

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

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## I. GENERAL INFORMATION

### 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.

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.

### 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.

### School Organization

The American Nicaraguan School offers programs which are organized into Elementary, Kinder 3 to Grade 5; Middle School, Grades 6 – 8; and High School, Grades 9 – 12.

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## **Middle School**

The middle school years, grades 6, 7, and 8, are recognized as an important time when students develop their self image and hone their attitudes towards learning. Relationship building can play a large role in this process. We aim to create learning experiences that will further students' social and moral development while providing academic excellence.

## **Advisory Program**

The goals of the Middle School Advisory Program are to provide our students with the opportunity to explore their personal beliefs; to foster understanding, tolerance, and respect towards others; to experience teamwork and leadership skills; and to embrace compromise as a means of conflict resolution.

In order to achieve these goals, students will participate in a series of events that will deal specifically with the objectives stated above. Students learn about themselves and others while engaging in enjoyable or reflective activities.

Advisory is offered every Monday throughout the school year.

## **High School**

Our aim is to prepare students for success. Within our program, we stress academic achievement, integrity and honesty; social responsibility; intellectual curiosity; artistic expression and athletics. Besides a rigorous academic program that includes numerous advanced placement (AP) offerings, students explore the arts through drama, music, painting, and sculpting and have the opportunity to participate in a variety of sports offerings. In addition, ANS students can acquire the technological skills needed to be competitive university students by choosing to take higher level computer courses.

## **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 resources can reasonably accommodate such disabilities.

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## Community Relations

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](http://www.ans.edu.ni)) where this bulletin, the Parent-Student Handbook, and other important school-related information can be found.

Please remember that the rules presented in this book are guidelines. Decisions at ANS will always be based on what is in the best interests of our students.

## 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.

## 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 and also when on school-sponsored field trips (see chart below).

Students not wearing the proper uniform will be sent home and the absence will be considered unexcused.

Physical Education Uniform: A uniform is mandatory for PE classes. The PE uniform consists of the official school T-shirt and green shorts or pants. All students are expected to change for PE class. The PE uniform may also be purchased in the Student Store.

### Uniform Chart

#### Secondary (6 - 12)

<b>Shirt</b>	A light grey, collared, polo-style shirt School's emblem sewn on pocket If worn, undershirts must be a white t-shirt or the school's PE t-shirt
<b>Pants/ Shorts/ Skirts</b>	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 Seniors may wear beige pants or Bermuda shorts. Senior girls may wear beige skirts

<b>Footwear</b>	Athletic shoes and dress-style shoes are acceptable Sandals, cleats, and other similar types of footwear (e.g. Crocks) are not acceptable
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#### Miscellaneous

- \* purchase uniform shirts that can be tucked in or that do not reveal the midriff
- \* students may be required to wear dress-style shoes for certain school events of special significance
- \* the term "modest" (used above) implies "school-appropriate" and is subject to interpretation by the ANS Administration
- \* hats/caps are only permitted during PE (with teacher permission) and should never be worn inside classrooms, ANS offices, covered hallways, etc.
- \* pants, shorts, and/or skirts should not be jean material, bleached or faded, torn, ripped, or visibly patched

IMPORTANT: The items described below ARE NOT ALLOWED:

1. Colored or printed T-shirts other than the school T-shirt under the uniform shirt.
2. Boys' earrings, and for boys and girls any rings other than on fingers.
3. Tight shorts, skirts or pants showing underneath pants, shorts, or skirts.
4. Abnormally colored hair.
5. No rivets, and/or chains are allowed.
6. Other – at the discretion of the Principal.

### **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 the 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. Seniors who fail to meet minimum academic and/or behavioral standards will lose these privileges. Each quarter a review of academic and conduct grades will be conducted to determine Senior privilege eligibility.

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.

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## Arrival and Departure Time / Punctuality

The school is responsible for its students between 6:45 a.m. and 2:15 p.m., Monday through 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 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. A student who is tardy three times in a semester will serve an administrative detention. A student who is tardy 6 times in a semester will be given a one-day out-of-school suspension. Students who arrive more than 10 minutes late to any class will not be permitted to interrupt the class in progress and will receive an unexcused absence and, if appropriate, will face other disciplinary action. All students who arrive late must go to the Attendance Office for a tardy slip before entering the classroom.

Please remember that students who arrive late interrupt valuable instructional time of other students in the class. We ask that you respect ANS's student body by arriving to school on time.

