upon return, students will be given a maximum of three days to complete missed work and tests.
- Failure to maintain a positive attendance record will jeopardize ability to use anticipated absences.

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

PERFECT ATTENDANCE AWARDS

Students may receive Perfect Attendance Awards if they have no absences during a year. Awards are given out at the end of each year.

SIGNING IN AND OUT

When a student arrives late to school (after 8:00 a.m.), he must sign in at the office and receive a pass to class. He must provide a reason for his tardiness. If a student must leave before 2:30 p.m. for any reason, he must sign out in the office before leaving and receive an Exit Pass to leave.

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

PUNCTUALITY

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

TARDY TO SCHOOL

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

TARDY TO CLASS

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

PHYSICAL EDUCATION

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

BEFORE SCHOOL (ELEMENTARY)

Please ensure that your elementary students do not arrive at school before 7:00 a.m. If your child arrives before 7:15, they will need to wait in the chapel area until their classroom teacher comes to pick them up.

AFTER SCHOOL CARE

The After School Care (ASC) program is designed to care for NCA students from preschool through sixth grade 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 on time, he will be sent to ASC and his account will be charged for time used. Students involved in sports, tutoring and other school-sponsored activities do not need to pay for the time they are under adult supervision in these activities, but siblings who stay at school during this time will be charged.

Charges begin 15 minutes after school is dismissed or extra-curricular activities are released, and will appear on your monthly school tuition bill. The hourly rate for ASC is US\$1 before 4:15pm and \$3 after 4:15pm. If your child is not picked up by 5:00pm, the late fee is as follows: 1 to 14 minutes - \$2; 15 to 29 minutes - \$5; over 30 minutes - \$10.

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.

4. ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

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

REQUIREMENTS FOR PARTICIPATION

Elementary students must maintain a 75% average and no failing grades. If an elementary student's academic average falls below 75% or he fails one or more subjects, he will be placed on probation. He will be allowed to practice with parental and coach permission, but participation in games will be limited until the student raises his grades to an acceptable level. Each probation will be handled on an individual basis to set reachable goals for the student.

Middle school and high school students are required to be in good academic standing (passing all classes and free from conflicting detentions or other disciplinary measures) in order to participate in interscholastic athletics or extra-curricular clubs and activities. Middle school and high school students must maintain a 75% overall average and no failing classes. Students who are ineligible for athletics due to low grades may be allowed to participate in team practices with the consent of the coach and parents, but may not play in any interscholastic games. Any student on academic probation may be given permission to play in games when the terms of academic probation have been satisfied for at least one quarter. Students absent during a school day may not participate in practice or a scheduled game on that same day.

ATHLETICS

The calendar is divided into two athletic seasons. Practices are held from 2:45 to 4:00 p.m.

Fall Sports

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

Spring Sports

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

CLUBS AND ACTIVITIES

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

National Honor Society (NHS): International organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service and Character. Students in grades 10-12 with a year average of 85% or higher and good conduct (2 or less demerits and 8 or less tardies in the year) are eligible to be nominated by their teachers for membership. Members are involved in leadership and service projects.

HACIA DEMOCRACY

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

To be eligible for HACIA Democracy, a student must have an 80% average from the previous year, good conduct (2 or less demerits and 8 or less tardies in the previous year), and must be current in tuition payments.

STUDENT COUNCIL

The goals of the Student Council are as follows:

1. Promote enthusiasm and pride in the Academy.
2. Unite students to work together for the benefit of the Academy.
3. Support the Administration in areas that will benefit all students.
4. Help create a Christian environment characterized by peace, harmony and cooperation among students and faculty.
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 12th 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 Speaker. The secondary students elect the executive committee members.

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

To be eligible for student council, a student must have an 80% average through 3rd quarter and good conduct (2 or less conduct demerits and 8 or less tardies in the year).

STUDENT ACTIVITIES

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

PLAYGROUND RULES (ELEMENTARY)

1. While at NCA, 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 in the music hut or basketball court areas unless they are being supervised by a teacher.
5. Sports balls are not to be used in the chapel area.
6. Food must be kept in the chapel area. No food or drinks are allowed on the playground.

5. CONDUCT AND DISCIPLINE

POSITIVE ATTITUDES

Our emphasis at NCA 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. It is our school's expectation that a student honor Christ in all behavior and activities both in school and outside of school.

