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GENERAL INFORMATION

ANS has taken applicable measures to provide a healthy environment for our students and staff upon their return to class and daily activities, but in order for these measures to be effective we will need all of our School Community's collaboration and willingness to comply with all guidelines. ANS cannot guarantee that none of its students, or staff, will not get ill with Covid 19 or any other related illness, but be assured that the school's efforts are aimed to do all we can to prevent illness among our ANS community.

School Mission and Beliefs

The mission of the American Nicaraguan School is to provide its multicultural student community with a U.S. accredited college preparatory program based on democratic and universal values that develops critical thinkers and ethical individuals capable of realizing their leadership potential by making meaningful contributions to society.

The American Nicaraguan School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, or sexual orientation; nor shall it affect in any way the treatment, evaluation or any other consideration of the students of ANS

We believe in the following Core Values:

Intellectual Curiosity

Why and how do we create?

What are the consequences?

How do space and materials drive the process?

Innovation & Creativity

What am I curious about?

What do I want to learn?

How am I changing?

Global Awareness

How can I make a difference in the world?

How does location impact universal problems?

How can I make the world a more peaceful place?

Respect of Self and Others

How can we be a more inclusive community?

How can we teach our community about important topics in adolescent development?

How can character play a greater role in our community?

Environmental Stewardship

Where do we live?

What resources do we have or need?

How do I care for the natural resources?

Social Responsibility

How do we live in relation to others?

How can I contribute to the community?

How can I help others?

Are my needs/wants impeding those of others?

Accreditation

The American Nicaraguan School receives its accreditation from AdvancED through the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS – CASI) and the Nicaraguan Ministry of Education (MINED).

An accredited school is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Accreditation by AdvancEd indicates that a school meets or exceeds criteria for the assessment of institutional quality.

ANS Organization

The American Nicaraguan School offers programs organized into Primary K3-Grade 5; and Secondary, Grades 6-12.

ANS Secondary is a college preparatory program with the aim to prepare students for success during Secondary and beyond graduation. Within our program, we stress Intellectual Curiosity, Respect of Self and Others, Social Responsibility, Innovation and Creativity and athletics. Besides a rigorous academic program that includes numerous Advanced Placement (AP) offerings, students explore the arts through music, painting and sculpting and have the opportunity to participate in a variety of sports offerings.

Administration

The Secondary Principal is responsible for administering grades 6-12. His/Her responsibilities include development and overseeing of policies, rules, programs, and procedures. He/She also works to resolve conflicts or problems, and students are encouraged to seek their counsel. If a student has a conflict with a teacher, they should first try to resolve the issue with the teacher. If the problem cannot be resolved at this level, the principal or appropriate guidance counselor should be consulted.

Although ANS administrators meet with students, parents, and teachers as quickly as possible, it may be necessary to schedule an appointment through their respective secretaries. When doing so, please inform the secretary of the reason for your visit so that the administrator can be provided with whatever records or information may be necessary.

Parent Support

A parent with questions or concerns must first contact the appropriate teacher(s). If after communicating with the teacher(s) the problem has not been resolved, an appointment to talk with the appropriate principal and/or guidance counselor should be made. The most important people for students at school are their classroom teachers. The teachers are professionally trained, and because of the time spent with students they are the most accurate source of information about a child's progress. Parents who have questions or concerns about any area of their child's school life should contact the teachers as the first source of information. Parents should do this by sending an email to a teacher or making an appointment to visit a teacher. Appointments with teachers can also be made by calling the Secondary Office (Grades 6-8 extension 2049, Grades 9-12 extension 2018) or sending an [email](#).

Making an appointment allows the teacher, principal, or guidance counselor to prepare for the conference and prevents a disruption of class. Parents are not to seek a conference with a teacher without arranging for an appointment first. If the matter is

not resolved following the steps described above, the Director General may then be contacted.

Parent Teacher Organization (PTO)

The ANS community encourages parents to become involved in activities at school. All parents and teachers are members of the Parent Teacher Organization (PTO), which provides a forum for participation. The PTO annually elects its Board to handle the coordination and execution of its activities at ANS.

Business Office

The Business Director and Business Office staff administer the financial affairs of the school under the policies established by the Board of Directors. Any parent with questions about bus transportation, school fees, tuition, and/or billing should consult with the Business Office.

Communication

The Secondary section of the ANS website provides security advisory information and access to the assessment and events calendar, course handbook, counseling and college advisory information. The weekly newsletter highlights student academic and extracurricular activities throughout the week. All school wide information is sent by ANS Communications including messages from the Director General.

It is imperative that we model our Core Values among one another as a community. Therefore, communication between ANS community members (which includes ANS staff to parent and/or students, student to teacher, student to student and parent to parent) should abide and reflect our Core Values at all times. This includes official communication as well as unofficial communication (such as grade level chats). Failure to do so may result in disciplinary consequences.

Distribution of Non-school School Related Materials

The distribution of non-school related materials is not allowed. Parents, students, and teachers must receive authorization from the principal prior to distributing any non-school related materials. Sales and exchanges between students are not permitted on campus. Likewise, solicitation, of any kind, is not permitted on school grounds.

Uniforms

The school uniform is a representation of our school and, as such, must be worn with dignity and pride. All students are required to wear the formal school uniform

to school (see below) and also when on school-sponsored field trips unless otherwise indicated.

Official Uniform Chart Secondary (6-12)	
Tops	<p>Shirt: A white, green- collared, polo-style shirt with green band on the sleeve with school's emblem sewn on pocket (purchased at The Tiger Store).</p> <p>If worn, undershirts must be a white t-shirt or the school's P.E. t-shirt.</p> <p>Sweater: Students may ONLY wear official ANS white sweatshirt (purchased at the Tiger Store), approved Club/Athletics or Senior sweatshirts/jackets.</p>
Bottoms	<p>Students may wear plain, solid, dark blue, dress-style pants. Boys and girls may wear plain, solid, dark blue bottoms.</p> <p>Dress style pants must have pockets, a zipper, cotton, non-stretch material.</p> <p>Shorts and skirts must be at a modest length. A reasonable test would be to expect the shorts to be at least as long as the student's fingers if the arm and fingers were stretched downward along the student's side.</p> <p>Seniors may wear approved senior shirts and khakis at any time.</p>
Footwear	<p>Athletic shoes and flat, dress-style shoes are acceptable.</p> <p>Sandals, cleats, and other similar types of footwear (e.g. Crocs) are not acceptable.</p>

P.E.	The P.E. uniform consists of an official shirt and shorts (available at The Tiger Store). Secondary students change into their P.E. uniforms and then back into their school day uniform within the 90 minute P.E. block. Athletic Period students may wear athletic clothing appropriate for their sport.
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IMPORTANT: The items described below ARE NOT ALLOWED:

No rivets, and/or chains are allowed.

Athletic style or elastic band shorts.

