

# Secondary Parent Student Handbook 2016-2017

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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 who provide love, acceptance, and discipline are fundamental to the development of a caring society.
- Individuals must achieve their full potential.
- Everyone must work towards the betterment of society.

### Accreditation

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

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

### ANS Organization

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

ANS Secondary is a college preparatory program with the aim to prepare students for success during Secondary and beyond graduation. Within our program, we stress academic achievement, integrity and honesty, social responsibility, intellectual curiosity, artistic expression and athletics. Besides a rigorous academic program that includes numerous Advanced Placement (AP) offerings, students explore the arts through music, painting and sculpting and have the opportunity to participate in a variety of sports offerings.

### Administration

The Secondary Principal is responsible for administering grades 6-12. His duties include development and overseeing of policies, rules, programs, and procedures. He also works to resolve conflicts or problems, and students are encouraged to seek his counsel. 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.

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Although ANS administrators meet with students, parents, and teachers as quickly as possible, it may be necessary to schedule an appointment through their respective secretaries. When doing so please inform the secretary of the reason for your visit so that the administrator can be provided with whatever records or information may be necessary.

### **Classroom Teachers**

The most important people for students at school are their classroom teachers. 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 who have questions or concerns about any area of their child's school life should contact the teachers as the first source of information. Parents should do this by sending an email to a teacher or making an appointment to visit a teacher. Appointments with teachers can also be made by calling the High School Office.

### **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 appropriate principal and/or guidance counselor should be made.

Making an appointment allows the teacher, principal, or guidance counselor to prepare for the conference and prevents a disruption of class. Parents are not to 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.

### **Parent Teacher Organization (PTO)**

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.

### **ANS Business Office**

The Business Director and Business 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.

### **Admission Policy**

No student, who is otherwise eligible, shall be denied admission to the American Nicaraguan 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 ANS. Within the limits defined in Board policy, ANS shall accept for admission students with learning differences, provided that the school's resources can reasonably accommodate such needs.

### **Community Relations**

The Secondary section of the ANS website has a Middle School and High School News area which highlights student academic and extra-curricular activities throughout the year. Additionally students and parents can access teacher websites, calendars, course handbook, college advisory information and more from the website. The Secondary Office will also send out periodic emails to the community on various topics. Communications will also come out from the Director General's Office to keep parents informed about school and community issues and events relevant to students' academic achievement and accomplishments.

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### Distribution of Non-school Related Materials

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

### 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 next page) and also when on school-sponsored field trips unless otherwise indicated.

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

<b>Official Uniform Chart Secondary (6-12)</b>	
<b>Shirt</b>	<p>A white, collared, polo-style shirt.</p> <p>School's emblem sewn on pocket.</p> <p>If worn, undershirts must be a white t-shirt or the school's PE t-shirt.</p> <p>At the discretion of the school administration, during the hotter months of the 4th Quarter, it may be announced that PE t-shirts may be worn in place of the polo shirt.</p>
<b>Pants/Shorts/Skirts</b>	<p>Boys and girls may wear plain, solid, dark blue, dress-style pants.</p> <p>Boys and girls may wear plain, solid, dark blue shorts.</p> <p>Girls may wear plain, solid, dark-blue skirts.</p> <p>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> <p>Seniors may wear senior shirt and khakis at any time.</p>
<b>Footwear</b>	<p>Athletic shoes and dress-style shoes are acceptable.</p> <p>Sandals, cleats, and other similar types of footwear (e.g. Crocs) are not acceptable.</p>

IMPORTANT: The items described below ARE NOT ALLOWED:

1. Colored or printed t-shirts other than the school t-shirt under the uniform shirt.

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2. Boys' earrings, and for boys and girls any rings other than on fingers.
3. Tight shorts, skirts or pants showing underneath pants, shorts, or skirts.
4. No rivets, and/or chains are allowed.
5. Athletic style or elastic band shorts.
6. Pants, shorts, and/or skirts should not be jean material, bleached or faded, torn, ripped, or visibly patched.
7. Hats/caps are only permitted during PE (with teacher permission) and should never be worn inside classrooms, ANS offices, covered hallways, etc.
8. Non ANS Sweatshirts
9. 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 will be notified.**

### Senior Privileges

The American Nicaraguan School expects members of the senior class to serve as positive role models to the rest of the student body. Members of the senior class who meet this expectation enjoy a few special privileges that underclassmen do not. These privileges include wearing of khakis as an alternative to the navy blue uniform; the wearing of the senior class polo shirt; and attendance to special senior events.

Participation in the Graduation Ceremony is also a privilege enjoyed by those students completing all graduation requirements; however, students who commit serious behavioral infractions can lose their privilege to participate in the ceremony.

