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## Contact Information

The best way to find out more about Nile Union Academy is to visit our campus. We are located in Gabal Al-Asfar, Egypt, about an hour from downtown Cairo. Please request a new student registration packet at the main office. If you are unable to visit our campus you are invited to visit our website at [www.nuasda.org](http://www.nuasda.org). You may contact us in several different ways:

Email us at: [registrar@nuasda.org](mailto:registrar@nuasda.org)

Visit us on FaceBook at: <https://www.facebook.com/NileUnionAcademy/>

Phone: Egypt landline number is 44346130.

Phone: Egypt mobile phone number is 0102680409.

## Student Agreement

Each student at Nile Union Academy must have a current signed student agreement in their file that demonstrates that they understand the principles and rules that allows NUA to be effective as a school. Students that attend NUA willfully agree to follow all rules and policies stated in the NUA handbook.

## Non-Published Rules and Policies

Any rules or policies voted by the administration or school board during the school year will be enforced as a part of this handbook.

# ABOUT US

## Mission Statement

NUA exists to promote God's work in the lives of young people. Our mission is to educate young believers to use their head, heart, and hands to God.

## \*Core Values

*Head:* NUA is an academic institution. One of our primary goals is to give a good education—good in the eyes of the families that sent the students to our school and to the students themselves; good in the eyes of intuitions of higher learning that our students wish to attend, and good in the eyes of potential employers.

*Surrendered Head:* We recognize that the mind of man has been led astray by the enemy of God. Our thoughts and our ability to think as God intended has been distracted and overwhelmed by Satan. Yet, humanity was created in the image of God and was intended by God to be mature and creative in their thinking. Therefore NUA's goal is for each teacher, staff member, and student's mind to be surrendered to God so that they may "be made new in the attitude of your minds; and to put on the new self, created to be like God in true righteousness and holiness" (Eph. 3:23, Rom. 12:2). From the classrooms, to the dormitories, to our work assignments, we seek to train our minds to think, problem solve, and understand our world, our lives, and the concepts necessary to thrive in this life and in the life to come.

*Heart:* NUA is an educating community. It is in the business of shaping attitudes—attitudes of students towards themselves, to their peers, to trainers and authority, to the community and nation—current and future. We teach students to be subject to the governing authorities, not only because of possible punishment but also as a matter of conscience. To sincerely give to everyone what is owed, pay what is agreed, and give respect and honor to whom it is due.

*Surrendered Heart:* We recognize that “the heart is deceitful above all things” (Jer. 17:9), NUA’s goal is for each person at NUA to claim God’s promise to them to give them a new heart (Ezek 36:26). It is our desire that we all experience the gentleness and humility of Jesus Christ, allowing our hearts to find rest and peace (Matt. 11:28-30). We believe that experience will make such an impact on our lives that the attitude of our hearts will be the same as that of Jesus Christ: humble before God and obedient to God. (Phil. 2:5-11).

*Hand:* NUA embraces a work-study philosophy. It is not a school to just come up with academic solutions and have the attitude that is needed to achieve these solutions, but a school to help students accomplish what needs to be done. We teach students to do life chores; to share the tasks of community living; to reduce their family’s financial investment in their education. To develop a work ethic that embraces necessary work of every kind. These days the meaning of ‘hand’ has been expanded beyond manual labor to taking on any task that helps survival of ourselves, our community and our nation-- to move beyond can-do to has-done.

*Surrendered Hand:* We recognize that our actions are a product of our minds and hearts. Therefore, as the head and heart are transformed by surrendering them to God, so our hands will be transformed into active friendship with others in service to the world around us. No longer will the selfish passions and vices of our “Godless” lives rule our actions. But through the power of God working “in you to will and to act according to his good purpose” (Phil. 2:13); all our hands - teacher, staff member and student - will work and act with purity, respect and integrity in all they do toward God and men.