Pants, shorts, and/or skirts should not be denim material, bleached or faded, torn, ripped, or visibly patched.

Hats/caps are only permitted during PE (with teacher permission) and should not be worn inside classrooms, ANS offices, covered hallways, etc.

Non ANS Sweatshirts

Other – at the discretion of the principal or ANS administration.

*Students out of compliance with the above Uniform Policy will not be allowed to return to class until he/she has complied with the Uniform Policy. If a violation occurs, parents will be notified.

Senior Privileges

The American Nicaraguan School expects members of the senior class to serve as positive role models to the rest of the student body. Members of the senior class who meet this expectation enjoy a few special privileges that underclassmen do not. These privileges include wearing of khakis as an alternative to the navy blue uniform; the wearing of the senior class polo shirt; and attendance to special senior events.

Participation in the Graduation Ceremony is also a privilege enjoyed by those students completing all graduation requirements; however, students who commit serious behavioral infractions can lose their privilege to participate in the ceremony. Seniors who earn an "F" in any of their classes on the final transcript, regardless of diploma requirements, lose the privilege of participating in the Graduation ceremony.

Arrival and Departure Time / Tardies

The school is responsible for its students between 6:45 a.m. and 2:45 p.m. Monday through Thursday and 6:45 a.m. to 2:25 p.m. on Friday. Students who stay for extra-curricular activities will be under the coach or academic advisor's supervision for not more than twenty minutes after the end of the session. Students who do not participate in after-school activities, after-school help sessions and/or tutoring are not to remain on campus after class hours. These students are to be collected promptly at Gate 4 or 8 at the end of the school day.

School begins at 7:05 a.m. Therefore, all students are to be in their classes, seated, and ready to work promptly at that time. Students arriving late for first period will be issued a tardy pass at Gate 4 before being admitted to their classroom. For the remaining class periods, teachers will take attendance and mark tardies.

Once a student accumulates five (5) tardies from any classes, the parent will be notified, and the student will be required to serve an after-school detention for each additional tardy. If the student fails to attend the assigned detention, the student will then be required to serve two detentions. Unexcused absences from detention may then lead to in-school suspensions and further consequences. Once the student reaches eight (8) tardies, the student will be assigned two hours of Saturday Detention (8:00am-10:00am) for each offense. Failure to attend Saturday Detention will result in one day in-school suspension. Once a student receives ten(10) tardies, it is considered excessive, and the student will serve an in-school suspension for each additional tardy thereafter.

Students who arrive more than 10 minutes late will receive an unexcused absence and, if appropriate, will face other disciplinary action. Any work, quiz, or test on that day will follow the guidelines under Make-up Policy (see Academic section). If a student is more than 10 minutes late and has a written excuse from their parent or guardian, then they must stop by the Secondary Offices for an excused absence/tardy pass to take to their classroom.

Attendance

Students are expected to attend classes every day of the school year. If a student is absent one or more days, parents and/or guardians must notify Secondary Offices indicating the reason for the absence (see Absences below).

Due to the fact that the issuing of credit is linked to direct instruction, the following will apply:

A student may not have more than twelve (12) absences per semester-long courses and twenty four (24) absences per year long courses. This includes absences of any kind. This number of excessive absences makes a student subject to not receiving credit for the course. Warning notices will be sent to the student and parents when the student accumulates 6, 9, and/or 12 absences. In the case of semester courses the second notice will be at 4 absences. Leaving school for any part of the day is considered an absence, as well as missing a full class period during the day for any unexcused reason.

Attendance is taken in each of the four periods of the day, so it is possible to have a different number of absences for each class. Warning notices will be sent out based on the highest number of absences in any class.

If the student reaches 12 absences in a semester course or 24 absences in a yearlong course, the student and parent will be notified about possibly not receiving credit for the course. Students will be able to retake the course if their schedule permits.

Field trips and pre-arranged and excused on or off-campus school activities such as MAP or AP testing will not be counted when determining total absences, even if the student is marked absent.

Excused or Unexcused Absences

Whether an absence is recorded as excused or unexcused shall be determined by the school administration. School absences fall into one of the following categories:

1. Excused Absence – An excused absence simply means that a student will be given the opportunity to make-up, during a reasonable time period, the work missed during the absence without a reduction in grade, points, or credit. It is the student's responsibility to contact the teacher for work missed. Notification from a parent or guardian must be submitted within two days of returning to school for absences of one or two days due to illness or family emergency for the absence to remain excused. Absences of more than two days must be verified with a doctor's note and/or other documents.

2. Unexcused Absence – Absence from school for non-health or emergency reasons without the consent of the principal will be considered unexcused. A student will still be held accountable for any work missed during an unexcused absence. Skip days, for students of any grade level, are not condoned or authorized by the American Nicaraguan School. Any absences resulting from skip days will be

considered unexcused. Students will be responsible for assignments and/or assessments immediately upon return for unexcused absences.

3. Absence While Representing the School – For a student to be absent from classes while representing ANS in school events approved by the administration they must be in good academic and behavioral standing, including not being on an academic or behavior improvement plan. This means that the student must either not be on academic or behavioral remediation status at the time of the event/activity; OR, if they are on academic improvement plan from the prior semester, they must be above academic standards (1.75 GPA) at the time the traveling roster is determined. Additionally, a student that is failing any core class at the time the traveling roster is determined may not participate. A student who makes the traveling roster initially, but subsequently has behavioral or academic issues prior to departure may be removed from the traveling roster at the school's discretion and ANS will not be responsible for any costs incurred. It is the responsibility of the student to submit work assigned or due during the absence either in advance or upon return from the event. It is recommended that all students must coordinate with each teacher a time when all work, assignments and assessments, will be completed prior to departing for the event.

4. Anticipated Absences - ANS does not condone the use of school time for family trips, or extended vacations. The parents of a student who anticipates missing school for one of the above reasons, must notify the Secondary Principal of the dates of an upcoming absence, and the reasons for the absence, at least a week in advance. While notification of the Secondary Principal is required, it does not guarantee approval as excused absences.

Note: Even if the absence is approved as an excused absence for make-up work purposes, it will be taken into account for the attendance requirement calculation of no more than 12 absences in a semester course or 24 in a year-long course (see Attendance above).

Early Dismissal

Students may not leave early without first presenting a written request from a parent/guardian. Early dismissals will be facilitated through the Secondary Offices. Dismissals without proper documentation for medical reasons or family emergency will counted as unexcused absences (see Attendance).

School Calendar

A copy of the calendar can be accessed from the ANS website. In the event that there is a need to make a change to the school calendar, parents will be duly informed at the earliest date possible.

Lunches and Snacks

The Food Court offers hot food on a daily basis. The Fresco Stand is also open during the school day. Both offer a variety of juices, sandwiches, salads, and other dishes which comply with our Nutritional Guidelines. Students may also bring their lunch to school from home.

