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GENERAL INFORMATION

School Mission and Beliefs

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

We believe:

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

Accreditation

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

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

School Organization

The American Nicaraguan School offers programs which are organized into **Early Learning Center**, Kinder 3 to Kinder 5; **Elementary**, Grades 1-5; **Middle School**, Grades 6 – 8; and **High School**, Grades 9 – 12.

Admission Policy

No student, who is otherwise eligible, shall be denied admission to the School on the basis of race, color, sex, religion, national or ethnic origin; nor shall race, color, sex, religion, national or ethnic origin affect in any way the treatment, evaluation or any other consideration of the students of the School. Within the limits defined in Board policy, the School shall accept for admission students with learning differences, provided that the school's resources can reasonably accommodate such needs.

Community Relations

A weekly newsletter will be sent to parents from each division by electronic mail. The purpose of this publication is to keep you informed about school and community issues and events, address issues relevant to our students' developmental stage, and celebrate our students' accomplishments.

Parent Teacher Organization

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

Uniforms

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

Repeated uniform violations will be handled by the corresponding office.

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Physical Education Uniform: A uniform is mandatory for PE classes. The PE uniform consists of the official school T-shirt and green shorts or pants. All students are expected to wear this uniform on PE class days in K5-5th grade. K3 and K4 students wear their PE uniform on Tuesdays and Thursdays.

Formal Uniform Chart	
Shirt	A white, collared, polo-style shirt. School's emblem sewn on pocket. If worn, undergarments must be white or match the color of the t-shirt. Undergarments must not show though.
Pants/Shorts/Skirts	Boys and girls may wear plain, solid, dark blue, dress-style pants. Boys and girls may wear plain, solid, dark blue shorts. Girls may wear plain, solid, dark-blue skirts. 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.
Footwear	Athletic shoes and dress-style shoes are acceptable. Sandals, cleats, and other similar types of footwear (e.g. Crocs) are not acceptable.

Miscellaneous

* Hats/caps are only permitted during PE (with teacher permission) and should never be worn inside classrooms, ANS offices, covered hallways, etc.

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

IMPORTANT: The items described below ARE NOT ALLOWED:

1. Colored or printed T-shirts other than the school T-shirt under the uniform shirt.
2. Boys' earrings.
3. Visible piercings.
4. Tight shorts, skirts or pants showing underwear. .
5. No rivets, and/or chains are allowed.
6. Athletic style or elastic band shorts.
7. Other – at the discretion of the corresponding administrator of each school.

Attendance

Students are expected to attend classes every day of the school year. If students are absent one or more days, they must bring a note from his/her parent indicating the reason for the absence.

The school is responsible for its students between 6:45 a.m. and 2:15 p.m., Monday through Friday. Students who stay for extra-curricular activities will be under the coach or academic advisor's supervision for not more than twenty minutes after the end of the session. Students who do not participate in after-school activities, after-school help sessions and/or tutoring are not to remain on campus after class hours. These students are to be collected promptly at the end of the school day.

Elementary School and K5 classes begin at 7:05 a.m. Therefore, all students are to be in their classes, and ready to work.

K3 - The school is responsible for students between 7:15-12:00. School begins at 8:00 a.m.

K4 - The school is responsible for students between 6:45 a.m. and 12:00. School begins at 7:05 a.m.

Reporting Absences

If a student is absent from school, parents must report the absence to the appropriate office including the following information: (1) Student's name, (2) Date of Absence, and (3) Reason for Absence (4) parent signature. Otherwise you will receive a call from the office.

Excused or Unexcused Absences

Whether an absence is recorded as excused or unexcused shall be determined by the school administration.