### Arrival and Departure Time / Tardies

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

School begins at 7:05 a.m. Therefore, all students are to be in their classes, seated, and ready to work promptly at that time. All students who arrive late must go directly to their classrooms as teachers will take attendance and mark tardies. Once a student accumulates five (5) tardies from any classes, the parent will be notified, and the student will be required to serve an after-school detention for each additional tardy. If the student fails to attend the assigned detention, the student will then be required to serve two detentions. Unexcused absences from detention may then lead to in-school suspensions and further consequences. Once the student reaches eight (8) tardies, the student will be assigned two hours of Saturday Detention (8:00am-10:00am) for each offense. Failure to attend Saturday Detention will result in one day in-school suspension. Once a student receives ten(10) tardies, it is considered excessive, and the student will serve an in-school suspension for each additional tardy thereafter.

Students who arrive more than 10 minutes late will receive an unexcused absence and, if appropriate, will face other disciplinary action. Any work, quiz, or test on that day will follow the guidelines under Make-up Policy (see Academic section). If a student is more than 10 minutes late and has a written excuse from their parent or

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guardian, then they must stop by the High School Office for an excused absence/tardy pass to take to their classroom.

### Attendance

Students are expected to attend classes every day of the school year. If a student is absent one or more days, they must bring a note from their parent or guardian indicating the reason for the absence (see Absences below).

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 six (6) absences per semester-long courses and twelve (12) absences per year long courses. This includes absences of any kind. This number of excessive absences makes a student subject to not receiving credit for the course. Warning notices will be sent to the student and parents when the student accumulates 6, 9, and 12 absences. In the case of semester courses the second notice will be at 4 absences. Leaving school for any part of the day is considered an absence, as well as missing a full class period during the day for any unexcused reason.

Attendance is taken in each of the four periods of the day, so it is possible to have a different number of absences for each class. Warning notices will be sent out based on the highest number of absences in any class.

If the student reaches 6 absences in a semester course or 12 absences in a yearlong course, the student and parent will be notified about not receiving credit for the course. Students will be able to retake the course if their schedule permits, or he/she can regain credit by attending Saturday school to make up the class(es) missed. If a student loses credit for a class due to excessive absences, the parents have the right to submit an appeal to the Secondary Principal in writing as to why the excessive numbers of absences were justified or necessary.

Although a student may be marked absent from one class while on a field trip or activity with another class, field trips and pre-arranged and excused on-campus school activities such as MAP or AP testing will not be counted when determining total absences.

### Reporting Absences

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

### Excused or Unexcused Absences

Whether an absence is recorded as excused or unexcused shall be determined by the school administration. School absences fall into one of the following categories:

**1. Excused Absence** – An excused absence simply means that a student will be given the opportunity to make-up, during a reasonable time period, the work missed during the absence without a reduction in grade, points, or credit. It is the student's responsibility to contact the teacher for work missed. A signed note from a parent must be submitted within two days of returning to school for absences of one or two days due to illness or family emergency for the absence to remain excused. Absences of more than two days must be verified with a doctor's note or other documents.



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**2. Unexcused Absence** – Absence from school for non-health or emergency reasons without the consent of the principal will be considered unexcused. A student will still be held accountable for any work missed during an unexcused absence, although they will incur a reduction in grade, points, or credit. Skip days, for students of any grade level, are not condoned or authorized by the American Nicaraguan School. Any absences resulting from skip days will be considered unexcused.

**3. Absence While Representing the School** – For a student – athlete to be absent from classes while representing ANS in school events approved by the administration they must be in good academic standing. This means that the student –athlete must either not be on academic or behavioral remediation status at the time of the event/activity; OR, if they are on academic remediation from the prior semester, they must be above academic standards (1.75 GPA) at the time the traveling roster is determined. Additionally, a student – athlete that is failing any core class at the time the traveling roster is determined may not participate. A student –athlete who makes the traveling roster initially, but subsequently has behavioral or academic issues prior to departure may be removed from the traveling roster at the school's discretion and ANS will not be responsible for any costs incurred. It is the responsibility of the student-athlete to submit work assigned or due during the absence either in advance or upon return from the event. It is recommended that all student-athletes coordinate with each teacher a time when all work, assignments and assessments, will be completed prior to departing for the event. Students will be allowed one school day per day missed to complete all assignments and assessments.

**4. Anticipated Absences** - 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 High School Principal of the dates of an upcoming absence, and the reasons for the absence, at least a week in advance. If the administration advises against an anticipated absence because a student is in poor academic standing, already has too many absences, or trips have already been taken in current the semester, the absences could be recorded as unexcused.