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.

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. Students displaying problems in this area will be counseled on an individual basis.

CLOSED CAMPUS

No student may leave the school grounds unless accompanied by a parent or guardian or having confirmed parental permission by means of a written note or a phone call to the office. If leaving during the school day, students must sign out in the office before leaving and sign in upon return.

For any standing arrangements involving a student having permission to leave campus unaccompanied, a Campus Leave form may be signed for the whole school year.

PROHIBITED OBJECTS

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

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

The following objects may not be used during the school day because they may be disruptive to the educational process:

1. Chewing gum (because it ends up on the furniture and floor)
2. Radios, media players (tapes, CDs, digital music)
3. Electronic organizers, laptop computers, messaging devices
4. Games, playing cards, laser pens, and toys
5. Skateboards, RipStiks, skate shoes (between 7:00 a.m. and 3:00 p.m.)
6. Cell phones may not be used, seen or heard between 7:30 a.m. and 2:30 p.m. Phones must be turned off (not set on silent or vibrate) during the school day. For pressing needs, students may use their cell phones in the front office to make phone calls.

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

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

BEHAVIOR POLICIES

Group One Violations include nuisances and minor behavior problems.

Violations

1. Running, shoving, or boisterous activities in the halls or classrooms
2. Chewing gum
3. Shouting or excessive talking or noise in the halls or classroom
4. Writing or passing notes
5. Eating or drinking in class
6. Cutting or pushing in line
7. Not wearing the uniform correctly

Consequences may be one or more of the following:

1. Verbal warning
2. Parent notification
3. Other consequence deemed appropriate by administration

Group Two Violations include attitude and behavior problems.

Violations

1. Repeated group one violations
2. Skipping class
3. Leaving school without permission
4. Profanity or obscenities
5. Disruptive or inappropriate behavior
6. Behavior that threatens safety of others
7. Physically injuring self or others
8. Fighting or mock fighting
9. Cheating or plagiarism
10. Malicious damage to school property or personal property of others
11. Disrespect to teachers, staff or students
12. Sexual harassment
13. Insubordination
14. Inappropriate displays of affection
15. Stealing
16. Unauthorized computer access or attempted access

Consequences may be one or more of the following:

1. Verbal warning
2. Conduct demerit
3. Lunch or after-school detention
4. Parent conference
5. Failing grade on test or assignment (skipping, cheating, plagiarism)
6. Referral to Principal
7. School community service project
8. Suspension
9. Other consequence deemed appropriate by administration

Group Three Violations are serious infractions including but not limited to possession and/or use of tobacco, alcohol, firearms, illegal or non-prescribed drugs. Violations may result in immediate suspension and/or expulsion.

DETENTION

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

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.

EXEMPLARY CONDUCT AWARDS

Students in 7th grade or higher may receive an Exemplary Conduct Award for excellent conduct if they have a final conduct grade of “E”. 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.

6. DRESS CODE

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

UNIFORM

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

Shirt. All students, male and female, are required to wear a white polo shirt with embroidered emblem (available for purchase in the school office) or a white short-sleeve dress shirt with emblem neatly sewn over the pocket. Emblems are available in the school office.

Shirts must be long enough to remain tucked in throughout the school day. A T-shirt, if worn beneath the shirt, must be white with no markings (except the school T-shirt).

Female students may wear shorts, skorts, or skirt (loose, straight or pleated) reaching 4 fingers above the knee or longer, or pants.

Male students may wear shorts or pants.

All shorts, skorts, skirts, and pants must be the dark navy blue color of all standard uniforms in Managua. The use of *synkatex* material is recommended for durability of color; cotton pants fade quickly with washing. Cargo pants and external pockets are not allowed.

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

Footwear. Shoes may be black, gray and/or white, with no decorations of other colors (small company logos are acceptable). No sandals, flip-flops, open-backed or high-heeled shoes may be worn with the uniform. Socks, if worn, may be white or navy blue.

Overall appearance. Uniforms must be neat, clean, without holes, and with hems. Uniform shirts must be tucked in at all times. Pants must be worn at or above the hips. Students are to be attentive to their own personal hygiene and grooming. **Hair must be clean, well groomed and**

short enough that it does not cover the eyes. Extreme or distracting hairstyles and extreme or unnatural coloring are not allowed. Hats, bandanas, and other head coverings may not be worn. Jewelry should be moderate and not distracting. 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 NCA P.E. uniform shirt and uniform shorts (available in the office). Athletic footwear of any color may be worn with the P.E. uniform.

