

UPDATED VERSION: May 27, 2010.



Student-Parent & Community Handbook

Updated 2009-10

Dear Students and Parents,

Welcome to the American School of Asunción. The ASA Handbook provides you with valuable information about our mission and vision, our academic program, and our school values. The handbook also includes important information concerning the various policies and procedures at our school. Please read this handbook carefully and keep it readily available for quick reference. The guidelines for day-to-day behavior and academic expectations are also outlined here for your review.

Please consider this manual as a “living document” with information periodically updated and improved. Up-to-date information along with revised policies and procedures are communicated to you via our Weekly Bulletin, and Handbook changes are immediately included in the online version of this manual on our ASA website at www.asa.edu.py. The web site version of the ASA Student-Parent Handbook is considered the official document in effect at ASA.

If you have any questions about the policies and procedures at ASA, please contact us at 600-479. We look forward to our work together in creating an excellent learning environment at ASA.

The ASA Leadership Team

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GENERAL PROGRAM INFORMATION

MISSION STATEMENT

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.

VISION STATEMENT

“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.

HISTORY OF ASA

The American School of Asunción was founded in 1954 by parents from the U.S. community. In 1959 Paraguayan students were enrolled for the first time through a Paraguayan government decree. The school buildings on the present site were inaugurated on July 4, 1963 by the United States Ambassador and the Paraguayan Minister of Education. As ASA's program offerings and student population grew, the school's physical plant expanded to its present size. Our school has a rich tradition of educational excellence in the community and a commitment to continuous school improvement.

ACCREDITATION AND ASSOCIATIONS

ASA is fully accredited by (Advanc-Ed/SACS), the largest school accrediting agency in the United States, and by the Paraguayan Ministry of Education and Culture. ASA is recognized by the United States Department of Education, and is also a member of the Association of American Schools in South America (AASSA) and the Association for the Advancement of International Education (AAIE).

ACADEMIC PROGRAMS

ASA offers unique and exciting learning opportunities to students who take full advantage of our cultural and linguistic diversity. All students have the opportunity to develop bilingual fluency in English and Spanish through a U.S. standards-based curriculum that also includes demanding Spanish-language course offerings. All students who complete the full course of studies including core subjects in the areas of Spanish, Social Sciences, Paraguayan Social Studies, and Guaraní are eligible to receive a Paraguayan Diploma along with a U.S. Diploma. Those students whose levels of Spanish do not meet the language requirements of the mainstream Spanish courses can take Spanish as a Second Language (SSL) with Host Country Culture Classes (HCC) until they acquire the necessary skills to be mainstreamed into the regular program.

SCHOOL DIVISIONS

The American School of Asunción consists of an Early Childhood program comprised of K-4 & K-5, followed by Elementary School, Middle School, and High School. While the school provides a cohesive program across all divisions and adheres to a common mission and philosophy, each building division recognizes and celebrates the particular learning environment and emotional support that best meets the unique needs of its students.

Early Childhood/Kindergarten provides an educational program that is developmentally appropriate for 4 and 5 year olds. The curriculum is available online at www.asa.edu.py .

Elementary School includes a learning program for grades 1 – 5. The curriculum is aligned to best practices in education at U.S. private and public schools. Core-curricular areas include math, language arts, science, social studies, computer technology, art, music, library, physical education, Spanish language, and Latin American social studies. Extra-curricular activities and clubs supplement these content areas to provide a well-rounded program of learning.

Middle School consists of grades 6, 7, and 8. The program recognizes, accepts, and responds to the intellectual and social needs of the early adolescent. In conjunction with the upper elementary program (3-5 grades), the Middle School lays the academic foundation for the college-preparatory program in the high school. Subject areas are integrated as much as possible to provide a challenging and stimulating learning experience.

High School provides academic rigor for students in grades 9 – 12. The high school follows a college-preparatory program that challenges students to meet the highest standards of excellence and prepares them for study at U.S. and Paraguayan institutions of higher learning.

SCHOOL HOURS

The school day is from 8:00 a.m. to 3:30 p.m.; however, staff professional days and teacher workshops take place regularly throughout the school year, and these special days require students to be dismissed at 12:00 noon. On regular school days, teachers, aides, and clerical staff are on campus from 7:30 a.m. until 4:00 p.m.

CALENDAR DAYS

The school calendar includes a minimum of 180 days. The school year is made up of two 18-week semesters. Semesters are divided into quarters, each approximately 9 weeks long. The first semester usually begins the first week of August and ends the second week of December. Summer vacation is from mid-December to mid-February. The second semester is generally from mid-February to the end of June.

STANDARDS OF CONDUCT FOR THE ASA COMMUNITY (Students, Parents, Teachers, Staff, and Visitors)

The ASA Community believes that all members of the community must adhere to high standards of behavior in order to provide for a safe and respectful environment for learning. As a result, all members of ASA must contribute to an atmosphere of mutual respect and cooperation. Some of the most important standards that ensure this type of atmosphere are as follows:

1. All members of the ASA community will treat each other with respect. Actions showing disrespect are contrary to the spirit of ASA.
2. All members of the ASA community will build positive relationships with each other taking special consideration to preserve the dignity and the physical and emotional integrity of its members.
3. All personal and school property will be respected.
4. The learning environment will be respected. To that end, all rules and regulations will be followed to ensure an orderly and safe environment for all.
5. Striving for excellence – in teaching, learning, and in our relationships - is a value in the ASA community that is to be modeled.
6. All members of the ASA community will carry out their responsibilities with honesty and integrity.
7. All ASA community members are responsible for their actions and will be held accountable for them through school-determined consequences, if necessary, to ensure the safety and security of its members
8. All ASA community members must understand and agree to uphold our values of respect, responsibility, and honesty.

Members of the community who fail to uphold the requirements and responsibilities as outlined above may lose the opportunity to fully participate in school and community activities. School-determined sanctions may include the disciplinary consequences as outlined in this handbook as well as restrictions for attending school events and the loss of campus visitation privileges, to ensure the health and safety of others as determined by the ASA Principals, Director General, or Board of Directors.

ASA HONOR CODE

The purpose of the ASA Honor Code is to promote personal and academic honesty. The school firmly believes that all members of the ASA community should deal with each other and the world they encounter in the most trustworthy and honest way possible. Moreover, *compliance with the ASA Honor Code is a fundamental expectation for all ASA community members* and failure to comply may result in disciplinary sanctions.

ASA HONOR CODE

I will be honest in all things I do.

I will expect all others to be honest with me.

My work is my own work.

My word is completely truthful and I will willingly share it.

Our school defines dishonesty as instigating, preparing to, or engaging in any unauthorized or dishonest communication that is written, spoken or performed; or truth being hidden or contradicted. These acts are commonly referred to as lying and cheating. Such acts include, but are not limited to:

- ✚ copying the work of others on any school assignment, including homework
- ✚ lying when asked a question
- ✚ not telling the entire truth when being questioned about it
- ✚ forging a signature or document
- ✚ bringing or using crib notes or cheat sheets in school
- ✚ Using any unauthorized electronic device such as i-pods or cellular phones during a test or exam
- ✚ giving or receiving any unauthorized aid on work presented for evaluation
- ✚ plagiarism on all or part of works completed by other authors. This includes taking passages, in whole or in part, from sources on the Internet, print media, magazines, books, etc. without proper documentation or citation)
- ✚ using any paper (or portion of it) to satisfy the requirements of more than one course
- ✚ looking at another student's work, talking, or making gestures during an examination or individual work
- ✚ disturbing others during an examination

Teachers will ensure that students are clearly informed about what constitutes unauthorized aid in their particular courses. All teachers and students are obligated to report any violation of the Honor Code to the building principal. Records will be kept in the Principal's Office documenting any student involved in violation of the code. The teacher's word or physical evidence constitutes sufficient proof of determining dishonesty.

Final determination or verification can be made by the principal and, if necessary, through the intercession of the Director General. The consequences for violating the code are cumulative in each school division. If a student accumulates a total of three (3) Honor Code violations during the time they are either in Elementary, Middle School, or High School, the student may be subject to referral to the Director General and Board of Directors for expulsion on grounds of repetitive dishonesty. Please see the section on Discipline Policy for the consequences of Academic Dishonesty.

LINES OF COMMUNICATION AND APPEALS

The effective and efficient operation of a school is dependent upon clear lines of communication in order that questions and concerns can be acted upon quickly at the level closest to the issue of concern. All members of the school community are expected to communicate with each other in a productive and professional manner. Please use the following procedures when resolving questions or concerns.

STEP 1

Please schedule a meeting with your child's teacher when you have a concern. The teacher is in the best position to know and understand your child's needs. Most problems can be resolved at this level.

STEP 2

When your question or concern is not resolved with your child's teacher, please discuss the matter with the principal.

STEP 3

When concerns are not resolved at the second step, please refer the matter to the Director General.

STEP 4

A parent, who has been unable to resolve a problem following Steps 1 through 3, may then request a meeting with the Board of Directors as part of the school's appeals process. The appeal must be made in writing to the President of the Board with a copy to the Director General. The Board may elect to place the appeal on their next monthly meeting agenda or decide to call a special meeting. Such written appeals must be received at least seven (7) days in advance of a scheduled monthly meeting or before a special meeting can occur. All appeals to the Board will be held in Executive Session. The decision of the Board of Directors is final.

DRESS CODE POLICY

Board policy requires that during school hours all ASA students abide by an official school dress code. Students are not allowed to attend class and may be sent home until such time that they are in full compliance with the dress code.

Board Policy: Student Dress

#7300

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.

ASA's dress code requirements are described below:

Dress Code for daily use, including community service events off campus:

- Bottoms: Navy blue jeans or pants or navy blue Bermuda shorts for boys and girls. Navy blue or jeans skirt or skorts for girls. Elementary girls may wear capris.
- ASA Logo Shirts: Red, white, grey, or navy blue T-shirts or Polo (golf-style) shirts with the ASA logo, or a solid navy blue, white, grey, or red t-shirt with no logo larger than a fist.
- During cold weather, students may wear sweaters, sweatshirts, jackets, or coats in the school colors of red, white, grey, or navy blue with no logo larger than a fist.
- The past uniform styles originally sold in the PTA store are acceptable.
- The Paraguayan National Team Jersey and the official school sports jerseys are also acceptable.

- Administration-approved Senior Class t-shirt in their choice of color. Student classes in grades 6-11 may also wear an administration-approved class t-shirt but only if it matches the solid school colors of red, white, grey, or navy blue.
- Closed shoes. Note: Tennis shoes are highly recommended.