School absences fall into one of the following categories:

1. Excused Absence – The student will be given the opportunity to make up, during a reasonable time period, the work missed during the absence. It is the parents responsibility to contact the teacher for work missed. A signed note from the parents is required to justify an absence for illness or family emergency up to two days. Absences of three or more days must be verified with a doctor's note or other documents.
2. Unexcused Absence – Absence from school for non-health or emergency reasons without the consent of the Principal will be considered unexcused. Repeated unexcused absences may require a meeting with parents and administrators.
3. Absence While Representing the School – For a student to be absent from classes while representing ANS in school events specifically approved by the administration, the student must be under no probationary status at the time of the event/activity. Students who participate in such events will be responsible for making up work.
4. ANS discourages the use of school time for family trips, extended vacations, and non-school sponsored competitions. The parents of a student, who anticipates missing school for one of the above reasons, must submit a letter informing the principal of the dates of an upcoming absence, and the reasons for the absence, in advance. If the Administration advises against an anticipated absence because a student is in poor academic standing, or one trip has already been taken in current the semester, the absences could be recorded as unexcused (refer to # 2 above).

Early Dismissal

Students may not leave early without first presenting a signed parent/guardian request. All early dismissals must be authorized by the corresponding Office.

Tiger Club

There is an after school care program called The Tiger Club available for those parents of K3-K4 who need the school to care for their child after the school hours. This is available from 12:00-3:00. If you are interested, please contact the Early Learning Center at earlylearning@ans.edu.ni.

Communicating with Teachers and ANS Staff

The most important person for students at school is the classroom teacher. The teacher is professionally trained, and because of the time spent with students he or she is the most accurate source of information about the child's progress.

Parents who have questions or concerns about any area of their child's school life should contact the teacher as the first source of information. Parents should do this by sending an email to the teacher or making an appointment to see their child's teacher. Appointments with teachers can be made by calling each division office. Teachers and ANS staff conduct all school related communication either by email, phone calls or appointments. Teachers and Staff will not respond to text messages or calls to their personal phone. .

ANS Business Office

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

School Calendar

The ANS School Calendar exceeds the standard set by our U.S. accrediting body and contains 180 instructional days. A copy of the calendar can be accessed from the ANS web page. In the event that there is a need to make a change to the school calendar, parents will be duly informed at the earliest date possible.

Lunches and Snacks

The Hungry Tiger Cafeteria offers two menu options daily, one of the choices is lactose free. Students may also bring a lunch from home. **Only students in 1st-5th grade eat in the Hungry Tiger.**

Students are expected to form lines to purchase their meals and clear their trash before returning to class.

Students are also to remain in designated areas during lunch and avoid disrupting classes in session.

Note: The Hungry Tiger is unavailable for students during class time.

Students are expected to bring a healthy snack from home in addition to their lunch.

Library / Media Center

The library is open from 6:30 a.m. until 3:30 p.m. each day of the school week with the exception of Fridays and any day prior to a school holiday, when it will close at 2:30 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 web page or at: <http://library.ans.edu.ni>.

With the exception of the final two weeks of each semester, students and parents may check out books through the library's automated system.

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

Parent Concerns

A parent with questions or concerns must first contact the appropriate teacher(s). If after communicating with the teacher(s) the problem has not been resolved, an appointment to talk with the Director or Principal and/or respective guidance counselor should be made.

Making an appointment allows the teacher, Director, Principal, or guidance counselor to prepare for the conference and prevents a disruption of class. Parents are not to seek a conference with a teacher without arranging for an appointment first. If the matter is not resolved following the steps described above, the Director General may then be contacted.

Emergency Closing Information

In case of an emergency, being prepared is our most important ally. The school runs regular drills so that students know exactly what to do in case of an emergency. The information below is given as a quick reference about emergency/evacuation procedures.

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

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

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

Access to Campus and Classrooms

ANS has two access points: the North Gate and the South Gate. After 7:05 a.m. all visitors and/or students arriving late to school must enter through the North Gate (#4). All individuals seeking access to the ANS campus are subject to review by ANS security. All non-students seeking access to any part of the ANS campus must first check in at the security gate located at the main entrance of the campus and then with the appropriate office.

Note: ANS does not allow campus access for paid academic tutors after school, unless authorized by the corresponding office.

Alcohol and Drugs

Alcoholic beverages, drugs, cigarettes, etc. are not permitted at any school-sponsored event, including Kermesse, Fall Festival, etc. Students or visitors suspected of being under the influence of a drug or alcohol will not be admitted. Anyone suspected of using drugs, alcohol, etc. will be escorted off campus. ANS students will face other disciplinary action as well.