## Attendance

Good attendance is the first requirement for academic success. Parents should ensure that their child is in school unless absence is absolutely necessary. This includes coming to school on time and remaining the entire day.

Students are expected to attend all classes every day unless they have been excused by the Principal. Due to the fact that the issuing of credit is linked to direct instruction, the following will apply:

1. After a student has surpassed 7 absences in a given quarter, a deduction of 2.5 points per class will be assessed for every subsequent absence.
  2. The names of students who are absent from any class 5 times in a given marking period (excused or unexcused) will be submitted to the Attendance Office by the teacher. At that point the school will notify parents in writing of the potential for point deductions due to excessive absences. When a student is absent from any class 5 times in a given marking period (excused or unexcused), the school will notify the parents in writing of the potential for point deductions due to excessive absences.
  3. AdvancEd requirements state that students must have 130 instructional hours to be eligible to receive credit. Therefore, students who exceed 32 absences in a year-long class or 16 absences in a semester-long class, regardless of reasons, are NOT eligible to receive credit in that class.
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Note: Special arrangements for home study may be appropriate only in cases of documented hospitalization.

## Reporting Absences

A student who has been absent from school must report to the appropriate office upon returning to school and obtain an absentee slip. The slip documents that the student has reported their absence to the Attendance Office. In order to obtain an absentee slip, students must present a written note from a parent or guardian that includes the following information: (1) Student's name, (2) Date of Absence, (3) Reason for Absence, (4) Signature of Parent or Guardian. Students who require an absentee slip should arrive to school early enough to receive the absentee slip and be able to make it on time to class.

## 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. It is the student's responsibility to contact the teacher for work missed. 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). A signed note from a parent must be submitted within two days of returning to school for absences of one or two days due to illness or family emergency. Absences of more than two days must be verified with a doctor's note 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. An unexcused absence will result in no opportunity for make-up assignments, and a grade of zero on missed assignments and tests. 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.
  3. Absence While Representing the School – For a student to be absent from classes while representing ANS in school events specifically approved by the administration, the student must 1) be under no probationary status at the time of the event/activity and 2) have no more than one conduct grade below satisfactory for the grading period prior to the event. Students who participate in such events will be responsible for submitting work assigned or due during the absence period within a reasonable amount of time.
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4. Anticipated Absences – ANS discourages the use of school time for family trips and/or extended vacations. When absence from school is absolutely necessary for reasons other than medical reasons, a letter informing the principal of the dates of the upcoming absence and the reason for the absence must be submitted in advance.

Parents are advised that the Junior-Senior Banquet, Senior Trips, and Senior Skip Days are not official school activities, and therefore any absence related to these activities will be unexcused.

### **Early Dismissal**

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

If at any other time parents wish to take their children from school during the school day the following will apply: With the exception of medical emergencies, secondary students may not leave early without first presenting a signed parent/guardian request. All early dismissals must be authorized by the corresponding area Principal or, in his absence, by the Director General.

### **Classroom Teachers**

The most important person for students at school 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 the child's progress.

Parents who have questions or concerns about any area of their child's school life should approach the teacher as the first source of information. Parents should do this by sending an email to the teacher or making an appointment to see their child's teacher. Appointments with teacher's can be made by calling the appropriate office.

### **Middle School Grade-Level Teams**

Each grade level in Middle School has teams made up of the teachers from the core-subjects. In order to better coordinate activities and allow for discussion of individual student issues, Middle School teachers have at least one common planning period per day. This common planning period offers parents an ideal opportunity to schedule parent-teacher conferences with the core-subject teachers of their child.

### **Secondary School Administration**

The Secondary Principal along with the Middle School Coordinator are responsible for administering the Secondary School. Their duties include the development and overseeing of policies, rules, programs, and procedures. They also work to solve conflicts or problems, and students are encouraged to seek their counsel. If a student has a conflict with a teacher, he or she should first try

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to resolve the issue with the teacher. If the problem cannot be resolved at this level, the Principal, Middle School Coordinator, 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.

### **ANS Business Office**

The Director of Finances 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.

### **School Calendar**

The ANS School Calendar exceeds the standard set by our U.S. accrediting body and contains 188 instructional days. A copy of the calendar is included in this handbook and can also be accessed from the ANS webpage. 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.

### **School Map**

A map of the school can be found in the middle pages of this manual.

### **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. Typically, a purchased lunch will cost between 40 to 50 cordobas. Students may also bring their home lunch to school.

