



LINCOLN INTERNATIONAL ACADEMY

A CATHOLIC COLLEGE PREPARATORY SCHOOL

PARENT AND STUDENT HANDBOOK

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1. Introduction

The purpose of this handbook is to inform students and their parents the philosophy of Lincoln International Academy (LIA) and its policies, rules and key procedures. Every family must read and learn this handbook as enrolling their children in this school constitutes acceptance of the contents.

2. Vision, Mission, and Principles

2.1 Vision

Lincoln International Academy fosters Catholic faith-based learning that deeply engages all staff and students in 21st-century learning opportunities.

All facets of the learning system — curriculum, instruction, assessment, professional learning, accountability, and resource allocation — are in support of 21st-century learning.

Students will be creative, critical-thinking global citizens, analysts, communicators, and producers engaged in learning that is conceptual and authentic within an inquiry-based environment.

2.2 Mission

Lincoln International Academy (LIA) is a Catholic, private, bilingual, co-educational, college preparatory school located in Managua, Nicaragua, serving multicultural students from preschool to 12th grade. Lincoln was founded in 1991 with a lay apostolic spirituality and the conviction that academic excellence and Catholic formation are intrinsically related.

Lincoln International Academy's faculty and staff promote a Christ-centered formation — in accordance with the teachings of the Roman Catholic Church, within a safe environment, while fostering academic excellence, technology integration, education in virtues, democratic values and ecological awareness — where students are challenged to reach their full potential and become committed leaders within their community.

Lincoln International Academy is accredited internationally by Cognia through the Southern Association of Colleges and Schools and locally by the Nicaraguan Ministry of Education.

2.3 Accreditations and Memberships

Accreditations

- Nicaraguan Ministry of Education (MINED) since 1991.
- Southern Association of Colleges and Schools (SACS), Cognia, USA since 2009.

Memberships

- National Catholic Education Association (NCEA) since 1995.
- The Association of American Schools of Central America (AASCA) since 2004.
- Tri-Association since 2004.

- National Collegiate Athletic Association (NCAA) since 2009.
- Association of Supervision and Curriculum Development (ASCD) since 2008.
- The Association for the Advancement of International Education (AAIE) since 2008.
- International School Services (ISS) since 2008.
- National Honor Society (NHS) since 2009.
- National Association of Independent Schools (NAIS) since 2010.
- National Association of Student Councils (NASC) since 2012.
- National High School Mathematics Honor Society, Mu Alpha Theta since 2013.
- National Junior Honor Society, since 2016.
- National Science Honor Society, since 2013.
- National English Honor Society, since 2013

2.4 Our Beliefs

1. Every student is unique and valuable, with God-given talents. We instill in each one of them moral values to act on behalf and in light of the Gospel.
2. We encourage the growth of spiritual beliefs and moral choices within the context of Catholicism while honoring each student's spiritual autonomy.
3. Personal integrity, honesty, respect, and tolerance are central to Lincoln's life as a community.
4. Teachers, staff, administrators, parents, students and the community share the responsibility for pursuing the school's mission and for providing a supportive and challenging learning environment within our school.
5. Student learning needs are the primary focus of all school decisions.
6. Students learn in different ways and should be provided with a variety of instructional approaches and assessment strategies to ensure their learning.
7. Our bilingual learning environment fosters self-confidence and helps students to enter society with the tools and voice necessary to transform the world.
8. We promote knowledge of Nicaraguan and Hispanic cultures, the command of the Spanish language, and the knowledge of the history, geography, cultural traditions and literature of Nicaragua and Latin America.
9. We aim to educate future citizens who manifest concern for the welfare of others and take an active part in their country's civic life.
10. We believe that a well-rounded education includes experiences in athletics, arts, service learning and a variety of co-curricular and extra-curricular activities.

3. Fundamental Pillars

To achieve its mission, Lincoln International Academy is based on four pillars:

Catholic Identity

Catholic identity is the fundamental and foundational pillar of Lincoln International Academy, where Jesus Christ is the center and reason for everything that we do with devotion to the Virgin

Mary and serving God in others, with their secular apostolic spirituality and educational guidance to students to cultivate a true personal relationship with God.

The religious formation provided to live an authentic Christian youth culture in a deep, committed and joyful way are: Faith Formation and Theology classes, daily opening prayer, Angelus prayer, Mass celebrations, visits to the Blessed Sacrament, spiritual retreats, sharing days, prayer groups, promote virtues, service learning in and out of school.

Academic Excellence

The School is committed to educate and shape students academically by strengthening their ability to reach their full potential. Our curriculum promotes an integral education that includes a solid mathematical and scientific basis and humanities content with an emphasis on technology integration and other skills required in the twenty-first century.

Bilingual-Bicultural Education

In the context of a globalized society, the school offers a bilingual education where Spanish and English are of equal importance. The acquisition of both languages enriches students to successfully face the challenges of the twenty-first century. The school has both local and foreign personnel ensuring the acquisition of both languages in a multicultural environment.

Democratic Values

The School forms citizens to actively participate in the civic life of their country with democratic values and attitudes, such as respect for the freedom and dignity of the individual, active responsibility for the common good, and free private initiative in all fields of civil society.

4. Parents

4.1 Responsibilities as Primary Educators of Their Children

Parents are the first responsible for the education of their children and are expected to:

- Know the Mission, Vision, and Philosophy of the school.
- Support decisions that are taken by the school
- Instill habits of responsibility, integrity, and honesty in their children.
- Learn about the grading system and follow up with the academic performance of their children throughout the school year.
- Request meetings with teachers and/or the area Principal if necessary.
- Maintain communication with teachers and school authorities using the proper channels.
- Participate in meetings/virtual meetings and school events.
- Participate in activities organized by the Lincoln Parent Association (LPA).

4.2 Support to the Mission, Vision, Philosophy and School Standards

When enrolling their children in LIA, parents:

- Accept that their children are educated with the Christian Catholic doctrine, in accordance to the Official Teachings of the Catholic Church.
- Are expected to know, respect and support everything that is contained in this handbook.
- Have or create a Gmail Account

LIA reserves the right to request a change of environment or deny enrollment to students whose parents do not show interest in cooperating with the school for the education of their children.

4.3 Room Parent and Communication Administrator

- Each grade is represented by two or three parents who support the organization and coordination of various activities that complement the work of the School.
- Each grade is represented by one parent who facilitates information between parents and school.

4.4 Student Data Update

Changes of address, telephone, email or medical condition of the students must be reported by parents to the Registrar's Office.

4.5 Exceptions

This handbook may be partially or fully modified at any time the Academic Council sees fit. Any occurrence—not included in this handbook will be revised by the Academic Council and/or Discipline Committee.

4.6 Financial Regulations

All students enrolling at LIA are required to pay a mandatory one-time entrance fee set at the current United States dollar exchange rate established by the Nicaraguan Central Bank. This fee, in no way, implies a link to the monthly tuition nor is a guarantee of continuation at school. The Entrance Fee can only be refunded if the student has not started attending classes.

The Entrance Fee may be paid:

- Fully when enrolling
- In monthly installments

Once committed to a payment plan for the amortization of the entrance fee and the Enrollment contract is

signed, the obligation is irreversible and irrevocable, and its payment mandatory even if the student withdraws from school. Therefore, the balance for this concept and the balance on other charges must be fully paid in order to obtain the School's clearance and consequently be entitled to receive the report card. The school reserves the right to proceed judicially if necessary.

For the enrollment of each student, parents are required to sign the LIA's Enrollment Contract, of which they will obtain a copy. By signing the contract during the enrollment process, parents accept its full content for the entire time their children attend the school.

4.7 Annual Fees

- Annual tuition fee
- Events
- Technology
- Preschool Materials
- Retreats
- LPA Support
- Infrastructure
- Security

4.8 Monthly Tuition

- Monthly tuition: 10 equal monthly installments from August to May (according to the tuition fees officially published and accepted in the enrollment contract). LIA debits are made on the first day of each month and must be canceled no later than the 10th of each month. If a student attends part of the semester, 100% of the semester tuition must be paid.
- Advanced Placement classes (AP): One payment before the second week of September (amount set by the School).
- Special courses: One payment before September 10th (amount set by the School).

Late tuition payments:

- After the 10th of each month, a 10% late fee will be charged on payments that are past due. After 30 days of outstanding balances, there will be additional charges.
- Report Cards will be retained and will produce the interruption of school services to students (such as plus portals, email accounts, etc.)

Failure to make payments:

- Monthly tuition: Failure to pay the monthly tuition will result in suspension from school for students who have a month or more overdue. Please refer to policy and 3090 and

procedure 3090.1 of the school policy manual.

- Advanced Placement classes and/or other special courses: Failure to make payments before the second week of September will result in the removal from AP classes and placement in the regular class. The penalty applies to any other special courses.
- Final grade report cards will not be issued to any student who is not in good financial standing with the school.

Important:

- LIA's Official tuition fees are effective from the date published by the school.

Special Circumstances:

- Only in exceptional cases, parents may request to pay tuition in 12 monthly installments (August to July). Students in Preschool and twelfth grade must pay in 10 monthly installments.

5. Rules of Attendance and Punctuality

Students are required to arrive in school not later than 6:55 a.m. Students entering the classroom after 7:00 a.m. will be marked late.

In a virtual scenario, students are required to log in at the indicated time. All students must have their camera on and wear the school uniform. Students that are not on time will be marked late.

5.1 Civic Act

It is mandatory that students attend General/Area Assemblies/Virtual School Events according to schedule.

5.2 Vehicular Access

It is the duty of parents to ensure that the LIA Decal is updated and visible in the windshield for each of the vehicles entering the school. Parents may request the LIA Decal at the Registrar's Office.

5.3 Pedestrian Access

Parents of students who walk to and from the school must complete a form at the Registrar's Office to be authorized to do so. Security personnel will not allow the entry or exit of the school to students who do not meet this requirement.

When required by the school, visitors must wear masks and comply with the school's set protocols which are directly aligned with the CDC guidelines.

5.4 Campus Access

Gate	Opens in the morning	Closes in the morning	Opens in the afternoon	Closes in the afternoon
Northern Right (Middle and High School entrance)	6:10 a.m.	7:00 a.m.	1:50 p.m.	2:25 p.m.
Northern Left (Middle and High School dismissal)	6:10 a.m.	7:15 a.m.	1:50 p.m.	2:25 p.m.
Teachers' parking and sports area (Remains closed/Controlled Access)	6:10 a.m.	6:50 a.m.	1:50 p.m.	2:25 p.m.
Inner Perimeter	6:10 a.m.	7:15 a.m.	1:50 p.m.	4:00 p.m.
South (PK and Elementary School access)	6:10 a.m.	7:15 a.m.	11:00 a.m.	4:00 p.m.