Gala dress uniform for special events:

- Bottoms: Navy blue pants.
- Shirts: Light blue button down shirt with school logo on the breast pocket.
- Optional: Red Sweater Vest for winter wear.
- Dark (black) shoes.
- Dark navy blue / black socks
- Dark (black) belt

For boys, shirts must be pressed and tucked in at the waist. For girls, shirts may be left out, and must be pressed. Sleeves must be rolled down. Students will not be allowed to participate in special events if they are not in compliance with the gala dress uniform when it is required.

General guidelines for compliance with the dress code:

- Skirts and shorts are to be appropriate length, generally to the knee, not mini or spandex.
- Only Bermuda length shorts are permitted (no shorts allowed above mid-thigh).
- Bare midriffs are not permitted.
- Tank tops are not permitted.
- Shoes must be closed and low heel. Flip-flops, sandals and high heels are not permitted.
- Students are expected to be in compliance with the school dress code for all school-sponsored activities unless special permission is granted by the principal's office (for special events).
- Hats and caps will not be permitted indoors except in cold weather conditions.
- Wearing logos that publicize unauthorized substances or obscenities will be considered a serious infraction of the disciplinary policy.

DISCIPLINE POLICY

PROGRESSIVE DISCIPLINE PLAN

The philosophy behind ASA's Progressive Discipline Plan is to support students in their learning of self-discipline as an educational process rather than a punitive one. At ASA, we believe that any disciplinary action must be preceded by clear communication and implemented in a fair, firm, kind, and consistent manner.

Students are expected to conduct themselves in responsible, respectful, and honest ways at all times. If students fail to achieve these expectations, there are corrective steps that teachers and administrators will take to address these behaviors in order to preserve a safe and orderly learning environment for all students. Standards for student behavior at ASA are based on the 5 B's:

1. Be on time
2. Be prepared for learning

3. Be respectful to everyone
4. Be responsible
5. Be team oriented

The behaviors outlined below are inappropriate for students who are attending ASA. This list is not exhaustive and situations not outlined below will be handled by the school administrators in accordance with ASA Board Policy, Series 7000. The behaviors are classified as either minor, serious, or grave offenses and are applicable to students on school grounds at all times, at all school-sponsored events, and when traveling to/from school events as a supervised group. Consequences for students in Elementary School may be adjusted by the building principal according to the specific infraction and the age of the child.

I. INAPPROPRIATE AND UNACCEPTABLE BEHAVIORS

A. Minor Offense

- 1) Being late to class.
- 2) Not complying with the school dress code or gala uniform requirements.
- 3) Leaving the classroom without the necessary permission.
- 4) Producing any inappropriate and/or distracting behaviors inside and outside the classroom.
- 5) Using or disrupting class with a cellular phone or other unapproved / unauthorized electronic devices in a classroom during instructional time (electronic devices must be turned off during class).
- 6) Questioning or complaining without justified reason the instructions or directives of teachers and other School staff.
- 7) Not returning school communications properly signed by the date indicated.
- 8) Minor damage to the property or belongings of the school or of others.
- 9) Bringing to school any printed material (magazines, pictures, drawing, etc) that goes against moral, ethical, and proper customs.
- 10) Exhibiting inappropriate displays of affection in school or during school sponsored events.
- 11) Any other improper conduct that interferes with the teaching and learning environment, which in the judgment of School Administration, was minor.

B. Serious Offense

- 1) Dishonoring or blasphemizing national symbols and/or of the school or showing disrespect towards presenters or an audience.
- 2) Displaying disrespect and/or committing any act of slander toward or threatening any staff member or student or their private property.
- 3) Failing to comply with the disciplinary measure assigned by a staff member.
- 4) Carrying out or instigating any physical act in which another person could be injured or be involved in any acts of disorder or fighting.
- 5) Trying to or actually committing any act of fraud.
- 6) Committing acts of petty theft.
- 7) Forging a parent's or legal guardian's signature on school documents (reports, parental communications, official transcripts, etc.).
- 8) Being absent without authorization or justification, individually or collectively, from the school or from school sponsored events.
- 9) Using the "ASA" name without authorization.
- 10) Cheating on or causing any disturbance during any assignment or test or possessing/using any unauthorized materials or devices with respect to the same.

- 11) Giving false testimony.
- 12) Slandering, defaming or formulating unfounded complaints or accusations.
- 13) Instigating or participating in any act of harassment, hazing, intimidation or bullying of another student or staff member.
- 14) Using/possessing any abusive, obscene, or profane language, gestures, pictures or graffiti.
- 15) Using a cellular phone and/or any other electronic device for the transmission of inappropriate oral or text messages, or digital and/or video images.
- 16) Possessing or using any tobacco product on school campus or during school-sponsored activities.
- 17) Continuing to repeat "minor" offenses.
- 18) Any other improper conduct of students, which in the judgment of the School Administration, was serious.

C. Grave Offense

- 1) Using, possessing or disseminating on campus or during school-sponsored events alcohol and/or drugs or any type of unauthorized substance prohibited by the laws of the country.
- 2) Committing any criminal acts that entail any sanction in the penal system.
- 3) Bringing to campus or possessing any ammunition, weapons, i.e., explosives, firecrackers, inflammable materials and/or use of anything that can be considered a weapon.
- 4) Performing any act of arson or setting anything on fire.
- 5) Participating in any act of vandalism of school property or the destruction of any belongings of a school staff member or classmate.
- 6) Committing a major act of theft on campus or at any school-sponsored event as determined by administration.
- 7) Continuing to repeat "serious" offenses.
- 8) Any other improper conduct of students, which in the judgment of School Administration, was grave.

II. DISCIPLINARY CONSEQUENCES

A. MINOR OFFENSE

- 1) Student is spoken to by the teacher or referred to the office, depending on the incident, and may also receive a consequence such as a Detention or Saturday school.
- 2) The teacher or principal notifies the parents.
- 3) Parents are required to conference with the teacher and counselor.
- 4) Student is referred to the principal and may receive a suspension from school for up to two days in the event of repeated misbehavior. Parents are required to conference with the principal. (Each day of suspension will lower the "overall" Quarter Conduct GPA by 0.3 point.)

B. SERIOUS OFFENSE

- 1) Suspension for up to five school days (in-school and/or out-of-school suspension). Parents are required to conference with the principal. (For each day of suspension, the student will have his or her participation grade deducted in each of the missed classes or activities as well as 0.3 points from his/her overall Quarter Conduct GPA.)
- 2) According to the severity of the case, serious offenses can be judged grave and warrant consequences up to expulsion from the school.

C. GRAVE OFFENSE

- 1) Out-of-school suspension for up to five days. Parents are required to conference with the principal and Director General if necessary. (For each day of suspension, the student will have the participation grade deducted in each of the missed classes or activities as well as 0.3 points from his/her overall Quarter Conduct GPA.)
- 2) Recommendation for expulsion from ASA.

OUT-OF-SCHOOL SUSPENSION AND LOSS OF CREDIT

In the event that a student receives an Out-of-School suspension for serious, grave, or repeated infractions, the following consequences apply: Zeros will be given for tests, quizzes, assignments, and/or homework assigned or due on the day(s) of suspension. In the event that a single suspension causes a quarter grade to drop more than one grade level (e.g. "B" to a "D"), the student may petition the respective instructor(s), through the Administration, for appropriate extra assignments. If approved and the assignments are completed in a satisfactory manner, a higher grade may be earned.

CUMMULATIVE SUSPENSIONS

Students accumulating more than 15 days of suspension during a school year or with a Conduct GPA below 1.0 may be recommended for expulsion depending on the determination of the Administration.

DISHONESTY IN ACADEMIC WORK

ASA defines academic dishonesty as taking answers from others, willingly giving answers to others, cheating or attempting to cheat, copying work, or plagiarism in regard to any school assignments or evaluations. Academic dishonesty is a serious offense because it represents a form of stealing and has ethical and moral implications. The following consequences are associated with academic dishonesty and applied on a cumulative basis for all incidents at each respective building level:

1st Offense – A zero on the test or assignment in which the cheating occurred, parents will be notified, and a Detention.

2nd Offense – A zero on the test or assignment, parents will be notified, and an In-School Suspension.

3rd Offense – A zero on the test or assignment, an Out-of-School Suspension, a parent-conference when the student returns to school, and a written contract, between the student, parents, and the school, which if broken will be reviewed for possible recommendation for student expulsion from school.

In all cases the offense will be recorded in the student's confidential disciplinary file.

III. APPLICATION OF DISCIPLINARY CONSEQUENCES

The rules and regulations for students are defined throughout this handbook. Students and parents should be thoroughly familiar with the school's expectations of behavior. Failure to adhere to the rules and regulations will result in one of the following disciplinary actions being taken. These consequences are progressive in nature; however the administration may skip a step depending on the severity of the incident.

1. **Meeting** with Administration and parent notification by teacher or administrator (with further

- disciplinary action if deemed appropriate by Administration).
2. **Detention** during or after the school day for a time and length determined by the Administration to be appropriate for the infraction(s).
 3. **In-School Suspension** for a time and length determined by the Administration to be appropriate for the infraction(s). Students are allowed to make up all missed work resulting from an in-school suspension.
 4. **Out-of-School Suspension** for a time and length determined by the Administration to be appropriate for the infraction(s). Parents will be required to pick up the student or make arrangements for the student to be taken home. Please see Suspension Policy below regarding academic consequences.
 5. **Behavioral and/or Academic Contract** that the Principal may implement at any step.
 6. **Expulsion** to be recommended by School Administration to the Board of Directors that a student be expelled depending on the severity of a student infraction or series of repeated infractions.

Depending on the severity of an infraction, a student may be subject to disciplinary consequences at any of the above six levels of seriousness. ASA reserves the right to suspend or expel any student from school if a student cannot adapt to school surroundings and/or presents a disciplinary or student safety problem of a serious and/or continual nature.

The following parameters will guide the enforcement of the disciplinary consequences:

- Disciplinary consequences are applied as follows: minor offenses are cumulative on a quarterly basis; serious and grave offenses are cumulative on an annual basis.
- Students on out-of-school suspension may not enter the school campus, attend class, or take part in any school-sponsored activity.
- The students begin each quarter with a 4.0 Conduct grade point average (GPA) in each class. Student behavior and suspensions affect the Conduct GPA. Students with Conduct GPA's below 2.00 will not be eligible for any school awards; this includes both academic awards and any awards with a "citizenship" component in their criteria.
- National laws, Board Policy, NHS, and Student Council bylaws apply in addition to the consequences listed in this chart.

