

Dear Parents and Students,

Welcome to the American Nicaraguan School. I believe that the 2009-10 school year will be an exciting year, with great challenges and opportunities. As the Director General of ANS, I wish each of you a year of personal growth and educational success. I believe we have assembled one of the finest teams of teachers and support staff found in international schools.

I ask that each of you carefully review the Parent-Student Handbook. This handbook contains standards, guidelines, and regulations by which the school operates. We provide you with this printed copy and information so that you can become familiar with the mission, goals, and procedures of the school.

Good communication is always our objective at ANS. This is but one document that will provide parents and students with insights in the operation of the school. In addition, we will distribute The Weekly Bulletin that we hope will keep you informed of activities, programs, and changes as we progress through the school year.

We have made every effort to ensure that the translation of this document is clear and exact. In the event that there are differences, the English version will be the official version, and, as such, takes precedence.

Our goal is to provide you with the best education possible for your children. Please do not hesitate to call on me or our staff to assist you with educational needs.

We have no interest in ANS becoming the biggest school in Nicaragua. Rather our goal is that ANS continue to be the best. Best wishes for a great 2009-10 school year.

Sincerely,

Stan Key

Director General

Message to Parents:

A warm welcome to our 2009-2010 school year for all new families as well as those returning students. We look forward to getting to know you and to spending an exciting school year with each of you at ANS.

In keeping with our mission, ANS faculty and staff is dedicated to ensuring that every child has the opportunity to acquire the knowledge, skills, and universal values needed to develop into critical thinkers and ethical individuals capable of realizing their leadership potential by making meaningful contributions to society. To achieve this, we will offer a variety of learning experiences to help all students reach their full potential. However, we cannot do this alone. Parent involvement is a key and essential component in any child's learning. We encourage active involvement, cooperation, and communication among the school, child, and family.

This handbook contains important information about our programs, policies, and procedures. We believe it is essential for all students to accept responsibility for their actions. We ask that our parents take time to read the 2009-2010 Parent- Student Handbook and to discuss the contents with their child. We are proud of our school and committed to providing a safe learning environment for all students at ANS.

If, reviewing the information, you have any questions or concerns please contact the school office at 2278-5013 or via email at elementary@ans.edu.ni. We also encourage you to keep informed about school events and information by visiting the elementary school website at <http://elementary.ans.edu.ni>

Parents and teachers have the same goal for children - excellence in education. When we work together, we form a strong alliance to support a child's emotional, social, and academic development. We welcome you and encourage you to be actively involved in helping achieve our goal of "Working together we can make a difference".

We look forward to a rewarding and successful year for all at ANS.

Fredy Ramirez
Elementary Principal

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I. GENERAL INFORMATION

School Mission, Beliefs, and Parameters

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.

We believe:

- Self respect and respect for others are necessary for a healthy community.
- Accepting and appreciating diversity is essential for the full development of an individual.
- All individuals are responsible for their actions.
- Learning is a lifelong experience.
- Honesty is essential for the building of trusting relationships.
- In basic democratic values and equal rights for all.
- In an individual's right to a safe environment.
- Families which provide love, acceptance, and discipline are fundamental to the development of a caring society.
- Individuals must achieve their full potential.
- Everyone must work towards the betterment of society.

These are the "non-negotiable" elements of our school mission and beliefs.

PARAMETERS TO THE ANS MISSION:

- We will not initiate or support programs and services that do not contribute to the achievement of our mission.
- We will not tolerate behaviors that interfere with the learning process or jeopardize the emotional and physical safety of members of the school community.
- We will not accept mediocrity from any member of our school community.

Accreditation

The American Nicaraguan School receives its accreditation from AdvancEd. AdvancED is the unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), and Commission on International and Transregional Accreditation (CITA). This Association is a non-governmental, internationally recognized organization.

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 Business Office

The Director of Finance and his 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.

ANS Admission Policy

No student, who is otherwise eligible, shall be denied admission to the School on the basis of race, color, sex, religion, national or ethnic origin; nor shall race, color, sex, religion, national or ethnic origin affect in any way the treatment, evaluation or any other consideration of the students of the School.

