



Secondary school
**Parent - Student
Handbook**
2024-2025



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General Information

The American Nicaraguan School (ANS) is a private, non-profit, co-educational multicultural institution which offers an educational program for students from all nationalities from preschool through twelfth grade.

The American Nicaraguan School is duly accredited by Cognia (international accreditation) as well as by the Ministry of Education of Nicaragua (MINED) and is based on the Manuals and guidelines of MINED and the norms established by Nicaraguan law.

School Mission and Beliefs

The mission of the American Nicaraguan School is to provide an innovative and dynamic education so that our students develop their full leadership potential, achieve academic excellence, and make meaningful and ethical contributions to a global society.

We define learning as the means to honor curiosity and engage with the rigor of authentic and complex problems, working together to find solutions in an inclusive and collaborative community. We believe that when we have agency and discipline, our learning transcends time and space, taking us out into a future we create together.

We believe in the following Core Values:



Intellectual Curiosity

Why and how do we create?
What are the consequences?
How do space and materials drive the process?



Innovation & Creativity

What am I curious about?
What do I want to learn?
How am I changing?



Global Awareness

How can I make a difference in the world?
How does location impact universal problems?
How can I make the world a more peaceful place?



Respect of Self and Others

How can we be a more inclusive community?
How can we teach our community about important topics in adolescent development?
How can character play a greater role in our community?



Environmental Stewardship

Where do we live?
What resources do we have or need?
How do I care for the natural resources?



Social Responsibility

How do we live in relation to others?
How can I contribute to the community?
How can I help others?
Are my needs/wants impeding those of others?

Accreditation

The American Nicaraguan School receives its accreditation from Cognia and the Nicaraguan Ministry of Education (MINED).

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

ANS Organization

ANS Secondary offers a college preparatory program aimed to prepare students for success during their Secondary studies, and beyond graduation. The American Nicaraguan School is committed to offering students a world-class education focused on a student-centered, constructivist approach to learning with a global lens. Our vision is centered on six key core values: Intellectual Curiosity, Innovation & Creativity, Global Awareness, Respect of Self and Others, Environmental Stewardship, and Social Responsibility. Students have an assortment of options to choose from to develop critical thinking and 21st century problem-solving skills.

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

Besides a rigorous academic program that includes numerous Advanced Placement (AP) offerings, and personalized learning through an internship program, students also explore arts through music, painting and sculpting and have the opportunity to participate in a variety of sports offerings.

Administration

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

When it is necessary for parents and/or legal guardians to meet with the Secondary School principal, it is required that an appointment be pre arranged through the appropriate secretaries. In doing so, the reason for the visit should be disclosed so that the principal may have the necessary records and information.

Support to Parents and/or Legal Guardians

The most important people for students at school are their classroom teachers. A parent and/or legal guardian with questions or concerns must first contact the appropriate teacher(s). The teachers are professionally trained, and because of the time spent with students they are the most accurate source of information about a child’s progress. Parents and/or legal guardians that have questions or concerns pertaining to any area of the school life of their child, should contact the teachers as the first source of information. Parents and/or legal guardians should do this by sending an email to the teacher of such assignment and making an appointment to visit the teacher. Appointments with teachers can also be made by calling the Secondary Office (Grades 6-8 extension 2049, Grades 9-12 extension 2018) or sending an email to secondaryoffice@ans.edu.ni

If after communicating with the teacher(s) the problem has not been resolved, an appointment to talk with the 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 and/or legal guardians are not to seek a conference with a teacher without arranging for an appointment first. If the matter is not resolved by following the steps described above, the Director General may then be contacted.

Parent Teacher Organization (PTO)

The ANS community encourages parents and/or legal guardians to become involved in activities at school. All parents and/or legal guardians and teachers are members of the Parent Teacher Organization (PTO), which provides a forum for participation. The PTO annually elects its Board of Directors to handle the coordination and execution of its activities at ANS. To learn more about PTO activities or to express interest in joining, you may contact the PTO pto@ans.edu.ni

Business Office

The Business Director and Business Office staff are the responsible persons for administering the financial affairs of the school under the policies established by the Board of Directors. Any parent and/or legal guardian with questions about financial matters shall contact boffice@ans.edu.ni

Communication

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

It is imperative that we model our Core Values (Intellectual Curiosity, Innovation and Creativity, Global Awareness, Respect of Self and Others, Environmental Stewardship and Social Responsibility) among one another as a community. Therefore, communication among ANS community members (which includes ANS staff, parent and/or legal guardian and/or students) should always abide and reflect our Core Values. This includes official communication as well as unofficial communication (such as grade level chats).

Distribution of Non-School Related Materials

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

Uniforms



The school uniform is a representation of our school and, as such, must be worn with dignity and pride. All students are required to wear formal school uniform (see below) and also when on school-sponsored field trips unless otherwise indicated.

Official Uniform Chart Secondary (6-12)	
Shirts	<ul style="list-style-type: none">• Shirt: A white, green-collared, polo-style shirt with green band on the sleeve with school emblem sewn on pocket (purchased at The Tiger Store). If worn, undershirts must be a white T-shirt or the school's P.E. T-shirt.• Sweater: Students may ONLY wear official ANS white sweatshirt (purchased at the Tiger Store), approved Club/Athletics or <i>Senior</i> sweatshirts/jackets.
Pants	<ul style="list-style-type: none">• Students have to wear plain, solid, dark blue, dress-style bottoms. Dress style pants must have pockets, a zipper, cotton, non-stretch material.• Shorts and skirts must be at a modest length. A reasonable test would be to expect the shorts to be at least as long as the student's fingers if the arm and fingers were stretched downward along the student's side. <p><i>Seniors</i> may wear approved <i>senior</i> shirts and khaki shorts, long pants and/or skirts at any time.</p>
Footwear	<ul style="list-style-type: none">• Athletic shoes and flat, dress-style shoes are acceptable.• Sandals, cleats, and other similar types of footwear (e.g. Crocs) are not acceptable.
Physical Education	<ul style="list-style-type: none">• The P.E. uniform consists of an official shirt and shorts. Girls may use ANS leggings for Health and Fitness (available at The Tiger Store).• Secondary students use their P.E. uniforms during the period of that class. Afterward, students shall wear their school day uniform to continue their classes during their regular schedule.
CLAW	On CLAW (Wednesday) students may use: <ul style="list-style-type: none">• Any ANS top including athletic or club shirts.• Official ANS bottoms (ANS leggings, ANS shorts)• Blue long/short pants, white, green-collared, polo-style shirt or <i>Senior</i> official uniform.• Non ANS leggings or bottoms are not allowed.
Fridays	On Fridays students may use: <ul style="list-style-type: none">• Any ANS top including athletic or club shirts.• Jeans (without rips, tears, holes, etc.)

IMPORTANT: The items described below ARE NOT ALLOWED as part of the uniform:

- No rivets, and/or chains are allowed.
- Athletic style or elastic band shorts (including sweatpants or clothes with logos or graphics).
- Pants, shorts, and/or skirts should not be denim material, bleached or faded, torn, ripped, or visibly patched.
- Hats/caps are only permitted during PE (with teacher permission) and should not be worn inside classrooms, ANS offices, covered hallways, etc.
- Non ANS sweatshirts
- Other – at the discretion of the principal or ANS administration.

Students out of compliance with the above Uniform Policy will not be allowed to return to class until he/she has complied with the Uniform Policy. If a violation occurs, parents and/or legal guardians will be notified. Formative measures will be applied as stated in the Handbook.

Senior Privileges

The American Nicaraguan School expects members of the senior class to be a 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 the rest of the High School’s students do not have. These privileges include wearing of khaki shorts, long pants and/or skirts as an alternative to the navy-blue uniform; the wearing of the senior class polo shirt; and attendance to special senior events.

Participation in the Graduation Ceremony is also a privilege enjoyed by those students completing all graduation academic requirements. Nevertheless, students who commit Level 2 or Level 3 behavioral violations can lose their privilege to participate in the ceremony. Seniors who earn an **F** in any of their classes on the final transcript, regardless of diplomas requirements, lose the privilege of participating in the Graduation Ceremony.

Arrival and Departure Time/Tardies

- The school is responsible for its students between 6:45 a.m. and 2:45 p.m. Monday through Thursday and 6:45 a.m. to 2:30 p.m. on Friday.
- Students who stay for extracurricular 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 sessions and/or tutoring are not to remain on campus after class hours. These students are to be collected promptly at Gate 4 or the South Gate at the end of the school day.

Arrival

- School begins at 7:00 a.m. Therefore, all students are to be in their classes, seated, and ready to work promptly at 7:05 a.m.
- Students arriving between 7:05-7:15 a.m. will be late for first period and a pass will be issued at Gate 4 before being admitted to their classroom. For the remaining class periods, teachers will take attendance and mark tardies. The South Gate closes promptly at 7:00 a.m.

Rules regarding students arriving late to class:

- Once a student accumulates two (2) tardies in any class, the parent and/or legal guardian will be notified, and corresponding formative measure will be applied which is to serve an after-school detention. During this time, he/she will do schoolwork assigned throughout their school day, refer to ANS Discipline Manual: Violations and Consequences Formative Measures. (pg. 34)
- In the event a student does not attend the corresponding detention, refer to ANS Discipline Manual: Violations and Consequences Formative Measures. (pg. 34)
- Once a student reaches eight (8) tardies, he/she will be assigned two hours of Saturday Detention. During this time, he/she will do schoolwork assigned throughout their school day. Refer to ANS Discipline Manual: Violations and Consequences Formative Measures. (pg. 34)
- Not complying with the Saturday Detention will result in one day suspension in school. During this time, he/she will do schoolwork assigned throughout their school day.
- Once a student receives twelve (12) tardies, it is considered excessive, and will serve an in-school suspension. During this time, he/she will do schoolwork assigned throughout their school day.
- Students who are unjustifiably tardy will comply with the measures outlined above. See Chapter regarding Policy of [Grading and Grade Reporting Policy](#) of this Handbook.

