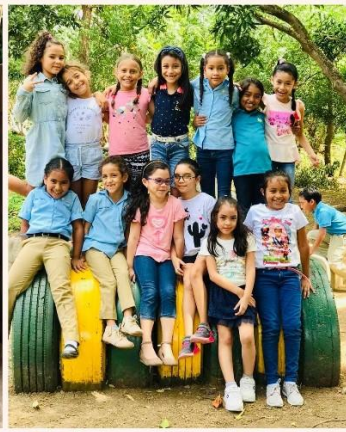


Escuela Adelante

Parent Handbook

2023



Who are we?

Escuela Adelante offers high-quality alternative education in Spanish and English to meet the diverse needs of San Juan del Sur, Nicaragua. We offer bilingual preschool and Primary school. All our programming is based on our basic concepts of accessibility, diversity, and academic excellence. We have been serving the community since 2014 and plan to expand to a full-time bilingual elementary and secondary school, including technical training, college readiness, and extracurricular academic courses. Escuela Adelante is a non-profit organization, registered as 501c (3) in the United States and as a Foreign NGO in Nicaragua ,operating respectively with the permission of the Nicaraguan Ministry of Education (MINED).

Our Vision:

We strive to cultivate generations of critical bilingual thinkers who are highly intelligent, technologically adept, inspired, friendly and respectful of all people and the environment. We embrace diversity, autonomy and cultural exchange as a means of maximizing education and establishing healthy relationships among all the people of San Juan del Sur and beyond.

Our Mission:

Our mission is to offer a new innovative model of bilingual education in San Juan del Sur, Nicaragua. The cultural and linguistic diversity of San Juan creates a unique opportunity for Nicaraguan and foreign students who benefit from cultural exchange. We instill bilingualism and multiculturalism from an early age to strengthen the ability of our students to communicate within their community, country and as digital citizens of a global village. Through its various programs and its emphasis on mathematics and science, Escuela Adelante offers a way forward: a love of learning, a commitment to excellence and future success for each of its students. Go ahead Together!

What's our promise?

We promise a safe environment where every child can acquire the skills of their unique path, as the path leads to college, entrepreneurship, or other success. All students are treated with the same respect and love, regardless of race, sex, religion, socioeconomic status, or other individual differences. Everyone's native language and culture are respected, as all students grow to be bilingual critical thinkers.

What our the school regulations?

In order to offer a quality educational service, it is important that all members of our school community observe the following policies and procedures. By committing to these norms, we can help to ensure a safe, predictable, high quality educational environment where all students, families and staff feel valued and respected.

Please continue reading to observe all requirements and let us know if you have any questions.

By agreeing to register your child with Escuela Adelante, you agree to observe and abide by these rules and procedures.

GENERAL RULES
Schedule and Transportation

1. CLASS HOURS

7:30 am Primary school Admission to the Educational Center.

8:15 am Preschool Admission to the Educational Center.

- ★ Late arrivals should check in at the office and a school staff member will escort the student to their classroom.
- ★ Students must bring everything necessary for his/her class day, i.e., his/her backpack, water bottle, and particular school supplies, and any food that is required for the student's dietary needs.
- ★ Children are not allowed to enter the school before check-in time as this is an important time for teachers to prepare for the school day.
- ★ For Maternal, we understand that a more flexible check-in and check-out schedule may be required.

School Attendance

Every day counts

Pupils cannot achieve their full potential if they do not regularly attend school. We want every child to achieve their full potential and we know that parents share this goal. There is a clear link between good attendance and educational achievement. If your child is not in school, on time, as often as possible they will be missing out on many important parts of their education.

Why is regular attendance at school important?

Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day as:

- They learn better
- They make friends
- They are happier
- They have a brighter future.

The school regard 95% as the minimum satisfactory attendance for a school pupil. Days off school add up to lost learning. Please don't let your children miss out on the education they deserve.

- There is a direct correlation between good work and good attendance. It is the duty of each pupil to maintain a good average rate of attendance. When out ill, the parent or guardian must call the school to give notification of an absence by no later than the morning of the absence.
- Unexcused absences will not be allowed.
- No more than 5 days of absence per month will be allowed unless the parent or guardian provides a valid excuse.