## **Philosophy**

Nile Union Academy is a Seventh-day Adventist Christian boarding high school. We are owned and operated by the Egypt-Sudan Field Office of Seventh-day Adventist Church. We accept the Old and New Testament scriptures as our creed and we teach Jesus Christ as the savior of the world. Our educational system is patterned after the American educational system which values class attendance, participation, and performance as the base of its education. NUA adheres to a blueprint for education that was originally conceived in the Old Testament “School of the Prophets” that seeks to daily train and teach young people through instruction, activities, relationships, work, responsibility, consequences, and life experiences.

All classes at NUA are taught in English except for second language classes. Our discipline style is consequence oriented, rather than shame based. It is our desire that students will not only succeed academically, but will upon graduation leave NUA with the foundation to succeed morally, socially, and spiritually in life. We believe that integrity and honor of our head, heart, and hands must be the foundation of a life surrendered to God.

## **Academic Code**

The honor of an NUA student is demonstrated by their adhering to the following code and pledge:

**Honor Code** - "I will not lie, cheat, or steal; I will respect myself and others."

**Honor Pledge** - "I will not give unauthorized help on any schoolwork, I will not receive unauthorized help on any schoolwork."

## **HOW TO APPLY**

### **Prerequisites**

Students applying for admissions at NUA must have transcripts showing the successful completion of the Egyptian "Third Prep" or the American 8th grade equivalent. Acceptable transcripts must come from a government accredited school or similarly qualified educational institutions. Exceptions to this must be processed through Nile Union Academy Admissions Committee. Students who have some English proficiency must take an in-house "English Language Proficiency Assessment" to qualify for 9th, 10th, 11th, or 12th grades.

### **Student Application Process**

Pick up an application at our office or download and complete the application on the school website at [www.nuasda.org](http://www.nuasda.org). The following forms should be turned into the NUA Business Office by June 1, 2018.

Required Application Forms:

- ❖ Application Form
- ❖ Financial Form
- ❖ Three Recommendation Forms
  - This should include a: pastor, teacher or principal, and one other responsible adult who is not members of your immediate family. This could include an NUA graduate.
- ❖ Signed "Student Agreement"
- ❖ Birth Certificate
- ❖ Your most recent school transcripts
- ❖ A recent passport photo.

The Admissions Committee meets in June of each year. You will be notified of your status after Admissions Committee has made decisions regarding all the applicants. Students are accepted, denied, or put on a waiting list. All recommendations and applications are treated as confidential and will not be shared outside the members of Admissions Committee.

Once accepted, you will need to come to school on Registration Day as scheduled. On that day you will get financial clearance, register for classes, and new students will take an In-house English Language Proficiency Assessment for placement purposes.

### **Financial Obligation**

Each student must receive financial clearance during the course of Registration Day. NUA is able to provide the education it provides because our students are responsible and pay their tuition. Failure of a student to pay their bill will result in that student not being allowed to attend classes, and in due course, suspension or even expulsion from NUA. Each year the new tuition and room and board rates for the following academic year will be made public prior to the start of the academic year.

## **HOW WE STUDY AND WORK**

### **\*Accreditation - Please Note\***

NUA is accredited by Middle States Accreditation (MSA) and the North American Division of SDA Schools (NAD). An NUA diploma is accepted in many places around the world. Nile Union Academy is not accredited with the Egyptian Government at this time. We are continuing to work on meeting the requirements to be accredited, but at the time of publishing this handbook we were not accredited. This means that a student who graduates from NUA will not be accepted into an Egyptian University.

### **Academic Information**

Our educational system is patterned after the American educational system which values class attendance, participation and performance as the base of its education. Students' grades are based on percentages of points possible divided by points correct. Each student receives a percentage for each class. Each percentage falls into a category that is assigned a letter those letters are averaged to give the student a "Grade Percentage Average (GPA)". That GPA is given based on the following scale:

### **Grading Scale and GPA**

A	(93-100%)	4.0 Superior
A-	(90-92%)	3.7
B+	(87-89%)	3.3
B	(83-86%)	3.0 Above average
B-	(80-82%)	2.7
C+	(77-79%)	2.3
C	(73-76%)	2.0 Average
C-	(70-72%)	1.7
D+	(67-69%)	1.3 Below Average
D	(63-66%)	1.0