Students who are late after 7:15 a.m. will receive an unexcused absence. If a student arrives after 7:15 a.m. and has a written excuse from his/her parents and/or legal guardians, he/she must stop by the Secondary School Office to obtain a pass.

Early Dismissals

Students may not leave the school during school hours without first submitting a written request from a parent and/or legal guardian. Early dismissals will be coordinated through the Secondary Office.

Attendance

Attendance Procedure

We want your child to attend classes every day because we care for his/her well-being, and we want him/her to have a sense of belonging and academic success.

In case of absence, please email your child’s teacher and ANS Attendance Office before 7:00 am. attendance@ans.edu.ni. Include your child’s full first and last name, the date of the absence, and the reason for the absence. An absence of more than two (2) days will require a doctor’s note or other documentation to be excused.

Please note that the school calendar is online on the ANS website. Every school day counts, national and school holidays are clearly marked and we request that any and all trips adhere to these non-school days.



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

- A student may not have more than twelve (12) unexcused absences per semester, neither twenty four (24) unexcused absences per annual courses. This number of excessive absences result in the student not receiving credits for the subject.
- Abandonment of the school during any part of the day will be considered as an absence, as well as not attending of one period of class complete during the day for any unjustified reason.

Attendance is taken in each of the class periods of the day, so it is possible to have a different number of absences for each class. Warning notices will be sent through the Attendance Office to parents and/or legal guardians informing them of the absences and/or tardies of their children.

Pre-arranged and excused field trips and school activities on or off campus such as MAP tests, or AP tests will not be counted in determining total absences, even if the student is marked absent.

Dismissal on CLAW (Wednesday) is at 12:30 p.m. Parents and/or legal guardians and students are encouraged to schedule their agendas for these dates and/or times in order to avoid interruptions in instructional time. Every school day counts!

Excused or Unexcused Absences

The School Administration will determine if an absence is recorded as excused or unexcused. School absences fall into one of the following categories:

Excused Absence

Written notification from a parent and/or legal guardian must be submitted before 7:00 a.m. for an absence to be excused. An absence of more than two (2) days will require a doctor's note or other documentation to be excused.

Unexcused Absence

Any absence that it is not excused absence (as refer above) will be considered an unexcused absence. Students will be marked with an **F** for any assignments and/or assessments missed in their absence. Refer to the [Secondary School Grading and Reporting Policy \(Late work Guidelines\)](#) (pg. 25)

Planned Absence

ANS does not approve the use of school time for family trips or extended vacations. Parents and/or legal guardians of a student who anticipates missing school for any of these reasons must notify the Secondary Principal of the dates of the absences and the reasons for the absences at least one week in advance. Although notification to the secondary principal is required, this absence will not be excused.

Absence while representing the school

For a student to be absent from classes for ANS approved school events, the student must be in good academic and behavioral standing. This means that the student:

- a) Must NOT be in Academic Remediation or Behavioral Improvement Plan status and/or
- b) Is failing any class at the time of the event/activity.

A student who makes the traveling roster initially, but subsequently has behavioral or academic issues prior to departure, will be removed from the traveling roster, and ANS will not be responsible for any costs incurred.

It is the responsibility of the student to submit work assigned or due during the absence either in advance or upon return from the event.

School Calendar

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

Lunches and Snacks



Fresco Stand

The Food Court offers hot food on a daily basis. The Fresco Stand is also open during the school day.

Both offer a variety of juices, sandwiches, salads, and other dishes which comply with our nutritional guidelines. Students may also bring their lunch to school from home.

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

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

The Hungry Tiger stand in Primary is off limits for Secondary students at all time.

Library

The library is open from 6:45 a.m. to 3:30 p.m. every day of the school week, with the exception of Fridays and any day before a school holiday, when it will close at 2:30 p.m.

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

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



Access to Campus and Classrooms

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

After 7:05 a.m., all visitors and/or students arriving late to school must enter through Gate 4. All individual visitors seeking access to the ANS campus must have a pre-arranged appointment, be issued and visibly carry a visitor pass granted at Gate 4.

Visitors are subject to review by ANS security. Upon conclusion of their meeting, visitors must leave campus, or remain at Gate 4. All non-students seeking access to any part of the ANS campus must first be authorized by the Secondary Principal then proceed with aforementioned visitor guidelines.

The teacher, counselor, principal, and/or any other ANS staff member who has an appointment with a visitor must go to Gate 4 to take the visitor to the meeting location and return the visitor to Gate 4 after the visit is completed.

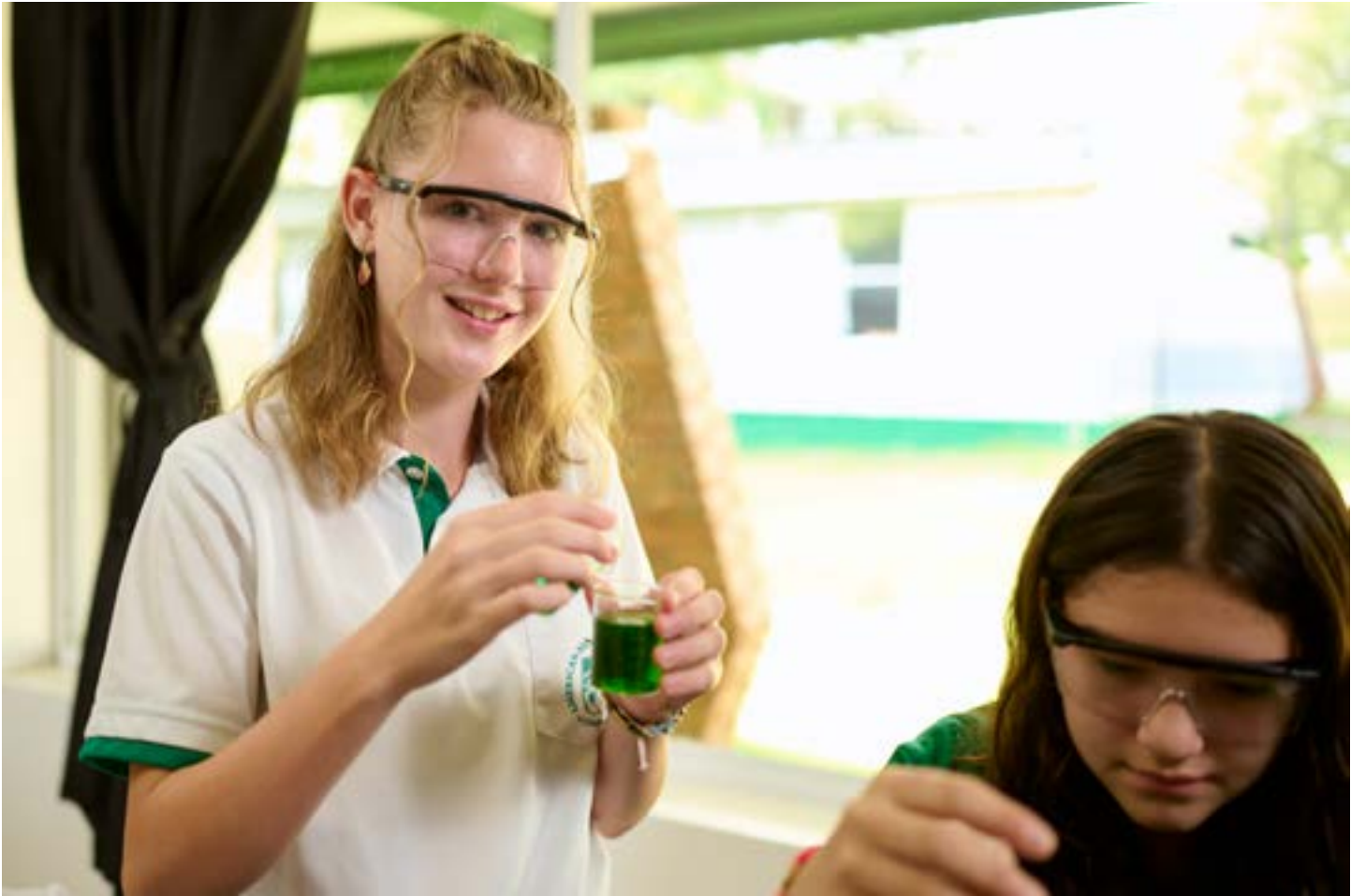
Occasionally, when students are required to work on campus on an activity or project during off-campus hours, they must have prior approval from the Secondary Principal and a teacher must supervise this type of work. Any student who comes to campus after school hours must check in with security personnel at Gate 4.

VISITORS CODE OF CONDUCT
CÓDIGO DE CONDUCTA PARA VISITANTES

Visitors are expected to:
Se espera que todo visitante de ANS:

-  Wear their visitor's badge, (provided at Gate 4). The badge must be clearly displayed at all times.
Porte su identificación de manera que esté claramente visible en todo momento. (Esta identificación será proporcionada en el portón 4).
-  Act and speak in a kind, respectful, and professional manner. (No hostility, threats, or verbal/physical aggression).
Muestre en todo momento una conducta amable, respetuosa y profesional. (Sin amenazas, intimidación, maltrato físico o verbal).
-  Avoid any physical contact with students and never be alone with any student.
Evite cualquier contacto físico con los estudiantes, así como quedarse a solas con ellos en ningún momento.
-  Use only designated adult facilities, not student facilities (e.g., toilets, changing rooms).
Haga uso de las instalaciones designadas exclusivamente para adultos y no las de los estudiantes (por ejemplo, baños, vestuarios).
-  Obtain permission from a leadership team member before taking images and videos of any students.
Solicite autorización a un miembro del equipo administrativo de ANS antes de tomar fotografías y/o videos de cualquier estudiante.
-  Respect the privacy and confidentiality of all students and staff, refraining from discussing or sharing any information about students with unauthorized persons.
Respete la privacidad y confidencialidad de todos los estudiantes y del personal de ANS, absteniéndose a compartir cualquier información sobre los estudiantes y/o el personal de ANS con personas no autorizadas.
-  Refrain from consuming alcohol, smoking, or vaping on campus.
Se abstenga de consumir alcohol, fumar o utilizar vape en el recinto.