5.5 Attendance

Students are required to promptly attend all class periods and events. The official attendance is taken during homeroom and at the beginning of each period. Students taking special courses should report to their homeroom teacher before the first period to be marked as present in the official attendance list.

LIA will contact parents of students who are absent on official lists and record the reason for the absence.

Same policy applies to students that are enrolled in virtual learning.

5.6 Excused Absences

Valid reasons for absences are:

- Family Emergency
- Legal issues
- Health issues
- Acts of God
- Problems with connectivity

All absences must be reported in writing to the Area Principal and signed by parents or guardians of the student on the same day. This notice will explain the reason for the absence and shall bear the full name, grade, and section and the days absent. Absences of more than five (5) consecutive days due to illness require an official doctor's note and must be submitted to the Area Principal upon their return. If the student fails to bring the note it will be considered an unexcused absence.

Same policy applies to students that are enrolled in virtual learning.

5.7 Unexcused Absences

Three consecutive days of unexcused absence are considered a serious infraction which affects conduct grade. The school will contact parents of students who commit this infraction. Parents will also be contacted if the student arrives at school after being absent without an excuse signed by them.

The school does not grant permission for personal activities (holiday travel, etc.); therefore, absences for these reasons will be unexcused. This type of absences will not affect the student's right to make up assignments, tests or other assignments as long as they are turned in in the period established by the school which is three working days after the student returns to school.

Same policy applies to students that are enrolled in virtual learning.

5.8 Unexcused absences in the classroom

Unexcused absences from class are considered a serious infraction and may be the cause for students to lose the right to make up any missing work.

Same policy applies to students that are enrolled in virtual learning.

6. Late Arrivals

- Preschool students arriving in their classroom after 7:29 a.m. will be marked late.
- Elementary School students arriving in their classroom after 7:00 a.m. will be marked late.
- Students in Middle and High School arriving in their classroom after 7:00 a.m. must follow this procedure:
 - Get a pass from the area assistant.
 - Hand it into the teacher in the classroom.
- For the first unexcused late arrival, they will receive a warning and parents will be notified.
- At the second late arrival, students will be reported to the Vice-Principal of Student Affairs since it is considered a minor infraction and disciplinary measures will be taken accordingly (section 14.10).
- Students will be responsible to make up any missing work during their absence.
- Late arrivals to any class are not permitted and are considered minor infractions.

Note: Late arrivals will be evaluated by the student's Area Principal under special circumstances.

7. Excused absence from the classroom

- Students must request permission to be absent from class at the teacher's discretion.
- Upon return to the classroom, students must turn in the pass to the teacher signed by the person he/she was with. The pass must state the time at which the student was sent back to class.
- If a student cannot participate in sports or physical education class due to an impediment or health condition an official medical note must be presented to the area principal.
- Students who are absent during a particular day, may not attend nor participate in afterschool activities unless otherwise specified by their area principal.

8. Withdrawal of Students during School Hours

- Leaving the school without permission is a very serious infraction and will be referred to the Discipline Committee.
- Parents should inform the Area Principal in writing of any need to withdraw their children during school hours, indicating the date and time as well as the name of the person picking up the student.
- During the school day, students are not allowed to go home to bring books, forgotten homework or P.E. uniform. Parents cannot bring these items to the students during school hours.
- Medical and similar appointments should be left for after school hours whenever possible.

Same policy applies to students that are enrolled in virtual learning.

9. Report Cards

The school year is divided into four quarters. Report cards are handed out at the end of each quarter on the dates established in the official school calendar. On those dates, teachers are available to meet with parents.

In the event of pending financial obligations, including, but not limited to books, materials, tuition, etc., report cards and diplomas may be withheld by the school.

Students that fail one or more subjects in a quarter must sign an academic contract with the area principal. At the end of the semester, students will be placed on academic probation if the situation persists.

In a virtual learning scenario the school will inform the procedure.

10. Grade Promotion

From 3rd to 12th grade in order to be promoted to the next grade, students must have a minimum passing grade of 60 in each subject. A student that fails three or more subjects will not be promoted to the next grade.

Students that fail one or two subjects in their final grade report card must take a make-up exam.

Make-up exams must cover all the contents taught during the school year.

For registration purposes, transcripts (study certificates) and grade point average (GPA), make-up exams will be assigned a maximum grade of sixty (60) even if a student scores a higher grade on it.

After passing make-up exams at the end of the school year, the subject in the official grade report card will appear with the original grade (F) and a certificate of approval will be issued.

Same policy applies to students that are enrolled in virtual learning.

11. Remedial Courses

Remedial courses have the following purpose:

- Makeup for credits of the subjects failed during the regular school year.
- Makeup or confirm credits required for Graduation.
- Take non-credit courses for purposes of review or enrichment.

Classes are two hours per day for a period of five weeks. If a student misses more than five classes for any reason, he/she will be withdrawn from the course. Similarly, three late arrivals (excused or not) equals one day of absence for promotion to the next grade or graduation purposes.

Remedial courses have an additional fee.

Same policy applies to students that are enrolled in virtual learning.

12. Honors and Awards

12.1 Honor Roll

From third grade on, special recognitions are given to students who earn high academic performance and excellent Conduct in each quarter of the school year.

In Elementary School:

- To be First Honor Roll members, students must have a minimum grade of 90 in each subject as well as in conduct.
- To become Second Honor Roll members, students need a score of 90 in Conduct and must have a minimum grade of 90 in each subject. A grade between 80-90 is accepted for one subject only.

Middle School and High School:

- To be First Honor Roll members, students must have a GPA of 4.00 or more in the quarter.
- To become Second Honor Roll members, students must have a GPA between 3.50 and

3.99 in the quarter.

- First and Second Honor Roll students cannot have a conduct grade below 90 or a grade below 80 (B-) in any of their subjects. In addition, students' attendance must be 90% per quarter.

In a virtual learning scenario the school will inform the procedure.

12.2 Other awards

At the end of the year, awards and special recognitions are given by area.

- **President's Education Award for Educational Excellence:** Awarded with the signature of the President of the United States to the students exiting 5th, 8th, and 12th grade who have earned an accumulated average of 90 or more.
- **President's Education Award for Educational Achievement:** Awarded with the signature of the President of the United States to students exiting 5th, 8th and 12th grades and showed an extraordinary effort without meeting the criteria for the Educational Excellence Award. Students are selected by the Area Principals based on demonstrated commitment despite the obstacles encountered; students who would have achieved an overall average of 90 or more if it was not for illness, personal crisis or special needs; students who achieved outstanding grades or show exceptional growth in areas such as English, science, math, etc., and students that had significant achievements in the arts, including music, drama, etc.
- **Academic Excellence (1st to 5th grade):** Awarded to students who obtain an average of 95 or more at the end of Quarter 3 and a minimum grade of 90 in Conduct and at least 80 (B-) in each of the subjects.
- **Academic Excellence per Subject (6th to 12th grade):** Awarded to students in each grade with the highest average per subject at the end of the third quarter as long as the grade is 90% or higher.
- **Academic Effort Award:** Awarded to students who have made the greatest effort in each grade section even though they have not achieved academic excellence.
- **Perfect Attendance:** Awarded to students who attend every day of the school year.
- **Courtesy and Service:** Awarded to the student in each grade section who has excelled in courtesy and a spirit of service to others while obtaining a Conduct grade of 90% or higher.
- **Physical Education Award:** Awarded to students in each grade section who show outstanding physical achievement and exceptional dedication to the Physical Education Class.

Same policy applies to students that are enrolled in virtual learning.

13. School Code of Conduct

The fundamental rule of conduct in LIA is reverence for God and all that He has created. Consequently, the basic pattern in all relationships between students, parents, teachers and school employees must be love between brothers, sons of the same Father.

13.1 Basic Rules

Students must:

- Show respect to the authority exercised by the people to whom it has been delegated.
- Show respect and follow the rules and regulations of the School.
- Address teachers and other adults, as "Miss", "Mrs." or "Mr."

13.2 Uniform and Presentation (see the section in each area)

The use of the school uniform is mandatory; therefore, students who do not have the complete and proper uniform (both regular and P.E.) receive a minor infraction./In virtual learning all students must wear their school uniform (regular or P.E).

Note: The Physical Education uniform will be established by the School.

It is important that every student observes the following rules of a good presentation:

- Boys should have short hair (ears, forehead, and neck should be visible) in a classic style, must also be well-groomed, clean-shaven and without extravagance.
- Girls are expected to dress modestly, without frills or flashy earrings, accessories in the body, and should not wear makeup or nail polish. High School students are allowed to use nail polish in soft colors.

In a virtual learning scenario, students must have their cameras on at all times and a proper posture.

Students who do not comply with these rules of good presentation will be removed from the classroom and sent to the library until the situation is corrected after informing her/his parents. Students will be deducted conduct points according to the discipline system.

13.3 Use of English

The use of English during the school day is mandatory in all areas of the school, except for the classes that are taught in Spanish.

Same policy applies to students that are enrolled in virtual learning.

13.4 Behavior in the School

Students are required to:

- Keep cubbies, lockers, and classrooms clean and tidy.
- Eat and drink in designated areas only, unless permitted by the teacher to do so in the classroom.
- Maintain proper behavior in order to promote an effective classroom environment.
- Show proper postures while working in hallways or areas near the classrooms
- Take proper care of personal belongings and school property. (Any damage to school property must be paid by those found responsible).

Procedures will be revised by the Area Principal under different circumstances.

13.5 Participation in Religious, Civic and Cultural Events

All students and teachers, regardless of their religious beliefs, are required to be present and behave respectfully in the following events:

- Celebration of and any other religious events.
- General Assembly/Civic Acts
- Prayers and/or visits to the Holy Family Chapel.
- Any other events taking place in school.

Religious retreats/Sharing Days are part of the Theology Department Curriculum and all students must participate in them. Any absences to these should be informed to the area principal; however, a grade of 0 is assigned as a test grade. Twelve grade students not attending the senior year retreat jeopardize their right to participate in the graduation ceremony.

Note: Non-Catholic students and teachers are not required to display external expressions against their own religious beliefs.

Same policy applies to students that are enrolled in virtual learning.

