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ASA MISSION
The American School of Asunción, a bilingual learning community of Paraguayan and international families, offers an early childhood through college-preparatory program. ASA adheres to the highest standards of educational excellence from the United States and Paraguay while fostering a student-centered and caring environment.

ASA VISION

“Developing, Respecting, Excelling”

As a diverse learning community, ASA works together to:
- Teach students to become well-rounded, life-long learners
- Prepare students to be responsible and proactive world citizens
- Enable students to realize their full potential

Adopted on December 13, 1999
Modified on March 24, 2008
INSTRUCTIONAL GOALS AND OBJECTIVES

Our Goal:
The Board of Directors is committed to an educational program that meets or exceeds that which is required to meet the accreditation standards of The Southern Association of Colleges and Schools and the Paraguayan Ministry of Education and Culture.

Our Objectives:

- To provide for educational needs of dependents of U.S. Government employees living and working in our community.
- To forge close and positive links among the U.S., Paraguayan, and Third National cultures represented within our school community.
- To encourage curiosity and independence of thought and to develop higher level thinking skills of our students. In so doing, to develop an approach to learning that will enhance the growth of the individual throughout life.
- To work for the development of the whole child. By this it is meant that the educational program will provide for the intellectual, emotional, social, creative, linguistic, cultural, moral, aesthetic, and physical needs of our students.
- To offer our students the opportunity to obtain fluency in English and in Spanish.
- To provide an educational program based on current educational thinking and to ensure our teaching practices have a sound theoretical base.
- To develop in our students a commitment to community service and responsible, proactive citizenship.
- To involve parents in the education of their children through regular communication and involvement in school activities.

Cross Reference: 6000

Adopted on July 25, 2007
Policy 0300

PHILOSOPHY-GOALS-GENERAL OBJECTIVES

The Board of Directors is committed to an educational program equal to or surpassing that which is required to meet the accreditation standards of the Southern Association of Colleges and Schools. Additionally, the American School of Asunción shall offer the academic program of the Paraguayan Ministry of Education and Culture, as an Integral part and critical component of the school’s educational program.

Specific American School of Asunción objectives shall be:
1. To provide for the educational needs of dependents of U.S. government employees living and working in our community.
2. To increase mutual understanding between the peoples of the United States and Paraguay by:
   a) Enrolling Paraguayan nationals.
   b) Supporting multi-cultural activities.
   c) Demonstrating educational methods and practices employed in the United States.
   d) Providing binational extracurricular and community programs.
3. To provide curricular and instructional practices of high quality to reflect U.S. educational theory.
4. To provide a primary and secondary school curriculum with the minimum curricular program to include language, literature, geography, science, math, physical education, fine arts, and the history of both the United States and Paraguay.

Cross Reference: 6010, 6020, 6060

Adopted on November 12, 1994
Modified on June 23, 2010
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COMMUNITY AND PUBLIC RELATIONS

Establishing and maintaining positive public relations are responsibilities of the School Board, the School administration, and both the teaching and non-teaching staff of the School. The American School of Asunción sees itself as cohesive factor in the life of the community; for this reason, efforts will be made to keep the community at large informed about the services, accomplishments, needs, and goals of the school, and to involve the community in its work for the benefit of the students.

All members of the School staff, as well as students, are expected to project a positive image of the School and to act in a responsible, ethical manner. The School Board endorses a policy of active, open communications between the School, the parents, and the community as well as makes use of community talent and resources in the School’s program.

Cross Reference: 1120, 1400, 2420, 2450, 2460, 2455, 3425, 3430, 4000, 4410, 4120, 5405, 5500, 5520, 5800, 5810, 5820

Policy 1100

SCHOOL SPONSORED MEDIA

The Administration is responsible for all informational services to and from the public, except for those occasional matters the board may wish to deal with publicly.

The Director General is encouraged to use all available media of communication to keep the goals, program, achievements and needs of the school before the school community and when appropriate, before the general public. He may delegate his authority to the central administrative staff and the school principals buy the ultimate responsibility is his.

Materials for system-wide distribution will be developed in the central office and carry the approval of the Director. Copies of such materials shall be made available to board members.

The principal of each school shall be responsible for routine school announcements to parents such as those concerning closing of the school, PTA meetings, etc. He or she will keep a file copy of all such releases for needed reference.

Adopted on November 12, 1994
Policy 1110

SCHOOL DIRECTORY

All school’s directories are confidential documents with sensitive information and therefore will not be distributed to any governmental agency or other school-related entities without the express written authorization of the Director General.

Under no circumstances will it be distributed for political or commercial use.

A copy of the directory will always be available in the Director's office for duly authorized use.

Adopted on November 12, 1994
Modified on June 23, 2010
SCHOOL NEWS RELEASES

The Director General of the school shall be empowered to prepare news releases for the media, as well as internal bulletins and other sources of information, as needed by the community.

The content of the new releases and other public information shall be subject to review by the Board of Directors.

Cross Reference: 1010, 1445, 1450, 2460, 3425, 3430

Adopted on November 12, 1994
OTHER MEDIA: COMMUNICATIONS FROM OUTSIDE THE SCHOOLS

Students and faculty of ASA are to be protected from intrusions on their time during the school day by announcements, posters, bulletins, survey, evaluations, questionnaires and communications of any kind from individuals and organizations not directly connected with ASA. The distribution in the schools of non-advertising pamphlets, pictures, posters and other materials shall be left to the discretion of the Director General, whose permission in writing shall be obtained prior to distribution.

The Director General and the principals are urged to interpret this policy strictly. Exceptions may be made when, in their judgment, the best interest of the students will be served. In case of differences of opinion, the decisions of the Director will be final.

Cross Reference: 1200, 1300, 1410, 1490

Adopted on November 12, 1994
BOARD OF DIRECTORS’ MEETINGS

The Board, as the representative body of the school community, wishes to provide an avenue for any parent to express his interest in and concerns for the schools. Accordingly, the parents are cordially invited to attend board meeting as observers.

Meetings of the board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings, but meetings held in public.

Meetings are closed to the public only during executive sessions as permitted by statute and policy.

In order that the Board may fairly and adequately discharge its overall responsibility, citizens who wish to make requests, representations, or proposals to the board are requested to direct these to the Director General, who will deal with them according to rules adopted by the Board.

1. To allow everyone who wishes it, a fair and adequate hearing.
2. To allow the Director to take direct action, or to recommend action to the Board, when policies have already been established by the Board.
3. To minimize the possibility of the Board’s making ill-advised, illegal, or improper rulings due to hasty action in the absence of adequate information and study, especially when a policy does not exist, a change in policy is proposed, or an exception to policy is specifically requested.
4. To see to it that the time so devoted does not interfere with the fulfillment of the Board’s tasks.

In response to a request to make a presentation to the Board, the President of the Board, in conjunction with the Director General, shall:

1. Deny the request and inform the Board; or
2. Approve the request and provide adequate agenda time.

Cross Reference: 1125, 1300, 1410, 1420, 1490

Adopted on November 12, 1994
Modified on June 23, 2010
USE OF STUDENTS

Students must not be exploited by organizations and individuals in the community. Students who desire to represent the school in an outside school activity must receive permission from the principal of the school before participating in the activity. The student(s) must be supervised by authorized school personnel.

All requests from groups or individuals to distribute materials to people in the community by students, with the exception of requests from school-connected organizations like the PTA or Parents’ Advisory committees, will be referred to the office of the Director General to determine whether the requests comply with overall school purpose and policy.

Cross Reference: 1125, 1200, 1410, 1490

Adopted on November 12, 1994
RESPONSIBILITIES OF PROFESSIONAL STAFF

Professional status rapidly being attained by teachers imposes a serious responsibility for exercising professional restraint when discussing school matters with non-school acquaintances. Teachers are regarded as representatives of the school twenty-four hours a day, 365 days a year. Their casual opinion is accepted as factual information when expressed to the otherwise uninformed layman. Therefore, the Board wishes teachers to be well informed concerning the educational philosophy, goals, policies and regulations of the school, and be familiar with and understand the educational program. Each year, all teachers need to receive an updated faculty handbook and acknowledge their understanding and acceptance of the written policies. Questions directed to school personnel from the public sector merit straightforward and informative answers.

Cross Reference: 1010, 3430, 4000, 5405, 5500, 5520, 5800, 5810, 5820

Adopted on November 12, 1994
Modified on June 23, 2010
RESPONSIBILITIES OF THE BOARD

Members of the Board, individually and collectively, recognize and welcome their responsibilities for listening to comments and suggestions from the members of the school community.

Board members individually will refer compliments, suggestions and constructive criticism about operational matters directly to the Director General for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the board meeting agenda for consideration by the Board as a whole.

Unless so authorized by the Board, no board member individually will speak for or in name of the total Board.

Cross Reference: 1125, 1200, 1300, 1490

Adopted on November 12, 1994
PARENT-TEACHER ASSOCIATION

The Board of Directors recognizes the positive contribution that can be made by an active Parent-Teacher Association and values the important support role of this association.

The PTA shall be organized by, and its membership open to, parents and teachers of the students attending the School for the purpose of promoting better communication through planned activities. The focus of PTA activity shall be to organize events and projects that seek to provide its members the opportunity to contribute to the general welfare of the School. Funds raised by the PTA would be donated to the School in support of specific programs for students/parents/teachers or for the School facilities.

General Procedures:

1. The Director General or his/her designate shall meet with the PTA Leadership Council at least once each quarter.
2. The Director General shall appoint one or more faculty representatives to serve as members of the PTA Leadership Council.
3. PTA fees shall be collected by the School and then turned over to the PTA treasury.
4. Instructional faculty, at all grade levels, shall be encouraged to involve parents in volunteer classroom activity (i.e. presentations, chaperoning, and special events).
5. The opportunity for ASA parents to be involved in the PTA shall be effectively communicated.
6. Donations to ASA, whether cash or in-kind, will be for a specific purpose which has been selected from a list of priorities determined cooperatively by the PTA and the School administration.
7. The PTA Leadership Council shall present annually a financial report to its membership.

Adopted on May 4, 1999
PARTICIPATION BY PARENTS

Residents of the community who are especially qualified because of training, experience, or personal characteristics shall be encouraged to take an active part in school affairs. As part of the accreditation-process required School Improvement Team, the Director General may elect to invite persons to act as advisers individually and in groups as follows:

1. In clarifying the general ideas and attitudes help by parents regarding schools.
2. In developing Board policies under which the school is to be managed.
3. In establishing administrative arrangements and regulations designed to implement policies.
4. In determining the purposes of courses of study and special services to be provided for students.
5. In evaluating the extent to which these purposes are being achieved by present practices.
6. In giving active assistance to the professional staff in the actual operation of classes and services where the staff deems such aid valuable.
7. In solving a specific program or set of closely related problems about which the Board must make a decision.
8. In the operation of school related agencies.

The Board and the staff shall give substantial weight to the advice received form individuals and community groups interested in the school. The Board and the staff shall not, however, abandon their decision-making responsibilities to any other group, within or outside, the school

Cross Reference: 1200, 1425, 1435, 1480, 4510.

Adopted on November 12, 1994
Modified on June 23, 2010
PARENTS’ ADVISORY COMMITTEES

The Director General shall inform the Board of the establishment of parents' advisory committees such as the School Improvement Team. He shall describe their proposed functions, size, term of office, membership composition, and relationship to members of the professional staff. The Board will also be informed of the persons appointed to such committees, of any changes in committee membership or function, and a final report of accomplishment.

From time to time, the Director General will provide the Board with a summary report and appraisal of the use of individual parents and groups by the school.

Cross Reference: 1200, 1420, 1435, 1480, 4510

Adopted on November 12, 1994
Modified on June 23, 2010
PARENT VOLUNTEERS ASSISTING SCHOOL PERSONNEL

The Board encourages the use of community resources and parents to assist in furthering the educational program.

Volunteer Program

Parental interest and involvement in the education of children can be a meaningful component of the school. The use of constructive volunteer services will provide means to improve the quality of education for all children. Effective volunteer services can:

1. Help improve academic achievement in children by allowing teachers and other school staff more time for professional instruction.
2. Extend services to school children through the use of volunteers.
3. Provide resources from the community for the enrichment of the school program.
4. Increase community understanding of the problems facing the school and enlist the support of parents in an effort to improve the school program.
5. Provide an exchange of ideas, attitudes and proposals between school personnel and parents.

Volunteers shall be encouraged to perform tasks, which enrich and supplement the everyday school program. Their services are utilized to make it possible for the professional to use his skill and training more effectively. Volunteers shall work under the supervision and direction of a certified person. It shall be the responsibility of the staff to determine the limits and scope of volunteer activities. A certified person shall determine which tasks and activities are suitable for volunteers to perform. Volunteers shall be encouraged to make recommendations concerning their function.

Adopted on November 12, 1994
VISITS TO THE SCHOOLS

The Board and the staff of the school welcome parents and other interested persons to visit our school. School improvements often come from suggestions originating in such visits.

The administration shall publish guidelines to be followed by any individual or group that wish to visit the schools.

Cross Reference: 1200, 1420, 1425, 1480, 4510, 4511, 5510, 7240, 7250, 7820

Adopted on November 12, 1994
LOITERING OR CAUSING DISTURBANCES

Any person who is not a member of the school staff or student body and who loiters on or about the school building or grounds without written permission or who causes disturbances is guilty of disorderly conduct and may be prosecuted according to law.

Employees in school buildings shall immediately report to the principal any such person when it reasonably appears that an act is being committed that is likely to interfere with the peaceful conduct of the activities of the school, or when it appears that such person has entered the campus for the purpose of committing such an act. The principal shall immediately notify this person to leave the campus, and if he fails to obey the order, shall immediately summon the appropriate law enforcement officials. The principal shall immediately notify the Director General.

Adopted on November 12, 1994
RELATIONS BETWEEN PUBLIC AND SCHOOL PERSONNEL

Staff members are expected to maintain the highest personal standards for behavior and to participate responsibly in the political and social life of the greater Asunción community.

Staff members are encouraged to incorporate the greater community of the city into the academic program, and be alert to new and emerging learning opportunities, which may be derived from the public sector.

Cross Reference: 1120, 1450, 2120, 2130, 2140

Adopted on November 12, 1994
ANONYMOUS LETTERS, GROUP LETTERS, PETITIONS, AND NON-SCHOOL INITIATED GROUP MEETINGS

The school does not accept anonymous letters, group letters or petitions, or non-school initiated group meetings by stakeholders who wish to register complaints about individuals or question procedures or actions of the school. Complaints shall follow the Lines of Communication and Appeals as established in the school's procedures.

Cross reference: 1460 -4255(2) - 7040

Adopted on October 15, 2015
PARTICIPATION IN COMMUNITY LIFE

The Board encourages all staff members to participate fully in the rights and responsibilities of citizenship. However, the school shall not support political causes, and no individual or group of individuals may use the school as a support for a political cause, or as a base for political operation.

Cross Reference: 1120, 1445

Adopted on November 12, 1994
COMMUNITY RELATIONS
COMPLAINTS AND GRIEVANCES

The School administration, the staff and the School Board will listen attentively and courteously to parents and interested citizens who have a concern or complaint about the School or its people. Anonymous complaints, however, will not be considered unless by their nature it is judged prudent by the school to do so.

In general, complaints are best resolved at the level where they arise: between parent and teacher or student and teacher. However, if a parent feels that at this level the problem has not been properly resolved, he/she may request a meeting with the corresponding area principal. The principal will resolve the matter or refer the case to the Director General, who may, in exceptional cases, wish to submit a problem to the Board or to a committee of the Board.

Parents' Complaints about School Personnel
A complaint about a teacher or other staff member will be discussed promptly with the Principal and openly with the person about whom the complaint was made. The administrator receiving the complaint will ascertain the facts of the matter before responding to the complaint or making any kind of commitment or promise.

If the complaint appears to have merit, the principal will arrange for a meeting of all parties concerned; if the matter cannot be resolved, or appears to be serious, the Director General will be involved. The Director General may arrange for a confidential hearing of the matter, and may involve the Board. Every effort will be made to give everyone a fair and unbiased hearing, and to protect the employee's professional and personal rights. In no case will complaint be made or discussed in the presence of students.

Complaints about the Curriculum or Materials
Any school employee receiving a complaint about such matters will provide information to the complaining party regarding the reason for using a particular book or teaching specific course content. However, if the objection remains, the person involved may formally challenge instructional materials or course offering by taking the complaint to the principal. The principal may convene an ad-hoc committee, made up of teachers, media specialists, administrators and other persons as deemed appropriate by the principal, to consider the instructional materials or course. The person filing the complaint will be invited to take part in the ad-hoc committee's discussion, and to present his or her views in detail. The principal may also opt not to convene a committee, but to address the problem directly. In any case, a decision must be made within two weeks after the complaint was made.
Policy 1455(2)

If the complaining party is not satisfied with the decision; the Director General may involve the Board or a subcommittee of the Board.

Access to challenged materials or courses will not be restricted during the complaint process. Only if, in the professional judgment of the educators in the School, there are overriding educational reasons for doing so will any book be removed from a reading list or a library shelf, or will any course content be altered in response to a complaint.

In accordance with the School's objectives, the School supports a spirit of free inquiry, and sees education as a continual exposure of young minds to a wide variety of facts and ideas. At times, these facts and ideas may be considered "controversial" by some, and it is true that professional personnel have the responsibility of presenting such "controversial" issues with care, tact and objectivity. However, the curriculum and instructional materials used in the School have been chosen with great professional care.

Community Relations
Persons having any concerns, complaints, charges, and/or grievances involving the American School of Asunción shall bring the matter to the attention to the Director General of the school. Matters of this nature may also be addressed to the School Board President. Such notification is preferred in writing but may be accomplished through personal contact with the Director General at the appropriate time. When the Director becomes aware of such matters, prompt investigation and an attempt toward resolution shall be undertaken. Complete or pending actions of this nature shall be brought to the attention of the School Board.

When a problem is brought to the attention of a School Board Member, the member shall promptly advise the President of the Board and the Director General of the school. Board members shall not initiate individual action or make any decision without full Board involvement.

Cross Reference: 5000, 5550, 5800, 5810, 5820

Adopted on November 12, 1994
Modified on July 25, 2007
GIFTS TO SCHOOL PERSONNEL

Students and their parents will be discouraged from the routine presentation of gifts to school employees on occasions such as Christmas. The Board shall consider as always welcome and in most circumstances more appropriate the writing of letters to staff members expressing gratitude or appreciation.

The provisions herein shall not be interpreted as intending to discourage acts of generosity in unusual situations.

Gifts from the Board

The Board will consider appropriate ways of thanking retiring members of the staff whom have rendered outstanding service for an extended period of time and who have earned the high regard of other staff members and the community.

Cross Reference: 1465, 7240, 7250, 7260, 7640, 7820

Adopted on November 12, 1994
EXTERNAL AWARDS TO STUDENTS

The acceptance of trophies, prizes, or awards from persons or organizations not connected with the school is not allowed unless approved by the Director General in conformance with the policies of the Board and administrative regulations related to awards for distinguished success in any school-related events.

Cross Reference: 1460, 7640

Adopted on November 12, 1994
Modified on June 23, 2010
SOLICITING FUNDS FROM AND BY STUDENTS

As a result of the multiplicity of organizations and individuals seeking funds from the school, in most instances for worthy purposes, all such groups or individuals shall be barred from directly soliciting contributions from school personnel and students unless specifically authorized by the Director General.

Organizations related to the school such as student and/or parent groups who want to solicit funds in the name of the school for routine activities (e.g., bake sales, asados, movie nights) must receive approval from the Director General or his/her designee. All other solicitations for non-routine activities as determined by the Director General must be reviewed by the Board of Directors before approval.

Major fundraising projects to benefit student groups that solicit funds in the name of ASA and use school facilities to generate funds in excess of $1,000 USD will require the following:

a) A contribution of at least 15% to be allocated to the capital reserve funds
b) An additional contribution of 5% to support service learning projects that are approved by the school Administration. This contribution will not be used for monetary donations.

c) The above funds will be allocated to the following school year’s budget.

Any fundraising project organized institutionally by ASA soliciting funds for the school must have oversight of the Finance Committee to make sure the funds are used for capital assets, or projects based on the priorities set forth by the Board of Directors, unless otherwise stated by the donor.

Please see Policy 1475 (Student Activity Fundraising) for additional information regarding fundraising policies.

Cross Reference: 1475, 1480, 4410, 7630

Adopted November 12, 1994
Revised on December 15, 2008
Modified on October 12, 2009
Modified on June 23, 2010
Modified November 16, 2011
Modified December 13, 2012
Modified June 18, 2015
Policy 1475

ADVERTISING AND PROMOTION

Commercial and Non-School Agency

For all school-related events or activities, none of the facilities, the staff, or the children of the school shall be employed or used in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization, except as follows:

1. The school may cooperate with the approval of the Director General, in furthering the work of any non-profit community-wide social service agency provided such cooperation does not restrict or impair the educational program of the school. The school may not act as an agent of a commercial firm in selling merchandise to children.
2. The school may use films or other educational materials bearing simple notation of the producing firm.
3. The Director General may, at his discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit.
4. The school may, upon approval of the Director General, cooperate with any governmental agency in promoting activities in the general public interest which are non-partisan and non-controversial and which promote the education or other best interests of the pupils.
5. The person or organization makes a donation to fund a major capital investment to fund a building project or education-related program deemed beneficial to the school program as approved by the Board of Directors.

Please see Policy 1470 (Soliciting Funds) for additional information regarding fundraising activities.

Cross Reference: 1470, 1480, 4410

Adopted on November 12, 1994
Revised on December 15, 2008
Use of Buildings and Grounds

The Director General of the School is authorized to permit use of the school facilities by group and community organizations for school community activities. Such use is dependent upon compliance with the following requirements:

1) The prohibition of any tobacco possession, use, or sale while on the school institution. As per Board policy 7250, the school is a smoke-free campus.
2) The possession, use, or sale of any drugs or unauthorized substances is strictly prohibited on the school campus.
3) The prohibition of any possession, use, or sale of alcoholic beverages on campus without prior written authorization from the Director General.
4) As per school policy, no weapons of any kind are allowed on the school grounds except by law enforcement officers.
5) The school’s facilities must be responsibly used and maintained by the group/organization.
6) All costs for clean-up, any needed repairs of the campus, and additional security are the requirement and responsibility of the group/organization.
7) Use of the facilities for no more than one day unless advance request and authorization has been granted by the school administration and endorsed by the Board of Directors.
8) The buildings and the grounds of the school shall not be employed for fund-raising by any group/organization outside the school without the express permission of the Board.
9) In the event of accident or injury, the group/organization is responsible for any/all needed medical attention and costs, and any/all liability.
10) The group/organization is responsible for assuming all costs for any damages or repairs as well as any additional expenses to the school as a result of their use of the school facilities.
11) The group/organization is responsible for the provision of all needed equipment and materials, i.e., balls, nets, etc.
12) Any ASA games and/or extracurricular activities or PTA events that are scheduled on the school campus will take precedence over the use of the facilities by any group/organization.
The following preferences will be employed in granting permission of use the school’s facilities:

1) PTA sponsored events.
2) Use by ASA alumni members or their immediate family members
3) Companies and/or organizations that support the school.
4) Organizations which have ASA alumni as members

Any exceptions to any of these requirements will not be permitted “without the approval and express permission of the Board of Directors.”

Any group/organization which is given authorization to use the school’s facilities is required to sign a “School Buildings and Grounds Use Contract. A copy of which is attached as part of this Policy

Cross Reference: 1200, 1420, 1425, 1435, 1460, 1470, 1475, 4410, 4510, 4511, 5510, 7240, 7250, 7260, 7640, 7820

Adopted on November 19, 2002
Modified on May 7, 2007
Modified on May 21, 2015
Buildings and Grounds Contract

This contract is designed to delineate the regulations and conditions to be followed in the use of the ASA school buildings and grounds by: ________________________________ during the period of: ________________________________

for the purposes of the following event: _______________________________________________________

The group/entity designates the following individual who will assume full responsibility for compliance with all requirements outlined below:

________________________________________________________
Full Name

_________________________________  ________________________________________________
ID number  Home Phone number

_________________________________  ________________________________________________
Cell Phone Number  E-mail address

A. The following requirements are to be fully complied with in use of the school facilities:
1) The use of any tobacco on the school campus is strictly prohibited. As per Board policy 7250, the school is a smoke-free campus.
2) The use or sale of alcoholic beverages on campus is forbidden. Additionally, as per Board policy 7240, no student shall possess, use or transmit, or be under the influence of any alcoholic beverage. Any exception to this prohibition of alcoholic beverages could only be made if expressly approved by the ASA Board of Directors and for events in which no students would be in attendance and also only in the case of a school PTA or ASA alumni-sponsored event or activity.
3) The use or sale of any drugs or unauthorized substance is strictly prohibited.
4) As per regular school policy, no weapons of any kind are allowed on the school grounds.
5) The school's facilities must be responsibly used and maintained by the group or organization. Failure to do so will result in loss of use and prohibition of further use in the future.
6) All costs for clean-up and maintenance attributable to the group's use of the school's facilities as well as any additional school security staff are the requirement and responsibility of the group or organization.
7) Any ASA games and/or extracurricular activities or PTA events that are scheduled on the school campus will take precedence over the use of the facilities by any group or entity. The group/entity will be advised by advanced notification from the school's athletic director in such cases.
8) The individual responsible for the group/entity is also required to advise the school in the event of cancellation of any activity that was scheduled.
9) The buildings and the grounds of the school shall not be employed for fund-raising by any group/entity outside the school. This includes any display of signs/banners or other publicity advertisement.
10) In the event of accident or injury, the group/entity is responsible for any/all needed medical attention and also any/all liability.
11) The group/entity is responsible for the provision of all needed equipment/materials, i.e. balls, net, etc.
12) Any additional expense to the school due to any event promoted by the group/entity in use of the facilities will be fully paid by the group/entity.
13) The group/entity is responsible for assuming all costs for any damages or repairs as a result of their use of the school facilities.
14) Any/all members or representatives of the group/entity are to display cooperation and compliance at all times with the school’s security personnel and representatives from the athletic department.

Special note: This agreement can be voided at any time by the school in the event of failure of the group/entity to comply with any/all of these conditions or if costs to ASA become unsustainable.

B. The following preferences will be employed in granting permission of use the school’s facilities:
   1) PTA sponsored events
   2) Use by ASA alumni members or their immediate family members
   3) Companies and/or organizations that support the school (moved up in priority)
   4) Organizations which have ASA alumni as members.

C. Any exceptions to any of these requirements will not be permitted “without the approval and express permission of the Board of Directors”. Additionally, any exception to the prohibition of alcoholic beverages could only be made for events in which no students would be in attendance and also only in the case of a school PTA or ASA alumni-sponsored event or activity.

____________________________________  ___________
Acceptance by Group/Entity Representative  Date

____________________________________  ___________
Approval of Athletic Director  Date

____________________________________  ___________
Approval of Director General  Date

P.S. A copy of this agreement will be maintained by ASA’s Athletic Director, Business Manager, and Head of Security and/or designated representative.
ENVIRONMENTALLY CONSCIOUS AND ENVIRONMENTALLY SAFE CAMPUS

The school commits to ensuring an aesthetically pleasing and environmentally safe campus. In that regard, the administration will assure that standard operating procedures used in carrying out educational and non-academic activities promote prudent use of energy resources (e.g., conserving electricity), recycling of potentially reusable resources and materials (e.g., paper, plastics, metals recycling); and, that standard operating procedures promote an environmentally safe campus (e.g., the purchase and storage of environmentally safe chemicals used for cleaning, fumigation, etc.). ASA stakeholders, outside vendors, and outside contractors will be informed of the efforts of the school to promote a sustainable environmentally safe campus; and, they will be expected to adhere to environmentally conscious and environmentally safe guidelines established by the school.

Adopted on December 13, 2012
ACCESS TO ASA PROCEDURES AND MATERIALS

Access to school manuals and procedures, as well as access to school materials, shall be limited to the parental community, staff, and students of the school. The Director General is responsible for establishing all controls as well as determining the purpose for use of such materials to safeguard the intellectual and physical capital of the school.

Adopted on November 12, 1994
1. PURPOSE
The Board of Directors supports the use of research and innovation to enhance decision-making and practice in support of ASA’s mission and vision along with the Board’s strategic priorities for improving student learning and achievement. The purpose of this policy is to provide parameters and guidelines for facilitating requests to conduct research and surveys that are outside of the realm of Board mandate and to ensure adherence to high standards of research practice.

2. POLICY STATEMENT
It is the policy of the Board of Directors to permit internal and external individuals or agencies to conduct research or administer surveys that will benefit student learning and achievement and/or organizational effectiveness, subject to approved parameters and guidelines.

3. PARAMETERS
3.1 All individuals who are interested in conducting research and/or administering surveys within the American School of Asunción must agree to abide by this policy;
3.2 Research conducted at ASA must conform to accepted standards for research and ethical practices;
3.3 Research or survey requests must receive prior approval from the Advisory Committee for both internal and external research requests before inviting participation;
3.4 Participation by individual schools, staff and students in research projects or surveys is voluntary with the exception of those mandated by the Board of Directors;
3.5 All individuals invited to participate in the research project or survey must be fully informed of the research objectives, procedures, foreseeable risks and potential benefits;
3.6 Privacy, anonymity and confidentiality of data/information identifying respondents, participants and/or schools must be strictly maintained;
3.7 A police check is required, prior to commencement, if the researcher has direct contact with any student;
3.8 Researchers will ensure that they are never alone with any student(s);
3.9 Written parental permission is required for any research project or survey involving students under 18 years of age;
3.10 Researchers must indicate in their application the intended use(s) of results, including any resources or products that may be created as a result of the project. It is understood that: Not-for-profit resources or products will be made available to ASA, at no cost, for internal use only; For-profit resources or products become the joint property of the researcher and ASA, unless otherwise agreed to by the Board of Directors; and
3.11 Quality assurance studies, performance reviews or testing that is within the realm of Board mandate and normal educational requirements are not subject to this Board review process.

4. DEFINITIONS

4.1 Research
Refers to an investigation undertaken to increase knowledge and understanding through the gathering of data and information in order to develop new materials, products and / or processes;

4.2 Internal Research
Refers to a research study or survey that is administered by a Board employee, parent group, student group or Board partner that meets specific school and / or Board needs;

4.3 External Research
Refers to a research study or survey that is administered to benefit students and the field of education by: an institution; a community agency; an external individual; or, a school employee conducting research outside of his / her area of responsibility.