Note: Even if the absence is approved as an excused absence for make-up work purposes, it will be taken into account for the attendance requirement calculation of no more than 12 absences in a semester course or 24 in a year-long course (see Attendance above).

### Early Dismissal

The school calendar indicates occasional Early Dismissal Days for staff development or parent conferences. On these days students will be dismissed at 11 a.m.

On regular school days, students may not leave early without first presenting a signed parent/guardian request. All early dismissals must be authorized by the principal or, in his absence, the Director General.

### 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 will be duly informed at the earliest date possible.

### Lunches and Snacks

The Food Court offers hot food on a daily basis. The Fresco Stand is also open during the school day. Both offer a variety of juices, sandwiches, salads, and other dishes. Students may also bring their home lunch to school.

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

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

Note: The Fresco Stand, the Food Court and Hungry Tiger food stands in Elementary are off limits during class time.

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### 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 2:15 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> or through the [Destiny Quest app](#).

With the exception of the final two weeks of each semester, students and parents may check out books through the library's automated system. Students are not able to check out books under their parents' name, unless the parents 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.

The Library printer is for teacher use only and for students with teachers' permission. All assignments must be printed at home. The ANS Library is not responsible for lost books outside the library.

### Access to Campus and Classrooms

ANS has two access points: the North Gate and the South Gate closest to the High School building. After 8:00 am all visitors and/or students arriving late to school must enter through the North Gate. All individuals seeking access to the ANS campus are subject to review by ANS security. All non-students seeking access to any part of the ANS campus must first check in at the security gate located at the main entrance of the campus and then with the appropriate office.

Students occasionally must work on campus on an activity or project during hours outside of normal operation. A teacher must supervise this type of work. Any student that comes on campus after hours must check in with the guard at the main gate.

### Passes

If a student needs to be excused for a school activity, go to the library, visit a teacher or counselor, or go to the office, they must ask for a pass with the time, date and signature of the teacher noted. Passes to the nurse will be issued from the High School Office or a counselor. Upon return the student must have the pass signed by the staff that was visited. To avoid problems, a student should notify the office if the person they went to see is not available. Bathroom and water fountain passes are not valid to visit any staff member. A student who is not in class and does not have a valid pass will be considered to have been skipping that class.

### Driving/Parking on School Grounds

Only those students who have a valid driver's license are eligible to drive on to the ANS campus. High School student drivers are to park in the South (upper) parking lot. Irresponsible driving on the ANS campus will result in a driver losing the privilege of driving onto the school grounds. Note: ANS is not responsible or liable for students that drive individually or with others to either school related or non-school related activities.

### Visitors

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

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### Emergency Preparation Information

ANS has an emergency plan based on guidelines given by the US State Department and the Nicaraguan Ministry of Education. The ANS emergency procedure manual details procedures for different emergencies. The purpose of the manual is to ensure that school personnel respond to an emergency situation in a manner that will provide safety to students, teachers, parents and visitors. The information below is given as a quick reference about emergency/evacuation procedures.

Earthquakes - Students and teachers are instructed on the proper protocol to follow for this type of emergency. During/after a quake, teachers will move classes to an area free of trees and other tall objects. An alarm will sound indicating the type of emergency. Teachers and school personnel will remain with students at all times and will wait for further instructions. The school's Emergency Management Team will assess the situation and decide on next steps. If full evacuation of school is determined necessary, parents will be informed via email, social media, radio, TV and other means.

Fire - When a fire begins inside a building, an alarm will sound 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.

### Textbooks

Textbooks are issued during a pre-arranged date prior to the start of the school year. Students are responsible for picking up their textbooks during their allotted time. All student textbooks are checked out to the student and the student 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, be it a semester or year class, a student is required to return the same textbook in good condition, i.e. with no more than the normal wear and tear to the Textbook Office. If a textbook 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 to their replacement cost.

If at the end of the school year the student still has outstanding textbooks, the family will be charged for the loss. 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.

Textbooks will not be distributed prior to the beginning of the school year except for in the case of some Advanced Placement (AP) classes.

### Lockers

Lockers are issued to students from grades 6-12. Lockers are the property of the school. Students must bring and use their own locks. Lockers will 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.

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### Valuable Possessions

Valuable possessions are not to be brought to school. If a student must bring something of value he/she should ask the principal or guidance counselor to keep it in his or her office.

The school is not responsible for lost or stolen articles. This includes all personal electronic devices such as phones, laptops, or tablets. Students should not let these devices out of their possession unless asked for by a teacher or administrator, in which they will be returned. All other costly items should be left at home. Provisions have been made for storing students' personal property in the PE area for students participating in after-school sports. There is a locked Lost and Found cabinet outside the Middle School and High School Office. Additionally, valuable items that are found are stored in the Middle School and High School Office for safekeeping.