Any visitor who violates the code of conduct will be escorted off the ANS campus immediately.
Cualquier visitante que no cumpla el Código de Conducta será escoltado fuera del campus de ANS inmediatamente.



Passes

If a student needs to be excused from class for any reason, they must request an official pass with the time, date and signature of the teacher noted. A student who is not in class and does not have a valid pass will be considered to have been skipping that class.

Teachers will have a sign out/sign in sheet for bathroom and water breaks, and/or visit the clinic at the entrance of their classrooms.

Driving/Parking on School Grounds

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

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

Student Visitors

Student visitors are limited to: former students graduated from ANS in good academic and behavior standing, and/or potential new students who have begun the admission process. No other student visitors will be authorized at any time other than those established in this Handbook.

To apply for student visitor authorization, the following will be required:

- Request for a visit one week in advance, sent by email to the Secondary School Administration.
- Visitors are limited to partial day visits (7:00 a.m. - 11:00 a.m. or 11:00 a.m. - 2:30 p.m.).
- Visitors must wear clothing similar to the school uniform; and abide by school rules and regulations.
- The visitors will visibly wear the Visitor Identification Card.
- Student visitors may be asked to leave at any time.

Authorization for student visits is at the discretion of the Secondary Principal. Visitors will be limited to one at any given moment per division. The Secondary Principal will notify the information of visitors via email teachers, counselors, secretaries, Clinic, Athletic Department, Child Protection Lead, Dean of Discipline, Security Staff (Gate 4), and Administrative Staff.

Emergency Preparedness Information

ANS has an emergency plan based on guidelines given by the Nicaraguan Ministry of Education (MINED) and international standards. The ANS emergency procedure manual details response steps for different emergency situations. The purpose of the manual is to ensure that school personnel respond to an emergency situation in a manner that will guarantee safety of the students, faculty, staff, maintenance, parents and/or legal guardians and visitors present at that time.

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

The information below is given as a reference about emergency and/or evacuation procedures. The three main types of emergencies are: Earthquake, Fire and Imminent danger. The corresponding alarm, according to the type of emergency will sound and indicate the type of emergency we are facing. Students, teachers and the entire ANS staff continuously conduct emergency drills following the appropriate protocol for each type of emergency. Types of emergencies and evacuation procedures:

Earthquakes: During/after an earthquake, teachers keep students in safe designated area. Teachers and school staff will remain with students at all times and await further instructions.

Fire: The event that a fire starts inside any ANS area, an alarm will sound for students, teachers and staff to vacate the premises and move to a designated safe area. The same basic procedure will be followed if a brush or field fire threatens the school from outside the school perimeter.

Imminent danger: The initial response requires that all students, teachers and entire school staff take shelter in the designated safe zone area. In this case, students will be led in an orderly manner to the designated safe zone, this will allow the coordination of evacuation procedures. Students should not leave the campus on their own or wander around the school. Please note that if the school's Emergency Management Team determines an emergency lockdown, all access to the campus is prohibited.

Effective emergency management depends on the support of parents and/or legal guardians to ensure the safety of everyone on campus. The only place for information is through the school's official means of communication: ANS website, email, SMS text messages, social networks or others. It is requested to avoid saturating phone lines with external calls.

Textbooks & Instructional Materials

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

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

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

Lockers

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

Personal Possessions

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

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

Withdrawal Procedures

If a student transfers to another school or withdraws from ANS for any reason, parents and/or legal guardians must notify the Secondary Office and Admissions Office in writing. The notification must include a list of official documentation required by other educational institutions. Official documents will be ready no later than in a two week period, and must be requested on the [ANS website](#). All financial responsibilities, including library materials, must be turned in and/or canceled before ANS offices will release any documentation.



Academics

English as Language of Instruction

English is the learning language in ANS. Both the textbooks and the learning materials are in English. The only exception to the compromise of the school with the English as the learning language is in the Department of Modern Languages, in the specific courses of compliance to obtain the "Diploma de Bachiller en Ciencias y Letras" granted by the Nicaraguan Ministry of Education and the athletic instruction based on AASCA.

In order to support fidelity to the language of instruction at ANS, a language use policy has been developed that includes the following provisions:

- English is to be used at all times on campus by teachers and administrators when they are interacting with students, both in and out of class, with the exception of the teachers of the above-mentioned courses.
- English is the language to be used in the ANS administrative offices when staff is interacting with students. Medical clinic staff will use English or Spanish, as the situation warrants.
- Unacceptable/vulgar expressions in any language will not be tolerated.

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



American Nicaraguan School requires the completion of the curriculum to obtain the American Nicaraguan School High School Diploma, recognized by the accreditation of Cognia (International Accrediting Agency). Likewise, the American Nicaraguan School requires the completion of the Bachillerato Program to obtain the "Diploma de Bachiller en Ciencias y Letras" granted by the Nicaraguan Ministry of Education. This diploma is required for higher education studies in Nicaragua, as well as in other countries in Latin America and some countries in Europe and Asia. For more information, consult the Course Catalog found on the ANS-Secondary website <https://anyflip.com/oeeg/lnob/>.

Advanced Placement (AP) Program

If a student meets both of the first two criteria, then they may register for the AP class. If students do not meet both of the first 2 criteria, then the third criteria must be fulfilled:

1. Students must meet AP Potential according to scores from the PSAT for the AP course(s) that they are selecting. Students wishing to enroll in an AP class in 10th grade must score "above grade level" on his/her MAP tests from 9th grade.
2. Students must earn a grade of at least 90% in the current core class (non-AP) or at least 80% in the current core class (AP) for the subject area(s) in which they would like to enroll.
3. Students must complete the Advanced Placement Application and Teacher recommendation form with their course scheduling sheets. The teacher recommendation must be filled out by the student's current core teacher for the subject area which he/she would like to enroll for the next year. In order to complete the application, teachers may require a diagnostic test for Math & Science AP courses and a writing assessment for Language and Social Studies courses. These are scheduled after school under the supervision of a teacher.

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

- 5 - Extremely well
- 4 - Very well
- 3 - Well
- 2 - Possibly qualified
- 1 - No recommendation.



Global Studies Recognition

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

Service Learning & Experiential Education

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

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

Strategic Support & Learning Labs

Students with academic support needs in the areas of Literacy and/or Math will be assigned to strategic support sessions held within the school day, during Community block. Flexible Math Labs are available during CLAW to provide an added layer of support to students, by Math content area.

Teachers are available in their classrooms Monday to Thursday from 2:30 - 2:45 p.m. to clarify any questions students may have regarding assignments or the learning of the day.

Academic Improvement Plan

Students may be placed on an academic improvement plan when they have two or more **F**’s in core subjects (i.e., English, Mathematics, Science, Social Studies, or Spanish) and/or GPA below 1.75 those same core subjects for the semester or year-end grades.

The policy on academic improvement plans is established to provide students and their families the opportunity to return to acceptable standards of academic performance.

Parents and/or legal guardians shall be informed in writing and shall be required to attend a meeting with the student, principal, and counselor. The purpose of this meeting shall be to establish a plan for improvement. The guidance counselor, with the support of the principal, shall oversee the implementation and follow up of the plan. Compliance with the requirements of the plan, including meeting academic standards, will result in removal of the student from remediation status.

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

Promotion/Retention 6th - 12th grade

- Students who fail three or more core classes during a school year will automatically fail and must repeat the school year if they decide to enroll in ANS for the following academic year. They are not eligible to take remedial courses and/or for-credit exams.
- Students who fail less than three subjects, must attend summer courses and take the remediation exam(s) (for-credit exam) before the beginning of the following academic year.
- A student who passes the remediation exam (for-credit exam) will receive a maximum grade of 60 for the course.
- A student who does not take, or does not pass, for-credit exam must repeat the course before the beginning of the next school year’s course.
- A student who does not take, or does not pass the remediation exam (for-credit exam) in two subjects, must repeat the school year if he/she decides to remain in ANS.
- Students who voluntarily withdraw from ANS will receive a second opportunity to pass the remediation exam(s) (for-credit exam) so that they can receive credit for the course(s) for the other school.
- Students may repeat a maximum of one school year at ANS while enrolled in Grades 6-12.
- Students who fail an academic year twice between 6th-12th grade, must withdraw from ANS and may not be readmitted to the school in the future.

Homework

Homework is defined as meaningful and quality work assigned to students to be completed during non-instructional hours. The amount of homework should depend upon the learning and individual needs of the student.

Students must understand that assignments are part of the course requirements, ensure that they understand the assignments before leaving the classroom, complete and submit the assignments on the due date, and complete the assignments honestly and in accordance with the teacher’s directions.

Assessment

Assessment is ongoing and based on formative learning processes. The school wide [assessment philosophy](#) describes the approach to assessment for learning. Formative assessment is a constant process of observations, conversations and work done by the students. Performance Tasks come in various forms: quizzes, presentations, tests, special projects, etc.

Secondary School Grading and Reporting Policy

- [Secondary School Grading and Reporting Policy](#)

Grading Periods

The school year is divided into two semesters (fall and spring). At the midway point of each semester (October and April), the Secondary School hosts Student-led Conferences to discuss strengths and areas of growth, to adjust learning as needed. This conference enables students, parents and/or legal guardians and teachers to understand how to improve learning the rest of the semester, before a grade is published.

Semester and Final Exams

Learning happens over time, not as a snapshot in time. At ANS, students do not take comprehensive semester or final exams. However, some classes will use skills learned throughout the semester to show learning over time. Each semester will count as 50% of the overall grade.

Grade Reporting

The reporting system will have one category for reporting student achievement - Performance Tasks. All graded tasks will go into this category with teachers reporting 3rd to 8th grades per semester. Formative assignments will not be graded, but they will be used by teachers and students to make adjustments in learning during each unit.

Assessment Calendar

The assessment calendar is located on the ANS webpage. All Secondary Staff is responsible for including any graded assessments on the assessment calendar. No more than 2 assessments per day are allowed, and prior notification to students is required, with no more than 4 assessments programmed per week.