D- (60-62%) 0.7  
 F (0-59%) 0.0 Failing

\*\*\*\*Still under review\*\*\*\*

Subjects	Basic Diploma	Enriched Diploma
<b>Religion</b>	40 credits (10 credits per year for each year in a Seventh-day Adventist school)	40 credits (10 credits per year for each year in a Seventh-day Adventist school)
<b>English</b>	40 credits (9 <sup>th</sup> -12 <sup>th</sup> grade)	40 credits (9 <sup>th</sup> -12 <sup>th</sup> grade)
<b>Social Studies</b> (including Geography)	30 credits	30 credits
<b>Mathematics</b>	20 credits (must include Algebra 1 and Geometry)	30 credits (must include Geometry and Algebra 2)
<b>Physical Education</b>	20 credits (or 5 credits per year for each year at NUA)	20 credits (or 5 credits per year for each year at NUA)
<b>Foreign Language</b>	0 credits	20 credits
<b>Computers</b> (includes Keyboarding & Computer Apps)	10 credits	10 credits
<b>Science</b>	20 credits	30 credits
<b>Health</b>	5 credits	5 credits
<b>Careers</b>	5 credits	5 credits
<b>Electives</b>	10 credits	10 credits
<b>Total</b>	<b>220</b>	<b>240</b>

**\*Graduation Requirements**

A diploma is granted to the student whose scholastic records are satisfactory and who has successfully completed the following (50 credits equals one semester):

Students entering NUA at 11th grade must take a minimum of 120 credits (and complete all other requirements) on campus to graduate from NUA.

Students entering NUA at 10th grade must take a minimum of 180 credits (and complete all other requirements) on campus to graduate from NUA.

Students entering NUA at 9th grade or ESL must take a minimum of 240 credits (and complete all other requirements) on campus to graduate from NUA.



### **\*Recommended Yearly Schedule**

The \* indicates additional classes needed to receive an “Enriched Diploma”.

#### **ESL Year**

ESL Grammar & Writing  
ESL Bible  
ESL List Pron/Vocab  
ESL Vocab & Study Skills  
ESL Reading  
ESL Math  
Computer Apps  
PE

#### **9th Grade (Freshman Year)**

ESL 9 Grammar & Writing  
ESL 9 Science Term/Vocab  
ESL 9 Reading  
Keyboarding  
Pre-Algebra  
Bible 9  
PE

#### **10th Grade (Sophomore Year)**

Comparative Governments (Civics)  
Geography  
English 9  
English 10  
Bible 10  
Physical Science  
Algebra 1  
\*Arabic 10  
Careers  
PE

#### **11th Grade (Junior Year)**

Vo-tech  
Plant Farm  
Bible “Salvation”  
Bible “SDA Doctrines”  
World History  
\*Arabic 11  
Biology  
Geometry



World Literature  
Health

### **12 Grade (Senior Year)**

Vo-tech  
Plant Farm  
\*Chemistry  
Modern World History  
English Classics  
\*Arabic 12  
Bible “Daniel & Revelation”  
Bible “Marriage & Family”  
\*Algebra 2  
Careers

### **Minimum Classes**

All dormitory students must be registered for a minimum of at least four classes per semester that they stay in the dormitory.

### **Dropping and/or Withdrawing from a Class**

A student may drop a class during the first two weeks of a semester without any record on the transcript. A student may withdraw from a class up to six weeks after the beginning of the semester (see dates posted on calendar) and receive a “W” for that class on the transcript. Students may not drop or withdraw from a class after times posted on NUA’s school calendar. A student who does not drop or withdraw from a class in the proper manner will receive the grade earned. Most classes must be taken to receive a diploma, therefore students should not drop recommended classes.

### **Classes Repeated**

A student may repeat a class to improve his/her grade. Both classes and grades will be recorded on the transcript.

### **Academic Probation**

Low grades are posted each Friday morning. Any student with at least one “F” or two “D’s” will be placed on academic probation for the following week. Academic probation is intended to help a student intensify their focus on getting good grades.