- Students are expected to form lines to purchase their meals, and clear their trash before returning to class.
- Students may not order delivery service of meals to campus at any time.
- Students are also to remain in designated areas during lunch and avoid disrupting classes in session.
- Students are not to buy food or beverages during class time, passing time, or immediately after the bell has rang indicating the end of break and lunch.

Note: The Fresco Stand and the Food Court and Hungry Tiger food stands in Primary are off limits during class time. The Hungry Tiger (in Primary) is off limits at all times.

Library

The library is open from 6:30 a.m. until 3:30 p.m. each day of the school week with the exception of Fridays and any day prior to a school holiday, when it will close at 2:25 p.m.

Our Library has a collection of books, periodicals, professional journals, and recreational reading. It also has an updated reference center for research, online resources, and Internet access. The [library catalog](#) can be accessed through the ANS web page. With the exception of the final two weeks of each semester, students and parents may check out books through the library's automated system. Students are not able to check out books under their parents' name, unless the parents have previously turned in a written permission form.

Borrowing rights may be withheld until the student returns all books and reimburses the school for lost or damaged materials. At the end of the second semester, all library materials need to be returned and fines paid before being able to check out books for the Summer Break.

Access to Campus and Classrooms

ANS has two access points: the Main Gate (Gate 4) and the South Gate closest to the Secondary School building.

After 7:05 a.m., all visitors and/or students arriving late to school must enter through Gate 4. All individuals visitors seeking access to the ANS campus must have a pre-arranged appointment, be issued and visibly carry a visitor pass granted at Gate 4 and are subject to review by ANS security. Upon conclusion of their meeting(s), visitors must leave campus or remain at Gate 4. All non-students seeking access to any part of the ANS campus must first be authorized by Secondary Principal then proceed with aforementioned visitor guidelines.

Students occasionally must work on campus on an activity or project during hours outside of normal operation. This must be previously approved by the Secondary Principal and a teacher must supervise this type of work. Any student that comes on campus after hours must check in with the guard security at Gate 4.

Passes

If a student needs to be excused from class for any reason, they must ask for an official pass with the time, date and signature of the teacher noted. A student who is not in class and does not have a valid pass will be considered to have been skipping that class. Teachers will have a sign out/sign in sheet for bathroom and water breaks at the entrance of their classrooms.

Driving/Parking on School Grounds

Only those who have a valid driver's license, including students, are eligible to drive on to the ANS campus. Student drivers must have a copy of their driver's licenses on file at the Secondary Office. Student drivers are to park in the South parking lot. Driving, by anyone, that presents a risk to themselves or others will result in losing said privilege. Student drivers may not access their vehicles during the school day.

Note: ANS is not responsible or liable for students that drive individually or with others to either school related or non-school related activities. Student vehicles are subject to search, should there be reasonable cause.

Student Visitors

Student visitors are limited to: former students who left ANS in good standing or potential new students who have begun the admissions process. No other student visitors will be authorized at any time. To request student visitor authorization:

- Request visit one week in advance, sent via email to [Administration](#).
- Visitors are limited to partial day visits.
- Visitors must wear clothing similar to the school uniform; and abide by school rules & regulations.
- Student visitors may be asked to leave at any time.

Authorization for student visitors is at the discretion of the Secondary Principal. Visitors will be limited to one at any given moment per division.

Emergency Preparedness Information

ANS has an emergency plan based on guidelines given by the Nicaraguan Ministry of Education (MINED) and the US State Department. The ANS emergency procedure manual details response steps for different emergencies. The purpose of the manual is to ensure that school personnel respond to an emergency situation in a manner that will guarantee safety to students, teachers, staff, parents and visitors.

ANS follows an advisory system to determine any emergency response procedure. In all Emergency situations, the school's Emergency Management Team will assess the situation and decide on next steps. If a full evacuation of school is determined necessary, parents will be informed via email, SMS text, social media, radio, TV and/or other means. In all instances, it is most important that calm and order be maintained.

The information below is given as a reference about emergency/evacuation procedures. The three main types of emergencies are: Earthquake, Fire and Imminent Danger. An alarm will sound indicating the type of emergency; students and teachers are continuously practiced on the proper protocol to follow for each type of emergency through frequent drills.

Earthquakes - During/after a quake, teachers will move classes to a designated safe zone. Teachers and school personnel will remain with students at all times and will wait for further instructions.

Fire - When a fire begins inside a building, an alarm will sound so that students and staff will vacate the area and move to a designated safe zone. The same basic procedure will be followed if a brush or field fire is threatening the school from outside the school perimeter.

Imminent Danger –Initial response requires all students, faculty and personnel to shelter in place. If need be, students will be taken in an orderly fashion to a designated safe zone. This will make it possible to communicate with all the students and to coordinate evacuation procedures, if necessary. Students are not to leave campus on their own or to wander about the school. Note that if the school's Emergency Management Team designates a Lockdown, all access to campus is prohibited.

Effective emergency management relies on Parent support to ensure the safety of all individuals on campus. The only place for information is via the School's official means of communication: ANS website, email, SMS text, social media, or other. Saturating phone lines with external calls is discouraged.

Textbooks & Instructional Materials

Textbooks and instructional materials are primarily online or available via class sets. Novels and similar items may be checked out through the Library Textbook office according to individual teacher discretion. Students are required to return all instructional materials, with no more than usual wear and tear, at the conclusion of the unit and/or course.

If an assigned textbook or novel is lost, the student will be required to pay the cost of the school text plus shipping costs. This loss must be reported to the Textbook Office before paying. Excessive wear and tear, which requires that the text be replaced, will also require that the student pay. If the book has been damaged, but is still usable, or the barcode has been removed, the student may be required to pay a damage fee. Non-textbooks will be charged in accordance to their replacement cost.

If at the end of the school year the student still has outstanding textbooks or instructional materials, the family will be charged for the loss and transcripts will be withheld. If the lost book is found after payment has been made, reimbursement will be 50% of the amount paid if it is returned before the beginning of the next school year. After that there will be no reimbursement. The textbook must be presented before any reimbursement is issued.

Lockers

Lockers are issued to students from grades 6-12 and are the property of the school. Students must bring and use their own locks. Lockers may be inspected periodically. Students are not to tamper with locks on the lockers of others. Students should not be removing the doors of the lockers for any reason.

Personal Possessions

Personal possessions are a student's responsibility at all times, and valuable possessions are not to be brought to school. If a student must bring something of value they are responsible for maintaining it safe and secure.

The school is not responsible for lost, borrowed or stolen articles. This includes all personal electronic devices. All other costly items should be left at home. Provisions have been made for storing students' personal property in the P.E. area for students participating in after-school sports. There is a locked Lost and Found cabinet outside the Secondary Offices. Additionally, valuable items that are found are stored in the Middle School and High School Secondary Offices for safekeeping.

Withdrawal Procedure

If a student is transferring to another school or withdrawing from ANS for any reason, notification in writing must be submitted to the Secondary Office. Notification should include a list of official documentation required by other educational institutions. Official documents will be ready within one week. All financial responsibilities, including pending Library items, must also be met prior to the release of any documentation.