Retake Guidelines

The retake policy allows teachers to use his/her discretion when determining which, if any, assessments will be eligible for retake. In order to earn the opportunity for retaking an assessment, the student must:

- Complete all formative tasks to a satisfactory level
- Turn in all homework prior to the retake
- Attend tutorial session(s), as required by the teacher
- Complete reflection sheet, as required by the teacher

The retake policy is open to all students, regardless of the grade on the assessment. The teacher reserves the right to only reassess the portions of the assessment on which standard(s) are not met by the student. If the teacher determines the student only needs to be reassessed on certain standard(s), the points earned from those standards will be applied to the final grade. Otherwise, retakes are for full credit. The grade will not be an average of the two assessments. Teachers may ask students to show their understanding in a variety of formats including essays, interviews, presentations or written tests, regardless of the format of the initial assessment.

Late Work Guidelines

Students are expected to meet all deadlines provided by each teacher, in order to receive feedback throughout the learning process. If a student misses a scheduled performance task, or the deadline for its submission, an **F** representing "no evidence" will be reported in the gradebook. If a student fails to submit or complete a performance task within 10 days of the scheduled assessment, the **F** will remain reported as the grade.

Student Dispositions/Traits

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

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

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



Engagement/Student’s Level of Commitment

Level of Engagement, reflects the participation, commitment and involvement of students with their work in the classroom. It is the degree of attention, curiosity, interest, optimism and passion that students show during the teaching and learning process. This student’s participation is reflected both in the learning activities and their involvement in their own learning. It includes factors such as attention, participation in each of the classroom’s activities, their level of motivation and the degree of protagonism in their own learning process, the sense of belonging to the group, and an objective to be reached. A truly engaged student shows clear signs of wanting to learn, is actively interested in the subject and shows his or her intention to really understand it.

Teachers after each classroom session will evaluate each student’s Engagement (Level of Engagement) according to the criteria mentioned below. For the ongoing school year 2024-2025, teachers will only report the level (1) from the engagement categories. This evaluation will be reflected in the online gradebook.



Incomplete Grades

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

Grading & Reporting Policy

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

Conversion Chart for ANS High School Diploma:

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

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

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

For internal purposes, such as determining Valedictorian and Salutatorian, ANS will use the weighted GPA. The GPA will be calculated with the 8 assigned courses each school year.

Below is the conversion chart for obtaining the "Diploma de Bachiller en Ciencias y Letras" granted by the Nicaraguan Ministry of Education:

Nivel de Competencias	Cualitativo	Cuantitativo
Competencia alcanzada (AL)	Aprendizaje Avanzado	90-100
	Aprendizaje Satisfactorio	76-89
Competencia en Proceso (EP)	Aprendizaje Fundamental	60-75
	Aprendizaje Inicial	Menos de 59

Reviewing Grades and Progress Reports

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

Honors & Awards

ANS is dedicated to excellence and honors those students who demonstrate their dedication to excellence. For each grade, teachers appoint and select the students to recognize their academic excellence for subjects and exemplary achievements as follows:

1. ANS Academic Excellency (Annual GPA of 3.75 or higher)
2. ANS Academic Achievement (Improvement, NO GPA)
3. Academic Excellency by subject
4. Leadership Award
5. Award to Being a Good Citizen

12th grade students, also have the additional opportunity to be awarded specific awards to be given at the Graduation Ceremony by the school authorities and members of the community, among them:

- Jean Paul Genie Award
- Michele Richardson Athletic Award
- Pereira Cup
- Alberto & Ana Carolina Chamorro Award for Community Service which is intended to celebrate the extraordinary work in benefit of the community undertaken by an individual or club from ANS

Selection Criteria for Valedictorian/Salutatorian

- Must be a graduating senior.
- Must have attended ANS for at least the most recent 5 semesters (since second semester sophomore year).
- In the case in which any part of the high school enrollment was not at ANS, a maximum of 3 semesters from another high school would be included in the calculation.
- The first and second top weighted Grade Point Average (WGPA) is calculated to determine Valedictorian and Salutatorian respectively.
- Weighted GPA is calculated as cumulative from the final grades resulting from two semesters each of ninth through twelfth grades.
- The full course load of eight courses is calculated to obtain a students' WGPA. In this way, each student's WGPA represents 32 credits total.
 - While students may take additional courses and they may be calculated into WGPA for transcript purposes, the determination of Valedictorian and Salutatorian is based on the WGPA of an equivalent number of course credits (32).

- When a student takes an AP course as one of their eight credit-bearing courses, through an online provider, since it is not a course offered at ANS, this course will be calculated into their WGPA.
- As is applied to all AP courses, if the student receives a C (72) or above and earns a 3 or above on the test, this course will also be counted into the WGPA.
- In the extraordinary event of a tie, both students will be honored as Co-Valedictorians.

From 9th to 12th grade candidates to Valedictorian/Salutatorian must demonstrate:

- Obtain an excellent record in the Commitment, Collaboration and Determination Dispositions in each course (no ones (1s) is acceptable).
- Maintain a high level of Engagement (No more than 12 "1s" during the school year and/or 6 "1s" per semester).
- Maintain an excellent attendance and punctuality record. Refer to attendance section in this Handbook. (pg. 11)
- Have an excellent disciplinary record. Have no Memorandum of Understanding (MoU) and/or Behavioral Report Forms (BRF) for Disciplinary offenses in Level 1, Level 2 or Level 3 on their permanent student record.

Roles at the Graduation/Ceremonies

The Valedictorian and Salutatorian are expected to deliver speeches at the Graduation Ceremony.

Announcement/Revoke

The Valedictorian and Salutatorian are typically announced one week before graduation. The school reserves the right to revoke these titles if the students fail to maintain their academic standing or engage in misconduct before graduation.

Presidential Academic Excellence Award

The Presidential Award for Academic Excellence recognizes and honors a student’s hard work and academic achievements. Since 1983, this prestigious gold seal award honors students whose outstanding efforts have enabled them to achieve challenging standards of excellence. The award is earned by students who have achieved a cumulative GPA of 3.5 or higher during their studies, and who meet all other eligibility requirements such as:

- Obtain an excellent record in the Commitment, Collaboration and Determination Dispositions in each course (no ones (1s) is acceptable).
- Maintain a high level of Engagement (No more than 12 "1s" during the school year and/or 6 "1s" per semester).
- Maintain an excellent attendance and punctuality record. Refer to attendance section in this Handbook. (pg. 11)
- Have an excellent disciplinary record. Have no Memorandum of Understanding (MoU) and/or Behavioral Report Forms (BRF) for Disciplinary offenses in Level 1, Level 2 or Level 3 on their permanent student record.

- Achieve college readiness (MAP, PSAT, SAT) on both Math and reading indicators on at least two (2) test administrations throughout the year (*Seniors* may demonstrate this during their Junior year).

The Presidential Academic Excellence Award is awarded to:

- Students in the 8th Grade Class whose cumulative GPA was 3.5 or higher during their studies completed in the 6th-8th grade Middle School. In addition to all eligibility requirements listed above.
- Graduating High School Students (*Seniors*), whose cumulative GPA was 3.5 or higher during their 9th-12th grade High School studies. In addition to all eligibility requirements listed above.

Presidential Academic Achievement Award

The Presidential Academic Achievement Award is given to those students who have demonstrated great effort, growth, commitment or academic development. This award recognizes a student’s hard work, dedication and best academic effort.

Students receiving the Presidential Academic Achievement Award must have met the following requirements:

- Exceptional Academic Growth and Commitment.
- Demonstrate an excellent growth trajectory in dispositions (determination, collaboration and commitment).
- Demonstrate an excellent growth trajectory in engagement.
- Maintain an excellent attendance and punctuality record. Refer to attendance section in this Handbook. (pg. 11)
- Have an excellent disciplinary record. Have no Memorandum of Understanding (MoU) and/or Behavioral Report Forms (BRF) for disciplinary offenses in Level 1, Level 2 or Level 3 on their permanent student record.

The Presidential Academic Achievement Award is awarded to:

1. Students in the 8th Grade Class, completing their 6th-8th grade Middle School studies. In addition to meeting all the above requirements.
2. High School Students (*Seniors*), who finish their High School studies from 9th-12th grade. In addition to meeting all the above requirements.

Request for Official Documents

Parents and/or legal guardians or ANS alumni who need to request Transcripts and/or Transcript of Records and/or Official Records must complete the [Official Records Request Form](#) found on the ANS website.

All fees related to the request for official documents must be paid prior to obtaining the requested documentation.

Memorandum of Understanding (MoU)

An MoU is a document that establishes formal agreements and commitments between the administrative team of the American Nicaraguan School, students, parents, and/or legal guardians. The objective of the MoU is to reaffirm expectations in support of the student’s holistic development in areas in which he/she is presenting difficulties such as: discipline, absences/late arrivals to class, poor academic performance, learning and/or social-emotional difficulties, and/or medical conditions.

MoU Areas

A student will receive an MoU when teachers, the specialized learning team, counselors, the Dean of discipline, and/or area directors observe and document that the student has consistent difficulties and high levels of risk in the following areas:

I. Discipline

An MoU is written when the student has received in:

- 1. Multiple discipline offenses were reported by teachers through the Behavioral Report Form (BRF) and communicated to parents and/or legal guardians.
- 2. Multiple classroom incidents related to engagement that were communicated to parents and/or guardians.
- 3. Received a Behavior Improvement Plan as determined by the ANS Discipline Committee and presented to parents and/or guardians.

II. Absences/Tardies

An MoU is written when:

Secondary

- 1. The student has excessive absences that approach the limit established in the Secondary Parent-Student Handbook, which indicates that more than 12 absences in a semester-long course or more than 24 absences in a year-long course represents a possible risk of loss of credit.
- 2. The Secondary Principal and/or Assistant Principal has sent a warning letter to the student and his/her parents and/or legal guardians.
- 3. The administrative and counseling team has held follow-up meetings with parents and/or legal guardians to share concerns about the number of absences of their child.