### **Attendance Policy**

NUA is dedicated to training the head, heart, and hands of its students for service to God and man. The unique contribution NUA makes to education in Egypt is to teach English. A student cannot learn English and do well in school at NUA unless he/she attends classes. Attendance is crucial to obtaining credit. NUA requires that students attend class 90% of the of days the class is offered or be subject to loss of credit.



## Attendance Policy Definitions

The attendance policy rules apply for one semester at a time. Attendance resets at the beginning of each semester. Assembly attendance follows the same policy rules as classes.

**Unexcused Tardy:** A student missing up to the first 10 minutes of class is considered tardy.  
\*3 Unexcused tardies equals one unexcused absence.\*

**Excused Tardy:** A tardy that is initiated and excused by a staff member.

**Absence:** A student missing 10 minutes or more of an assigned class is considered absent for the entire class.

**Excused Absence:** An absence may/may not be excused if the student provides verification from the parent, legal guardian, or staff member gives documentation of an acceptable excuse. Only the Registrar can excuse absences

**Unexcused Absence:** An unexcused absence occurs when a student willfully or accidentally misses a class without valid excuse (see reasons below) or leaves an assigned classroom without permission. A student's academic grade will be lowered 1% from the final class grade for each unexcused absence in a class.

### Acceptable Reasons for Absences or Tardies: □

- ❖ Injury or illness (must have parent or medical note)□
- ❖ Death in the immediate family□
- ❖ Unavoidable medical or dental appointments□
- ❖ School-sponsored activities
- ❖ Faculty initiated or arranged event□
- ❖ Pre-arranged absences—reasons for absences or tardies not listed above must be petitioned to the Administrative Committee one week prior to absence.

### Non-pre-Arranged Absence

Turn in a signed parent or doctor note/excuse to the Registrar before attending classes.

Absences will not be excused after five days of the absence. The Administrative Committee may or may not excuse the absence depending on the circumstances.

### Cheating Policy

Cheating is taking credit for work and knowledge that is not one's own. NUA is a Christian learning institution where honesty and respect is highly valued. Any student who appears to be cheating will be assumed to be cheating.

Cheating involves, but is not limited to, the following:

- ❖ Inappropriate talking or looking on another student's paper during a quiz or test;
- ❖ Copying a teacher's answer key or someone else's homework/paper to be graded;
- ❖ Having someone else complete your assignment for you;

- ❖ Asking or coercing someone to give quiz/test content or answers or accepting them if offered;
- ❖ Giving someone answers by any means, including the use of electronic devices; intentionally misgrading work (The student who misgrades the work receives a zero, but the original student receives the grade he earns.);
- ❖ Submitting the same paper/project to different teachers unless allowed by those teachers;
- ❖ Using hand signals of any kind to convey answers during a quiz/test.
- ❖ Plagiarism, another form of cheating, involves turning in part or all of another person's work as your own.

### Consequences for Cheating

First Offense	Second Offense	Third Offense
Discipline referral	Discipline referral	Discipline referral
Zero on the assignment	Zero on the assignment	Zero on the assignment
	Academic Probation	Expulsion from NUA

### Computer and Internet Policy

#### Student Technology Agreement

All students at NUA must agree to and sign the separate technology user agreement in order to attend NUA.

#### Laptop and Smartphone Policy

All laptops and smartphones are to be checked into administration upon arrival on campus for secure keeping. Laptops and smartphones will be checked out and checked in based on the procedure and policy set forth by the NUA administration. Failure to follow NUA rules regarding laptops and smartphones will result in confiscation, withholding, and disciplinary action.

#### Computer Lab Policies and Restrictions

All students are expected to adhere to and respect computer lab rules, policies, and expectations. Any misuse of technology will result in discipline from NUA administration. Please see the NUA technology user agreement for a list of policies and restrictions.