5. RESPONSIBILITIES

5.1 Research Advisory Committee (Director General, Building Principal, ASA Board Member as assigned by the Board of Directors)
A) To review external research proposals with respect to:
   a. Their relevance to the ASA precepts, educational objectives, priorities and research needs of the Board of Directors;
   b. Ethical considerations and protection of privacy and information;
   c. The impact on individual school(s) and the system; and
   d. The effect on instructional time and the extent of involvement required from staff and students;
B) To deny requests to conduct research or surveys within the school or to recommend a research proposal or survey to the Board of Directors for final endorsement.
C) To protect schools, students and staff from research that will have an adverse effect on their rights and well-being;
D) To serve as a liaison between schools and external research investigators; and
E) To adjudicate issues that may arise from an approved research or survey request.

5.2 Director General
A) To provide principals with recommendations for school participation in external research requests and guidance for internal research requests, as required;
B) To ensure that recommended research proposal or surveys are presented to the Board of Directors for final endorsement.

5.3 Principals
A) To ensure adherence to the Board research policy, parameters and guidelines;
B) To determine their schools’ involvement and participation in internal and external research projects or surveys approved and recommended by the Research Advisory Committee;

C) To inform and communicate details of the research project or survey and obtain necessary permissions prior to commencement.

5.4 Researchers

A) To ensure that their research complies with all aspects of the Board research policy, parameters and guidelines;

B) To submit requests to conduct internal or external research to the Research Advisory Committee;

C) To cooperate to the fullest extent with school principal(s) and Director General throughout the process; and

D) To perform at all times with the highest level of ethical and professional standards.

Cross Reference: 1125, 1200, 1300, 1410, 1490

First Adopted: March 15, 2010
ACCREDITATION IN THE UNITED STATES

The school shall meet the accreditation standards of the Southern Association of Colleges and Schools. It shall be the responsibility of the Director General to inform the Board of new and emerging standards for member schools so that the necessary planning and improvement takes place to maintain accreditation.

Cross Reference: 1555

Adopted on November 12, 1994
RECOGNITION IN THE REPUBLIC OF PARAGUAY

ASA shall comply with all curricular and degree requirements established by Paraguay’s Ministry of Education and Culture and, by doing so is committed to providing an integrated academic program which includes Paraguayan studies of the highest standard.

It shall be the responsibility of the Director General to develop positive relations with educational authorities and the Ministry. With the goal of maintaining the Paraguayan Ministry of Education and Culture recognition of its program, the Director General, shall assure compliance with all valid and tenable Ministry educational objectives.

ASA will also commit to the employment of the most qualified professionals in its efforts to offer an academic program of the highest standard.

Cross Reference: 1500

Adopted on November 12, 1994
Modified July 25, 2007
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SCHOOL BOARD LEGAL STATUTES & BYLAWS

The School's legal statutes (i.e. bylaws) stipulate that The American School of Asunción (ASA) is directed by a Board of Directors whose members are designated by the Parent's Assembly, which may also remove and replace them. ASA will be governed by Paraguayan laws, its statutes, the policy manual of the Board of Directors, and its established regulations and procedures, in that order.

The Board shall hire a Director General who shall be responsible to the Board for the operation of the School with responsibility consistent with school statutes, policy manual, and established regulations and procedures. The Director General shall be the chief executive officer of the School.

Amendments may be made to these Statutes, with the exception of a vote for dissolution, by a majority vote of all of the members of the Board of Directors and with the subsequent approval by another majority vote at a Parent Assembly. Proposed amendments must be made known at least seven days before the assembly is held. The minutes of any Parent Assembly where statute amendments are approved must be signed by five parents designated by the assembly. Once signed by the designated parents, these minutes must be sent to a lawyer with the goal of initiating legal procedures in accordance with the laws that are in force in Paraguay.

The dissolution of the School or Association and the destination of its assets can only be resolved by an Extraordinary Parent Assembly with the attendance and conformity of three-fourths (3/4) of all the parents or legal guardians of ASA students. The assets will be destined to another entity with similar goals as The American School of Asunción.

Adopted on August 17, 2001
POWERS & DUTIES OF THE BOARD OF DIRECTORS

On behalf of all the members of The American School of Asuncion’s Parents Association, the Board of Directors is ultimately responsible for all School concerns. Board powers and duties include:

(a) To authorize the President and Treasurer or any other member of the Board of Directors who acts in these capacities to jointly represent the school in all and any act or contract, whether civil, commercial, criminal, tax, administrative, banking or legal.

(b) To acquire, by any title, free or onerous, all kinds of real estate, movable property and of any other sort, and to transfer ownership or pledge them as a mortgage, lien or other right over real property, or receive these as a borrower, user or lessee, take out loans, credit and all types of debts with or without a guarantee secured by real property.

(c) To carry out all types of transactions with national and international banks; open, transact and close accounts; deposit and withdraw deposited funds;

(d) To issue, endorse, transfer and cash checks, drafts and promissory notes, letters of credit, and other credit and commercial documents, remove, amortize, cancel and make innovations; collect and pay loans, assets and liabilities;

(e) To confer, substitute and revoke powers of attorney.

(f) To grant and sign the required private and public instruments and to carry out any legal act directly or indirectly related with the purposes of the entity; being that the previous enumeration is only declaratory and not limiting;

(g) To design and amend operational policies, which do not require statutory changes, but are necessary for a better implementation of these Statutes; and assign to the Director General the responsibility of executing these policies.

(h) To summon a Parent Assembly for occasions stipulated in these Statutes and prepare the corresponding agenda.

(i) To resolve everything not anticipated for in these Statutes, as long as it directly or indirectly relates to the ASA’s goals and without prejudice to the powers granted by the law and these Statutes to the assemblies.

(j) To hire and or dismiss a Director General who will be responsible to the Board of Directors for managing the school.

(k) To support the Director General against any attempt to interfere with the execution of his (her) administrative functions in complying with Board policies.

(l) To review, modify, reject, and/or approve the school’s annual budget.

(m) To review changes in the staffing plan and delegate the hiring, evaluating, and dismissal of all staff personnel to the Director General.

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified on August 17, 2001
Modified on June 9, 2009
BOARD MEMBER AUTHORITY

Under the statutes of the School's Parents Association, the Board of Directors is the governing body. As such, the Board of Directors exercises authority as a collective group and only through action at a duly convened, official meeting.

Individual Board members thus have no legal authority outside of these meetings to act in word or deed on behalf of the Board, except if the Board or statutes has specifically conferred such authority on an individual member for a particular time or instance as recorded in Board minutes.

Any written communication from a Board member, or any individual or group acting on behalf of the Board, to the staff, parents, embassies, or other organizations, shall require prior Board approval as recorded in Board minutes.

Cross Reference: 1445, 2130, 2140, 5540
BOARD MEMBER RESPONSIBILITIES

Each Board member has the duty:

1. To actively support and promote the school’s mission.
2. To be familiar with the school’s statutes and policies.
3. To assume an active role in carrying out the responsibilities of the Board as stated in the statutes and policies of the Board.
4. To attend all Board and Board committee meetings to the maximum extent possible, to be prepared for these meetings, and to participate fully in all matters.
5. To accept and support board decisions, and to recognize that the Board operates as a unit.
6. To remember at all times that no member has legal authority outside the meetings of the Board, except as specifically granted by the Board and the School’s statutes.
7. To establish the policies by which the School is to be governed and to recognize that the Director General implements policy.
8. To maintain the confidentiality of privileged information while on the Board and after leaving the Board.
9. To refer complaints, requests, or criticisms directly to the Board President with copy to the Director General before these are considered by the Board.
10. To oversee the financial management of the school.

Cross Reference: 1445, 2120, 2140, 2330

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified on August 17, 2001
Modified October 5, 2010
BOARD MEMBER CONFLICT OF INTEREST

Board members shall recognize the difference between their role as parent and duties as a Board member. Their decisions and actions shall be based on the efficient operation of the school and the welfare of the ASA community, and not on their own personal self-interest.

Board members shall be free of conflict of interest as follows:

1. **Purchase of Goods and Services Requiring Board Approval.** Board members shall inform the Board of any individual financial or personal interest in a company from which the school is considering purchasing goods and/or services which require Board approval. The purchase of goods or services from a company in which a Board member has any financial interest shall require an affirmative vote from a majority of Board members with the concerned Board member(s) abstaining from voting and the discussion of the matter.

2. **Personnel Employment.** Individual Board members shall not attempt to influence the hiring or dismissal of School personnel. The School cannot employ a relative of a Board member currently serving or elected to serve in office. This would not preclude a relative of a Board member from being considered for a position as a paid employee; however, the relative can only be hired if the Board member resigns.

Other issues of Potential Conflict. The Board member is expected to excuse him/herself on the voting on any issue where there might be a personal conflict of self interest.

(Aligned with Board Policy 5260, the term “relative” signifies the Board member’s spouse, child, brother, sister, or parents of self or spouse)

**Cross Reference: 1445, 2120, 2130, 5540 5020,5030, 5545,5800,2110,2140,3115**

*Adopted on August 17, 2001
Revised on April 19, 2010*
BOARD GOALS AND OBJECTIVES

On an annual basis, the Board will set forth a statement of purpose and direction in which specific goals and objectives will be identified for the continual enhancement of the educational environment. In turn, these goals and objectives will form a basis for the Board to determine policy, to set priorities, and to establish short and/or long-range plans. In addition, they will provide a means by which the Board communicates with the community at large in regards to its work.

The Board’s goals and objectives will be communicated in writing to ASA’s parent community. At the March assembly, a status report on the Board’s work towards these goals and objectives will be given.

Adopted on August 17, 2001
Updated on November 9, 2009
Policy 2200

ELECTION OF BOARD MEMBERS

Composition of the Board of Directors
The Board of Directors shall be made up of nine (9) titular members, of which four (4) shall be Paraguayan citizens, (4) citizens of the United States of America, and one (1) citizen of a third nationality. If there is no candidate to fill this last position, the position shall be occupied by a U.S. citizen. All of the members must be fee paying parents or legal guardians of students of the ASA who are up to date in their school payments. In addition, the person that the Ambassador of the United States of America designates as his/her representative shall be included as an ex officio member with a voice but without vote.

Nominations for Board Positions
The Board of Directors shall designate a nominating committee made up of three (3) parents, which shall be in charge of receiving nominations of the persons who wish to hold positions on the Board of Directors and for the Office of the Trustee at least (20) days before the date of the Parent Assembly where school authorities are elected. The main function of the Nominating Committee is to announce the holding of elections and to assure the availability of at least one candidate for each one of the elected positions to be voted on in the next assembly. The Nominating Committee shall present an impartial written report to the Board of Directors that will make this report available to parents (5) days before the assembly, including a short curriculum vitae of each candidate. It will be necessary to obtain a written consent from each candidate before including their name in the list of candidates. Additional nominations may be made at the assembly, as long as previous consent from the proposed candidate has been obtained.

Length of Board Terms
The election shall take place each year at the Parent Assembly held in the month of August. The members shall be elected for a period of two (2) years rotated in regular intervals in the following manner: two (2) Paraguayans, two (2) Americans; one (1) citizen of a third nationality and the Titular Trustee in even numbered years. Two (2) Paraguayans, two (2) Americans and a Sub-trustee in odd numbered years. The candidates from each nationality who receive the greatest number of votes will be proclaimed the winners. No Board Member or Trustee may remain in their positions for more than four (4) consecutive years. A vote scrutinizing committee made up of six attending parents will be designated at the assembly by a simple majority vote to supervise the election.

Voting Procedure for Board Elections
The election of members and trustees shall be made by a secret ballot on a one-time voting ballot prepared by the Nominating Committee, indicating the candidates in separate columns divided by nationality. Each parent or legal guardian of students from the ASA who attend the assembly will have voting rights. Those who do not pay their monthly tuition installment or who are not current in their payment will not have voting rights. If there is a tie in the election,
Policy 2200(2)

the outcome shall be decided by a lottery in that same act before the Vote Scrutinizing Committee.

Cross Reference: 2240, 2260, 2310

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes. Modified on August 17, 2001
COMPOSITION AND FUNCTION OF THE NOMINATING AND OVERSIGHT COMMITTEES.

(MODIFICATION AND EXPANSION of POLICY 2200, IN ACCORD with the Statutes in art. VI, section 2 and policies 2140 and 5540)

Composition of the Nominating Committee.
- The Board of Directors will vote on the composition of the Nominating Committee of three members, in the April session of each year.
- To be a member of the Nominating Committee, the following requirements must be met:
  - Be a father/mother/legal guardian of ASA, paid to date
  - Have been part of the parents community of ASA for at least three years.
  - One of the members has to be associated with the US Embassy. If this is not possible, at least one member has to be a citizen of, and associated with, a third country.
  - That their child (ren) not be on probation, for any reason, in the ASA.
  - Have given previous consent to serve in this capacity.
  - In case that for a candidate for election, an incompatibility arises with a member of the Nominating Committee, this should be made known immediately to the Board of Directors, which will have the final decision with regard to the situation.

Functions of the Nominating Committee:
- Receive from the Board of Directors and circulate to the Community, in reasonable time, the call for election of the authorities.
- Establish an electoral calendar.
- Establish, in accordance with the Statutes and the policies of the ASA, the period and rules for receipt of nominations for positions on the Board of Directors.
- Verify the electoral rolls to be consistent with the list of names and last names of parents and legal tutors or guardians that comprise the ASA community, clarifying that this may be modified according to student payment date deadlines, because only those current in their obligations to ASA may vote.
- Receive nominations, evaluate them, verify compliance with existing rules, and once approved and included in the minutes, circulate and make known to the ASA Community in the widest manner possible, while respecting existing privacy policy.
- Deliver a copy of the electoral roll to each candidate, without institutional identification and under strict confidentiality.
- Establish a work place and consultation schedule, in person or by telephone, to inform the ASA Community.
Policy 2205(2)

- Determine electoral campaign regulations and limits to be followed, and communicate these appropriately to the candidates.
- Make known to the Community, the rules which govern the election process.
- Keep minutes to record the work performed.
- Evaluate and resolve by simple majority the disputes arising in the process, record them in the minutes, and notify those persons concerned in the disputes.
- Participate in the election process.
- Participate in the review, although not having direct participation in the counting of votes.
- In nominations made by the Assembly on the day of elections, the Nominating Committee must certify:
  - That prior written consent of the candidate has been obtained, and obtains this document for its verification, calling a recess if necessary to evaluate and verify compliance with existing rules.
  - Propose to the President of the Assembly the number of voting tables that will be needed to carry out the process. The proposal will not be binding.

**Decisions of the Nominating Committee.**
- Decisions of the Nominating Committee will be made by simple majority and recorded in the minutes.
- No member of the Nominating Committee may refuse to vote on those issues requiring their decision.

**OVERSIGHT COMMITTEE.**

1. **Composition of the OVERSIGHT committee.**
   The President of the ASA Parents Assembly will request those interested in being part of the voting tables, and they will be selected by acclamation or by motion of some member of the Assembly. A number sufficient to cover the tables will be elected, considering two people per table as a minimum and four persons per table as a maximum.

To be a member of the Oversight Committee, the following requirements must be met:
- Be eligible to vote in the election for the post where the work will be done.
- Have been a part of the ASA parents community for at least three years.
- Have neither incompatibility nor conflict of interest with the candidates.
- Any member of the constituted Assembly may indicate the existence of an incompatibility or conflict of interest, and the president of the Assembly shall have the final decision, considering the opinion of the Nominating Committee that shall be present at the event.
- Any other conflict arising about the composition of the oversight committee will be decided in accordance with the previous paragraph.
Functions of the Oversight Committee and procedure to apply:

- Receive electoral rolls and tools from the ASA administration.
- Receive instruction from the President of the Assembly on how many voting tables to establish, and coordinate the work.
- Designate a general coordinator who shall be charged with receiving the final minutes and reading the proclamation and results.
- Distribute members among the various tables, formulating the work teams for each table.
- Proclaim to the elected authorities, signing the corresponding records and delivering documentation to the ASA General Director for administrative processing and communication to the Community.
- Each work team shall receive a portion of the electoral rolls. Said rolls will contain the name and last name along with the identification document number of the eligible voter. If the members of the table do not recognize the voter, presentation of the C.I. or any document (with photo) that verifies the identity of the voter, will be required as identification. Presentation of two witnesses, members of the Parents Assembly, who verify in writing and under oath the identity of the voter, will also be valid.
- Any conflict and/or incident during the voting process shall be resolved by the work team of the table affected by the mentioned situation (vote spoken by the voter, nullifications, etc.). If resolution is not possible due to disagreement among the work team, the decision falls to the President of the Assembly, whose decision may not be appealed.
- Each ballot, to be valid, must be signed by at least two members of the table.

To vote, the process shall be as follows:

- The voter shall be properly identified by the table
- This identification shall be corroborated with the voting rolls by a member of the table
- A member of the table will provide the voter with a ballot folded into fourths and signed on the back by the member
- When the voter returns with the folded ballot the second member shall also sign the ballot before it is inserted into the ballot box.
- Once the process is completed and before depositing the vote in the ballot box, the parent/voter shall sign the roll beside his/her name.

When the voting is completed, each table shall make a count of the number of persons voting at that table (counting the signatures of each parent on the roll), immediately afterwards shall open the ballot box and unfold each ballot (counting each one to verify that the number of ballots is the same as the number of signatures) and shall proceed to the relevant count.

When the counting is finalized, the members of each table shall fill in the form corresponding to their portion of the voters on the rolls and shall sign, indicating their document number at the side, and shall deliver it to the general Coordinator.
The general coordinator shall read the results and proclaim the elected authorities to the Assembly. Following this, all documentation shall be delivered to the General Director for administrative and legal processing.

**Invalid votes**

Votes shall be considered invalid in the following cases:

- If more candidates are marked than there are positions open to voting.
- If there are changes, erasures, or crossing-out.
- Names added who are not nominated candidates.
- Any ballot not having at least two signatures of members of the pertinent table.

The review shall always be public for the members of the ASA Assembly who would wish to witness the same in absolute silence and without any intervention. However, the members of the table have the authority to request the removal of any person who interrupts the process by their acts or words.

**Decisions of the Oversight Committee.**

- The Oversight Committee’s decisions are made by simple majority of the members of each table, except where the present document indicates otherwise, and the decisions shall be entered in the minutes.
- No member of the Oversight Committee may refuse to vote on those issues that require their decision.
- In case of equality of votes preventing a proclamation by the authorities, the decision is taken directly to the Assembly, which shall take a voice vote at once, to culminate the review process.
THE OFFICE OF TRUSTEE

The Titular Trustee and the Sub-trustee are elected at the Parent Assembly in August. These positions, which will not be remunerated, may only be filled by an ASA parent. The trustee has the legal faculties to supervise ASA’s assets, financial statements, balance sheets, and documents, and must present a report on an annual basis at the assembly in regard’s to the school’s annual report, the general balance sheet, and financial statements. The trustee must also attend meetings of the Board of Directors and has a voice, but no vote. The Sub-trustee will replace the titular is he/she is absent or cannot perform his/her duties.

In the event of dissolution of the Board of Directors due to lack of quorum, the Trustee, jointly with the representative or the Ambassador of the United States of America, shall designate the ASA parents who shall fill the vacancies until the next assembly. The trustee shall summon an Extraordinary Assembly within five days at which ASA parents shall elect Board of Directors replacement members in accordance with school statutes.

Adopted on August 17, 2001
BOARD ORIENTATION AND TRAINING

It shall be the responsibility of the Director General and the incumbent Board to provide to new members copies of the Board Policy Manual, school statutes, the minutes of Board meetings for the previous year, and other materials which will acquaint them with the powers and duties of the Board of Directors and the operation of the School. The incumbent Board and the Director General shall also arrange for an orientation session for new Board members.

To the extent possible, the Board and Director General will arrange for periodic Board training in which all Board members will participate.

At such orientation new Board members will review the monthly Activities Calendar, ASA Board of Directors Standards of Practice and Goals that are currently in place.

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified on August 17, 2001
Modified April 25, 2012
BOARD MEMBER COMPENSATION AND EXPENSES

Members of the Board of Directors serve without compensation. When authorized, as recorded in board minutes, to conduct business on behalf of the Board, a Board member will be reimbursed for actual authorized expenses incurred. Requests for reimbursement should be submitted to the Director General and should be supported by receipts as required by the Business Office.

Adopted on August 17, 2001
RESIGNATION OF BOARD MEMBERS

Once elected, a Board member is expected to serve his/her full term of office. It is recognized, however, that circumstances or transfers may make it necessary for a member to resign before his/her term expires. In such cases, the resigning Board member should inform the President of the Board in writing as early as possible so that a suitable replacement may be appointed. Any resignation by a Board member shall be in writing, effective to the date received by the Board, or the date specified in the resignation.

Cross Reference: 2200, 2260, 2310

Adopted on August 17, 2001
BOARD MEMBER REMOVAL FROM OFFICE

The members of the Parents Association may remove any Board member in accordance with school statutes. Such removal requires majority vote of parents present and voting at a meeting of the Parents Association, as stipulated in the statutes.
Policy 2260

VACANCIES ON THE BOARD

Should vacancies occur on the Board between election meetings, the remaining Board members shall designate the replacement from among the parents of the respective nationality and this person shall serve until the term expires. Following notification to the Board of this vacancy the replacement will be designated at the next meeting of the Board.

Cross Reference: 2200, 2240, 2310

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified August 17, 2001
BOARD OFFICERS

The Board of Directors shall meet each year within five (5) days following the assembly in which the election was held to elect the President, Vice-president, Treasurer, Pro treasurer and Secretary who will each fill their respective positions for one (1) year. The vote shall be a secret ballot and the candidate for the position who receives six (6) or more votes shall be proclaimed elected and will occupy that position until he/she is in fact replaced. The results of this election will be immediately communicated in writing to the ASA community and to all other corresponding parties.

A. Duties of the President
The Board president will:
1. Preside at meetings of the Board and at Parent Assemblies.
2. Act as ex-officio member of all committees except the Nominating Committee
3. Decide, at Board meetings, questions of order.
4. Have the right to call extraordinary meetings of the Board of Directors.
5. Participates in the preparation of Board agendas with input from the Director General and Board members
6. Jointly sign all official documents of the Board with another member, including contracts, except where this authority has been specifically delegated by provisions of Board policy.
7. Have the same right as other members to offer resolutions, to make motions, or second motions, to discuss questions, etc.

B. Duties of the Vice-President
1. Have the powers and duties of the President during his/her absence or disability, and such other powers and duties as the Board may determine.
2. Ensure that the Board of Directors is advised of policies previously adopted which affect items on the agenda requiring policy consideration.
3. Ensure that all manuals of record documents (e.g. Statutes and Board Policy Manual) are kept current.

C. Duties of the Treasurer
The Board Treasurer will:
1. Supervise the school’s financial management, ensuring that the School uses Board approved procedures that allow for the satisfactory management of its resources.
2. Prepare together with the Director General the annual budgetary plan, the annual report, and the general balance sheet.
3. Review the School’s annual audit report and make recommendations when necessary to the Board membership and the Director General.
4. Chair any Finance Committee which may be established by the Board
5. Present the audited financial statement and treasurer’s report to the August Parent’s Assembly.
D. **Duties of the Pro-Treasurer**

The Board Pro-Treasurer will:
1. Assist the Treasurer in carrying out his/her obligations.
2. In the Treasurer's absence or disability, carry out the tasks and attributes of the Treasurer.
3. Serve on any Finance Committee which may be established by the Board

E. **Duties of the Secretary**

The Board Secretary will:
1. Ensure that a full and accurate record is kept of the proceedings of the Board of Directors.
2. Ensure that notices of meetings and agendas are published in accordance with policy.
3. Ensure that the Book of Board minutes is properly maintained.
4. Be in charge of the Board of Directors correspondence
5. Through the use of the school's administration give timely and adequate notice of the holding of Parent Assemblies

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.

Modified August 17, 2001
Modified on June 23, 2010
U.S. AMBASSADOR’S REPRESENTATIVE TO THE BOARD

The Ambassador’s Representative will serve as an information resource and liaison with the U. S. Embassy and other U.S. Government entities. He/she shall be appointed and will serve at the pleasure of the U.S. Ambassador. He/she will be a non-voting member whose presence shall not be counted in the establishment of quorum.

Cross Reference: 2200, 2240, 2260

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified August 17, 2001
The Board of Directors shall establish committees when it is deemed necessary to carry forth specific annual goals and objectives, or for counsel and assistance in the performance of its duties. In a September meeting, the Board shall determine its goals, its work objectives, and the committees required to carry out its agenda. These committees must follow school policies and operate under the direction and authority of the Board. Their main goal is to achieve an efficient use of resources and information which will enable the Board to make informed decisions in all instances.

The following applies to all Board Committees.

A. **Committee Authority.** No committee, established by the Board, shall have policy-making authority. Committee responsibility is limited to providing information and recommendations to the Board or as otherwise stated in the school’s statutes.

B. **Committee Composition.** The Board of Directors, at the request of the Board president or any member of the Board of Directors, shall designate by the majority vote the persons who shall make up each committee. In addition to being capable and dedicated individuals, the appointed committee members should possess specific attributes, expertise and interests which make them suitable for a given committee.

Each committee shall be made up of a minimum of 5 designated members, of which two shall be members of the Board of Directors. The Committee Chair must be a member of the Board designated by majority vote of the Board. In accordance with statutes, additional committee members may be selected by the Board or the committee chair with the Board’s approval. Committee members serve a one year term and may be re-appointed. The Board President and Director General will serve as ex-officio members of all committees.

C. **Committee Reporting.** Each committee chair is expected to develop a statement of purpose and objectives for his/her committee, and make written progress reports at Board meetings which immediately follow committee meetings. Committee chairs will present a final written report at the end of the school year which summarizes activities, recommendations, and follow up actions to be taken.

D. **Committee Direction:** Each committee shall be clearly guided as to its:
   - Its goals and objectives.
   - The limits of its authority and responsibilities
   - The limits and procedures concerning access to School facilities, personnel, and records.
   - The resources available
   - School policies and procedures applicable to its assigned responsibility.
Policy 2320(2)

E. **Committee Duration.** The Board has authority to dissolve any committee at any time. Unless otherwise directed by the Board all committees will be dissolved automatically at the end of the current school year.

E. **Committee Confidentiality.** Committee members are expected to maintain confidentiality, recognizing that their access to School activities and records is granted by the Board solely for the purpose of advising the Board. The publicizing of committee findings, recommendations, or any related information is at the sole discretion and approval of the Board, and does not lie with the committee.

**Cross Reference: 3115**

Adopted on August 17, 2001
BOARD-DIRECTOR GENERAL RELATIONSHIP

The Board of Directors believes that the formulation of policies is the most important function of a School Board and that the implementation of policies is the function of the Director General. Such delegation provides freedom for the Director General to manage the School within the Board’s policies and school statutes, and frees the Board to devote its time to policy making and evaluation.

The Board believes that open lines of communication are vitally important in a successful Board-Director General relationship and that the children of the School are best served by an atmosphere of harmony based on mutual trust and a clear understanding of policy making and administrative roles. The Board will support the Director General against any attempt to interfere with the execution of his/her administrative functions in complying with Board policies.

To foster that relationship, the Board and individual Board members will:
1. Strive to provide adequate policy support and safeguards for the Director General and other staff members so that they can discharge their educational functions on a thoroughly professional basis.
2. Delegate to the Director General full administrative authority for discharging all professional duties, and hold the Director General responsible for results in accordance with school statutes, policies and other Board approved school regulations.
3. Hold the Director General responsible for the overall operation of the School, and for keeping the Board informed about School operations and issues.
4. Include the Director General in all meetings of the Board, except those where there are discussions of the Director General’s performance review or his/her contract renewal/salary/benefits.
5. Refer all individual community complaints to the Director General for investigation and action, and refer personal criticism of any employee directly to the Director General. The Board will resolve such matters only after all efforts to resolve them administratively have failed.

The Director General, in turn, is expected to:
1. Assist the Board in reaching sound judgments in establishing policies.
2. To place before the Board in a timely fashion all relevant facts, information, and reports necessary to keep the Board informed about situations or business at hand.
3. Maintain open communication with the Board in matters of employment, dismissal, or non-renewal of faculty contracts.

Cross Reference: 2130

Adopted on August 17, 2001
REGULAR & EXTRAORDINARY BOARD MEETINGS

The regular meetings of the Board of Directors will be held monthly, with the exception of January, at the school or in places and on dates agreed to by the Board. Extraordinary Board meetings may be called at any time by the Board President or upon the written request of five (5) or more members of the Board of Directors. The date, time, and place of these meetings will be communicated to Board members in advance with at least 48 hrs. notice.

Unless otherwise specified by statutes, the presence of five members of the Board of Directors will constitute quorum for the transaction of business. The only action that may be taken if fewer than five members are present is the action to adjourn.

The President of the Board will preside over Board meetings or in his/her absence, the Vice President.

Cross Reference: 3120

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified on August 17, 2001
EXECUTIVE SESSIONS

The Board of Directors, by a majority vote of the members present, may during any regular or extraordinary meeting when a quorum is present, hold an Executive (closed) Session to discuss sensitive matters, the disclosure of which would not be in the interests of the individuals concerned or of the School as a whole, executive Sessions are generally permitted for the following reasons:

A. To discuss dismissal of an employee or student
B. To discuss employee compensation issues
C. To consider appointment of a member to fill a vacancy on the Board, or to elect officers of the Board.
D. To evaluate the Director General’s performance
E. To discuss other sensitive issues determined by the Board President

Only Board members, the Director General, and those specifically invited by the Board President shall be present at Executive Sessions. The Director General shall not be in attendance during discussions of the Director General’s contract or his/her job performance. All issues discussed in Executive Session will be decided upon in regular or extraordinary board meetings. Members of the Board and other persons present during Executive Sessions shall be bound to keep all matters discusses in Executive Session confidential while on the Board and after leaving the Board.

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified o August 17, 2001
Modified November 18, 2010
COMMUNITY MEMBERS ATTENDANCE AT BOARD MEETINGS

Board of Directors meetings will be open to all parents and ASA teachers in accordance with and in the manner established in the Board’s policy manual. However, assistance must be orderly and no person or group has the right to obstruct the deliberations of the Board.