13.6 Recess and Lunch Break Rules

- Students may not stay in the classroom or hallways during recess without supervision.
- School has designated areas for recess and lunch. Recess is held in the courtyards and places designated for each grade.
- Shouting, rough play whistling and foul language, and other inappropriate behaviors are not allowed.
- The playground area is reserved exclusively for Preschool and Elementary school students.
- Students must respect and obey the cafeteria/kiosk staff, cleaning personnel, and any other person in charge of supervising the cafeteria and must stand in line and wait for their turn to be helped in an orderly manner, without pushing or getting ahead.
- Students are not allowed to sit on the tables or chairs backrests and must eat with good manners.
- Students are allowed to purchase in the school cafeteria and bookstore. Food and beverage consumption is restricted to the cafeteria/kiosk and designated areas.

- Students are responsible for keeping areas clean and disposing of trash properly.
- When the bell rings, students must return to their classroom.
- Food Delivery is prohibited.

13.6.1 Recess and Lunch Break Rules under other circumstances

- Students must stay in the classroom or hallways during recess with supervision.
- School has designated areas for recess and lunch. Recess is held in the courtyards and places designated for each grade.
- Shouting, rough play whistling and foul language, and other inappropriate behaviors are not allowed.
- The playground area is reserved exclusively for Preschool and Elementary school students.
- Students must respect and obey the cafeteria/kiosk staff, cleaning personnel, and any other person in charge of supervising the cafeteria and must stand in line and wait for their turn to be helped in an orderly manner, without pushing or getting ahead.
- Students are not allowed to sit on the tables or chairs backrests and must eat with good manners.
- Students are allowed to purchase in the school cafeteria and bookstore. Food and beverage consumption is restricted to the cafeteria/kiosk and designated areas.
- Students are responsible for keeping areas clean and disposing of trash properly.
- When the bell rings, students must return to their classroom.
- Food Delivery is prohibited.

13.7 Behavior in the Restrooms

Restrooms should be kept clean and must not be used for inappropriate behavior (use of illegal substances, bullying, fights, sexual misconduct, etc.) Entering the restroom of the opposite sex or spying on other students are considered very serious infractions.

13.7.1 Behavior in the Restrooms under other circumstances

Restrooms should be kept clean and must not be used for inappropriate behavior (use of illegal substances, bullying, fights, sexual misconduct, etc.) Entering the restroom of the opposite sex or spying on other students is considered to be a very serious offense.

13.8 Behavior on the School Bus

The bus service is governed by the same rules of behavior established by the School in this handbook, in addition:

Only students enrolled in the bus service can travel on buses.

- Students will be picked up and dropped off at the address registered at School.

- Any change in service shall be notified in writing to the area Principal 24 hours in advance.
- Students must respect the bus supervisors, bus drivers, teachers and classmates that use the service. In the case of inappropriate behavior, students may lose the right to use the bus service.
- Students must be at the bus stop before the bus arrives.
- In the mornings, the bus will wait for 1 minute. If the student does not arrive within that time frame, the bus will leave. At the end of the school day, students should be on the bus before departure time.
- While the bus is operating, students must remain seated and quiet.
- The bus doors and windows must remain closed at all times.
- It is not allowed to eat or drink on the bus.
- Damages to the bus by students may be a reason for suspension from the service as well as payments for the damages.
- Students should make sure to have all their belongings with them before boarding or leaving the bus. Neither the transportation company nor the school will be responsible for any losses.

13.9 Behavior Outside of School

- LIA students must practice the rules of morality and good behavior wherever they may be.
- During educational and international trips students must abide by the rules established in this handbook as well as specific guidelines for the event or trip.
- Any action that harms the reputation of the school or of the student who commits it, is considered a very serious infraction and will be referred to the Discipline Committee.

Same policy applies to students that are enrolled in virtual learning.

13.10 Relationship between students

The relationship between students is of mutual respect and dignity.

Within the school grounds, expressions of a dating relationship are not allowed (caressing, kissing, holding hands, etc.) and are a cause of referral to the Discipline Committee of the students involved.

Engaging in inappropriate sexual behavior or harassment at the school will be reported to the Discipline Committee and will result in the temporary suspension of the student involved.

Same policy applies to students that are enrolled in virtual learning.

13.11 Use and Abuse of Alcohol, tobacco and Illicit Substances

The use of alcohol and other substances considered illegal by the laws of Nicaragua and that

represent a threat not only to the health of the individual but also to his/her dignity and spiritual development are prohibited in school. To provide a suitable approach to the phenomenon of use and abuse of drugs, alcohol, and cigarettes, the school implements a preventive campaign throughout the school year.

The possession, use, sale, supply, being under the influence of, or encouraging others to use any type of alcohol, illegal psychotropic substances in school, is a very serious infraction. The Discipline Committee will decide the consequences to apply, which could include the loss of the right of enrollment for the next school year.

The area Principal is required to communicate in the first instance to the parents or guardian, about cases of use, abuse consumption and dependence on alcohol or psychotropic substances. In case of recurrence, school officials will follow the LIA discipline procedures and are required by law to report to the appropriate authority or organization as stated in the Code of Childhood and Adolescence of the Republic of Nicaragua (article 48).

13.12 Prohibited Items in School

- Items that can cause physical danger to students.
- Items that can interfere with proper instruction time.
- Printed material (magazines, books unauthorized by the School, photographs, etc.)
- Any material with immoral, pornographic, or anti-Christian content.
- Products for sale unauthorized by the school.

13.12.1 Prohibited Items on Virtual Learning

- Items that can interfere with proper instruction time.
- Online material unauthorized by the School, photographs, etc.
- Any material with immoral, pornographic, or anti-Christian content.

13.13 Conduct Rules of the LIA Honor Code

The Honor Code and the terms included in it are explained and discussed with students and teachers at the beginning of each year. Therefore, students should be able to make the necessary considerations to prevent the breach of the code.

All LIA students make a commitment of Honor with the school in which they agree that dishonesty in any form (personal or academic), as well as physical or psychological cruelty to others, affects the welfare of the school community and limits acquisition of comprehensive learning.

This Honor Code engages students to practice the following:

- Not giving or receiving assistance of any kind in exams or assignments, unless it is authorized by the teacher.
- Quote properly any external source and get academic credit for work done only through their own effort.

- Always tell the truth as taught in the Holy Scriptures.
- Reject any act of dishonesty and report them to the corresponding authorities.

Academic fraud, plagiarism or cheating, are considered serious infractions:

- First violation:
 - Make-up assignment with a maximum grade of 60%
 - Two after school detentions
 - Reflection essay
- Second Violation:
 - A grade of 0 on assignment without make-up
 - Two-day out of school suspension
 - Report to College Counselor in High School and advisors for students in Honor Societies or Student Government.
- Further incidents will be reported to the Discipline Committee.

Same policy applies to students that are enrolled in virtual learning.

13.14 School Bullying Policy

Bullying in any of its forms (physical, psychological, etc.) to any member of the school community is a violation of the school rules and LIA Code of Honor. All cases related to bullying will be under LIA Policy 7430 and regulations 7430.

14. Curriculum

The school curriculum is designed to meet the standards of the educational systems in Nicaragua and the United States, following the guidelines of the Nicaragua Ministry of Education (MINED) and the accreditation division of Cognia in the U.S.A. The curriculum is also aligned with the vision, mission, principles, and standards of academic excellence of the School.

15. Teaching Materials and Support Areas

15.1 Textbooks

Textbooks for Math, English, Science and Social Studies are given by the school to students at the beginning of the school year on loan (format may be either digital or hard copy or both). Each book has a unique identification code. They are classified as new, very good, good and regular depending on its condition.

Conditions of use:

- In the first week of school, hard copy textbooks are supplied with a numbered receipt to be signed by the students.
- Students must write their name, grade, and section in each book.
- The receipt contains the book's unique identification code and their status.
- The books must be covered (no adhesive paper) and kept in good condition.

- The library staff will make several book revisions during the year to check for their condition.
- The student must physically present the book that was provided with the assigned code.
- If the book is lost, the student will be responsible for paying for its replacement.
- At the end of the year, the books will be returned on the date established and in good condition. Otherwise, the cost of the book will be deducted from the student's account.
- For our digital textbooks, a login and password will be provided by their teacher at the beginning of the year.

15.2 Library and Multimedia Center

The library provides students with books, multimedia, databases and online resources. The loan of books and online services are according to established procedures.

Reference books (dictionaries, encyclopedias, atlases and other books marked as such) are provided solely for consultation purposes within the library.

Any material not returned on time and/or in poor condition will be subject to charges.

Same policy applies to students that are enrolled in virtual learning.

15.3 Connectivity and Bring Your Own Device (BYOD) program

LIA offers campus-wide Wi-Fi connectivity which helps to promote the BYOD program among students in 4th grade and up.

To access the network, students must register their electronic device with the IT Office and abide by the policies and procedures for connectivity usage.

All devices must comply with IT requirements and tech specs. These minimum requirements will be specified in the beginning of the year material lists.

16. Extracurricular Activities and Athletics

16. 1 Extracurricular Program

In order to participate in the school's extracurricular activities, students and parents must fill and sign a commitment form for the activity of their choice. The extracurricular program includes:

- **Music, Dance, and Art**
- **Social Activities, Fundraising or other celebrations:** To be approved by area principals after a written request by the teacher indicating the purpose of the trip, beginning and end time, participants and activities to take place.
- **Educational Trips:** To participate in an educational trip, students must submit the official School notice, signed by their parents and have an annual cumulative average of 80 in Conduct.
- **International Events:** To join the groups participating in these events, students need to meet the selection requirements and assume all required financial responsibilities
 - Eligibility:
 - Maintain a conduct grade of 85 or better throughout the school year.

- Maintain an average of 70 or better in every subject area for Athletic Competitions.
- Maintain an average of 85 or better in every subject area for Academic Competitions (AASCA Leadership, HACIA Democracy, Knowledge Bowl, Model UN).
- Have no serious or very serious infractions.

- **Catholic and National Celebrations**

16. 2 Athletics

All information regarding after school Athletics is included in the LIA Athletics Handbook.

17. Other Rules and Procedures

17.1 Lost Objects

The school is not responsible for the loss of books, teaching materials, valuables, cash or electronic devices.

- The textbooks that are found and are provided on loan by the school, must be claimed by students in the school library.
- Other materials and found objects must be taken to the lost and found section in the library.
- Valuables found in school must be taken to the office of the vice-principal.