Students are expected to form lines to purchase their meals and clear their trash before returning to class. Students are also to remain in designated areas during lunch and avoid disturbing classes in session.

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

### **Library / Media Center**

The Library is open from 6:50 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 2:05 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 refer-

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ence center for research, online resources, and Internet access. The library catalog 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 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.

### **Parent Concerns**

A parent with questions or concerns must first make an appointment to see the child's teacher. If the parent has talked with the teacher(s) and the problem has not been resolved, an appointment to talk with the appropriate Principal and/or guidance counselor should be made.

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 delay the beginning of morning classes or interrupt classes to speak with a teacher.

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

### **Emergency Closing Information**

Emergency preparedness is our most important ally. The School will run regular drills so that students will know exactly what to do in case of an emergency. At the beginning of each school year, the Director General will send each family detailed information about emergency/evacuation procedures. The information below is given as a quick reference.

Earthquakes - Earthquakes are usually brief and ANS buildings are earthquake-resistant. The greatest danger is from broken glass. ANS does have protective coverings on windows to enhance student safety. During/after a quake, teachers will move classes to an area free of trees and other tall objects.

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

Civil Disobedience – Students will be taken in an orderly fashion to a designated safe area. This will make it possible to communicate with all the students and to coordinate evacuation procedures. Students are not to leave campus on their own or to wander about the school. In all emergency situations it is most important that calm and order be maintained.

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## Access to Campus and Classrooms

ANS has two access points: the North Gate and the South Gate. After 7:00 a.m. all visitors and/or students arriving late to school must enter through the North Gate. All individuals seeking access to the ANS campus are subject to review by ANS security. All non-students seeking access to any part of the ANS campus must first check in at the security gate located at the main entrance of the campus and then with the appropriate office.

Students occasionally must work on campus on an activity or project during hours outside of normal operation. This type of work must be supervised by a teacher or a designated, responsible student with the teacher's permission. The head of security must also be given the student's name and schedule. The student must remain in the classroom or activity area which has been designated. In the case of activities such as athletic events or special classes, the Principal and the head of security must be informed about the activity or event.

Any student that comes into campus after hours must check in with the guard at the main gate. Persons other than students and parents will not be allowed into campus after hours.

## Driving / Parking on School Grounds

Only those students who have a valid driver's license are eligible to drive on to the ANS campus. Secondary student drivers are to park in the south (upper) parking lot. There will be a special reserved parking area for ANS senior class members. Irresponsible driving on the ANS campus will result in a driver losing the privilege of driving onto the school grounds.

## School Events

A number of school events will be scheduled at various times during the school year, including the Fall Festival and Kermesse. Alcoholic beverages are not permitted 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.

## Textbooks

Textbooks are issued by the classroom teachers and are included in school fees. A student issued a textbook is required to sign for it and becomes responsible for it. The student should carefully note any flaws, tears or marks and notify his or her teacher of these in writing.

All books must be covered to protect them. 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

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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 no records released until lost or damaged books are paid. If the lost book is found after it has been paid, it must be presented before any reimbursement is issued. In these cases \$5.00 will be retained to cover the administrative processing expense.

### **Valuable Possessions**

Valuable possessions are not to be brought to school. If a student must bring something of value s/he should ask the Principal, Middle School Coordinator, or guidance counselor to keep it in his or her office.

The school is not responsible for lost or stolen articles. Toys, iPods (and other similar devices), and other costly items should be left at home. Provisions have been made, however, for storing students' personal property in the PE area and in the Lost and Found next to the library.

### **Visitors**

Visitors must carry a pass issued by the appropriate office and obey school rules and regulations. Secondary student visitors must be authorized by the Secondary Principal. Student visitors will not be authorized the first week of the semester nor permitted during final exams. Visits are limited to one day per semester. Arrangements must be made three days prior to the visit. Note: Student visitors are to dress appropriately and may not wear jeans or caps.

### **Withdrawal Procedure**

Notification in writing must be submitted to the Student Services Office. All financial responsibilities must also be met prior to the release of any documentation.

## **II. 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 area of foreign language and in the Nicaraguan *Bachillerato* courses.

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

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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 obvious exception of the modern language teachers.
2. English is the language that is to be used in ANS administrative offices when personnel are interacting with students. At the Secondary level, students will not be attended to unless they address office personnel in English. The nurse will use either English or Spanish, as the situation merits.
3. When students enter a classroom, they enter an English-only zone. In the hallways and during break and lunch, students may speak another language, but once they enter a class, they need to shift their language to English.
4. Unacceptable/vulgar expressions in any language will not be permitted.