IV. ADMINISTRATION OF THE CONSEQUENCES

The school administration has the responsibility of applying consequences to uphold the behavior expectations of the school. These disciplinary consequences can include but are not limited to the following: Detentions, Saturday School, In-School Suspension, Out-of-School Suspensions, and recommendation for Expulsion.

- 1) In the cases of "**Minor**" offenses, the disciplinary consequences can be administered either by the teacher, counselor, or principal.
- 2) In case of "**Serious**" offenses, the disciplinary consequences should be administered by the principal and/or director general.
- 3) In the case of "**Grave**" offenses, the disciplinary measures applied may involve the school principal and the director general. In the case of a recommendation for expulsion, the Board of Directors must be involved in reviewing and deciding on the case.

Complaints and Grievances: Please review the Lines of Communication and Appeals guidelines for complete information about the process of communicating complaints or grievances.

INTIMIDATION, HAZING, HARASSMENT AND/OR FIGHTING

Board Policy: Intimidation and Harassment

#7270

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 school administration. Such acts include but are not limited to physical violence, intimidation, hazing, physical or verbal harassment, and vandalism. Those found guilty of such acts will be subject to sanctions, including expulsion.

DRUGS OR ALCOHOL

Alcohol and drug use will not be tolerated at The American School of Asuncion. No student shall use, transmit, or attempt to possess, or behave as if under the influence of any unauthorized substance on School premises or off School premises at a School-sponsored activity, function or event. (See Board Policy #7240)

As per Board Policy #7240, "school properties may be inspected by school authorities in the interest of the enforcement of this policy." Specifically, student lockers may be subject to inspection should the need arise.

BEHAVIOR OFF-CAMPUS

Students must exhibit excellent behavior, especially when they are identified as members of our school, and student behavior should always reflect the education and values we support at ASA. Students involved in activities that have a direct consequence on interpersonal relations between school community members, discredit the school's reputation, commit acts that are illegal, or are not consistent with our guidelines for behavior may be subject to disciplinary action by the school administration. This includes inappropriate behaviors such as Intimidation, Hazing, Harassment and/or Fighting.

ATTENDANCE AT SCHOOL

Good attendance is the first requirement for academic success. Parents should ensure that their children are in school unless absence is absolutely necessary. This includes coming to school on time and remaining the entire day throughout the school year, including the first and last days of school.

ABSENCES

The attendance record will become part of a student's permanent record. Students who are absent during all or part of the school day will not be eligible to participate in after-school activities on that day, including all sports and extracurricular events:

Please note that within the parameters of ASA, all students may have a maximum of 10 days absence from school per semester. Failure to attend school for the minimum number of days may result in loss of points on assignments, loss of credits in the missed class(es), or failure of the subject area.

Participation in school-sponsored extracurricular activities and/or approved athletic competition which requires students to travel away from school will be “excused” and do not count as part of this 10-day maximum absence procedure. These absences will be classified as “School-Sponsored Activity Absences.”

A diagnosed illness which would require extended stay at home, i.e. hepatitis or mononucleosis, would also not count as part of this maximum absence policy. These will be handled on an individual basis by the principal, and the student will be responsible to complete their studies from home/hospital, etc... It is the responsibility of the student and their family to ensure that the school is aware of these special situations as soon as they happen, and is updated regularly on the child’s status and well-being.

1. Excused Absence

An excused absence is granted for either physical inability to attend class (i.e. illness), an emotional inability to attend class (i.e. bereavement, etc.) and school sponsored activities. In order for an absence to be excused, a signed note from the parent and/or the physician is needed by 8:00 a.m. on the day the student returns to school. In the case of an excused absence, the student will be allowed to make up work, tests, quizzes and work assigned until the day of their return. Students who miss a day and therefore miss a test, for example, must be prepared to write that test on the day they return to school. These test sittings take place immediately after school.

2. Unexcused Absence

An unexcused absence is defined when a student is absent from class for reasons other than “medical excused” or bereavement as stated above *or does not immediately present, on the day returning to school after an absence, a parental note explaining the reason of an “excused” absence.* In the case of an unexcused absence, students will not be allowed to receive credit for tests or other work that was missed during the absence period. Students may not participate in school-sponsored sports or other activities if they miss school that day. The student however, should make up the work and content missed in order to ensure responsible participation in class.

EARLY DISMISSALS

Students may not leave school during the academic day without parent permission. A note signed by the parent must be cleared through the respective school office. This should be done before 8:00 a.m. An early dismissal form will then be issued to the student. The process is completed when, upon leaving, the early dismissal form is given to the security guard. In order to take a son or daughter out of school during the school day, the parent must present themselves at the appropriate school office. Please note that any early dismissal counts as a half day (0.5) absent, against the maximum of 10 days. Therefore, we strongly advise families to take this into account when scheduling doctor or dentist visits.

ANTICIPATED ABSENCES

ASA discourages the use of school time for family trips and/or extended vacations. When these are absolutely unavoidable, arrangements should be made with the principal in advance and in writing from the parent(s). If the student can present evidence in oral, written, or multimedia presentation that such trip has a strong and clear educational component, the principal may choose to consider the absences as excused, which would allow the student to make up work missed; however, the absence would still count against the 10 day maximum procedure cited above. Students must seek and fill out a “Pre-Arranged Absence Form,” have it signed by their

parent(s) and return it for determination of approval by the principal. These are available in each school office.

ABSENCES FOR EDUCATIONAL PURPOSES

ASA recognizes the educational value of certain types of summer activities such as camps, representation in major competitions, and field studies. Those parents who would like for their children to participate in these types of activities should request permission in writing at least a month before exams begin. The Administration may approve or reject permission depending upon the student's academic level, overall behavior, and ability to produce evidence of the educational value of the activity. If a student's participation is such that an activity requires that he/she be away from school during final exams, alternatives can be approved for making up these exams in the event of an excused absence.

MID-TERM EXITS

Parents should advise the corresponding administrative staff in writing and with sufficient advance notice about the pending withdrawal of any student. The area counselor will then provide parents with the appropriate exit forms. Exit reports and transcripts will be denied to those students who fail to follow these exit/withdrawal procedures, which includes full payment of all pending accounts with the school's Business Office.

TARDINESS

School begins at 8:00 a.m. All students are to be in their classes and ready to begin working immediately after the bell rings to signal the start of school. Students who are late should report directly to the office before proceeding to class. For specific consequences for lateness to school or class, please refer to the appropriate section. Note: Unexcused tardies may count for a half day (0.5) absent, against the maximum of 10 days, in the event of repeated tardies to school. Please see the specific tardy policies at each division level described later in this Handbook.

TEMPORARY WITHDRAWAL FROM ASA

ASA recognizes that circumstances may arise which oblige students to temporarily withdraw from school for certain periods of time. Students may apply for a temporary leave of absence from the school, thus reserving space in the school for their eventual return. This leave must be requested in advance in writing directly to the area principal.

The cost for reserving space in the school is determined annually by the Board of Directors. The fee payment is non-refundable. Students who are absent for only part of a given school year may be readmitted to the same academic year provided that the annual registration fee and required percentage of the tuition have been fully paid as well as all re-admission criteria met for academics and conduct. Parents need to consult in advance with the Principal and the Business Office if considering temporary withdrawal of their child(ren) from school.

Students who are considering a temporary withdrawal from ASA must consult in advance with their counselor, principal, and the Paraguayan Program Coordinator. ASA requires the completion of several forms as well as Board approval for students who plan to temporarily withdraw from ASA.

STUDENT SERVICES

GUIDANCE PROGRAM

ASA provides a wide range of services to students. These services reinforce the basic commitment to the health and well-being of each individual student. The school employs a full-time nurse, and elementary, middle school and high school guidance counselors.

The Guidance Counselor oversees counseling services for students in the areas of academic, behavioral and personal guidance. There is special emphasis on career exploration and the college admission process in high school. Students are exposed to information and experiences geared to assist them in making informed choices and to enhance personal growth at all educational levels. Each counseling office has a web page with more information on services unique to the grade levels. Please consult this resource at:

http://www.asa.edu.py/academic_program/counseling/counseling_main.html

LEARNING SUPPORT SERVICES

In order for a student to be considered for special learning support services at ASA, the school must either receive a professionally administered psycho-educational assessment and written evaluation completed within the most current three-year period or receive written consent from the parent to conduct an assessment with qualified school personnel. Learning Support personnel provide assistance to students in grades Pre-Kinder through 12 who have entered ASA with an I.E.P. (Individualized Educational Plan) or who are later identified as children with mild or moderate special needs. Learning accommodations are made via a Learning Support teacher to ensure that a qualified child receives the appropriate instruction as well as resources needed to function successfully in mainstream classes. School policy limits the maximum level of pull-out support to no more than 60 minutes daily if sufficient staffing is available.

Following psycho-educational testing, the legal guardian and the child's teachers are provided with recommendations to determine the child's functional level and need for on-going educational support. The actual testing is not generally completed on site, and it is the legal guardian's responsibility to coordinate and fund the cost for external testing services. In order for a student to receive special services that may include accommodations and/or modifications, parents must provide copies of testing results to the principal and school counselor. Failure to provide the school with testing results could lead to ASA not being able to provide the needed services which may result in the student not being successful at ASA and the potential removal of the student from enrolled status.

STUDENT ACTIVITIES

In order to give students a variety of opportunities to interact in groups and pursue individual interests, after-school activities are offered K-12. These activities include among others, athletics, music, art & crafts, drama, and co-curricular clubs.

Note: Only elementary students who are participating in after-school activities may remain on campus beyond dismissal time (3:30 p.m.). Middle and high school students who are involved in extracurricular activities or who are working in the library/Computer Lab may remain past 4 p.m. All other students should be off-campus after 4:00 p.m.

ACTIVITY GUIDELINES

- Students must respect all guidelines for student behavior. In order to participate in student activities, a conduct GPA of 2.00 (C) or better must be maintained as reported on the previous Semester Average.
- Students must arrive on time for activities and comply with all activity requirements. Failure to do so will result in the loss of eligibility to participate in that program.
- There are specific limitations on participation for students who are on Probation Status.

ATHLETICS

PHYSICAL EDUCATION

Physical Education classes at ASA are part of a holistic educational program that contributes mainly through movement experiences to the total growth and development of all children. This includes individual and group activities that focus on the development of locomotor skills, manipulative skills, fitness, and body awareness. Students are also taught the importance of self-responsibility, team cooperation, and sportsmanship as part of the learning process. All students are required to wear ASA's physical education uniform that can be purchased in the school's PTA Store. Failure to wear the uniform results in grade penalties.