The following procedures have been established:

A. Community members should be reminded that the Board is charged with representing all of the community and that Board decisions are by majority vote of its members.

B. Persons who wish to bring a particular concern before the Board observe the following procedures:
   1. **Advance Written Requests**: As a courtesy a person who wishes to address the Board should submit his/her request in writing to the Board President with a copy to the Director General at least five days before the date of the meeting, indicating the agenda to be discussed.
   2. **Addressing the Board**: Each person addressing the Board will state his/her name and the subject of his/her remarks. The Board President may establish a time limit for speakers.
   3. **Undue Disruption**: Undue interruption or other interference with the orderly conduct of Board meetings will not be allowed. Defamatory or abusive remarks are always out of order. The President may terminate the speaker's privilege if, after being called to order, he/she persists in improper conduct or remarks or exceeds a predetermined time limit.
   4. **Action by the Board**: Other than answering simple questions of fact, the Board will not act upon any concern or request brought before it at the same meeting. Questions may be referred to the Director General for further investigation and report; or the Board may place the matter on the agenda of a subsequent meeting for discussion and action. At the meeting at which the address is made, it is the practice of the Board simply to receive the communication and take it under advisement without immediate action.

Copies of the minutes of all open Board meetings are available for inspection by any member of the community in the Director General's Office.

**Cross Reference: 1010**

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes. Modified on August 17, 2001
AGENDA PREPARATION, FORMAT AND DISSEMINATION

Agendas for Board meetings are prepared by the Director General in consultation with the Board President. Any Board members may request a topic to be included on the agenda of the following Board meeting. This request should be made at least 2 days before the Board meeting is scheduled to take place.

A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

Agendas for regular meetings should, in general, follow a format agreed upon by the Board. Agendas for Extraordinary meetings may require an altered format, but must include the date, time, and place of the meeting and the special purpose(s) for which the meeting is called.

The Director General will ensure that copies of the agenda and supporting materials of action items will be distributed at least two days in advance of Board meetings.
BOARD VOTING METHOD

Decisions of the Board, unless otherwise stipulated in statutes, shall be made by simple majority of the quorum present. The Board President shall be able to initiate or second motions and to vote on motions. A Board member shall have the right to have his/her dissent recorded in the minutes. The member should indicate to the Board his/her intention of having his/her dissent recorded immediately after the motion in question has been decided.
BOARD MINUTES

The minutes of the Board of Directors, for regular and extraordinary meetings, constitute the record of official actions taken by the Board. The minutes shall include matters disposed of by motions, made and seconded, or motions which have been declared dead for lack of a second. The minutes will indicate the numeric results of the voting. The minutes may also include brief summaries of discussions by Board members and of reports presented to the Board. Supporting documents, including correspondence, shall be placed in the official file.

It shall be the duty of the Board Secretary to keep, or cause to be kept, complete records of all Board meetings. Minutes will be made available to Board members for review at the same time the agenda for the subsequent meeting is sent out; minutes will be placed on the agenda of the subsequent meeting for approval, and if approved, will be signed by the Board Secretary and the Board President. They are kept on file in the Director General’s office where they will be available for inspection by parents and school staff.

Cross Reference: 1010, 2455, 4410

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified August 17, 2001
MINUTES

The minutes of the meetings of the board shall include,

1. The classification (regular, adjourned, or special), date and place of meeting.
2. The call to order stating time, person presiding and his office.
3. The record of the roll call of board members.
4. A notation of the presence or absence of the Director General; a notation of other staff members and visitors present.
5. A record of any corrections to the minutes of the previous meetings and the action approving them.
6. A record of all communications presented to the Board.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of board members or staff members.
9. A record of each motion placed before the Board including the member making the motion and the member seconding, if any. On motions requiring other than a majority of those present for passage, the ayes and noes shall be recorded by name.
10. Special marking to indicate policy matters.

All reports requiring Board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the system as permanent record.

Cross Reference: 1010, 2450, 4410

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
In addition to the School Statutes, the Board of Directors has developed a manual of Board policies which govern the business of the School and establish direction for the management of the School’s day to day operations. These policies are updated as the need arises. The Director General shall be responsible for the preparation of internal regulations, which provide more specific guidance for the implementation of Board policy.

All policies, adopted by the Board, shall be collected in a Board Policy Manual which shall be codified and indexed to show policies currently in force. The official copy of the approved policy manual shall be maintained by the Board’s Vice-President, whose duty it shall be to ensure the Policy Manual is kept up-to-date and that copies of new or revised policies are distributed to all holders of the Policy Manual. Copies of the Manual will be given to each board member and each school administrator and a copy which may be viewed by members of the School community will also be placed in the School library. At the end of each school year, all policy manuals should be returned to the Director General’s office to be updated and redistributed at the start of the new School year.

The Board Policy Manual, including subsequent revisions, shall be consistent with the School Statutes.

Cross Reference: 1010, 1120, 2460, 3430

Adopted August 17, 2001
The basis for the Board of Directors’ authority to establish policy is provided by the School’s Statutes, which assigned responsibility for the control and management of The American School of Asunción to the Board. It assigns responsibility for the adoption of policies to the Board of Directors and its implementation to the Director General.

The Board reserves the right to periodically review administrative implementing regulations to ensure they are consistent with the intent of policies adopted by the Board.

A. Policy Proposals
Policy proposals may be submitted for Board consideration by any Board member or the Director General. Policy drafts should be submitted in writing to the Director General or the Board President. Normally, it is the Director General who prepares the first draft of a proposed new or revised policy. Policy drafts are then referred to the appropriate committee by the Board President.

A proposed policy will go to the Board:
(1) First, the recommendation of the appropriate committee will be presented in a Board meeting for discussion together with any supporting background information prepared by the Director General.
(2) Second, the policy may be voted on at the initial meeting or at a subsequent meeting as determined by the Board.

B. Policy Adoption
Policies may be approved, rescinded, amended, or revised by a majority vote of the Board members present and voting at a scheduled regular or extraordinary Board meeting. The only exceptions to this are the following actions which require a favorable vote of two-thirds of the total number of members:

- The approval of the school’s annual budgetary plan
- The amendment of the purposes and the school’s curriculum defined in Art. II and IX of the School’s Statutes
- The naming or removal of the Director
- The promulgation, amendment or abolition of the School’s Policy Manual
- The initiative for the amendment of the School’s Statutes
- The initiative for the school’s dissolution
- Appointment of new members to fill Board of Directors vacancies

Policies are effective upon their approval or date set for implementation. Approval of each policy shall be noted in the minutes of the meeting with copies to be distributed for inclusion in the Board Policy Manual.
C. The Absence of Policy
Generally, all policies of the Board shall be formalized and made part of the Policy Manual. However, it is recognized that in the absence of such a written policy, previous decisions by the Board will be perceived as policy based on precedent. In order to prevent confusion about Board intentions, the minutes should make it clear whether (1) a particular decision is rendered with the intention to set precedent or to change the existing policy; or (2) a particular decision is to be seen as a single case, NOT intended to set a precedent or to change existing policy.

If action must be taken and the Board has provided no guide in the Policy Manual, the Director General shall have the authority to act. However, it shall be the duty of the Director General to report such actions to the Board and to advise the Board that a policy statement might be needed.

Cross Reference: 3420

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified August 17, 2001
Modified on June 23, 2010
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CENTRAL ADMINISTRATIVE & SUPERVISORY PERSONNEL

All administrative and supervisory positions in the school are established initially by the Board. It is the intent of the Board to activate a sufficient number of such positions to promote the attainment of the school's goals.

In each case, the Board shall approve the broad purpose and function of the position in harmony with the purposes of the school, approve a statement of job requirements as recommended by the Director General, and delegate to him the task of writing, or causing to be written, a job description for the position.

The Board wishes the Director to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Cross Reference: 3100, 5120, 5125, 5150, 5220, 5260, 5400, 5450.

Adopted on November 12, 1994
THE SCHOOL

The Director General of the School shall be a citizen of the United States whose professional qualifications shall be, as fully as possible, commensurate with those for a similar post in the United States. The Director shall be appointed by the Board of Directors. The Director shall attend and participate in the meetings of the Board as a non-voting member. Subject to the Authority of the Board, the Director shall have general direction of the curriculum, teaching, and administration of the school. The Director General of the school shall meet the requirements to fill the position as prescribed by the appropriate United States accrediting association.

The Director shall have earned a graduate degree from an institution approved by the Association or other regional accrediting agencies. Further, he shall have earned at least fifteen semester hours of graduate credit with emphasis on school administration and supervision, either as a part of the master’s program or in addition thereto. (ASA Statutes: Article X).

Qualifications
The Director of the school shall be personally and professionally qualified to provide educational leadership to the Board of Directors, to the professional staff, and to the Parent’s Association (P.T.A.) of the American School of Asunción. The basic requirements to be fulfilled by a candidate for such position are:

1) Appropriate administrative credentials, valid in the United States of America.
2) A record of established competency as an educator and scholar.
3) A minimum of five years of administrative experience.

Selection
The Director General shall be appointed by the Board, in accordance with the provisions of the Statutes of the American School of Asunción.

Term of Office and Compensation
The Director of the school shall serve the established contractual period with compensation determined by the Board of Directors, based on the Director’s qualifications and experience. The initial contract shall not be less than two years, renewable by mutual agreement.

Authority
The Director shall plan, supervise, evaluate, and direct all activities of the school’s operation.

Adopted on November 12, 1994
DIRECTOR GENERAL’S DUTIES AND RESPONSIBILITIES
The Director General shall serve as the Chief Executive Officer the Board of Directors, and shall be charged with the responsibility of implementing all school policies.

The following position description has been adopted by the Board of Directors as the operational guideline for the Director’s responsibilities:

A. General Administrative Responsibilities
The Director shall administer the school in conformity with the adopted policies of the Board of Directors, developing all necessary administrative rules and procedures, and shall provide educational and managerial advice to the Board. The Director shall:

1. Supervise the preparation of the annual budget, estimating expenditures, receipts for the ensuing year, within the limits of budgeted items.
2. Recommend salary scales and formulate necessary revisions.
3. Jointly sign all checks and vouchers with appropriately designated Board officers.
4. Supervise insurance policies of the school.
5. Prepare and submit all required reports.
6. Prepare and submit grant requests to OAS-State Department (Washington D.C.)
7. Receive, manage, and report grant funds.

B. Responsibilities for Personnel Management
1. Notify the Board of staffing needs and hire persons to fill all vacancies. The Director General may not hire a relative to serve as a divisional principal or any other administrative position. Relative signifies spouses, children, siblings, parents, cousins, aunts, and uncles. This policy is intended to prevent a conflict of interest.
2. Present for approval any changes in overall manpower within the staffing plan.
3. Determine necessary dismissals and/or faculty and staff reductions.
4. Terminate employment of personnel after review by the Board,
5. Supervise clerical staff and prepare annual efficiency reports.
6. Supervise teaching staff, maintaining high levels of course content and teaching methods in line with approved curriculum objectives.
7. Supervise administrative and maintenance personnel, delegating power and responsibility to subordinates as may be deemed appropriate.
8. Establish hours of attendance for staff, teachers, and students.

Adopted on November 12, 1994
Modified, June 9, 2009
Modified, August 21, 2014
C. Responsibilities for the Academic Program
   a) Curriculum
      1) Maintain provisions for a school-wide curriculum.
      2) Keep teachers informed of curriculum revisions, when impacting grade level and/or course content objectives.
      3) Recommend courses of study consistent with the curriculum at all levels.
      4) Select and purchase suitable textbooks to support instruction of the established curriculum.
   b) Academic Standards
      1) Establish standards of student accomplishment for passing (and higher) grades, assuring uniformly within classes and consistency between classes for such standards so that they may be applied equitably during scholarship decisions.
      2) Maintain student files containing grades, health records, disciplinary remarks, and teacher comments on individual students.
      3) Establish and maintain rules of student conduct.
      4) Receive support recommendations of teachers concerning student discipline, as appropriate.
      5) Set and maintain the standards for teacher conduct and efficiency.

D. Responsibilities to the Board of Directors
   1) Attend all regular Board meetings.
   2) Receive proposals for meeting agenda items.
   3) Work with the Board President to construct Board meeting agendas.
   4) Prepare and deliver agendas and notices of Board meetings in advance of meeting date.
   5) Keep the Board informed of the operations, problems, and needs of the school.
   6) Develop and implement plans of action as directed by the Board.

E. Responsibilities to Parents
   1) Inform parents of the rules and regulations, fees, and standards of pupil conduct and academic performance.
   2) Answer parent questions regarding courses of study, scholastic issues, and other school-related topics.
   3) Inform parents of serious health-related matters.
   4) Consult with representatives of the parent association, keeping the Board advised of pertinent information.

F. Responsibilities to the Public
   1) Publicize school activities, plays, athletic events, etc.
   2) Correspond with other schools, universities, and government agencies concerning educational methods, materials, and programs.

Policy 3115(2)

Adopted on November 12, 1994
Modified, June 9, 2009
Modified, August 21, 2014
G. Professional Activities
The Director shall attend, and shall represent the school at regional and international conferences, and shall participate in such associations and organizations as those serving to benefit the school and its interests in professional growth. The Director shall develop, in conjunction with the Board president, a plan for his personal growth and improvement. The Director shall be an active member in:

a) The American Association of School Administrators.
b) The Association for Advancement of International Education.
c) The Association of American Schools of South America.
d) The Southern Association of Colleges and Schools.
e) Other professional organizations that the Board shall approve.

H. Reports

1) The Director shall work in cooperation with the Board of Directors to prepare a five-year plan.
2) The Director shall prepare all reports required by agencies of the U.S. government and submit such reports for Board approval.
3) The Director shall prepare accreditation reports required by the Southern Association of Colleges and Schools.

Cross Reference: 2110, 2140, 2320, 3115, 5020, 5030, 5545, 5800

Adopted on November 12, 1994
Modified, June 9, 2009
Modified, August 21, 2014
ADMINISTRATIVE RESPONSIBILITY DURING THE DIRECTOR GENERAL’S ABSENCE

The Director General shall designate in writing the member of the Administrative Team who will be responsible for the management of the school when the Director General is out of the city or country on school business or for vacation purposes. The Board of Directors will be informed in writing of the person designated with this responsibility during the specified time of absence. The designated administrator will work in conjunction with the Board of Directors on those matters that pertain to Board policy, finance, and any defined area within the Board’s role and function as outlined in the Board Policy Manual.

In the event that Board action is required during the Director General’s absence, the administrative designee should, if possible, make reasonable attempts to inform the Director General of the proposed action in advance of a decision being made.

As per Governance and Leadership section of the AdvancEd accreditation standards, the Board “meets only when the Director is present except when it acts on the Director’s salary and/or performance.”

Cross Reference: 2400

First Adopted: March 15, 2010
PARAGUAYAN PROGRAM COORDINATOR

Supervision
The Paraguayan Program Coordinator shall assist the Director General in finding qualified candidates to fill national staff vacancies.

Relations with the Ministry of Education
The Paraguayan Program Coordinator shall:
1) Attend all meetings called by the Ministry of Education and keep the Director informed of all Ministry decisions affecting the school.
2) Work in close collaboration with the Ministry’s District Supervisor to ensure that the national program complies with Ministry specifications.
3) Prepare all reports required by the Ministry of Education for the signature of the Director.

Curriculum Development and Coordination
The Paraguayan Program Coordinator shall:
1) Collaborate with the national staff and the Director to establish and implement a curriculum, which fulfills the requirements of the Ministry of Education and reflects, to the greatest extent possible, current educational practices in the United States.
2) Assist the Director, as well as the American and national program staff members in articulating the American and national program curricula.
3) Assist in the development of a program designed to assist in the professional development of national staff.

Administrative Responsibilities
The Paraguayan Program Coordinator shall:
1) Participate with the Administrative Team in all aspects of curriculum development and implementation.
2) Carry out other administrative tasks related to the position, as assigned by the Director.

Adopted on November 12, 1994
BUSINESS MANAGER

The Director of the American School of Asunción shall be responsible to the Board for all aspects of business administration. Many responsibilities shall be delegated to the Business Manager, who shall be immediately responsible to the Director. The Business Manager shall be assisted by staff members who work in accounting, purchasing, and payroll areas.

Duties and Responsibilities

The Business Manager shall function under the general supervision of the school Director and in compliance with all school policies. Under this direction, the Business Manager shall:

1. Maintain accounting procedures to record details of all transactions affecting collecting, controlling, and dispersing monies and credits. Cash receipts and expenditures shall be included.
2. Submit a monthly financial statement showing up-to-date expenditures and unexpended balances. This statement will be due before the tenth (10th) day of the following month and shall be submitted to the Director.
3. Purchase, store, and distribute all supplies, materials, and equipment approved by the Director.
4. Develop and maintain complete personnel files on all employees under supervision of the Business Office, including maintenance, cleaning, and secretarial staff.
5. Respect confidentiality of written and oral information and coordinate work responsibilities in a harmonious and professional manner.
6. Coordinate payroll, insurance programs, IPS, and Ministry of Justice and Labor records.
7. Work with the Director General, the Treasurer and the Board sub-committee on the development of an annual budget draft for each fiscal year.
8. Maintain complete financial records on all school funds and prepare all financial reports required by the Director, the U.S. government, and local authorities.
9. Control security systems and usage of the school’s facilities, materials, and equipment.
10. Supervise monthly inventories of the School Store, as well as the annual school inventory.
11. Coordinate billing and collection of school fees, allowing distribution of all school fee bills to families with a minimum of one month notice prior to the payment due date.
12. Direct and control maintenance and business operations of the school, under the supervision of the Director.
13. Accept other business office assignments as required by the Director General.

Adopted on November 12, 1994
DIVISIONAL PRINCIPALS DUTIES AND RESPONSIBILITIES

The principal shall be the administrative head of the division of ASA to which he or she is assigned and shall be directly responsible to the Director for the manner in which his (or her) school is operated. He or she shall conduct the affairs of the school in a manner consistent with the policies of the Board and the administrative rules and regulations.

I. Responsibilities for the Academic Program
A. The Principal, as an instructional leader,
   1. Provides direction for the school.
      a. Involves faculty in goal development.
      b. Uses needs assessment data for establishing goals.
      c. Develops short and long range goals.
      d. Develops goals which reflect educational trends.

   2. Provides for management of instruction.
      a. Promotes the identification of instructional objectives.
      b. Promotes instructional programming consistent with instructional objectives.
      c. Monitors student progress toward achievement of instructional objectives.
      d. Makes program changes based upon student achievement data and other pertinent information.

B. The Principal as an Educational Program Evaluator

   1. Effectively implements evaluation strategies oriented toward improvement of instruction.
      a. Informs the staff of evaluation process and expectations.
      b. Demonstrates knowledge of varied teaching strategies.
      c. Demonstrates an understanding of the learning process.
      d. Demonstrates effective observational skills.
      e. Observes classroom instruction on a regular basis.
      f. Provides regular feedback through conferencing and job targets.
      g. Provides suggestions and/or job targets for improvement when identifying areas of concern.

   2. Provides leadership for positive educational change.
      a. Promotes a climate for change.
      b. Recognizes the need for change.
      c. Involves staff in a systematic change process that is known and understood by the staff.

Adopted on November 12, 1994
II. Responsibilities for Personnel Management and Supervision

A. The Principal as a Promoter of Excellence

1. Demonstrates effective skill in the recruitment, selection, and assignment of school personnel.
   a. Participates as assigned in the recruiting of staff who enhance the overall effectiveness of the school and complement existing staff.
   b. Demonstrates effective screening and interviewing skills for selection of staff.
   c. Utilizes formative and summative evaluation for assignment of staff.

2. Provides on-going staff development.
   a. Promotes staff awareness of new developments and ideas in education.
   b. Focuses staff development activities upon the teaching/learning process.
   c. Involves faculty in assessing and identifying staff development needs.
   d. Involves faculty in implementing staff development activities.

   a. Communicates high academic expectations to students.
   b. Communicates to teachers’ expectations for high instructional performance.
   c. Communicates to parents/community the high expectations for the school.

4. Provides leadership for appropriate curriculum and organization of personnel to staff the curriculum.
   a. Promotes curricular programs based on student needs.
   b. Seeks and considers staff input in the development and implementation of curriculum designed to meet student needs.

B. The Principal, as school facilitator,

1. Provides for effective and efficient day-by-day operation his/her division.
   a. Involves staff in the development and review of day-by-day operational procedures.
   b. Implements administrative procedures, which are clear and efficient.
   c. Promotes among all support staff an understanding of their responsibilities to the instructional program of the school.

2. Demonstrates effective communication skills.
   a. Promotes communication with school personnel, students, parents and community.
   b. Provides teachers with clear and concise information about school operations under his responsibility.
   c. Communicates clearly, correctly and effectively with varied audiences.

Adopted on November 12, 1994
III. Responsibilities for Divisional Facilities
A. The Principal as plant manager
   1. Ensures that school plant and facilities are conducive to a positive learning environment.
      a. Routinely inspects his area/division, ensuring both safety and efficient operation.
      b. Facilitates prompt reporting and follow-up of needed repairs.
      c. Implements procedures to promote pride in school plant appearance.
      d. Promotes and supports the work of janitorial and maintenance staff.

   2. Ensures efficient management of building level fiscal resources.
      a. Assumes appropriate budget responsibilities as assigned by the Director General
      b. Ensures that all fiscal transactions occur according to guidelines set down in the budget.
      c. Ensures that all fiscal transactions occur according to guidelines set down in the Board policy manual.
      d. Maintains appropriate inventories within the school.

B. The Principal as Task Orientator
   1. Demonstrates effective problem-solving and decision-making skills.
      a. Identifies and analyzes pertinent elements in a problem situation.
      b. Establishes priorities and seeks relevant data.
      c. Considers alternative solutions before making decisions.
      d. Makes logical decisions based upon available information.

   2. Demonstrates effective organization skills.
      a. Manages time effectively.
      b. Utilizes resources in an optimal manner.
      c. Delegates responsibility and authority when appropriate.
      d. Completes duties promptly and accurately.

IV. Responsibilities for Divisional Communications
A. The Principal is a promoter of an effective environment

   1. Promotes and maintains a positive school climate.
      a. Provides opportunities for teachers to share ideas and concerns.
      b. Uses systematic procedures to assess school climate and make changes as necessary.
      c. Shares feelings of pride, which promote among staff and students a feeling of pride and loyalty for the school.
      d. Provides positive reinforcement to staff and students for their efforts and accomplishments.

Adopted on November 12, 1994
Policy 3300(4)

2. Establishes and maintains effective discipline in the school.
   a. Communicates student disciplinary policies and behavioral expectations to the faculty, students and parents.
   b. Administers student disciplinary procedures in a fair and consistent manner.
   c. Provides feedback to teachers regarding discipline referrals.
   d. Develops positive approaches regarding student disciplinary matters.

B. The Principal, in interpersonal relationships,
1. Demonstrates positive interpersonal relationships with students.
   a. Is visible and accessible.
   b. Informs students of school goals, policies and activities.
   c. Interacts with students frequently, and in a mutually respectful and friendly manner.
   d. Gives constructive criticism and praise when appropriate.
   e. Encourages student leadership and involvement.
   f. Respects student needs and concerns
   g. Demonstrates understanding and the ability to manage differences in ethnic, cultural and linguistic traditions.
   h. Leads in the organization, development and management of a well-balanced activity program.

2. Demonstrates positive interpersonal relationship with staff.
   a. Encourages suggestions from staff.
   b. Seeks staff opinions and feelings regarding school-related problems.
   c. Gives constructive criticism and praise when appropriate.
   d. Is accessible to staff.
   e. Interacts frequently with staff in a mutually respectful and friendly manner.
   f. Works with staff to reduce undue stress and pressures.

3. Demonstrates positive interpersonal relationship with other administrators.
   a. Demonstrates professional courtesy.
   b. Works cooperatively with colleagues.
   c. Shares ideas, materials and techniques with other administrators.
   d. Informs administrator and/or appropriate personnel of school-related matters.

4. Demonstrates positive interpersonal relationship with parents/community.
   a. Seeks support of parents to meet the needs of the students.
   b. Seeks input and involvement through parent/community relations.
   c. Supports and participates in parent/community activities.
   d. Responds effectively to parent/community concerns.
   e. 

Adopted on November 12, 1994
C. The Principal, as a professional educator,

1. Implements the policies and procedures of the school in his area.
   a. Strives to stay informed regarding policies and regulations applicable to his position/area.
   b. Selects appropriate channels for resolving concerns/problems.

2. Participates in professional growth activities.
   a. Demonstrates commitment by participation in approved professional growth activities.
   b. Takes advantage of opportunities to learn from colleagues, students, parents and community.
   c. Keeps abreast of developments in subject matter and issues related to teaching.

3. Demonstrates a sense of professional responsibility.
   a. Completes duties promptly and accurately.
   b. Is punctual.
   c. Provides accurate data to the school as requested for management purposes.
   d. Carries out duties in accordance with the established job description.

V. Professional Development

A. The policy of the Board shall be to encourage principals' attendance at professional meetings at school system expense on the recommendation of the Director General with due consideration for the school's financial status.

B. Membership in Professional Organizations
   The principals shall be encouraged to join professional organizations.

Adopted on November 12, 1994
CONSULTANTS

The Board encourages the use of consultants as a means of providing the school with invaluable specialized services not normally required on a continuing basis.

Sufficient funds will be made available to attract the most outstanding authorities in the various fields. However, the use of consultants from outside the school who promote a particular commercial product is discouraged. When such consultants are used, it should be made clear to them that they are to perform as consultants and not as a salesman.
To ensure successful planning and implementation of school management activities, the following structural framework identifies responsibilities of the Board, the Director, and the support staff.

a) The Board of Directors shall establish and follow policy guidelines governing the operations of the school.

b) The Director and professional staff shall have dual responsibility of recommending and implementing policy guidelines.

c) Each division of the school shall have the responsibility to provide effective methods to comply with the policies, while ensuring appropriate educational standards for the community.

d) Classroom teachers shall be informed of policy and contractually obligated to support and comply with the policies and procedures of the school.

Adopted on November 12, 1994
ORGANIZATIONAL UNITS & STRUCTURAL RELATIONSHIPS

The administrative organization of the school shall be considered as an orderly means of achieving the school's primary objective, an effective program of instruction for pupils.

The general administrative organization of the school shall be known as the single executive type of school administration with the Board as the governing body and with all activities under the direction of the Director.

An organization chart for the school shall be prepared by the Director and approved by the Board to designate clearly the relationships of all employees within the school organization. The organization chart shall be kept up to date and changes shall be approved by the Board.

Cross Reference: 3410

Adopted November 12, 1994
Policy 3410

LINE OF RESPONSIBILITY

Each employee in the school is responsible to the Board through the Director General.

All personnel shall refer matters requiring administrative action to the school administration immediately in charge of the area in which the problem arises.

School Administrators and/or coordinators shall refer such matters to the next higher authority when necessary.

All employees shall have the right to appeal any decision made by school administrator or coordinator to the next higher authority and through appropriate, successive, steps to the Board.

Cross Reference: 3405

Adopted November 12, 1994
COUNCILS, CABINETS AND COMMITTEES

The Board encourages the Director General and administrative staff to create and maintain appropriate mechanisms such as councils, cabinets and committees to:

1. foster good communications among staff.
2. allow staff members to have a voice in the development of policies and in the making of decisions affecting them.

Adopted November 12, 1994
In cases where emergency action must be taken within the school system and where the Board has provided no guidelines for administrative action, the Director General shall have power to act, but his decisions shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the Director to inform the Board promptly of such action and of the need for new policies and/or regulations.

Cross Reference: 2500

Adopted November 12, 1994
POLICY AND REGULATIONS SYSTEMS

The Director General is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school, to members of the Board and to parents.

Cross Reference: 1010, 1120, 2460, 3430

Adopted on November 12, 1994
The Director General and the Administration, as well as the professional staff to the extent possible, are charged with the improvement and constant maintenance of good communication between the parent community and the school. To this end, they are empowered by the Board to establish and maintain such channels of information as may be necessary to ensure a positive and informative exchange of information between the home and the school.

Cross Reference: 1010, 1120, 1400, 2460, 4000, 5405, 5500, 5800, 5810, 5820

Adopted on November 12, 1994
Modified May 12, 2011
### BUSINESS & NON-INSTRUCTIONAL OPERATIONS

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Business and Non-Instructional Operations

Business

The Board recognizes that sound money management comprises the foundational support of the whole school program. To make that support as effective as possible, the Board intends:

1. to encourage advance planning through the best possible budget procedures.
2. to explore all practical sources of income.
3. to guide the expenditure of funds so as to extract the greatest educational returns.
4. to expect top-quality accounting and reporting procedures.
5. to maintain the highest level of unit expenditure needed to provide high quality education within the ability of the community to pay.

Non-Instructional Operations

The Board expects operations and maintenance of school plant and equipment to set high standards of safety, to promote the health of pupils and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.

Cross Reference: 1010, 1400, 3430, 5405, 5500, 5800, 5810, 5820

Adopted on November 12, 1994
A school budget is the financial expression of an operational plan for a definite period of time, usually the school year, and is based upon careful estimates of expenditures and probable incomes. The school budget should consist of, and shall not be limited to, four parts:

1. **The Educational Plan** - This is based upon the educational policies and program of the school. It serves as the blueprint of the education which the pupils are to receive.

2. **Expenditures for the Educational Plan** - The second part of the budget should show the necessary expenditures to provide the services, materials and other necessities required to realize the educational plan.

3. **Sources and Amount of Revenue** - The budget should show the sources of revenue and the amount anticipated from each source, which will be available to finance the required expenditures to realize the educational plan.

4. **Cash Flow and Application of Resources** - Financial planning shall include projections of cash flow, investment, and a spending plan which shall include projected capital expenditures.

Adopted on November 12, 1994
PREPARATION OF BUDGET DOCUMENT

The fiscal year runs from July 1, through June 30 of the following year. The Director General and Business Manager with a Board-appointed Finance Committee shall prepare a recommended budget. This tentative budget shall be submitted to the Board by the Director of the School for discussion no later than the April meeting each year, to be adopted before May, and presented to the school community in communications as determined by the administration.

Cross Reference: 4000, 1010, 4120

Adopted on November 12, 1994
Modified on June 14, 2011
Policy 4115

PUBLICATION OF THE BUDGET

The budget and the auditor’s reports shall be prepared in a timely fashion, and routinely presented at the appropriate annual assemblies. The presentation of the budget and the auditor’s report to the Parents’ Assembly are informational, and not approval, items.