III. Low Academic Performance

An MoU is written when:

- 1. Teachers and/or the specialized learning lead, have notified parents (through email and/or meetings) of their concern about the low performance that the student has been obtaining in his/her classes during the first weeks of the school year prior to the 1st evaluation cut-off.
- 2. The Primary or Secondary Principal and/or Assistant Principal has sent a warning letter to the student (if applicable), parents and/or legal guardians reflecting a grade lower than 60/100 in one or more subjects after the 1st evaluation cut-off.

- 3. The academic team, specialized learning lead, counselors, and/or area directors have held a follow-up meeting and presented an academic improvement plan to the student (if applicable), parents, and/or legal guardians after the end of the first semester.

IV. Learning and Social-Emotional Difficulties

- 1. An MoU is written when a psychoeducational evaluation is required due to documented prior observations by teachers, the specialized learning lead, counselors, and/or area directors of learning difficulties and other factors affecting the student's academic performance.
- 2. An MoU is written when a psychological evaluation is required due to documented prior observations by teachers, the specialized learning lead, counselors, and/or area directors in order to identify and address mental health issues that may be affecting the student's behavior. The assessment will help to understand the student's needs and provide the appropriate support needed at school.

V. Medical Condition

An MoU is written to provide support to a student with a health condition that significantly impacts his/her learning process. The medical information requested will allow the ANS academic team, counseling department, and administrative team to understand the student's needs, and thus determine an appropriate support plan for the student's medical needs.

VI. Admission

An MoU is drafted in cases in which parents and/or legal guardians must provide the necessary documentation to complete the permanent record of their child entering ANS. These documents include: Transcripts/Certificates of Grades, letters of recommendation, letters of conduct, apostilles, and any other documentation that requires compliance within the guidelines established by the Ministry of Education (MINED).

An MoU may also be drafted after the admissions committee has analyzed and identified below-average scores on standardized assessments for incoming students. These students are accepted into ANS on a provisional basis with the understanding that they and their parents and/or legal guardians must follow the academic guidelines and expectations established by ANS.

Phases of the MoU Process

- 1. Identification of the Situation: After the teacher, specialized learning lead, counselors, Dean of Discipline and/or area directors provide support, apply the formative measures aligned to the Parent-Student Handbook, send written communication and conduct meetings with parents and/or legal guardians, the team will analyze and assess of the situation the student is facing in any of the above-mentioned areas.
- 2. Writing the MoU: The Student Intervention Coordinator drafts the MoU in collaboration with the specialized learning program lead, counselors, Dean of Discipline, and directors of the corresponding area. The MoU is then reviewed by the ANS Ministry of Education (MINED) representative. Then, the Student Intervention Coordinator, specialized learning lead, counselors, Dean of Discipline, and/or area directors present the MoU to the parents and/or legal guardians, as well as to the student (if applicable).

- 3. Presentation and Signing of the MoU: The document is presented for signature by the ANS team members mentioned above, as well as the student (if applicable) and their parents and/or legal guardians.

This process provides the student with the opportunity, guidance, and support tailored to their needs, to ensure their academic and personal growth.

Signatures of the Involved Parties

By signing the MoU, the participants agree to the terms, commitments, and requirements outlined in the document.

Validity of the MoU

The MoU becomes effective on the date it is signed by all parties and will remain in effect throughout the current school year, until all terms are fulfilled, the proposed objectives are achieved, and it is demonstrated that the difficulties faced by the student have been overcome.

Follow-up of the MoU and Drafting of a Second MoU

The Student Intervention Coordinator will follow up on the agreements, commitments, and requirements established in the MoU, both with the academic team, the specialized learning lead, counselors, and school administration, as well as with the students, parents, and/or legal guardians.

In the event that the Student Intervention Coordinator identifies non-compliance of the agreements, commitments and requirements established in the first signed MoU, another meeting will be requested with the ANS team, student, parents and/or legal guardians, to proceed with the implementation of a second MoU. The second MoU will be attached to the first previously implemented MoU.

Important Notes

- In the event that parents and/or legal guardians decline to sign either the first or second MoU, ANS reserves the right to not renew the student's enrollment for the following school year.
- In the event that parents and/or legal guardians or the student do not comply with the agreements, commitments, and requirements signed in the second MoU, ANS will reserve the right to not renew the student's enrollment for the following school year.

Discipline

1. **Compliance with ANS Dress Code:** Adhere to the school's dress code.
2. **Compliance with ANS Attendance/Punctuality:** Arrive on time to school (before 7:05 a.m.) and class.
3. **Upholding the ANS Academic Honor Code:** No lying to ANS teachers or staff, cheating, plagiarism, forgery, or theft/stealing.
4. **Classroom Conduct:** No behavior that disrupts the teaching process or hinders other students' ability to learn. This includes:
 - No phone and/or smartwatch is allowed in ANS campus during school hours (7:00 a.m. - 2:30 p.m.) and/or school-sponsored activities.
5. **Respectful Behavior:** No actions that may cause psychological or emotional harm to fellow students or other members of the ANS community.
6. **Safety and Well-being:** No behavior that threatens or causes physical harm to fellow students or other members of the ANS community.
7. **Privacy and Consent:** No recording or posting of photographs/videos of students, teachers or ANS community members during school or school-sponsored activities without their explicit written consent.
8. **Zero Tolerance for Prohibited Substances and Weapons:** Possession, use, distribution or sale of weapons, tobacco/vapes/alcohol or illegal substances on school property or during school-sponsored events is strictly forbidden.
9. No leaving class without a Hall Pass.
10. Comply with all ANS' Secondary Parents-Students Handbook, ANS Discipline Manual, Manuals, Guidelines, and any other regulations issued by ANS.

Violations of these behavioral expectations will be thoroughly investigated by the Dean of Discipline and Engagement and the ANS Discipline Committee, which includes, but is not limited to: Dean of Discipline and Engagement, Secondary Counselor, Child Protection Lead, and Secondary School Principal. Depending upon the case being revised, the Discipline Committee will also include: the Athletic Director, Player Development & Compliance Coordinator and/or advisors of HACIA Democracy/ the correspondent advisor of any of the National Honor Society (NHS, NJHS, Science, Math, English, Arts) and/or AASCA Music/AASCA Robotics/AASCA Sport. Appropriate Consequences/Formative Measures, as outlined in the ANS Discipline Manual, will be applied.

ANS Discipline Manual: Violations and Consequences/Formative Measures

ANS Discipline Violations

The following behaviors are violations of the ANS mission and values and will not be tolerated:

Level 1 Disciplinary Violations

- Inappropriate/Disruptive Classroom Behavior. This includes, but is not confined to:
 - Receiving four (4) or more ones (1s) in engagement in one (1) week.
 - Interference with classroom instruction.
 - Defiance/Disrespect/ Noncompliance.
 - The following electronic devices are banned in the ANS campus for all students: mobile phones, smart phones, smartwatches, video games consoles, lasers pointers.
 - Use of other personal electronic devices such as laptops or tablets without the consent of the teacher.
 - Individual teachers have the authority to determine which electronic devices are allowed in their classrooms.
- Inappropriate language (cursing, expletives, lewd/curse expressions) anywhere on the school campus (i.e., classroom, hallways, lunch areas, athletic field).
- Skipped class for unjustified causes. Leave the classroom without the teacher authorization.
- Failure to comply with the dress code.
- Two (2) tardies (being late to school and/or class).
- Congregating in parking lots or wooded areas during school hours.
- Littering or leaving trash after break/lunch/outdoor activities on campus or in school-sponsored activities.

Level 2 Disciplinary Violations

- Three (3) or more Level 1 Disciplinary Violations over a semester.
- Disrespect National Symbols.
- Noncompliance with ANS' Manuals and/or written orientations.
- Eight (8) to twelve (12) tardies (being late to school and/or class).
- Four (4) to eight (8) unexcused absences.
- Not attending/showing up for an assigned detention without a written valid justification provided from parents and/or legal guardians.
- Disrespect of teachers, classmates, educational authorities, administrative personnel and/or members of the educational community in general.
- Voluntarily interrupting classes.
- Lying to ANS academic authorities while being under investigation.
- Threats, insults and/or slander to teachers, classmates, educational authorities, administrative personnel and/or members of the educational community in general.
- Inappropriate displays of affection that includes but is not limited to: make-out sessions, being touchy, overly handsy, overly physical, holding hands and fondling on campus and/or school-sponsored activities.

- Spitting anywhere on campus and/or directly on people.
- Any behavior -- speech or writing (online or in-print) – cyberbullying, intimidation, hateful language, emotional abuse among others, that:
 - Causes physical, emotional or psychological harm to individuals and/or groups that are part of the ANS community.
 - Hiding of a student, teacher, ANS member private property and/or causing damage as a result.
 - Communicates to individuals and/or groups that are part of the ANS community that they are not valued/respected based on their race, color, gender, religion, national origin, language proficiency, sexual orientation, physical appearance, disability or socioeconomic status. Make comments of hateful speech, for example: anti-Semitism, sexism, and homophobia.

This behavior is not permitted on school grounds, during school-sponsored events, activities, trips, or competitions, or online when directed at certain student(s), teachers, faculty, or members of the ANS community.

- Use/possession/distribution/sale of cigarettes/electronic cigarettes (vapes).
- Engaging in behaviors that are irresponsible to his or herself, as well as put at risk the health and safety of a student and/or other students or members of the community.
- Failure to comply with the rules established in the Academic Honor Code and its consequences/Committing academic fraud.
- Forgery of parent and/or legal guardian/ANS staff /teachers and/or administrative personnel's signatures, either manually and/or electronically.
- Violation of the security of computer system (destroying, altering, or damaging information, data or processes) of ANS students/ANS staff /teachers and/or administrative personnels' electronic devices, such as computers, laptops, cell phones, tablets.
 - Applicable Nicaraguan law will be followed, including Ley Especial de Ciberdelitos No. 1042.
- Placing propaganda harmful to morals and ethics or any other material that is not previously authorized by the school principal anywhere on the school campus.
- Covering up one's own and others' misconduct.
- Violating the ANS Discipline Manual for school-sponsored events including but not limited to ANS's Kermesse, Fall Festival, field trips, sports and/or academic competitions (national or international).