17.2 Signs, posters and advertisements

The placement of signs, posters, and advertisements must be authorized by the Area Principals or General Director. Signs must be withdrawn after activities for which they were posted are over, making sure the spots they were posted on are left in good condition.

17.3 Students' vehicles and parking space

Students with a valid driver's license can bring their vehicles to school. For that matter, they must submit a written request signed by their parents, a copy of the student's driver's license and the vehicle registration card to the Vice-Principal for Student Affairs. Student-drivers who violate the traffic rules of the school will lose the right to access campus.

17.4 Cell phone use

The use of cell phones is restricted to authorized areas only. Cell phone use in the classrooms is not allowed. The chart below describes the consequences for their use at unauthorized times and places.

Incidence	Consequence
1 st	Retention of the device until the last period of class notifying the parents.
2 nd	Retention of the device and sent to the Registrar's Office to be withdrawn by parents at the end of the school day. (The Registrar's Office will not turn back any electronic device to students, drivers, household assistants or any other family members, it will only be given to the parents.)

3rd	The Area Principal is reported about the problem. Here, the next consequence is determined and the parents are called to a meeting.
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Note: The office telephones are available for students to receive and make emergency calls.

Students in Virtual Learning must abide by the rules and regulations above.

18. Emergency Procedures

18.1 Medical Emergencies

- The LIA clinic provides first aid services only. Any further treatment required by students is the responsibility of parents.
- Injuries and/or illnesses that happen on campus or during a school activity will be treated at the LIA clinic and are reported to the corresponding Area Principal. Only the doctor and/or principal shall notify the parents of illnesses or injuries of students.
- Medications needed by students must be delivered to the school doctor by parents along with prescriptions. No medications are allowed on campus unless under the procedure described above.

18.2 Accident Insurance

Upon enrollment each year, students are automatically insured for accidents happening in or out of school. Parents must pick up their children's accident insurance card at the Registrar's Office from July on.

Note: Parents accept that the school will not be liable, under any circumstances, for accidents taking place during school or off-campus activities.

18.3 Emergencies

All students and staff must follow the procedures established for regular emergency drills as well as for real earthquakes, fire and lockdown scenarios.

20. PRESCHOOL

20.1 Rules and Procedures for Preschool

This section of the handbook provides parents and students the rules and procedures specifically for the area of Preschool. It includes items related to grades assignment policy, attendance and conduct rules.

The preschool direction and teachers should support parents and students on the understanding and respect of the conduct rules that affect them.

Parents should read and discuss this information in order to help their children adjust to school successfully. Also, they must maintain continuous communication with the school since the support of parents is essential to provide their children with an effective learning environment.

20.2 Students Placement

Level	Requirements
PK2 or Maternal:	<ul style="list-style-type: none">• 2 years old by October 31 of the year of admission.• Interview with the Preschool Coordinator and/ or counselor.
PK3 or First level:	<ul style="list-style-type: none">• 3 years old by October 31 of the year of admission.• Interview with the Preschool Coordinator and/ or counselor.
PK4 or Second level:	<ul style="list-style-type: none">• 4 years old by October 31 of the year of admission.• Interview with the Preschool Coordinator and/ or counselor.• Test of basic skills.
Kindergarten or Third level:	<ul style="list-style-type: none">• 5 years old by October 31 of the year of admission.• Interview with the Preschool Coordinator and/ or counselor.• Test of basic skills.

Teacher:Student ratio for PK2 3:6 and PK3-K 2:10.

The official preschool uniform is:

Girls	Boys
Official white polo shirt with the teddy bear logo of Preschool. LIA facemask* during Pandemic yellow or blue depending on the team.	Official white polo shirt with the teddy bear logo of preschool. LIA facemask* during Pandemic yellow or blue depending on the team.
Khaki skirt with school logo.	Short khaki pants with the school logo
White socks and black shoes.	White socks and black shoes.

Note: On days when students attend Physical Education they must wear the official uniform for that subject. The Physical Education uniform consists of multicolor shorts and T-shirt with school emblem, white socks, and sneakers.

The use of the full uniform is compulsory for all students and it must be worn properly. Students should not come to class with flashy or in-fashion jewelry.

All students in the virtual online learning environment must wear the school shirt uniform.

20.3 School Schedule

Classes are held Monday through Friday at the following times:

	Arrival	Dismissal		Arrival	Dismissal
PK 2, 3 and 4	7:00 a.m.	11:15 a.m.	Kindergarten	7:00 a.m.	1:40 p.m.

Class periods are developed according to the following schedule:

PK2, PK3 Y PK4

Period	Start	Conclude
1	7:00	7:45
2	7:45	8:30
Snack	8:30	9:00
Recess	9:00	9:35
3	9:35	10:20
4	10:20	11:05
HR	11:05	11:15

Kindergarten

Period	Start	Conclude
1	7:00	7:45
2	7:45	8:30
Recess	8:30	9:05
Snack	9:05	9:35
3	9:35	10:20
4	10:20	11:05
Lunch	11:05	11:40
5	11:40	12:25
6	12:25	1:10
HR	1:10	1:40

PK2		
Period	Starts	Concludes
1	7:00	7:45
2	7:45	8:30
Snack	8:30	9:00
3	9:00	9:35
Recess	9:35	10:20
4	10:20	11:05
HR	11:05	11:15

PK2: PK2 Playground

PK3		
Period	Starts	Concludes
1	7:00	7:45
2	7:45	8:30
Snack	8:30	9:00
Recess	9:00	9:35
3	9:35	10:20
4	10:20	11:05
HR	11:05	11:15

Playground PK2

PK4		
Period	Starts	Concludes
1	7:00	7:45
2	7:45	8:30
Snack	8:30	9:00
Recess	9:00	9:35
3	9:35	10:20
4	10:20	11:05
HR	11:05	11:15

big playground

Kinder		
Period	Starts	Concludes
1	7:00	7:45
2	7:45	8:30
Recess	8:30	9:00
Snack	9:00	9:35
3	9:35	10:20
4	10:20	11:05
Lunch	11:05	11:40
5	11:40	12:25
6	12:25	1:10
HR	1:10	1:40

big playground

Teachers receive students at the main entrance at 6:45 a.m. and walk them to their classroom at 7:00 a.m. Teaching Assistants and Area Assistants will receive students arriving after 7:00 a.m.

Late arrivals after 7:29 a.m. are expected to wait in the reception area where they will be picked up by a PK Teaching Assistant and walked to their classroom.

A student will only be handed over to the parents, guardians or authorized person. If there is a

restraining order for one of the parents, a copy of the legal restriction document must be delivered to the school to be added to the individual child’s file.

Parents must inform the preschool office of any early dismissal required by their children with anticipation or with a written note in the child’s notebook. The request should indicate the date, time and name of the person who will be picking up the child. Only children who have an early dismissal note signed by the preschool coordinator and the person picking them up may leave the school. Security collaborators will inform the direction and restrict the exit of the children who do not comply with the above.

20.4 Snacks and lunch

Our students have a thirty-minute break to eat a small snack brought from home or bought at the school cafeteria, for which parents must deposit money to their child’s account in the cafeteria.

The following foods should not be included as snacks: sodas, candies, chocolates, gums such as the ones that come in packages and contain high levels of sodium and preservatives

Lunch for students in kindergarten will last thirty-five minutes. A hot-food menu will be offered to the students. Parents may find the menu on the LIA webpage.

20.5 Syllabus

Our program is based on the development needs of each preschool age and how children learn. All activities promote comprehensive growth in the following areas.

Spiritual	Promotes trust in God through everyday experiences.
Cognitive	Stimulates interest in exploring and learning with the five senses. It lays the foundations for a positive attitude towards learning.
Social	Guides children to cooperate, plan and interact with others. It promotes a sense of respect for others.
Conduct	Guides children to self-control by learning acceptable conduct.
Physical	Supports the development of gross and fine motor skills coordination.
Emotional	Reinforces the positive image and acceptance towards others according to God's love for each of us.

20.5.1 PK2, PK3 and PK4 Program

PK2 or Maternal level and PK3 or First level

- Development in English
- Development in Spanish
- Pre-Mathematics
- Faith Formation
- Physical Education

PK4 or Second level

- Development in English
- Development in Spanish
- Pre-Mathematics
- Faith Formation

- Technology
- Cultural Expression including Plastic Arts and Music
- Physical Education

The curriculum for PK3 and PK4 are based on the standards of "California Preschool Learning Foundations". These standards indicate goals in the following areas:

- Socio-emotional development
- Language and Learning in Reading and Writing
- Development in English for students learning English as a second language
- Mathematics
- Plastic Arts
- Music
- Dance

20.5.2 Kindergarten Program

The program for Kindergarten or Third Level includes the following subjects

- English
- Spanish
- Mathematics
- Science
- Faith Formation
- Technology
- Cultural Expression including Plastic Arts, Music and Dance
- Physical Education

The curriculum for Kindergarten is based on the:

- Common Core Standards for English and Mathematics
- California Standards for Science, Cultural Expression and Physical education
- ISTE (International Society for Technology in Education) Standards for Technology
- LIA Faith Formation Curriculum Framework for Faith Formation

20.6 Grading System

In PK2 students are evaluated on learning habits, Spanish, social skills, psychomotor skills, language development, cognitive development, human virtues, and personal habits. The degree of development of each of the prerequisite skills is evaluated as follows:

E= Excellent	S= Satisfactory
N= Needs improvement	N/A= Not applicable

In evaluating PK3, PK4, and Kindergarten, academic grades are assigned using the following scale:

4.5-5.0	E =	Excellent
3.5-4.4	VG =	Very Good
2.5-3.4	G =	Good
1.5-2.4	S =	Satisfactory
0.5-1.4	IP =	In Progress

Each week evaluations are conducted in the following areas:

PK3	Development in English and Spanish, Pre-Mathematics, Faith Formation, Physical Education, Socio-Emotional Development and Conduct.
PK4	Development in English and Spanish, Pre-Mathematics, Faith Formation, Physical Education, Technology, Cultural Expression, Socio-Emotional Development, and Conduct.
KINDER	English, Spanish, Mathematics, Science, Faith Formation, Physical Education, Technology, Cultural Expression, Dance and Conduct.

In Kindergarten, an assessment of reading skills in English and Spanish is applied to each student during the second semester.