Cross Reference: 4405

Adopted on November 12, 1994
ACCESS TO THE BUDGET AND THE QUESTION OF REVIEW

Any parent of the school may review the budget and/or the balance statement of the school on school premises during regular school hours, with the permission of the Board President or the Director General. No school documents may be removed from the school premises, nor may they be photocopied without the express approval of the Board.

Cross Reference: 4000, 1010, 4110

Adopted on November 12, 1994
TRANSFER OF FUNDS BETWEEN CATEGORIES: AMENDMENTS

The Business Manager is to prepare a Budget study, proposing changes if necessary for each line of the Budget. The draft budget must always include the following lines so that the Board will attend to the following matters every year:

- Salaries,
- Activities Compensations,
- Benefits
- Purchased Services,
- Supplies
- Books,
- Equipment
- Complements
- Special Funds—Contingency
- School Improvement Plan.

Also, every year, the Business Manager and the Director General shall submit recommendations to the Board to fund the following needs:

- Depreciation of fixed assets
- Labor liabilities
- Study and improvement of emergency, fire, electrical and other security and sensitive issues
- Fees for current and potential lawsuits
- New facilities equipment
- Tuition discounts and scholarships and delinquency charges
- Upgrade of classroom equipment, lab or library
- Security issues.

Cross reference: 2110, 2300, 3115, 3200, 3300, 4100, 4120, 4130, 4320, 4325, 5200, 5260, 5300, 5610.

Adopted on November 12, 1994
Modified on June 14, 2011
Modified on October 15, 2015
BUDGET AS A SPENDING PLAN

The budget will be considered as the controlled spending plan for the fiscal year. Within the approved budget, the Director is authorized to make expenditures and commitments in accordance with Board policies. Expenditures approved by special Board action outside the original budget for the year shall be so identified in Board meeting minutes.

Adopted November 12, 1994
MOVING FUNDS IN THE BUDGET

The Director General may move funds between individual lines within the same category of the budget. Any money that needs to be moved among major categories (Salaries, Activities, Compensations, Benefits, Purchased Services, Supplies, Books, Equipment, Complements, Special Funds—Contingency, School Improvement Plan) needs to be approved by the Board of Directors.

Cross reference: 2110, 2300, 3115, 3200, 3300, 4100, 4120, 4130, 4320, 4325, 5200, 5260, 5300, 5610.

Adopted: October 15, 2015
BUSINESS OPERATIONS
PAYMENT OF SCHOOL FEES

School Fees-General
School fees shall be established on an annual basis by the Board of Directors.
Adopted November 12, 1994

Payment of School Fees
All School fees shall be billed in advance. School fees, denominated in dollars, may
be paid in guaranies at the free currency-exchange market dollar sell-rate (the price at which
currency exchange houses sell dollars to the general public) announced by the Business
Office on the payment date. If payment is received after the period allowed in the initial
billing, payment and penalties shall be paid at the higher of the dollar buy-rates for the dates
of billing and payment.
A late payment fee of 50 dollars (U.S.) shall be charged for each month of delayed
payment on a per student basis.
A student shall be eligible to attend class only after school fees that are due for each
semester have been paid in full prior to the first day of class, or after a formalized payment
plan to pay all expenses within the quarter shall be approved by the Director.

The Board will advise parents of changes and increases in school fees, as well as
deadlines and other requirements, in a timely manner. The Board of Directors shall address
individual issues involving school fees when such issues are presented by the Director
General as part of the regular agenda. Adopted November 12, 1994

Payment of School Fees for US Mission Dependents
All school fees (tuition, registration and one-time matriculation fee) for US Mission
dependents who are enrolled before the start of the new school year shall be due in full on
September 30 of that school year. School fees for US Mission dependents who are not
enrolled by the start of the new school year shall be billed to the US Embassy Asuncion as
enrollment occurs and payable in full within 60 calendar days.
The Business Office will issue a bill in full to the Embassy & B&O Office as each
enrollment occurs. In addition, it is requested that Embassy dependents arrive at post with
the necessary fiscal data to facilitate payment.
School Fees Enumerated

**Tuition:** Tuition fees shall be established by the Board of Directors on a yearly basis in accordance with projected budget and operations needs. Tuition shall be established at three levels: Kindergarten, Primary and Secondary. Tuition shall be charged on a quarterly (nine weeks) basis.

*Adopted November 12, 1994*

**Registration:** A non-refundable annual registration fee shall be due prior to the first day of school each July/August (deadline to be set each year). A portion of the registration fee shall be used to cover the cost of a student's insurance. The Board may designate other special uses of this fund for the benefit of students as it deems necessary or convenient. This fee shall be set on a yearly basis. *Adopted November 12, 1994*

**Entry Fee:** A non-refundable entrance fee shall be due for each student who enters the school. This fee shall not be due for students from households that hold “family membership” that were granted prior to July 1, 1985. *Family memberships shall be recognized until August 15, 1996, at which time all students shall pay the non-refundable entrance fee without exception.* Enrollment or entry fees shall be paid in full prior to the first day of student attendance. This one payment shall be updated by the Board on a yearly basis. *Adopted November 12, 1994*

**Refunds:** Tuitions will only be refunded for any semester not yet initiated. Under no circumstances will any other fee be refunded.

**Other Fees:** The Board is empowered to levy other special fees and costs to parents to ensure the efficient operation of the school. *Adopted November 12, 1994*

*ITHALICS INDICATES BOARD ACTION, MARCH 28, 1996*
FINANCIAL AID

Purpose: ASA wishes to provide financial aid/scholarship to families who can demonstrate "real need". In order to establish such need a Financial Aid/Scholarship Committee will request whatever financial statements they may deem necessary for this purpose. Financial Aid/Scholarship awards will be based on a fair and equitable distribution of limited resources set aside by the board for this purpose, and will be awarded on a semester or yearly basis if they are up to date with their school payments or the payment plan agreed with the school. Candidates may reapply under the conditions outlined below.

Guidelines for Scholarship Decisions:

1. All scholarship aid shall be limited to students above fifth grade.
2. The amount of Financial Aid/Scholarship shall be recommended by the Financial Aid/Scholarship Committee and is subject to Board approval.
3. To be eligible a student a student must have and must maintain:
   A. Grade average of B or above
   B. Good social behavior to include consistent satisfactory marks in behavior and no serious infraction of school rules.
   C. Demonstrate financial need.
4. Financial Aid/Scholarship may be awarded in the form of:
   A. Tuition reduction
   B. Entrance Fee Waiver
5. In general, semester or yearly financial aid/scholarships will be awarded in May and/or November.
6. In awarding a scholarship the Financial Aid/Scholarship Committee, which shall be made up of the Board President, Board Treasurer, Director General and two ASA Parents, shall give priority to families having more children enrolled in the School.
7. The total amount of annual financial aid/scholarship awarded shall not exceed 1% of the total annual budget. The approved sum shall be shown in the annual budget.
8. Parents requesting scholarship aid shall submit confidential statements by the first Wednesday in March and in September. Only members of the Financial Aid/Scholarship Committee shall have access to such statements.
9. The Financial Aid/Scholarship Committee shall report to the Board of Directors through the Director General and the Board President, indicating the amounts allocated and the number of students involved.

Cross Reference: 4255, 5350

Adopted: November 12, 1994
Updated: June 13, 2001
Modified May 28, 2013
SCHOLARSHIP POLICY

The American School of Asuncion desires to provide scholarship assistance to attract qualified students to attend the school. The school’s Financial Aid Committee (FAC) will be responsible for identifying and entertaining requests for scholarship assistance. In this effort the school will seek to establish the status of a tax-free U.S. non-profit foundation (501C3) to facilitate outside scholarship funding from any corporations and/or other entities which could give donations to the ASA Scholarship fund.

I. In offering scholarship, the FAC will be guided by the following principles:
   1. Student’s overall academic and extracurricular achievements and potential for outstanding performance.
   2. Contribution that a student will make to academic excellence within the school and to the diversity of the student body.
   3. Availability of funds contributed to the School for this purpose and approved by the Board.
   4. Demonstrated school citizenship, leadership qualities in previous school.
   5. Special talents in the arts, sciences, or sports as evidenced by faculty, community leader, or other adult sponsor formal written recommendation.
   6. Levels of fluency in the English and Spanish languages.
   7. Ensuring that potential candidates could successfully meet the school’s entrance requirements and that they would otherwise be financially unable to attend the school.

II. Solicitation and Management of Scholarship Grants
   1. ASA shall seek and accept funding from business, private foundations, and other public and private sources to assist in providing scholarship. The school will comply with the conditions and requirements connected with the acceptance and use of such funding.
   2. The responsibility of seeking funding will be that of the Board of Directors in collaboration with the school’s director-general. This effort will include sending letters of solicitation to identify local businesses and other sources of possible donation outside the city of Asuncion.
   3. Pursuant to ASA Statutes, all donations and contributions to the ASA Scholarship fund, while considered part of the school’s assets and destined for the benefit of the school, will be designated solely for scholarship assistance.

III. Awarding of Scholarship:
   1. Scholarship can be provided in the form of a discount of tuition and/or entrance fee.
   2. Scholarship will be awarded without regard to race, creed, or nationality.
   3. Scholarship shall only be granted to students in grades 9-12.
   4. Students not presently enrolled in ASA in the current academic year will be given preference in scholarship eligibility.
IV. **Application / Consideration Process:**
All potential candidates for scholarship will be asked to submit the following supportive data or any other information as deemed necessary by the Financial Aid Committee. This data must be submitted as per deadlines established and published by the FAC. Failure to meet these deadlines will result in the scholarship request not being considered.

There will be no exceptions to this policy. Requirements will include the following:

1. Letter from parents describing personal situation that supports consideration of scholarship for their child.
2. Letter from the student to whom scholarship might be given explaining how he/she will profit from attending the school and what contributions he/she will bring to our community.
3. Letters of recommendations from faculty, community leader, or other adult sponsor who knows the candidate and can speak of their qualities and talents.
4. Presentation of financial information / records from parents.
5. All documents, records, communication, and correspondence pertaining to internal discussion of the FAC shall remain confidential. The above information related to the application and applying families is only accessible by members of the FAC. A pertinent financial information shall be archived for future reference purposes during the period of enrollment of the student(s) in the school.

V. **Approval of Scholarship**
1. The FAC shall report its recommendation concerning scholarship to the Board of Directors through the Director General and the Board President.
2. The Board will make final decision on FAC’s recommendation.

VI. **Maintenance of Scholarship:**
1. Students entering the school on scholarship, as well as their parents, will be required to sign a written statement acknowledging the need to maintain no less than a “B” grade average throughout enrollment as well as exhibit exemplary citizenship and leadership.
2. Scholarship awarded will be reviewed annually by the FAC. Continuation of scholarship will be conditional to compliance of the written requirements detailed above.

VII. **Cancellation of Scholarship**
1. Applications which contain omissions or information that is untruthful, misleading, or inaccurate will be rejected. Also, should subsequent review of an approved deception in the information provided, this will lead to the application being deemed void and the scholarship being revoked.
2. Scholarship may be withdrawn from students, who enter into disciplinary or academic probation.

_Cross Reference: 4250, 4255, 5350, 6110_  
Adopted on November 20, 2003
Funds Management

1) Handling of money and payments
   The Business Manager, under the directions of the Director General and the Board Treasurer, shall be responsible for the handling of all monies of the School, and shall develop appropriate procedures for the accounting and security of such assets. The Business Manager will ensure the security and procedural soundness of the area where cash transactions are handled.

2) Establishment of bank accounts, with systems to maintain correct signatures.
   Accounts shall be maintained in and outside of Paraguay for the purpose of establishing ready movement of funds. The School shall be prepared to do business in either U.S. Dollars or Guaranies, and necessary arrangements to facilitate this capacity shall be made by the Business Manager.

Adopted November 12, 1994
RESERVE FUNDS
CONTINGENCY RESERVE AND CAPITAL RESERVE

Contingency Reserve Fund
ASA will maintain a contingency reserve fund for the purpose of responding to unanticipated expenditures. The contingency reserve fund will equal no less than 10 percent of the school’s current annual operating budget, excluding major capital expenditures. This 10% rate is justified only as long as the school maintains the Closure insurance that it first bought in 2011. If this insurance is cancelled or discontinued than this percentage must be reassessed.

Capital Reserve Fund
ASA will maintain a separate capital reserve fund for the purposes of carrying out major capital projects. The size of the capital reserve fund will not reach more than 15 percent of all Reserve Funds.

Definition of Reserve Funds
The total amount of Reserve Funds will be maintained at 25 percent of the school’s annual operating budget, to include 10 percent allotted to Contingency Reserve Funds and 15 percent to Capital Reserve Funds. The reserve funds will be established and accounted for separately from other school funds. The school’s annual financial reporting will include a balance sheet, revenue statement and cash flow statement for each reserve fund. At the Board’s discretion, reserve funds may be kept in bank accounts separate from other school funds.

Transfers into the Reserve Funds
At the beginning of the school’s fiscal year, the first budget action taken by the Board will be to approve any amount left on the statement of cash flows as of June 30th and confirmed by the auditors and move it to the contingency reserve if not fully funded and then to the capital reserve. Any other transfers to the reserve funds will also be approved at this meeting. The Director General will instruct the Business Office to transfer funds. The transfer shall ensure that the contingency fund maintains a balance of no less than 10% of the school’s current annual operating budget, excluding major new capital projects. In particular:

The board will ensure that at the end of June (of each year) the remaining cash flow from the operating budget is shifted to the Reserve Funds.

The Reserve Funds will be divided in such manner as to ensure that 10 percent of the Reserve Fund is allocated to Contingency Reserves. The remainder of the Reserve Funds will be allocated to the Capital Reserves (up to 15 percent of the total Reserve Funds).
In case that the Contingency Reserve Funds fall below 10 percent, then at least 50 percent of entrance fees will go directly to the Contingency Reserve Fund until the level of 10 percent is reached.

**Definition and Declaration of Need for Contingency Funds**

Expenses may be made from the contingency portion of the reserve fund only with direct board action. Contingencies shall be defined as unforeseen financial obligations that meet the following criteria:

- They cannot be addressed during the regular budget process;
- There are no other options for addressing the financial need from other school resources;
- The school is financially liable for the identified expenditure; and
- Failing to address the situation will substantially impact the school’s financial health, reputation and/or legal status:

For a contingency to be declared, the Director General must bring a recommendation to the Board with all relevant details and the Board must approve a motion to declare an emergency with a two-thirds majority.

**Approval of Spending for Capital Projects**

At any point during the year, the board may approve spending from the capital reserve fund for major capital projects. These will consist of projects with a useful life of three years or greater and a total project cost exceeding $5,000. A simple majority vote will be necessary to allocate reserve funds to capital projects.

**Spending, Replenishment and Size of Reserve Funds**

Spending of reserve funds shall be subject to all ASA fiscal policies and procedures. Upon spending any reserve funds, a complete accounting of all spending will be provided to the Board at the next regularly scheduled Board meeting.

**Investment of Reserve Funds**

Reserve funds shall be held in conservative, low risk U.S. or Paraguayan investment vehicles, including money market accounts, government bonds rated BBB or higher and similar investment vehicles. Investments shall be reviewed annually by the Board and quarterly by the Finance Committee.

**Borrowing for Cash Flow Purposes**

At the recommendation of the Director General, the Contingency Reserve fund may be used to address short term cash flow needs of the school. Borrowing from the reserve fund to address cash flow needs cannot exceed 5% of the school’s annual operating budget. All borrowing for cash flow purposes must be repaid to the reserve fund within 90 days.

First Adopted as Capital Reserve on: August 8, 1998
Modified on October 21, 2008
Modified June 20, 2012
All monies collected by the School shall be deposited regularly in the proper bank account. Payment of bills for dollar purchases made by the School, or salaries to be paid in U.S. Dollars will be made by check, bank transfer, electronic means or any other means that can be tracked formally. Bills in Guaranies shall be paid by check if the amount to be paid exceeds petty cash provisions. All local salaries shall be paid by check or direct deposit as determined by the school. Payment vouchers shall be prepared and approved by the authorized head of the department at the point of origin of purchases, and subsequently submitted for the signature of the Director of the School. Payment vouchers will always mention the requisition form number.
PURCHASING PRACTICES

The prudent expenditure of operation money shall be of major concern to the Board of Directors. To this end, the Board shall be concerned with establishing efficient and economical purchasing procedures, keeping in mind, however, that economy is not truly economical if it becomes detrimental to educational objectives.

Cross Reference: 4320, 4325

Adopted November 12, 1994
REQUESTING GOODS & SERVICES (REQUISITIONS)

All requests for educational supplies and equipment shall originate with a requisition from the School’s division head and shall be forwarded to the Business Office. All requests for supplies and equipment for building and grounds or transportation shall originate with a requisition from the Maintenance Supervisor to the Business Manager. It shall be the Maintenance Supervisor’s responsibility, in cooperation with the Business Office, to determine whether or not such requisitions are in accordance with Board policy and budget allocation, and submit them to the Director General for approval.

Every requisition form must include a line stating the line of the budget where the purchase will be made and that the amount of purchase is available in the current and approved budget.

Cross Reference: 4315, 4325

Adopted on November 12, 1994
Modified on June 14, 2011
Purchasing Procedures

All purchases must be made by authorized personnel, following approved procedures. In purchasing supplies and equipment, both quality and price shall be considered. Wherever feasible and appropriate, supplies and equipment shall be purchased from local or regional sources. Price and quality must be competitive. Cost of transportation and other expenses must be considered in evaluating purchases. All purchases shall be made with an official purchase order. The purchase order shall be issued only after:

a) The current and approved budget, in its specific line, has been reviewed to determine that sufficient funds are available for the purchase.

b) Materials that have been requisitioned by a faculty or staff member have been approved by the Director.

c) Written bids from at least three suppliers have been obtained for items costing more than $100.00. In case of only one supplier, a note must be attached to the purchase order explaining the circumstances which hinder competitive bids.

Cross Reference: 4315, 4320

Adopted on November 12, 1994
Modified on June 14, 2011
PERIODIC FINANCIAL REPORTS

The Business Manager shall provide monthly financial statements to the Board of Directors, and shall provide such other information as may be required.

The Director General of the School shall send Board members one copy of the previous month’s financial report with the Agenda for the next scheduled meeting.

Cross Reference: 1010, 4110, 4120

Adopted November 12, 1994
BUSINESS OPERATIONS AUDIT

In accordance with the provisions in the Statutes of the American School of Asunción and Government Grant agreements, the School shall hire annually an auditor or auditing agency to verify the accounts and review the business practices of the Association as well as the management of the funds provided by Government Grants.

The Board of Directors shall designate the auditor or auditing agency in July of each year.

The Business Office shall be responsible for preparing all documents, balance sheets, profit and loss statements, inventories, and bank account statements, so the auditor can begin working during the month of September.

The audit report must include recommendations to improve business and accounting practices, and must be presented to the Director of the School for study or revision. The audit report shall be submitted to the Board of Directors for discussion and approval in the November meeting. Recommendations in the audit report shall be studied by the Board, and appropriate actions taken. The Director of the School and professional staff shall be responsible for implementing recommendations that have been approved by the Board.

A summary of the audit report shall be submitted to the Parent’s Annual Assembly in November of each year.

Cross Reference: 4115

Adopted November 12, 1994
MONIES COLLECTED IN SCHOOL DIVISIONS

Monies collected in school divisions, namely those of employees and student treasurers, shall be deposited in Special Funds Accounts. A form, signed by the School division’s supervisor shall be required by the Business Office for all monies collected and receipted. In the event that monies cannot be deposited immediately by the Business Office, they shall be kept in the school safe.

Cross Reference: 1010, 1470, 1475, 1480, 2450, 2455, 7630

Adopted on November 12, 1994
A Petty Cash fund shall be maintained for payments of current expenses. The Board of Directors shall be guided by current price indices and recommendations of the Director General in annually reviewing and updating the amount authorized for the petty cash fund. All expenditures require prior approval of the Director, with advance price quotes as required by policy.

Adopted on November 12, 1994
CASH ADVANCES

The school shall restrict cash advances to emergencies, and the Director must immediately inform the Board President and Treasurer of such action.

Adopted on November 12, 1994
USE OF SCHOOL-ISSUED CREDIT CARD

A credit card shall be issued to the director general and/or principals to facilitate payment fees when traveling on school business. Any expenses incurred by any member of the ASA community while in Asuncion shall be paid out of personal funds and reimbursed after submission of proper receipts and documentation. Acceptable use of the school credit card when traveling on school business shall be limited to:

1. Hotel fees and taxes.
2. Laundry.
3. Phone calls for school business and one personal call per week of travel plus any personal emergency calls (to be documented).
4. Taxis and airport transfers.
5. Reasonable expenditures for meals. Any representational expenses undertaken while traveling on school business may be charged to the ASA credit card buy justifying documentation must accompany these receipts.

In order for any charge on the ASA credit card to be paid out of school funds, the receipt relating to the charge must be submitted to the Business Office. Expenses incurred during travel and not charged to the credit card may be reimbursed upon submission of receipts and an expense report.

In recognition of the fact that many purchases internationally and locally can be facilitated with a credit card, a second card will be issued and designated solely for school purchases previously authorized by the Board of Directors. This card will have authorized signatures of the director and president of the Board of Directors. When traveling on school business, the director must be sure to use this second card solely for previously authorized school purchases.

Any person who is named as a signatory of either credit card cannot under any circumstances sign the check or bank transfer authorizing payment of the monthly credit card bill. This bill will be paid only after the statement has been reviewed and initiated by a board member authorized to pay the monthly credit bill. The use of a credit card should never implicitly or explicitly override the policy requirement of two authorized signatures for any school purchase, and if the credit card is used outside of these guidelines the Board of Directors may hold the signatory personally responsible for any purchase.

Adopted on June 29, 1998
OPERATION AND MAINTENANCE OF PLANT

The responsibility for control, maintenance, and supervision of all physical properties shall be delegated through the Director General of the School to the Business Office.

Cross Reference: 4505

Adopted on November 12, 1994
MAINTENANCE OF BUILDINGS AND GROUNDS

The daily maintenance of the physical properties of the School in a safe and sanitary condition shall be the mutual responsibility of the staff of the respective school divisions and the Maintenance Department.

Teachers shall be responsible for continuous observation and reporting to administrative personnel of any condition which may be unsafe or unsanitary. Work orders shall be initiated and forwarded to the Business Office. This office shall be responsible for long-range maintenance programs and the establishment and continuance of a system of periodical inspection.

The Maintenance Department shall be responsible for accomplishing approved work orders on a priority basis, depending upon the type of repairs and personnel available.

All requests related to Maintenance service must be forwarded to the Business Office. The Business Manager, jointly with the Maintenance Supervisor, must classify the requests as “urgent” or “not urgent”, taking immediate care of “urgent” issues and developing a timeline to address other issues in compliance with acquisition of materials and assignment of personnel.

Cross Reference: 4500

Adopted on November 12, 1994
Policy 4510

SECURITY

The Director General shall be responsible for developing security systems commensurate with the best interests of students and the protection of the community’s significant investment in the school plant.

1) During school hours, any visitor to the school must state his business to the administrative assistant in the Office and obtain permission to enter the School. After school hours, any visitor must report to the watchman, who shall maintain a written record of all visitors. This record shall be reviewed by the Business Manager on a daily basis.

2) In order to borrow any equipment or material, the approval of the Director General or his representative shall be required. The watchmen are not authorized to permit the removal of school property from the grounds without said permission.

3) The Director General shall authorize the use of school facilities in accordance with established school policy and procedures.

4) Video Footage: The school uses security cameras as a tool to monitor and improve student safety. A report of the images captured on security recordings may be shared by the Administration with parents of students who are directly involved in an incident. However, the actual recordings will not be shown to students, parents or teachers.

Cross Reference: 1200, 1420, 1425, 1435, 1480, 4511, 5510.

Adopted on November 12, 1994
Modified on October 15, 2015
Policy 4511

CAMPUS SECURITY

Consistent with Policy 4510, the Director General is responsible for developing and ensuring security on the school campus and also protecting the student body, faculty and staff. The presence of any weapons on the school facilities shall therefore be prohibited given the following stipulations:

1. It is an obligation of all parents to communicate to the school and duly register any/all private security drivers or body guards in their employ who wish to enter the school campus.
2. The carrying and/or possession of any firearms on the school facilities by anyone, to include but not be limited to students, parents, drivers, and body guards, is prohibited. This prohibition also applies to any other school-sponsored extracurricular and athletic activity on the school’s campus. The only exception would be for parents or bodyguards to have a licensed gun locked in a car while on campus or while dropping off or picking up children.
3. Parents, drivers and body guards shall be required to identify themselves upon entrance to the school grounds if requested by a school security employee.
4. Parents, drivers and/or bodyguards of parents are subject to inspection by the school’s security personnel to ensure compliance with this policy.
5. Additional security vehicles accompanying a parent vehicle will be required to remain in the street and off ASA’s campus during pick-up or drop-off of students.
6. It is the obligation of all parents, drivers and body guards to cooperate with the school’s security personnel.
7. Non-compliance shall constitute infraction of the school’s policies and will lead to denial of access of the bodyguard, driver, parent and/or the parent’s vehicle to the school campus.
8. Parents will be held personally and legally responsible for any infractions and/or omissions committed by their drivers or body guards while on the school grounds.
9. Drivers and/or body guards will not be permitted to enter and park on the campus for pick-up any earlier than 15 minutes before the school dismissal time of the student for whom they are responsible.
10. A log book of any/all unusual activities will be kept by the school’s security staff.
11. Parents and/or drivers will not be permitted to park in the area directly in front of the school gymnasium at the time of morning student drop-off or afternoon pick-up as this area must remain free to permit uninterrupted traffic flow and proper functioning of the designated lanes of traffic.
12. Private drivers and/or security body guards are to remain only in the area in and around the school parking lot when on the school campus and are not allowed to walk about the campus or be in such areas as classrooms, the gymnasium, elementary covered court area, playground, playing field, etc. The only exception will be in the case of drivers who, in the absence of parents, accompany children to and from their classrooms at morning drop-off and afternoon pick-up.
Policy 4511(2)

Special Note: This written policy will be implemented for community compliance effective 1 November 2006. It will be shared with the parent community in an announcement in the Weekly Bulletin so as to provide parents advance notification and permit them to advise their drivers or body guards of the need for compliance with these newly adopted regulations.

Cross Reference: 1435, 1480, 4510, 4511, 5510, 7240, 7250, 7260, 7820.

Adopted on October 16, 2006.
Modified May 12, 2011
Policy 4515

INSURANCE

General Requirements

All school properties shall be covered by insurance. For this purpose, annual inventories shall reaffirm the value of school assets. As policies expire, quotations shall be requested from at least three insurance companies. After review and recommendation by the Finance Committee, the Director General will award the contract following ASA's established protocols.

Cross Reference: 4520, 4525

Adopted on November 12, 1994
Updated on November 9, 2009
Policy 4520

INSURANCE: LIABILITY

The Board of Directors shall select a policy to release the school from the responsibility which it may incur from accidents occurring within the school plant or during school activities. This policy shall include benefits for death, as well as partial or permanent disability. Concerning student accident insurance, the office shall provide notification of student entrance and withdrawal, and all cases of accidents shall be reported within the terms established by the policy. Parents shall be notified of the terms provided in the policy for presentation of medical certification and the bill for hospitalization or medical assistance.

The school shall require the student transportation contractor to hold an insurance policy covering accidents in which students under his charge might be involved.

Cross Reference: 4515, 4525

Adopted on November 12, 1994
INSURANCE: PROPERTY

The school shall carry the following insurance policies:

1) Fire: All school installations and contents (equipment, furniture, supplies, etc.) shall be covered by this policy. The amount insured shall represent the value of the assets. The fire insurance policy shall cover damages and other casualties normally included in a fire insurance policy.

2) Vehicles: All vehicles owned by the school shall be insured, based on replacement value and appropriate liability coverage.

3) Theft: The Board of Directors shall consider the necessity and the possibility of contracting theft insurance to cover equipment, furniture and materials.

Cross Reference: 4515, 4520

Adopted November 12, 1994
Policy 4530

EMPLOYEE BONDS

All persons managing school funds shall be bonded. The amount of coverage shall be established by the Board of Directors annually. The relative risk involved by persons in different positions shall be considered when establishing the amount of bond insurance.

Adopted November 12, 1994
NON-INSTRUCTIONAL OPERATIONS

All non-instruction operations conducted by independent or third-party contractors shall assume full responsibility for its operations but are subject to school approval for entry onto campus grounds.

The Board is empowered to assign, contract, and otherwise delegate to outside agencies non-instructional services and projects which will benefit or promote the efficient operation of the school. These may include, but shall not be limited to, services in the area of transportation and food services.

Transportation

Independent carriers must fulfill all legal requirements and provide proof of insurance for their clients.

Food Service

The Board shall offer the school cafeteria as a concession to be operated by an outside agency, reserving to itself the right to ascertain quality, define item costs, set hours, ensure proper maintenance, offset capital depreciation, and otherwise regulate the concession in the best interests of the school. The contract for the concession shall be negotiated by the Director General, with assistance from the Business Manager and the Treasurer of the School Board.

Adopted on November 12, 1994
Modified on June 23, 2010
DISPOSAL OF MATERIALS

Materials that are no longer of use at or to ASA can be disposed of. Such materials may include items such as classroom furniture, paper materials, classroom supplies, etc. Disposal of such materials will be done in a manner that is ecologically safe and that, financially, is in the best interest of the school.

The administration will inform and request the board approval to dispose of items valued at the equivalent of $100 (collectively or individually such as desks and desk chairs). Items (collectively or individually) of this value will first be offered publicly to the ASA community for sale. The sale price of such items will be set at current market value.

Disposal of student’s personal materials of any value require parents written authorization. Final determination regarding “lost and found” articles will be at the discretion of the administration.

Proceeds of sales of discarded items will be directed to the school's capital building fund. Items that are not able to be sold in this manner can be donated to charitable causes and projects that will benefit the larger community outside of the ASA community (i.e., sister school projects). Inventory of sold or discarded items will be maintained by the ASA business office.