#### Limited Liability

NUA will not take responsibility for the following:

- ❖ Any financial obligations arising out of unauthorized use of the network.
- ❖ Any cost, liability or damages caused by a user's violation of these guidelines.
- ❖ Any information or materials that are transferred through the network.
- ❖ The reliability of the data connection. NUA shall not be liable for any loss or corruption of data resulting while using the network.

- ❖ A student's illegal distribution (pirating) of software.

### **Technology Use Penalties and Violations**

- ❖ A violation of the terms of this Acceptable Use Policy may result in suspension or termination of computer Lab, PC use, network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of NUA.
- ❖ A violation of the terms of this Acceptable Use Policy may result in criminal prosecution where applicable. In the event that there is a claim that a student has violated any of the guidelines in this policy, he/she would be provided with written notice of the suspected violation.

**\*By using the computers and IT infrastructure at NUA you automatically agree to abide by this policy.**

### **Work Program**

NUA operates a work / study program. This means all dormitory students must work in order to maintain the campus needs. Students will work in areas such as but are not limited to; teacher's assistant, residence advisor, cleaning crew, landscaping, maintenance, and the farm. All jobs are assigned by the work program director or administration. The work of the students helps to reduce operating costs, therefore, lowering tuition fees. The money that is earned from this work is credited to the student's school bill.

### **Work Program Expectations**

All dormitory students must work at their assigned job at the assigned time. Students are expected to diligently complete the work assigned by their supervisor. Work supervisors will be responsible for the work hours of the students. Students will be graded on their work effort and responsibility each semester. Work assignments will be evaluated each semester. Only the work program director or administration can reassign jobs.

### **Work Program Consequences**

Students that are not showing up to work on time or are not giving a reasonable effort will be reported to the work program director. Failure to do the assigned work will result in work probation. After three work strikes the student may be mandated to become a day student.

## HOW WE LIVE

### **Discipline**

NUA expects each student to live according to God's plan showing respect to self, others, and the school. NUA desires for students to surrender their head, heart, and hands to God in all aspects of life. Surrendering oneself to God is the ultimate goal of self discipline. Meeting these expectations allow us to live together in harmony and unity reflective of a Christian campus. Any student consistently going against the lifestyle NUA promotes is demonstrating his/her unwillingness to be a part of our program and will receive discipline consequences.

### **Weekly Schedule**

NUA has classes daily Monday - Friday. Saturday is a day set aside by God in the Bible as the Sabbath (Genesis 2:2; Exodus 20:8-11; Luke 4:16) for rest, worship, fellowship, and service. Sunday is a day for students to do additional work, complete government paperwork, and prepare for the week ahead.

### **Daily Schedule**

All school days start with Line Call at 7:00 a.m. and conclude at 10:30pm with lights out in the dormitories. Classes begin at 7:15am and end at 4:40pm.

### **Campus Dining** □

NUA's cafeteria serves only vegetarian meals. When coming for meals, students are expected to form an orderly line outside of the dining room. Appropriate clothing is required for anyone entering the cafeteria. Dormitory students will be provided three meals each day that school is in session. All day students may eat breakfast and lunch in the cafeteria. Any guests on campus are welcome to purchase meal tickets in the business office. □

### **Study Hall Program**

NUA's Study Hall Program is designed to provide a quiet place and time for our students to study. Study hall is held Sunday-Thursday from 7:30-9:30pm. Students may study in the areas designated by the administration. Disruption during study hall times will result in disciplinary action from the administration.

### **Respect of School Property**

NUA is dedicated to your success! Every building, sidewalk, plant and book is on this campus to ensure that NUA provides the best environment and resources for your continued education. Defacing or destroying this property by any student will indicate to the administration that you do not value the education you are receiving. This includes scratching or writing on anything that is school property, as well as intentional damaging of school property. Treating school property in this way will be met with immediate and possibly significant discipline. Damaged property will be replaced at the expense of the student(s) involved along with a fine equal in value to the replacement expense up to 1,000 EGP.

## **Dress Code**

Students are expected to dress appropriately for the activity they are participating in. It is our desire to teach the students to dress in such a way as to project a wholesome image. Therefore dress will be modest, neat, and in good taste. The administration will have final judgement regarding the appropriateness of clothing.