High school students may not wear their P.E. uniforms to other classes (except homeroom, for students with P.E. first period). Preschool and elementary students should wear their P.E. uniform all day on P.E. days.

Athletes. At all interscholastic games, members of NCA athletic teams should be dressed in the official team uniform and represent our school well. On the day of each home game, members of NCA 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 NCA uniforms. Shirts must be tucked in. Shoes should be appropriate for the occasion.

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

COLOR DAY

As a fundraiser for student council, certain Fridays are designated as Color Days. On these days, students may pay a small fee and come dressed in neat clothes appropriate for school. The same modesty and overall appearance guidelines (above) apply to color day, along with the following:

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

Students not participating in color day must dress in uniform meeting all standards. NCA uniform polo shirts may be worn untucked if color day fee is paid; uniform dress shirts must be tucked in, even on color day.

CONSEQUENCES – ELEMENTARY

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

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

CONSEQUENCES – SECONDARY

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

7. SCHOOL POLICIES AND SERVICES

BIRTHDAYS (ELEMENTARY)

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

COMPUTER LABS

The computer labs are used for technology instruction during the day, and are available for individual student use between 2:30 and 4:00 p.m. (Monday-Thursday). High school and upper elementary students have individual user accounts. Laser printing costs C\$0.50 per page; high school students receive 60 pages free each semester.

FOOD

The cafeteria serves food and beverages throughout the school day. There are no refrigerators available for students use, but microwaves are available. Food and drinks (except water) are not allowed in the high school classrooms or hallways. Students in preschool and elementary are not permitted to purchase pop at the cafeteria or bring it from home.

HEAD LICE

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

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 may result in monetary fines and/or withholding of report card.

LOCKERS

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

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

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

MEDICAL SERVICES

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

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

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

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 building, or any auxiliary equipment (buses, desks, chairs, etc.). Textbooks are essential, expensive items and students are responsible for their care. Textbooks are to be covered with a protective, removable covering (no contact paper). If a textbook is damaged or lost, it is the responsibility of the student to pay for it at full replacement cost.

SCHOOL SUPPLIES

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

STUDENT FUNDRAISING

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

TELEPHONE

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

TRANSCRIPTS

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

TRANSPORTATION

A school bus service is available at an extra charge. If you wish to take advantage of this service, please visit the school office. See Appendix C for school bus rules. Families making other arrangements are responsible for bringing their children to school on time and picking them up at 2:30 p.m. Students involved in after-school programs must be picked up by 4:00 p.m.

VISITORS

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

WATER BOTTLES

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

8. TECHNOLOGY ACCEPTABLE USE POLICY

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

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

GENERAL GUIDELINES

Students must follow these guidelines when using NCA computers:

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

ACCEPTABLE USES

The computers and Internet access are provided for these purposes:

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

UNACCEPTABLE USES

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

1. **Do not monopolize the network.**
 - Playing recreational computer games is not allowed.
 - Chat and instant messaging is not allowed at any time.
 - Internet radio is not allowed. Streaming media may be used only when necessary for a class.
 - Download large files (500KB+) only if necessary for a class.
2. **Never violate the privacy of others.**
 - Do not access, read, copy, or distribute another user's files or e-mail without the explicit prior consent of the other user.
3. **Never communicate in disrespectful or untruthful ways.**
 - Avoid discourteous, profane, or abusive language.
 - Do not misrepresent yourself.
 - What you do and say online represents Christ and our school.
4. **Never use the network for illegal or destructive activities.**
 - Never use a computer to harm other people or their work.
 - Do not vandalize websites or computers. This includes inappropriately altering Wikipedia or other websites (cyber vandalism), and intentional use of computer viruses.
 - Never access or attempt to access resources to which you are not authorized (hacking).
5. **Never use the network for immoral purposes.**
 - Do not view or send inappropriate pictures or text.
 - If you encounter such materials, turn off the monitor and notify a teacher immediately. If you fail to notify immediately, you will be held accountable for accessing that site.
6. **Never use copyrighted materials in an unauthorized manner.**
 - Do not post or distribute copyrighted materials.
 - Do not use materials in class papers or presentations without giving due credit to the author. This constitutes *plagiarism* – the presenting of someone else's ideas, research, or intellectual property as though they were your own.
 - Do not download illegal MP3s or other copyrighted media.
7. **Do not change the computer hardware or software.**
 - Do not install, copy or remove any software without the permission of the Network Administrator.
 - Do not take apart, modify, upgrade, or repair any hardware, nor attach or detach any peripherals.