20.6.1 Evaluation of the swimming class

During Q02 and Q04 students attend one swimming lesson per week instead of regular Physical Education. The participation in this class is compulsory and absences can only be justified with a medical prescription. With no valid justification, the student will obtain a grade of 1 for that class. The Physical Education teacher will send a written report to the parents. If parents present a medical record to justify the absence, this grade will become an asterisk.

Swimming Classes during virtual learning will be modified or suspended.

20.6.2 Homework assignment

LIA Preschool will adapt the no homework policy. Teachers may suggest activities for the afternoon.

The homework is an important part of the learning process of the child. In PK4 and Kindergarten students take formal homework Monday through Thursday. For PK3, students carry tasks 3 times a week. For PK2, task allocation is at the discretion of the teacher.

At the end of the year, a portfolio is given to each student with some selected work he or she has done in class.

20.6.3 Graduation Ceremony

Kindergarten children participate in a graduation ceremony where they receive a Kindergarten diploma and the following recognitions:

- **Excellence Award:** To students in each section with an average grade of E (4.5 to 5) in English, Spanish, Mathematics, Science and Conduct for quarters 1, 2, and 3, or two grades of VG (3.5 to 4) in any of those subjects. Students starting school in quarter 3 will not qualify for this award.
- **Service and Courtesy Award:** To the student in each section who has been known for his/her courtesy and spirit of service to others.
- **Physical Education Award:** To one male and female student in each section who shows outstanding physical achievement and exceptional dedication to the Physical Education Class
- **Seniority award:** To the students who have been in the school since PK2.
- **Perfect Attendance:** To the students who attended classes every day of the school year.
- **Kindergarten Student of the Year:** To the student in each section who in the opinion of their classmates represents the spirit of Kindergarten. The selected representative gives a speech at the graduation ceremony.

The kindergarten report card will be given to the parents on report card day at the end of the school year.

20.7 Conduct

Teaching self-discipline to children is a joint effort of parents and teachers. Each preschool classroom has a simple set of Conduct rules that are discussed with the children at the start of the school year. In addition to these simple rules, the children are taught values that will help them develop self-control, self-esteem, and respect for others.

If a student has disciplinary problems in the classroom or outside of it, the teacher may decide to remove him/her from it to do another activity.

Children who have frequent disciplinary problems in the classroom will be watched closely by the teacher and the Preschool Coordinator. Any comments will be documented and discussed with the Preschool Counselor, who will also observe the child with the consent of parents. The counselor may suggest that the child be referred to a private specialist.

Table 1: Preschool Conduct criteria

Conduct Rubrics		5	4	3	2	1
The Student		E	VG	G	S	IP
Respects teachers and Classmates	Is friendly and respectful with classmates	Desir abl e beh avi or is alw ays sho wn	De sir abl e beh avi or is us ual ly sh ow n	Desi ra bl e beh avio r is so m eti m es sh ow n	De sir abl e beh avio r is al m os t nev er sh ow n	Desir abl e beh avi or is nev er sho wn
	Listens when others speak					
	Addresses teacher with respect					
Is prepared for Class	Has necessary materials for class					
	Comes to school on time					
	Turns in all written assignments (classwork and homework)					
Shows organizational skills	Maintains cubby, desk area, classroom organized and clean					
	Keeps notebooks and equipment organized and neat					
	<i>Uses proper LIA uniforms and maintains adequate personal appearance</i>					
Controls behavior in classroom	Raises hand before speaking					
	Participates properly at the right time					
	Follows instructions of the adult in charge					

Parents will be notified if the teacher has to physically stop their child to prevent him or her from hurting himself/herself, or someone else that got involved in any action that causes concern. Similarly, they will be notified if another child is hurting their children.

If a child is frequently aggressive or does not allow the normal development of activities, parents will be contacted and asked to withdraw the student from the school, either for the day or for as long as it is necessary.

Note: The policy above mentioned it is not applied to children in PK-2 when bites or blows occur as it is a Conduct of development and it should be handled differently.

For the PK3, PK4 and Kindergarten students, the Conduct grade is assigned by the homeroom teacher using the Conduct format for preschool and the following Conduct criteria for preschool (Table 1). The teacher uploads the Conduct grade every week to the electronic grade portal. Teachers use a rating scale of 5 to 1, being 5 the maximum and 1 the minimum.

20.8 Additional Information for the Preschool Area

20.8.1. Toileting and dressing skills

Students visit the bathroom under the supervision of the teacher or the assistant who advise them on hygiene standards and assist them if necessary.

An additional official uniform (shirt, khaki pants, socks, and underwear) must be delivered to the teacher at the beginning of the school year, properly marked with the name of the student. If an emergency occurs and changing clothes is used, parents must send a clean one the following day.

Parents of PK2 children should bring a package of clean diapers and a box of wet wipes for their children's personal use. Children in PK2 will be trained in the process to use the toilet properly and it is expected that to enter in PK3, the student knows how to use the toilet. In case a PK2 student moves on to PK3 and he/she is still using diapers, parents must come to school to change their child's diaper if necessary.

New students entering PK3 are expected to come to class without diapers and potty trained.

20.8.2 School Clinic

At the beginning of each school year, parents are required to update a form with the medical history of their son/daughter.

In the event that a boy/girl cannot attend the class, the parent must inform the Preschool Coordinator by mail or a phone call.

Parents should inform the Preschool Coordinator of any contagious disease that their children may have and avoid sending them to school until they are fully recovered (cured, healthy, with no other symptoms).

Children should not attend school if any of the following symptoms are present:

Or must be picked up immediately.

- Temperature- 98.3 or 37
- Persistent cough and abundant mucus
- Vomiting for the last 24 hours
- Diarrhea for the last 24 hours
- Rashes
- Lice
- Other symptoms

If a child becomes ill during school hours, the doctor will call the parents so they can come and pick him/her up as soon as possible. In this case, children will not be allowed to class within 24 hours or until he/she does not have symptoms of illness anymore.

In the event that a child has to take medication prescribed by the family doctor during school hours, parents must deliver the medicine to the school clinic in the original packaging and with the original family doctor prescription.

20.8.3 Day Care Service

Day care is a non-academic program for children in PK3 and PK4 who need to stay at school until 2:00 pm. This program has a monthly cost which also applies if children stay in school repeatedly after 11:45 a.m. During this program, children are supervised by a qualified adult.

See above

20.8.4 Extracurricular Activities

The Kindergarten students can participate in the Pre-Baby U8 soccer or Artistic Gymnastics Team after a trial period to see if they are fit to do so. A teaching assistant takes the students to their extracurricular class and parents are responsible for picking them up at the end of the activity.

20.8.5 Bus Service

The school offers a shuttle service to preschoolers at a fixed monthly fee. In the morning they are picked up by the regular route, but at 11:45 am, students from PK3 and PK4 travel back to their homes in a special bus. Restrictions apply, depending on the distance to school. Children traveling on this bus are under the supervision of a bus assistant who accompanies and cares for them. Kindergarten children travel on the regular school buses.

Note: if the Kindergarten students, with prior notice, are dismissed at 11:15 a.m., parents have to pick them up at that time.

20.8.6 Birthday Celebrations

Birthday celebrations can be held only on Fridays. Reservations for the College Center are made with the Preschool Coordinator one month in advance. For security reasons, parents must provide a list of items that will be brought to the birthday celebration. The day of the celebration, the staff at the main gate will revise this information and request revision before allowing the entry of any object to school.

- The celebrations can start at 10:30 a.m. for PK2-PK4 and after 12:45 p.m. for Kindergarten. Children will participate in the celebration with their school uniforms.
- Teachers are not responsible for the entertainment of the group during the party, but they can help with the organization and watch for the students' safety.
- Parents are requested to bring their own speaker and music playlist.
- Please take note that piñatas, soda, inflatable games, clowns and face painting are not allowed.
- Under certain circumstances this policy will be revised and accommodated.

20.8.7 Educational Trips and Sports Days

Educational trips are very important for the overall student learning experience in Preschool. Before any trip, information and a permission slip is sent home to be signed by parents and returned to school for the child to participate.

Parents can also participate in educational trips as chaperones.

If a child is not going to participate in the educational trip, he must not be sent to school during the day of that activity.

The Little Lincoln Hawks Sports Day is celebrated during the second semester of the year. This event is a morning full of fun games and competitions for students, their parents, and teachers.

Same policy applies to students that are enrolled in virtual learning.

20.8.8 Communication and Meetings with Parents

A good communication between the school and home is the basis of children's educational success.

The assignment notebook is the means to keep a good communication flow with parents. At the beginning of the school year, each child receives an assignment notebook (PK2-K) and a folder.

The book is sent home daily to be signed by parents and returned the following day. On Fridays, classwork is sent home in the folder. The folder must be returned to school on Mondays.

On Mondays parents receive a plan with all the information, objectives and important dates for the week.

Two meetings for K2-PK3 as well as PK4 and Kindergarten parents are scheduled with the Preschool Coordinator during the school year. The purpose of these meetings is to present the academic program, report for future events or special activities, exchange information and have discussions on different topics of interest.

Individual conferences may be requested by parents or teachers when necessary.

On Report Card Days, parents have the opportunity to meet with their children's teachers. Parents sign up a special schedule for that day.

The Preschool Office and teachers will keep parents informed about activities through emails. Parents should make sure to visit the school website, as well as the electronic grade portals on a weekly basis.

Under the virtual learning environment, meetings and any other communication must be scheduled and held virtually. Any other procedure for Report Card days will be notified.

20.8.9 Parents Participation

Parents are welcome to participate in any class activity, once a written request to the teacher has been made and has been approved by the Preschool Coordinator. All parents are encouraged to be active participants in the spiritual retreats, visits to the Blessed Sacrament on Thursdays, participation in religious celebrations and other activities proposed by the school.

20.8.10 Special Person of the Week

Each week of the school year, one student in the preschool level (PK2-4) is chosen as "The Special Person of the Week". The student chosen is the star of the class that week who receives special recognition and can bring his/her favorite photos and books.

"The Special Person of the Week" ranks as the leader of the row and classmates will make drawings with messages of love for him/her among other activities.

20.8.11 Toys

Preschool students should not bring toys to school except on Toy Day (the day on which students may bring a toy from home and present it to the group).

21. ELEMENTARY SCHOOL

21.1 Rules and Procedures in Elementary School

This section of the handbook provides parents and students with the rules and procedures specific to elementary school. It includes items related to class assignment policy, attendance and Conduct rules.

The administration and faculty of elementary school should support parents and students in order for them to understand and follow the rules of Conduct which apply to them.