ACADEMICS

English as Language of Instruction

English is the primary language of instruction at ANS. Subject area texts and instructional materials are in English. The only exception to the school's commitment to English as the language of instruction is in the Modern Language department, in the courses specific to the completion of the Nicaraguan *Bachillerato*, and in AASCA-based athletic instruction.

In order to support English as the language of instruction at ANS, a language usage policy has been developed and includes the following provisions:

1. English is to be used at all times on campus by teachers and administrators when they are interacting with students, both in and out of class, with the exception of the teachers of the above-mentioned courses.
2. English is the language that is to be used in ANS administrative offices when personnel are interacting with students. The health clinic staff will use either English or Spanish, as the situation merits.
3. Unacceptable/vulgar expressions in any language will not be permitted.

Spanish Language Learners

Non-native speakers of Spanish may be eligible for the Spanish Language Learner (SLL) Program. SLL candidates will be tested to determine their level and placement in an appropriate program.

Dual Diploma Program

All ANS High School students are required to work towards the attainment of a U.S. High School Diploma. The High School is composed of students in grades 9, 10, 11 and 12. In order for students to earn the U.S. High School Diploma, they must successfully complete the following: four years of Science; four years of Mathematics; four years of English; four years of Social Studies; four years of Spanish; two years of Physical Education; and four years of Electives.

ANS students also have the option of concurrently pursuing the Nicaraguan *Bachillerato*. At the time of enrollment or re-enrollment, parents of middle and high school students are required to declare whether or not their child will pursue the Nicaraguan *Bachillerato*.

The Nicaraguan *Bachillerato* program is defined by the Nicaraguan Ministry of Education and modified by ANS requirements. Even though the Nicaraguan *Bachillerato* program for local schools includes grades 7-11, at ANS it is a grade 7-12 program which requires that all students pass all courses (no failing grade (F) in ANY class; core or elective). The Ministry of Education requires specific types of documentation prior to issuing the Bachillerato diploma. These documents include original transcripts (certified by the Ministry) for each educational institution attended between the grades of 7 and 12, a copy of a valid Nicaraguan ID (cédula), and one passport size photograph.

Advanced Placement (AP) Program

Advanced Placement classes require college level work. AP courses therefore, are academically demanding and require an in-depth study of the subject being taught. Students are encouraged to challenge themselves and seriously consider the option of taking one or more AP classes. All students requesting AP courses need to follow the

AP application process. Assignments to AP courses will be based on previous performance and teacher recommendations. The School reserves the right to cancel any AP course of less than 8 students.

Students who take AP classes are expected to be in this class for a full year and to take the AP examination in May. There is a charge of approximately \$125 (subject to change) for each AP exam taken and this amount must be paid to the ANS Business Office by the end of October.

Possible grades on the AP exam as assigned by the College Board are as follows:

5 - Extremely well

4 - Very well

3- Well

2 - Possibly Qualified

1 - No recommendation

Global Studies Recognition

The Global Studies Recognition honors students' development as independent thinkers, globally minded citizens, environmentally conscious individuals, ethical leaders, and active participants in their community and the world around them. Students interested in obtaining the Global Studies recognition are required to maintain a 3.0 GPA, take specific courses designed to encourage critical thinking and a global mindset, participate in at least one international travel experience organized by ANS and align their community capstone project to Global Awareness. Students interested in the Global Studies recognition are encouraged to speak with the Global Studies Coordinator and/or refer to the posted information on the ANS website.

Service Learning

Students develop core values and intercultural awareness through engagement in relevant service learning opportunities. The depth of the academic program is dependent on these experiences as preparation for lifelong learning.

Experiential Education

Teachers may organize opportunities for experiential education with the purpose of demonstrating what is being studied in the classroom or to reinforce curricular concepts. Each grade level may organize daily or overnight excursions that will mix academic components with social responsibility and teamwork. These events are an important part of our students' school life. The Secondary Principal reviews the Field Trip Request Form and approves it. Approved field trips and excursions require written parent's permission for participation and may require an additional fee to be paid by

the student/parent.

Academic Assistance and Tutoring

Teachers are available in their classrooms Monday to Thursday from 2:10 – 2:45 to provide free academic assistance to students who seek extra help. If extraordinary circumstances demand a faculty meeting on one of those days, classroom teachers will advise their students in advance that the help session will not be available on that date. Teachers may also be available at other times and students should work directly with their teachers to arrange for any additional assistance.

Academic Improvement Plan

Students may be placed on academic improvement plan when they earn two or more F's on core subjects (i.e., English, Mathematics, Science, Social Studies, or Spanish) and/or drop below a 1.75 GPA in those same core subjects for the semester or year-end grades. The policy on academic improvement plans is established to provide students and their families the opportunity to return to acceptable standards of academic performance. Parents shall be informed in writing and shall be required to attend a meeting with the student, principal, and guidance counselor. The purpose of this meeting shall be to establish a plan for improvement. The guidance counselor, with the support of the principal, shall oversee the implementation of the plan. Fulfillment of the requirements of the plan, including meeting academic standards, will result in removal of the student from remediation status.

The Academic Improvement Plan will thus define or describe:

- The problem.
- Conditions or goals to be achieved in order to be removed from remediation.
- Outcome indicators, i.e., how the achievement of the goals will be evaluated and by whom.

Promotion/Retention 6 - 12

Students who fail three or more full-year core courses during a given school year automatically fail and must repeat the school year if they choose to enroll at ANS for the following school year. They are not entitled to take remedial courses and/or for-credit exams.

Students who fail fewer than three courses will be required to remediate the course(s) by taking a for-credit assessment(s) prior to the start of the following academic year.

A student who passes the for-credit exam will receive a maximum grade of 60 for the course. A student who does not take or pass one for-credit exam must repeat that course the following school year. A student who does not take or does not pass the

for-credit exam in two separate courses must repeat the year if he/she chooses to remain at ANS. Students who voluntarily withdraw from ANS will receive a second opportunity to pass the for-credit exam(s) so that they may receive credit for the course(s) at another school.

Students may repeat a maximum of one school year at ANS while enrolled in Grades 6-12. Students who fail an academic year twice during Grades 6-12 must withdraw from ANS and will not be eligible for re-admittance to ANS in the future.

Homework

Homework is defined as meaningful and quality work assigned to students intended to be completed during non-instructional hours. The amount of homework should depend upon the learning and individual needs of the student. Students should understand that homework is part of the course requirements, make certain that homework assignments are understood before leaving class, complete and submit homework assignment by the due date, and complete all assignments honestly and in accordance with the teacher's directions.