Adopted on May 12, 2011
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GENERAL PERSONNEL POLICY STATEMENT

Responsibilities for ASA personnel policies are as follows:

1. It is the Board’s responsibility to adopt personnel policies which establish the best possible conditions to attract and retain a high caliber professional staff dedicated to the education and welfare of students. The Board of Directors will also ensure compliance with SACS/Advanced standards by delegating the hiring, evaluating, and dismissal of staff personnel to the Director General.

2. It is the Director General's responsibility to implement these policies within the guidelines of School statutes, policies, accreditation standards, and its approved budget. The Director General is also directed to ensure that personnel policies and administrative regulations support the Board's responsibility as described above.

3. Provisions for the implementation of adopted personnel policies should include channels of communication and procedures for the handling of professional and ethical issues, through which all persons or groups affected, may voice their opinions.

4. It is the responsibility of school personnel to promote the best interests of students within the context of the school's mission, policies, and regulations.

Cross Reference: 1455

Adopted on June 23, 2004
Modified on June 9, 2009
NON-DISCRIMINATION STATEMENT

The American School of Asuncion shall recruit and select the best qualified applicants for each position without discrimination due to race, creed, religion, political opinion or belief, age, sex, marital status, or nationality.

Adopted on June 23, 2004
HIRING PROCESS FOR ACADEMIC PERSONNEL

1. The Director General will recruit and hire professional staff to fill such positions as the Board may have approved. He will advise the Board of staff positions to be filled in late November. The Director may delegate this responsibility to other members of the Administration, but will remain responsible for sound hiring procedures and decisions at all levels.

The hiring process should include:

a. preliminary review of candidate applications and resumes
b. personal interview
c. reference checks
d. required documentation
e. compliance with SACS standards

2. The Director General will communicate to the Board the positions that have been filled upon completion of the recruitment fair process.

Cross references: 5030, 5545, 5800, 2110, 2140, 3115

Adopted on June 23, 2004
Modified October 18, 2012
HIRING A NON ACADEMIC PERSONNEL

ASA will only hire non-academic personnel that are not related to anyone else currently working at the school. Relative signifies spouses, children, siblings, parents, cousins, and aunts and uncles.

Newly hired non-academic personnel will need to sign a declaration to this effect.

The school will use a human resource company on a case by case basis for hiring.

Cross references: 5020, 5030, 5200, 5240, 5545, 5800, 2110, 2140, 3115

Adopted by Virtual Vote on October 22, 2012 and reflected in the minutes of November 15, 2012
Modified on November 15, 2012
TERMS & CONDITIONS OF EMPLOYMENT

Contract Terms: The terms and conditions of employment for all faculty and professional staff will be detailed in written contracts for periods of fixed duration (local hires however, according to local legislation, who go beyond one year of employment are considered “employees of indefinite contractual period.”) The salary and benefit provisions for school employees will be reviewed by the Director General and the Board annually. All faculty/staff will be subject to the relevant provisions of the Board Policy Manual, as well as the terms stipulated in employee contracts, and the regulations established by the administration.

Contractual Conditions: The Board may adopt, modify, or revoke policies covering salaries, allowances, leave, travel, housing, medical & dental benefits and any other similar matter, by making corresponding amendments to the relevant provisions of the Board Policy Manual or the employee’s contract; provided that no such amendment will affect the terms and conditions of employment of any staff member during the period of validity of the existing contract.

Adopted on June 23, 2004
ORIENTATION

The Administration of the School shall routinely conduct orientations sessions for new personnel in order to ensure their familiarity with procedures and practices, which affect their well being or functioning in the School.

Adopted November 12, 1994
ASSIGNMENT AND TRANSFER

Teachers shall be assigned by the Director of the school, and shall receive compensation according to the established salary schedule.

The school reserves the right to reassign any teacher under contract. Reassignment may be made when, in the judgment of the school Director, such reassignment or transfer shall serve the school’s best interest.

Cross Reference: 3100, 5125, 5150, 5220, 5260, 5400, 5450

Adopted on November 12, 1994
PROMOTION

Those professional employees who are considered good prospects for higher administrative positions shall be identified as eligible for promotion. The Administration shall make special efforts to insure that those persons receive training to prepare them for this promotion.

The Administration, after proper evaluation, shall recommend the best-qualified person available, from within or out of the school, to fill any administrative vacancy.

Cross Reference: 3100, 5120, 5150, 5220, 5260, 5400, 5450

Adopted November 12, 1994
JOB CLASSIFICATION FOR COMPENSATION ASSIGNMENT

Salary Assignment shall be divided in accordance with the following job classifications:

A. **Administration.** The Administrative staff will consist of the Director General, Elementary and Secondary Principals, Paraguayan Program Director, and any other positions as may be added by the Board at the request of the Director General.

B. **Faculty and Professional Staff.** The academic staff consists of Curriculum Coordinator, Athletic Director, Technology Director, department coordinators, classroom teachers, counselors, librarians, school nurse, and other certified specialists assigned to the Professional Salary Scale.

C. **Professional Support Staff.** The academic support staff consists of instructional aides, library assistants, and others not named above who assist in the instructional program.

D. **Local Management and Administration Staff.** The management staff consists of Business Manager, non-academic locally hired staff employed in managerial roles supervising support personnel, or as primary managers of specific administrative functions.

E. **Support Services Staff.** The support personnel consist of non-academic staff employed in duties other than regular classroom instruction, i.e. office secretaries.

**Cross Reference: 3100, 5120, 5125, 5220, 5260, 5400, 5450**

*Adopted on June 23, 2004*
FACULTY AND STAFF POSITIONS & QUALIFICATIONS

1. All staff positions are created by the Board upon the recommendation of the Director General and presentation of the corresponding job description. The selection of persons to fill established positions will be the responsibility of the Director General in consultation with the principals. By November each year the Director General will present to the Board a list of instructional or administrative staff positions to be filled. The Director General is to set procedures for the actual selection of these staff members within the budget limits established annually by the Board.

2. The School will employ, without discrimination, the most suitable applicant for each position. All professional staff must hold or be eligible to hold, as stipulated in accreditation standards, a valid teaching or administrative certificate for the level of the existing vacancy. All applicants will be required to submit valid evidence of their qualifications and experience. Any exception must be approved by the Director General and endorsed by the Board.

Adopted on June 23, 2004
FACULTY AND STAFF JOB DESCRIPTIONS

The Board recognizes that faculty and staff perform at higher standards when there is a clear understanding of work expectations. The Director General is required to provide all employees, through their immediate supervisor, current job descriptions at the outset of their employment. Such job descriptions shall include job goal, type and extent of training required, specific job responsibilities, the person who will conduct the annual performance evaluation, and the terms of the employee’s work day and work year. Copies of all job descriptions will be kept in the Director General’s Office and will be reviewed and updated by the immediate supervisor or the Director General. Any new position added to the staffing plan must be approved by the Board prior to the Director General making any new employment offer.

Cross Reference: 3100, 5120, 5125, 5150, 5220, 5260, 5400, 5450

Adopted on June 23, 2004
Modified on June 23, 2010
TEMPORARY AND SUBSTITUTE EMPLOYMENT

The Director is authorized to recruit and select temporary employees and substitute teachers to fill specific needs within the school. Temporary help will not normally be hired to cover support staff absences, unless deemed necessary and approved by the Director General or Principals. When regular teaching staff members are absent from work, the Director General is responsible for making every effort to employ qualified and certified substitute teachers to fill the positions. When this is not possible, the Director General will choose the most qualified person available to serve as a substitute.

All teacher substitutes will be interviewed, screened and, if accepted to work at ASA, will be evaluated by ASA’s professional staff under the direction of the Director General. To maximize teacher substitutes’ classroom effectiveness, substitute teachers will be provided with orientation and information about the school. The Director-General shall also establish the rate of pay for substitutes in this category and publish these rates at the start of the year. Substitute pay is not to exceed the daily rate of pay of the person being replaced. Once established, regulations and rates will be communicated to the Board. Substitute teachers will not participate in health and welfare plans or other fringe benefits of the school.

Retired teachers may be employed as substitute teachers if necessary.

Cross Reference: 5530

Adopted on June 23, 2004
FACULTY AND STAFF RECRUITMENT & SELECTION

The Board is committed to the recruitment and selection of experienced and qualified faculty and staff who will carry out the School’s demanding instructional program. Principals will be hired by the Director General with the assurance that administrative assignments avoid nepotism and also comply with SACS/AdvancEd and Ministry of Education (MEC) standards. Any relative of the Director General must be supervised by another administrator. Relative is defined as a Director General’s spouse, children of the Director General or of spouse, brothers, sisters, or parents of the Director General or of spouse.

Recruitment. Within the budget limits established annually by the Board of Directors and current Board policies and subject to the ongoing review of the Board, the Director General has the responsibility for the recruitment and appointment of all faculty and staff in compliance with accreditation standards.

Updated job descriptions are required prior to any new employment consideration. Employment of all faculty and professional staff will be guided by the following criteria:

A. Education and training
B. Certification (where applicable)
C. Professional experience
D. References
E. Evaluations of Principal or immediate supervisor recommendations
F. Professional Competence
G. Professional Attitude
H. Commitment to personal growth & professional development
I. Demonstrated or documented Interpersonal skills
J. Compatibility & personality

In recruiting and selecting locally contracted personnel, the Director General will take into consideration visa and foreign residency status. Once faculty recruitment is finalized, the Director General will inform the Board of those hired.

Cross Reference: 3100, 5120, 5125, 5150, 5220, 5260, 5400, 5450.

Adopted on June 23, 2004
Updated on November 9, 2009
PERSONNEL RECORDS

Faculty is required to provide the School with certified copies of all documents required to establish qualifications for a position, including transcripts, professional certification, and records of work experience. Falsification of statements or documents is grounds for immediate termination of employment contract without benefits.

The Business Office will maintain the employee contract in a file together with all records pertaining to the employment of each employee. These include:

1. initial application materials
2. confidential references
3. transcripts of study
4. teaching certificate
5. signed employment contract
6. signed statement that all information/documents presented are complete and accurate.
7. annual evaluation form (and in compliance with Policy 5600)

Personnel files shall be confidential. Access by any person other than Director General, Principals, and Business Manager must be authorized by the Director General. The Board may by majority vote of its members request personal files at any time.

An employee may view his/her own personnel file, with the exception of confidential documents, only in the Director General’s Office. Copies of records verifying degrees and all applicable certificates will be submitted to the Director General and placed informed if their records are incomplete. Permanent files may not be removed from the DG’s office.

In order to receive an advanced degree salary increment, faculty members who complete these degrees must present the Director General with transcript or teacher certificate to be included in their personnel file.

Adopted on June 23, 2004
The Board recognizes the importance of a School compensation package that will attract and retain outstanding teachers. The Board further recognizes that there are other factors such as working conditions that are of equal importance. Within the constraints of the budget, the Board tries to maintain a competitive list of faculty benefits that will ensure the continuity of the faculty and thus continuity of instruction and school operations. Further the Board recognizes that benefits of recruited hire and local faculty may differ.

The following establishes the Board’s policy for compensation and contract conditions:

I. **Job Classification.** There are three types of faculty job classification in the school. These categories and the corresponding benefits for each are as follows:

A. **Category I** – Nonresident hires with U.S. and equivalent approved degrees who are not recruited locally

   **Benefits Offered:**
   1. Airfare to point of origin for employee, spouse and dependent children at beginning and at end of contract
   2. Excess Baggage/Shipping Allowance, at beginning and end of contract
   3. Relocation allowance
   4. Medical Group Insurance
   5. Housing Allowance
   6. Economy airfare for home leave (or equivalent) after completion of two year contract and for each year thereafter
   7. Authorized dependant ASA tuition and fees
   8. Subsidized professional development opportunities
   9. Reimbursement of recruitment agency fee
   10. School paid legalization costs
   11. Contract Renewal Bonus

B. **Category II** – Local hire with U.S. and equivalent approved degrees.
   1. Group medical insurance for the faculty, with no School contribution toward the coverage of eligible family members.
   2. Annual student study bonus per each school age child
   3. Professional development subsidies for full-time faculty
   4. Bonuses for exemplary professional performance

Adopted on June 23, 2004
Modified on May 21, 2015
C. Category III – Local hire with Paraguayan Degrees

II. **Term of Employment.** Recruited non-resident faculty shall be issued a contract for an initial period of two years. Category II and III teachers will be hired initially on probationary status, and if thereafter awarded full employment status, will be given contracts of an indefinite basis (see Policy 5100.)

III. **Contracts.** The Director General is authorized to negotiate faculty contracts with job applicants within Board approved budget and staff allocation guidelines. Faculty and staff contracts are signed by the Director General. Signing by the applicant constitutes acceptance of all employee terms as stated in the contract.

Neither the contract nor its terms and conditions may be altered during the period the contract is in effect without the mutual written agreement of the contract signatories. Changes in an employee’s contract will be effected by the signing of a new contract or amendment to the existing contract. Changes in policies and procedures will not affect an existing contract, but will go into effect upon signing a new contract.

The School will issue returning employees contracts only following completion of an annual written performance evaluation and a written recommendation of continued employment by the employee’s supervisor. The evaluation and recommendation for continued employment must be completed by December 1 of each year.

IV. **Compensation.** The Board, with the advice and assistance of the Director General, will establish salaries that provide competitive compensation to attract and retain superior faculty and staff.

Faculty shall be paid in accordance with their placement on the salary schedule as approved by the Board of Directors. Salary is determined by the following:

1. **Job Classification**
   A. Category I Staff will receive a U.S. dollar salary and recruited benefits as established in policy 5340.
   B. Category II Staff will receive a U.S. dollar salary and local hire benefits as established in policy 5340.
   C. Category III Staff will receive a Guarani salary and local hire benefits established in policy 5340.

*Adopted on June 23, 2004
Modified on May 21, 2015*
Policy 5300(3)

2. Educational preparation, based upon verification and filing of earned degrees & certification
3. Experience credit, granted for each year of verified pertinent experience. On initial employment, credit for experience shall not exceed 10 years and the experience must have occurred within the last 10 years.

V. Continuing Contracts. Faculty and staff continuity is essential for program quality both in the classroom and in administrative operations. Employees are expected to work for the full term of their employment contract, but neither the employee nor the School is obligated to renew a contract beyond the dates specified.

VI. Advanced Degree. If a faculty member receives an advanced degree during the school year that would entitle him or her to a degree differential in salary, that addition will be applied to the following school year's salary.

Cross Reference: 5340

Adopted on June 23, 2004
Modified on May 21, 2015
Standard Benefits Package- Local Hire, without either U.S. Degree or Certification

Salary: The Board of Directors, upon advisement from the Director General, shall update on an annual basis the salaries of Paraguayan national staff, ensuring that the salaries of the American School of Asunción are favorably competitive with those offered in other private institutions of similar rank and prestige.

Adopted November 12, 1994
FACULTY CONTRACT RENEWAL

By the third week of November the Director General will inform, in writing, faculty who will not be offered a new contract for the next year. The Administration will also ask other faculty to indicate their intention by no later than November 15 as to whether they:

A. Definitely wish to renew contract with the School for the next school year

B. Definitely do not plan to return to the School next year.

The Director General’s decision regarding the renewal or non-renewal of any contract shall be reported to the Board no later than the Board’s December meeting.

Before the Director General’s departure on the annual February recruitment trip, new contracts will be signed with continuing faculty.

Adopted on June 23, 2004
Revised on August 6, 2008
FACULTY AND STAFF BENEFITS

The Board recognizes the needs, within the constraints of the budget, to maintain a competitive list of faculty benefits that will ensure the continuity of the faculty and thus continuity of instruction and School operations. Further the Board recognizes that benefits of recruited hire and local faculty may differ.

A. Benefits for locally contracted Category II/III faculty are as follows:

1. Group medical insurance for the faculty, with no School contribution toward the coverage of eligible family members.
2. Annual student study bonus per each school age child
3. Professional development subsidies for full-time faculty
4. Bonuses for exemplary professional performance

A. For Category I faculty the following benefits are included in the employee contract:

1. Airfare to point of origin for employee, spouse and dependent children at beginning and at end of contract.
2. Excess Baggage/Shipping Allowance, at beginning and end of contract
3. Relocation allowance
4. Medical Group Insurance
5. Housing Allowance
6. Economy airfare for home leave (or equivalent) after completion of two year contract and for each year thereafter
6. Authorized dependent ASA tuition and fees
7. Subsidized professional development opportunities
8. Reimbursement of recruitment agency fee
9. School paid legalization costs
10. Contract Renewal Bonus

B. Board Amendment of Benefits. The Board retains their right to review and amend benefits with the understanding that all contract clauses for the specified term of the contract will be respected.

Cross Reference: 5300

Adopted on June 23, 2004
SCHOLARSHIPS FOR CHILDREN OF CATEGORY II AND III TEACHERS

The School may offer annual scholarships to the children of Category II and III faculty members who have worked at ASA for at least 3 consecutive years and are currently employed at the school and are in good standing at least on a half-time basis. The total number of available scholarships school-wide will be 12.

These scholarships will include:

- An Entrance Fee Waiver for each student admitted
- An Annual Tuition Reduction of 50% per student

The following conditions will apply:

- Scholarships must be applied for by completing and signing a required school form which stipulates the conditions of this scholarship. This form must be signed by both parents.
- Applicants must meet all ASA’s standard admission requirements.
- Entrance will be on a space available basis.
- Once admitted, in order to maintain his/her scholarship, the student will be required to maintain a passing average and a satisfactory disciplinary record.
- Parents will pay Registration and other school fees in full and according to established payment dates.
- Scholarships will be limited, per year, to no more than 2 children from the same family.

It is understood that violation of the Standards of Conduct for the ASA Community stated in the Student-Parent and Community Handbook may lead to cancellation and withdrawal of the scholarship(s).

The final decision regarding granting, withdrawal and/or cancellation of the scholarships is that of the ASA administration.

It is understood this is a privilege and not a right

Adopted on July 1, 2003.
Modified on December 13, 2007
Updated on November 9, 2009
Updated on April 25, 2012

Cross Reference: 4250, 4255, 6110
ASSIGNMENTS OF STAFF

The Director General has responsibility for assigning and distributing staff within the School, ensuring teachers hold required certification, fulfill all professional qualifications, and that they meet school and program requirements / needs. After a new employee has been hired for a particular position, the principal will provide the employee with all the necessary job orientation and information.

Cross Reference: 3100, 5120, 5125, 5150, 5220, 5260, 5400, 5450

Adopted on June 23, 2004
ACADEMIC FREEDOM

The teacher must be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within his or her professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and pupil learning.

Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include:

a. A commitment to democratic tradition and its methods.
b. A concern for the welfare, growth and development of children.
c. The adherence to high standards of scholarship
d. The application of good taste and judgment in selecting and employing materials and methods of instruction.

Cross Reference: 1010, 1400, 3430, 4000, 5500, 5800, 5810, 5820

Adopted on November 12, 1994
ADDITIONAL DUTIES

Faculty is expected to fulfill duties beyond their assigned classroom teaching. Those duties may include supervision of students, attendance of parent conferences, curriculum and staff development participation, regular attendance of faculty meetings, detention supervision, fieldtrip participation and chaperoning, i.e. Classroom Without Walls, assistance with annual Intercolegial Tournament, and other such duties as may be assigned by the principal. Such tasks are considered part of an employee's routine assignment, and do not constitute “extra duty” assignments that carry special stipends or extra pay.

Cross Reference: 5440

Adopted on June 23, 2004
Policy 5440

TIME SCHEDULES AND WORKLOAD

The length of the work year and work day may vary for different categories of employees. The Director General will regulate staff work in accordance with employee contracts and the requirements of each position.

A. Work Year. Staff members shall work the designated number of duty days per year as specified in their contracts and/or as specified for each job description.

B. Work Day. The normal work day, unless otherwise designated by the Director General, will be in accordance with the terms of the Employee’s classification, contract, and/or as set forth in established school policies and regulations.

Cross Reference: 5420

Adopted on June 23, 2004
SUPPORT PERSONNEL

The primary role of support personnel is to support and enhance the efforts of instructional personnel to achieve the Board adopted purposes and goals of the school.

All personnel policies and regulations pertaining to support personnel must be written in harmony with that primary role.

The Board shall, upon recommendation of the Director General, classify all employees not requiring certification according to the provisions of the job assignment in effect at the time of the employment.

Duties of Support Personnel

A statement must be developed and maintained for each non-instruction position which will reflect the purpose, duties and minimum requirements, in order to:

1. Provide the information necessary to evaluate the job in relation to other jobs.
2. Supply information for the selection, training and upgrading of employees, as well as for the surveying and establishment of wage rates.

The Director or his delegate is responsible for the implementation of this policy by establishing job description-specification statements in a separate manual.

Cross Reference: 3100, 5120, 5125, 5150, 5220, 5260, 5400.

Adopted November 12, 1994
Every ASA employee shall maintain standards of exemplary professional and personal conduct. His/her conduct on and off the job will reflect credit to self and to the School. An ASA employee is not to engage in any criminal, dishonest, immoral or disgraceful conduct or behavior, activity or association which discredits either the School or the employee.
EMERGENCIES – STAFF RESPONSIBILITY

All employees of the School are responsible for promoting the safety of students at all times.

The administration shall require area principals to maintain working regulations and procedures for fire, civil defense, and other emergencies.

Every effort shall be made to maintain the fire alarm system, regular and emergency exits of all buildings, fire prevention measures, and sensitivity among pupils and employees to the importance of a smooth-working emergency procedures.

Cross Reference: 1435, 1480, 4510, 4511, 5510, 7240, 7250, 7820.

Adopted on November 12, 1994
Policy 5520

STAFF INVOLVEMENT IN DECISION MAKING

Suggestions or ideas for improvement and betterment of the School are welcomed from the school staff. The channel for such communication is through their immediate supervisor, their Principal, or to the Director-General, in that order. Employees can also use this same method of communication for sharing any matters of academic, personal or organizational concern.

Cross Reference: 1010, 1400

Adopted on June 23, 2004
SUBSTITUTE TEACHING

Section A: Qualifications and Training

1. Substitute Teacher Qualifications and Training — Short-Term

(a) A teacher for whom a short-term substitute is required must meet the following conditions:
   i. The teacher must be on leave documented as approved by the school for twenty (20) consecutive school days or fewer;
   ii. The teacher must remain an employee of the school during the approved period of leave; and
   iii. The teacher must submit to the school a written statement of his/her intention to return to the school in case of absence beyond the maximum contract stipulation for sick days and/or personal days.

(b) A short-term substitute teacher assigned by the school to teach the class(es) of the teacher noted in 1. (a) i-iii above must hold a bachelor’s degree from an accredited college or university. Such a short-term substitute is not required to apply for a provisional or professional teaching certificate issued by a state, province, or country. In addition, the short-term substitute is not required to take any prescribed coursework or tests leading to completion of teacher certification requirements.

(c) The school must provide direct supervision for the short-term substitute. This direct supervision must be provided by the Principal, Team Leader, or a Department Colleague.

2. Substitute Teacher Qualifications and Training — Long-Term

(a) A teacher for whom a long-term substitute is required must meet the following conditions:
   i. The teacher must be on leave documented as approved by the school for more than twenty (20) consecutive school days;
   ii. The teacher must remain an employee of the school during the period of approved leave; and
   iii. The teacher must submit to the school a written statement of his/her intention to return to his/her teaching assignment when the leave approved by the school ends.

(b) A long-term substitute teacher assigned by the school to teach the class(es) of the teacher noted in 2.(a) i-iii above is required to hold a bachelor’s degree that includes 12 semester hours of professional education from an accredited
Policy 5530(2)

college or university recognized by a U.S. regional accrediting association; and
i. The long-term substitute should have completed all requirements to hold a teaching certificate in the area of substitution or be actively enrolled in coursework (a minimum of six credit hours during the school year) which leads to the completion of teacher certification requirements in the area of substitution.

ii. If circumstances preclude the long-term substitute from meeting condition b(i) above, the school must provide a training program which meets SACS accreditation standards for the long-term substitute during the entire duration of the teaching assignment.

(c) The school must provide direct supervision for the long-term substitute. This direct supervision must be provided by the Principal, Team Leader, or a Department Colleague.

Section B: Selection, Assignment, and Payment for Short-Term and Long-Term Substitute Teachers

Selection
The school will make every effort to identify and employ substitute teachers who have appropriate academic credentials, certification, and experience to ensure the greatest possible continuity in teaching during the absence of the regular classroom teacher.

Assignment
All substitute teachers will be assigned by the building-level principal following the guidelines and procedures established for the school level he/she supervises. The Director General must approve the final selection and assignment of a “Long-term Substitute” as defined in Section a(i) above. Substitute teachers are directly responsible to the school-level Principal. They are subject to all school regulations and are responsible for all duties relating to the teaching assignment in which they work.

Payment Schedule
Short-term substitute teachers are paid on the basis of a daily substitute rate approved by the Board of Directors. Long-term substitute teachers are those who teach more than 20 consecutive school days in the same assignment. They will be paid a daily rate calculated on the basis of their placement on the appropriate salary schedule beginning with the 21st day. This daily rate will apply from the beginning of a substitute’s assignment if it is known in advance that more than 20 consecutive school days are involved as in the case of maternity leave.

Cross Reference: 5240

Adopted on December 10, 2007
EMPLOYEE COMPENSATION

School employee salaries will be paid in accordance with an established salary scale with suitable and competitive levels of remuneration according to the function, certification, and experience of each professional.

Adopted November 12, 1994
Modified July 25, 2007
TUTORING FOR REMUNERATION

It is expected that every effort will be made by the principal and teacher to help a child experiencing difficulties at school before recommending that parents engage a tutor. The Board believes that by maintaining a high quality instructional staff and providing for a rich, varied curriculum the need for individual tutoring is minimized.

Should, however, individual tutoring be recommended by the counseling office, the Director General is directed to establish such rules as will protect the school and the teachers from charges of conflict of interest.

Consistent with Board policy, the following rules relating to tutoring have been established:

1. A teacher, teacher aide, or counselor may not tutor for pay any student enrolled in his/her class.
2. Teachers who tutor make their own arrangements with the parents for the fees to be assessed.
3. To avoid potential conflict of interest, Board members may not be engaged in tutoring activities.

Cross references: 5020, 5030, 5800, 2110, 2140, 3115

Adopted on June 23, 2004
Modified on June 23, 2010
NON-SCHOOL EMPLOYMENT

All school personnel are employed for a specific job in the schools. It is understood that the duties of each position shall be carried out to the satisfaction of the Director, the principal, and supervisors. The Board recognizes the right of each individual to improve himself financially.

Personnel of the schools may receive compensation for outside activities as long as these activities do not interfere with the proper discharge of their assigned duties or do not cause poor public relations within the community. It is expected that any outside activity should be carried on in a business-like ethical manner.

In the case of U.S. and foreign-hires, labor relationships with entities other than the American School of Asunción are strictly prohibited, other than those expressly approved by the Director General. In such a case, an employee may be asked to assume all or part of his/her expenses for transportation, residence, and shipping. In all cases, the Director General shall inform the Board President.

Adopted on November 12, 1994
PERSONNEL GRIEVANCES

Definition: A grievance is an actual or perceived cause for concern, problem or complaint arising out of some perceived or actual harm due to an action taken by the school or member(s) of the school community. Types of grievances may include, but are not limited to discrimination, sexual harassment, or work-related iniquities.

Before initiating an official grievance procedure, the Board of Directors expects that an employee will follow the established lines of communication procedures as the initial attempt to resolve the complaint if at all possible. The final stage of taking a grievance to the Board should only be used when the initial stage has failed to resolve the issue to the employee’s satisfaction or is not making reasonable progress.

In the event that an employee decides to file an official grievance, the following procedures are to be followed:

1. Initiate the grievance process within 15 calendar days of the concern or alleged.
2. Submit the grievance to the Director General for resolution.
3. If the grievance is not resolved within seven days of meeting with the Director General, a formal signed grievance may be submitted in writing to the Board. The written grievance is to (a) contain sufficient detail of the alleged grievance to identify and clarify its basis, (b) specify the requested remedy, (c) may request a meeting with the Board to discuss the grievance. Any discussion will take place in executive session.
4. A final decision will be communicated in writing by the Board within 30 calendar days after the discussion of the grievance.

Cross Reference: 1455

Adopted on June 23, 2004
Modified on June 23, 2010
Policy 5560

EVALUATION

The Board recognizes that the educational process is an extremely complex one, and that the appraisal of this process is a difficult and technical function. But because it is universally accepted that good teaching, supervision and administration are key elements in a sound educational program, appraisal of certified professional personnel must be done.

Appraisal of certified professional personnel should serve three purposes:

1. To raise the quality of instruction and educational services offered out community
2. To raise the standards of the education profession as a whole
3. To aid the individual teacher, supervisor, or administrator to grow professionally

Evaluation of professional performance must be a cooperative continuing process designed to improve the quality of instruction. All professional employees should be involved in the evaluation process. Each certified professional shares with those who work with him the responsibility for developing effective evaluation procedures and instruments and for the development and maintenance of professional standards and attitudes regarding the evaluation process.

Therefore, the Board delegates to the professional staff the responsibility of developing, organizing, and implementing school-wide programs for evaluating the instructional, supervisory and administrative processes as means to help insure the quality of instruction.

On an annual basis, the Board wishes the Director, with such assistance as he deems necessary and desirable, to report on the operation of the evaluation process and on results achieved at least as follows:

1. Extent of application of the evaluative process.
2. Collective evidence of current ratings and trends in the level of (a) professional competence, (b) teaching performance and (c) personal qualities by organizational level (i.e., elementary, high school), and by any other categories as the Director may wish.
3. In-service and staff development efforts instituted, continued or recommended for coping with discovered needed improvement on a collective basis.

Cross Reference: 5600

Adopted on November 12, 1994
PERFORMANCE EVALUATIONS

All faculty and staff at ASA are expected to pursue goals that lead to higher standards of professional performance. Criteria for performance standards and procedures will be clearly stated and communicated.

The process will be carried out in a positive and supportive spirit aimed at challenging each staff member to work toward the highest possible level of performance. The process of completing an annual formal evaluation, for all faculty and staff, is the responsibility of the immediate supervisor within established guidelines and regulations.

Performance evaluation procedures will comply within the following guidelines:

A. Evaluation Format. The school’s evaluation instrument that provides opportunity for written comments about general performance, specific areas where performance excelled, areas of needed performance improvement and opportunity for the faculty or staff member to respond to the formal evaluation. It will be placed in the employee’s file.