Within the limits defined in Board Policy, the school shall accept for admission students with disabilities, provided that the school's resource can reasonably accommodate such disabilities.

In order for an elementary student to be considered for admission parents must first provide the school with all the required student/school documentation, e.g. birth certificate, previous school transcript, standardized test scores, etc. If in the opinion of the Principal more information is needed, the student will be tested. Admission information is also available on the ANS Web page.

- Currently Enrolled Students – Registration for the following year usually occurs during March. Parents are required to complete a registration form to update all student/family information, and then pay a yearly registration fee at the Cashier's Office.
 - New Students – Parents must contact the Elementary Office to receive all necessary admission information and, if necessary, arrange an interview with the Principal. Grades and testing information from any previous schools will have to be provided as well as any educational or psychological evaluations, if applicable. For placement in Gr. 4 and above the School may also require additional Math and Language Arts testing. As part of the admissions process and upon revision of all the required paperwork, students entering K3, K4, K5 and 1st grade will be asked to attend an observation session with a grade level teacher, the counselor, and learning support specialist. Admission and placement decisions will be made after the observation input has been reviewed by the Principal.
 - Returning Students- Parents of students who withdrew from the school and wish to return must follow the regular procedure for admission. Once the application form is completed, an interview with the Elementary Principal must be arranged. If the student is accepted, the necessary fees must be paid at the Cashier's Office.
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Bus Service

One Company has been contracted to provide bus service to ANS students:

- Transportes Oscar Medal. Contact Oscar Medal at 886-39686 or 2260-1579. They cover the areas of Bolonia, Santo Domingo, Villa Fontana, Las Colinas, Carretera Sur (up to kilometer 14).

Extra-Curricular Activities

The American Nicaraguan School offers a variety of sports, tutorial, and cultural activities for students. Students in grades 1st to 5th are strongly encouraged to become involved in these after-school activities. Information concerning these is available in the Elementary and P. E. Offices as well as on the school's webpage.

Library / Media Center

The Library is open from 6:50 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 2:05 p.m.

Our Library has a collection of books, periodicals, professional journals, and audio-visual materials available for research, class assignments, and recreational reading. It also has an updated reference center for research, online resources and Internet access. The library can be accessed through the ANS web page or at: <http://www.ans.edu.ni/departments/library>.

With the exception of the final two weeks of each semester, students and parents may check out books through the library's automated system. Periodicals and reference materials may only be checked out for overnight use.

Borrowing rights will be withheld until a student returns all books and reimburses the school for any lost or damaged materials. At the end of the semester, exams and/or report cards will also be withheld until all library materials are returned and fines are paid.

Instructional Support Services

Our Instructional Support Services staff consists 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 still required to meet Board established minimum academic standards. The school will accept students with disabilities provided that the school's resources can accommodate such disabilities. Parents are required to provide all information and records regarding their child's previous and current special needs

School Hours

School hours are as follows:

K3 8:00 a.m. to 12:00 p.m.

K4 7:05 a.m. to 12:00 p.m.

K-5 to 5th grade 7:05 a.m. to 1:55 p.m.

The school is responsible for its students between 6:50 am and 2:15 pm, Monday through Friday. Students who stay for after school help session or extra-curricular activities will be under the supervision of teachers or coaches for not more than twenty minutes after the end of the session. Students who do not participate in after-school activities must leave school promptly at the end of the school day.

Transcripts

Parents who need an official transcript must specify if they need an English or Spanish form.

To request a transcript:

1. Fill out a transcript request form in the Student Services Office. The name and address of the institution where the transcript is to be sent must be included.
2. Pay the requested fees to the cashier's office. These fees cover both the administrative costs associated with producing the transcript as well as the costs of mailing and/or faxing the documents.
3. Return the form, with the paid receipt, to the Student Services Office.
4. The Student Services Office will then instruct the Records Office to produce the transcript. Unofficial transcripts may be issued directly to parents. Parents wishing to order unofficial transcripts are to initiate such an order with the Student Services Office.