### **English Language Learners**

Given that most of ANS classes are taught in English, secondary students applying to enter ANS must demonstrate that their English level meets or exceeds established minimum English language levels. Students who meet these levels, but are in need of additional English Language instruction, shall be enrolled in regular classes and receive English Language Learner support. The cost for special ESL services is \$600 yr. Information about the cost for ANS's English Language Institute is available in the ANS Business Office.

Academic credit for some courses may be given to ELL students on a Pass/Fail basis. An ELL faculty member will periodically evaluate the student's proficiency and will advise the administration when students are no longer in need of ELL support.

### **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 secondary students are required to work towards the attainment of a US High School Diploma. ANS students also have the option of concurrently pursuing the Nicaraguan *Bachillerato*. At the time of enrollment or re-enrollment, parents of Secondary School students are required to declare whether or not their child will pursue the Nicaraguan *Bachillerato*.

### **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

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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 \$90 for each AP exam taken and this amount must be paid to the ANS Business Office before the end of the first quarter of studies.

Grades for AP courses are weighted; ex. a B in an AP course has a weight of 4.0 grade points rather than the 3.0 grade points issued for Bs in non-AP course work. Possible grades on the AP exam are as follows:

- 5 – Extremely well qualified
- 4 – Well qualified
- 3 – Qualified
- 2 – Possibly qualified
- 1 – No recommendation

Note: Grades of 3 or better on an AP exam may fulfill some college graduation requirements or serve for entrance in higher level classes.

## Academic Assistance

All teachers are available in their classrooms on Tuesday and Thursday from 2:10 – 2:45 to provide free academic assistance to students who seek extra help. Students are encouraged to sign up in advance to attend an after school help session so that the numbers attending can be kept to a manageable level and students requiring it can receive more personal attention.

## Academic Probation

Students may be placed on academic probation when they receive two or more Fs on core subjects (i.e., English, Mathematics, Science, Social Studies, or Spanish) and/or drop below a 1.75 semester GPA for the semester. The policy on student probation for continuing students 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 remediation; the Principal and Guidance Counselor shall oversee the implementation of the plan. Fulfillment of the requirements of the plan will result in removal of the student from probationary status.

The plan will thus define or describe:

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

For Secondary School Students, academic probation shall normally be given for no more than two semesters. The Director General may grant a third semester provided that a student has demonstrated sufficient effort and academic progress, and the Director General is convinced that the student is capable of meeting minimum academic standards in the future. Students who fail to meet the conditions of probation may be recommended for expulsion. Students who comply in full with the terms of probation will be released from academic probationary status.

### **For-Credit Exams/Projects**

Students may earn minimum passing grades in up to two classes failed for the year through For-Credit Exams and/or Projects. At the end of the school year, summer study guides will be made available to these students. These study guides allow the student to prepare for the For-Credit Examination and/or Project. Students capable of demonstrating minimum proficiency will be able to raise failing grades to a minimum passing grade.

### **Homework**

Homework is defined as meaningful and quality work assigned to students that is intended to be completed during non-instructional hours. The amount of homework should depend upon the learning and individual needs of the student. A general homework guideline: 10 min. per grade level, e.g. 9th grade = total of 90 minutes of study counting all subject areas. Generally group work is only to be used as a classroom assignment, i.e. not as an assignment to be completed outside the school.

#### **Homework Responsibilities.**

##### Teachers shall:

- Create an effective system for communicating homework guidelines to parents;
- Provide specific explanation of assignments so that the requirements, expectations, and timelines are clearly understood by students;
- Collect homework when due, assess, and provide timely feedback to students regarding completion of assignments and mastering of standards;
- Coordinate assignments with other teachers so that no student receives excessive assignments;
- Allow for varied learning styles by including choices in types of assignments when possible.

##### Students shall:

- Understand that homework is part of the course requirements;
  - Make certain the homework assignments are understood before leaving class;
  - Complete and submit homework assignments by the due date;
  - Complete all assignments honestly and in accordance with the teacher's directions.
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**Parents shall:**

- Support the school and teachers by providing a suitable environment for homework;
- Remind students that homework is their responsibility;
- Monitor activities so that sufficient time is provided for homework;
- Communicate with teachers as needed.