B. Immediate Supervisor. The immediate supervisor will write the performance evaluation using a variety of information sources including actual performance observations.

C. Implementing Regulations. Regulations will state procedures for implementing and communicating the annual performance evaluation process. Performance Expectations. Each faculty and staff member will be presented documents that clearly outline performance expectations.

D. Role of the Director General. The Director General will meet with all appropriate immediate supervisors, i.e. principals, department heads, or area coordinators, for the purpose of developing consistency in evaluation procedures.

E. Annual Performance Goals. All faculty and staff will prepare a written statement of annual goals for review by their immediate supervisor. These goal statements will be used along with other criteria in determining the current school year’s evaluation.

F. Written Evaluation. A written evaluation will be completed by the immediate supervisor and discussed at least annually for all staff members. At any time, the Director General may request further formal evaluations to take place. All completed annual evaluations shall be reviewed and signed by the Director General.

G. Performance Improvement. A remedial process shall be available that enables the immediate supervisor to provide faculty and staff with a plan and timeline for the improvement of unsatisfactory performance.

H. Confidentiality. Written performance evaluations will be confidential.

Cross Reference: 5560

Adopted on June 23, 2004
Within budgetary limitations, all employees are qualified to receive opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In the light of the impact of the professional staff upon the lives of students, and in keeping with the breadth of experience and dept of training which the staff possesses, the Administration should ensure that opportunities for the professional staff are especially rich and varied.

The Director General may provide the staff with opportunities in areas such as the following:

1. Released time and leaves of absences for travel and study
2. Visits to other classrooms and schools
3. Conferences involving other personnel from the school, county, state, region, or nation
4. Memberships in Committees
5. Training classes and workshops offered with the school
6. Further training in institutions of higher learning
7. A professional library for the professional staff, made available for optimum reference use.

The budget of the school can include funds to help defray staff development expenses of employees. Determination of in-service growth activities and participants will be made by the Director General, or those whom he/she designates.

Adopted on November 12, 1994
Modified on December 10, 2007
LEAVES, ABSENCES, AND VACATIONS

Employed personnel of the school system may request leave for the following reasons:

1. Those beyond their control, such as personal sickness or injury, pregnancy, jury duty, military service or emergencies.

2. Those governed by compassion or conviction, such as family illness, bereavement, religious observances, and other personal reasons.

   For overseas contracted recruited personnel bereavement leave is understood to be for loss of “immediate family” members. In these cases “immediate family” is defined as parent, spouse, or child. In this case, “paid leave of 5 days” is granted.

3. Those stemming from occupational status such as attendance at professional meetings, conferences, courses of study, and other opportunities for professional development, or activities related to one’s professional responsibilities.

4. Those provided by scheduled vacations

The Board recognizes that absences for reasons such as those described above are usually unavoidable and will to the extent that the welfare of the educational program and the fiscal resources of the school allow look with favor upon establishing mutually agreeable arrangements for employee absences.

When an exceptional circumstance arises which is not covered by situations described above, the Director General may consider, upon recommendation of the immediate supervisor, granting a special leave on an individual emergency basis only. The circumstances of such special permission will be reported to the Board.

Cross Reference: 5710, 5720, 5730

Adopted on November 12, 1994
Modified on June 23, 2004
PERSONNEL- LEAVES AND ABSENCES
UNAUTHORIZED LEAVES

1. Definition

Unauthorized leave is defined as non-performance of those duties and responsibilities assigned by the school and its representatives including all duties and responsibilities as defined by statute and policy of the Board of Directors. Such unauthorized leave may include but is not limited to collective refusals to provide service, unauthorized use of sick leave, unauthorized use of other leave benefits, non-attendance at required meetings and failure to perform supervisory functions at mutually agreed upon school sponsored activities.

2. Consequences

Unauthorized leave may be grounds for suspension or termination. The Director General shall inform the Board of Directors of actions taken in response to the non-performance of duties by personnel.

Cross Reference: 5700, 5720, 5730

Adopted November 12, 1994
1. **Definition**
   Authorized leave is that leave or absence from duties which has been approved in advance by the Director General and/or his/her designate.

2. **Conditions**
   Authorized leave is of two types:
   - **Paid Leave:** generally not to exceed two personal days a year
   - **Unpaid Leave:** Leave which is in excess of the generally prescribed limits for authorized paid leave.

3. **Exceptions**
   The Director General may approve extended leave, both paid and unpaid, in special cases where this may be deemed warranted. He/She will inform the Board President of all such cases.

**Cross Reference:** 5700, 5710, 5730

**Adopted on June 23, 2004**
MATERNITY LEAVE

The date on which the employee stops working and on which she returns to duty shall be decided with the Director General on advice of a qualified physician. The conditions of this leave will be as follows:

**Category I & II Contracts:**
For an employee who does not have a Paraguayan Cedula—ASA will provide full paid leave according to the Paraguayan law.

For an employee who has a Paraguayan Cedula but does not meet the four months of uninterrupted contributions to IPS—ASA will provide full paid leave, according to the Paraguayan law.

For an employee who has a Paraguayan Cedula and 4 months of uninterrupted contributions to IPS—The employee may arrange to receive the percentage of the salary covered by IPS for the number of days for maternity leave according to Paraguayan law. ASA will only provide the remainder of the salary that is not attributable to IPS according to Paraguayan law.

**Category III Contracts and Support Staff:**
The employee may arrange to receive the percentage of the salary covered by IPS for the number of days for maternity leave according to Paraguayan law. ASA will only provide the remainder of the salary that is not attributable to IPS according to Paraguayan law.

Cross Reference: 5700, 5710, 5720, 5100, 5300, 5340, 5530.

Adopted on June 23, 2004
Modified by Virtual Vote on October 19, 2015
TERMINATION OF EMPLOYMENT FOR CAUSE

An employee’s contract may be terminated, within the dates specified, when good and sufficient cause for termination exists. “Good and Sufficient Cause” may include any of the following:

A. Falsification of Documents
B. Refusal or inability to provide credentials
C. Incompetence or sub-standard performance
D. Disruptive attitude
E. Involvement with drugs
F. Visa termination by the Paraguayan Government
G. Excessive absences, not necessarily associated with prolonged illness
H. Immorality or any serious violation of normal standards of conduct and decency as determined by the Board
I. Refusal or failure to carry our assignments given by the employee’s building principal or the Director General
J. Evidence of outside employment which constitutes a conflict of interest
K. Failure to comply with School policies or the terms of the employee’s contract
L. Action by the employee that has major impact on the School’s finances
M. Actions of willful deceit with intent to defraud
N. Gross misconduct of any school employee dependent that might have detrimental impact on the School, and/or its reputation in the community.
O. False declaration of relationship per ASA employment policies.

When misconduct is determined, an employee’s contract is subject to immediate termination. The Board, at its discretion, may give 30 days written notice. In the case of immediate termination or termination with 30 days notice, the employee’s right to due process shall be protected. He/She will have the following rights:

1. The right to know the reasons for his/her termination
2. The right to discuss these reasons with the supervisor
3. The right to request a hearing before the Board of Directors

In such cases, the Director General has the burden of proof to show proper cause for termination and/or specific reasons why the termination action is recommended. The Board’s decision will be final.

If terminated, the employee has rights to salary and benefits as described in the termination clause in the employee’s contract.

Cross Reference: 1010, 1400, 1455, 2110,2140,31153430, 4000, 5020,5030, 5405, 5500, 5810, 5820

Adopted on June 23, 2004
Modified on November 15, 2012
TEMPORARY SUSPENSION OF FACULTY AND STAFF

Suspension is the temporary removal of a faculty or other staff member from his/her position if, in the opinion of the Director General, the continued presence of the employee is detrimental to the proper functioning of the School. When such an event occurs, the Board President will be informed immediately.

Suspension will last no longer than is necessary to provide the School adequate time to take appropriate action, or 30 days, whichever time is less. Any suspension from duties will be fully documented and kept in the employee’s personnel file.

The Director General or his/her designate, will meet with the employee and advise the suspended employee in writing of the reasons for the suspension.

Cross Reference: 1010, 1400, 1455, 3430, 4000, 5405, 5500, 5800, 5810, 5820

Adopted on June 23, 2004
Policy 5820

SEPARATION – NON-RENEWAL OF CONTRACT

After the Board of Directors reviews the non-renewal of contract(s) as determined by the Director General for any teacher or other school employee currently employed by the school, the Director General shall notify the teacher or employee of such intention not later than the date that the renewal contracts are issued.

Termination

The contract of employment of a teacher, principal, other certified professional personnel or any other school employee having a contract for a definite term may be terminated for any of the following reasons:

a. Nonperformance of Duty
b. Incompetence
c. Immorality
d. Inefficiency
e. Conviction of any crime involving moral turpitude
f. Failure or refusal to comply with all reasonable orders, requests or directions of the Director or other superior official.
g. Violation of any rule or regulation of the Board of Directors
h. Persistent failure or refusal to maintain orderly discipline of students
i. Inciting, encouraging or counseling students to violate any valid law, municipal ordinance, or policy or rule of the Board of Directors.
j. Revocation by competent state or Ministry authority of the certificate of the teacher or other certified personnel.
k. Violation of any contract provision.
l. False declaration of relationship per ASA employment policies.

The Director shall establish rules for notice and hearing upon the termination of any teacher in order to safeguard the due process rights of all employees of the Board.

The Director may in his discretion suspend any employee from duty with pay pending a hearing upon a notice of termination.

Cross Reference: 1010, 1400, 1455, 3430, 4000, 5405, 5500, 5800, 5810

Adopted November 12, 1994
Modified June 9, 2009
Modified on November 15, 2012
### CURRICULUM & INSTRUCTION SERIES 6000

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EDUCATIONAL PHILOSOPHY & OBJECTIVES

The Board recognizes that the entire person comes to school, and that the School cannot ignore a student’s health, character, and total personality development. However, it also recognizes that the school cannot assume complete responsibility for the total development of the student. This responsibility must be shared by home and the community.

The Board thus recognizes that the school is but one of several institutions in the society and community responsible for the educational development of students, and that the primary responsibility of the School should be the achievement of those educational goals which are uniquely those of the School and for which the other institutions of society and the community do not assume major responsibility.

The Board believes that the most important educational task assigned to the school is that of maximum intellectual development of students including the development of their ability to apply their intellect to the solution of the problems of citizenship in a democratic society. Therefore, the School will concentrate its resources and develop an educational program to discharge this most important responsibility.

The Board further recognizes, however, if the education of its students is to be complete, the educational tasks of other community institutions must be supported and reinforced. Thus, the School will assume shared responsibility for the physical development, social-emotional development and ethical-moral development of its students.

Consistent with the above statement of priorities and its mission, the School will:

1. Offer elementary and secondary education at such a high level and practice that this allows the direct transfer of students of The American School of Asunción to schools in the United States, the Republic of Paraguay, and other countries.

2. Prepare responsible, pro-active world citizens in a student-centered, caring environment.

3. Provide a college preparatory program that adheres to the highest levels of excellence in the United States and Paraguay, which would allow admission to universities in the United States, as well as to ones in the Republic of Paraguay and other countries.

4. Enable students to realize their full potential and become well-rounded life-long learners.

Adopted on November 19, 2002
INSTRUCTION- SCHOOL CALENDAR

The school year shall be designated annually by the Board, and shall close in accordance with the date designated each year in the school calendar.

The school calendar shall consist of a minimum of 180 days of instruction, with time set aside for in-service and orientation. Holidays shall be set annually by the Board, and entered into the school calendar. Other holidays shall be observed as approved by the Board.

Cross Reference: 0200

Adopted on November 12, 1994
Modified on August 17, 1998
INSTRUCTIONAL STANDARDS

The School seeks to provide an enriched, high standard American instructional program, supported by instructional standards that identify what students should know or be able to do. Standards and courses of study are therefore based on a logical progression of knowledge and skills in an enriched American curriculum. The Board expects the standards to be closely aligned to the School’s mission and guided by the School’s “Educational Philosophy and Objectives” in accordance with the following:

A. **Instructional Goals** The School’s mission identifies three instructional goals for each student:
   1. To achieve academic excellence
   2. To develop a lifelong love of learning
   3. To become a responsible, proactive citizen in a global community

The instructional standards shall support the attainment of these goals and teachers are expected to assist students and to assure that the instruction is focused on students’ successful achievement of the set standards.

B. **Levels of Instructional Standards** the Board recognizes three levels of instructional standards.
   1. Comprehensive Instructional Standards
   2. Subject Area Standards
   3. Grade Level Standards

The Board holds the Director General responsible to ensure that personnel and resources are available to implement all of the School’s “Instructional Standards” that are cited in the following:

A. **Comprehensive Instructional Standards** the eleven (11) Comprehensive Standards listed below identify what students should know or be able to do as a result of their learning experience while attending the School. These standards represent the School’s ultimate expectations and are closely tied to its Mission. The following are the three expectations cited in the Mission with each expectation supported by comprehensive standards of what students will be able to do.
   1. To achieve academic success students will:
      a) Possess essential basic knowledge for productive participation in modern society and further intellectual growth
      b) Use critical thinking skills: comprehension, analysis, synthesis evaluation and creative thinking
      c) Apply knowledge and skills to new situations to solve problems and create new understandings and products

Adopted on November 19, 2002
d) Locate, evaluate, and use specific information from a variety of sources to solve a problem or create a product

2. To develop a life-long love of learning students will:
   a) Evaluate and seek ways to improve their own learning and achievement
   b) Identify and pursue personal interests and learning goals
   c) Demonstrate a healthy self-concept, as well as attitudes and behaviors which promote wellness
   d) Evaluate with knowledge and understanding, the aesthetic aspects of an artistic performance or product

3. To become a responsible citizen in a global community, students will:
   a) Participate actively and constructively in community life: Family, School and the larger community
   b) Respect the equal intrinsic worth of each individual in a diverse community
   c) Communicate appropriately in English and at least one other language

B. **Subject Area Standards** The School’s “Subject Area Standards” will be established to represent what students will know or be able to do as a result of the entire PK-12 subject area program. The “Standards” serve as the target of accumulated student learning within a specific PK-12 subject area.

C. **Grade Level Standards**. The School’s “Grade Level Standards” represent what a student should know or be able to do as a result of their educational experience through the designated grade level. They are to be clearly assessable and widely distributed and communicated to students, parents, teachers, and administrators.

C. **Assessment of Instructional Standards**. The Board recognizes the importance of clearly defined and understood program to measure student attainment of all grade level standards; standards which are consistent with and support, the “Subject Area and Comprehensive Instructional Standards”. The Board expects the Director General to identify assessment methods and techniques for each grade level standard and provide these to teachers, parents, and students.

**Cross Reference: 0300, 6020, 6030, 6040, 6060, 6635, 6645, 6660.**

**Adopted on November 19, 2002**
The Board believes that curriculum is an expression of results we desire to see students achieve from their schooling. The Board expects that the School’s leadership and faculty be able to envision what constitutes an educated person and fulfill that vision, with what students need to do or be able to do. The Board expects that the curriculum standards, driven by the School’s mission will provide this vision.

The School’s curriculum shall include measurable achievement standards for each content area and by level, which delineates what each student will know and be able to do. The Board expects the Director General or his/her designee to define a program to measure student achievement of the standards set at each grade level.

It is the Board’s responsibility to support delivery of the curriculum by providing the requisite equipment, instructional materials, facilities, and optimal learning environment. The Board supports the following “Curriculum Beliefs” that shall be the foundation used for the School’s curriculum design.

A. The curriculum shall be a plan for student learning vs. a plan for teaching.
B. The curriculum shall contain high performance standards for students.
C. The curriculum shall not be textbook driven.
D. The curriculum shall be linked vertically and horizontally.
E. The curriculum content areas and grade level achievement standards shall be assessable.
F. The curriculum shall be sensitive to age appropriateness, child readiness, and the stages of human growth and development.
G. The curriculum shall reflect United States educational theory and practice to the greatest extent possible.
H. The Paraguayan National Program shall be a part of the school’s curriculum to the degree required to facilitate the achievement of national academic requirements regarding Educación Inicial, Educación Escolar Básica y Educación Media, the levels of the education in Paraguay regulated by the Ministry of Education and Culture (MEC). All students, with the exception of transferred international students must take the program in order to obtain the dual Diploma: The High School Diploma (SACS) and the Título de Bachiller (MEC) when they finalize and approve their complete studies. The curriculum shall be widely communicated to teachers, parents, and students

Cross Reference: 0300, 6010, 6030, 6040, 6060.

Adopted on November 19, 2002
Modified on June 23, 2010
CURRICULUM DEVELOPMENT AND EVALUATION

The Board recognizes that curriculum updating is a continuous process. To facilitate this, the Director General will establish a curriculum review cycle. The Board holds the Director General responsible to set forth procedures that will ensure that the School’s curriculum remains consistent with the School’s mission and the Board approved Strategic Plan. “Curriculum change” is defined as a departure from the present course of study with the intent of updating, reducing, or expanding the curriculum. Also included in the category of “Curriculum Change” is the addition of a new course of study. All “Curriculum Change” must receive the prior approval from the Director General.

A high standard, quality curriculum is the result of a collaborative process. Teachers, counselors, administrators and consultants play an essential role in this process. The Board encourages and supports the professional staff in its efforts to develop and improve programs and evaluate results. All faculty have performance responsibilities to contribute to the on-going improvement of the School program by giving time and effort beyond regular classroom duties in the development of curriculum.

The curriculum is evaluated by how closely what is written in the curriculum is tied to what is being taught and learned, and, how closely both of those factors align with what is being tested. The closer these components of the curriculum are, the better the School’s curriculum. The Board expects that curriculum documentation clearly state what students are to learn and how that learning will be assessed.

Cross Reference: 6010, 6020, 6040

Adopted on November 19, 2002
ORGANIZATION FOR INSTRUCTION

For instructional purposes, the School will be organized into 1) Elementary School with Pre-Kindergarten to Grade 5; 2) Middle School for Grades 6 – 8; and 3) High School for Grades 9 – 12. These three instructional units will then be divided into three management divisions: Elementary School, Middle School, and High School. Each management division will have a principal, counseling and guidance personnel, and other specialty staff required to implement program services to students, teachers, and parents; service that is consistent with the School’s mission and its “Education and Learning Philosophy”.

Cross Reference: 6010, 6020, 6030

Adopted on November 19, 2002
Modified on June 23, 2010
INSTRUCTIONAL METHODS AND TECHNIQUES

Students have varying learning styles and needs; therefore, the Board expects teachers to use a wide variety of proven instructional methods and techniques. Blended learning will be embedded when feasible and appropriate into instruction and the educational experience of ASA students. Teachers, in partnership with parents, shall offer maximum effort to motivate and encourage students to reach their highest learning potential at any age or grade level. The staff development program will provide teachers with increased competence in the use of appropriate instructional methods and techniques including the use of a wide variety of media resources.

Cross Reference: 6250

Adopted on November 19, 2002
Modified on Mar 26, 2014
The Board will provide, within budget constraints, instructional materials that support the implementation of a high standard, enriched American curriculum. Teachers and students will be supplied with up-to-date, educationally valid materials. A wide range of media, from print to technology, will be used.

Materials should be consistent with the School’s educational philosophy and instructional goals. They should serve the needs and interests of a bilingual educational program and will be sensitive to the cultural diversity within the School.

The Director General will be responsible for establishing and monitoring selection procedures. The Principals, the Director of Curriculum and Staff Development, and the Paraguayan Education Coordinator, in collaboration with the instructional staff, will recommend appropriate instructional materials for the Director General's approval.

Library selections will be a cooperative, continuing process in which administrators, teachers, librarians, and students participate. Final selection must be within annual budget limitations as set by the Board and is the responsibility of the Director General. The basic factors in selecting library materials shall be the curriculum, the reading interests, and backgrounds of the students using the library, and the desire to provide a collection of outstanding literary works and reference materials.

Cross Reference: 0300, 6010, 6020, 6070, 6080, 6550, 6675

Adopted on November 19, 2002
TEXTBOOK SELECTION AND ADOPTION

The Board will approve appropriate budget support to meet instructional requirements. The Director General be held responsible to ensure that the process of textbook review and selection, shall be coordinated throughout the School’s instructional program. Teachers are expected to supplement the textbooks by using a wide variety of resources, media, and technology.

Basal textbooks for the core curriculum will be reviewed and selected in accordance with a rotating annual schedule with no more than one major discipline per school division chosen for review each year. The adoption procedure will be a review process involving Principals, Director of Curriculum and Staff Development, teachers and, when appropriate, the Paraguayan Education Coordinator. Consensus decision will always be sought while keeping in mind the School’s Mission and the proper articulations of the School’s curricular and instructional process.

Cross Reference: 6060, 6080, 6550

Adopted on November 19, 2002
CHALLENGED MATERIALS POLICY

The resources and materials provided by the ASA Library/Media Center and ASA Curricular Program are selected to meet the learning, research, and service needs of the students as well as the instructional needs of teachers and the school community.

ASA’s Librarian and Teachers have the responsibility to ensure that different points of view are represented by the materials and resources provided in the library or classroom. The appearance of a specific resource does not signify that ASA or the Library advocates or endorses any of the ideas or statements found within that resource.

The ASA Library adheres to the principles outlined in the Library Bill of Rights published by the American Library Association (see below). Article 1 of the Library Bill of Rights states that “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” In addition, Article 2 specifies that “Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.”

When materials or resources are informally challenged, the Librarian or Classroom Teacher may initially take one of the following actions: removal of a resource because it is inappropriate, addition of a resource to balance the collection or curriculum by providing alternative views, a combination of the above, or no action at all. If this initial action does not resolve the original objection or concern, then the person challenging the material may file an official complaint. Challenged material will not be automatically removed or new materials added to the collection/classroom until completion of a review process based on the objection(s) raised.

Challenged Materials Procedures: The following procedure shall be followed when an official complaint is made concerning library or instructional materials:

1. Complaints received in writing, by phone, or through personal interview shall be referred immediately to the Librarian or to the specified Classroom Teacher.
2. The person(s) with the initial concerns or objections shall discuss the issue at the building level with the Librarian in the case of library resources, or with the Classroom Teacher regarding instructional materials. If the persons challenging the resource continue to have a concern or objection after this informal review with the Librarian or Teacher, they shall be supplied with a standard "Request for Reconsideration" form. No action shall be taken on the complaint until the written form is completed and returned to the Librarian or Classroom Teacher.
3. The completed form will serve as an appeal and will be acted upon by the Librarian or Classroom Teacher in consultation with an Academic Review Committee. This committee will be comprised of the following representatives:
   a. Elementary or Secondary Principal, or PY Coordinator (who will Chair the committee);
   b. ASA Board Member;
   c. Media Specialist;
   d. Two classroom teachers familiar with the subject matter under challenge;
   e. Parent representative selected by the ASA PTA; and
   f. An assigned ASA student, when appropriate to the process.
4. No change in materials will be made to the library collection or classroom curriculum during the reconsideration and recommendation process.
5. The Academic Review Committee shall return a written report of its findings to the Director General. In the process of reconsideration, the committee shall:
   1. Review the challenged material in its entirety.
   2. Determine the extent to which the material supports the curriculum or instructional program.
6. The committee shall provide a written rationale to the Director General, preferably within 10 working days but up to a maximum of 20 working days, that makes a recommendation for the material to be:
   1. Retained/added without restriction; or
   2. Retained/added with restriction; or
   3. Not be retained/added.
   4.
   The final decision on the challenged material will be made by the Director General. The person making the challenge will receive written notification from the Director General of the decision and any action to be taken. A final appeal to this process may be submitted to the ASA Board of Directors.

Cross Reference: 6060, 6070, 6200, 6210, 6550.

Adopted on October 8, 2007
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
ASA REQUEST FOR RECONSIDERATION FORM

REQUEST FOR RECONSIDERATION OF CHALLENGED MATERIALS

If you question the suitability or lack of materials in the library collection or in the ASA curricular program, please complete and return this form.

Title: ______________________________________________________

Author: ____________________________________________________

Publisher: ________________________________________________

Please answer the following questions if applicable. You may attach your responses if you need more space than provided on this form.

1. How was this resource or lack of material brought to your attention?
2. Have you read, heard, or viewed the entire source? If not, what parts?
3. What is your main objection or concern about the resource or lack of material? Please be specific and cite pages or sections.
4. What, in your opinion, is the theme of this work?
5. What do you feel might be the result of a student reading, hearing, or viewing this work?
6. Do you know what literary critics and reviewers think of this resource?
7. What would you like the library or classroom teacher to do about this resource or lack of material?
8. If this item were removed from the library or classroom, what similar material would you recommend to replace it?

Request submitted by: ______________________________________

Address: __________________________________ City: _________________________

Telephone Number: _______________________

Complaint represents:

Self ______
An Organization (name): _________________________________

Signature: __________________________________________ Date: __________

Submit completed form to an ASA Principal or the Paraguayan Program Coordinator.
CLASS SIZE

The Board of Directors recognizes the need to maintain a student-teacher ratio that offers maximum educational opportunities for instruction and learning within the constraints of the annual operating budget. Although the Board of Directors does not wish to specify rigid limits to class sizes, the School Administration will be guided towards maintaining the following student-teacher ratios aligned with accreditation standards:

1. Kinder 4: 22 students per section (2 sections)
2. Kinder 5: 22 students per section (2 sections)
3. Elementary (1st-5th): 22 students per section (2 sections)
4. Middle School: 18 students per section (3 sections)
5. High School: 20 students per section (3 sections)

Given these established per-section ratios, exceptions to these respective limits will require Board approval.

- There shall be one teacher and two aides per section in Kinder 4
- There shall be one teacher and one aide per section in Kinder 5 – Grade 5

Cross Reference: 4255, 5350, 6110, 6120, 6245, 6640, 6740 7010, 7020, 7030, 7040, 7050, 7060, 7600, 7630, 7640.

Adopted on November 19, 2002
Revised December 15, 2008
Modified May 12, 2011
Modified May 28, 2013
Policy 6120

GROUPING FOR INSTRUCTION

The Principal will be responsible for assigning students to classes. The aim is to place each child where he/she will work and play comfortably, yet will be continually challenged and inspired to achieve his/her full academic potential. Teachers may, within their own classrooms, group for instruction as they deem appropriate. Within each class, effective grouping should be flexible and should provide for changing the grouping as necessary to fit specific purposes.

Students in the Elementary School will be grouped in self-contained classrooms, supplemented by subject specific classes. Assignment will include an attempt to balance classes at the same grade level with students of varying academic ability, language proficiency, social development and gender. Teachers may join with other teachers in inter-class grouping for instruction, team teaching, or the assignment of teachers to specific subject matter specialties with prior approval of the Principal.

The Secondary School program will be organized on a subject matter basis in order to allow specialist teaching by qualified teachers. The core curriculum will be supplemented when deemed appropriate by support services, enrichment, and/or advance placement programs.

Cross Reference: 6110, 6245, 6620, 6630, 6740, 7010, 7020, 7030, 7040, 7050, 7060, 7600, 7630, 7640.

Adopted on November 19, 2002
ACADEMIC FREEDOM

Academic freedom is the right to pursue the search for truth in its many forms. In the classroom, academic freedom also means the right of teachers to encourage discussion of controversial issues and to develop in students a quest for knowledge. Teachers must present issues in a fair and unbiased manner to allow students to arrive at balanced views. The exercise of academic freedom must be sensitive to the environment of cultural diversity in which the School operates.

Cross Reference: 6080, 6210

Adopted on November 19, 2002
Policy 6210

TEACHING ABOUT CONTROVERSIAL ISSUES

The Board recognizes that the discussion of controversial issues is important to develop student understanding and analytical thought. Prior to the initiation of planned discussion about any subject, which might generally be considered sensitive or controversial, a teacher should seek the guidance and counsel of the Principal.

The Board recognizes the possibility of criticism or alleged charges, which may occur against teachers acting in compliance with this policy. Therefore, the Director General shall develop appropriate procedures, which will allow parents of the school community to challenge within orderly procedures, controversial materials or issues, which they feel, are inappropriate in the classroom.

Cross Reference: 6200, 6080

Adopted on November 19, 2002
STUDENT HOMEWORK

The Board of Directors endorses the concept of homework, recognizing that furthering learning should be the general intent of homework assignments. With additional study outside the classroom, students can be assisted in developing initiative, responsibility, and their abilities to apply what has been learned.

Teachers will assign students an amount of homework commensurate with the student's age and grade level. Principals will provide teachers with written homework guidelines including weekly study guide documents when appropriate. A distinction is made between homework assignments and the completion at home of incomplete classroom assignments. The teacher will provide students with feedback on the quality of homework submitted by the student.

The Board expects that parents will support their child’s homework responsibilities. If parents have concerns regarding the amount or type of homework assigned, they are encouraged to consult with the teacher.

Adopted on November 19, 2002
STUDENT PROGRESS REPORTS

The Board, recognizing that progress is the foundation of education, believes the School has an obligation to provide periodic assessments of academic and personal performance. Such progress reports must be based upon information accurately and honestly reported with the proper maintenance of confidentiality.

Therefore all reporting of student progress, whether by formal report card, informal note, web page, or conference, will be for the purpose of giving parents those items of information which may be used to help identify the student’s areas of strength and areas where improvement is needed. Information will be in a format useful to parents to help promote and maintain acceptable levels of achievement and to foster desirable patterns of student behavior.

Grades will be based on achievement. Principals shall assure that all teachers clearly understand the School’s grading policy and adopted guidelines for implementation. Teachers will be held responsible for clearly explaining the grading policies and procedures to students and parents and shall periodically inform students of their progress.

Cross Reference: 6300

Adopted on November 19, 2002
GRADING PHILOSOPHY

The Board of Directors expects that the School’s student grading philosophy to be consistent in application and provide a measure as to what extent the student has attained predetermined learner outcomes. The Board recognizes that student grades must also serve the purpose of encouraging student performance without sacrificing the School’s standards of instruction.

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

%  Letter Grade  Achievement Description  Grade Pt. Value

The grading format used in Elementary School will be appropriate to the age and must include clear information for parents as to the child’s academic and social development. Report cards will provide space for helpful teacher comments that are consist with student grades.

Adopted on November 19, 2002
GRADE ASSIGNMENT

In order to promote an adequate coordination between the Paraguayan program and the U.S. curriculum, the Administration shall strive at all times to ensure that the relationship of grades in the two programs is well-understood by the entire school community. This information shall be updated and published annually in student manual.