Level 3 Disciplinary Violations

- Three (3) or more Level 2 violations occur over a semester.
- Not attending/showing up for three (3) or more detentions.
- More than twelve (12) tardies (being late to school and/or class).
- More than eight (8) unexcused absences.
- ANS students will not provide services of writing essays, solving tests, writing summaries in exchange of any type of compensation.
- Direct or indirect threats to the safety of the school community as a whole or individual members of the school community.
- Physical violence and/or verbal aggression against classmates, teachers, staff and/or members of the school community:

- May involve hitting (with hand or other object), punching, slapping, verbal insults, kicking, shaking, throwing, poisoning, biting, burning, spraying, choking, drowning, or any other sustained physical activity/restraint that causes intentional physical harm.
- Use/possession/distribution/sale of drugs and/or alcoholic beverages, and/or psychotropic substances, and/or narcotics and/or controlled substances and/or medicines.
 - Protocols established by Nicaraguan law will be followed.
- Craft/use/possession/distribution/sale/trade of firearms and/or weapons, whether or not they are handmade (sharp objects, objects with any kind of blade attached), arson-related material (lighters, matches, fire starters) and all kinds of explosive material (solid, gel or liquid).
 - Protocols established by Nicaraguan law will be followed.
- Use/possession/distribution/sale of arson-related materials.
 - Protocols established by Nicaraguan law will be followed.
- Use/possession/distribution/sale of nicotine, tobacco, vaping (electronic cigarettes).
 - Protocols established by Nicaraguan law will be followed.
- Carrying or promoting the use of pornographic material of any kind and by any means.
- Bribe and/or blackmail to other students, teachers, and ANS members.
- Recording and/or sharing video recordings, audio or pictures of any students, teachers, staff or members of the community without their express and written consent while they are on campus or at ANS activities outside of campus.
- Creation of (but not limited to) accounts, websites, documents, banners, flyers, or forms in digital or written form using the logo, brand, or name of ANS partially or in full without written authorization by administration.
- Sexual harassment -- Any act by which a student says sexually inappropriate, lewd, or lascivious things to another student, teacher, or member of the ANS community without his/her consent.
 - Refer to [ANS Child Protection Handbook](#)
 - Protocols established by Nicaraguan law will be followed.
- Sexual abuse -- Any act by which a student performs sexually inappropriate, lewd or lascivious acts on another student, teacher or member of the ANS community without his/her consent and/or forces him/her to do so, using force, academics, intimidation or any other means that depresses his/her will, reason or sense, or by taking advantage of his/her state of incapacity to resist (Article 172, Law no. 641, Penal Code).
 - Refer to the ANS Child and Adolescent Protection Manual ([ANS Child Protection Handbook](#)).
 - Protocols established by Nicaraguan law will be followed.
- Vandalism -- Intentional damage to school property (building, material facilities, furniture, and/or equipment) or others' private property.
- Damage to and/or misuse of property including, but not limited to, instructional materials.
- Misuse of ANS Network Policies.

NOTES:

- *The school reserves the right to review violations that occurred within the ongoing school year.*
- *Level 1 referrals need to be communicated to parents and/or legal guardians within 48 hours.*
- *Level 2 and Level 3 referrals will be communicated to parents and/or legal guardians within 24 hours.*

Consequences of ANS Disciplinary Violations

After witnessing and/or learning one or more of the above disciplinary violations, the teacher/staff/counselor completes a Behavioral Report Form (BRF):

- If it is a student who witnessed/learned the discipline violation, the student reports it to either a teacher, counselor, Assistant Principal or Principal who then completes the BRF.

Once the BRF is received, the Dean of Discipline and Engagement meets with the student accompanied by counselor, principal or assistant principal. This applies for level 2 and level 3 violations. The Disciplinary Committee will determine: a) the level of the disciplinary violation and b) the appropriate/applicable formative measures based on that level, and inform the parents and/or legal guardians thereby.

The Discipline Committee is formed by:

- Dean of Discipline and Engagement
- Secondary Counselor
- Child Protection Lead
- Secondary Principal
- Depending upon the case being revised, the Athletic Director/Player Development & Compliance Coordinator and/or Advisors of: HACIA Democracy/ the correspondent advisor of any of the National Honor Society (NHS, NJHS, Science, Math, English, Arts) and/or AASCA Music/AASCA Robotics/AASCA Sport. The Discipline Committee will elect among their members who will be the chairman of such committee, who will serve for one year. Afterwards, a new chairman will be elected.
- If parents and/or legal guardians do not agree with the decision made by the Discipline Committee, they can submit a written appeal via email to the Director General and ANS-MINED Liaison.

Level 1 Disciplinary Violations: Formative Measures

- The Dean of Discipline and Engagement issues a verbal caution/warning to the student, and the student signs the warning note in order to acknowledge it was received.
- In the event of inappropriate classroom behavior, after-school detention for one or two hours will be applied depending on the behavior reported.
- In the case of a device removal, in addition to the verbal warning, a 60-minute after school detention is applied on the next designated day. During this time, he/she will do schoolwork assigned throughout their school day.
- After receiving four (4) or more ones (1s) in engagement in a week, a 90-minute after-school detention will be applied on the next designated day. If the student is part of a Varsity team, also a Saturday one-hour detention is applied. During this time, he/she will do schoolwork assigned throughout their school day.

- After receiving two (2) tardies in one (1) week, a 60-minute after-school detention is applied. During this time, he/she will do schoolwork assigned throughout their school day.
- Student signs a printed copy of the BRF, acknowledging a) comprehension of the disciplinary violation and b) commitment to changing behavior.
- The BRF Form is entered into the student’s permanent file.

Level 2 Disciplinary Violations: Formative Measures

Following the meeting with the student, and one member of the Discipline Committee, the Dean of Discipline and Engagement meets with the Discipline Committee to determine the applicable formative measures.

The Discipline Committee is formed by:

- Dean of Discipline and Engagement
- Secondary Counselor
- Child Protection Lead
- Secondary Principal
- Depending upon the case being revised, the Athletic Director/Player Development & Compliance Coordinator and/or Advisors of: HACIA Democracy/the correspondent advisor of any of the National Honor Society (NHS, NJHS, Science, Math, English, Arts) and/or AASCA Music/AASCA Robotics/AASCA Sport. the correspondent advisor of any of the National Honor Society (NHS, NJHS, Science, Math, English, Arts) and/or AASCA Music/AASCA Robotics/AASCA Sport.

Formative measures for Level 2 Violations include one or more of the following:

- In-school suspension (during this time he/she will do schoolwork assigned throughout their school day).
- Saturday detention (during this time he/she will do schoolwork assigned throughout their school day).
- Out-of-school suspension (up to five (5) days).
 - During suspension, the school will provide the necessary study materials and virtual accompaniment that will allow the student to keep up to date without affecting the student's academic performance.
 - During suspension, the student must keep up to date with the class material and/or homework required during this period of suspension.

Once the Disciplinary Committee reaches consensus and determines the appropriate formative measures, members sign the minutes of the meeting indicating that there is agreement with the decision.

The Dean of Discipline and Engagement will contact the student’s parents, and/or legal guardians to arrange an in-person meeting. This meeting will include the student, parents and/or legal guardians and the members of the Discipline Committee.

- At the end of the meeting, student and parents and/or legal guardians sign a printed copy of the BRF and ACTA BOOK acknowledging:
- Comprehension of the disciplinary violation.
 - Agreement with the formative measure assigned.
 - Commitment to changing behavior in the future (this may include follow-up counseling and/or a behavioral improvement plan).
 - Comprehension that if the behavior continues, it will be determined a possible consequence and manner in which the student will finish the academic year (without interrupting his/her studies) and/or non-enrollment for the following school year.

The signed BRF along with the copy of the minutes written in ACTA BOOK of the meeting signed by all present, is entered into the student’s permanent file.

If parents and/or legal guardians do not agree with the decision made by the Discipline Committee, they can submit a written appeal via email to the Director General and ANS-MINED Liaison.

Level 3 Disciplinary Violations: Formative Measures

Following the meeting with the student, and one member of the Discipline Committee, the Dean of Discipline and Engagement meets with the Discipline Committee to determine the applicable formative measures.

The Discipline Committee is formed by:

- Dean of Discipline and Engagement
- Secondary Counselor
- Child Protection Lead
- Secondary Principal
- Depending upon the case being revised, the Athletic Director/Player Development & Compliance Coordinator and/or Advisors of: HACIA Democracy/the correspondent advisor of any of the National Honor Society (NHS, NJHS, Science, Math, English, Arts) and/or AASCA Music/AASCA Robotics/AASCA Sport.

Formative measures for Level 3 Violations include one or more of the following:

- Out-of-school suspension (up to five (5) days), which depending on the seriousness of the case, this period of time may be extended while investigations are conducted.
 - During suspension, the school will provide the necessary study materials and virtual accompaniment that will allow the student to keep up to date without affecting the student's academic performance.
 - During suspension, the student must keep up to date with the class material and/or homework that must be completed during this period of suspension.
- Withdrawal from after-school programs/ANS Varsity Program.
- Depending upon the disciplinary fault incurred by the student, as well as the school

- period at the time (I Semester or II Semester), it will be determined the manner in which the student will finish the academic year (without interrupting his/her studies).
- Non participation in promotion/Graduation Ceremonies.
 - Non-renewal of enrollment.
 - Non-renewal of enrollment is defined as the non-renewal of a student's permanent enrollment in the school.
 - The non-renewal of enrollment applies when:
 - The student fails to comply with the agreements signed in the Memorandum of Understanding (MoU).
 - The initial infraction is deemed sufficiently serious; the student may be removed from on-campus learning for the remainder of the school year (without interrupting his/her studies), and the student won't be invited to re-enroll in the next school year.
 - After reviewing the disciplinary violation, the Disciplinary Committee could recommend non-renewal or continued enrollment to the Secondary Principal, and Student Intervention Coordinator. The Director General will be informed and will make the final decision on the student's status at the school.