Assessment

Assessment is ongoing based on formative learning processes. The schoolwide [assessment philosophy](#) describes the approach to assessment for learning. Formative assessment is a constant process of observations, conversations and student products. Performance Tasks come in various forms: quizzes, presentations, tests, special projects, etc. Parents and students may access grade-level assessment calendars online by following the link on the ANS web page. These assessment calendars will show the summative assessments from the grade level classes and are designed to help teachers space out their assessments with the other classes. Unit Planners with aligned assessments are available for public view and linked to the school website.

Make-up Policy

In the event of an unexcused absence, a student will still be held accountable for any missed work but will receive a reduction in grade, points, or credit. The Secondary Office will determine if a student's excuse is valid.

In the event of an excused absence on a day when there is a major assessment, the student will be allowed to make it up for full credit if it is the first time that a major assessment is missed in that subject during a given semester. The date of the make-up will be arranged between the teacher and the student. Subsequent missed tests in the same subject, during the same semester may be made up on a Pass/Fail basis at the teacher's discretion. If the student were to fail to take a make-up test on the agreed-upon assigned date, the test will not be rescheduled.

All major assessments and assignments missed due to a justified absence are expected to be handed in/taken at the earliest possible date, as agreed with the appropriate teacher. Students that are attending a school sponsored event, with prior notification may be required to submit work prior to departure at the discretion of the teacher.

Incomplete Grades

An Incomplete grade may be issued if a student has not completed required coursework due to a justifiable reason or has not submitted work prior to the end of a grading period. An Incomplete becomes an F (40%) if the work is not made up within a two-week period (Maximum) after the beginning of the following semester.

Grading & Reporting Policy

For Secondary School students and for purposes of determining grade-point-averages, the following format has been approved by the Board:

Letter Grade	Percent	Regular
A	93-100	4.00
A-	90-92	3.75
B+	87-89	3.25
B	83-86	3.00
B-	80-82	2.75
C+	77-79	2.25
C	73-76	2.00
C-	70-72	1.75
D+	67-69	1.25
D	63-66	1.00
D-	60-62	0.75
F	Below 60	0.00

Please note: For the purposes of official transcripts, ANS will include both an unweighted and weighted GPA. A weighted GPA will be calculated by adding 1 point for each AP Course in which a student received a "C" and a 3, 4 or 5 on the AP Exam.

Students who receive less than a "C" (C- or below) and or a 1 or 2 on their AP exam will not receive the extra 1.0 point.

For internal purposes, such as determining Valedictorian and Salutatorian, ANS will use the weighted GPA.

Reviewing Grades and Progress Reports

Teachers update grades through the online grade system. For Progress Reports, a .pdf file is sent to parents and students at mid-semester.

Report Cards

Report cards are made available online, two times throughout the school year (January and June). Year-end report cards may be printed upon request. Please refer to the school calendar for the specific dates. Students and families will receive a progress report in October and April before our student-led conferences so that time can be used to reset goals and meet with teachers to help support students throughout the remainder of the semester.

Dispositions

A student's collaboration, determination, and commitment all contribute to a successful learning experience in any classroom. Our goal is to instill a love for learning, and the dispositions that allow each student to reflect on how learning can be improved.

- Determination: the student takes ownership of his/her learning by setting goals, striving to improve and consistently submitting work that reflects his/her best ability.
- Collaboration: The student contributes to a positive learning environment in the classroom, contributing original ideas and showing concern for others.
- Commitment: the student shows professionalism through responsible use of class time and timely completion of work.

On the secondary report card, you will notice one category for the semester grade and three categories for dispositions. The semester grade will continue to be calculated as a percent while dispositions will be scored on a 1-3 scale.

Honors and Awards

ANS is dedicated to excellence and honors those students who demonstrate their dedication to excellence. In Secondary, based on grades, GPA and other criteria, students have the chance to earn a President's Education Award for Excellence or Achievement. For each grade-level, teachers also nominate and choose students for grade-level recognition in such areas as leadership and citizenship, and teachers give awards in their classrooms for academic excellence and exemplary achievement.

Seniors also have the additional chance to earn specific awards that will be given out by the school and community members at graduation. These have included the Jean Paul Genie Awards, Michele Richardson Athletic Awards, and the Pereira Cup. Additionally, the Alberto & Ana Carolina Chamorro Award for Community Service is

intended to celebrate the extraordinary work in benefit of the community undertaken by an individual or club from ANS.

Transcripts

ANS will email, mail and/or fax official transcripts to educational institutions, or may be picked up by parents at the Secondary Office. Transcripts take approximately one week to process for current students. Requests made near the end of a grading period may take up to two weeks to be processed. Graduated or withdrawn students may take up to two weeks throughout the year.

To request that an official transcript be sent to another educational institution, parents/students must do the following:

1. Fill out an English based transcript or Spanish based *Certificado de Notas* request form in the Secondary Office. The name, address, and phone number of the institution where the transcript is to be sent must be included as well as the grades needed on those transcripts.
 2. Pay the requested fees to the cashier's office.
 3. The process will take one week before notification is sent to submit receipt of payment in order to pick up the transcript or receive it digitally.
- Unofficial transcripts may be issued directly to parents and/or students. Parents or students wishing to order unofficial transcripts are to initiate such an order with the Secondary Office.

DISCIPLINE

Campus Expectations

1. Students should strive to embody the Core Values at all times.
2. Parking lot areas are out of bounds during the school day.
3. All wooded areas are out of bounds during the school day. Students may only be present in supervised areas with school faculty present.
4. Students may not congregate outside classrooms when classes are in session.
5. Students are to keep their campus clean and litter free.
6. ANS students are expected to show good judgment and restraint when on campus. Students may hold hands and partake in customary greetings. However, prolonged overt displays of affection are discouraged. Students engaged in public displays of affection will be referred to the Secondary administration, and parents will be notified of repeated violations.
7. Students must give their names to any staff, faculty, or school worker when asked.
8. Students are responsible for taking all school-issued documents home to their families.

9. Secondary Fresco Stand and Food Court are open to students during the official break, lunch, and before or after school. Fresco Stand and Food Court are closed at 2:45 p.m. No food or beverages should be purchased at the Fresco Stand or Food Court after the first bell at the end of break and lunch.

School Events

A number of school events will be scheduled at various times during the school year. Alcoholic beverages are not permitted on campus at any time, nor at any school-sponsored event. Students or visitors suspected of being under the influence of a drug or alcohol will not be admitted. Anyone suspected of using drugs or alcohol will be escorted off campus. ANS students will face other disciplinary action as well.

Off Campus Behavior

The behavior of students off-campus is fundamentally the responsibility of the individual student and parents. Students must be continually aware, however, that they are always the representatives of ANS in the larger community and should conduct themselves in a manner reflective of our Core Values at all times. If it can be verified that students in off-campus settings have engaged in illegal behavior or behavior that is unbecoming of an ANS student, the school reserves the right to take whatever disciplinary action it deems appropriate, including suspension or revocation of enrollment.