Parents should read and discuss the information herein to help their children adjust to school successfully. Also, they must keep frequent communication with the school since the support of parents is essential to provide children with an effective learning environment.

21.1.1 Students' Placement

Level	Requirements
1 st Grade	<ul style="list-style-type: none"> • 6 years old before October 31st. • Basic Skills test. • Interview with the Elementary School Principal and/ or counselor.
2 nd Grade	<ul style="list-style-type: none"> • 7 years old before October 31st. • MAP Testing for Reading and Mathematics, Spanish if applicable. • Interview with the Elementary School Principal and/ or counselor.
3 rd Grade	<ul style="list-style-type: none"> • 8 years old before October 31st. • MAP Testing for Reading and Mathematics. Spanish if applicable. • Interview with the Elementary School Principal and/ or counselor.
4 th Grade	<ul style="list-style-type: none"> • 9 years old before October 31st. • MAP Testing for Reading and Mathematics. Spanish if applicable. • Interview with the Elementary School Principal and/ or counselor.
5 th Grade	<ul style="list-style-type: none"> • 10 years old before October 31st. • MAP Testing for Reading and Mathematics. Spanish if applicable. • Interview with the Elementary School Principal and/ or counselor.

Teacher-Student ratio: 1st-2nd (2:10) and 3rd-5th (1:21)

21.2 School Uniform

Girls	Boys
School official shirt	School official shirt
Blue pants, traditional style	Blue pants, traditional style
Blue Bermuda shorts, traditional style	Blue Bermuda shorts, traditional style
Blue skirts to the knee	
Belt (with simple buckle), black leather shoes	Belt (with simple buckle), black leather shoes
White socks at least to the ankles	White socks at least to the ankles

The use of small shirts that easily come out of the pants and do not cover the torso properly are not allowed. Any t-shirt under the shirt should be white without printing.

Elementary students must arrive at school and stay with the official sports uniform the days they have Physical Education.

In a virtual scenario students are required to turn on their camera and wear the school uniform.

21.3 School Schedule

The elementary school day begins at 7:00 a.m. and concludes at 1:40 p.m. A special schedule is used when the faculty participates in professional development sessions during semester exams, or other days indicated in the school calendar. Students' dismissal these days is at 11:20 a.m.

Regular Schedule 1st – 5th grade

Period	Starts	Ends
1	7:00	7:45
2	7:45	8:30
Recess	8:30	8:50
3	8:50	9:35
4	9:35	10:20
5	10:20	11:05
Lunch	11:05	11:35
6	11:40	12:25
7	12:25	1:10
HR	1:10	1:40

*Special Schedule 1st – 5th grade (Early Dismissal)

Period	Starts	Ends
1	7:00	7:30
2	7:30	8:00
3	8:00	8:30
Recess	8:30	9:00
4	9:00	9:30
5	9:30	10:00
6	10:00	10:30
7	10:30	11:00
HR	11:00	11:20

In a virtual scenario students are required to log in at the time indicated. Students that are not on time will be marked late.

21.3 School Schedule

21.4 Program

- English (Reading, Writing, Spelling, Grammar, Speaking)
- Spanish (Reading, Writing, Spelling, Grammar, Speaking)
- Mathematics

- Integrated Science
- Social Studies (United States Curriculum)
- Faith Formation
- Technology
- Social Studies and Civic Education (Nicaraguan Curriculum)
- Physical Education
- Cultural Expression (music, arts, dance)

The Elementary School curriculum is based on:

- *Common Core* standards for English and Mathematics.
- *California* Standards for Science, Social Studies, Cultural Expression and Physical Education.
- ISTE (International Society for Technology in Education) Standards for Technology.
- LIA Faith Formation Curriculum Framework for Faith Formation.

21.5 Grading system

The grading system in elementary school is based on a numerical scale from 0 to 100. Academic performance is evaluated using the following criteria, weights, and categories. The labels of the categories and percentages will be applied in weight in the grade portals.

Group A: English, Spanish, Mathematics, Social Studies, Science, Faith Formation (1st - 5th) and Social Studies/Civic (2nd -5th)

Activity	Category	Weight	
		5 th	1 th -4 th
Class work	CW	15%	20%
Homework	HW	10%	15%
Quiz	Quiz	10%	15%
Project/Test	Test	50%	50%
Quarter Exam	Exam	15%	n/a
TOTAL		100%	100%

Group B: Physical Education, Cultural Expression (Music, Arts, Dance) and Technology.

Activity	Category	Weight	
		4 th and 5 th	1 st to 3 rd
Class Work	CW	60%	70%
Exams	Test	40%	30%
TOTAL		100%	100%

Under the Virtual Learning modality the policy will remain the same.

21.6 Promotion to Middle School

When students complete and meet all academic requirements for fifth grade, they are promoted to Middle School. The promotion ceremony is done through a solemn mass and they receive their Elementary School diploma at the end of the school year along with the awards and recognitions indicated at the beginning of this handbook.

21.7 Conduct and Conduct Rubrics

It is expected that students take responsibility for their learning and grow in self-discipline and respect for others by controlling their impulses, following and obeying school routines, managing group situations and solving problems or conflicts. Basic rules of conduct in Elementary School are based on:

- a) Respecting teachers and classmates.
- b) Being prepared for classes.
- c) Being organized at school.
- d) Behavior inside and outside of the classroom.

Under the Virtual Learning modality the policy will remain the same.

The following chart shows the type of infractions and points deducted from students' conduct grade each quarter when committed:

Type of Infraction	Minor	Serious	Very Serious
Points Deducted	2	4	6

22. MIDDLE SCHOOL

22.1 Rules and procedures in Middle School

To achieve the objectives of Middle School, students are required to be consistent in meeting their school responsibilities, have a positive attitude, work with maximum effort and respect others. Middle School students must also abide by the rules and procedures in this handbook.

22.2 Students' Placement

To provide comprehensive and individualized educational services, students in middle school are grouped based on the following criteria:

- Age
- Individual needs
- Scores obtained in standardized tests
- Teachers' recommendations

22.3 School Uniform

Regular uniform:

- Traditional blue pants with high waist size, not too tight or form-fitting or with ripped or dragged areas.
- Official white Polo shirt tucked into pants. Any t-shirt under the shirt should be white without printing.
- Black Leather Belt without flashy buckles, black leather unadorned shoes.
- White, black or blue socks. Ballerina socks are allowed, but they must be visible.
- White, blue or gray sweater preferably unadorned, without letters or drawings

Physical Education uniform

- Official school t-shirt and jogging pants.
- Shorts or regular uniforms are not allowed these days.

Sweaters

- Official LIA grey sweater only.

Note: Polished nails and dyed hair are not allowed.

Students in virtual learning must wear the official school uniform, white Polo shirt or PE t-shirt.

22.4 School Schedule

The school day for middle school starts at 7:00 a.m. and ends at 2:00 p.m.

Special schedule applies when the faculty participates in professional development sessions

during semester exams, other occasions indicated in the school calendar or extraordinary circumstances determined by the school. Students' dismissal these days is at 11:40 a.m.

Regular Schedule

Period	Starts	Concludes
HR	7:00	7:10
1	7:15	8:00
2	8:05	8:50
Recess	8:50	9:15
3	9:20	10:05
4	10:10	10:55
5	11:00	11:45
Lunch	11:45	12:20
6	12:25	1:10
7	1:15	2:00

*Special Schedule (Early Dismissal)

Period	Starts	Concludes
HR	7:00	7:10
1	7:15	7:45
2	7:50	8:20
3	8:25	8:55
Recess	8:55	9:20
4	9:25	9:55
5	10:00	10:30
6	10:35	11:05
7	11:10	11:40

22.5 Program

The Middle School curriculum requires students to complete a minimum of 23.50 credit units* and at least 30 hours of community service. Credit units needed include the following courses:

Integrated English Literature	4.50 units
Integrated Spanish Literature	3.00 units
Mathematics	3.00 units
● Integrated Mathematics	1.00 unit
● Pre-Algebra	1.00 unit
● Algebra I	1.00 unit
Social Studies	4.00 units
● History and Geography of Nicaragua	2.00 unit
● World Regions I	1.00 unit
● World Regions II	1.00 unit
Integrated Science	3.00 units

Faith Formation	1.50 units
Safe Environment	0.75 units
Technology	1.50 units
Elective	0.75 units
Physical Education and Sports	1.50 units
TOTAL	23.50 units

(**One credit unit is given to a course that has been taken in four or five class periods per week, to a minimum of 45 minutes per session, during a school year of not less than 180 working days and an equivalent amount of classwork necessary to complete the class satisfactorily.*

The credit units required for grade promotion and completion of the middle school program are:

Subjects	6th grade	7th Grade	8th Grade	Total Credits to complete Middle School
English	1.5	1.5	1.5	4.5
Spanish	1	1	1	3
Mathematics	1	1	1	3
Science	1	1	1	3
Social Studies	1	2	1	4
Faith Formation	0.5	0.5	0.5	1.5
Physical Education	0.5	0.5	0.5	1.5
Technology	0.5	0.5	0.5	1.5
Elective	0.25	0.25	0.25	0.75
Safe Environment	0.25	0.25	0.25	0.75
Total credits per grade	7.5	8.5	7.5	23.5

Students who choose to take Honor Classes must sign and abide by the guidelines in the Honor Code. They will also be on a one-month trial period; after which it will be decided whether the student remains in Honors Class or in a regular class.

22.6 Grading system

Group A: Mathematics, English, Spanish, Science, Social Studies, Technology, Faith Formation, and Civic

Every quarter/all grades	Category	Weight
Classwork/participation	CW	20%
Homework	HW	10%
Tests and projects	Test	50%
Quarter Exams	QterEx	20%
Semester Exams for 8 th grade	SemEx	20%
TOTAL		100%

Group B: LIA-Safe Environment Program, Physical Education, and Electives

Activity	Category	Weight
Class participation	CW	60%
Exam/test/project	Test	40%
TOTAL		100%

Evaluation Standards: the final grade of a student is the simple average of the semester grades. The semester grades are the simple average of the bimonthly grades.

Final grades are calculated as follows:

$$(Q01+Q02)/2 = \text{Grade 1st Semester (S01)}$$

$$(Q03+Q04)/2 = \text{Grade 2nd Semester (S02)}$$

$$\text{Final Grade} = (S01+S02)/2$$

Academic grades are assigned on a scale of A to F based on a numerical scale of 0 to 100, which is defined as follows:

Excellent: A+ (97-100), A (94-96), A- (90-93)

Students performance exceeds the requirements of the program.