Textbooks

Textbooks are issued by the classroom teachers and are included in school fees. A student issued a textbook is required to sign for it and becomes responsible for it. The student should carefully note any flaws, tears or marks and notify his or her teacher of these in writing. At the conclusion of the course, a student is required to return the same textbook in good condition, i.e. with no more than the normal wear and tear. If a textbook is lost, the student will be required to pay US\$ 75 (average cost of school text plus shipping costs). Excessive wear and tear, which requires that the text be replaced, will also require that the student pay US\$ 75. If the book has been damaged, but is still usable, or the barcode has been removed, the student may be required to pay US\$ 20 damage fee. Non-textbooks will be charged in accordance to their replacement cost.

Personal electronic devices and Valuables

Valuables and/or electronic devices should not be brought to school. If for any reason a student must bring valuables and/or electronics to school, he/she must ask the corresponding school administrator or counselor to keep it in the office. The school is not responsible for lost or stolen items.

Visitors

Visitors must carry a pass issued by the appropriate office and obey school rules and regulations. Student visitors will not be authorized the first week of the semester or during testing. Visits are limited to one day per semester. Arrangements must be made three days prior to the visit. Note: Student visitors are to dress appropriately and may not wear jeans or caps.

Withdrawal Procedure

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

Early Learning Center and Elementary School Information

School hours are as follows:

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

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

K-5 to 5th grade 7:05 a.m. to 2:05 p.m.

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

After school academic assistance

Elementary teachers are available in their classrooms after school on Tuesdays and Thursdays from 2:15 pm to 2:45 pm to provide academic assistance to students who they deem are in need of extra help. Tutoring for Spanish is also available once a week. This time is not to be used to do homework or complete classroom assignments. The classroom teacher will communicate with parents when the child is required to stay. There is no after-school tutoring for students in K3-K5.

Tutoring provided by outside paid tutors is not permitted on the ANS campus. Parents who wish to have their children tutor by individuals outside the school must make arrangements for such tutoring to take place off campus.

Assignment of Students to Classes

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

Behavior Expectations

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

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

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

Notes:

- Students receiving a discipline notice (white slip) are responsible for returning this official document to the Homeroom teacher with a parent signature by the next school day.
- Depending on the disciplinary infraction, students may receive:
 1. After school detention: Served in the respective office or classroom from 2:05 – 2:45 p.m.
 2. In school suspension: Served in the office during a full school day.
 3. Out of school suspension: Served outside the school.
- Parents will be notified in advance if the student receives an after school detention or suspension. A student receiving 3 white slips, during the same quarter, will receive an automatic pink slip. Receiving a pink slip will generate a meeting with parents and school administrators of the corresponding office.
- Students placed on behavior contract or behavior probation are at risk of being exited from school if the conditions of the contract or probation are not met or if there are further, serious disciplinary incidents while on contract or probation.

Birthday Celebrations

Parents may coordinate with homeroom teachers to arrange for brief birthday celebrations in the classroom at the end of the school day, between 1:50 and 2:05. Cupcakes along with fruit juice or milk are suggested. Fresh fruit is another healthy option (no candy or soft drinks, please). We ask parents to drop by the office prior to going to classrooms. We ask that children or parents distribute invitations to private birthday parties after dismissal.

Bullying Policy

Bullying: Systematic aggressive behavior against a person who finds it difficult to defend him/herself against the perpetrator(s) – Repeated attacks and power differential are central features. Bullying takes many forms:

- Verbal (name-calling, mocking or ridiculing)
- Physical (pushing, shoving, hitting)
- Indirect (manipulating other group members so that they start avoiding the victim, spreading rumors, excluding the victim from the group).
- Can also happen online (cyber bullying): "Cyberbullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

Dismissal Procedures

All students in K5-5th grades are dismissed at 2:05 pm. Students in K5, 1st, and 2nd grades must be picked up at their classrooms. Students in grade 3rd-5th will be released at 2:05 p.m. Students are expected to be picked up on time, unless participating in an ANS sponsored after-school activity.