**Testing and Exams**

All Secondary School students have periodic evaluations in all their classes. These can take various forms: quizzes, presentations, tests, special projects, and so on. Parents and students may access grade-specific Assessment Calendars online by following the link at the ANS web page (<http://www.ans.edu.ni>). Major assessments which carry a weight of 15 % or more of the quarter grade appear on these bi-monthly calendars. Teachers are required to post all grades on Power-School and encouraged to maximize the use of their webpage by uploading relevant material related to their courses. Teacher webpages can be accessed by parents through the school's main page.

Final grades for sixth grade students will be computed based on the periodic evaluations carried out in class. In seventh and eighth grades, students may have semester exams.

The High School uses a semester exam system. For each of their classes, High School students may have exams at the end of the semester. Quarter exams are given at the discretion of the teacher.

**Incomplete Grades**

An incomplete grade may be issued if a student has not completed required course work due to a justifiable reason. An incomplete becomes an F (40%) if the work is not made up within a four-week period (maximum) after the beginning of the following quarter.

**Grading System**

The graduating senior with the highest grade point average is designated as the valedictorian. The salutatorian is the student with the second highest high school grade point average. To be eligible for either, a student must be at ANS for a minimum of four consecutive semesters before graduation.

In calculating the GPA, all subjects will be included.

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### GPA Conversion Key and Grading System

<u>Pct.</u>	<u>Letter</u>	<u>Regular</u>	<u>Honors</u>	<u>AP</u>
97-100	A+	4.25	4.75	5.25
93-96	A	4.00	4.50	5.00
90-92	A -	3.75	4.25	4.75
87-89	B+	3.25	3.75	4.25
83-86	B	3.00	3.50	4.00
80-82	B -	2.75	3.25	3.75
77-79	C+	2.25	2.75	3.25
73-76	C	2.00	2.50	3.00
70-72	C -	1.75	2.25	2.75
67-69	D+	1.25	1.75	2.25
63-66	D	1.00	1.50	2.00
60-62	D -	0.75	1.25	1.75
Below 60	F	0.00	0.00	0.00

### Secondary School Programs

Middle School is composed of students in grades 6, 7, and 8. These grades are preparatory years necessary so that students have the greatest potential for success in the high school program.

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: three years of Science; four years of Mathematics; four years of English; four years of Social Studies; four years of Modern Language; two years of Physical Education; and four years of Electives.

The *Nicaraguan Bachillerato* program is defined by the Nicaraguan Ministry of Education and modified by ANS requirements. It is a grade 7 - 12 program which requires that students pass all courses. Specific types of documentation are required by the Ministry 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 (cedula), and one passport size photograph

### Make Up Policy

In the event of an unexcused absence, a student will receive a zero (no credit) on quizzes or tests scheduled that day. The appropriate school office will determine if a student's excuse is valid.

Teachers may issue an Incomplete to students who have not submitted work prior to the end of a grading period (see section on Incompletes).

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 only on a Pass/Fail basis at the teacher's discretion.

If the student were to fail to take a make up test on the assigned date, the test will not be re-scheduled.

All major assessments missed due to a justified absence are expected to be handed in/taken at the earliest possible date, as agreed with the appropriate teacher.

### **Progress Reports**

Progress reports are updated through the online grade system (available from the school webpage) every three weeks. Parents are issued student id numbers and passwords to access their children's grades and can do so at their convenience. Families with pending financial obligations to the school may be blocked from accessing online grades until those obligations are met.

### **Promotion and Retention**

Secondary students passing all courses and earning all required credits will be automatically promoted to the next grade level. Middle School students who fail to pass all required classes will be placed on academic probation. Students who fail three or more core academic subjects may be in danger of being retained. Decisions regarding the retention of a student will be made by the Administration and will take under consideration the input of parents, teachers, and counselors.

### **Report Cards**

Report cards are distributed four times throughout the school year (after each quarter-long grading period and at the end of each semester). Please refer to the school calendar for the specific dates. Families with pending financial obligations to the school may not be allowed to pick up report cards until those obligations are met.

Secondary school teachers will be available for consultation during the distribution of report cards. Students will not be informed of their grades or final exam results before report cards are distributed.

G.P.A. and ranking are computed based on end-of-year grades. Quarter and semester grades will not reflect G.P.A. and class rank.

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## Transcripts

ANS does not issue official transcripts directly to parents or students but will mail and/or fax official transcripts to other educational institutions. To request that an official transcript be sent to another educational institution, parents/students must do the following:

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 and/or students. Parents or students wishing to order unofficial transcripts are to initiate such an order with the Student Services Office.