9. PARENTAL INVOLVEMENT

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

SCHOOL VISITATION

Parents are welcome to learn more about their child's school day by scheduling a classroom visit. Such visits may be arranged in advance by contacting the teacher. In order to avoid unnecessary distractions and interruptions, parents are asked to please refrain from making unscheduled visits to the school 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.

A major goal at Nicaragua Christian Academy is to maintain close contact with parents and to communicate regularly. Please do not hesitate to come in and talk at any time. The school is here to serve you and your child.

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.

PARENTING RESOURCE SEMINAR

Our school psychologist will conduct four seminars in the course of the school year on a variety of topics related to the challenging task of parenting. Please consult the calendar and make plans to attend these bilingual presentations.

PARENT ACCESS

Our school provides parents and students with online access to the family directory, class schedules and grades, homework, attendance and discipline

records, health journals, your family's tuition account and contact information for the teachers of your children. To use ParentAccess, please visit <http://parent.nca.edu.ni> and login with the username and password provided by the school.

MATTHEW 18 PRINCIPLE

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

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

GRIEVANCE PROCEDURE

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

APPENDIX A

STATEMENT OF FAITH

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), and 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).

APPENDIX B

GOALS FOR NCA GRADUATES

NCA graduates will:

1. Share a heartfelt reverence for Almighty God, loving Him with all their hearts, minds, souls and strength.
2. Share a passion for telling others about Christ out of love for the lost.
3. Have hearts for Christian service to others in obedience and gratitude to God.
4. Have a biblical view of themselves, a spirit of humility, an awareness of their own spiritual weaknesses, and a need to be held accountable by others.
5. Be submissive to the authorities God places in their lives, recognizing and appreciating them as His way of giving order to society and restraining sin.
6. Have a desire to walk with the righteous and separate from the wicked, seeking the fellowship of other Christians.
7. 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.
8. Be active members of the Body of Christ, making the most of the talents God gives them to build His church.
9. Be readers and writers, familiar with the broad march of history and the realities of the physical world.
10. Be creative, well rounded, and able to appreciate people in every discipline of life.
11. Be rooted in their faith and clear in their worldview, yet able to understand, appreciate, and get along with people who think and live differently.
12. Be content in all circumstances, trusting God to provide for their needs and finding joy in serving Him.
13. Be reformers, taking on the problems of the planet with a vision for a better world as they seek to promote justice and peace, care for the earth, and set an example of God's goodness in a way that shines before others.
14. Embrace excellence, seeking to work hard and give their best in everything they do, as working for the Lord.

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. Taking into consideration that the school bus is part of the Academy; the student must behave inside the bus in the same manner that he/she does in the classroom.
2. The student must be ready 5 minutes before the scheduled pick-up time; if he/she is not ready the bus driver will wait approximately 30 seconds and leave.
3. Teachers of children from preschool through third grade will be responsible for making sure their students board the assigned buses in a timely fashion.
4. After school, all students in grades 4-12 must board their buses on time. The bus driver will wait 10 minutes past the dismissal bell. It is the student's responsibility not to miss the bus.
5. A chaperone will be assigned for each bus that will be responsible for the care of the children and make sure that each child is left at his/her home with the person in charge. If there is no one at home the student will come back to the school and it will be his/her parent's responsibility to come and pick him/her up.
6. No rushing/pushing other students on entering or exiting the bus.
7. Each student will be assigned a seat in order to avoid disorder and delays.
8. Keep arms, head, and body inside the bus at all times.
9. It is not permitted to stand or put feet on the seats. Students must remain in their seats while the bus is in motion.
10. For safety reasons, students may not eat or drink inside the bus.
11. Students are strictly forbidden to ride home with other students or exit the bus at a location other than their residence without written permission from a parent or guardian.
12. Do not litter or throw trash out the windows.
13. The bus chaperones will keep a discipline log. The first incident will be a verbal warning and recorded in the log. The second incident will be recorded and communication with parents. The third incident will be recorded and reported to the school administration. Further disciplinary action will result.
14. In cases of disorderly conduct, the bus will stop and wait until order is restored before continuing the route.