Cross Reference: 6010, 6020, 6110, 6120, 6630, 6640, 6740, 7010, 7020, 7030, 7040, 7050, 7060, 7600, 7630, 7640,

Adopted on November 12, 1994
PROFESSIONAL STAFF DEVELOPMENT

The Board believes that staff development is an investment that yields substantial rewards. It is an integral part of retaining and developing highly qualified faculty members who will motivate and lead students to academic success. The School's performance and ability to reach its mission depends largely on the performance of teachers, administrators, and support staff. The Board believes there is a direct correlation between the provisions of training and development of employees and their levels of performance. Providing staff development opportunities is a sound management practice that will contribute to attracting the best people, motivate them, and retain them.

The Board will budget one (1) and a half (1/2) percent of the annual expenditure budget for professional development and consultants. This budget figure supports the importance of staff development which supports institutional goals and which is designed to strengthen the performance of the School’s personnel. The Board expects that in return for this investment, a broad-based staff development program that will enable personnel to perform at high levels of achievement and competence will be identified and implemented. This program will be designed to provide teachers and administrators with the tools needed to become highly qualified “master” teachers, administrators or support staff members.

Cross Reference: 6050

Adopted on November 19, 2002
STANDARDIZED TESTING PROGRAM

The Board recognizes that the purpose for standardized testing is to provide information to the School, the students, and their parents as appropriate. The tests also provide an assessment of student performance and ability and assist parents in transferring schools.

Standardized tests are administered to provide reliable data relating to the instructional needs of students. Test data, when used in conjunction with the many other valuable sources of information about students, can have significant value in facilitating program improvements.

The major goals of testing include:
A. To provide measures of group and individual strengths and weaknesses for use in planning instructional programs
B. To provide information about individuals and groups for guidance and counseling programs
C. To provide measures of the effect of instructional programs for program evaluation
D. To provide test data for schools and colleges
E. To aid in placing students in appropriate groups
F. To provide data prior to enrollment of students who do not present standardized test results from their previous school
G. To compare School results with North American school norms

Group Standardized Achievement Tests will be administered annually to students in designated grade levels as a part of the School's testing program.

Selective Diagnostic and Psychological Tests can be administered to individual students with special instructional needs as identified by School professional staff. Such testing requires parent permission. Additional outside testing may also be required by the School.

Use and Dissemination of Individual Tests. Results from the annual standardized achievement tests will be provided to parents and teachers along with an explanation of how scores are interpreted. School principals and counselors are available to parents who wish further information and interpretation about their child’s test scores.

Cross Reference: 6230

Adopted on November 19, 2002
STUDENT RECORDS

Student records that include grade reports, test scores, teacher comments and other related information shall be kept confidential and used only when the occasion is deemed necessary to help the student and/or parent with placement, references, and/or relocation. The following procedures will guide the administration in establishing a system of keeping student records on file:

A. Basic Requirements. Parents are required to provide previous school records immediately upon registering for enrollment. All school records are to be kept in a secure place. Upon departure, the School will keep student records on file for five years, after which time, the files will be destroyed. Computer files will be kept indefinitely.

B. Access by Faculty and Staff: Through the School counselor or principal, faculty members, and appointed staff will have access to student records. Such access generally does not extend beyond those of students assigned to the teacher. Under all circumstances, student record information is considered confidential and privileged.

C. Access by Parents To Their Child’s School Records: Parents wanting access to their child will make such a request through the counselor or the principal. Every attempt shall be made to assist parents in the correct interpretation of the child’s records.

D. Release of Student Records. Parents will have a sealed copy of their child’s records upon departure from the School. No school records or related information will be provided to anyone other than the legal parent, guardian, their representative, or to the relocation school requesting such information. Under no circumstances will records be released until all school financial obligations have been cleared.

Adopted on November 19, 2002
HIGH SCHOOL STUDENT LOAD REQUIREMENTS

The Board recognizes that, for Gr. 9 – 12, developing a master class schedule must take into consideration many factors including available teachers, space, and the course needs of students. The Board expects that every attempt will be made to construct a master class schedule that allows students to not only complete required courses in sequence, but also access accelerated courses and electives with a minimum amount of conflict.

Students will be counseled to maximize their learning opportunities at ASA; opportunities that should both challenge and reward academic pursuit and achievement. Academic load requirements for students in grades 9 –12 shall be attendance in registered classes during all class periods in the School week. The need to make any exception to this requirement shall be validated by the Director General or his/her designate, the Secondary Principal.

Cross Reference: 6420, 6640

Adopted on November 19, 2002
HIGH SCHOOL GRADUATION REQUIREMENTS

Eight semesters of full time attendance in high school is required. Students must fully meet all graduation requirements, including total earned credits as specified in the Student-Parent-Community Handbook, in order to participate in commencement exercises (graduation ceremony) and other graduation events sponsored by ASA.

In addition to the above academic requirements for graduation, all students must participate in a minimum of 80 service learning hours from grades 8-12 in order to earn a diploma. The School will accept official transfer credit as interpreted and approved by the respective Building Principal.

Cross Reference: 6410, 6640, 6710, 6715

Adopted on November 19, 2002
Modified on October 12, 2009
Modified on November 15, 2012
GRADUATION UNDER THE PARAGUAYAN PROGRAM REQUIREMENTS

To obtain the degree Bachelor of Social Science issued by the Ministry of Education and Culture of Paraguay (MEC), ASA students must complete and pass all disciplines of the differentiated and integrated curriculum of ASA, including regular subjects (this means, not Spanish as a Second Language (SSL), Host Country Culture (HCC) and Academic Enrichment (AE) from the areas of Spanish Language and Literature, Social Studies (in Spanish) and Guarani. In addition, students should receive regular grades in all disciplines (not to be Pass or Fail).

Adopted on May 28, 2013
AFTER SCHOOL ACTIVITIES

The Board of Directors recognizes that students' life-long learning opportunities are associated with a well-supervised after school activities program. The Board would expect such a program to include a wide variety of activities that assist students in developing their leadership skills, cooperation skills, organization skills, reasoning skills, and sport skills. Annual budget funds shall be earmarked for assigned faculty activity/supervision stipends.

A list of after-school activities shall be published in School bulletins. Non-school organizations will be strictly limited in any activities which affect students during the school day or which affect the school program.

Cross Reference: 6510, 6520

Adopted on November 19, 2002
INTRAMURAL ACTIVITY PROGRAM

Providing an opportunity for students to participate in activities at a competitive level is fundamental within a high standard enriched American curriculum program. Therefore, the Board supports the scheduling of intramural activities either within the school day or as part of the after school activities program. The Board expects that all such activity will be fully supervised and promoted by qualified personnel.

The Principal of each division will be responsible for ensuring that the intramural sports program is properly organized and supervised for participants and spectators. Care will be taken to conduct such events primarily for the benefit of participants.

Cross Reference: 6500, 6520

Adopted on November 19, 2002
The Board of Directors supports the School’s participation in activities scheduled with schools in the local community, regionally, or internationally. Such activities may include sports, drama, music, student council, and academic games. The Board expects each activity will be organized and supervised by qualified staff member(s).

In order to sustain inter-regional or international competition, it will be understood that transportation to and from the event site, and lodging costs, if any, will be paid by the student. The amount of School contribution to any student event will be subject to annual budget constraints as determined by the Board of Directors.

All interscholastic activities of the School will be under the direct supervision and control of the area principal. Subject to approval by the Director General the principal, or his/her designee, shall control the handling of all finances including expenditures for equipment and supplies, and payments to personnel connected with the activity.

Each student who participates in Interscholastic activities must have a medical examination before the regular season begins, and as often thereafter as is deemed necessary to protect the health and physical welfare of participating students. The examining physician must certify in a written statement that the student is physically fit for such participation and this statement must be kept on file.

The amount of instructional time invested in school activities of an interscholastic nature must be of such duration as not to affect detrimentally the student’s preparation for and performance of his or her scholastic endeavors.

Cross Reference: 6500, 6510

Adopted on November 19, 2002
FIELD TRIPS AND EXCURSIONS

The Board of Directors recognizes the value of out-of-classroom educational experiences, which are of value in helping students achieve educational objectives.

Adequate time will be reserved within the curriculum for relevant field trips or excursions organized by the School. These trips must enhance or strengthen particular curriculum objectives. Consideration will be given to security, safety, as well as to the educational value of these.

All School sponsored trips must be approved by the Principal. A parental authorization form must also be on file with the Principal prior to student participation.

Fees for transportation and other expenses may be charged to students for these activities.

Cross Reference: 6540

Adopted on November 19, 2002
EXTRA-CLASS ACTIVITIES

The Board recognizes value to be gained from properly supervised extra-class activities as a part of the total school program. It is the Board's desire that such activities, properly supervised and kept in proper perspective, be structured in the school program in order to give students opportunities for experiences not possible in classroom activities. It is the Board's intention to limit the amount of time these activities take students away from school during school hours or away from studies on "school nights". This policy is applied in such areas as scheduling of interscholastic contests, meetings and trips involving school organizations and in-school activities such as meetings, initiations, etc.

Non-school organizations should be strictly limited in any activities which affect students during the school day or which affect the school program.

Cross Reference: 6530

Adopted on November 12, 1994
EXPERIMENTAL/INNOVATIVE PROGRAMS

The professional staff of the School is encouraged to seek improvement of the educational program thought all appropriate means, including carefully designed experimental programs.

Experimental programs and “pilot studies” must have the approval of the Director General.

Cross Reference: 6550, 6060, 6070, 6080, 6675.

Adopted on November 12, 1994
ADVANCED PLACEMENT PROGRAM

As an important component in an enriched American curriculum program, the Board of Directors is committed to the inclusion of advanced learning courses that are recognized by colleges and universities world-wide; specifically the College Board Advance Placement program. The Board expects that both students and parents will be kept informed about such programs.
ENRICHMENT PROGRAMS

Recognizing that students will always have a multitude of learning interests, the School will offer enrichment opportunities that support a variety of instructional strategies, activities, materials, and faculty in-service that seeks to stimulate student creative and critical thinking as well as problem solving. Therefore, the Board will encourage those programs which serve to enrich the School's curriculum and instruction.

Cross Reference: 6600

Adopted on November 19, 2002
ENGLISH AS A SECOND LANGUAGE INSTRUCTION

The principal language of instruction at the American School of Asuncion is English. Students attending the School are expected to attain reading, writing and spoken proficiency in this language. In order to help students at the elementary level who do not have an adequate working knowledge of English; the School will provide instructional support in English as a Second Language. A minimum level of English language proficiency will be required for enrollment in the School. Students in grades 1 to 12 seeking to enter the School are expected to meet or exceed specific measurable standards in English reading, listening, speaking and writing. Outside tutoring may be required as a condition for enrollment or continuation of enrollment at the School.

Cross Reference: 6120, 6245, 6630

Adopted on November 19, 2002
SPANISH AS A SECOND LANGUAGE INSTRUCTION

Students attending the School are expected to strive for and, over time, to attain reading, writing, and spoken proficiency in Spanish. In order to help students whose first language is not Spanish to attain this proficiency, the School will provide, when needed, instructional support in Spanish as a Second language.

Specific measurable standards will be established for placement in the regular Spanish program. Once these levels have been met, students will be placed in this program. The first year students are placed in the regular program they will receive a pass/fail grade; the second year they will be graded according to their individual level; finally by the third year grades will be assessed according to the specific class level.

Cross Reference: 6120, 6245, 6620

Adopted on November 19, 2002
Policy 6635

ART

Art instruction in the School should guide the child into experience which will extend his understanding of himself, the world of nature and the world of man, and provide him opportunities to express his reaction to these experiences through various art media.

Through motivation and guidance, the child shall be led through flexibly-controlled experiences to evaluate his reaction to various stimuli and to have an opportunity to communicate, through his works, with his peers and his community.

More specifically, general objectives for art instruction are as follows:

1. To develop aesthetic sensitivity in all phases of the child’s life experiences.
2. To develop the desire to create, and to provide opportunities for creative expression.
3. To foster and develop the elementary child’s natural impulse to express the feelings about his experiences through the weekly use of art materials and activities.
4. To extend the range of materials which one knows and can use to carry out ideas.
5. To teach the fundamentals and techniques which will enable the student to express himself in as many varied ways as possible.
6. To interrelate art, music, drama and dance for the wholesome development of the child’s human qualities.
7. To utilize art as non-verbal communication.

Cross Reference: 6010, 6645, 6660

Adopted on November 12, 1994
HOST COUNTRY STUDIES

The Board of Directors believes that the School has a responsibility for acquainting all of its students with the culture and history of Paraguay. Therefore, appropriate instruction in Host Country culture will be offered to all students new to Paraguay.

Once language levels permit, these students will be placed in social studies classes which are offered as part of the Paraguayan Studies Program and taught in Spanish. The first year students placed in this program will be graded on a pass/fail basis, the second year they will be graded according to their individual level; and finally by the third year they will be graded according to class level.

Cross Reference: 6120, 6245, 6410, 6420

Adopted on November 19, 2002
MUSIC

Music is one of the arts that surrounds children and adults nearly every day of their lives. It also provides entertainment for groups as well as individuals, thus resulting in one of the most important means of releasing tension. It creates harmony and good morale in a student body and enriches the entire curriculum. Since music is recognized as an integral part of the balanced program, there should be an established curriculum in the School.

The music program should include experiences in the following:

1. Singing
2. Listening
3. Rhythm
4. Creative expression
5. Instrumental performance
6. Appreciation

Objectives should be:

1. To develop appreciation and fondness for music.
2. To develop a knowledge and an appreciation of North American, Paraguayan, and ethnic musical heritage.
3. To give children opportunities to develop self-expression through creative activity and singing.
4. To become more aware of reading music from the printed page, teaching contour of the melody line and both by words and by notes.
5. To develop the ability to sing in harmony.
6. To develop a feeling of movement in music through basic steady rhythm and progress to more difficult rhythmic patterns.
7. To develop an understanding of form in music.

Cross Reference: 6010, 6635, 6660.

Adopted on November 12, 1994
INSTRUCTIONAL TECHNOLOGY PROGRAM

The Board is committed to support a School-wide instructional technology program. Such a program will include,

A. Specialist instruction in a laboratory situation
B. Computer assisted instruction by the classroom teacher
C. In-service training for faculty and staff

All teachers are obligated to gain the skills needed to make technology an integral component of the instructional program.

Adopted on November 19, 2002
Modified on June 23, 2010
PHYSICAL EDUCATION AND HEALTH

The Board believes that student participation in physical education and health programs allows students the opportunity to learn about lifetime fitness and to become skilled in recreational activities that promote a healthy lifestyle. The physical education and health programs will allow students to:

A. Learn how to participate in lifetime activities
B. Learn motor skills
C. Learn personal physical fitness skills
D. Learn how to interact socially
E. Develop lifetime health habits and interests

Therefore, all students will participate in physical education and health as scheduled in the School program. However, those students who have valid medical reasons for not participating may, upon presentation of appropriate documentation, be exempted by the Principal.

Cross Reference: 6010, 6635, 6645.

Adopted on November 19, 2002
Policy 6670

PUBLICATIONS

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the School’s goals. The Board wishes to support the development of a student-produced school newspaper, annuals, and magazines.

Freedom of speech and of expression in student publications is to be observed scrupulously by the Administration and Faculty. Freedom, however, does not confer upon students a license to destroy the School itself. Therefore, it is incumbent upon the professional staff to define the limits of students’ freedom of speech respecting school affairs to protect the Board’s compelling interest in maintaining a school atmosphere conducive to an orderly program of learning.

Freedom of expression in the Schools shall be interpreted as including, but not being contrary to,

1. The development of student responsibility in distinguishing between freedom and license.
2. Consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic ideas.
3. Care for the development of skills of written expression among students.

To carry out the Board’s policy of respecting student publications, the following regulations apply:

1. The principal of each school which sponsors a student publication shall provide for the selection and operation of a faculty-student publications committee.
2. The student-faculty committee should set up and maintain a manual for the guidance of editors of student publications which will contain at least the following features:
   a. Style guides.
   b. Guides to questions of taste and appropriateness
   c. Guides to cost limit
   d. Routes of appeal
   e. Statements of Board policy and purposes for student publications
   f. Constitutional safeguards to freedom of expression.

Adopted November 12, 1994
LIBRARY MEDIA CENTERS – GENERAL

The Board recognizes that an effective school library is an important and integral part of the instructional resources of each elementary and secondary school.

Hence, the School will provide and maintain an adequate school library. The Director General will develop rules, regulations and procedures to insure the quality of content and the maintenance and routine replacement of materials in the library. He will annually request sufficient funds to maintain these services at a high level, using the standards of the American Library Association as a goal.

The School will maintain a centralized cataloging process to receive and catalog all media center materials.

Adopted November 12, 1994
LIBRARY MEDIA CENTERS

The School shall remain a centralized and organized collection of materials. The library shall serve as a media and technology center and include, in varying degrees, not only books, pamphlets, and periodicals, but also filmstrips, transparencies, mounted pictures, and tape and disc recordings, as well as information resources derived from new and emerging technology. With suggestions from teachers, the collections shall be strengthened and developed to support and enrich the curriculum.

The school library shall be staffed with a qualified librarian. The librarian shall work with teachers to implement a program which shall include reading, viewing and listening guidance, library skills instruction, and reference use of the library for all students. The teachers shall have the responsibility,

1. To be acquainted with the resources of the media center.
2. To recognize and identify the need for instructional media.
3. To plan continuously with the librarian for whole class, small group, or individual use of the media center.
4. To plan many opportunities for students to use skills after they are taught.
5. To involve students in planning and evaluation.
6. To provide for varying ability levels.
7. To call on the media specialist for assistance and teaching materials when needed.
8. To promote his own growth in the skill of guiding students in the use of the media center.

Adopted on November 12, 1994
Policy 6685

SCHOOL EXHIBITS

To acquaint parents and others of the progress and productivity of students, school principals, teachers, and instructional supervisors are encouraged to exhibit meritorious accomplishments of students.

Adopted on November 12, 1994
HUMAN RELATIONS PRACTICES

The Board of Directors supports the existence of a climate within the School that enhances the dignity and worth of each student and staff member. This includes insistence on human relations and practices that promote understanding, trust, acceptance, and respect between people from different races, religions, and ethnic backgrounds. The Board further believes that diversity enriches the individual and is a unique learning opportunity for students and staff. The Board therefore supports human relations practices that:

A. Promote respect throughout the School community along with the understanding and acceptance that all human beings are unique and therefore different.

B. Promote an enriched curriculum that uses text materials, library and other Instructional mediums which reflect diversity of ethnicity, multiple cultures and races; curriculum and instruction which is also representative and sensitive to all elements of the School's community.

C. Promote activities and celebrations which highlight diversity and encourages an appreciation for all cultures;

E. Promote appropriate modeling behavior for faculty, staff and students toward a diverse community, as well as a School commitment to correct attitudes that are contrary to the Board's expectation for exemplary human relations practices.

Adopted on November 19, 2002
**COMMUNITY SERVICE CURRICULUM**

The Board of Directors is committed to a School-wide program that prepares each student to become a responsible citizen in a global community. The objective of such a mission is to have all our students choose to demonstrate social responsibility through active involvement in serving the community. The Director General is responsible for seeing that the School develops programs to encourage and facilitate participation by all students in meaningful and appropriate community service.

* Operative Policy 6715

Adopted on November 19, 2002
Modified on November 15, 2012
SERVICE LEARNING

In keeping with the mission, core values and ASA vision, the Board of Governors endorses Service Learning as a way for students to engage in productive service. Service Learning is a teaching/learning program that connects community service experiences with academic learning, personal growth and civic responsibility. In service Learning, students learn and develop through active participation in service experiences that:

- Combine classroom learning with a real community need;
- Requires planning, action, reflection and demonstration;
- Extend classroom learning beyond the classroom;
- Help develop a sense of caring for others.

Service Learning Committee/Monitoring of Service Learning

In order to better coordinate service learning initiatives school-wide, an ASA Service Learning Committee will be created. It will be chaired by an ASA Administrator and include a representative from: the faculty of the ES, MS, and HS, a Board liaison, parent and student. The responsibility of awarding of credit hours for service learning activities will be that of the division principal or her/his designee.

- Students who intend to graduate from ASA, and who have spent their four full high school years at ASA must accumulate 80 service learning hours in order to graduate. Incoming students will be required to earn 16 service learning credits per year on a pro-rated basis.
- A maximum of 20 service learning hours can be earned beginning in Middle School - grade 8 (up to 20 hours can be earned in Grade 8). Effective February 2013.
- Students can earn hours from a variety of activities - on the school site and in the local community.
- To earn credit for service learning opportunities, students must follow organized procedures to be established by the division principal or her/his designee.

Service Learning

The “service” in Service Learning can be classified as:

- **Direct Service** – person to person or face to face interactions;
- **Indirect Service** – activities that benefit the local community or environment;
- **Advocacy** – activities that create an awareness of or promote action on an issue of public interest;
- **Research** – activities that involve students in finding, gathering and reporting on information in the public interest.

(Replaces Policy 6710)

**Cross Reference: 6420, 6710**

Adopted on November 15, 2012
Effective July 2013
COUNSELING AND GUIDANCE PROGRAM

The Board of Directors believes that providing effective counseling and guidance services are essential to the School program. Such services should be available to all students and parents. Therefore, it will be the intent of the Board, within the financial constraints of available resources, to provide qualified experienced counseling personnel for the School.

An effective counseling and guidance program meets the developmental, emotional, social and academic requirements of students, and guides students, parents, and teachers with personal, family, social, educational and career decisions, problems and concerns. The program format used can be individual, group, or classroom counseling.

Teachers and counselors must be committed to the principle of confidentiality in their dealings with students. Mutual trust between a student and his/her teacher and counselor must be regarded with great seriousness in all instances of conferring, counseling, guiding or advising between school staff and students. If a conflict arises between the principle of confidentiality and the best interests of the student, or the School, members of the professional and counseling staff are to seek confidential advice from their Principal before taking any action.

Adopted on November 19, 2002
STUDENT SUPPORT SERVICES PROGRAM

The School will offer selected support services for students that shall include:

A. Curriculum Enrichment Opportunities
B. English as a Second Language (ESL) Instruction
C. Spanish as a Second Language (SSL) Instruction
D. Learning Resource assistance for mild learning disabilities
E. Counseling
F. College Admissions Assistance
G. Standardized and limited Diagnostic Testing
H. Health (nursing, first aid, and health information)

While the above services are meant to enhance Support Service of all students, certain programs are designed for specific groups within the student body. The scope of the above services is subject to the employment of qualified personnel, available space and funding. The Board will reserve the right to assess fees for selected student support services.

Adopted on November 19, 2002
LEARNING RESOURCE PROGRAM

The Board of Directors recognizes that enrollment and overseas location prevent the School from funding a comprehensive special education program. Students who have physical handicaps, emotional/behavioral difficulties, and/or learning disabilities severe enough to require individualized assistance beyond the School's limited learning resource program, will not be enrolled at the School, nor in the case of students already enrolled, continue enrollment.

The Board supports that "Learning Resource Program" as defined at the School, shall be those programs and strategies designed for mild student learning, physical or emotional difficulties, and other difficulties that might have caused the student's present learning achievement to be slightly below that expected for the child's age or grade level. The assumption is that any elementary child accepted for enrollment, or continued enrollment, will be able to successfully complete regular classroom activities approximately 85% of the school day. Secondary School students must be able to successfully complete all regular class education requirements as outlined in the School's program of studies. The School's Learning Resource Program will be guided by the following:

A. Instructional Format for Learning Resource Assistance. The Board's goal, in support of providing funding resources for the School's limited learning assistance program, is to have students with special needs remain in the regular classroom for most of his/her instructional time.

B. Diagnostic Testing for Learning Resource Assistance. The Board supports the concept that qualified School personnel will administer and interpret general diagnostic tests for students with special learning needs.

C. Initial Enrollment Requests. The Board expects that the School (specifically the Principal) will be advised immediately by the Counselor if any applying student, based on school records, site testing or parent inquiry has identifiable special learning needs. The application and all school records will be carefully reviewed and, if necessary, additional testing administered or requested.

The parent is expected to provide all information and records regarding their child's previous and current educational needs. Parents who withhold or falsify this information may face immediate enrollment termination of their child with special education needs. If the School's Admission Committee determines that the School's existing learning resource program cannot meet the student's special needs, the committee will recommend denying enrollment. Criteria for the decision must include the Committee's answer to the following questions:

Adopted on November 19, 2002
Policy 6740(1)

1. Will the student be able to progress satisfactorily academically and/or emotionally with his/her placement in the School's regular classroom program?
2. Will the student's enrollment require special learning assistance beyond the School's limited resources?
3. Will the student's enrollment be excessively disruptive to other students in the regular classroom environment or prevent the regular classroom teacher from providing appropriate instruction to the student's peers?

D. Continued Enrollment Decisions. The Director General will review and finalize the termination of a student's continued enrollment in circumstances that are parallel to the intent of this policy. The Principal's recommendation for enrollment termination must have a specific date for termination as well as a file of conference, observation and testing data. All those directly involved or impacted by the decision, including parents, faculty and the Principal will discuss the preparation of the enrollment termination recommendation that will ultimately be given to the Director General for review. After the Director General has received the recommendation for enrollment termination, the Principal will inform the parents in writing of the final enrollment decision. Any parent appeal, directed to the Director General, must include the presence of the Principal who participated in the original recommendation. The Director General's decision following the appeal shall be final. There should be no appeal to the Board of Directors, unless it is obvious that the above procedures have not been followed or documented.

Cross Reference: 6110, 6120, 6245, 7010, 7020, 7030, 7040, 7050, 7060, 7600, 7630, 7640

Adopted on November 19, 2002
CLASS INTERRUPTIONS

Although parents' interest and involvement is encouraged, it must be understood that class interruptions can be disruptive and must be kept to a minimum. Appropriateness of all classroom visits is determined by the Area Principal. Prior approval must be obtained as a courtesy to the students and the teacher.

Adopted on November 19, 2002
INSTRUCTIONAL ASSISTANCE

The Board recognizes that there are non-teaching duties assigned to a teacher which may take away actual instructional time from students. Therefore, within the constraints of the annual operating budget, the Board endorses the use of salaried teacher aides.

Adopted on November 19, 2002
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GENERAL POLICY STATEMENT

The American School of Asunción shall employ a child-centered pedagogy, focused on the development of the “whole child”. To this end, the School shall seek to employ effectively new and emerging techniques of instruction and instructional technology. Board policies and administrative efforts shall reflect this emphasis and concern.

Board policy and administrative initiative shall reflect respect for every child’s individuality and freedom.

The Board shall ensure that the school facility and school materials promote the achievement of the learning mission of the school, in both the affective and cognitive domains.

The American School of Asuncion reserves the right of admission and readmission.

Adopted on November 12, 1994
Modified on August 21, 2014
STUDENT ENROLLMENT

The school shall be open to children of all nationalities. The Board of Directors shall establish admission requirements.

The Board of Directors authorizes the Director General to establish decision procedures for enrollment that include the involvement of a faculty admission committee. The Board would expect the Director General to finalize enrollment decisions, to inform the Board of new enrollment, and to hear any enrollment appeals. The Board would not normally involve itself in enrollment decisions. The Board, however, will reserve the right to request information from the Director General when enrollment denial is appealed to the Board. School enrollment procedures will be guided by the following authorization that the Board has given to the Director General:

A. To prepare and implement regulations that ensures a high standard of education within the capacity of the School facilities and teaching resources.

B. To establish procedures to determine eligibility to enter the School program based on criteria set forth below. Criteria for enrollment eligibility include age, previous schooling, English language proficiency, learning achievement, available program to meet special learning needs, parents’ and/or organization’s capacity to pay school fees.

C. To admit students on specified criteria. No student, who is otherwise eligible (as stated in this policy), shall be denied admission to, the School on the basis of race, color, sex, religion, national or ethnic origin. Nor shall race, color, sex, religion, national or ethnic origin affect in any way the treatment, evaluation, or any other consideration of the students of the School. Within the limits defined in Board policy, the School shall accept, for admission students with disabilities, provided that the School’s resources can reasonably accommodate such disabilities.

D. Admit students to the School on a priority basis:

1. First priority for enrollment will be given to all students enrolled the previous school year who have demonstrated successful academic performance and who do not require special learning assistance beyond the resources of the School. The school must also enroll all dependents of U.S. citizens carrying out programs of the U.S. Government abroad who are able to meet the school’s admission standards. Previously enrolled students who have been temporarily out of country will be guaranteed space for continued enrollment provided that parents have paid a fee to reserve their place and a satisfactory academic report is provided for the period of time the student was studying out of country.
Policy 7010(2)

2. **Second priority** will be for new enrollment with the following criteria, used in descending order to determine those students who have a “verifiable requirement” for the School’s U.S. curriculum:

   a. Students for whom both of the parents and child have US citizenship or citizenship of another English speaking country (i.e. Canada, Great Britain, Australia, New Zealand), and previous schooling in an English speaking country or the equivalent in an English language accredited overseas school and full English language proficiency*.

   b. Students of whom one parent and the child have USA or citizenship of another English speaking country, and previous schooling in an English speaking country or the equivalent in an English language accredited overseas school and full English language proficiency*.

   c. Students who have USA or citizenship of another English speaking country, and previous schooling in an English speaking country or the equivalent in an English language accredited overseas school and full English language proficiency*.

   *Evaluation of full English language proficiency will be made with school assessment instruments.

3. **Third priority** enrollment consideration will include host national and third country students with English language proficiency** and who have siblings already attending the School.

4. **Fourth priority** enrollment consideration is given to host national and third country students who are children of ASA Alumni and have English language proficiency**.

5. **Fifth priority** enrollment consideration is given to those host country and third country nationals who do not have brothers or sisters in the School and have English language proficiency**.

   **Note: For priorities 3 through 5, the Kinder 4 English language proficiency requirement is met by a year of attendance, prior to enrollment, at a preschool that offers English language instruction; and by meeting school established English language criteria.

E. To enforce age requirements for School enrollments:

1. The minimum age for enrollment into the pre-school program is four years of age on or before September 1st of the school year for which the child is to be enrolled.
2. The minimum age for enrollment into the kindergarten program is five years of age on or before September 1\textsuperscript{st} of the school year for which the child is to be enrolled.

3. The minimum age for enrollment in the Gr. 1 program is six (6) years of age on or before September 1\textsuperscript{st} of the school year for which the child is to be enrolled.