Lateness

It is important that parents take responsibility for ensuring that their children are on time for school. Being prompt contributes to a sound educational, well-organized environment for their children on a daily basis.

Promptness also helps instill a proper attitude toward school and minimize disruption. Parents teach consideration for others and promote a positive attitude by assuring their child's promptness. Children who arrive late disrupt the learning of classmates as well as the efforts of the teacher.

Any student who arrives late must report to the office. Each day tardy will be recorded.

After a third lateness, a form shall be sent home to the parent. This form must be signed by the parent and returned the following day. The form will state that the next lateness will require the parent to call the school

for an appointment with the principal and the child's classroom teacher. The purpose of this meeting will be to resolve this educational problem.

11:45 Departure from the preschool classroom.

3:00 Departure for Primary except Fridays when departure is at 12:00.

Please be aware that Escuela Adelante will not release your child to a neighbor, other family member or any other adult other than the custodial parent unless we are notified in advance of pick-up plans.

2. SCHOOL BUS SCHEDULE

Riding the Bus is a Privilege not a Right

The school Bus has a cost of C\$500 Córdoba per month.

A bus pass will be issued to the student which must be shown to the driver to board the bus.

School bus rules

- Stay out of the “danger zones” outside the bus.
- Follow the driver’s instructions.
- Be 5 minutes early to your stop.
- ALWAYS SIT DOWN.
- Be respectful. No fighting, swearing or yelling.
- No eating or drinking.
- Keep the bus clean.
- Keep your head and arms inside the bus.
- Windows may not be open over halfway.

Consequences for students who do not follow the rules:

- First and Second Bus Conduct Report: The student will meet with an adult to discuss the incident; a verbal warning to the student; parent notification by the school.
- Third Bus Conduct Report: The student will meet with an adult to discuss the incident. Students will receive a 1–3-day bus suspension depending on the severity of the incident. Parents will be responsible for transporting their children to and from school.
- Subsequent Bus Conduct Reports: This will result in additional bus suspensions of 3 or more days. Parents will be responsible for transporting their children to and from school.

★ The school bus picks up primary students at the Biblioteca Mobil at 7:15 and Preschool students at 7:40 am Please have your student at the bus stop on time. All parents must wait together with their children.

★ The bus is for use by families living who have no other means of transportation.

GENERAL RULES
Uniform and Dress Code

We are a school that believes in the individual development of each child, which is why we DO NOT require students to wear a uniform daily. Allowing students to choose their own clothes offers advantages such as helping students to express their individuality and to take responsibility for their body and their care, which can increase self-confidence.

However, all students must abide by the following dress code:

1. Short shorts, skirts, or pants that do not cover undergarments are not allowed at school.
2. Clothing that does not cover the torso. (The bottom of shirts, blouses, and sweaters must overlap the top of pants so that the body is not exposed).
3. See-through or revealing clothing.
4. Caps, hats, and visors should not be worn inside the building.
5. Clothing with profane writings, insignias, sexual implications, or advertising of drug, alcohol, or tobacco products.

GENERAL RULES
Student Rights and Responsibilities

1. STUDENT RIGHTS. All students are entitled to an educational environment that promotes the following:

- ★ Equal opportunity to learn and grow
- ★ Equal access to the Escuela Adelante experience from both an academic and social perspective.
- ★ Objective and data driven evaluation of academic and emotional growth
- ★ A safe and hygienic learning environment
- ★ Respect for each child's ideological and religious freedom
- ★ The protection of a student's physical and moral integrity, and personal dignity
- ★ Training that aims to nurture the development of each student's personality

2. STUDENT RESPONSIBILITIES:

- ★ Arrive at class on time, ready to learn, every day
- ★ Respect the school schedules, and make best efforts to attend classes regularly or provide advance notice if you are not able to attend
- ★ Make up any missed work timely to avoid falling behind due to excused absence
- ★ Follow the guidance of teachers and staff at Escuela Adelante, and show everyone due respect and consideration