APPENDIX D

2010-2011 SCHOOL CALENDAR

August

Fri 6	Parent/Teacher/Student “Open House” (<u>required</u>) 6:00 – 7:30 p.m. – Preschool, Elementary 7:30 – 9:00 p.m. – Middle School, High School
Mon 9	Classes Begin (7:30 a.m.)
Tue 10	No classes – Local Holiday
Fri 20	School pictures – Middle School, High School
Fri 27	School pictures – Preschool, Elementary

September

Thu 2-Fri 3	11 th /12 th Grade Leadership Retreat
Mon 6	No classes – Teacher Workday
Thu 9	Progress Reports – 1st quarter
Fri 10	Early-Release Day (12:30 p.m.) Schoolwide Independence Day Program (10:30 a.m.)
Mon 13-Wed 15	No classes – Central American Independence Day

October

Thu 7	<u>Parenting Resource Seminar</u> (7:30 a.m. / 6:30 p.m.)
Mon 11	No classes – Teacher Workday
Wed 13	Report Cards – 1st quarter
Thu 14-Fri 15	Early-Release Days (12:30 p.m.) Parent Conferences (<u>required</u> for all parents) Thursday 5:00 – 8:00 p.m., Friday 2:30 – 6:00 p.m.
Sat 16	PSAT testing (11 th grade)

November

Tue 2	Early-Release Day (12:30 p.m.)
Wed 3	High School Field Trip 1
Mon 15	No classes – Teacher Workday
Thu 18	<u>Parenting Resource Seminar</u> (7:30 a.m. / 6:30 p.m.)
Thu 18	Progress Reports – 2nd quarter
Wed 24	Early-Release Day (12:30 p.m.) Elementary Thanksgiving Celebration (10:45 a.m.)
Thu 25-Fri 26	Thanksgiving Break

December

Wed 8	No classes – National Holiday
Fri 10	Christmas Program (6:30 p.m.)
Mon 13	Semester Exams – Early release (12:30 p.m.)
Tue 14-Wed 15	Semester Exams – Early release (10:45 a.m.)
Thu 16	Christmas Holidays begin (3 weeks)

January

Mon 10	Classes resume
Wed 12	Report Cards – 1st semester
Thu 13	<u>Parenting Resource Seminar</u> (7:30 a.m. / 6:30 p.m.)

February

Mon 14	No classes – Teacher Workday
Thu 17	Progress Reports – 3rd quarter
Wed 23	High School Field Trip 2

March

Sat 5	Festival 2011 (10:00 a.m. – 4:00 p.m.)
Mon 7	No classes – Day after Festival
Thu 10	<u>Parenting Resource Seminar</u> (7:30 a.m. / 6:30 p.m.)
Mon 21	No classes – Teacher Workday
Wed 23	Report Cards – 3rd quarter

April

Wed 6	High School Field Trip 3
Fri 8	Spring Concert (6:30 p.m.)
Thu 14	Senior Presentations (7:00 p.m.)
Fri 15	Early Release (12:30 p.m.)
Sun 17-Sun 24	No classes – Holy Week
Mon 25	No classes – Day after Easter Sunday
Tue 26	No classes – Teacher Workday
Fri 29	Progress Reports – 4th quarter

May

Mon 2	No classes – Día del Trabajo
Tue 10	National Honor Society Induction (6:30 p.m.)
Thu 19	Assembly of Missionary Parents (6:30 p.m.)
Fri 27	Mothers' and Fathers' Day Program (Secondary, 6:30 p.m.)
Mon 30	Early Release (12:30 p.m.) Mothers' and Fathers' Day Program (Elementary, 11:00 a.m.)

June

Mon 6	Semester Exams – Early release (12:30 p.m.)
Tue 7-Wed 8	Semester Exams – Early release (10:45 a.m.)
Wed 8	Kindergarten/6th grade Graduations (11:30 a.m.)
Fri 10	Report Cards available (2:00 p.m. – 4:00 p.m.) Senior Graduation (6:00 p.m.)
Mon 20	Summer Camp begins (Ages 3-12)



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