AFTER-SCHOOL SPORTS PROGRAM

The after-school sports program is offered to all students from grades K-5 to Grade 12. Elementary practices and games are generally right after the regular school day, followed by middle and high school practices. There are many different ASA teams assembled at all levels that offer the following sports: soccer, basketball, volleyball. Soccer, volleyball, and basketball, teams may participate in local tournaments and "amistosos" with other schools. The middle and high school boys' and girls' soccer and basketball teams are involved in international tournaments where they are able to compete with other international schools.

Please see the Appendices section of this handbook for the complete set of guidelines and rules for sports participation and eligibility.

HEALTH AND SAFETY

INFIRMARY

ASA employs a full-time nurse who is on campus from 7:30 AM to 4:00 PM on school days. In addition, there is a nurse who is on campus for all sports activities after school. The nurse is the only person in the school authorized to administer medication. Parents must, therefore, give any medication that their child needs during the school day to the school nurse with the proper instructions.

Board Policy: Accidents and Illnesses

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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.

In the event of student illness or accident, the nurse will administer the appropriate first aid treatment. Students must advise their classroom teacher before going to the nurse and carry with them the appropriate hall passes and permission slips. Once a diagnosis of the problem is made, if further attention is required, the nurse will inform the administration and/or parents. When necessary, the student will be sent home, or the school's contracted ambulance service called in case of emergency. Students fit to return to the classroom will be sent back by the nurse at the appropriate time. An accident report form will be filled out in case of an accident and will be kept in parallel files in the student's principal's office, the nurse's office, and the administrative offices.

Note: Students with communicable conditions such as head lice, conjunctivitis, or other contagious forms of illness will be sent home and must remain home until the condition has been treated and is no longer transmittable.

AMBULANCE SERVICE

In the event an ASA student needs medical services beyond what the school nurse can provide, the student will be taken to the hospital by ambulance, and will receive the school-determined coverage in medical attention as covered by ASA's ambulance service policy. The parent or guardian is responsible for all medical coverage that exceeds this limit. Students will be taken to the clinic/hospital of parent's choice, or in the absence of such choice, to the Sanatorio San Roque, to La Costa, or to another reputable hospital, or to another reputable hospital.

SECURITY

ASA has security guards on its campus on a 24-hour basis to ensure the security of students, personnel, and school property. The school also has a comprehensive emergency plan in place that includes routine practice drills to prepare students and staff to respond to an emergency situation. The safety of our students is the prime consideration in any emergency. A community telephone communication tree (the telephone chain) is developed at the beginning of each school year and serves as the primary method for communication to parents in the event of an emergency. Parents are responsible to provide the school with up-to-date contact information.

TRAFFIC CONTROL

Students transported to school in private cars are to be dropped off and collected only at the appropriately marked drop-off and pick-up areas. Parents should not drop off students by the cantina or in any other non-designated area. The Marecos Avenue Gate is open for student drop-off/pick-up on school days from 7:00 AM to 8:30 AM and from 3:00 PM to 4:30 PM. The Marecos Gate is also the only gate open after these hours. All drivers must observe posted rules for ensuring the safety of students and pedestrians. Drivers who do not observe safety rules will be prohibited from entering the campus with their vehicle.

PERMISSION TO LEAVE CAMPUS ON FOOT

For safety reasons, the school requires a responsible adult to pick up all students on the school grounds at dismissal time. However, in some cases, students may solicit permission to be allowed to walk to and from school. For security reasons, these students will need to identify themselves with the security guards upon departure and present walking pass or specific written permission from a parent presented to the respective office and approved by the principal. A list of these students, who have been granted permission to enter/leave the grounds on foot, will be kept by our school guards.

SCHOOL FACILITIES AND SERVICES

LIBRARY MEDIA CENTER

Our library currently has approximately 25,000 volumes in English and Spanish. The library is open from 7:30 a.m. to 5:00 p.m. for students to use with a class or for independent study. The lending period is two weeks, and all students must return all materials before report cards are issued at each semester. Library materials are also available for parents to check out before, during, or after school hours.

COMPUTER TECHNOLOGY SERVICES

There are three main computer laboratories (one for elementary, middle school and high school), mobile laptops labs for classroom use, and computer stations in the library. In addition, at least one computer is available in each classroom. All computers have internet access, and the school also has campus-wide wireless access. In order to use the student-designated computers, all students must sign and return ASA's "Acceptable User" policy statement that outlines the conditions and responsibilities for all users. Please see the appendix for the Acceptable User Policy.

GYMNASIUM AND SPORTS FACILITIES

The school's sports facilities are composed of an indoor wood-floored gymnasium, outdoor basketball courts, a soccer field, an athletic administrative office, boys' and girls' locker rooms, playgrounds, and an elementary recreational field with covered court. Permission to use these facilities should be addressed in writing to the Sports Coordinator with at least one week's notice. All these installations (except the elementary field) are lighted for nighttime use. Due to their high demand of usage, students and parents can expect that practices and games will be scheduled at night. Except for properly uniformed athletes and coaches, in order to maintain the condition of the facility, no other individuals are allowed on either the soccer field or gym floor.

FOOD SERVICES

Hot meals are provided through a privately contracted food service. Students may purchase their meals from the cantina or bring their own lunch. Snacks may also be purchased by students in grades 2 - 12 during recess and lunch breaks. Kinder 5 and grade 1 students must bring their snacks from home. Cantina hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. In addition, the PTA Kiosk also provides snacks and healthy foods during break and lunch.

BUS TRANSPORTATION

A private bus service is available for transporting ASA students to and from school, arriving by 7:45 AM and departing at 3:40 PM. Students are collected and dropped off at their homes. Those interested in contracting this service should inquire in the school business office. Note: Several outlying areas, such as Sajonia and Lambaré, are not included in this service.

USE OF SCHOOL FACILITIES

Use of the school facilities for community events (i.e. playing field, library, cafeteria, and mango area) may be solicited by completing a request form. This form is available in the school's main office. Fees may be charged to cover any incurred expenses. When requesting use of school facilities, 2-week advance notice is required.

EDUCATIONAL MATERIALS AND SUPPLIES

TEXTBOOKS AND SUPPLIES

Teachers will distribute textbooks and materials at the beginning of each semester. The identification number and condition of each book will be recorded. At the end of each semester, students must return the books to their teachers and the teacher will check its condition. As all ASA students are responsible for the care and good condition of ASA books and materials, any damage will be reported to the principal. Each student (grades 6 – 12) is assigned a lockable locker for storing these materials. Students should not leave their books or property anywhere besides in school lockers on the school grounds. ASA is not responsible for the theft of school material or personal items from student lockers. Students who lose or damage locks/padlocks will be charged for replacement.

DAMAGED OR LOST SCHOOL MATERIALS

The school provides students with books and other materials that are the property of the institution. It is the responsibility of the student to return all books and school property in good condition. ASA expects that all students will care for their borrowed materials and return them in the same condition as they were upon sign out. If any book or material has been damaged, the teacher will send the student to see the principal who will then determine the need to replace the book. As a rule, students and parents should recognize that borrowed materials may not be written upon and must be treated with special care. Students will pay all related costs for the school to purchase the replacement material(s) including the coverage administrative charges such as shipping, handling, and customs clearance for any damaged or lost books in order to be eligible to take end of semester exams, receive end-of-year report cards, and/or receive their promotion diploma. No report cards will be issued to students who have failed to return books or who have not paid for missing books. In the case of students leaving the school, they must pay these costs prior to receiving any official school documents.

PAYMENT FOR LOST OR DAMAGED SCHOOL PROPERTY

Payment for lost/damaged school property is required before a student can take semester exams or collect his/her report card or transcript. Books purchased locally will have a 20% surcharge. Lost books purchased from the United States will be charged according to the scale kept in each of the school offices which reflects the replacement value of the text as well as shipping costs of 20%.

MONEY AND VALUABLES

Students should not bring excessive amounts of money or items of great value to school. ASA is not responsible for money or any personal possessions lost or stolen on school grounds. All personal belongings brought on campus must be appropriately and permanently labeled, including cell phones and calculators, etc. While the school will assist students and parents searching for lost or missing items, the school strongly recommends that any item of value should be left at home.

LOST AND FOUND

Lost and found items can be retrieved in each area's administration office. Books, supplies, and personal items that are found around the campus are picked up by the maintenance staff or anyone finding them and immediately turned in to the appropriate area office. All students' personal belongings should be labeled for identification purposes, and items that are not claimed

by the end of the semester are usually donated to charities. Please be reminded that ASA does not accept responsibility for any lost or stolen items. Please work together – parent and child – to secure belongings.

PARENT INFORMATION AND COMMUNITY RELATIONS

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences may be arranged at the request of parents, students, teachers, or counselors. Conferences should be arranged through the office in order to avoid scheduling conflicts with the teacher's classroom duties. A conference may include the student, teacher, counselor, specialists, and an administrator if necessary. Scheduled Parent-Teacher and student-led conferences are held during the school year to discuss student progress. Please refer to the school calendar for the dates and times of these conferences. In addition, teachers are available to meet with parents throughout the school year. Please telephone the office beforehand for an appointment so the teacher has all necessary information and is available to meet with you.

COMMUNICATION BETWEEN SCHOOL AND HOME

ASA sends an electronic newsletter to parents every Wednesday, which contains both school and community information of interest to ASA families. ASA has a website (www.asa.edu.py) where this handbook can be found as well as announcements and other important school-related information. In addition, school divisions employ e-mail lists to make contact with parents directly through e-mail if parents volunteer to provide the school with their e-mail contact information.

PARENT-TEACHER ASSOCIATION (PTA)

The PTA meets throughout the school year to plan services and activities that are undertaken to enhance parent and teacher participation in school-wide projects. It also operates a school store which sells school supplies, school uniforms, Gala Uniforms, snacks, etc.

VISITORS TO SCHOOL

All visitors are asked to check in with the security guards. Visiting community members will be given a visitor badge that must be worn while on school grounds. Parents who visit the school during the school day are to report to the corresponding school office, not to classrooms. Parents who do not report to the appropriate school office will be asked to do so by school personnel. Students who have visiting relatives or friends and would like them to come to school to experience life at ASA need to request this permission in advance and in writing from the Building Principal. It is the school's responsibility not to interrupt the academic process, and therefore visitation may be denied or limited to certain hours (for example, coming on campus during lunchtime) or for a limited number of days.