- ★ Respect the rights of your peers to study and learn at their own pace
- ★ Respect the freedom of conscience and religious and moral convictions, as well as the dignity, integrity and physical space of all members of the Escuela Adelante community
- ★ Do not discriminate against any member of the Escuela Adelante community
- ★ Respect the Escuela Adelante project; our commitment to high quality and diversity requires commitment and support from all members of our educational community
- ★ Actively participate in the life and operations of Escuela Adelante
- ★ Properly care for and use the property and facilities of Escuela Adelante and its community members; do not litter on the school grounds

GENERAL RULES
Teacher Rights and Responsibilities

1. RIGHTS OF TEACHERS:

- ★ Receive fair **and respectful treatment**. This includes the right to teach in an environment that allows the teacher to communicate with each student, and to receive dignified and respectful treatment from colleagues, students and parents.
- ★ An environment that protects the physical and moral integrity of the teacher. Violent or abusive students will be addressed on a case by case basis. Parents are expected to take all measures deemed necessary to address in particular any behavioral issues that jeopardize the physical or emotional safety of any member of the Escuela Adelante community.
- ★ To be perfected. Every teacher has the right to permanently update their knowledge to improve their professional performance and personal development
- ★ Like all members of the Escuela Adelante community, teacher's are entitled to an environment that respects their religious, moral and ideological convictions
- ★ To be associated. Teachers may be linked to different entities such as professional colleges, federations or associations on a voluntary basis.

2. TEACHERS' RESPONSIBILITIES:

- ★ Effectively meet professional and Escuela Adelante technical requirements to teach the approved school curriculum to each student
- ★ Awaken student excitement for learning. A student's day at Escuela Adelante should be inspiring and fun; class time should be carefully managed to facilitate maximum learning potential
- ★ Teachers should recognize student effort and family commitment to a students' education. Not only successes, but all aspects of the learning process should be celebrated, including errors from which we can all learn together
- ★ Show respect for each student, student family member and all members of the Escuela Adelante community
- ★ Communicate effectively with student family members and other staff, to ensure the key functioning of the class and parent involvement
- ★ Work to create connections between school community members. We are a team, and each of our success depends on and contributes to the growth of the entire community

GENERAL RULES
Parent Rights and Responsibilities

1. PARENT RIGHTS:

Parents are an integral part of their child's education. During the school year, Escuela Adelante conducts a number of student evaluations and may reach out to parents for one on one meetings to discuss student progress. Please prioritize these meetings as it is a critical component of conveying to you the information you need to track the progress of your child.

Your child's teacher will also operate a class WhatsApp group where class specific information will be communicated. Please check it regularly.

In addition, Escuela Adelante will communicate information related to the school and school community as a whole, via our Website, Facebook Page, and all school meetings. On occasion we will also send home physical reminders, to ensure that all information reaches all families.

In the event your child is injured or involved in a disciplinary incident, you will receive an incident report.

2. PARENTS' RESPONSIBILITIES

- ★ Please check your child's backpack every day and pay due attention to any work or communication sent home It is important to your child that you are involved in his or her education.
- ★ Please take care when picking up or dropping off your child. Please exit your vehicle so that your child can see you clearly, and teachers can see you for safe handover of your child. Please help us ensure a healthy handover of your child; even if your child is crying it is in the child's best interest to have a quick handover.
- ★ Parents are asked to please prioritize attendance at monthly parent meetings and to keep themselves apprised of school events and important dates.
- ★ Please keep your contact information including address, telephone, WhatsApp and email address up to date with the school administration.
- ★ Student attendance is mandatory. If your student is unable to attend, please provide as much notice as possible, with justification. Excessive unexcused absences can result in a failure to progress to the next grade, if a student does not meet minimum attendance requirements.
- ★ Work closely with the school Director, your student's teacher, and the Director of Operations. We have your child's best interests at heart. Please consider our advice with an open mind.