## Honors and Awards

ANS is dedicated to excellence and honors those students who demonstrate their dedication to excellence.

In the Secondary school, if a student earns grades of 90 or above in all subjects for the semester s/he will be placed on the Alpha Honor Roll. Students who earn grades above 80 in all subjects for the semester will be placed on the Beta Honor Roll. Students for whom no grade is below 90 in their end-of-year grades will be placed on the Principal's Honor Roll. For students to be considered for any of the Honor Rolls, they must have average conduct grades of 2 or higher for all classes during all relevant quarters.

The Jean Paul Genie Awards will be given at the high school graduation ceremony to those Seniors selected by senior class teachers as having demonstrated highest achievements in the areas of Science, Mathematics, English, Spanish, and Social Studies.

The Senior Leadership Award is intended to recognize the best well-rounded senior as evaluated on a point system in the following areas: academic performance; community service; extra curricular activities; discipline; and teacher recommendations.

The Casa Pellas Award for Community Service is intended to celebrate the extraordinary work in benefit of the community undertaken by an individual or group of ANS students.

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The Michele Richardson Athletic Awards will be given at each year's graduation ceremony to the top male and female athletes of the senior class as evaluated on a point system in the following areas: athletic performance, tournament participation, and sportsmanship.

The President's Education Award is awarded to the best academic students at each grade level and to those students who have shown the greatest amount of improvement throughout the course of the year at each grade level.

The Pereira Cup is awarded to a grade eleven student based on leadership, citizenship, and academic achievement as well as his/her overall contribution to the community. During each high school graduation ceremony, a descendent of Don Constantino Pereira will award the Pereira Cup.

Note: Eligibility for awards will always be a function of the candidate's behavior reflecting the ANS Mission and beliefs.

### III. DISCIPLINE

#### 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 such a manner. If it can be verified that students in off-campus settings have engaged in illegal behavior or behavior that in the eyes of the school administration is unbecoming of an ANS student, the School reserves the right to take whatever disciplinary action it deems appropriate, including suspension or expulsion.

#### Behavior Probation

Students may be placed on Behavior Probation 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 conduct grades of below satisfactory on their report card. The policy on student 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 road-map 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.

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Note: Students on Behavior Probation are ineligible to represent the school in the extracurricular program.

### **Campus Rules**

1. Secondary students must remain in the Secondary areas.
2. Parking lot areas are out of bounds during the school day.
3. All wooded areas are out of bounds during the school day.
4. Students may not congregate outside classrooms when classes are in session.
5. Students are not to litter the campus.
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 displays of affection are not permitted. Students engaged in public displays of affection will be referred to the counselor and/or Principal 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. Elementary and Secondary Fresco Stands and the Food Court are out of bounds except during the official break, lunch, and before or after school.

### **Cellular Phones, MP3 Players, and similar electronic devices**

ANS students may use cellular phones, MP3 players, and similar electronic devices under certain circumstances. The following restrictions apply:

- No such device use is allowed during class time.
- Phones and other such devices must be turned off at all times during extracurricular activities (e.g. sports, clubs, student activities, etc.) unless special written permission is granted by the Principal.

Failure to comply with the above restrictions will result in confiscation of the phone, MP3 player, or similar device and the return of this to the student's parents or legal guardians. Repeated violations will result in disciplinary action being taken which may include losing the right to bring these types of devices to school.

### **Conduct Grades**

In the Secondary school, the 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.

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**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, including the fulfillment of academic responsibilities. Behavior that merits disciplinary action is handled according to the step system indicated below. Students who consistently earn conduct grades below a satisfactory level (2) may be placed on behavior probation.

### **Disciplinary Step System**

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. Repetitive disciplinary infractions may lead to expulsion. There are consequences and procedures for certain common infractions that are handled by each school area. 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, the following may apply:

- Step 1: Discipline notice to student file with student signature
- Step 2: Discipline notice, teacher supervised detention, and student referral to counselor
- Step 3: Discipline notice, parent-teacher (phone) conference, and recommendation for administrative detention (Mondays and Wednesdays from 2:15p.m. – 3:45 p.m.)
- Step 4: Discipline notice, and recommendation for out of school suspension/behavior probation
- Step 5: Discipline notice and recommendation for additional time in out of school suspension and/or possible recommendation for expulsion.

Note: Students receiving a discipline notice are responsible for returning this official school document to the issuing teacher with a parent signature by the next school day.

### **Distribution of non-school related materials**

The distribution of non-school related materials is generally not allowed. Parents, students, and teachers must receive authorization from the appropriate Principal prior to distributing any non-school related materials.