CELLULAR PHONES AND ELECTRONIC DEVICES

Students are not allowed to use electronic devices in the library or in classrooms without permission nor to leave the classroom to use them. If these are seen or found in use during class time, they will be confiscated and sent to the principal's office. Please note that the procedure for returning this equipment varies depending on the school level. Use of such

devices during any kind of testing environment will be considered a serious offense to the ASA Honor Code.

SCHOOL TELEPHONES

Due to fact that our office telephones are in high demand and used for emergencies and important school business, students are not allowed to use office telephones for personal phone calls.

PROCEDURES FOR ANNUAL REGISTRATION

The annual registration of a student requires updating of all pertinent documents. This takes place in June of the prior school year for returning students. Information is sent home to all parents. There are separate registration procedures for new students/families, and these will be explained when families inquire about admission to the school. Failure to complete the documentation required is tantamount to failure to register, and the school can fill the available space.

TUITION AND FEES

Parents will receive an annual tuition payment schedule prior to the beginning of each school year. The annual tuition is divided into four quarterly payments. In compliance with our ASA Board Policy Manual, article 3200, a late fee is incurred each time a deadline is not met. This penalty is cumulative on a monthly basis. Please note that according to Board Policy 3200: "A student shall be eligible to attend class only after school fees that are due for each quarter have been paid in full prior to the first day of class for each billing period, or after a formalized payment plan to pay all expenses within a quarter shall be approved by the Director".

Payments made to the Business Office will always be applied to the longest standing debt.* For example, if a late payment fee is owed and a tuition payment is also due, the fee of whatever is paid will be applied to the late payment fee and the remaining balance to the tuition payment.

*Note: Only students whose accounts are paid to date may participate in school trips.

ELEMENTARY SCHOOL POLICIES

The elementary program seeks to fulfill the ASA Vision of "Developing, Respecting, Excelling". This vision guides faculty and staff as they work together to provide a high-quality education for our Paraguayan, American, and international students. The school provides the following program of study:

Elementary School Program of Study

Kindergarten 5	1 st – 3 rd Grades	4 th and 5 th Grades
• English Language Arts (Reading, Writing, Oral)	• English Language Arts (Reading, Writing, Oral)	• English Language Arts (Reading, Writing, Oral)
• Social Studies in English	• Social Studies in English	• Social Studies in English
• Science in English	• Science in English	• Science in English
• Math in English	• Math in English	• Math in English
• Spanish Language Arts and • Spanish Social Studies (45 minutes per day)	Spanish Language Arts (or SSL) ^a and Spanish Social Studies (or HCC) ^b (90 minutes per day)	• Spanish Language Arts (or SSL) ^a and Spanish Social Studies (or HCC) ^b (90 minutes per day)
	• Guaraní ^c (70 minutes a week)	• Guaraní ^c (70 minutes a week)
• Music(2 x's a week)	• Music (2 x's a week for 35 minutes)	• Music (2 x's a week for 35 minutes)
• Art (70 minutes a week)	• Art (70 minutes a week)	• Art (70 minutes a week)
• P.E. (2 x's a week for 35 minutes)	• P.E. (2 x's a week for 35 minutes)	• P.E. (2 x's a week for 35 minutes)
• Computer (35 minutes a week)	• Computer (35 minutes a week)	• Scheduled as need for projects

^a **SSL:** Spanish language learners are placed according to their ability in Spanish as a Second Language (SSL). Individual learning programs are created for each student in order to maximize accelerated learning in Spanish. All SSL students are mainstreamed into *Spanish Language Arts* as soon as teachers evaluate readiness. Such mainstreaming is a gradual process.

^b **HCC:** New international students are enrolled in Host Country Culture (HCC) which focuses on the culture, geography and history of Paraguay and Latin America. HCC students are mainstreamed into the *Spanish Social Studies* courses as soon as teachers evaluate readiness. For students who arrive with little or no Spanish, this usually occurs upon having completed one year of SSL/HCC. Such mainstreaming is a gradual process.

^c **Guaraní:** International students who enter in the 1st grade and above are able to take Guaraní for 70 minutes a week or may request other courses options from Building Principal and Paraguayan Program Coordinator.

PLACEMENT AND ASSIGNMENT OF STUDENTS TO CLASSROOMS

ASA uses the following guidelines for placement of students from Grades K-4 to 5th. We believe that every child can be successful in the elementary school, especially when classes are balanced to achieve the highest possible performance. As a result, our team of educators and administrators use the following range of factors in placing students:

- the child's physical and social maturity
- male/female balance in each class
- class size and demographics
- the child's interactions with other students
- the child's needs in social, emotional, and behavioral areas
- the child's intellectual development level
- the age of the child
- student friendships or extended family relationships
- separation of students who do not work well together
- the optimization of services of special student assistants
- the child's need for learning assistance or special education services
- the teaching style of the teacher and the learning style of the student
- the placement which will afford the child the greatest chance of success

HOMEWORK GUIDELINES

The following are homework guidelines for the amount of homework at each grade level. This represents all homework given for one evening (English/language arts, Castellano, math, science, etc). This is an estimated average time to complete homework assignments and it is understood that some students may take a little longer, while others may finish faster than these suggested times. Some teacher or grade levels may give less homework.

<u>Grade Level</u>	<u>Regular Homework</u>	<u>Independent Reading</u>
Kinder – 1 st grades	30 minutes	10 minutes
2 nd -3 rd grades	45 minutes	15 minutes
4 th – 5 th grades	60 minutes	20 minutes

REPORT CARDS AND STUDENT RECORDS

In order to provide a more accurate reflection of student learning, ASA provides a standards-based report card format. An educational standard is what a student should know, understand, or be able to do at the end of a unit of instruction. By using a common set of standards to assess student learning, teachers are better able to provide accurate feedback and guide future instruction.

In the elementary, a student's academic performance in regular classes from Kindergarten through Grade 3 is done using the following scale.

Achievement Indicators:

Meets standard: The student demonstrates thorough, in-depth knowledge of concept and skills. Performance is characterized by the ability to consistently apply skills with accuracy and quality independently.

Progressing Towards Standard: The student demonstrates understanding of basic concepts and skills. Performance is characterized by the ability to apply skills with increasing success. Performance varies in consistency with regard to accuracy and quality.

Does not meet standard: The student does not demonstrate understanding of basic concepts and skills. Performance is inconsistent even with guidance and support.

Not evaluated: The standard was not taught this quarter.

In Grades 4 and 5, these same achievement indicators are used; however, the teacher also assigns a letter grade for each content area.

GRADING SYSTEM

A course that has been pre-approved by the Elementary Principal may be taken on a Pass/Fail basis (Spanish as a Second Language, students with an identified Learning Disability, etc.). In those cases, a student must score at a 60% or above to receive the grade of "Pass". Students performing below a 60% who are enrolled in a course on a Pass/Fail basis will receive an "F" as the grade. At times an "X" is given as a grade. An "X" indicates that the student did not receive a grade for this class (this is usually given to students that have started late or in areas that the teacher did not cover during this marking period).

PARAGUAYAN AND AMERICAN PROGRAM REQUIREMENTS

In elementary school, students who fail courses will be required to make up those courses according to the Paraguayan and American Diploma requirements. Parents will be informed in writing of those requirements in the event of a failed course.

SOCIAL SKILLS AND WORK HABITS

At ASA, students are graded on their social skill and work habits using the same achievements indicators: meeting the standard, progressing towards the standard, does not meet standard, and not evaluated. The report cards contain the specific skills evaluated each quarter.

REPORTS TO THE MINISTRY OF EDUCATION

Grade reports are prepared by ASA and sent periodically to the Administrative and Pedagogic offices of the Paraguayan Ministry of Education (MEC) according to the national requirements.

ACADEMIC PERFORMANCE

All students are required to demonstrate successful performance in their studies. Students who do not perform satisfactorily will have their performance closely monitored by the classroom teacher, special needs teacher, school educational psychologist, elementary guidance counselor and ESL specialist. During grade level meetings, classroom teachers regularly meet to discuss the progress of all students particularly those experiencing difficulties.

If a teacher feels a student is not making sufficient academic or social progress despite repeated interventions and modifications to assist the student, the student may be referred to the Student Study Team. The SST is composed of the elementary principal, guidance counselor, school educational psychologist, reading specialist, and learning-support teachers. When a student is referred to the SST, the SST follows a six step process. The steps are listed below:

- 1. Identification of Needs/Clarification of Problems:** This step involves awareness of a student's needs and a gathering of existing information relevant to the SST Referral.

2. **Assessment:** The team observes the student, considers available assessment information, evaluates work samples and may administer other necessary informal assessment items which reveal data essential to respond to the request for service.
3. **Educational Plan:** All assessment data, knowledge gained from parent and student conferences, and classroom performance information are used to formulate plans for modification in the student's education program. Modifications may include various individualized classroom instructional strategies, environmental or behavioral accommodations, learning-support, or Counseling support, or tutoring. Strategies and techniques are proposed and agreed upon by all those involved in the implementation process. A timeline for follow-up and evaluation of progress is established.
4. **Implementation:** The agreed-upon strategies are put into effect in the students' educational and/or home setting for a specified time period. The team continues to monitor student progress and program effectiveness in relation to the original request for service. At any time the requesting teacher, parent, student or team may choose to renegotiate the plan.
5. **Follow-up and Support:** Implementation strategies are monitored and support is offered as the need is deemed. Results of interventions must be documented.
6. **Continuous Monitoring and Evaluation:** The team formally evaluates the student's progress at the times specified.

If a student continues to struggle academically or socially, the school may require testing to help determine the exact nature of the student's difficulties. Students who are diagnosed with a learning disability or who require outside support from a licensed clinical or educational psychologist will have regularly scheduled meetings throughout the school year. These meetings will occur at the beginning of the year, during progress report and report cards periods, before the end of the first semester, and at the end of the school year. Meetings will include teachers, guidance counselor, the school psychologist, learning support, parent(s) and the outside professional(s) working with the student. Outside professionals may include educational psychologists for academic support, clinical psychologists for emotional/behavioral support and/or neurologists for medication management. The purpose of the meetings will be to ensure the collaboration between school, home, and outside professionals.

ACADEMIC PROBATION (ACADEMIC ADVISEMENT AND ASSISTANCE PROGRAM-AAAP)

In the Elementary School, students who are unable to meet minimum academic standards will be placed on Academic Probation. Students in grades Kinder Four through second grade may be placed on Academic Probation for receiving several grades of DNM (Does not Meet). Students in Grades 4 and 5 may be placed on Academic Probation for receiving several grades of D and/or one or more Fs.