### Withdrawal Procedure

If a student is transferring to another school or withdrawing from ANS for any reason, notification in writing must be submitted to the Middle School and High School Office. All financial responsibilities must also be met prior to the release of any documentation.

## ACADEMICS

### English as Language of Instruction

English is the primary language of instruction at ANS. Subject area texts and instructional materials are in English. The only exception to the school's commitment to English as the language of instruction is in the area of foreign language and in the Nicaraguan *Bachillerato* courses.

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

1. English is to be used at all times on campus by teachers and administrators when they are interacting with students, both in and out of class, with the exception of the modern language teachers.
2. English is the language that is to be used in ANS administrative offices when personnel are interacting with students. At the middle and high school levels, students will not be attended to unless they address office personnel in English. The nurse will use either English or Spanish, as the situation merits.
3. When students enter a classroom, they enter an English-only zone. In the hallways and during break and lunch, students may speak another language, but once they enter a class, they must speak English.
4. Unacceptable/vulgar expressions in any language will not be permitted.

### Spanish Language Learners

Non-native speakers of Spanish may be eligible for the Spanish Language Learner (SLL) Program. SLL candidates will be tested to determine their level and placement in an appropriate program.

### Dual Diploma Program

All ANS High School students are required to work towards the attainment of a U.S. High School Diploma. The High School is composed of students in grades 9, 10, 11 and 12. In order for students to earn the U.S. High School Diploma, they must successfully complete the following: four years of Science; four years of Mathematics; four years of English; four years of Social Studies; four years of Spanish; two years of Physical Education; and four years of Electives.

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ANS students also have the option of concurrently pursuing the Nicaraguan *Bachillerato*. At the time of enrollment or re-enrollment, parents of middle and high school students are required to declare whether or not their child will pursue the Nicaraguan *Bachillerato*.

The Nicaraguan *Bachillerato* program is defined by the Nicaraguan Ministry of Education and modified by ANS requirements. Even though the Nicaraguan *Bachillerato* program for local schools includes grades 7-11, at ANS it is a grade 7-12 program which requires that all students pass all courses (no failing grade (F) in ANY class; core or elective). The Ministry of Education requires specific types of documentation prior to issuing the *Bachillerato* diploma. These documents include original transcripts (certified by the Ministry) for each educational institution attended between the grades of 7 and 12, a copy of a valid Nicaraguan ID (cédula), and one passport size photograph.

### Advanced Placement (AP) Program

Advanced Placement classes require college level work. AP courses therefore, are academically demanding and require an in-depth study of the subject being taught. Students are encouraged to challenge themselves and seriously consider the option of taking one or more AP classes. All students requesting AP courses need to follow the AP application process. Assignments to AP courses will be based on previous performance and teacher recommendations. The School reserves the right to cancel any AP course of less than 8 students.

Students who take AP classes are expected to be in this class for a full year and to take the AP examination in May. There is a charge of approximately \$117 (subject to change) for each AP exam taken and this amount must be paid to the ANS Business Office before the end of the first quarter of studies.

Possible grades on the AP exam are as follows:

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

### Global Studies Academy

The Global Studies Academy at ANS enables students to become 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 certificate 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 complete a community capstone project prior to graduation. Students interested in the Global Studies program are encouraged to speak with the Global Studies Coordinator and/or refer to the Global Studies Academy link on the ANS website.

### Field Trips and Excursions

Teachers may organize field trips 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's permission for participation and may require an additional fee to be paid by the student/parent.

### Academic Assistance and Tutoring

Teachers are available in their classrooms throughout the week from 2:10 – 2:45 to provide free academic assistance to students who seek extra help. If extraordinary circumstances demand a faculty meeting on one of those days, classroom teachers will advise their students in advance that the help session will not be available on

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that date. Teachers may also be available at other times and students should work directly with their teachers to arrange for any additional assistance.

### Academic Remediation

Students may be placed on academic remediation when they earn two or more F's on core subjects (i.e., English, Mathematics, Science, Social Studies, or Spanish) and/or drop below a 1.75 GPA in those same core subjects for the semester or year-end grades. The policy on academic remediation is established to provide students and their families the opportunity to return to acceptable standards of academic performance. Parents shall be informed in writing and shall be required to attend a meeting with the student, principal, and guidance counselor. The purpose of this meeting shall be to establish a plan for remediation. The guidance counselor, with the support of the principal, shall oversee the implementation of the plan. Fulfillment of the requirements of the plan, including meeting academic standards, will result in removal of the student from remediation status.

The Academic Remediation 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 6 - 12

Students who fail three or more full-year core courses during a given school year automatically fail and must repeat the school year if they choose to enroll at ANS for the following school year. They are not entitled to take remedial courses and/or for-credit exams.