### **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. For the purpose of aiding our student community on making choices, the School has established an instructional program that provides

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salient information about the health and legal consequences of alcohol and drug use in any environment.

No student shall possess, use, transmit, or attempt to possess, use 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:

- Any controlled substance or dangerous drug as defined by either United States or Nicaraguan law, included but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Any pharmaceutical without knowledge and permission of 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 expulsion.

## Honor Code

In keeping with ANS's mission to educate students to be ethical individuals, the school will guide its students along the path of honesty and integrity in their academic and every other aspect of life. For this purpose, students are expected to comply fully with the ANS Honor Code.

### American Nicaraguan School Honor Code:

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

### Violation Descriptors:

The Honor Code of the American Nicaraguan School deals specifically with cheating and attempted cheating, plagiarism, lying, and stealing.

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

- Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
  - Attempted cheating: Willful attempt to gain or provide an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
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- Any of the following: deception; the use of talking, signs, 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.
- Any of the following: submitting another person's work as your own; failing to use proper documentation and bibliography.

**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.
- Any of the following: lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

**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 else's personal property without their knowledge and expressed permission and/or knowingly possessing stolen property.
- Any of the following related to academic life: 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, stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, handouts, etc.

Note: Hiding somebody else's personal property, even as a prank, is considered stealing.

#### Honor Code Responsibilities:

Students will:

1. Avoid situations which might contribute to cheating, plagiarizing, lying, and stealing.
2. Avoid unauthorized assistance on all school work.
3. Document borrowed materials by citing sources.
4. Avoid plagiarism by:
  - a. Using quotation marks for statements taken from others.

- b. Acknowledging information, ideas, or patterns of thought borrowed from any source.
- c. Consulting faculty about any questionable situation.
5. Cooperate fully and honestly during the investigation of any Honor Code violation.

Parents will:

1. Understand fully the ANS Honor Code and its consequences.
2. Provide a positive example for adhering to the Honor Code.
3. Support faculty and administration in enforcing the Honor Code.

Teachers will:

1. Take immediate action when Honor Code violations occur.
  - a. Counsel the student.
  - b. Record a zero for the assignment with no opportunity for make-up work.
  - c. Report the violation to the appropriate administrator on a disciplinary referral form.
  - d. Contact the student's parents.
2. Structure conditions during testing to alleviate the possibility of cheating.
3. Take appropriate preventive measures.
4. Specify the types of student collaboration that are appropriate/inappropriate.
5. Teach and periodically review correct use of documentation when assigning work.
6. Review the Honor Code during the first week of each semester of the school year.

Administrators will:

1. Assure that all faculty, students, and parents understand the ANS Honor Code, the Honor Code responsibilities, and the consequences for violating the Honor Code.
2. Create a school-wide environment which encourages adherence to the Honor Code.
3. Encourage teachers to enforce the Honor Code.
4. Maintain cumulative records of reported violations of the Honor Code.
5. Enforce appropriate disciplinary actions for Honor Code violations.

### Honor Code Enforcement

This code will be reviewed and discussed with secondary students at the beginning of each semester. ANS students will be held to this Honor Code and will be required to sign a statement at the beginning of each semester.

- **Level I Violation:** Classroom teacher will generally assign a grade of 0% for the assignment, quiz, or test. A letter or discipline note will be placed in the student's file and the student's parent(s) will be notified. NHS or NJHS members also risk expulsion from the society. *Multiple violations within a single incident will result in a student being immediately placed on Honor Code Probation (see Second Violation below.)*
  - **Level II Violation:** Classroom teacher may assign a grade of 0% for the assignment, quiz or test. A request for an out of school suspension will be given to the Principal, corresponding
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documentation will be placed in the student's permanent file, and the student will be at risk of being placed on Honor Code Probation, which will follow the student for the duration of their studies at ANS.

- **Level III Violation:** Possible grounds for non-admittance to ANS for the following semester or immediate expulsion.

Note: Many universities request information of Honor Code violations of students applying to universities.

### School-Wide Behavior Expectations

ANS community members will:

1. Treat themselves, one another, and the school itself with respect.
2. Respect school property and that of others.
3. Conduct themselves in ways that maintain health, safety, and well-being of themselves and others around them.
4. Behave in ways that contribute to a positive learning environment, i.e. maintain good attendance and promptness; be prepared with instructional supplies and materials; dress appropriately.
5. Act in ways that will not jeopardize the learning environment for anyone.