II. Elementary School Information

Academic Assistance

All teachers are available in their classrooms after school on Tuesdays and Thursdays from 2:05 pm to 2:45 pm to provide free academic assistance to students in need of extra help. This time is not to be used to do homework or complete classroom assignments. The classroom teacher will communicate with parents if the child is required to stay for extra help sessions so that transportation arrangements can be made.

Assignment of Students to Classes

To develop a class list the Elementary School goes through a methodical process which involves considering academic as well as social aspects of the students to find the best environment suitable to meet their needs. Our main goal is for all of our students to be successful. For this reason, we do not accept parent requests for a specific teacher. Class lists are compiled during the summer months and will be posted outside each classroom the first day of school.

Attendance

Good attendance is necessary to academic success. Unless the child is ill, parents must ensure that their child attends school on a daily basis and arrives on time. Excessive absences in a given school year, whether justified or not, may hurt the student academically. Whenever a student is absent the parents should call the Elementary Office to report the absence. Upon returning to school the child must bring a signed parent note or a medical excuse which should include the following: student's name, date of absence, and the reason for the absence. Notes signed by older siblings, maids, or drivers are unacceptable. The principal will decide whether an absence is excused or unexcused.

Excused Absence – An excused absence means that a student will be given the opportunity to make up the missing work. An excused absence is granted for either physical inability to attend class (e.g. illness) or an emotional inability to attend class (e.g. bereavement). Supporting documentation may be required.

Unexcused Absence – Unexcused absences mean that a student will not be given any opportunity for making up missing work. Absence from school for non-health or emergency reasons without the consent of the Principal will be considered unexcused. Major Assessments on the day of the absence will be rescheduled and graded on a pass/fail basis.

When students are absent from school for an extended period of time, they miss important instruction and educational interactions with teachers and classmates. Teachers are not required to prepare additional supplemental materials for the students to make up except in the case of extended illness.

Note: Family travel is not a legitimate reason for absence from school. We ask parents to schedule family trips when school is not in session.

Please contact the Principal should a situation arise which would cause a student to be absent from school for an extended period of time.

Birthday Celebrations

Birthday celebrations at school will be held at the last period of the day on the last Friday of each month. Students from K3 and K4 may have parties from 11:10 a.m. – 12:00 m. and K5 and 1st grade from 1:00 p.m. – 1:50 p.m. In 2- 5 grades, students may celebrate birthdays by bringing treats to share with classmates during their break in the classroom so that the instructional process

is not interrupted. Students are not allowed to miss class to attend a sibling's birthday celebration. Invitations to birthday parties may only be distributed by the teacher in the classroom if all the students are invited. Otherwise, we ask that parents make arrangements to distribute the invitations outside the school.

Note: The school does not allow clowns or any other type of outside entertainment for the birthday celebrations.

Classroom Teachers

The most important person at school for Elementary School students is the classroom teacher. The teacher is professionally trained, and because of the time spent with students he or she is 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 therefore make an appointment to see their child's teacher. Appointments with teachers must be made through the Elementary Office. Please call 2278-5013 or email elementary@ans.edu.ni

If the parent has talked with the teacher(s) and the issue has not been resolved, s/he should then make an appointment to talk with the Principal and/or guidance counselor. Making an appointment allows the teacher, Principal, and/or guidance counselor to prepare for the conference and prevents disruption of class. Parents are not to interrupt class routines or delay the beginning of morning classes to speak with a teacher.

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

Communication

In order to keep the ANS community informed about school and community issues and events, a weekly newsletter will be sent home every Wednesday. ANS also has a website (www.ans.edu.ni) where this bulletin, the Parent-Student Handbook, and other important school-related information can be found. In addition, parents may be contacted through phone calls, letters, and e-mails.

Conduct

In keeping with the Mission of the school, ANS is committed to the incorporation of the following basic virtues as part of conduct and discipline: Honesty, Respect, Responsibility, Compassion, Self-discipline, Perseverance, and Generosity.