## **Class Uniform**

All students must be wearing the required NUA uniform in order to attend class. If any part of your dress is not meeting the uniform requirements you will be asked to leave class and receive an unexcused absence. Please remember that an unexcused absence will be a 1% reduction in your overall grade for that class.

- ❖ light blue dress shirt
- ❖ navy blue or black dress pants (not sweat, sports, or jeans as pants)
- ❖ closed toed shoes (no sandals)

## **Hair**

Hair styles should use be neat and tidy avoiding the drawing of attention to oneself by wearing significantly different styles than the culture as a whole. The administration will have final judgement regarding the appropriateness of hair styles.

## **Facial Hair**

Students are expected to keep their face shaved at all times. Mustaches are allowed if kept groomed. The administration will have final judgement regarding the appropriateness of facial hair.

## **Body Piercings**

Girls are only allowed pierced ears with small studs. Boys are not allowed to have any body piercings. The administration will have final judgement regarding the appropriateness of body piercings.

## **Worship Service Dress**

Students should dress in their best clothes in an effort to honor God during worship services such as vespers and church. When special programs include inviting guests from our community, our students will be asked to wear worship service attire. The administration will have final judgement regarding the appropriateness of worship service dress.

## **Medical Procedures**

NUA provides basic health and emergency care. The following applies to all students:

- ❖ Medical expenses including prescriptions, some medical supplies, and over-the-counter medications are the responsibility of the student.

- ❖ All accidents occurring anywhere on campus or school outings must be reported to a supervising staff member. Accidents occurring while at work must be reported to the work supervisor immediately.
- ❖ Procedure for each student that feels sick:
  - All dormitory students are expected to make it to line call.
    - Exceptions: previous fever or previous illness
  - After line call, the student that claims sickness will meet with the designated staff in charge of health in the business office.
  - Students that take an excuse for illness must be in their room for the entire day.
  - The deans will check on the sick student throughout the day and arrange for meals to be delivered.
- ❖ Only the designated staff in charge of health or administration can give an excuse from class due to illness.

### **Medical Appointments**

Please note that all routine medical appointments, that is, appointments not caused by an accident, should be made to coincide with regularly scheduled home leaves or Sunday afternoons. Regular doctor's appointments are not excuses to miss class. The school medical service is not responsible to see that such appointments are met.

### **Relationship Policy**

NUA strives to cultivate a positive environment for all students to grow and mature spiritually, mentally, physically, and socially. It is good for students to build positive friendships while at NUA. NUA strives to respect the different cultural expectations of the families represented within our student body. Students of the opposite gender are never to be alone with each other. Any special relationship between two students will be reviewed by the administration and the parents of the students will be contacted. Disciplinary consequences will be applied by the administration for students that do not respect the relationship policy of NUA. Any harassment that is sexual in nature will be dealt with severe disciplinary action.

### **Dormitory Policies**

#### **Weekend Leave Policy**

By agreeing to be a dormitory student at NUA the students is agreeing to participate in the full life of NUA. This life includes classes, study, work, worship, rest, and play. Built into our schedule are several breaks called "Home-leaves" and "Open Weekends". Home-leaves are extended periods of time when students must leave campus to go home, or visit other students' homes. Open weekends are weekends when students can choose to go home.

#### **Dormitory Life involves the following activities:**

*Classes* – Classes are Monday through Friday starting at 7:20 a.m. until 4:40 p.m. Most students are in classes for 4-5 hours of that time.

*Study* – Study Hall is from 7:30-9:30 p.m. it is a quiet time when students are expected to focus on preparing for their classes and reinforcing the skills they are learning.

*Worship* – Each school day starts with a short worship and announcement time called “Line Call”. Each school day ends with dorm worship. Each Friday evening our student body comes together to worship God. Sabbath morning we have a Bible study time followed by a church worship service. All dorm students must attend all worship services each day.

*Rest* – Lights are off at 10:30 p.m. in the dormitories. We expect our campus and our dormitories to be quiet at that time. Sabbath afternoon is also a time chosen by God to rest. On this day we encourage our students to relax, or participate in worship activities.