Students in K3 and K4 are to be picked up at Gate 2 at noon, using the car lanes directly in front of the ELC Office. For student safety, school personnel will assist in loading children into their respective vehicles. The person picking up the child should remain in his/her car at all times.

Extra-Curricular Activities

The American Nicaraguan School offers a variety of clubs, sports, tutorial, and cultural activities for students. Students in grades K4 to 5th are strongly encouraged to become involved in these after-school activities. Information concerning these is available in the ELC, Elementary and P. E. Offices as well as on the school's webpage.

Field Trips

Field Trips are school events organized by the teachers to supplement, expand, and enhance classroom instruction. All school rules apply on field trips. Students must have written parent permission to attend the field trip. All students participating in a field trip must ride the bus from and to school. Parents are welcome as chaperones. We limit the number of parent chaperones to 3 per class. Also, we ask parents to confirm their participation in a field trip with the classroom teacher in advance. The classroom teacher will distribute specific guidelines for chaperones prior to a field trip.

Grades, For-Credit Exams and Retention

Students in Grades 1 – 5 will be evaluated in relation to grade level standards. Individual progress in all areas will be reported using the following four categories:

Competency Level	Reported As
Exceeding the Standard	4
Meeting the Standard	3

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Approaching the Standard	2
Not Meeting the Standard	1

Students in Grades 1 – 5 will be promoted to the next grade level if their final evaluation in all core subjects is at the “Approaching the Standard” level or higher. If the final evaluation for any core subject is “Not Meeting the Standard,” the student will be required to take a summer school course(s) or complete private tutoring, and then demonstrate that he/she has reached at least the “Approaching the Standard” level of achievement by successfully passing an extraordinary examination. A student who passes his/her extraordinary examination(s) will be promoted to the next grade level. A student who fails one extraordinary examination in any core subject may be required to repeat the year.

Early Learning Students in grades K3-K5 will receive a narrative report indicating the child’s cognitive and social/emotional development based on developmentally appropriate practices.

Support Services Team (SST)

The Support Services Team provides emotional, social, and academic support to students during school hours. Services are provided to students based on their specific needs. The SST works closely with the administration, teachers, and parents to assist with the support plan defined for each student referred. Likewise, the SST works in collaboration with the student’s outside of school specialists such as tutors and therapists, to monitor learning growth.

Homework

Homework is assigned to students in 1st – 5th grades for practice and review. It should give students the opportunity to advance and reinforce the learning that occurs in the classroom. Learning is cumulative, and that means every homework assignment counts toward complete understanding of a subject. A combined homework load should generally not exceed the following guideline per grade level:

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

In addition, there will be nightly reading assigned at each grade level. ELC students are expected to be read to at home for 15-20 minutes daily.

Injured/Sick Child

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

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

Note: Students with communicable conditions such as conjunctivitis, impetigo, head lice, etc. will be sent home. The student must remain home until he/she is no longer contagious and/ or permitted by an official doctor’s note.

Leaving School with Friends

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

Lost and Found

We encourage students to be responsible for their belongings. Any item found on school ground will be taken to the Early Learning Office or the Lost and Found cabinet located on the outside of the Elementary School Office. Parents and students should check the Lost and Found on a regular basis. At the end of each quarter the lost and found cabinet will be emptied and contents not claimed donated to charity.

Medication

In addition to our school Doctor, there are two nurses on duty one during the regular school schedule and another for after school activities. If a child requires medication while in school, parents must first provide written authorization to the school Doctor to dispense medication sent from home. This authorization must include complete instructions as to dosage and times of

day for the medication to be administered. The school Doctor is the only person authorized to administer medications. Students are NOT permitted to be in possession with any of their medication.

Parent Participation in the School

The Early Learning Center and Elementary School welcomes parent participation. We encourage parents to visit the school and become actively involved in the education of their children. In order to make the participation a positive experience for all, coordination and communication is required between parents and teachers. We encourage parents to visit the school and become actively involved in the education of their children; Parents are asked to follow security check in procedures at the main gate and then come by the office and sign-in.