In the Elementary School, conduct grades will be recorded using the following system:

3 (Excellent) will be issued to students who consistently demonstrate outstanding behavior, leadership and respect for others.

2 (Satisfactory) will be issued to students who generally demonstrate acceptable behavior and respect for others.

1 (Needs Improvement) will be issued to those students who have a below average record of cooperation, punctuality, and preparation and/or occasionally demonstrate disruptive behavior.

0 (Unsatisfactory) will be issued to those students who are frequently disruptive, uncooperative, or unprepared, and therefore interfere with the learning of others.

Note: Conduct grades refer to student behavior. Behavior that merits disciplinary action is handled according to the step system indicated below.

Disciplinary Step System

The ANS community beliefs are based on self respect and respect for others, an individual's responsibility for their actions and the right for a safe environment, among other things. Order and discipline are necessary to ensure that all children at ANS can reach their fullest potential.

The Tiger Way outlines the Elementary School behavior expectations for all students. These expectations are:

- Respect self, others and the school
- Do your best
- Be safe
- Follow Directions

Each teacher will also develop behavior expectations aimed at promoting respectful behavior and optimizing the learning environment in the classroom. Consistent, positive reinforcement is used to enforce our classroom and school wide behavior expectations. If disciplinary action taken by the classroom teacher fails to bring an improvement in a student's behavior, or if a single incident is serious enough, a student may be referred to the Principal for disciplinary action. Serious and/or repetitive disciplinary infractions may lead to expulsion.

Most cases of misbehavior can be appropriately handled by the teacher within the classroom. In cases where it may be necessary to take additional steps, generally the following will apply:

Step 1: Discipline notice to student file with student signature

Step 2: Discipline notice and student referral to counselor

Step 3: Discipline notice and conference with parents (by phone or in person)

Step 4: Discipline notice and teacher request for Elementary Principal intervention. A meeting with the parents, teacher, counselor and Elementary Principal may be requested.

Step 5: Discipline notice and further disciplinary action by the Elementary Principal. This may include student suspension and/or placement on behavioral probation. In this case parents will be formally informed in writing and a copy of the letter will be placed in the student's permanent record.

Notes:

- Students receiving a discipline notice are responsible for returning this official school document to the Elementary Office with a parent signature by the next school day.
- Depending on the disciplinary infraction, students may receive:
 - After school detention: Served in the elementary office or classroom from 2:00 – 3:00 p.m.
 - In school suspension: Served in the elementary office during a full school day.
 - Out of school suspension: Served outside the school.
- Parents will be notified in advanced if the student receives an after school detention or suspension.

Early Dismissal

The School Calendar indicates several Staff Development Days, which require an early dismissal for students. On these days students will be dismissed at 11 a.m.

On regular school days when students must be picked up from school early, parents must first stop by the Elementary Office to pick up an early dismissal permission slip. If a child must leave with relatives, drivers, maids, etc. the parents must write a note or call the office to state specifically who is to pick up the child. In emergency situations the same early dismissal procedures will apply.

Parents should schedule all out-of-school activities, such as dental and doctor appointments, etc. after school hours.

Field Trips

Field Trips are school events organized by the teachers to supplement, expand, and enhance classroom instruction. All school rules apply on Field Trips. Students must have written parent permission to attend the field trip. All students participating in a field trip must ride the bus from and to school. Parents are welcome as chaperones. We limit the number of parent chaperones to 1 per 5 students. Also, we ask parents to confirm their participation in a field trip with the classroom teacher in advance. The classroom teacher will distribute specific guidelines for chaperones prior to a fieldtrip.

Grades

In the Elementary School, academic grades in each subject area will follow a rubric and must be supported by the curriculum standards and benchmarks.

- a. There are two grading systems in the Elementary School.
 1. Grade reports for students from K3 to 2nd Grade are standard based, indicating the degree to which skills are mastered (As shown in the table below).