### Searches

If the School 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.

### Due Process

Prior to any suspension, the Principal or his/her designee shall proceed as follows:

- Advise the student of the particular disciplinary episode and the basis of the accusation;
  - Provide the student an opportunity to give his/her version of the situation;
  - Send a letter or discipline notice with the student notifying the parents of a conference date and time prior to the student's return to classes;
  - Remove immediately from the premises without benefit of the above procedures any student whose continued presence poses a threat to persons or property or is an ongoing threat of disruption to the academic process or social climate.
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## Student Suspension

"Suspension" is defined as the removal of a student from school for a time not to exceed five days for each disciplinary infraction. Students may be suspended from school when there are major discipline violations, recurrence of misbehavior, or gross insubordination. The length of the suspension should not exceed five 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 suspension. While a student is on suspension, no credit for class work or homework due during the suspension period will be awarded. Major assessments which measure objectives given over a significant amount of time and conducted during a suspension will be rescheduled by the teacher on a pass/fail basis only.

Discipline problems of any nature; i.e. excessive absences, frequent tardiness, failure to do class or homework assignments, infractions of school or classroom rules may result in suspension. It is hoped that suspension will 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.

## Student Expulsion

The administration will attempt to resolve student disciplinary problems through counseling or disciplinary measures. However, students with continuing disruptive behavior patterns will not be permitted to continue their enrollment at the school.

"Expulsion" is defined as the permanent removal of a student from the school. If a student fails to improve after one or more suspensions, or if the initial offense is considered sufficiently serious, the student may be expelled from the school. The appropriate Principal will make a recommendation for expulsion to the Director General, who will then review it in the presence of both the student and his/her parents. The Director General has the sole authority to accept or reject the recommendation for expulsion.

## Vandalism

Vandalism is defined as the 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 School Administration, and are responsible for the replacement or repair of damaged items.

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## Lockers

Lockers are issued to students from grades 4-12. Lockers are the property of the School. Students must keep them clean, orderly and locked at all times. Students must bring their own locks and give the combination or a second key to their first period teachers. Lockers will be inspected periodically. Students are not to tamper with locks on the lockers of others.

## Passes

If a student needs to see the nurse, visit a teacher or counselor, or go to the office, s/he must ask for a pass with the time, date and signature of the teacher noted. Upon return the student must have the pass signed by the staff that was visited. To avoid problems, a student should notify the office if the person s/he went to see is not available. Bathroom and water fountain passes are not valid to visit any staff. A student who does not attend class and does not have a valid pass will be considered to have been skipping that class. Unless authorized by the Principal, any evaluation that the student may have missed will be forfeited and no make-up will be given by the teacher.

## IV. STUDENT SERVICES

### Guidance and Counseling

Guidance counselors are available to advise students at all levels. Whether a student seeks counsel about school or personal issues, he or she is encouraged to consult with ANS's Counselors. Nonetheless, it is important to note that school counselors do not provide individual psychological counseling.

Counselors work with administration, faculty, and parents to assist in maintaining the physical, emotional, and intellectual well being of our students. They help resolve scheduling conflicts; assist students in defining future goals; and direct programs that help students develop conflict resolution skills, better study habits; and learn about substance abuse issues.

### Instructional Support Services

Our Instructional 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.

### Infirmary

There are school nurses on duty in the school infirmary from 6:45 a.m. until 5:00 p.m. on school days, and from 9 a.m. to 2 p.m. on Saturdays. The nurse is the only person authorized to adminis-

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ter any medication. Parents have the responsibility of giving any medication that their child needs during the school day to the school nurse 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 nurse will administer appropriate first aid and inform the administration and parents.

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.

## V. 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.

Electronic mail 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 email account with a 10MB storage capacity. This email account is a valuable asset. It is, and should remain, private to the user alone. The account holder is totally responsible for all

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activity that takes place from that account. To safeguard identity and privacy, students must not share or give their passwords to anyone.

## **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 (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 (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.

## **Best Practice While Online**

- 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.
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## 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.

## VI. 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 corresponding area Principal. Information regarding the objectives of these clubs and organizations, as well as information regarding their membership criteria, can be found on the school webpage.

### 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.

Note: Students who are placed on Academic and/or Behavioral Probation are ineligible to participate in the 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 pro-

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grams should communicate with the appropriate administrative office, faculty advisor or their counselor.

### **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 appropriate administrative office, faculty advisor or their counselor.

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