- Any appeals of decisions regarding non-renewal or enrollment will be handled by the Board of Directors.
- In the case of vandalism/damage to the school, the student, parents and/or legal guardians will be obligated to repair and/or pay for the damage.
 - In the case of damage to and/or misuse of property including, but not limited to instructional materials, students, parents and/or legal guardians will be obligated to repair and/or pay for the damage.
 - Actions that are illegal in Nicaragua will be reported to authorities and tried under the jurisdiction of corresponding authorities under country laws.
 - Once the Disciplinary Committee reaches consensus and determines the appropriate formative measures, members sign the minutes of the meeting indicating that there is agreement with the decision.
 - The Dean of Discipline and Engagement will contact the student's parents, and/or legal guardians to arrange an in-person meeting. This meeting will include the student, parents and/or legal guardians and the members of the Discipline Committee.
 - At the end of the meeting, student and parents and/or legal guardians sign a printed copy of the BRF and ACTA BOOK acknowledging:
 - Comprehension of the disciplinary violation
 - Agreement with the formative measure assigned
 - Commitment to changing behavior in the future (this may include follow-up counseling and/or a behavioral improvement plan).
 - If the behavior is repeated, the non-enrollment for next academic year is a possibility.
 - The signed BRF along with the copy of the minutes written in ACTA BOOK of the meeting signed by all present, is entered into the student's permanent file.
 - If parents and/or legal guardians do not agree with the decision made by the Discipline Committee, they can submit a written appeal via email to the Director General and ANS-MINED Liaison.
 - In the event whereby the student committed an illicit act, the matter will fall under the jurisdiction of the corresponding authority as determined by applicable law.

Note: ANS reserves the right to communicate Level 3 violations to external educational entities.

Behavior Improvement Plans

Students may be placed on a Behavior Improvement Plan as a result of a disciplinary violation, multiple disciplinary violations over a semester.

The policy on Behavior Improvement Plans is established to provide students with the opportunity to return to acceptable behavioral standards. Students who are placed on Behavior Improvement Plan are in danger of losing their enrollment privileges at the American Nicaraguan School. Parents and/or legal guardians will be informed in writing when their child is placed on a Behavior Improvement Plan and will be required to attend a meeting with the Principal, Dean of Discipline and Engagement and Counselor.

A Compromise Act will be prepared indicating the steps to improve his/her behavior. Violations to this compromise act may result in immediate revocation of enrollment or not being readmitted the following school year. Students whose enrollment has been revoked as a result of a Behavior Improvement Plan, or for disciplinary reasons, will not be readmitted to the American Nicaraguan School.

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

Academic Honor Code

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

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

Lying

- Encompasses, but is not limited to, the following:
- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
 - Lying or failing to give complete information to school staff members or faculty members; feigning illness to gain extra preparation time for tests, quizzes, or assignments due.
 - Forging signatures on any document.

Cheating

- Encompasses, but is not limited to, the following:
- Willful giving or receiving, or any attempt to gain or provide, of an unauthorized, unfair, dishonest, or unscrupulous advantage in schoolwork over other students.
 - Deception; the use of talking, signs, and/or gestures during an evaluation; copying from another student or allowing the copying of an individual assignment; submission of pre-written work at times when the assignment calls for work to be written in class;

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.
 - Present works as their own, the source of which has been the result of the use of artificial intelligence programs known as AI. ANS will make use of specialized programs to identify information that has been improperly obtained through the use of such resources (AI).

This code will be reviewed and discussed with secondary students. The process of reflection when Academic Honor Code Violations arise is the same for both formative and summative assessments. Academic Honor Code Violations are included in student’s permanent file.

Habitual behavior(s) with repeated offenses are reported to colleges, universities, or summer school.

First Offense:

- A disciplinary letter or note will be placed in the student’s permanent record and the student’s parents and/or legal guardians will be notified.
- When the student commits academic fraud an **F** will be assigned on his/her formative or summative assessment, and it will be reflected on the grade record.
- Members of any National Honor Society (NHS, NJHS, Science, Math, English, Arts) who fail to comply with the Academic Honor Code will be removed as a member of the society. Whether this removal is for the academic year or permanent will be determined by the Disciplinary Committee and the Honor Society Faculty Council.

Stealing

- Encompasses, but is not limited to, the following:
- Taking or attempting to use, without the right or permission to do so, and with the intent to make the wrongful use of, the school work or materials of another student or the instructional materials of a teacher.
 - Taking or attempting to take somebody’s personal property without their knowledge and expressed permission and/or knowingly possessing stolen property.

unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students.

Second Offense:

- A disciplinary letter or note will be placed in the student’s permanent record and the student’s parents and/or legal guardians will be notified.
- When the student commits academic fraud an **F** will be assigned on his/her formative or summative assessment, and it will be reflected on the grade record.
- The Secondary Administration will issue an automatic in-school suspension.
- The student will be placed on a behavior improvement plan and a meeting will be convened with the parents and/or legal guardians in order to sign the Behavior Improvement Plan. See section [Behavior Improvement Plan](#).

Third Offense:

- A disciplinary letter or note will be placed in the student’s permanent record and the student’s parents and/or legal guardians will be notified.
- When the student commits academic fraud an **F** will be assigned on his/her formative or summative assessment, and it will be reflected on the grade record.
- With the third offense the student will be suspended for the remaining of the school year and parents and/or legal guardians will be notified of immediate non-enrollment for the following school year.

Tobacco, Alcohol and Drug Policy

The American Nicaraguan School wishes to send a clear unmistakable message to both students and parents and/or legal guardians. Illegal substances, including psychotropic substances, narcotics, any type of drugs, alcohol, tobacco, controlled substances and/or medications will not be tolerated on or off campus during school-sponsored events or activities.

Students observed to be under the influence of the above-mentioned substances showing symptoms such as: odor of alcohol, difficulty or inability to speak, staggering, among others; the General Director and parents and/or legal guardians will be notified immediately and the corresponding formative measures will be applied at Level 3. No student shall possess, use, buy and/or sell, give and/or receive, transmit, or attempt to possess or be under the influence of any of the following substances on school premises, or off school premises at school-sponsored, or school-related activities, functions, or events:

- The use of tobacco and the possession of tobacco products is prohibited on school premises or off school premises at school-sponsored, or school-related activities, functions, or events.
- Any controlled substance or dangerous drug as defined by either Nicaragua or United States law, included but not limited to marijuana, any narcotic, depressant, stimulant drug, amphetamine, or barbiturate or other illegal controlled substance.
- Any pharmaceutical product without knowledge and permission of the school and

- parents and/or legal guardians.
- 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 transmission 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 subject to formative measures corresponding to Level 3, including suspension and/or revocation of enrollment. Protocols established in the Nicaraguan law will be followed.

Medication

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

Electronic Cigarettes

The use or possession of electronic (e) cigarettes, and any paraphernalia related to e-cigarettes, is not allowed anywhere on the school campus at ANS or at any school related activity. Using or possessing e-cigarettes will be treated similarly to the use or possession of tobacco, as described in the Level 3 violations section of this Handbook.

Interrogations and Searches

The American Nicaraguan School has the responsibility to look out for the welfare of all

students while they are in the care of the school. Therefore:

1. School officials are authorized to question any student concerning his/her behavior while under school supervision, and inform immediately his/her parents and/or legal guardians.
2. All property on school premises, and/or in vehicles transporting students, including lockers, backpacks, bags, and pockets or items brought onto the school campus, and/or vehicles by students or other individuals are subject to search by at least two school officials at their discretion.
3. If the situation warrants it, and an inquiry or review at the school by a non-school official is required, the authorization of the student’s parent(s) and/or legal guardian(s) and the General Director will be required. This inquiry or review must be done in private in the presence of a school official and the student’s parent(s) and/or legal guardian(s).

4. Authorized body searches of students shall not be performed in public and shall be conducted and supervised by a minimum of two professional staff members of the same sex as the person being searched. Parents and/or legal guardians will be notified prior to any search of this kind and must be present.
5. ANS reserves the right to conduct drug testing on any student, with parental and/or legal guardian’s consent and their presence.
6. The signature of parents and/or legal guardians acknowledging receipt of this handbook implies that they have read and agreed to the provisions established in this handbook and the policies of the school’s Board of Directors. Therefore, they give their consent to random drug testing of their children; in the event that this occurs, the presence of parents and/or legal guardians will be required, and no test will be conducted until they arrive on campus.
7. If the Secondary Administration has reasonable cause to believe that a student has in their possession any item that may place themselves or others in danger, or is a restricted item, the Secondary Principal together with the corresponding counselor, may authorize or conduct a search of the student in question, and/or his/her belongings with prior notification and approval of parents and/or legal guardians.





Student Services

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

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

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

Specialized Learning Program

Our specialized learning team is made up of specialists in various fields. They provide services to those students requiring specialized attention. Some students qualifying for support services may receive special accommodation in one or more classes but are required to meet Board established minimum academic standards and the Ministry of Education of Nicaragua (MINED).

Clinic

There are two doctors and two nurses on duty in the school clinic from 6:45 a.m. until 3:00 p.m. on school days. It also has a nurse in the athletic area from 3:00 p.m. to 5:00 p.m. and also a nurse from 9:00 a.m. to 2:00 p.m. on Saturdays. The doctors and nurses are the only people authorized to administer any medication. Parents and/or legal guardians have the responsibility of giving any medication that their child needs during the school day to the school doctor with proper instructions.

Parents and/or legal guardians are responsible for submitting an up-to-date Health Form at the time of registration or pre-registration for the following year. Indicating who is the main contact (name, telephone number/cellular) and in the event of not being able to reach the main contact indicate who will be the second contact for emergency cases.

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

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





Technology

Acceptable Use Policy

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

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

Note: Parents and/or legal guardians may request to see the content of the school email and/or the electronic folders of their own children only, and just for the email account the school provided.