Students who fail less than three courses will be required to remediate the course(s) by attending summer school and taking a for-credit exam(s) prior to the start of the following academic year.

For some courses, the Principal may approve projects, private tutoring, and/or online courses.

A student who passes the for-credit exam will receive a maximum grade of 60 for the course. A student who does not take or pass one for-credit exam must repeat that course the following school year. A student who does not take or does not pass the for-credit exam in two separate courses must repeat the year if he/she chooses to remain at ANS. Students who voluntarily withdraw from ANS will receive a second opportunity to pass the for-credit exam(s) so that they may receive credit for the course(s) at another 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 during Grades 6-12 must withdraw from ANS and will not be eligible for re-admittance to ANS in the future.

### Homework

Homework is defined as meaningful and quality work assigned to students intended to be completed during non-instructional hours. The amount of homework should depend upon the learning and individual needs of the student. Students should understand that homework is part of the course requirements, make certain that homework assignments are understood before leaving class, complete and submit homework assignment by the due date, and complete all assignments honestly and in accordance with the teacher's directions.

### Testing and Exams

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All students have periodic evaluations in all their classes. These can take various forms: quizzes, presentations, tests, special projects, etc. Parents and students may access grade-level assessment calendars online by following the link on the ANS web page. These assessment calendars will show the major assessments from the grade level classes and are designed to help teachers space out their assessments with the other classes. Parents and students should also access the teacher websites and class calendars for relevant material and assignments related to their courses. All teachers have a website and they can be accessed directly from within the high school section of the ANS website.

### Make-up Policy

In the event of an unexcused absence, a student will still be held accountable for any missed work but will receive a reduction in grade, points, or credit. The Secondary Office will determine if a student's excuse is valid.

In the event of an excused absence on a day when there is a major assessment, the student will be allowed to make it up for full credit if it is the first time that a major assessment is missed in that subject during a given semester. The date of the make-up will be arranged between the teacher and the student. Subsequent missed tests in the same subject, during the same semester may be made up on a Pass/Fail basis at the teacher's discretion. If the student were to fail to take a make-up test on the agreed-upon assigned date, the test will not be re-scheduled. All major assessments and assignments missed due to a justified absence are expected to be handed in/taken at the earliest possible date, as agreed with the appropriate teacher. Students that are attending a school sponsored event, with prior notification may be required to submit work prior to departure at the discretion of the teacher.

### Incomplete Grades

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

### Grading Policy 6-12

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

<u>Letter Grade</u>	<u>Percent</u>	<u>Regular</u>
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

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Please Note: When transcripts are prepared for college admission purposes, the "Grade Point Average (GPA)" will be based on this unweighted 4.0 scale. For internal purposes, such as determining Valedictorian and Salutatorian, ANS reserves the right to give added weight for Honors and AP classes.

### Reviewing Grades and Progress Reports

Teachers update grades through the online grade system. For Progress Reports, parents will be issued student ID numbers and passwords to access their children's grades periodically throughout each quarter. Families with pending financial obligations to the school may be blocked from accessing online grades until those obligations are met.

### Report Cards

Report cards are made available online, four times throughout the school year (after each quarter grading period and at the end of each semester). Year-end report cards may be printed upon request. Please refer to the school calendar for the specific dates.

### Citizenship Grades

In Secondary, the citizenship grades will be recorded using the following system:

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

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

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

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

Note: Citizenship grades refer to student behavior, including the fulfillment of academic responsibilities. Behavior that merits disciplinary action is handled according to the step system indicated below. Students who consistently earn citizenship grades below a satisfactory level (2) may be placed on Behavior Remediation (see Discipline section of the handbook).

### Honors and Awards

ANS is dedicated to excellence and honors those students who demonstrate their dedication to excellence. In Secondary, based on grades, GPA and other criteria, students have the chance to make Honor Roll as well as earn a President's Education Award for Excellence or Achievement. For each grade-level, teachers also nominate and choose students for grade-level recognition in such areas as leadership and citizenship, and teachers give awards in their classrooms for academic excellence and exemplary achievement.

Seniors also have the additional chance to earn specific awards that will be given out by the school and community members at graduation. These have included the Jean Paul Genie Awards, Michele Richardson Athletic Awards, and the Pereira Cup. Additionally, the Casa Pellas Award for Community Service is intended to celebrate the extraordinary work in benefit of the community undertaken by an individual or club from ANS.