- ★ Any concerns, doubts, or questions parents have about the school and their child's education. They must report it immediately to school authorities so that they can follow up/investigate and assist families.
- ★ Avoid making publications that may damage the image of the institution without first presenting your case to the school authorities, who will give you an answer to your concerns.
- ★ Please respect our curriculum and programs. We understand that for some children and families, our meal program presents many unfamiliar new tastes. This program is designed to expand students' familiarity with food, cultures, and the environmental and health impact of our current eating habits. We ask that you work together with the leadership to avoid enforcing negative prejudices or stereotypes based on misinformation. Please let us know if you are concerned about a menu item so that we can discuss it in more detail.
- ★ To strengthen health measures, we ask that you refrain from sending your child to school if he or she has watery eyes, coughing, high temperature, or diarrhea or vomiting in the last 24 hours.
- ★ Please do not send your child to school with snacks and junk food. If your child has allergies or is prohibited from eating certain foods, please work with the administration to develop an appropriate substitute.
- ★ Please do not send your child to school with money of any kind or toys from home. Coins in particular can pose a danger to younger students. Outside toys can pose a distraction and detract from the learning environment .
- ★ Please make sure your child gets a solid night's sleep and a healthy breakfast, so that they can arrive at school ready to learn!

GENERAL RULES

Tuition and Fees

1. ENROLLMENT AND TUITION:

- ★ Escuela Adelante's school year follows the Nicaraguan calendar, with small variations including a longer July break to allow for summer travel particularly for our North American and European faculty and families.
- ★ Enrollment begins in October, of the preceding year. In order to secure a spot, students must pay a registration fee equal to one month's tuition, January tuition, and any fees outstanding from previous years. These fees must be paid by December 1, unless alternate arrangements are made with the school administration.
- ★ Tuition is determined based on family economic circumstance and is based on a 12 month calendar. Monthly tuition must be paid even during vacations or if your child cannot attend classes. In order to facilitate our model of providing high quality in an accessible, diverse environment, we ask each family to stretch themselves to meet the highest tuition tier possible. For scholarships, please complete a scholarship application.
- ★ **All fees are non-refundable.**
- ★ If you must withdraw your child from Escuela Adelante, please provide written notification and make full payment of all tuition fees already incurred in order to complete withdrawal.

2. PAYMENT POLICIES

- ★ Tuition payments must be made between the 1st and 5th of each month. If you have any inconvenience in meeting this deadline, you must inform the administrative area to schedule a new date and meet it.
 - if the payment is not received at the end of the established period, the student will not be able to receive grades or reports until the debt is paid.
 - If the **debt is 2 months past due**, the student will not be able to take exams and therefore will not be able to receive grades at the end of the cut.
- ★ Our staff will contact you regarding any late payments.
- ★ Late payments without prior notice will be subject to a penalty of 10% of the monthly payment.
- ★ If you have a special situation that prevents you from fulfilling your financial commitments, please contact our office immediately to speak with the controller.

- ★ At the time of registration of a student, parents or guardians agree to maintain said enrollment throughout the school year, if a transfer to another educational center or outside the country is necessary, the entire semester in progress must be paid (example: require transfer in April, must pay until June).
- ★ Tuition payments can be made in our offices from Monday to Friday 8-11:50 AM and 1-3:20 PM or through our bank accounts **LAFISE CORDOBAS 106005364 or LAFISE DOLARES 106203250.**

3. ADMINISTRATIVE ADMISSION REQUIREMENTS

The documents that are required in the office for new students:

- ★ Photocopy of birth certificate or passport.
- ★ Photocopy of the ID of the father, mother or guardian, or passport, in case of having a guardian, present a legal document that proves the guardianship of the child.
- ★ Transfer sheet signed and stamped from the previous school.
- ★ Certificate of conduct from previous school.
- ★ Sealed and signed notes.
- ★ Emergency contact sheet (to be filled out in the office).

4. ACADEMIC ADMISSION REQUIREMENTS

- ★ Grades on stamped paper from the previous school, transfer sheet, as well as the certificate of conduct issued by the previous educational center.
- ★ Families are required to submit the forms and documentation within 15 working days to confirm their admission. If families do not provide the required documentation within this time, the space may be given to another student on the waiting list.
- ★ Take a level test and the psych-pedagogical test provided by the school.
- ★ Fill out the conduct letter and its policies and commit to complying with it.
- ★ Know 50% in mother tongue and 50% in foreign language.
- ★ In the case of students with special needs, the parent must accept full responsibility in the search for a shadow teacher or trained personnel for the condition presented by the child.