Academic Probation status results in the school providing students with an improvement plan in order to meet minimum performance requirements. Probation may last for one semester and incorporates a stringent monitoring system designed to help the student get organized, and prioritize his/her goals. In order to be taken off of probation, the student must significantly improve his/her grades by the end of the semester. The decision to remove an Elementary Student from Academic Probation is made by the Elementary Principal.

The probation system includes guidelines and a variety of activities for students, teachers, counselors, and parents. Parent conferences may be requested depending on student progress. Students may be invited to participate in these meetings to evaluate their own performance and agree on goals and strategies for the next marking period. If specific areas need addressing beyond weekly teacher assistance, then private tutoring or other forms of assistance will be recommended. Parents are expected to follow the school's recommendations promptly to assure their student's academic success.

Academic Probation has as its central purpose the goal of helping ASA students be successful. If continued academic support fails to achieve that goal, consideration must be made by the administration as to what will be the next step in meeting a student's need for successful learning. Students who remain on probation and cannot meet the school's standards, or who are repeatedly placed on Academic Probation, will be counseled to attend a school that better meets their educational needs.

OUTSIDE EDUCATIONAL PROGRAMS AND TUTORING

The school encourages students to be enrolled in supplemental academic and extracurricular activities. Many students take additional classes in their native language (French, Chinese, Portuguese, etc.) in order to maintain their native language. Others choose to join clubs that offer sports not offered at our school (e.g. rugby, horseback riding, swimming). Care should be taken to not exceed a student's capacity for learning by involving him or her in too many activities outside our rigorous academic program.

There are times when specific students need to receive tutoring. Students who are tutored on a regular basis need to advise the Counseling Office in writing. The guidance office maintains a list of available registered tutors for students looking for this kind of academic help. Please talk to our guidance office before you look for a tutor so that we can work together to have a good match for your child's needs.

KINDER 5 PROMOTION CEREMONY

Following the completion of Kinder 5, students receive their Promotion Certificates at a ceremony that is held in the school library. The ceremony is a celebration of the school year and will contain musical performances and the presentation of certificates by the Principal. Following the ceremony, students and their parents gather by the Kinder 5 classrooms for a small reception.

GRADE 5 PROMOTION CEREMONY

Following the completion of Grade 5, students receive a Certificate of Promotion awarded for completion of the elementary program at ASA. The ceremony takes place in the School Library at the end of the school year. A series of certificates and medals are awarded at this ceremony. ASA awards are designed to reward and encourage excellence. Students who are placed on the Honor Roll must have a B+ average or above (87%) in all subjects. Students who are placed on the Principal's Honor Roll must have a 90% average or above in all subjects. The Elementary Principal approves all award recipients.

INVITATIONS AND SCHOOL PARTIES

Birthday party invitations may be distributed at school only under the following terms:

- Invitations are given to the teacher at least two (2) days in advance
- Everyone in the section is invited, or all girls or all boys are invited
- At least two (2) extra invitations are included so that no one is left out

If your child is only inviting a few friends, invitations **may not** be distributed at school. Please be sure that you follow this rule so that feelings are not hurt.

If your child is celebrating his/her birthday, you may send in a special treat for the class that will be served during snack time or at 3:15 p.m. Please do not bring sodas for the students. Water, juice or milk are permitted. The treat should be something that is already cut (i.e. brownies or cupcakes). All teachers have special activities that take place in class when appropriate. Special days will be acknowledged; however, ASA does not hold birthday parties at school.

TOYS

Toys are not permitted to be brought from home. Children may bring outdoor PE equipment such as basketball and soccer balls. The school assumes no responsibility for the loss of personal items or equipment.

AFTER-SCHOOL ACTIVITIES

All students in elementary school are eligible and encouraged to join our after-school programs with the exception of Kinder 4 students and Kinder 5 students. However, students in K5 may join the Chess Club if an adult is supervising them. These elementary clubs are free of charge and provided by interested teachers who sponsor an activity for the semester. After-school clubs run from 3:30 p.m. to 4:15 p.m. See the elementary office for a list of clubs that your child may join.

Students wanting to participate in after-school sports may do so for a fee. These activities are usually soccer and basketball. These sports activities vary and are usually 2 days a week, from Monday through Thursdays. Please consult the Athletic Coordinator for exact times and activities.

NO student is permitted to stay after school unless they are involved in an after-school activity or sport. Students must be picked up promptly when the activity ends.

SCHOOL DISMISSAL AND PICK-UP

Please make certain that your child is picked up from school at the appropriate dismissal time. Kinder 4 and Kinder 5 students **MUST** be picked up at their respective classrooms. Please keep in mind that young children may become upset if they are not picked up on time. Kindly call the office if you will be late.

All Kinder 4 students must be picked from the classroom up by an adult. Older siblings (in 9th grade or above) may pick up K4 students. Kinder 5 students may be brought to school and/or picked up by siblings that are in sixth grade or higher with the permission of the parents.

No students of any grade level are permitted to go home with another student unless the parent has sent in written permission beforehand or called the schools guards to inform them. Students are not permitted to make calls from the Elementary Office at dismissal time to make their social plans. All students are told to go home first and then make their plans with their parents.

ATTENDANCE

Parent must notify the school ahead of time of all absences and late arrivals. Parents and students should advise the school in writing at least the day before of special attendance

problems by calling the Elementary Office. The office may be notified of absences due to illness the same day as the absence through a written letter, e-mail (elemsec@asa.edu.py), or phone call to the elementary secretary.

TARDINESS

Students who arrive at school after 8:00 am (after 12:30 p.m. for Kinder 4 afternoon session) are required to get a Late Pass from the Elementary Office in order to enter their classrooms. If a student is late three times he/she will receive a letter from the Principal. Please be reminded that students who arrive late interrupt valuable classroom instruction that begins promptly on time.

UNEXCUSED TARDIES

If a student is late to school without permission, they will be considered “unexcused tardy.” Parents will receive a letter when a student arrives late to school after the third incidence.

EARLY DEPARTURES

ASA recognizes the educational value of certain types of summer activities, such as camps, competitive tournaments of select teams, and field studies. Those parents who would like for their children to participate in these types of activities should request permission in writing at least a month before the end of school.

The Administration may approve or reject permission depending upon the student’s academic level and overall behavior. Permission to participate is not generally provided for those students who have demonstrated academic and discipline problems while at school.

Students are responsible to prepare for any exams that need to be made up and to learn the instructional material that was taught during his/her absence.

CONDUCT PROBATION

Students in elementary are expected to conduct themselves in responsible, respectful, and honest ways at all times. If a student fails to achieve this expected level of conduct, ASA supports corrective steps that teachers and administrators may take to address these misbehaviors.

At the end of the semester, the Principal’s Office reviews all the report cards and identifies students who are demonstrating unsatisfactory conduct. These students are then placed on Conduct Probation. In most instances, Conduct Probation is applied to those students who did not meet standard in many areas of social skills and work habits. A probationary contract is written up and made known to the parents and student with specific steps designed to better monitor and improve the student’s behavior. Participation in after-school sports and other extracurricular activities may be terminated if the probationary contract is broken (at the discretion of the principal).

Conduct probation lasts for a full semester. Students on conduct probation for more than three semesters put their continuation as a student at ASA at risk. **Three periods of conduct probation may result in a recommendation for expulsion.**

MIDDLE SCHOOL AND HIGH SCHOOL POLICIES

ACADEMIC PROGRAM

At ASA, a student's academic performance evaluation in regular classes is done by using number or letter grades that are based on the following standards:

Grading Standards

Percentage	Letter Grade	Description of Achievement	Grade Point Value (GPA)
97 – 100	A+	Exceeding All Standards Superior Performance	4.33
93 – 96	A		4.00
90 – 92	A-		3.67
87 – 89	B+	Good Performance Meeting or Exceeding Most Standards	3.33
83 - 86	B		3.00
80 - 82	B-		2.67
77 - 79	C+	Fair Performance Meeting Minimum Standards	2.33
73 - 76	C		2.00
70 - 72	C-		1.67
67 - 69	D+	Poor Performance Not Meeting Minimum Standards	1.33
63 - 66	D		1.00
60 - 62	D-		0.67
0 - 59	F	Unacceptable Performance Not Meeting Any Standards	0.00

REPORTS TO THE MINISTRY OF EDUCATION

Grade reports are prepared by ASA and sent periodically to the Administrative and Pedagogic offices of the Paraguayan Ministry of Education (MEC).

The relation between ASA's grading system and MEC's grading system is as follows:

<u>ASA</u>	=	<u>MEC</u>
A	=	5 Excellent
B	=	4 Good/Very Good
C	=	3 Average/Good
D	=	2 Below Average/Acceptable
F	=	1 Failing/Insufficient

COURSE CREDITS

In order to determine the value of a grade, every course is assigned a certain number of credits. A full credit course is a course that meets for an entire year. While dependent on whether the class is in Middle School or High School (different class schedules), each full year class generally meets for over 130 hours throughout the year. All other courses are given credits based on this standard. Therefore, a course that meets for one semester is worth .5 credits. Courses meeting 2 or 3 times per week during for one semester are worth .25 credits.

CALCULATION OF GRADE POINT AVERAGE (G.P.A.)

In order to compute a student's academic and conduct GPA, the school adds up the numerical points for all grades and divides this sum by the number of credits the student is taking. Students must maintain a 2.0 GPA to be considered in good standing, or they will be placed on the Academic Advisement and Assistance Program. Students who demonstrate poor academic performance (less than a 1.67 (C-) GPA) will be placed on academic probation. See section entitled "Academic Probation" for details.

HOMEWORK POLICY

Board Policy: Homework

6220

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.

Homework is an essential part of the learning process. It is the responsibility of the student and the parent to develop patterns of study at home. Each student is responsible for knowing his or her assignments. Agendas should be used at the beginning of the school year for students to keep track of such assignments.

Students must do their homework by themselves unless specifically instructed by teachers that the assignment needs to be done in a group. Parents should not allow students to do homework together and should remind students concerning the dangers of copying or plagiarism (see the ASA Honor Code) that can result when two or more students work on an assignment together.

As a general guideline, MS students can expect an average of between 1-1.5 hours of homework/review/study per evening, while HS students should expect between 1.5-2 hours. If students have concerns regarding the amount or type of homework assigned, they are encouraged to consult with the teacher. Advanced Placement classes are more academically rigorous and can be expected to exceed this general limit.