Academic Quality Descriptors				
4 = Above Standard	3 = On Standard	2 = Approaching Standard	1 = Below Standard	N/A = Not Applicable
<ul style="list-style-type: none"> • Exceeds expectations for grade level • Exhibits exceptional quality work consistently 	<ul style="list-style-type: none"> • Meets expectations for grade level • Meets requirements for quality work 	<ul style="list-style-type: none"> • Meets some expectations for grade level • Meets some requirements for quality work 	<ul style="list-style-type: none"> • Not yet meeting expectations for grade level • Seldom meets requirements for quality work 	<ul style="list-style-type: none"> • No basis for evaluation at this time

2. Grade reports for students from grades 3rd, 4th & 5th are computer generated and follow a letter and number grade system. Following is the current grading system (Grades 3rd to 5th):

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
Below 60	=	F

- b. An incomplete grade may be issued if, due to a justifiable reason, a student has not completed required class work. An incomplete becomes an F if the work is not made up within a four-week period (maximum) after the beginning of the following quarter.

Guidance and Counseling

The Elementary Guidance Counselor is available to counsel students on school or personal issues. The Elementary Counselor works with administration, faculty, and parents to assist in maintaining the physical, emotional, and social well being of our students. The counselor assists students in

defining goals; and directs programs that help students develop values, conflict resolution strategies, social skills, and needed study habits.

Homework

Homework is assigned to student K5 – 5 for practice and review. It should give students the opportunity to advance and reinforce the learning that occurs in the classroom. Learning is cumulative, and that means every homework assignment counts toward complete understanding of a subject. A combined homework load should generally not exceed the following guideline per grade level:

K5 & Gr. 1:	10 - 15 minutes
Grade 2:	20 minutes
Grade 3:	30 minutes
Grade 4:	40 minutes
Grade 5:	50 minutes

Elementary School children are assigned homework only from Monday through Thursday. No homework is to be assigned over the weekend and holiday periods. Class projects will be assigned at least one week before they are due.

Honor Roll

Students in grades 4 & 5 who earn all As, all Bs or a combination of As/Bs are eligible for the honor roll, provided they also earn excellent or satisfactory conduct.

Note: Students will not be placed on the honor role if their conduct and/or effort grades are (0) unsatisfactory or (1) in need of improvement.

Injured/Sick Child

In the event of student illness or accident, the Infirmary staff will administer appropriate first aid and inform the administration and parents. In case of accident, teachers will complete an accident report form, giving specific details on the incident. If parents cannot be reached, the Infirmary will contact the emergency phone provided by parents to the School or the student's physician. It is very important to have this information up-to-date. Changes to the emergency information must be reported to the elementary office as soon as possible.

If a child is to be sent home, the person picking up the student must stop by the Elementary Office to obtain the required exit slips. One slip must be given to the classroom teacher and the other to the guard at the main gate. If the child is to be collected from the infirmary the exit slips will be sent there and a second slip need not be given to the teacher. **Security staff will not permit departure without an exit slip issued by the Elementary Office.**

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. A clean bill of health by a doctor may be required for a student to be accepted back into the classroom.

Leaving School with Friends

For security reasons all students requesting to leave campus with friends MUST bring a written note from parents, tutor, or guardians indicating specifically with whom they are leaving the school.

Lockers

Lockers are issued to students in grades 4 & 5. Students must keep them clean, orderly and locked at all times. Students are to bring their own locks, and give the combination or a second key to their homeroom teachers. Students who tamper with the lockers of others will face disciplinary consequences. The school reserves the right to periodically inspect lockers.

Lost and Found

We encourage students to be responsible for their belongings. Any item found on school ground will be taken to the Lost and Found cabinet located on the outside of the Elementary School Office. Parents and students should check the Lost and Found on a regular basis. At the end of each quarter the lost and found cabinet will be emptied and its contents donated to charity.

Lunches and Snacks

The elementary food stand "The Hungry Tiger" is open during the school day. It offers a variety of juices, sandwiches, fruits, and typical dishes. Usually, a purchased lunch will cost between 40 to 50 cordobas. Students may also bring a home lunch to school. Students in 4th and 5th grade are allowed to purchase food items from the Food Court, located in the secondary school area. The food court offers hot food on a daily basis.