Parent Teacher Organization

The ANS community encourages parents to become involved in activities at school. All parents and teachers are members of the Parent Teacher Organization (PTO), which provides a forum for participation. The PTO annually elects its Board to handle the coordination and execution of its activities at ANS. PTO activities and meetings are announced in advance. The PTO can be contacted via email at pto@ans.edu.ni

Pets on Campus

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

Phone Calls

One of our main school goals is to help students to become responsible citizens. Therefore, phone calls home for forgotten school items, homework, projects, messages, last minutes request, etc. will not be allowed. Phone calls home will only be made in emergency situations.

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

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

Director of Early Learning Center and Elementary Principal

The Director of ELC and the Elementary Principal are responsible for guiding the educational program and for the administration of ELC and the Elementary School. Their duties include the development and overseeing of policies, rules, programs, and procedures. They also work to ensure a safe and conducive learning environment for everyone.

Assistant Principal

The Elementary Assistant Principal assists the Elementary Principal in all aspects of the day-to-day operations, academics, and discipline. The assistant principal is responsible for supporting the principal in providing a safe and secure learning environment for students and staff. In the absence of the elementary principal, the assistant principal will be designated as acting principal.

Probation

Academic: Students in grade 4th- 5th will be placed on academic probation when they receive more than one "Not meeting the standard" as a final grade for the academic year in a core subject. Core subjects in 3rd grade are Reading, Writing, Math and Spanish. In 4th and 5th grade core subjects are Math, Reading, Writing, Spanish, Science, and Social Studies. Teachers, the counselor, and the Principal will establish an intervention plan for the student. Failure to attain the academic goals outlined in the remediation plan, at the end of the school year, may result in a student being retained or exited from the school.

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

Punctuality

School begins at 7:05 am. Students who arrived late interrupt classes and negatively impact the learning of other students. Therefore, all students are to be in their classes, seated, and ready to work at 7:05 am. A student who is tardy must stop by the respective office to get a late slip; otherwise he/she will be marked as absent. The respective office will contact parents of

students who are constantly late in an effort to improve the situation. If tardiness continues, a conference will be requested with the parents and student.

Report Cards

Report cards are available on line at the end of each quarter. Student Led Conferences are held twice a year at the end of the first and third quarter. If you need an additional appointment with a teacher you can schedule it through the office.

Student Awards 1st -5th

Students who meet or exceed Standards in all academic areas, and demonstrate excellence in discipline and conduct, through the year will earn honor roll award.

Global Citizenship Award

This award is given to the students who demonstrate the Tiger Way throughout the year. These students demonstrate outstanding determination, curiosity, accountability, compassion and self-reflection. These awards are based on teacher and principal recommendations.

Student Council (Stuco)

The Student Council is a service organization of elementary students involved in the community by providing services and raising funds for a local sister school. Students in 3rd, 4th and 5th grade who are eligible to participate in the Student Council are elected by their classrooms peers, under the supervision of their teacher.

Common Assessment

Classroom assessments drive "day to day" learning based on formative and summative practices. These evaluations increase in content and rigor as students move to 4th and 5th grade. The elementary school also administers two common assessment to measure students' academic growth:

The Developmental Reading Assessment (DRA) is administered to students in grades 1st – 5th twice a year and for students in K5 twice in the second semester of the year.

The computer adaptive MAP assessment (Measures of Academic Progress) is administered twice a year starting in 3rd grade generally the Fall and Spring. The data from this assessment provides standardized measure of learning and is used to make informed decisions about improving instruction.

Transcripts

Parents who need an official transcript must specify if they need an English or Spanish form. To request a transcript:

1. Contact the Office to request transcripts. If the transcript is being sent to a third party be sure to include the name and contact information of the institution.
2. Pay the requested fees to the cashier's office. These fees cover both the administrative costs associated with producing the transcript as well as the costs of mailing and/or faxing the documents.
3. Return the form, with the paid receipt, to the Student Services Office.
4. The Office will then instruct the Records Office to produce the transcript. Unofficial transcripts may be issued directly to parents. Parents wishing to order unofficial transcripts are to initiate such an order with the Student Service Office.