GRADUATION REQUIREMENTS

PARTICIPATION IN COMMENCEMENT EXERCISES

Students must fully meet all graduation requirements, including total earned credits, in order to participate in commencement exercises (graduation ceremony) and other graduation events sponsored by ASA.

Note: International students who arrive at ASA in the middle of a high school program which had been initiated at an institution with different graduation requirements may solicit a review of course work and an individual graduation plan. This graduation plan will require the fulfillment of all normal ASA requirements.

ASA is proud to recognize graduating students who demonstrate exceptional academic achievement. The Valedictorian and Salutatorian awards are recognized at graduation for students holding the top two cumulative-grade-point averages for grades earned at ASA for a minimum of two full academic years in High School. These honors will be determined at the end

of the third quarter of their senior year. In order to adequately determine a student's cumulative-grade-point average, all four years of high school grades must be based upon or converted to an American international school grading system.

CREDIT RECUPERATION DEADLINE

Students who fail to meet the necessary credits to graduate from ASA at the end of their 12th-grade year will have a maximum of five (5) year to recuperate their credits in order to earn the U.S. high school diploma.

Board Policy: High School Graduation Requirements
 Eight Semesters of full-time attendance in high school is required.

#6420

AREA	CREDITS	COURSES
English	4.0	4 full-year courses (9th, 10th, 11th, 12th):
Castellano	4.0	4 full-year courses (9th, 10th, 11th, 12th)
Social Studies	5.0	5 full-year courses (9th, 10th, 11th, 12th):
Estudios Sociales	4.0	4 full-year courses (9th, 10th, and 11th, 12th):
Science	4.0	4 full-year courses (9th, 10th, and 11th, 12th)
Mathematics	4.0	4 full-year courses (9th, 10th, and 11th, 12th):
Fine Arts	1.0	1 semester course per year (9 th , 10 th , 11 th , 12 th) (courses include art, music, or technology)
Physical Education	1.5	PE/Health 9 PE 10 PE 11 PE 12 2 semester-long PE electives
Guarani	2.5	2 full-year courses (9 th and 10 th) Partial course Grade 11 Guarani Partial course Grade 12 Guarani
Electives:	2.0	Students have a selection of languages and other electives.

32 TOTAL CREDITS FOR GRADUATION

INDEPENDENT STUDY AND DISTANCE LEARNING

When deemed necessary or appropriate by the School Administration, a student will be permitted to enroll in an independent study or distance-learning course. The School Counselor and Principal must recommend a student's enrollment in an independent study or distance-learning course as part of the approval process. Parents are responsible for all associated costs of external courses. As part of the process for making a final decision related to a recommendation, the Principal may consider, but not be limited to, the following criteria:

1. Enrollment in an independent study or distance learning course will not be granted if ASA offers a comparable course that is available to the student;

2. A student may generally take no more than one (a) independent study or distance learning course during a given semester;
3. A student must be under the direct supervision of a teacher or accredited distance learning provider as approved by the Principal and/or Director General; and
4. A detailed program of studies and evaluation criteria must be developed for the course of study.

A student can apply no more than five (5) total earned credits from distance learning or independent student courses toward the fulfillment of ASA's required number of credits for graduation.

COMMUNITY SERVICE REQUIREMENTS

In addition to the above academic requirements for graduation, all students must participate in a minimum of 80 hours of community service from grades 9-12 in order to earn a diploma. (See Board Policy #6420) This may be achieved through a variety of means such as community service programs at their grade level, Habitat for Humanity trips, special projects supported by student organizations, Intercollegial support, or assisting with athletic and artistic competitions and events. Each student's community service work must be documented by the student and will be evaluated by their class sponsor. Students have full responsibility to fulfill this requirement for graduation.

ADVANCED PLACEMENT PROGRAM

The Advanced Placement Program offers opportunities for qualified students to earn credits at North American universities while in high school. The AP exams are administered worldwide in May of each year. Students planning on taking AP courses are encouraged to consult with the teacher and counselor in advance since all AP courses have course prerequisites. For students enrolled in an AP course, sitting for the AP exam is the choice of each student and family, and an AP exam fee is payable by the student or parent to the College Board for each exam.

ACADEMIC PERFORMANCE REQUIREMENTS

HONOR ROLL CRITERIA

At the end of every academic quarter, Honor Roll certificates are given out as follows:

- ✚ All students achieving a quarter GPA of 3.50 to 3.74 are on the Honor Roll
- ✚ All students achieving a quarter GPA of 3.75 or above are on the Principal's Honor Roll

In order to be eligible for the Honor Roll, students must also have conduct GPA of 2.5 or better in all their classes as well as no suspensions.

ACADEMIC STANDARDS

All students are required to take a full course load of required and elective courses and demonstrate successful performance in their studies. In terms of overall performance, the school's expectation is that all secondary students will maintain a cumulative grade point average of no less than 2.0 (the equivalent of a "C" average). GPA's below 2.0 is considered to be below the standards of our school.

ACADEMIC ADVISEMENT

In both the High School and Middle School on a semester basis, students performing between a 1.67 and a 2.00 GPA will be placed on the "Academic Advisement". Notification of Academic Advisement status provides students and parents with an early warning that a student is struggling with the academic program requirements. Parents are encouraged to meet with classroom teachers to discuss ways for a student to improvement in the following quarter. In order to be taken off of advisement, the student must achieve a GPA above 2.00 at the end of the semester.

Student Status	GPA
Good Standing	+ 2.00
Academic Advisement	1.67 -2.00
Academic Probation	less than 1.67

ACADEMIC PROBATION

In both the Middle School and High School on a semester basis, students who are unable to meet minimum academic standards by falling below a 1.67 GPA will be placed on an Academic Probation Contract. Academic Probation status results in the school providing students with an improvement plan in order to help them meet minimum performance requirements. Probation lasts for one semester and incorporates a stringent monitoring system designed to help the student get organized, and prioritize his/her goals. In order to be taken off of probation, the student must achieve a GPA above 1.67 at the end of the semester. However, as stated above, any student who goes off Probation but still has a GPA between 1.67 and 2.00 will be placed on Advisement status.

MONITORING SYSTEM

Once a student is placed on Academic Probation, a probationary contract is written up and signed by the student, parent, principal and counselor. The contract outlines specific steps designed to better monitor and help the student improve his/her academic performance. Probation lasts for an entire semester and requires special attention from all involved. Students

on Academic Probation will have limited extracurricular activities according to the school's eligibility policy.

Probation I Status (1st Probation, non-consecutive)

- *Student may participate in sports and/ or extracurricular activities if their GPA is above 1.67 during the current quarter
- *Monthly parent meetings
- *No international field trips/events

Probation II Status (2nd consecutive Probation)

- *Student may participate in one sport and/ or extracurricular activity if their GPA is above 1.67 during the current quarter
- *Monthly parent meetings
- *No international field trips/events

Probation III Status (3rd consecutive Probation)

- * Students may not participate in any sports or extracurricular activity
- *Monthly parent meetings
- *No international field trips/events
- * Written updates / report will be sent to Director General who may choose to hold special parent meetings to discuss continuation at ASA and alternatives to keep the student enrolled in school

The probation system includes guidelines and a variety of activities for students, teachers, counselors, administrators and parents. Parent conferences may be requested depending on student progress. Students participate in these meetings, to evaluate their own performance, and agree on goals and strategies for the next marking period. If specific areas need addressing beyond weekly teacher assistance, private tutoring or other form of assistance will be recommended. Parents are expected to follow the school's recommendations promptly to assure their student's academic success.

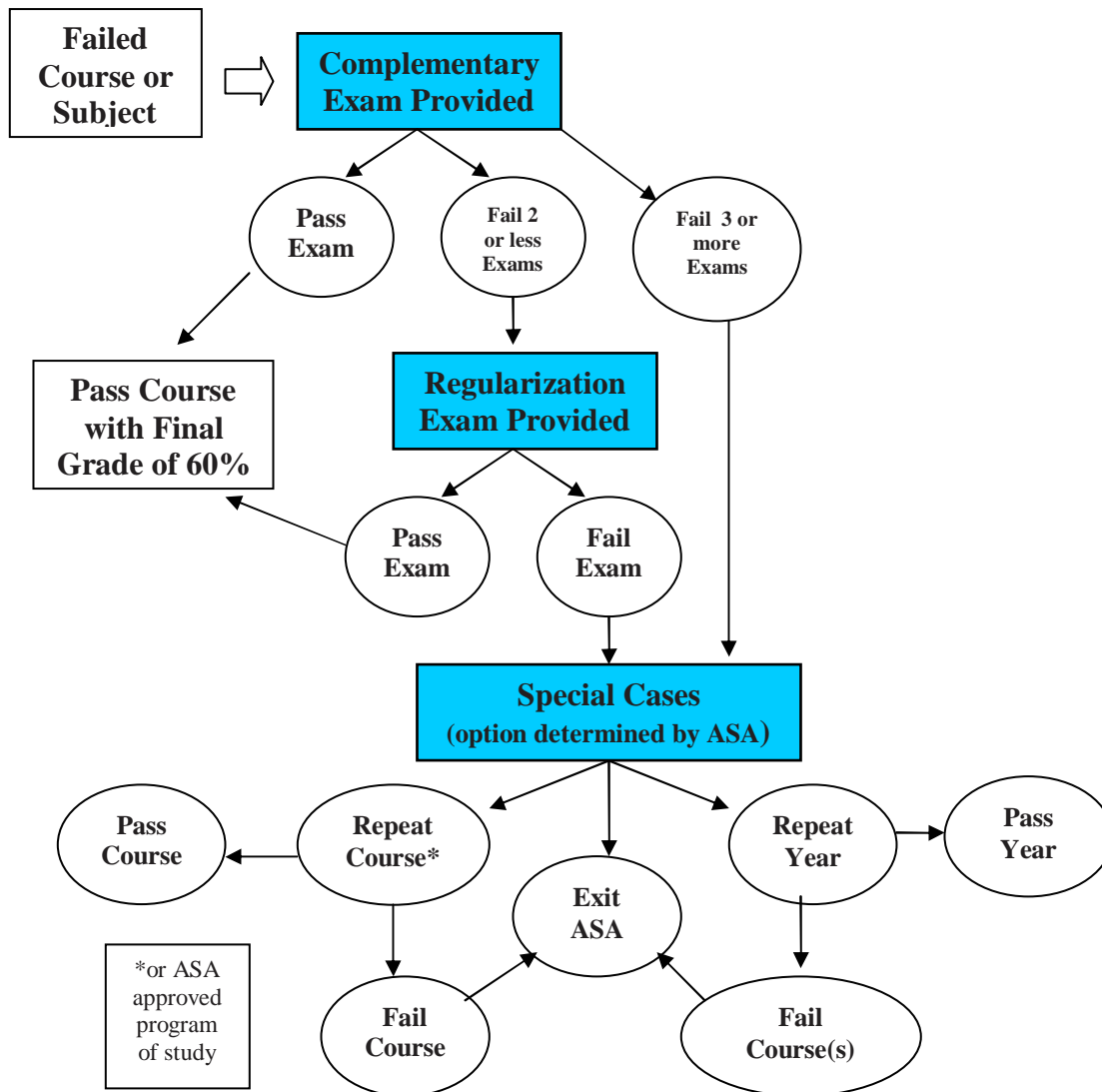
Academic Probation has as its central purpose the goal of helping ASA students be successful. If continued academic support fails to achieve that goal, consideration must be made by the administration as to what will be the next step in meeting a student's need for successful learning. Students who remain on probation and cannot meet the school's minimum standards will be counseled to attend a school that better meets their educational needs.