Elementary students are not permitted to go in the Secondary Fresco Stand area, and Secondary students are not permitted to go in the Elementary Fresco Stand area.

Note: The Fresco Stand and the Food Court are off limits during class time.

Medication

There are two nurses on duty from 6:45 a.m. until 5:00 p.m. on school days, and from 9 a.m. to 2 p.m. on Saturdays. If a child requires medication while in school, parents must first provide written authorization to the nurse to dispense medication sent from home. This authorization must include complete instructions as to dosage and times of day for the medication to be administered. The nurse is the only person authorized to administer medications.

Parent Participation in the School

The Elementary School welcomes parent participation. However, in order to avoid misunderstandings, class disruptions, and possible conflicts of interest, it is necessary that parents coordinate this participation with teachers and the Elementary Principal. Parents are encouraged to take an active role as chaperones during Field Trips, classroom resource persons, (e.g. assisting with projects, reading with students, etc.); and collaborators for classroom/school events.

Parent Teacher Organization

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. PTO activities and meetings are announced in advance in the School's weekly bulletin. The PTO can be contacted via email at pto@ans.edu.ni

Passes

Students must have a pass to leave their classroom during instructional time. Passes are required to visit the Infirmary, a teacher or counselor, go to the Elementary Office, or visit another classroom. A student without a pass will be sent back to class.

Pets on Campus

Animals should only be brought to campus for educational reasons. Prior to bringing a pet to school, parents must receive permission from the classroom teacher and Principal. Animal owners are expected to follow the guidelines provided by the teacher and principal. Pets must have up-to-date inoculations. Generally, visits by animal friends are authorized only for short, supervised, times.

Phone Calls

One of our main school goals is to help students to become responsible citizens. Therefore, phone calls home for forgotten school items, homework, projects, messages, last minutes request, etc. will not be allowed unless an emergency situation occurs.

ANS elementary students may use cellular phones before and after school. The following restrictions apply:

- No cell phone use is allowed at any time in classrooms and offices.
 - Phone must be turned off at all times during extracurricular activities (e.g. sports, club meetings, student activities, etc.)
-

Failure to comply with the above restrictions will result in confiscation of the phone for two weeks the first time and for a month the second time. After this period of time, the cellular phone will be returned to the student's parents or legal guardians. A third violation will result in the loss of privilege to carry a phone on the school campus. If a child needs help he/she must check with teachers, nurses, counselor, and principal before calling home.

Principal

The Elementary Principal is responsible for the administration of the Elementary School. His duties include the development and overseeing of policies, rules, programs, and procedures. He also works to solve conflicts or problems, and students are encouraged to seek his counsel. If a student has a conflict with a teacher, he or she should try to resolve the issue with the teacher first. If the problem cannot be resolved at this level, the Principal or guidance counselor should be consulted.

Although ANS Principals meet with students, parents, and teachers as soon as possible, it is 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 Principal can be provided with whatever records or information may be necessary prior to the meeting.

Probation

Academic: Students grade 3 – 5 will be placed on academic probation when they receive more than one F as a final grade for the academic year in a core subject. Core subjects in 3rd grade are Language Arts, Math and Spanish. In 4th and 5th grade core subjects are Math, Language Arts, Spanish, Science, and Social Studies. Teachers, the counselor, and the Principal will establish a satisfactory remediation plan for the student. Failure to attain the academic goals outlined in the remediation plan may result in a student being exited from the school.

Behavior: The policy on behavior probation is established to provide students and their families with the opportunity to return to acceptable behavioral standards. Students who are placed on behavior probation 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 behavior probation and may be required to attend a meeting with the Principal and/or Counselor. A contract will be developed which provides the students with a roadmap for removing the probation status. Violations to this contract may result in expulsion or not being readmitted to the following school year. Students who are expelled as a result of behavior probation or for disciplinary reasons will not be readmitted to the American Nicaraguan School.