Responsible Use of Personal Electronic Devices

Personal electronic devices such as laptops, tablets, and phones are only to be used in the classroom with the teacher's consent. The teacher has final authority on whether personal devices can be used during their instructional period and which ones may be used. A teacher may designate certain days for usage of personal devices, or certain times within a class period. Additionally, although they may allow laptops or tablet usage, phone usage and other devices are generally prohibited except under certain circumstances with the teacher's approval.

Unauthorized use of a phone in class, as well as any personal device when not approved by the teacher, will result in confiscation of the phone or personal electronic device. The following procedures, including immediate loss of device privilege, can be taken:

- Student will complete a 30 to 45 minute reflection, after school, in the Secondary Office.
- Device may remain confiscated and notification sent home and meeting with parents scheduled at which point the device will be returned.

Repeated violations will result in disciplinary action being taken, which may include losing the right to bring these types of devices to school.

Please also see the Technology section of this handbook for more information on electronic devices and the Acceptable Use Policy.

Discipline System

As members of the ANS community, we are committed to upholding our Core Value of Respect of Self and Others which includes respecting the dignity of each individual of our community at all times. Behaviors that infringe upon a student's right to be respected, be they on or off campus, constitutes a severe offense and will be treated as such.

The purpose of consequences for misconduct is to give students the opportunity to reflect and change their behavior. The following information provides a general guideline as to what is considered minor or major infractions, as well as potential consequences.

Please note that many universities, summer camps and other educational institutions may request information of any serious disciplinary violations related to academic misconduct or behavioral misconduct that resulted in a disciplinary action. These actions could include, but are not limited to: probation, suspension, or revocation of enrollment from ANS. ANS is under the obligation to share this information if requested by other institutions.

Consequences for Tardies and Uniform Violations as well as Honor Code Violations are addressed separately in their respective sections of this handbook.

Common behavioral incidents include, but are not limited to:

- Inappropriate Language / Comments
- Defiance / Disrespect / Noncompliance
- Disruptions / Interference with Instruction
- Property Misuse
- Overt Displays of Affection
- Skipping Class
- Fighting / Physical Aggression
- Bullying (defined as a repeated behavior with negative intent where there is a power imbalance. Bullying can be physical, verbal, emotional, and virtual (e.g. texting, social network interaction) and it can also include social alienation. Students engaged in bullying behavior will be subject to disciplinary action. Repeated or severe bullying may be grounds for dismissal from school.)
- Harassment / Sexting / Misuse of Social Media & Electronic Devices
- Property Damage / Vandalism
- Forgery / Theft
- Use / Possession / Distribution / Sale of Nicotine, Tobacco, Vaping & Controlled Substances*
- Use / Possession / Distribution / Sale of Alcohol and/or Illegal or Pharmaceutical Drugs*
- Use / Possession / Distribution of Arson related materials*
- Direct or Indirect Threats to the Safety of the School Community*
- Possession of Weapons*

Consequences may include, but are not limited to:

- Conference with Student / Warning (Teacher/Counselor/Principal)
- After School Detention
- Parents Contacted
- After school detention
- Parents Contacted / Conference (Email/Phone Call/Meeting)
- Saturday Detention
- In-School Suspension
- Out-of-School suspension
 - Revocation of Enrollment
 - Behavior Improvement Plan

Each behavioral incident is reviewed on a case by case basis and consequences taken are at the discretion of the Secondary School Administration. Should it be necessary, a Discipline Committee may be convened to review severe infractions.

The successful impact of any behavioral consequence relies on parent collaboration and support of school policy as well as an authentic reflection on behalf of students and parents at home.

Student Suspension

"Suspension" is defined as the removal of a student from classes for a time not to exceed five days for each disciplinary infraction. Suspensions may be in-school or out-of-school. Students may be suspended from school when there are major discipline infractions, recurrence of misbehavior, or severe insubordination. The length of the suspension should not exceed five (5) days, but this may occasionally be extended while an investigation of a case is conducted. Students may not be on campus at any time (day or night) during the specific date of an out-of-school suspension. While a student is on suspension, students must stay current with class work or homework due during the suspension period. Major assessments conducted during a suspension will be either held in the Secondary Office for in-school suspension, or rescheduled by the teacher in the case of an out-of school suspension.

Suspensions are issued with the intent to achieve the following:

- Help students reflect upon the causes and consequences of their actions.

- Guide students in making sound decisions so that they are able to accomplish their short and long term goals.
- Indicate to parents the seriousness of the violations, which resulted in suspension.

The successful impact of both an in and out of school suspension relies on parent collaboration and support of school policy and authentic engagement in reflection on behalf of students and parents should the suspension take place off campus.

Behavior Improvement Plans

Students may be placed on a Behavior Improvement Plan as a result of a major disciplinary violation, multiple disciplinary violations over a period of time, or as a result of receiving three or more dispositions grades of “1” on their report card. The policy on Behavior Improvement Plans is established to provide students with the opportunity to return to acceptable behavioral standards. Students who are placed on Behavior Improvement Plan are in danger of losing their enrollment privileges at the American Nicaraguan School. Parents will be informed in writing when their child is placed on a Behavior Improvement Plan and will be required to attend a meeting with the Principal and/or guidance counselor. A contract will be developed which provides the students with a roadmap for removing the behavioral status. Violations to this contract may result in immediate revocation of enrollment or not being readmitted the following school year. Students whose enrollment has been revoked as a result of a Behavior Improvement Plan, or for disciplinary reasons, will not be readmitted to the American Nicaraguan School.

Note: Students placed on Behavior Improvement Plans are only able to participate in sports or extracurricular programs and activities as recommended by the guidance counselor and approved by the Principal and/or Athletic Director.

Non-Renewal of Enrollment

The administration will attempt to resolve student disciplinary problems through counseling and/or disciplinary measures. However, students with continuing disruptive behavioral patterns will be reviewed in terms of their enrollment at the school.

"Non-Renewal of Enrollment" is defined as the permanent removal of a student from the school. If a student fails to improve after one or more suspensions, does not meet the requirements of their Behavioral Improvement Plan, or if the initial offense is considered sufficiently serious, the student may be removed from the school.

After review by the Discipline Committee, the Principal will make a recommendation for non-renewal of enrollment to the Director General, who will then make the final decision.

Any appeals to decisions pertaining to non-renewal of enrollment will be handled by the Board of Directors.

Honor Code

In keeping with our ANS mission to educate students to be ethical individuals, the school will guide its students along the path of honesty and integrity in both their academic and personal endeavors. For this purpose, students are expected to comply fully with the ANS Honor Code.

ANS students will not engage in ***lying, stealing, cheating, or plagiarism*** and, through their actions, will encourage others to comply with the ANS Honor Code as well.

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

- Willful giving or receiving, or any attempt to gain or provide, of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
- Deception; the use of talking, signs, and/or gestures during an evaluation; copying from another student or allowing the copying of an individual assignment; submission of pre-written work at times when the assignment calls for work to be written in class; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students.

Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgements.
- Using the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.