Very Good: B+ (87-89), B (84-86), B- (80-83)

Students' performance meets the requirements of the program.

Satisfactory: C+ (77-79), C (74-76), C- (70-73)

Students do the required work successfully.

Marginal: D- (60-63), D (64-66), D+ (67-69)

Students do not complete the work assigned, depend on others, are inconsistent, insecure and not clear.

Fail: F (less than 60)

Insufficient, very little learning, lack of interest, attention and/or irregular attendance.

Incomplete: I

Assigned in cases of excused absence. Academic work must be completed within 15 days; otherwise, a score of 0 is assigned.

No Grade: NG

Assigned to elective courses or activities for which academic credit is given, but grades are not given.

The Grade Point Average (GPA) measures students' academic performance and ranges from 0.00 - 4.33. The GPA is calculated by weighing grades in different subjects according to the credit units in each. To calculate the GPA the following numerical equivalencies are used:

Letter	%	Q.P.
A+	97-100	4.33
A	94-96	4.00
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	64-66	1.00
D-	60-63	0.67
F	0-59	0.00

Q.P.: Quality Points.

22.7 Students exempted from exams.

Middle School students may be exempted only from the fourth quarter tests as long as they have an overall average of 95 or more in the subject and have an overall accumulated average of 90 or more in conduct at the time of examination. When a student is exempted from a test, teachers record the annual average of the subject in the space reserved for the test in the grading record.

8th grade students may be exempt from the First and Second Semester examination if they have an overall average of 95 or more in the subject and have a semester average of 90 or more accumulated in conduct at the time of examination. When a student is exempted from the semester exam, teachers record the semester average of the subject in the space reserved for that purpose.

22.8 Promotion ceremony

When completing eighth grade, having met the academic requirements and the established 30 service hours (10 for sixth grade, 10 for seventh grade and 10 for eighth grade), students are promoted to high school. The promotion ceremony is performed through a solemn thanksgiving Mass in which their parents and all students of the school are involved. The promotion diploma comes along with the final report card at the end of the school year. Students completing the Middle School receive the awards mentioned at the beginning of this handbook.

22.9 Lockers

Every middle school student is assigned a locker outside of the classroom. Every student must bring a combination lock and inform the combination number to the homeroom teacher. A copy of the lock combination must be kept at the office of the Vice-Principal for Student Affairs. In the athletics area, lockers are used only during the class period. The lockers used in this area can be

key-lockers.

Students should make sure that their locks are closed at all times. The lockers found with open lockers will be closed with a wire, and it will be the student's responsibility to request that the locker is reopened.

The school reserves the right to inspect lockers to prevent the storage of perishable or prohibited items.

22.9.1 Use of lockers under certain circumstances

Under certain circumstances the use of lockers will not be permitted. Students will be required to keep their supplies with them.

23. HIGH SCHOOL

23.1 Rules and Procedures in High School

To achieve the objectives of High school students are required to be consistent in meeting their school responsibilities, have a positive attitude, work with maximum effort and respect others. Additionally, the students of High School must abide by the rules and procedures in this handbook.

23.2 Students' Placement

To provide comprehensive and individualized educational services, students in high school are grouped based on different aspects such as age, individual needs, scores obtained in standardized tests, teachers' recommendations, overall conduct and work ethics.

23.3 School Uniform

- Traditional blue pants with high waist size, not too tight or form-fitting or with ripped or dragged areas. (This does not include jeans or any other casual pants).
- LIA official shirt. Any t-shirt under the official shirt must be white with no printing on it.
- Black belt without flashy buckles.
- Black shoes without ribbons or decorations (the use of sneakers is not allowed even if they are black leather).
- Black, white or dark blue socks without lines.

When students have physical education classes, they can wear the official school shirt and jogging pants in all classes. Shorts and regular uniform will not be allowed these days.

The students in twelfth grade must wear khaki pants and the Seniors polo shirt. They also must use a brown belt without flashy buckles and brown shoes without ribbons and colored decoration (the use of sneakers is not allowed even if they are black leather). Any change in the uniform for the 12th-grade students is granted as a privilege and must be approved by the Direction.

Students in virtual learning must wear the official school uniform, white Polo shirt or PE t-shirt.

23.4 Syllabus

To graduate, students must meet the requirements of the Nicaraguan Ministry of Education (MINED) for the Nicaraguan Bachelor as well as the High School program of the United States. They must also obtain 30.00* credit units and have completed at least 100 hours of community service in addition to those obtained in Middle School (30 hours). Credit units needed include the following courses:

English

- English/English Honors/AP English

6.50 units

4.00 units

• Writing and Grammar	2.00 units
• Public Speaking	0.50 units
Spanish	3.00 units
Mathematics	4.00 units
• Geometry/Geometry Honors	1.00 unit
• Algebra II/Algebra II Honors	1.00 unit
• Advanced Algebra/Pre-Calculus/Pre-Calculus Honors	1.00 unit
• Pre-Calculus/Calculus/AP Calculus	1.00 unit
Social Studies	4.50 units
• World History / AP World History	1.00 unit
• Introduction to Business	0.50 units
• United States History/AP United States History	2.00 unit
• Sociology	0.50 units
• Philosophy	0.50 units
Science	4.00 units
• Biology/Biology Honors	1.00 unit
• Chemistry	1.00 unit
• Physics/Physics Honors	1.00 unit
• Envr. Science/Nutrition/AP Biology/AP Physics	1.00 unit
Theology	2.50 units
• Theology	1.00 units
• History of the Church	0.25 units
• Social Doctrine	0.25 units
• Morality	0.50 units
• Sacred Scriptures	0.50 units
Technology	1.50 units
Electives	2.50 units
Physical Education and Sports	1.50 units
TOTAL	30.00 units

(*) One unit of credit is given to a course that has been taken in four or five class periods per week, to a minimum of 45 minutes per session, during a school year of not less than 180 working days and an equivalent amount of classwork necessary to complete the class satisfactorily.

The credits required for grade promotion are as follows:

Subjects	9 th grade	10 th grade	11 th grade	12 th grade	Total Credits
English	1.5	1.5	1.5	2.0	6.5
Spanish	1.0	1.0	1.0	-	3.0
Mathematics	1.0	1.0	1.0	1.0	4.0
Science	1.0	1.0	1.0	1.0	4.0
Social Studies	1.0	1.0	1.0	1.5	4.5
Theology	0.5	0.5	0.5	1.0	2.5
Physical Education	0.5	0.5	0.5	-	1.5
Technology	0.5	0.5	0.5	-	1.5
Elective	0.25	0.25	1.0	1.0	2.5
Total	7.25	7.25	8.00	7.5	30.00

The student who chooses to take AP classes and/or honors, must sign and abide by the guidelines stipulated in the code of honor.

22.4 School Schedule

The school day for middle school starts at 7:00 a.m. and ends at 2:00 p.m.

Special schedule applies when the faculty participates in professional development sessions during semester exams, other occasions indicated in the school calendar or extraordinary circumstances determined by the school. Students' dismissal these days is at 11:40 a.m.

Regular Schedule

Period	Starts	Concludes
HR	7:00	7:10
1	7:15	8:00
2	8:05	8:50
3	8:55	9:40
Recess	9:40	10:05
4	10:10	10:55
5	11:00	11:45
6	11:50	12:35
Lunch	12:35	1:10
7	1:15	2:00

*Special Schedule (Early Dismissal)

Period	Starts	Concludes
HR	7:00	7:10
1	7:15	7:45
2	7:50	8:20
3	8:25	8:55
4	9:00	9:30
Recess	9:30	9:55
5	10:00	10:30
6	10:35	11:05
7	11:10	11:40

23.6 Grading System

The criteria to assign a grade in High School are:

The following values apply to the following subjects: Mathematics, English, Spanish, Science, Social Studies, Technology, and Theology.

Activity	Category	Weight
Work/ Participation in class	CW	20%
Homework	HW	10%
Weekly tests	Test	45%
Quarter Exams (Q01 y Q03) Semester Exams (Q02 y Q04)	QterEx SemEx	25%
TOTAL		100%

For Physical Education and Electives, the following criteria apply:

Activity	Category	Weight
Participation in Class	CW	60%
Exam/Test/Projects	Test	40%
TOTAL		100%

The semester grades are averaged as follow:

$(Q01+Q02)/2 = \text{Grade 1st Semester (S01)}$

$(Q03+Q04)/2 = \text{Grade 2nd Semester (S02)}$

$\text{Final Grade} = (S01+S02)/2$

Academic grades are assigned on a scale from A to F based on a numerical scale from 0 to 100 defined as follows:

Excellent: A+ (97-100), A (94-96), A- (90-93)

The student's performance exceeds the requirements of the program.

Very Good: B+ (87-89), B (84-86), B- (80-83)

The student's performance meets the requirements of the program.

Satisfactory: C+ (77-79), C (74-76), C- (70-73)

The student does the work required successfully.

Marginal: D- (67-69), D (64-66), D+ (60-63)

The student does not complete the work assigned, depends on others, is inconsistent, insecure and confused.

Fail: F (less than 60)

Insufficient, very little learning, lack of interest, attention and/or irregular attendance.

Incomplete: I

It occurs in cases of excused absence. The assignments must be completed within 15 days, otherwise, a score of 0 is assigned.

No Grade: NG

It occurs in the case -usually electives- courses or activities for which academic credit is given, but no qualifications.

The Grade Point Average (GPA) is a measure of a student's academic performance and ranges from 0.00 - 4.33. The GPA is calculated by weighting the grades in different subjects according to

the credit units in each. To calculate the GPA the following numerical equivalencies are used:

Letter	%	Q.P.	Pre-AP	AP
A+	97-100	4.33	4.83	5.33
A	94-96	4.00	4.50	5.00
A-	90-93	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	84-86	3.00	3.50	4.00
B-	80-83	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	74-76	2.00	2.50	3.00
C-	70-73	1.67	2.17	2.67
D+	67-69	1.33	1.33	1.33
D	64-66	1.00	1.00	1.00
D-	60-63	0.67	0.67	0.67
F	0-59	0.00	0.00	0.00

Q.P.: Quality Points.

The Honors classes are offered in 9th, 10th and 11th grade. Advanced Placement (AP) classes are offered in 9th, 10th, 11th and 12th grade.

23.7 Students Exempted from Exams

Students of High School can be exempt from semester exams, provided they have an average of 95 or more in the subject and have an overall average of 90 or more in Conduct accumulated at the time of examination. When a student is exempt from semester exams, teachers must register the semester average for the subject in the space reserved for the semester exam.