Electronic mail (email) is a primary means of communication on campus. Many official communications are transmitted to students, parents and/or legal guardians, faculty, and staff via email. It is an important vehicle for communications between students and their teachers. Students in grades 5-12 are assigned a @ans.edu.ni email account. The account holder is totally responsible for all activity that takes place from that account.

This account should be used only for school related activities. To safeguard identity and privacy, students must not share or give their passwords to anyone. School email accounts for younger kids are completely managed and supervised by the teachers, and the parents, and/or legal guardians are provided with full access to their children's accounts. The school reserves the right to monitor the electronic activity of all users connected to this network.

Electronic Device Usage Rules

The Secondary School program is one-to-one regarding laptops and every student must bring and use their own electronic devices from home (i.e., laptops, netbooks, tablets, etc.) to use in classroom activities and assignments, but it remains to the teacher's discretion whether a student can use the device during class. There are a few basic rules necessary for their use in the classrooms:

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

Responsible Use of Personal Electronic Devices

Personal electronic devices such as laptops and tablets are only to be used in the classroom with the teacher's consent. The teacher has final authority on whether personal devices can be used during their instructional period and which ones may be used.

A teacher may designate certain days for usage of personal devices, or certain times within a class period. Additionally, although they may allow laptops or tablet usage, other devices are prohibited except under certain circumstances with the teacher's approval.

Other Devices

Other devices which do not fall under Laptops and Tablets (i.e., portable gaming consoles, music players, etc.) are prohibited on campus. The exception of the usage of airbuds may apply with administration authorization.

Acceptable Network Use Policy

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

- Recognize and honor the intellectual property of others.
- Comply with legal restrictions regarding plagiarism and citation of information resources (see Academic Honor Code Chapter of this Handbook).
- Make responsible use of limited resources, network resources, or printing capacity.

Unacceptable Network Use

- The network may not be used to annoy, threaten, or offend other people.
- Files may not be downloaded without the authorization of the Technology Department of the School.
- Vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with hardware or software will be subject to disciplinary action.
- Passwords must 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 must notify a teacher, Secondary office or the Technology Department immediately.
- The initiation or continuation of chain letters/messages/email is prohibited.
- ANS reserves the right to limit the amount of resources and time allocated to each user including, but not limited to, computer usage, Internet access, printing, etc.

Consequences of Violations

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

- Suspension of Network privileges
- Suspension of computer access
- School suspension
- Non-renewal of enrollment and legal action and prosecution by the corresponding authorities.

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





Extracurricular Program

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

ANS National Junior Honor Society and National Honor Society

The National Junior Honor Society (NJHS) elevates a school's commitment to the values of scholarship, service, leadership, character, and citizenship and helps middle-level students develop the knowledge and skills to become well-rounded student leaders in their school, community, and beyond.

The National Honor Society (NHS) is an organization whose membership is comprised of students from grades 10–12 who are committed to excellence. Membership is an honor bestowed upon an American Nicaraguan School student who demonstrates excellence in Scholarship, Character, Service, Leadership, and Citizenship.

Eligibility Criteria

To be eligible for membership, students must:

1. Apply for NJHS the student must be enrolled from 7th to 9th grade.
2. Apply for NHS the student must be enrolled from 10th to 12th grade.
3. Have attended the American Nicaraguan School for at least one semester.
4. For NJHS, maintain a minimum cumulative grade point average of 3.5 on a 4.0 scale, (unweighted) since 6th grade. For NHS, maintain a minimum cumulative grade point average of 3.5 on a 4.0 scale (unweighted) since 9th grade.
5. A model candidate consistently demonstrates desirable qualities such as cheerfulness, friendliness, poise, and stability:
 - a. Have an excellent disciplinary record. Have no Memorandum of Understanding (MoU) and/or Behavioral Report Forms (BRF) for Disciplinary offenses in Level 2 and/or Level 3 on their permanent student record.
 - b. Maintain a high level of Engagement (No more than 12 "Is" during the school year and/or 6 "Is" per semester).
 - c. No violations to Honor Code in their record. for a period of one calendar year to date of application, in the permanent record.
 - d. Obtain an excellent record in the Commitment, Collaboration and Determination Dispositions in each course (no ones (1s) is acceptable).
 - e. Maintain an excellent attendance and punctuality record. Refer to the attendance section in the Secondary Parent-Student Handbook.
6. Demonstrate service (For NJHS, a minimum of ten service hours per school year. For the NHS, a minimum of fifteen service hours per school year).
7. Demonstrate leadership (e.g., current ANS club involvement, AASCA team participation, after school activity involvement, school tutoring/volunteer service).
 - An ideal candidate's leadership activities/behaviors are exhibited in the current academic year. Past leadership (from earlier years) is desirable but not sufficient to warrant acceptance.

NJHS & NHS Application Process

Application Completion

If eligible, the student may apply and complete the candidate application.

This application includes:

- Essay of no more than one thousand words. This essay, following the prompt in the application, should highlight the candidate’s leadership, scholarship, service, and character. It must be well-written, thoroughly proofread, and exhibit varied sentence structures.
- Three letters of teacher recommendation: one from an English/Social Studies teacher, one from a Math/Science teacher, and one from an advisor, mentor, or another subject teacher. In the case of former NJHS members, their third recommendation must come from their former NJHS advisor.

Application deadlines and links to application information/materials (i.e., Application Forms, Teacher Recommendation Forms) will be provided to students at the beginning of the academic year via the Tiger Forecast (the ANS weekly student newsletter).

All applications and evidence must be submitted by the required time and date. Failing to submit an application on time will automatically disqualify the candidate from consideration.

Selection Process:

Based on the criteria for admission (outlined above), the Faculty Council will review all candidate submissions. Candidates who are not selected for membership may appeal the decision. If a candidate wishes to appeal, they must submit a written request via email to the Secondary Principal within three school days of receiving the non-selection notification. The principal will review the appeal, consult the Faculty Council if needed, and ensure that the selection process adhered to NJHS or NHS guidelines. If the principal finds the Faculty Council's decision to be valid, then the decision of non-selection will be final.

ANS Student Clubs

Every year, ANS approves between ten to twenty student-run clubs designed to foster leadership, community service, and engagement in meaningful causes. These clubs play an essential role in organizing impactful events and activities throughout the school year.

At the beginning of each academic year, existing clubs recruit new members during the **ANS Club Fair**—an exciting opportunity for students to learn about what clubs do, their mission and purpose, and how they can get involved.

Students interested in starting their own, new clubs can apply by using the following guidelines:

ANS Student Club Requirements & Application Process

• **New Club Application Requirements:**

Using the link, students must submit the following information:

- The club name and description of the club’s purpose, the value it provides to the community and how it aligns with the ANS mission.
- Provide details of at least three proposed events/activities for the upcoming semester and how these events will tie into their club purpose and mission (when, where, and how).
- Fall Festival, Holiday Market and Fun Fair are fundraising opportunities for the club (which clubs are strongly encouraged to participate in), but participation in these fundraising opportunities should not be included in this club application process.
- The names of the students who will **lead** the club – the students directly involved in the planning and coordination of all activities and thus, the ones that will be held directly accountable for the impact (success or failure) of the club activities.

• **Submission Deadline:**

Club applications are accepted on a rolling basis, but all approved clubs will start in August of the academic year.

• **Review Process:**

Within two weeks of receiving an application, the Student Life Coordinator and the Secondary Leadership will review it, interview the applicants, and determine whether to accept the club proposal.

- Rejected applicants have the opportunity to reapply within two weeks.

• **Notification:**

The Student Life Coordinator will notify each candidate club of its application status.

- If a club application is approved, an advisor will be selected for the club by the Secondary Leadership.

Approved Club Guidelines for Event Planning:

- **Written request:** The club leader must make a written request to ansstudentlife@ans.edu.ni

The request should include event details such as proposed date, activity name, purpose, specifications, targeted audience, and participating students.

If the request is approved by the Secondary Leadership team, then students will be invited to attend a planning meeting with the ANS Marketing and Events team.

- **Parent and/or legal guardian and Sponsor Involvement:** To foster student leadership, creativity, and independence, parents and/or legal guardians, and outside sponsors are not permitted to directly support or participate in ANS club activities or school-sponsored events.
- **Outside Provider Involvement:** Any outside providers required for an event must receive prior approval from the Secondary Leadership to ensure alignment with school policies and goals.

Event Promotion

- **Approval and Branding:** The Secondary Leadership must approve all promotional materials and review them by the Communications and Marketing Department to ensure they align with school branding.
- **Display Restrictions:** Posters and flyers are only permitted on designated bulletin boards in school prior to Secondary Leadership approval.
- **Social Media Promotion:** Only the ANS Communications and Marketing Department is authorized to promote events and activities through social media. ANS clubs are prohibited from having their own social media account.
- **Post-Event:** All physical promotional materials must be removed from school bulletin boards and designated areas once the event has concluded.

Community Service

For clubs planning off-campus community service, it is essential to inform your advisor in advance. We recommend using a sign-up sheet to help keep track of participants.

If the advisor is unable to accompany students, a Clubs Parental Consent Form must be submitted before the visit. The advisor must keep track of who submits the form to ensure all necessary permissions are in place.

Email Accounts

- Each organization will be provided by the Student Life Coordinator with an ANS email account that will be managed by the club advisor and club leader(s).

Financial Management

- **Fundraising and Account Management:** Fundraising requires strict adherence to procedures with form submissions and approvals, ensuring financial transparency and accountability. These procedures will be outlined by Secondary Leadership upon club selection.

Reports and Deliverables

- **Activity Reports:** Clubs are required to submit a First Semester activity report by December and a Second Semester report by May of the current school year. These reports help ensure that clubs are meeting their goals and objectives. [Link report](#)
- The Secondary Leadership and Student Life Coordinator will review the reports and determine which clubs will continue for the Second Semester and the next school year.

Academic & Leadership Programs

Extracurricular academic and leadership programs help students develop as leaders and may use academic achievement as well as other criteria 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. Students and/or parents and/or legal guardians interested in obtaining more information about any of the extracurricular academic & leadership programs should communicate with the Secondary Office or directly with the faculty advisor.

Sports Programs

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

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