Lying encompasses, but is not limited to, the following:

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
- Lying or failing to give complete information to school staff member or faculty member; feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

- Forging of signatures on any document.

Stealing encompasses, but is not limited to, the following:

- Taking or attempting to use, without the right or permission to do so, and with the intent to make the wrongful use of, the school work or materials of another student or the instructional materials of a teacher.
- Taking or attempting to take somebody's personal property without their knowledge and expressed permission and/or knowingly possessing stolen property.

This code will be reviewed and discussed with secondary students. The process of reflection when Honor Code Violations arise is the same for both formative and summative assessments. However, only Honor Code Violations on summative assessments will be designated as official and be placed in student files.

First Offense: A letter or discipline note will be placed in the student's permanent file and the student's parent(s) will be notified. Students have an opportunity to retake or resubmit assessment per arrangements with the teacher(s). Dispositions will be adjusted accordingly. NHS or NJHS members also risk removal from the society.

Second Offense: The Secondary Administration will issue an automatic in-school suspension. Students have an opportunity to retake or resubmit assessment per arrangements with the teacher(s). Dispositions will be adjusted accordingly. Corresponding documentation will be placed in the student's permanent file, and the student's parent(s) will be notified; the student will be at risk of being placed on Behavior Improvement Plan and a meeting scheduled with parents and student to sign commitment to Behavior Improvement Plan (see section on Behavior Improvement Plan).

Third Offense: Possible grounds for non-admittance to ANS for the following semester or immediate non-renewal of enrollment.

Tobacco, Alcohol and Drug Policy

The American Nicaraguan School wishes to send a clear unmistakable message to both students and parents; alcohol and drug use will not be tolerated.

No student shall possess, use, buy and/or sell, give and/or receive, transmit, or attempt to possess, use, buy or sell, give and/or receive or transmit, or be under the influence of any of the following substances on school premises, or off school premises at school-sponsored, or school-related activities, functions, or events:

- The use of tobacco and the possession of tobacco products is prohibited on school premises or off school premises at school-sponsored, or school-related activities, functions, or events.
- Any controlled substance or dangerous drug as defined by either United States or Nicaraguan law, included but not limited to marijuana, any narcotic, depressant, stimulant drug, amphetamine, or barbiturate or other illegal, controlled substance;
- Any pharmaceutical without knowledge and permission of the school and parents;
- Any abusive use of glue, aerosols, or any other chemical substance for inhalation;
- Any intoxicant, or mood-changing, mind-altering, or behavior altering drugs;
- Any alcohol or alcoholic beverage.

The possession, use or transmittal of paraphernalia related to these prohibited substances is also prohibited, as well as the sale or attempted sale of what is represented to be any of the above-listed substances. "Use" by definition is when a student has voluntarily introduced, by any means, into his or her body a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, speech, or chemical analysis. Students who violate this policy will be immediately suspended from classes, and will be at risk for revocation of enrollment.

Medication

All prescription medication must be turned into the clinic, accompanied by a doctor's note, immediately upon arrival to school. Students are not allowed to carry any prescription/over the counter medication of any kind on their person during school hours. Failure to comply may result in serious disciplinary consequences.

Electronic Cigarettes

The use or possession of electronic (e) cigarettes, and any paraphernalia related to e-cigarettes, is not allowed anywhere on the school campus at ANS or at any school related activity. Using or possessing e-cigarettes will be treated similarly to the use or possession of tobacco, which will result in the items being confiscated, parents being notified, and consequences that will include detention and/or suspension for first-time and repeat violations.

Interrogations and Searches

ANS has a responsibility for the welfare of all students while they are in the care of the School. Accordingly:

1. School officials are authorized to question any student concerning his/her behavior while under school supervision.
2. All property on school premises and/or vehicles transporting students, including lockers or items brought onto the school campus and/or vehicles by students or others, is subject to search by school officials at their discretion.
3. Any interrogation or search at School by a non-school official requires the authorization of the student's parents or legal guardian(s) and the Director General, and must be done in private with a school official and parent(s) or legal guardian(s) present.
4. Authorized body searches of students shall not be performed in public and shall be conducted and supervised by a minimum of two professional staff members of the same sex as the person being searched. Parents or legal guardians will be notified prior to any search of this kind and must be present.
5. ANS reserves the right to conduct drug testing on any student, with parental consent and parent presence. A parent or legal guardian's signature acknowledging that they understand and agree to all the provisions established in the Secondary Parent Student Handbook and/or Board Policies includes their consent to random drug testing on their children; should this arise, parents will be invited to be present and no testing will be done until their arrival to campus.

If the Secondary Administration has reasonable cause to believe that a student has in their possession any item that may place themselves or others in danger or is a restricted item, the Principal may authorize or conduct a search of the student in question, and/or his/her belongings.

Vandalism

Vandalism is defined as an intentional act of damaging or destroying school property or another student's property. Students who commit vandalism are subject to the full range of disciplinary action available to the Secondary Administration, are subject to revocation of enrollment and are responsible for the replacement or repair of damaged items.

STUDENT SERVICES

Counseling

The counseling team works collectively by means of our Community Values course and Wellness program to provide information and strategies to address challenges that adolescents face in this stage of their lives. Units covered by our Wellness Program include: Healthy Eating & Fitness, Personal Safety and Injury Prevention, Substance Abuse, Addiction and Related Behaviors, and Human Development and Sexual Health.

Guidance Counselors are available to support students' socio-emotional well-being at all levels. Whether a student seeks support about school or personal issues, they are encouraged to consult with ANS's counselors. Nonetheless, it is important to note that school counselors do not provide individual or family psychological therapy. In these cases, students and their family will be referred to professionals outside of ANS based on individual needs.

Counselors work with administration, faculty, and parents to assist in maintaining the physical, emotional, social, and intellectual well-being of our students. Counselors ensure appropriate course placement based on needs and interests; assist students in defining future goal setting, and one on one follow up with students to develop socio-emotional skills (organization, conflict resolution, study habits, etc).

Learning Support Services

Our Learning Support Services staff is made up of specialists in various fields. They provide service to those students requiring specialized attention. Some students qualifying for support services may receive special accommodations in one or more classes but are required to meet Board established minimum academic standards.

Clinic

There is a doctor on duty in the school clinic from 6:45 a.m. until 3:00 p.m. on school days, and a School nurse from 9:00 a.m. to 2:00 p.m. on Saturdays. The doctor and nurse are the only people authorized to administer any medication. Parents have the responsibility of giving any medication that their child needs during the school day to the school doctor with proper instructions.

Parents are responsible for submitting an up-to-date Health Form at the time of registration or pre-registration for the following year.

In the event of student illness or accident, the doctor will administer appropriate first aid and inform the administration and parents. Except for in the case of an emergency, students must first be issued a pass from their teachers to visit the nurse.

Note: Students with communicable conditions such as conjunctivitis, impetigo, head lice, etc. will be sent home. The student must remain home until the condition has been treated and he/she is no longer contagious.