Progress reports

Progress reports are updated through the online grading system (available from the school webpage) every three weeks. Parents of students in grades 2nd – 5th are issued a student ID number and password to access their child(ren)'s grades and can do so at their convenience. For any technical difficulties while using the online grading system please contact the technology department (2278-0029 ext. 35).

To be able to access the online grade system parents must be up to date with their financial obligations.

Promotion/Retention

All elementary student meeting the grade level standards and benchmarks will be automatically promoted to the next grade level. A student may be retained if he/she has failed more than one core academic subject and has shown low performance on standardized tests and other school wide assessments such as the Developmental Reading Assessment. Decision regarding the retention of a student who fails will be made by the Principal with the input of teachers, the counselor and other school specialists.

Punctuality

School begins at 7:05 a.m. Students who arrive late interrupt classes and negatively impact the learning of other students. Therefore, all students are to be in their classes, seated, and ready to work at 7:05 a.m. A student who is tardy must stop by the Elementary School Office to get a late slip; otherwise he/she will be marked as absent. Tardy students must stay after school to make up work. Continued tardiness may negatively impact individual student's grades. Parents of students who are constantly late will be contacted by the Principal's office in an effort to improve the situation. If tardiness continues, the elementary Principal will request a conference with the parents and the student. If necessary, disciplinary measures may be applied.

Report Cards

Report cards are distributed four times throughout the school year (at the end of each quarter-long grading period and at the end of each semester). Please refer to the school calendar for the specific dates. Teachers will be available for conferencing during the distribution of report cards.

Notes:

- Parents will not be given report cards/transcripts or informed of grades if money is owed to the school, or if books have not been returned to the Library.
- A written note must be sent to the elementary office if someone different from the parent or legal guardian is authorized to pick up the report card.

Student Awards

Schools are the primary resource for enabling our children to meet the challenges they will surely face in the future. In order for them to be prepared for whatever lies ahead, we must always encourage students to try harder, reach higher, and expand their imaginations. At ANS, we recognize student's excellence by presenting the following awards to deserving students.

Perfect Attendance: No absence or tardiness during the semester. (Students in K5- 5)

Honor Roll: At the end of each grading period for students with As / Bs. (Students in 4th and 5th grade only). Principal's Honor roll awards will be given to students in 4th and 5th grade who earn the honor roll mention in all four grading periods.

Presidential Awards: Given to the selected group of 5th grade students during their promotion ceremony. The President's Education Awards Program, sponsored by the U.S Department of Education was developed to help schools recognize and honor those students who have achieved academic excellence by their hard work and dedication to learning. The two types of Presidential Awards presented are:

President's Education Award for Educational Excellence: The purpose of this award is to recognize academic success in the classroom. To be eligible for the President's Award for Educational Excellence, students at each level must meet the appropriate requirements.

- A. **Grade Point Average**: Students are to earn a grade point average of 90 on a 100 point of scale or an A on a letter scale.
- B. **School Criteria / Standards**: Standards for the award are to be established by each grade level coordinator and the Principal. They must reflect a 90 percent level or higher on the traditional grading scale. The school will also consider activities in which the students demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities, citizenship and/or exceptional judgment.

President's Educational Award for Educational Achievement: The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence.

The criterion for the President's Award for Educational Achievement is the following:

- A. Demonstrate unusual commitment to learning in academics despite various obstacles.
 - B. Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
 - C. Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, Math, Science, etc.
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Testing

The Elementary School emphasizes individual evaluation on an on-going basis, supplemented by periodic classroom assessment. Testing grows more rigorous and assumes more weight in the upper Elementary grades (4/5) evaluation.

Stanford achievement tests are also administered in the spring in grades 3RD, 4TH and 5. The Metropolitan Readiness test is administered to students in Kinder 5 during the last quarter of the year.

Textbooks

Textbooks and workbooks will be issued to students at no charge. Students are expected to take good care of these materials. At the conclusion of the course, a student is required to return the same textbook in good condition, i.e. with no more than the normal wear and tear. If a text book is lost, the student will be required to pay US\$75 (average cost of school text plus shipping costs). Excessive wear and tear, which requires that the text be replaced, will also require that the student pay US \$75. If the book has been damaged, but is still usable, or the barcode has been removed, the student may be required to pay US\$20 damage fee. Non textbooks will be charged in accordance to their replacement cost.