### Transcripts



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ANS will mail and/or fax official transcripts to educational institutions, or may be picked up by parents at the Student Services Office. To request that an official transcript be sent to another educational institution, parents/students must do the following:

1. Fill out a transcript request form in the Student Services Office. The name, address, and phone number of the institution where the transcript is to be sent must be included.
2. Pay the requested fees to the cashier's office. These fees cover both the administrative costs associated with producing the transcript as well as the costs of mailing and/or faxing the documents.
3. Return the form, with the paid receipt, to the Student Services Office.
4. The Student Services Office will then instruct the Records Office to produce the transcript.
5. Unofficial transcripts may be issued directly to parents and/or students. Parents or students wishing to order unofficial transcripts are to initiate such an order with the Student Services Office.
6. Transcripts issued will include all High School grades. A separate request must be made for Middle School and Elementary School transcripts and may be made through the Student Services office.
7. Transcripts take approximately one week to process for current students. Requests made near the end of a grading period may take up to two weeks to be processed. Graduated or withdrawn students may take up to two weeks throughout the year.

## **DISCIPLINE**

### **Campus Rules**

1. Parking lot areas are out of bounds during the school day.
2. All wooded areas are out of bounds during the school day.
3. Students may not congregate outside classrooms when classes are in session.
4. Students are not to litter the campus.
5. ANS students are expected to show good judgment and restraint when on campus. Students may hold hands and partake in customary greetings. However, prolonged displays of affection are not permitted. Students engaged in public displays of affection will be referred to the Secondary administration, and parents will be notified of repeated violations.
6. Students must give their names to any staff, faculty, or school worker when asked.
7. Students are responsible for taking all school-issued documents home to their families.
8. Secondary Fresco Stand and Food Court are out of bounds except during the official break, lunch, and before or after school. No food or beverages should be purchased at the Fresco Stand or Food Court after the first bell at the end of break and lunch.

### **School Events**

A number of school events will be scheduled at various times during the school year. Alcoholic beverages are not permitted at any school-sponsored event. Students or visitors suspected of being under the influence of a drug or alcohol will not be admitted. Anyone suspected of using drugs or alcohol will be escorted off campus. ANS students will face other disciplinary action as well.

### **Off Campus Behavior**

The behavior of students off-campus is fundamentally the responsibility of the individual student and parents. Students must be continually aware, however, that they are always the representatives of ANS in the larger community and should conduct themselves in such a manner. If it can be verified that students in off-campus settings have engaged in illegal behavior or behavior that in the eyes of the school administration is unbecoming of an ANS student, the school reserves the right to take whatever disciplinary action it deems appropriate, including suspension or expulsion.

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### Personal Electronic Devices

Personal electronic devices such as laptops, tablets, and phones 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, phone usage and other devices are generally prohibited except under certain circumstances with teacher's approval.

Unauthorized use of a phone in class, as well as any personal device when not approved by the teacher, will result in confiscation of the phone or personal electronic device. The device will be turned in to the Secondary Office and returned to the parent or guardian after the student has completed 30 minutes of community service. Repeated violations will result in disciplinary action being taken, which may include losing the right to bring these types of devices to school.

Please also see the Technology section of this handbook for more information on electronic devices and the Acceptable Use Policy.

### Discipline System

The purpose of consequences for misconduct is not simply to punish someone, but to give students the opportunity to reflect and change their behavior. The following information provides a general guideline as to what is considered minor or major infractions, as well as potential consequences.

Please note that many universities may request information of any serious disciplinary violations related to academic misconduct or behavioral misconduct that resulted in a disciplinary action. These actions could include, but are not limited to: probation, suspension, or expulsion from ANS.

Consequences for Tardies and Uniform Violations as well as Honor Code Violations are addressed separately in their respective sections of this handbook.

<b>DISCIPLINE SYSTEM</b>
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Level 1 Incidents	Consequences
<ul style="list-style-type: none"> <li>■ Inappropriate language / comments</li> <li>■ Defiance / Disrespect / Noncompliance</li> <li>■ Disruptions / Instruction stoppers</li> <li>■ Property misuse</li> <li>■ Inappropriate displays of affection</li> <li>■ General classroom misconduct</li> </ul>	<ul style="list-style-type: none"> <li>■ Conference with student / warning</li> <li>■ Student remains after class</li> <li>■ Parents contacted</li> <li>■ Schedule detention with teacher</li> <li>■ In addition to consequences above, skipped classes are counted as unexcused absences</li> </ul>