23.8 Graduation

When completing twelfth grade, meeting the academic requirements and completing the required 130 community service hours, students earn a bachelor's degree and a high school diploma. The special awards granted in the graduation ceremony are:

- **Valedictorian and Salutatorian Award:** Medal and diplomas to the graduates with the first and second-highest grade point average (GPA) respectively, over grades 9 through 12, among students who have been in school at least all High School.
- **Bachelor of the Year Award:** Medal and special diplomas to the graduate that, in the opinion of his/her classmates, best represents the spirit of Lincoln International Academy.
- **Seniority Award:** Recognition and diploma to graduates studying in the school since first grade.
- **Great Lincoln Award:** Special medal and diploma awarded by the President of the School, in consultation with the faculty, to the student who best represents the values of Christian maturity, service to others, and academic excellence.

- **Academic Excellence Award:** Diplomas awarded to the graduates with the highest grades in every subject as long as the grades are equal or greater than 90 (A-).
- **Shakespeare Award:** Medal and diploma to the best writer in English, chosen by the teachers of the English Department.
- **Rubén Darío Award:** Medal and diploma to the best writer in Spanish, chosen by the teachers of the Spanish Department.
- **Edison Award:** Medal and diploma to the student who has excelled as an entrepreneur and/or inventor.
- **Pythagoras Award:** Medal and diploma to the student who has excelled as a mathematician.
- **Martin Luther King Jr. Award:** Medal and diploma awarded to a graduating senior for outstanding achievement in Social Studies.
- **SAT Award:** Diploma to the student that has obtained the highest scores in these tests.
- **ACT Award:** Diploma to the student that has obtained the highest scores in these tests.
- **Community Service Award:** Medal and diploma awarded to the student who showed the most enthusiasm, involvement, and commitment to helping others in the community service programs.
- **Alan Cross Memorial Award:** This award is given in memory of the LIA student "Alan James Cross Lopez" and is presented in recognition to the student that showed prominent leadership, has contributed to the dynamic of the school by participating in community activities and showing great human quality and service to others.
- **Most Outstanding Athlete Award:** Diploma to the student who demonstrates the greatest athletic ability as a member of any of the sports teams of the School for the past four years of High School.

The twelfth-grade students who at the end of the year failed one or more classes may not participate in the graduation ceremony.

23.9 Lockers

Every middle and high school student is assigned a locker outside of the classroom. Every student must bring a combination lock and inform the combination number to the vice-principal office. In the athletics area, lockers are used only during the class period. The lockers used in this area can be key-lockers.

Students should make sure that their locks are closed at all times. The lockers found with open lockers will be closed with a wire, and it will be the student's responsibility to request that the locker is reopened.

The school reserves the right to inspect lockers to prevent the storage of perishable or prohibited items.

23.9.1 Use of lockers under certain circumstances

Under certain circumstances the use of lockers will not be permitted. Students will be required to keep their supplies with them.

24 Formative Measures of Conduct (Applies to all students)

The formative measures of conduct apply as established in Chapter III, Art. 61 of the "Operations Handbook for Private and Subsidized Schools" approved by the Nicaraguan Ministry of Education in relation to the student's rights:

- The formative measures must be fair, appropriate to the dimension of the infraction, the student's age and the circumstances in which the infraction is committed.
- The formative measures involving the temporary removal of students shall not affect their academic achievement. LIA will provide electronically (grades portals) the study material necessary to enable them to keep up with assignments.
- Parents may request in writing a review of resolutions for serious and very serious infractions to the Discipline Committee, within two days after the notification.

24.1 Conduct

In Preschool and Elementary School, homeroom teachers assign the conduct grade to their students. In Middle School and High School, the conduct grade for each quarter is assigned by the Vice-Principal of Student Affairs who keeps a record of infractions in the student's file. Infractions are cumulative and may go from minor to very serious throughout the year.

24.2 Meeting with parents

Meetings between parents and teachers are scheduled after school or during teachers' planning periods. Teachers may request a meeting with parents, if they see fit, after informing the area Principal. Also, meetings with parents may be requested by the Area Principal when needed.

24.3 Levels of Authority in the implementation of Formative Measures

All infractions that are specified in the handbook are reported by e-mail to the Vice Principal of Student Affairs in middle school and high school and to the Principal in elementary school using a discipline referral form. This form indicates the student's data (name, grade, and section), a description of the incident, date, and place of occurrence (classroom, field or any other related information). Formative measures for each area are explained further in this handbook.

24.4 Discipline Referral Form

A discipline referral form will be issued to students who repeatedly commit minor, serious or very serious infractions. Also, the student must write a commitment to improve his/her behavior and sign it. The discipline referral form will be kept as an electronic file and a copy of it will be sent to the parents.

24.5 Detention and Temporary Removal

Detentions are assigned during lunch break, after school or on Saturdays when serious or very serious infractions are committed, and demerit points may be involved. Parents are notified of

detentions in writing or by telephone and students must bring the detention note/slip signed by his/her parents for it to be valid.

When students are temporarily removed from school, parents are notified that they are banned from attending classes for one or more days and are excluded from all sports and extracurricular activities. The days of temporary removal are counted as absences.

24.6 Academic/Discipline Reinforcement Period

Reinforcement period is a close monitoring and mentoring program that goes according to the needs of each student during school hours.

Students who present the following will be placed in Academic/Discipline Reinforcement:

- Poor behavior
- Involvement in serious or very serious infractions
- Poor academic performance in two or more subjects.

When a student is in a period of academic/discipline reinforcement, the parent or guardian and the student must sign a document setting out the situation at a meeting with the Discipline Committee. When a student is admitted to LIA for the first time, parents must accept the terms for academic/discipline reinforcement as part of the enrollment contract.

Violation of the provisions in the document of academic/discipline reinforcement period may result in temporary removal and loss of enrollment right for the following school year of the student involved.

24.7 Demerit Points

In Middle School and High School. The accumulation of infractions and demerit points is by quarter. For Preschool and Elementary School, please refer to the appropriate section.

	Minor	Serious	Very Serious
	0-2	4	6

24.8 Probationary Enrollment

Probationary enrollment for the following school year is assigned by the Discipline Committee to students who commit very serious infractions, accumulate minor or serious infractions, or violate the School Code of Honor.

24.9 Referral to Counseling

Students who exhibit repeated unacceptable behavior or poor academic performance are referred to counseling. This referral is in accordance with the procedures established in the counseling handbook.

24.10 Classification and Formative Measures applied to the Faults

It is important to note that all infractions are cumulative throughout the school year and that the Conduct grade is calculated every quarter.

Under the Virtual Learning modality the policy will remain the same.

24.10.1 Minor Infractions

- Recurrent late arrivals to school without justification.
- Absence or late arrivals to class periods without justification.
- Damages to textbooks or equipment lent by the school.
- Failure to observe the cleanliness, hygiene and courtesy rules (stain, wipe the walls, mask removal, desks or school equipment).
- Improper use of the uniform.
- Not having the camera on.
- Having a distracting background.
- Use of inappropriate username for virtual learning.
- Any other infraction not mentioned in this section which may be considered as minor by the Discipline Committee.

Formative measures applied to minor infractions:

- Verbal warning.
- Student-teacher meeting.
- Meeting with the student, teacher and area Principal.
- After School Detention.

All infractions will be reported by email to the Vice-Principal for Student Affairs and a copy will be sent to parents.

24.10.2 Serious Infractions

- Recurrent minor faults (three).
- Disrespect of national symbols.
- Deliberate interruption of class and refusal to attend warnings.
- Display of unauthorized propaganda or any other material harmful to morality and ethics on walls or school murals.
- Disrespect to teachers, classmates, school officials, administration staff and members of the school community in general.
- Violations of the Honor Code
- Smoking, consuming tobacco or using electronic cigarettes on school grounds and at off-campus events where the school is being represented.
- Covering own or other's faults.
- Threatening, insulting and/or slandering school officials, teachers, classmates and/or members of the school community.
- Any other infraction not mentioned in this section which may be considered as serious by the Discipline Committee.

Formative measures applied to serious faults:

- Conference with student, counselor, parents and Area Principal.
- Commitment letter signed by the student to improve his/her behavior. Follow-up is given by the Vice-Principal for Student Affairs.
- Lunch and after school detentions as recommended by the Area Principal.
- Loss of privileges to participate in sports, educational trips or to become a member of a board or community service club.
- Academic Fraud, Plagiarism or Cheating

First Violation

- Cancellation of the assignment involved.
- Make-up assignment with a maximum grade of 60 points.
- Two after school detentions
- 5-page-essay on the topic of plagiarism or any other subject determined by the teacher of school

Second Violation

- Zero on the assignment without the option to make up work, test or project.
- After school detention

Recurrent academic fraud, plagiarism or cheating is considered a very serious fault and will be referred to the academic council and the discipline committee

24.10.3 Classification of Very Serious Faults

- Recurrent serious faults (three).
- Intentional damage of school property and belongings of others.
- Buying or selling merchandise without the authorization of the school.
- Committing illicit acts classified by the law as crimes or misdemeanors.
- Carrying or using knives and fire weapons, whether or not they are handcrafted, sharp-cutting objects or explosive material.
- Creating memes, videos, stickers of teachers, classmates, or staff.
- Physically and/or verbally attacking school authorities, teachers, classmates, and school staff, or promoting school fights.
- Distributing information promoting the consumption of alcoholic beverages or inappropriate parties.
- Carrying or promoting the consumption of alcoholic beverages and psychotropic substances.
- Carrying or promoting the use of pornographic material of any kind and by any means; electronic games, gambling or magic.
- Committing any action that harms the health of people.
- Harassing students or teachers.
- Leaving school without permission.
- Any other infraction not mentioned in this section which may be considered as very serious by the Discipline Committee.

Formative measures applied to very serious faults:

- Conference with student, counselor, parents and Area Principal.

- Loss of privileges to participate in sports, educational trips or to become a member of a board or community service club.
- Lunch and after school detentions as recommended by the Area Principal.
- Removal from school for one, two, or three days as decided by the Discipline Committee.
- Probationary enrollment for the following school year.

Teachers/authorities will report all infractions by email to the Vice-Principal for Student Affairs, who will log them in the discipline system database.

Note: Missing after school detentions will result in serving Saturday detentions. Missing Saturday detentions will be the cause of in-school suspensions.

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