Exceptions for Kinder 4 and Kinder 5 will be considered for those children whose birth dates fall between September 1\textsuperscript{st} and December 31\textsuperscript{st} and who are transferring from other American or American International Schools abroad. All exceptions to the September 1\textsuperscript{st} policy shall be decided by the Director General based on a recommendation by the Admissions Committee.

4. The minimum age for enrollment for all the other grades will be based on school records, academic achievement and sequential studies in an American-based curriculum school.

F. To enroll students whose specialized learning needs can be accommodated within available school resources that include physical space, trained faculty, and impact of the student’s enrollment on the learning of other students.

1. Programs for students with special needs are limited in terms of facilities, materials, staffing and community resources for referrals.

2. Students who have physical, emotional, or learning problems that cannot be appropriately served by School resources, will not be allowed to attend the School.

3. The School reserves the right to discontinue a student’s enrollment if problems, beyond the scope of the School’s program, develop or are discovered after initial acceptance.

All parents and/or companies must demonstrate their capability of paying all required entrance, registration, and school tuition fees. All payments must be current according to published payment procedures. The Board of Directors will be kept advised of actual school enrollment, forecasted new enrollment, and the implementation of regulations that would, if circumstances dictate, increase or limit enrollment.

Cross Reference: 6110, 6120, 6245, 6740, 7600, 7630, 7640, 7020, 7030, 7040, 7050, 7060

Adopted on November 12, 1994
Modified July 25, 2007
Modified October 8, 2007
Modified October 12, 2009
Policy 7020

*ADMISSIONS-ELIGIBILITY*

The school will be open to all children of United States citizens as well as to a limited number of children of Paraguayans and other nationalities who meet the requirements of the School. The application for this provision shall be subject to such regulations as the Board of Directors may from time to time establish. (ASA Statutes; Article 8).

The Board will seek at all times to preserve a well-balanced student population when considering admissions, with regard to background, nationality, and gender.

*See operative Policy 7010

Cross Reference: 6110, 6120, 6245, 6740, 7600, 7630, 7640, 7010, 7030, 7040, 7050, 7060

First Adopted: March 16, 1994
Adopted on November 12, 1994
Modified May 12, 2011
ADMISSIONS- QUALIFICATION AND REGISTRATION REQUIREMENTS

A. Assessments and review of records shall be required prior to admission at a cost to the student to be set by the Board on an annual basis. Skill in speaking, writing and reading English must be sufficient to master the subject matter at the corresponding grade level.

B. Other

1. Academic record. Each student must present report cards and official transcripts from previous schools attended. Kindergarten 4 students must present documented evidence of attendance for one school year in a nursery school or equivalent as determined by the ASA administration.

2. Interview. The Parents or guardian and student must have a personal interview with the admissions coordinator and/or designated professional for assessment. Completion of Acceptance of ASA Regulations is required before admission to the school.

3. Inoculation. Each student must complete and present a Health Certificate signed by a medical doctor. All inoculations required must be completed before the first day of school.

4. Proof of Age. Legal proof of age, such as birth certificate, passport, or Cédula de Identidad is required for admission.

5. A student may enter Grade One in August if age six is attained on or before September 1st of the year of entry. A child who has completed a K-5 program in the United States may be admitted in Grade One.

6. Space for available seats in all grades can only be reserved by full payment of both Entrance fee and tuitions unless otherwise voted by the board.

Cross Reference: 6110, 6120, 6245, 6740, 7160, 7600, 7630, 7640, 7010, 7020, 7040, 7050, 7060

First Adopted: March 16, 1994
Adopted November 12, 1994
Modified October 12, 2009
Modified May 12, 2011
Modified November 15, 2012
ADMISSIONS TO ASA: Grades 1 - 12

For regular admissions, the parents and guardians of all candidates for admission shall complete the pre-application form, once this is approved by the Director General and the Business Office. Parents complete information requirements of the Administration and meet with the divisional counselor or designated professional for assessment. The Director General shall thereafter approve all admissions of new students in accordance with ASA admissions policies. Once the student is accepted, parents must sign a letter of commitment and ASA’s Statement of Understanding.

All children admitted into Grade 1 and above shall provide evidence of adequate English language skills, have passed a standardized admission assessment after a maximum of 2 trials per division level on a space available basis and show maturity for the respective grade level. (For K-4 and K-5 Admissions, see Policy 7050).

Except for transfer from schools in the United States and accredited English-language schools in other countries, no students will be accepted at ASA for the 12th-grade year. All transfer students will be accepted on probational status.

All admissions to ASA, even those for one semester only, require full payment of all established tuition costs and fees, including the one-time Entrance Fee.

No exceptions to this policy can be made related to student acceptance into the 12th-grade year or the requirement of full payment of tuition and all fees.

Exceptions can be made if considered beneficial to ASA’s educational program as recommended by the Director General and authorized by the Board of Directors.

Cross Reference: 6110, 6120, 6245, 6740, 7160, 7600, 7630, 7640, 7010, 7020, 7030, 7050, 7060

First Adopted: March 16, 1994
Modified: (point D & E were modified on February 1, 2001)
Modified December 13, 2007
Revised December 15, 2008
Modified May 12, 2011
Modified May 28, 2013
* ADMISSIONS TO KINDERGARTEN (K-4 AND K-5)

A. The total grade size shall be determined as established in Policy 6110.
B. A child may be admitted in K-4 if age 4 is attained on or before September 1st of the year of entry. A child may be admitted in K-5 if age 5 is attained on or before September 1st of the year of entry. No 4-year-old applicants shall be admitted in the K-5 regardless of maturity or ability.
C. All candidates must demonstrate the maturity level expected for the respective grade level.
D. The Administration shall meet and interview all candidates and their parents prior to Admission, inform parents of the entrance requirement and priorities, and determine that the child meets established criteria for entry into ASA.
E. Based on fully meeting the cut-off assessment requirements, the priority entrance criteria shall prevail for admissions as in policy 7010.
F. All candidates for admission shall be registered with the Administration and complete the proper forms including documented evidence of attendance in pre-school. The completed registration forms will be dated by the Administration on presentation, and a copy given to the parents for information only. Within the respective category of entrance priority indicated in paragraph E above, the order of registration date shall be established.
G. Space for available seats in K-4 and K-5 can only be reserved by full payment of both entrance fee and tuition

Cross Reference: 6110, 6120, 6245, 6740, 7600, 7630, 7640, 7010, 7020, 7030, 7040, 7060

First Adopted: March 16, 1994
Adopted November 12, 1994
Modified on December 13, 2007
Revised on December 15, 2008
Modified October 12, 2009
Modified May 12, 2011

* See operative policies 7010, 7030, 7040
ADMISSIONS- PERMANENCE IN ASA

A. The Administration will evaluate the progress of each student at the end of each semester. At that time, parents will be advised as to whether it is in their child’s best academic and psychological interest to be promoted, to repeat the grade, or to study elsewhere. This policy will be explained to parents on a continual basis.

B. All ASA students must seek to attain an adequate English language proficiency level as quick as possible, in order to facilitate their progression from one grade to the next in an ever-increasing degree of difficulty. To this end, the Administration shall carefully evaluate language proficiency levels in all students. For those students with insufficient language skills, as determined by teacher evaluation and standardized testing and average achievement norm percentiles, the Administration will work individually with them and their parents to improve their learning ability. Their progress shall be closely monitored for one year. If the student continues to show language deficiency by the end of that period, in spite of the individual assistance provided, the Administration must then advise the parents that the student may no longer be able to continue at ASA.

C. The Administration will maintain the highest levels of student discipline and conduct. Each student shall be given a quarterly conduct report, and evaluated periodically. At any time, parents may be advised that their child is not complying with ASA standards. In the event of repetitive misbehavior or in any instance of grave misconduct, as determined by the Administration, a student may be expelled from ASA by resolution of the Board. This policy will be explained to parents on a continual basis.

Cross Reference: 6110, 6120, 6245, 6740, 7600, 7630, 7640, 7010, 7020, 7030, 7040, 7050

First Adopted: March 16, 1994
Adopted November 12, 1994
Modified May 12, 2011
RE-ADMISSION AFTER FAILING A CLASS OR CLASSES IN THE PARAGUAYAN PROGRAM

Any student in Grades 4-12 who fails a class according to ASA grading standards and qualifies to take a complementary exam will not be allowed to register for the following school year at ASA until he or she has taken the complementary exam. If the student fails the complementary exam, the Administrative Team, which consists of the Director General, the Principals, the Admission Officer, and the Paraguayan Program Coordinator, will determine if the student will be readmitted.

Students who fail three or more complementary exams in one school year will repeat the school year or will not be allowed to register and must leave the school, at the discretion of the Administrative Team.

The school will not accept tuition payments or registration paperwork from any student until a determination for future placement is made by the ASA Administrative Team and communicated to the family.

ASA does not offer regularization exams to any student.

No student may repeat more than one grade at ASA between grades 4-12.

This policy will be become effective with the start of the 2015-2016 school year.

Cross reference:

Cross reference:

First adopted May 21, 2015.
STUDENT PRIVILEGES AND RESPONSIBILITIES

The Board believes that students have rights that should be recognized and respected. The Board also believes that every right carries with it certain responsibilities, and expects students to assume these. Among these rights and responsibilities are the following:

A. The right to a quality education, and the responsibility to put forth a sincere effort to learn.

B. The right to free inquiry and expression, and the responsibility to observe reasonable limits that prevent abuse of these student rights.

C. The right to equal educational opportunity and freedom from discrimination, and the responsibility not to discriminate against others

D. The right to a safe and orderly school environment, and the responsibility to observe School rules essential to maintain an environment that allows others to learn

E. The right to procedural due process in cases of suspension, expulsion, and other disciplinary matters, and the responsibility to be fair and honest in exercising this right of redress

It is the Board’s belief that as part of the educational process, students should be made aware of their rights and responsibilities. Therefore, the School’s code of conduct will be communicated to students and their parents at least annually.

Cross Reference: 7120, 7200, 7220

Adopted on November 19, 2002
STUDENT CONDUCT

Students will conduct themselves at all times in a manner which will bring credit upon themselves and the School. To that end, all students will be informed of school regulations regarding student conduct.

In general, common sense standards of respect, honesty, and responsible behavior apply. Ignorance of a specific school rule is no excuse for inappropriate behavior.

Cross Reference: 7100, 7200, 7220

Adopted on November 19, 2002
PROMOTION/ACCELERATION/RETENTION

The American School of Asunción shall evaluate the progress of each child at the end of each semester. At that time, parents shall be advised as to whether it is in their child’s best academic and psychological interest to be promoted, to repeat the grade, or to study elsewhere. This policy shall be explained to parents on a continual basis.

Adopted on November 12, 1994
REPORTING TO PARENTS

The best rationale for the existence of the school is that those enrolled make progress toward the achievement of the school’s educational goals. Consequently, the Board wishes the professional staff of the school to devise and maintain a variety of reporting methods so that each parent may be apprised of his child’s progress in the light of school goals.

Adopted on November 12, 1994
AWARDS FOR ACHIEVEMENT

The Board of Directors believes that excellence in any area of school life on the part of pupils should receive recognition. All awards must be justified on the basis of worthy contributions to the school community.

The school may accept plaques, gifts, or memorials honoring students or graduates of the school for outstanding achievement or personal sacrifice. The acceptance of such plaques, gifts or memorials from persons not connected with the school is not approved unless the school staff determines that the origins and purposes of such trophies, prizes, or awards are consistent with school goals.

The Board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the School should be pointed out.

Recipients of awards must be approved by group action including pupils, teachers, and Administration. In some cases interested citizens may be involved, but the final selection shall reside within the school staff.

Adopted on November 12, 1994
TEMPORARY WITHDRAWAL

The American School of Asunción recognizes that circumstances may arise which oblige students to temporarily withdraw from school for certain periods of time. These circumstances may include, but are not restricted to, re-assignment or transfer of parents and reasons of illness or personal well-being.

Students may apply for a temporary leave of absence from ASA, thus reserving space in the school for their eventual return. This temporary leave of absence must be requested in advance, and will be granted to students in good standing (minimum 2.0 grade point average and a record of good conduct). Upon receiving the application, the Director General of the school will make a recommendation to the Board of Directors which will take appropriate action at the first opportunity. Parents will be notified in writing of the decision of the Board, and this communication will become part of the permanent file of the school. Parents who wish to take advantage of this policy will sign a letter of agreement demonstrating their acceptance of the conditions found in this policy.

Students who withdraw from school without requesting a leave of absence are not guaranteed future space in the school. Re-entry in all cases is subject to school determined criteria for admission.

Temporary Withdrawal, Cost

The cost for reserving space in the school can be reviewed and determined annually by the Board of Directors in accordance to Policy 7030. Parents electing to reserve space for their child(ren) will receive written notice regarding the specific reserve fees to be payable in the month of July in advance of each school year. This payment shall not be refundable.

Students who are absent for a part of a given school year may be readmitted without additional charge to the same academic year, provided that all tuitions are paid in full.

Temporary Withdrawal, Foreign Exchange, and Study Abroad

Students who wish to study abroad or participate in foreign exchange may do so and reserve their space in the American School of Asunción if they meet the following conditions:
1) They are students in good standing at the time of their temporary withdrawal;
2) They make prior arrangements to comply with ASA program requirements;
3) The foreign study is undertaken at a school, or on-line program, approved by the ASA administration;
4) They reserve space by complying with the financial requirements specified in the above Board Policy.
**Policy 7160(2)**

**Temporary Withdrawal, Readmission**

The fact of reserving space is a necessary, but not sufficient, condition for returning to the American School of Asunción. In order to be readmitted to the school, students must supply a full transcript for academic work during the time of absence. ASA may apply an entrance exam in order to revalidate re-entry. The student shall have maintained a “C” average or the equivalent during the time out of the American School of Asunción. The ASA administration will make the final determination regarding grade placement when and if the student is readmitted.

**Cross reference: 7030, 7040**

Approved on June 7, 1995
Italics, approved by Board on April 3, 1996
Adopted November 12, 1994
Modified on June 9, 2009
Modified on November 16, 2011
Modified on November 15, 2012
DISCIPLINARY ACTION

Principals may take disciplinary action in the form of counseling, contacting a student's parents, detention, prohibiting a student from participation in a school activity, temporarily removing a student from class, engaging a student in a service activity which will be of benefit to the school, suspending the student from attending school for a specified number of days or, in an extreme single incident or the repetition of behavior incidents, recommend to the Director General expulsion of the student from the School. Corporal punishment is not allowed.

Cross Reference: 7100, 7120, 7220

Adopted on November 19, 2002
STUDENT SUSPENSION OR EXPULSION

The Board supports the following actions to be exercised by the administration when deemed necessary:

Student Suspension
Suspension is defined as removal of a student from classes and/or School for a time not to exceed 5 days for each occurrence. If the incident requires prolonged investigation, the period of suspension may be extended. The Principal will:

- Inform the Director General of the suspension
- Contact the parents to discuss the circumstances and reasons for this serious disciplinary measure.
- Inform the parents in writing of the decision, the reasons, and the course of action to be taken before the student is able to return to classes.

Grounds for suspension include: stealing, cheating, lying, disrespect toward other students or adults employed by the School, abuse or destruction of school property, fighting, or other behavior which is deemed to be improper or offensive.

Recommendation for Expulsion
Expulsion is defined as the removal of a student from the School. If a student has a record of continuing disruptive behavior or if the initial offense is considered sufficiently serious, a student may be expelled from the School.

The Principal’s recommendation for expulsion will be reviewed by the Director General in presence of both the student and his/her parents. Notification of the recommendation must then be made in writing to the family. They must also be advised of the right of appeal to the Board of Directors and the time frame for doing so.

The ultimate decision for student expulsion lies with the Board and is to be decided in Executive Session. The Board, upon the recommendation of the Director General, will consider the re-enrollment of a student if any such petition is received in any new School year following the date of expulsion.

Cross Reference: 7100, 7120, 7200

Adopted on November 19, 2002
ASA has a zero tolerance policy for alcohol and drug use. No student shall possess, use, transmit, or be under the influence of any of the following substances including but not limited to:

1. Marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate
2. Any glue, aerosol, or any other chemical substance for inhalation
3. Any alcohol or alcoholic beverage
4. Unauthorized use of prescription drugs.

School property may be inspected by school authorities in the interest of enforcing the policy. Lockers are school property and can be inspected. Breathalyzer, hair or urine testing may be used randomly at the discretion of the administration to determine if a student is in violation of this policy. A licensed laboratory of the school’s choosing will be used as a third party to establish validated results. The final determination of validity of test results rests with the administration. Positive results will lead to disciplinary action according to the Student-Parent Community Handbook. Students refusing to be tested will not be allowed on campus for that day as an unexcused absence.

Cross Reference: 1435, 1460, 1480, 4511, 5510, 7250, 7260, 7640, 7820

Adopted on November 19, 2002
Modified May 28, 2013
Policy 7250

TOBACCO USE

The School has a smoke-free campus. Tobacco use on the school campus by students is prohibited and those found guilty of such acts will be subject to sanctions. Tobacco use on the school campus by parents, employees, and/or school visitors is also not allowed.

Cross Reference: 1435, 1460, 1480, 4511, 5510, 7240, 7260, 7640, 7820

Adopted on November 19, 2002
WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle or transmit a razor, ice pick, explosive, knife, machete, pistol, rifle, shotgun, pellet gun, or other object that reasonably appears to be or can be considered to be a weapon,

1. on the school grounds at any time
2. off the school grounds at a school activity, function, or event
3. en route to and from school

Those found guilty of such acts will be subject to sanctions, including expulsion.

Cross Reference: 1460, 4511, 7240, 7250, 7640, 7820.

Adopted on November 19, 2002
*INTIMIDATION AND HARASSMENT*

Any act that interferes with the student’s mission to learn, the faculty’s mission to teach or that hinders the creation of an atmosphere conducive to learning, will be viewed with the utmost concern by the Administration and the Board. Such acts include, but are not limited to, physical violence, intimidation, physical or verbal harassment, and vandalism. Those found guilty of such acts will be subject to sanctions, including expulsion.

*Operative 7280*
COMMUNITY CONDUCT

The American School of Asuncion proposes that academic excellence can only be fostered when a caring and student centered environment is established. Therefore, ASA needs to be both physically and emotionally safe from bullying for all ASA community members. Bullying includes, but is not limited to, behaviors that can reasonably be interpreted as being dehumanizing, hostile, humiliating, or otherwise likely to suggest or invoke physical harm or emotional distress. This means that any acts of intimidation, hazing, electronic, physical or verbal harassment will not be tolerated because they adversely affect the ability of its students to participate in or benefit from the school’s mission.

I. Bullying is a broad range of social, physical or verbal acts perpetrated subtly or openly in order to harm and/or diminish the victim’s sense of social power. Behaviors that comprise bullying include but are not limited to:

- Harassment: uninvited and/or repeated oral, written, physical and/or symbolic acts (including but not limited to electronic transmission) targeted at someone in order to cause distress.
- Slander: making a false accusation or statement about someone in order to do them harm.
- Hazing: forcing or coercing someone to commit (or omit) acts that go against their physical or emotional safety and dignity in order to gain group acceptance.
- Intimidation: threatening harm in order to make someone comply with (or refrain from) something against their wishes.
- Marginalizing: excluding a person or a group of people physically or verbally and according them lesser social importance based on religion, age, race, gender, national origin, economic contribution or language proficiency.
- Retaliation: hurting someone in response to a perceived harm done to them.

II. Expectations for the ASA Community Members

- The entire ASA community (administrators, faculty, staff, parents, volunteers, and students) will not be mere witnesses of bullying. Bystanders will not be tolerated. The ASA community will be responsible for intervening and/or reporting such acts. They will also model respectful behavior and celebrate positive responses to bullying in order to nourish a safe and inclusive community climate.
- Bullying incidents outside the physical school location that affect the school learning environment also fall within the jurisdiction of school disciplinary actions.

III. School-wide Programs.

- The director general shall designate a responsible administrator, with no conflict of interest, to monitor the school wide programs implemented and develop an annual process for:
Policy 7280(2)

- Training and discussing the school anti-bullying policy with students and staff.
- Conducting school and community surveys (or other data gathering) to identify conditions contributing to bullying
- Reporting to the school community as part of a change process to improve the school culture

- The health education curriculum at all grade levels needs to address bullying and intercultural competence commensurate with the students' level of maturity and cognitive development. The curriculum needs to employ strategies such as
  - Class meetings
  - Peer mediation and support groups

IV. Consequences and remediation decisions are subject to Policy # 7220, 7200.
Decisions should be designed to help support all affected to the perpetrators reflect on their actions while staff involved maintain an objective and strength-based approach. Judgments should be based exclusively on behaviors as defined by this policy.

- Academic standing and athletic performance is not an influencing factor for evaluating disciplinary outcomes.
- Determining factors in decision-making
  - Age, cognitive and emotional maturity levels
  - Degree of distress (emotional / physical)
  - Type and severity of actions
  - Past occurrences/patterns of behavior
  - Relationship of participants
  - Context of the incident
- Remedial measures should aim at: correcting the problem behavior; preventing another occurrence of the behavior; and protecting the victim and any bystanders of the act.

V. Procedures for reporting, investigating. Reports may be made anonymously, but must be investigated before any formal disciplinary action is made. Reports to a higher authority need to be made within 3 school days of the act or received complaint to ensure efficient and effective outcomes. All substantiated allegations must be recorded and included in an annual review.

Adapted from the state of Michigan - Model Anti/Bullying Policy

Cross Reference: 7200, 7220

Adopted on December 13, 2012
STUDENT DRESS

Students are to assume responsibility for their mode of dress and grooming. Clothing worn to School should be modest and should not disrupt the learning process. Therefore, a student cannot dress, groom, or wear/use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of others or otherwise offend, cause disruption, or interference with the operation of the school. The Principal or other duly authorized school official will determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols results in such interference or disruption as to violate this policy.

Adopted on November 19, 2002
SPORTS UNIFORMS

It is the intent of the school to ensure that all students who represent ASA in sporting events wear only the official ASA uniform to show respect and excellence in accordance with the ASA vision of Developing, Respecting, and Excelling.

It is the responsibility of students (grades k-12) to purchase sports uniforms if they are members of ASA athletic teams. Students who do not purchase the ASA administration approved sports uniform will not be permitted to play on the relevant ASA athletic team.

Adopted on November 16, 2011
STUDENT PREGNANCY

The American School of Asunción recognizes that pregnancy in minors is neither desirable nor presents a positive role model for its student population. Therefore, neither a pregnant ASA female student nor the responsible ASA male student will be allowed to attend regular classes or participate in school sponsored events during the pregnancy.

During the time the student(s) is/are unable to attend ASA, the School will provide the student(s) with a program of independent home study and with the guidance and support required for the student(s) to be able to continue with his/her school work.

Adopted on November 19, 2002
STUDENT ABSENCES

The School’s instructional program requires that students attend school regularly and be on time for class activities. Therefore, students should be absent only for necessary and important reasons, such as illness and family/personal emergency. Parents are urged to cooperate with the School in keeping absences and tardiness to an absolute minimum. Excessive student absences and tardiness could lower achievement and grades, or result in repetition.

Adopted on November 19, 2002
The school is responsible for the safety and adequate supervision of students while they are on school property during normal school hours or engaged in school-sponsored activities at other times. If any student must leave school grounds for any reason, precautions must be taken that he/she be released to an authorized person. The following is in keeping with this policy:

A. A student will be released early only on a basis of a written note from a responsible parent/guardian, or in emergency situations, on the basis of a validated telephone call.

B. No unauthorized person will be allowed to contact a student while s/he is under School supervision, unless it is absolutely necessary as determined by the Principal.

C. No student will be released to persons unknown to the School (that is, persons not listed on School records as being responsible, either as parents, guardians, or officially “in loco parentis”) without specific, written permission.

D. Children of separated parents can be released only upon the request of the parent who, under the law, is responsible for the child, and who is so listed in School records.
ACCIDENTS AND ILLNESS

In cases of sudden illness or accident, appropriate action will be taken to assure that the child receives the necessary immediate medical care. Every attempt will also be made to contact parents or guardians.

A School nurse will be on duty to provide routine treatment and first aid. The nurse may dispense medication to students only when medication is accompanied by written permission of the parent, or parent authorization has been given via a validated phone call.

Adopted on November 19, 2002
COMMUNICABLE DISEASES/HIV INFECTION OR AIDS

School policy and procedures concerning communicable diseases will be based upon current knowledge about known risk factors and modes of transmission and will reflect concern for individuals as well as group welfare within the School community. The laws of Paraguay regarding communicable diseases shall be complied with and the advice of local health authorities shall be solicited and adhered to.

The School will make every effort to ensure each person’s privacy and keep records confidential.

Adopted on November 19, 2002
STUDENT DRIVERS

In order for an ASA student to be allowed to drive onto the ASA school campus the student must be at least 18 years old and have a valid driver’s license. The student must present a photocopy of this license to the school administration together with the registration information of the student’s vehicle and a signed parent authorization to drive this vehicle.

The car will be parked properly in the school parking lot, and the parent authorization will state that the only passengers in the car will be siblings, if those siblings are authorized by parents. In no circumstance should a student take other students on or off campus in the car.

Irresponsible driving on the school campus will result in a student driver losing the privilege of driving onto the school campus.

Adopted on November 19, 2002
Revised December 15, 2008
Modified March 17, 2015
STUDENT ORGANIZATIONS, CLUBS, AND GOVERNMENT

The Board supports the concept that student organizations, clubs, and government provide opportunities for leadership and development of interests. Student councils are authorized when under the direction and supervision of the Principal or his/her designate. Only School clubs that have worthwhile educational or recreational purposes; been authorized by the Principal; and have School-approved sponsors will be allowed.

Secret societies (i.e. fraternities, sororities, and clubs, etc.) are prohibited.

Cross Reference: 6110, 6120, 6245, 6740, 7010, 7020, 7030, 7040, 7050, 7060, 7630, 7640

Adopted on November 19, 2002
Policy 7610

SOCIAL EVENTS, PARTIES, & MEETINGS

School organized social events, parties, and meetings held will be subject to the approval of the Principal who shall see that adequate supervision is provided. All such events must be congruent with the Schools Mission and respect established school guidelines.

Adopted on November 19, 2002
Policy 7620

STUDENT ACTIVISM

Students may express opinions and ideas, take stands and support policies publicly, privately, orally, and in writing. Students may be given this opportunity for expression through established school media. Such expression must not interfere with the educational program, present a safety or health hazard, or abuse others rights to privacy. Students may not use obscenity, slanderous, or libelous statements, disruptive tactics, or advocate violation of the law or school regulations. They may, however, advocate change of law or school regulations and pursue their advocacy by due process.

Cross Reference: 7100

Adopted on November 19, 2002
STUDENT ACTIVITY FUNDS AND FUND RAISING

Student organizations will be required to obtain Principal approval for establishing funds. Both the Principal and designated faculty sponsor will monitor student funds, including sources, accounting, expenditures and provisions for safekeeping of funds. Student organizations include but are not limited to groups such as Student Council, National Honor Society, activities clubs, and grade-level class organizations which have elected officers and school-endorsed class sponsors.

Student organization accounts will be informally audited annually by the administration and unused funds will be carried over from year to year. Should the organization disband, membership at the time will determine the allocation of remaining funds.

As a general statement, no student funds will be used to sponsor activities that benefit only select members of the student organization, but may be used for the collective and equal benefit of the organization, its members, or the School. Unless otherwise designated, residual funds from inactive student organizations, or unexpended funds left by a graduating class, will revert to the general student activity fund.

(See POLICY 1470 regarding the required contribution to ASA.)

Cross Reference: 1470, 1475, 1480, 4410, 6110, 6120, 6245, 6740, 7010, 7020, 7030, 7040, 7050, 7060, 7600, 7640

Adopted on November 19, 2002
Revised on December 15, 2008
Modified on June 23, 2010
Policy 7640

STUDENT GIFTS & SOLICITATIONS

School Gifts & Solicitations. Any student, class of students, or student organization may:

A. Offer a gift of an item or money for a specific or general purpose to the School
B. Finance a project appropriate to the functions of the School.

Any student, class of students, or student organization wishing to make an appropriate gift to the School will notify the Principal of such intent. The Director General is authorized to accept or reject such gifts as is deemed appropriate. Gifts accepted on behalf of the School will be acknowledged by the Director General who will notify the Board of any such gift.

Gifts to Individuals Employed By the School: Students and parents are discouraged from routine presentation of gifts to individual employees of the School. When a student/family wishes to present a gift to a staff member, the gift should not be elaborate or expensive. Simple remembrances expressing affection or gratitude will not be regarded as violations of this policy.

Cross Reference: 1460, 1465, 6110, 6120, 6245, 6740, 7010, 7020, 7030, 7040, 7050, 7060, 7240, 7250, 7260, 7600, 7630, 7820.

Adopted on November 19, 2002
VANDALISM

The Board regards vandalism against school property or property of another member of the school community as reprehensible. Those found guilty of such acts will be subject to sanctions, including expulsion. Accordingly, the Director General is directed to take such steps as are necessary to:

1. Identify the students involved
2. Assess costs against the students responsible and/or their parents
3. Take appropriate disciplinary action
4. Take constructive actions as needed to guard against acts of vandalism

Adopted on November 19, 2002
SAFETY: PROPERTY AND PERSONAL

The Board is responsible that proper attention is paid to the safety of pupils.

The Director is responsible for recommending to the Board plans for giving proper attention to the safety of pupils.

Principals, teachers or bus drivers to whom the Director may delegate his authority are responsible for the safety of pupils under their charge.

It is the responsibility of the principal and teachers to arrange for adequate supervision of playgrounds at all times. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

The principal in cooperation with Security Personnel and Professional Staff shall provide for the safety of pupils. The organization of school patrols shall be encouraged as a valuable aid to safety on and around school grounds.

Adopted on November 12, 1994
SEARCH AND SEIZURE

Provisions for temporary storage and safety of students’ personal possessions ordinarily used in their day-to-day school activities will be made in all school buildings by such devices as lockers.

It is understood, however, that access to all lockers at all times is a legal right of school officials whose responsibility it is “in loco parentis” to protect the health, safety and welfare of all students enrolled.

This policy shall be explained to all students.

Cross Reference: 1435, 1460, 1480, 4511, 5510, 7240, 7250, 7260, 7640.

Adopted on November 12, 1994