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<b>Level 2 Incidents</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>■ Ongoing disruptive classroom behaviors</li> <li>■ Unresponsive to Level 1 consequences</li> <li>■ 2nd Offense Defiance / Disrespect / Noncompliance</li> <li>■ 2nd Offense Property misuse</li> <li>■ Skipping class</li> <li>■ Excessive tardies</li> </ul>	<ul style="list-style-type: none"> <li>■ Secondary Administration (principal and/or counselors) notified</li> <li>■ Secondary Administration conferences with student</li> <li>■ After school detention</li> <li>■ Parents contacted / conference</li> <li>■ Develop an Action Plan for change and behavior</li> <li>■ Saturday detention</li> <li>■ In-school suspension</li> </ul>
<b>Level 3 Incidents</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>■ Continual Level 1 and 2 incidents</li> <li>■ Fighting / Physical aggression</li> <li>■ Harassment / Bullying / Sexting / Cyber-Bullying (Physical, emotional, social)</li> <li>■ Property damage / Vandalism</li> <li>■ Forgery / Theft</li> <li>■ Use / Possession of tobacco</li> <li>■ Use/ Possession of alcohol, drugs, combustibles</li> <li>■ Inappropriate use of technology</li> </ul>	<ul style="list-style-type: none"> <li>■ Conference with the parents, Secondary School Administration</li> <li>■ In-school suspension</li> <li>■ Out-of-school suspension</li> <li>■ Behavior Remediation (see below)</li> <li>■ Expulsion</li> </ul>

### Behaviors with serious consequences and automatic referral to principal and parents contacted:

- *Use/possession of alcohol, drugs, combustibles*
- *False alarm/bomb threat/arson*
- *Possession/ use of weapons*

### Student Suspension

"Suspension" is defined as the removal of a student from classes for a time not to exceed five days for each disciplinary infraction. Suspensions may be in-school or out-of-school. Students may be suspended from school when there are major discipline infractions, recurrence of misbehavior, or gross insubordination. The length of the suspension should not exceed five (5) days, but this may occasionally be extended while an investigation of a case is conducted. Students may not be on campus at any time (day or night) during the specific date of an out-of-school suspension. While a student is on suspension, students must stay current with class work or homework due during the suspension period. Major assessments conducted during a suspension will be either held in the Secondary Office for in-school suspension, or rescheduled by the teacher in the case of an out-of school suspension.

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

- Help students reflect upon the causes and consequences of their actions.
- Guide students in making sound decisions so that they are able to accomplish their short and long term goals.
- Indicate to parents the seriousness of the violations, which resulted in suspension.

### **Behavior Remediation**

Students may be placed on Behavior Remediation as a result of a major disciplinary violation, multiple disciplinary violations over a period of time, or as a result of receiving three or more citizenship grades of 'unsatisfactory' on their report card. The policy on Behavior Remediation is established to provide students with the opportunity to return to acceptable behavioral standards. Students who are placed on Behavior Remediation 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 Remediation and may be required to attend a meeting with the principal and/or guidance counselor. A contract will be developed which provides the students with a roadmap for removing the remediation status. Violations to this contract may result in expulsion or not being readmitted the following school year. Students who are expelled as a result of Behavior Remediation or for disciplinary reasons will not be readmitted to the American Nicaraguan School.

Note: Students placed on Behavior Remediation are only able to participate in sports or extracurricular programs and activities as recommended by the guidance counselor and approved by the principal.

### **Student Expulsion**

The administration will attempt to resolve student disciplinary problems through counseling or disciplinary measures. However, students with continuing disruptive behavior patterns will be reviewed in terms of their enrollment at the school.

"Expulsion" is defined as the permanent removal of a student from the school. If a student fails to improve after one or more suspensions, does not meet the requirements of their Behavioral Remediation plan, or if the initial offense is considered sufficiently serious, the student may be expelled from the school.

The Principal will make a recommendation for expulsion to the Director General, who will then make the final decision.

### **Honor Code**

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

### **American Nicaraguan School Honor Code:**

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

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

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- Willful giving or receiving, or any attempt to gain or provide, of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
- Deception; the use of talking, signs, or gestures during an evaluation; copying from another student or allowing the copying of an individual assignment; submission of pre-written work at times when the assignment calls for work to be written in class; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students.

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

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgements.
- Using the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.

**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 a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

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

- Taking or attempting to use, without the right or permission to do so, and with the intent to make the wrongful use of, the school work or materials of another student or the instructional materials of a teacher.
- Taking or attempting to take somebody's personal property without their knowledge and expressed permission and/or knowingly possessing stolen property.

### **Honor Code Enforcement**

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

- **First Offense:** Classroom teacher will generally assign a grade of 0% for the assignment, quiz, or test. A letter or discipline note will be placed in the student's file and the student's parent(s) will be notified. NHS or NJHS members also risk expulsion from the society.
- **Second Offense:** Classroom teacher will assign a grade of 0% for the assignment, quiz or test. The Secondary Administration will issue an automatic in-school suspension. Corresponding documentation will be placed in the student's permanent file, and the student will be at risk of being placed on Behavior Remediation (see section on Behavior Remediation).
- **Third Offense:** Possible grounds for non-admittance to ANS for the following semester or immediate expulsion.

