

In keeping with the ANS mission to educate students to be ethical individuals, the school will guide its students along the path of academic integrity & honesty. For this purpose, students are expected to comply with the ANS Honor Code.

American Nicaraguan School Honor Code:

ANS students will not engage in lying, stealing, cheating, or plagiarism and, through their actions, will encourage others to honor 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.
- Any of the following: deception; the use of talking, signs, or gestures during a quiz; 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.
- Any of the following: 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.

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. Speak to anyone in violation of the Honor Code about the seriousness of the infraction.
6. 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 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.

- First Violation: Classroom teacher will generally assign a grade of 0% for the assignment, quiz, or test. A discipline notice will be placed in the student's file and the student's parent(s) will be notified. NHS or NJHS members in violation of the ANS Honor Code 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.)*
- Second Violation: Classroom teacher may assign a grade of 0% for the assignment, quiz or test. A discipline notice will be placed in the student's permanent file, and the student will be placed on Honor Code Probation, which will follow the student for the duration of their studies at ANS.
- Third Violation: Grounds for non-admittance to ANS for the following semester or immediate expulsion.

Note: Be advised that from a single incident, it is possible to have multiple Honor Code violations (ex. cheating an assignment and then lying about it when questioned by the teacher).

I have read and understood the Honor Code of the American Nicaraguan School. I will abide by its terms.

Student's Name (Please Print)

Student's Signature

Date