No grades will be given, and/or records released until lost or damaged books are paid for. If the lost book is found after it has been paid, it must be presented before any reimbursement is issued. In these cases US\$5.00 will be retained to cover administrative processing expenses.

Uniform

All elementary students are required to wear uniform on a daily basis. Depending on their daily schedule students may wear the regular or the P.E. uniform. During field trips all students are required to wear the school uniform unless other appropriate attire has been requested by the teacher and approved by the principal.

The PE uniform consists of the official school T-shirt and green shorts or pants. See the chart below for more official school uniform information.

STUDENTS NOT WEARING THE PROPER UNIFORM WILL NEED TO CALL HOME. THEY WILL NOT BE ALLOWED IN CLASS UNTIL PARENTS BRING THE APPROPRIATE UNIFORM.

Uniform Chart

Shirt	A tucked-in, white, collared, blouse/ shirt School's emblem sewn or embroidered on pocket Undershirt: only white t-shirt or school's PE t-shirt allowed
Pants/ Shorts/ Skirts	Boys and girls may wear plain, solid, dark blue, dress-style pants Boys and girls may wear plain, solid, dark blue, Bermuda-style shorts Girls may wear plain, solid, dark-blue, skirts of modest length K3/K4 shorts with elastic waist-no zipper
Footwear	Athletic shoes and closed toes shoes are acceptable Beach sandals, flip flops, heelys, crocks, etc. are not acceptable Dress-style shoes must be worn for special school events Socks must cover ankle K3/K4 Velcro shoes

Valuable Possessions

The school is not responsible for lost or stolen articles. Valuable possessions must not be brought to school. Toys, electronic devices such as mp3 players, video games, and other unnecessary items should also be left at home. Provisions have been made for storing students' personal property in the PE area during PE classes/extracurricular activities.

Visiting the School

We encourage parents to visit the school and become actively involved in the education of their children. However, please note that our first priority during the school day is the instruction of students. For that reason, parents must consult with the teacher and make prior arrangements for visitation and involvement. Parents are asked to come by the office and sign-in. Students are not permitted to bring visitors to school unless prior arrangements have been made. Approval by the Principal is required.

Wednesday Bulletin

The Wednesday Bulletin is an important source of information. We encourage parents to read this each week. Please note that in addition to being distributed at school this bulletin is posted weekly to the school website.

III. TECHNOLOGY

Code of Conduct

The computer network at ANS has been established to allow computer and 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 well as where wireless connection is available. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages may include offensive, sexually explicit, and/or inappropriate material. To avoid this, ANS has implemented filters to block access to these sites, and keeps adding more to the list as they are found. This does not guarantee, however, that users will not eventually find or gain access to such material. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive or inappropriate material.

The use of the school's computers, computer networks, computer software, Internet access, electronic mail, and related resources is a **privilege** and is intended **for educational purposes only**. 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 e-mail and/or file folders at any time.

Network accounts

Acceptable Network Use

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. Plagiarism is defined as taking ideas or writings from another person and offering them as one's own. Credit should always be given to the person who created the article or idea.
 - 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.
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Unacceptable Network Use

- The network may not be used to annoy, threaten, or offend other people (cyber bullying).
- Non-educational activities, such as games, chat, or unauthorized file sharing, are prohibited.
- Files may not be downloaded unless with the authorization of the person in charge of the lab.
- 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 the lab assistant, teacher, or Network Administrator.
- 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.

Online access

- Never provide personal information such as last name, address, and phone number.
- Never agree to meet in person with people you have met on-line.
- Minors should immediately notify an adult if they receive or encounter any offensive, threatening, or inappropriate material while on-line.

Consequences of Violations

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

- Suspension of Network privileges.
 - Suspension of computer access.
 - School suspension.
 - School expulsion and legal action and prosecution by the authorities.
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