### **Bullying**

Bullying is a repeated behavior with negative intent where there is a power imbalance. Bullying can be physical, verbal, emotional, and virtual (e.g. texting, social network interaction) and it can also include social alienation. Students engaged in bullying behavior will be subject to disciplinary action. Repeated or severe bullying may be grounds for dismissal from school.

### **Drug Policy**

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The American Nicaraguan School wishes to send a clear unmistakable message to both students and parents; alcohol and drug use will not be tolerated.

No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any of the following substances on school premises, or off school premises at school-sponsored, or school-related activities, functions, or events:

- Any controlled substance or dangerous drug as defined by either United States or Nicaraguan law, included but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Any pharmaceutical without knowledge and permission of parents;
- Any abusive use of glue, aerosols, or any other chemical substance for inhalation;
- Any intoxicant, or mood-changing, mind-altering, or behavior altering drugs;
- Any alcohol or alcoholic beverage.

The possession, use or transmittal of paraphernalia related to these prohibited substances is also prohibited, as well as the sale or attempted sale of what is represented to be any of the above-listed substances. "Use" by definition is when a student has voluntarily introduced, by any means, into his or her body a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, speech, or chemical analysis. Students who violate this policy will be immediately suspended from classes, and will be at risk for expulsion.

### 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 prescription/over the counter medication of any kind on their person during school hours. Failure to comply may result in serious 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, which will result in the items being confiscated, parents being notified, and consequences that will include detention and/or suspension for first-time and repeat violations.

### Searches

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 principal may authorize or conduct a search of the student in question, and/or his/her belongings.

### Vandalism

Vandalism is defined as the intentional act of damaging or destroying school property or another student's property. Students who commit vandalism are subject to the full range of disciplinary action available to the Secondary Administration, are subject to expulsion and are responsible for the replacement or repair of damaged items.

## STUDENT SERVICES

### Guidance and Counseling

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

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

### Learning Support Services

Our Learning Support Services staff is made up of specialists in various fields. They provide service to those students requiring specialized attention. Some students qualifying for support services may receive special accommodations in one or more classes but are required to meet Board established minimum academic standards.

### Clinic

There is a doctor on duty in the school clinic from 6:45 a.m. until 5:00 p.m. on school days, and from 9 a.m. to 2 p.m. on Saturdays. The doctor is the only person authorized to administer any medication. Parents have the responsibility of giving any medication that their child needs during the school day to the school doctor with proper instructions.

Parents are responsible for submitting an up-to-date Health Form at the time of registration or pre-registration for the following year.

In the event of student illness or accident, the doctor will administer appropriate first aid and inform the administration and parents. Except for in the case of an emergency, students must first be issued a pass from the High School Office 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

### 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.

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 *privilege* and is intended *for educational purposes only*. Routine maintenance and monitoring of the network may lead to discovery of violations to this policy. Parents and/or administrators have the right to request to see the contents of a student's school email and/or file folders at any time. Note: Parents may request to see the content

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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 *Acceptable Use Policy* 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.



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3. The use of laptops and netbooks in and outside the classroom falls under the *Acceptable Use Policy* and the *ANS Code of Conduct*.

### 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 *Acceptable Use Policy* and the *ANS Code of Conduct*.

### 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 *Acceptable Use Policy* and the *ANS Code of Conduct*.

### Other Devices

Other devices are those which do not fall under *Laptops and Netbooks*, *Tablets*, *Smartphones and Cell Phones* (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.

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4. The use of other devices in and outside the classroom falls under the *Acceptable Use Policy* and the *ANS Code of Conduct*.

### 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

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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 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.

## 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 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.

### Extracurricular Sports Programs

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

### Extracurricular Community Service Programs

Students at the American Nicaraguan School have a long history of helping those in their community. Extracurricular community service programs are established to provide students with an opportunity to work actively towards improving the situation for a specific segment in their community. Each of these organizations has a faculty advisor and most have a group of elected student officers who lead regular meetings, communicate with the faculty advisor and school administration, and carry out fundraising and other types of activities. Students and/or parents interested in obtaining more information about any of the extracurricular community service programs should communicate with the High School Office or directly with the faculty advisor.

### Extracurricular Academic & Leadership Programs (Student Council)

Extracurricular academic and leadership programs help students develop as leaders and may use academic achievement as well as other criterion when selecting their members. Each of these organizations has a faculty advisor and most have a group of elected student officers who lead regular meetings, communicate with the faculty advisor and school administration, and carry out fundraising and other types of activities as appropriate. Students and/or parents interested in obtaining more information about any of the extracurricular academic & leadership programs should communicate with the High School Office or directly with the faculty advisor.