TECHNOLOGY

Acceptable Use Policy

The network at ANS has been implemented to provide Internet access for educational activities such as research, collaboration, lectures, projects, etc. ANS students, teachers, and staff have access to the Internet in computer labs, mobile labs, library, offices, and classrooms as in their own devices where the wireless signal is covered.

The use of the school's computers, network, software, Internet access, electronic mail, and related resources is a *privilege* and is intended *for educational purposes only*. All users' web activity is kept in a log for auditing purposes. Routine maintenance and monitoring of the network may lead to discovery of violations to this policy. Parents and/or administrators have the right to request to see the contents of a student's school email and/or file folders at any time. Note: Parents may request to see the content of the school email and/or the electronic folders of their own children only, and just for the email account the school provided.

Electronic mail (email) is a primary means of communication on campus. Many official communications are transmitted to students, parents, faculty, and staff via email. It is an important vehicle for communications between students and their instructors. Students in grades 5-12 are assigned a [@ans.edu.ni](mailto:ans.edu.ni) email account. The account holder is totally responsible for all activity that takes place from that account. This account should be used only for school related activities. To safeguard identity and privacy, students must not share or give their passwords to anyone. School's email accounts for younger kids are completely managed and supervised by the teachers, and the parents are provided with full access to their child's accounts. The school reserves the right to monitor the electronic activity of all users connected to its network.

Electronic Device Usage Rules

The Secondary School program is one-to-one regarding laptops and every student must bring and use their own electronic devices from home (i.e., laptops, netbooks, tablets, etc.) to use in classroom activities and assignments, but it is the instructor's discretion whether

a student can use the device during class. There are a few basic rules necessary for their use in the classrooms:

1. All personal electronic device usage falls under the *Acceptable Use Policy* designated for all users while using any ANS network and/or using the designated ANS email account both on and off campus.
2. It is recommended that personal electronic devices be run on the device battery. When running on the school power, it is susceptible to power surges and fluctuations which may damage the device.
3. ANS is not liable for damage incurred to a device while being used in school.
4. Students are responsible for the safety and tracking of the devices and all the accessories necessary for using the device. The school assumes no responsibility for loss or theft of devices.
5. Students are responsible for all usage issues, and electronic literacy, related to the device.
6. Neither teachers nor the ANS technical support personnel will operate the device for the student.

Smartphones and Cell Phones

1. Students are permitted to bring smartphones and cell phones on campus. Students in Grades 6-8 may not use their Smartphone or Cell Phone at any time during the school day. Students in Grades 9-12 may use their phones during passing time, break and Lunch.
2. Smartphones and cell phones brought to school by students are strictly their responsibility. The school will not assume responsibility for loss, theft or damage of student smartphones and cell phones.
3. The use of smartphones and cell phones is strictly prohibited during class, unless authorized by the instructor.
4. Smartphones and cell phones must remain powered off or in silent mode in the classroom. They must be kept in the student's bag, backpack at all times when usage is not permitted (for Grades 6-8, this means cell phones are to remain packed away for the duration of the school day).
5. The use of smartphones and cell phones in and outside the classroom falls under the *Acceptable Use Policy* and the *ANS Code of Conduct*.

Other Devices

Other devices are those which do not fall under *Laptops, Tablets, Smartphones and Cell Phones* (i.e., portable gaming consoles, music players, etc.) are prohibited on campus.

Acceptable Network Use Policy

It is the responsibility of the person using technology resources and/or information systems to abide by the following rules:

- Recognize and honor the intellectual property of others.
- Comply with legal restrictions regarding plagiarism and citation of information resources (see Honor Code).
- The school's code of conduct applies to technology use as well. Therefore, this code of conduct is an extension of the school's behavior code.
- Make responsible use of limited resources, such as disc space, network resources, or printing capacity.

Unacceptable Network Use

- The network may not be used to annoy, threaten, or offend other people.
- Files may not be downloaded without the authorization of the Technology Department of the School.
- Vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with hardware or software will be subject to disciplinary action.
- Passwords should not be shared with anyone. Any actions carried out under an account will be the responsibility of the account holder.
- Users may not use the resources to view or send offensive messages, pictures, or files. If a user accidentally or unknowingly accesses this type of information, the user should notify a teacher, Secondary office or the Technology Department immediately.
- The initiation or continuation of chain letters is prohibited.
- ANS reserves the right to limit the amount of resources and time allocated to each user including, but not limited to, computer usage, Internet access, printing, etc.

Consequences of Violations

Consequences of violations of the expectations described above include, but are not limited to:

- Suspension of Network privileges
- Suspension of computer access

- School suspension
- Non-renewal of enrollment and legal action and prosecution by the authorities

Please note: The school is not responsible for any inappropriate behavior incurred while using electronic means and devices outside the school hours and premises. In such cases, parents and/or legal guardians are fully responsible. Nonetheless, all ANS community members are expected to abide by our Core Values at all times.

EXTRACURRICULAR PROGRAM

The American Nicaraguan School offers students a variety of academic, social, cultural, and competitive activities. Students are strongly encouraged to become involved in extracurricular activities. Information concerning these activities is made available at the beginning of each semester. New clubs may be established when student interest is shown and these have been approved by the Principal. Information regarding the objectives of these clubs and organizations, as well as information regarding their membership criteria, can be found on the school website. The school is not responsible for extracurricular activities which have not been previously approved in writing by the corresponding area principal.

Extracurricular Sports Programs

An academic curriculum and a school-sponsored extracurricular sports activity should coexist harmoniously. The eligibility policy has been established to encourage students to fulfill their academic and behavioral responsibilities as well as to participate in the enriching experience of extracurricular sports. Students interested in obtaining more information about any of the extracurricular sports programs should communicate with the Athletic Director or their counselor. Students who are placed on Academic and/or Behavioral Improvement Plan(s) may be ineligible to participate in extracurricular sports program.

Extracurricular Community Service Programs

Students at the American Nicaraguan School have a long history of helping those in their community. Extracurricular community service programs are established to provide students with an opportunity to work actively towards improving the situation for a specific segment in their community. Each of these organizations has a faculty advisor and most have a group of elected student officers who lead regular meetings, communicate with the faculty advisor and school administration, and carry out fundraising and other types of activities. Students and/or parents interested in obtaining more information about any of the extracurricular community service programs should communicate with the Secondary Office or directly with the faculty advisor.

Extracurricular Academic & Leadership Programs

Extracurricular academic and leadership programs help students develop as leaders and may use academic achievement as well as other criterion when selecting their members. Each of these organizations has a faculty advisor and most have a group of elected student officers who lead regular meetings, communicate with the faculty advisor and school administration, and carry out fundraising and other types of activities as appropriate. Students and/or parents interested in obtaining more information about any of the extracurricular academic & leadership programs should communicate with the Secondary Office or directly with the faculty advisor.