SCHOOL WIDE TECHNOLOGY POLICY

Code of Conduct / 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.

Parent Student Handbook - Early Learning Center and Elementary 2016-2017

The Internet is a worldwide network of computers that contain millions of pages of information (websites). Users are cautioned that many of these pages may include offensive, sexually explicit, and/or inappropriate material. To avoid this, ANS has implemented filters to block access to these sites. This does not guarantee, however, that users will not eventually find or gain access to such material. All the user's web activity is kept in a log for audit purposes. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive or inappropriate material.

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

Electronic mail (email) is a primary means of communication on campus. Many official communications are transmitted to students, parents, faculty, and staff via email. It is an important vehicle for communications between students and their instructors. Students in grades 3 -12 are assigned a [@ans.edu.ni](mailto:ans.edu.ni) email account with a 25GB storage capacity. This email account is a valuable asset. It is, and should remain, private to the user alone. The account holder is totally responsible for all activity that takes place from that account. This account should be used only for school related activities. To safeguard identity and privacy, students must not share or give their passwords to anyone. School's Email accounts for younger kids are completely managed and supervised by the teachers, and the parents are provided with full access to their child's accounts. The school reserves the right to monitor the electronic activity of all users connected to its network.

Electronic Device Usage Rules

Students may bring and use their own electronic devices from home (i.e., laptops, netbooks, tablets etc.) to use in classroom activities and assignments, but it is the instructor's discretion whether a student can use the device during class. There are a few basic rules necessary for their use in the classrooms:

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

Laptops and Netbooks

1. Laptops and netbooks are to be used during class if and when the instructor authorizes it.
2. Laptops and netbooks are to be used for educational activities and assignments during class time.
3. The use of laptops and netbooks in and outside the classroom falls under the _____ and the _____

Tablets

1. Tablets brought to school by students are strictly their responsibility. The school will not assume responsibility for loss, theft or damage of student tablets.
2. Tablets are to be kept in the student's bag or backpack during class, unless the instructor authorizes the student to use it.
3. The use of tablets in and outside the classroom falls under the _____ and the _____

Smartphones and Cell Phones

1. Smartphones and cell phones brought to school by students are strictly their responsibility. The school will not assume responsibility for loss, theft or damage of student smartphones and cell phones.

2. The use of smartphones and cell phones is strictly prohibited during class, unless authorized by the instructor in the case of a student emergency. In this case, the student must ask for permission and step outside to use their smartphone or cellphone.

3. Smartphones and cell phones must remain powered off or in silent mode in the classroom. They must be kept in the student's bag, backpack or pocket during class.

4. The use of smartphones and cell phones in and outside the classroom falls under the _____ and the _____

Other Devices

Other devices are those which do not fall under _____ (i.e., portable gaming consoles, music players, video/photographic cameras, etc.)

1. Other devices brought to school by students are strictly their responsibility. The school will not assume responsibility for loss, theft or damage of student devices.

2. The use of other devices is strictly prohibited during class, and their use is limited to before school session starts, break, lunch, or after school.

3. Other devices may be used in class if and when the instructor authorizes it, in which case it will be used to serve an educational purpose.

4. The use of other devices in and outside the classroom falls under the _____ and the _____

Network Acceptable Use Policy

Acceptable Network Use

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

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

Unacceptable Network Use

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

Best Practice While Online

- Never provide personal information such as last name, address, and phone number, or any other information that can put the student in risky situation
- Never accept friend requests in social networks if you are not completely sure who the person is and if you don't know them personally
- Always use strong passwords in all the accounts and change them often
- Minors should immediately notify an adult if they receive or encounter any offensive, threatening, or inappropriate material while on-line.

Consequences of Violations

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

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

Please note: The school is not responsible for any inappropriate behaviors incurred while using electronic means and devices outside the school hours and premises. In such cases, parents and/or legal guardians are fully responsible.