*Play* – Saturday evening after sundown is a time for our students to enjoy socializing and playing together. Our NUA Student Association has the responsibility of planning this time.

*Gate Passes* - Students may request a one-hour gate pass from the dean. These are passes to go off campus in Gabal as-Far for personal shopping and care. These passes must not interfere with their classes, study hall, or work. Gate passes are available from the deans from Monday to Thursday, Saturday after sundown, and Sunday afternoon. Gate passes are at the discretion and of the deans. Any exceptions must be processed through administration.

*Campus-leave Passes* - Any student request or need to be off campus for more than one hour at a time requires a campus-leave pass. This pass must be previously approved by the dean, work supervisor, and administration. Students should

### **Dormitory Consequences**

Failure to abide by dormitory rules and expectations could result in, but is not limited to; loss of personal privileges, suspension, becoming a day student, or expulsion.

### **Day Student Policies**

Students that are not staying in the dormitory are expected to arrive at school in time for class and leave campus after their last class of the day. Students may stay for extra-curricular activities with prior approval from administration. Day students are not permitted into the dorms without permission of the deans. All students, including day students, are expected to attend any assembly program unless otherwise excused. Day students are not allowed to live in Gabal as-Far.

### **Overnight Guests**

NUA is a dormitory school. In an effort to help as many students as possible, every bed on campus is full. Staying overnight at NUA is a privilege that cannot be assumed. If family, friends, or alumni of the school would like to spend a night here, they must make plans with the school





administration and the dorm deans in advance. Even if requesting early, we may be unable to provide housing. Anyone staying longer than two nights may be asked to pay a fee for nightly accommodations.

### **Student Association**

NUA has a student association that is responsible for planning activities, providing services, and advocating for the students. The SA is responsible for the canteen, which provides basic food and toiletry items for the students. The SA is also responsible for planning two day field trips for the students, one each semester. The Student Association Officers are chosen at the beginning of each year. One NUA staff member will be designated as the SA sponsor.

### **Consequences for Noncompliance**

Students who do not uphold school standards in academic, work, social, spiritual, or behavioral areas may be suspended from school for up to seven school days at the discretion of the administration. Some offenses are so serious that immediate removal from school is required.

Engaging in any of the following activities may result in immediate suspension and cause of expulsion from school:

- ❖ Fighting or inappropriate contact with another student.
- ❖ Possession or use of any item as a weapon.
- ❖ Theft or willful destruction of property belonging to another individual or to the school.
- ❖ Bringing tobacco, alcoholic beverages, narcotics, or drug paraphernalia on campus.
- ❖ Using profane or indecent language, possessing or displaying obscene literature or pictures.
- ❖ Undermining the religious ideals and/or faith of the Seventh-day Adventist Church.
- ❖ Improper conduct involving other students or staff.
- ❖ Disrespect, defiance, or insubordination.
- ❖ Failure to pay tuition, fees, room or board charges

### **Probationary Status**

Students may be placed on probationary status by administration for any reason.

- ❖ Period of Probation - nine weeks.
- ❖ Probation lifted after nine weeks if there is no additional offense.
- ❖ While on probation the student will not be allowed gate or open weekend passes. Home leaves are still allowed.
- ❖ If a student has another issue while on probation they will be suspended with unexcused absences until:
  - Boys - will be sent home until an elder from the family can meet with administration.
  - Girls - will be confined to the dorm until a family elder can meet with administration.
- ❖ A third offense while on probation will be brought to AdCom for reviewal of enrollment at NUA.

## **Appeals Procedure**

□ At times a student in attendance at Nile Union Academy may feel that he or she has been dealt with unfairly. If so, the student may seek a resolution by doing the following:

- ❖ Speak with the staff member involved.
- ❖ Initiate a request for review by contacting NUA administration (Principal or Vice-Principal).
- ❖ Present a written summary of events including a description of the problem. A valid reason for further consideration should be included.
- ❖ Personally appear before the appropriate NUA committee.