FAILED COURSES OR CREDITS IN MIDDLE AND HIGH SCHOOL PROMOTION POLICY

FAILED COURSES, FAILED OR REPEATED YEAR, MISSING CREDITS

Students in grades 4-12 must fulfill the requirements of ASA, MEC, and SACS for the satisfactory completion of their course of study and attainment of a passing grade of 60% (D-) or above for all courses or subject areas taken during the academic year. If a student fails three (3) or more courses or subject areas, the student must either repeat the academic year or exit ASA as determined by school administration. A regularization exam is generally taken one month

after a failed complementary exam as per MEC requirements, and a passing grade of 60% or more on the regularization exam will result in a final grade of 60% (d-) being posted on the student's report card and/or transcript. ASA will only allow a maximum of one year to be repeated by a student during grades 4-12 with no allowance for a student to repeat two consecutive grade levels. In the event that a student fails at the end of the academic year one or two courses at Grades 6-12 or one or two subject areas at Grades 4-5, the following flow chart outlines the process that must be completed in order to recuperate each failed course or subject area:



In addition to meeting the above academic-year requirements of ASA and MEC, students in high school must also recover all lost credits for any failed semester course required for graduation and the attainment of an accredited High School Diploma through SACS.

In order to earn the required credits to recover a failed semester course, the school administration will determine if a student must:

- 1) repeat the course to earn a passing grade,
- 2) complete an approved distance learning course, or
- 3) earn credit through an independent study course approved by ASA.

The missing credits from all failed semester courses must be recovered within one (1) semester from the end of the academic year in which the course was failed in order for a student to continue at ASA.

The last day for posting the successful recovery of missing credits will be on or before the first day of Semester Two; otherwise, the student will not be allowed to continue at ASA. Students who lack sufficient earned credits to remain on track for graduation with their current grade-level peers will not be allowed to matriculate to the next grade level and must either repeat the academic year or leave ASA based on the determination of the school administration.

ATTENDANCE

Student attendance in class on a consistent basis forms an integral part of the educational experience at ASA. Therefore, ASA expects punctuality to class and good attendance from our students. Parents are requested to notify the School Office of all absences and late arrivals. This notification does not necessarily imply that the absence will be “excused” by the school depending on the reason behind the absence.

Parents must send a note to the office after each student absence, stating the nature of the illness or the reason for the absence. Excuses are granted by the principal for reasons related to health, bereavement, or school-approved educational events. In the event of an excused absence, the student will have one additional day for each day missed (not counting the day of the return) to make up work including tests and quizzes.

Students have the responsibility to contact their teachers or fellow students to know what work is due or needs to be made up as well as any materials they need to bring after an absence. Failure to be prepared for class results in the student receiving a “zero” grade on the missing assignments or assessments.

Board Policy:	Student Absences	#7500
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.		

1. **Absences:** ASA students may have a maximum of 10 days absences from school per semester, regardless of whether they are excused or unexcused. Once a student has more than 10 absences, they may not receive the percentage of the grade for “classwork /participation”, they risk not receiving credits for the missed classes that semester, and they risk not being promoted to the next grade level. Once a student reaches 6 total absences in a semester, a letter will be sent to their parent for acknowledgement. At the 8th absence, a parent meeting with the principal is required. During the school year, college-bound juniors and seniors are granted up to five (5) total school days of excused absences for out-of-country visitation of universities.
2. **Morning Late arrivals:** Students must arrive by 8:30 a.m. and report to the Office to be admitted late to class. Failure to do so is considered a disciplinary infraction.

3. **Early dismissal** before the end of the school day also counts towards attendance totals. Two early dismissals will be equivalent to one absence.
4. **Participation grades** for the missed class cannot be made up at a later time.
5. Students who are absent for the entire day or even part of it may not participate in the extracurricular sports activities offered that same day.
6. In the event that a student has to schedule an appointment during school hours, the school must be advised the day before with a note signed by the parent or guardian.

TARDINESS

All students are to be in their classes and ready to begin working immediately after the bell rings to signal the start of each class period. Students who arrive after the tardy bell rings will be marked down as “late”. This is considered a disciplinary infraction, unless the late arrival is excused with a written pass. After the first class period of the school day, students arriving more than 5 minutes late to any class, event, or detention without a pass, can be referred to the Principal for “skipping class”. This is a serious disciplinary infraction with resulting consequences. Please see the Progressive Disciplinary Policy for further information about the consequences for repetitive tardies to school and class.

ABSENCES ON DUE DATES

Students who are absent on due dates and were at school when the assignments (including test dates) were given, are not excused from due dates. Students must send their work to school with another individual or through the internet. Students who are in need of an extension and are not at school should contact their teachers in advance of the due date. Failure to comply with the above requirements may result in the loss of academic credit. Non-fulfillment of providing assignments on time in any course can result in the loss of credit for any assignment during the academic year.

CONDUCT AND BEHAVIORAL STANDARDS

CONDUCT GPA

ASA students are graded on their conduct using the following scale. Conduct is used to determine eligibility for participation in Honor Societies, Honor Roll, School Awards, sports tournaments, and permanence in school. All students are given conduct grades in each class for every quarter. The students begin each quarter with a 4.0 Conduct grade point average (GPA) in each class. Students with Semester or Quarter Conduct GPA below 2.0 will not be eligible for any school awards for that quarter or semester; this includes both academic awards and any awards with a “citizenship” component in their criteria; nor will they be permitted to participate in any extra curricular activities that require two or more missed school days in the following semester. Students with a semester conduct GPA below 2.0 will be placed on a “Conduct Probation” contract. Students reaching Conduct GPA below 1.0 will be recommended for expulsion the moment they reach this limit.

Conduct Grade and GPA equivalency	CRITERIA
A = 4.0	Student demonstrates very good punctuality, self-discipline, cooperation, and respect for others

B = 3.0	Student demonstrates good punctuality, self-discipline, cooperation, and respect for others
C = 2.0	Student demonstrates satisfactory punctuality, self-discipline, cooperation, and respect for others
D = 1.0	Student demonstrates unsatisfactory punctuality, self-discipline, cooperation, and/or respect for others and regularly requires teacher attention to correct inappropriate behavior.
F = 0	Failing. Student demonstrates unacceptable behavior.

CONDUCT PROBATION

Conduct Probation is applied to those students with below a 2.0 average in conduct. A probationary contract is written up and made known to the parents and student with specific steps designed to better monitor and improve the student's behavior. Conduct probation lasts for a full semester. Participation in after-school athletics and extracurricular events are outlined below. Students on conduct probation for more than three semesters will be recommended for expulsion.

Probation I Status

- Students are not eligible to participate in any international field trips/events
- Participation in local, off campus activities subject to principal's approval
- Students may participate in after school activities if their Conduct GPA is above 2.0 during the current quarter.

Probation II Status

- Students are not eligible to participate in any international field trips/events
- Participation in local, off campus activities subject to principal's approval
- Limited to one extracurricular or sport activity if the Conduct GPA is above 2.0 during the current quarter.

Probation III Status

- Students are not eligible to participate in any international field trips/events
- Participation in local, off campus activities subject to principal's approval
- Student is not eligible to participate in sports or other extracurricular activities.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

In order for secondary students to be eligible for the after-school athletic and activities programs, they must meet the following criteria:

1. **Academics-** Secondary Students (Middle School and High School) must have at least a 1.67 GPA average in academic grades to be eligible to participate in after school athletics. Participation status will adhere to the Academic Probation Policy found in this manual. There will be no refund of the athletic fee to any student who has been taken off a team due to low academic performance.
2. **Conduct-** Secondary Students (Middle School and High School) must have at least a 2.0 average in Conduct grades to be eligible to participate in after school athletics.

Students must also be in good standing in their athletic or extracurricular activity participation and compliance with coach and group rules. If at any time a student does not follow the team rules, the student may be warned to comply with rules or removed from the team in the event of a serious infraction as determined by the activity advisor, coach, or Sports Director. There will be no refund of any associated fees to any student who has been removed from event participation due to behavioral problems. All outstanding school fees must be paid before participation in the co-curricular event occurs.

TESTING PROGRAMS

The school uses a standardized testing program in order to gather comparative data that may be used in the evaluation of the school program as well as applied to individual student cases. All students are required to participate in this program, which is generally conducted during school hours as one of the regularly scheduled activities of the school. ASA provides the Measure of Academic Progress test (MAP) for students in grade 3-10, the PSAT to grades 10th and 11th, and the SAT to the 11th grade.

SEMESTER EXAM EXEMPTIONS

There are situations where students may be exempt from final exams. In their junior and senior year, upperclassmen are given the opportunity to be exempt from their final exams under the following conditions:

- Juniors in their second semester or seniors in their first semester who have an academic average of 95% or better based on both quarters are eligible to be exempt from taking the final exam in that course. This exemption is applicable to all courses that are considered “junior” or “senior” level courses. Underclassmen who are advanced and taking these courses are also eligible for this exemption. There are certain courses that do not have this exemption; the teacher will advise students of this at the beginning of the semester through the course syllabus.
- Seniors in their second semester are exempt from exams in the courses where they have achieved an average of 95% or better over both quarters.
- Students in any grade who are leaving for a school approved program of academic study, before final exams are given, (this does not include summer camp) and who have an average of 95% or better based on both quarters are eligible to be exempt from taking the final exam in that course.
- Students who withdraw from school due to family relocation to another country may be exempt from their exams. This decision will be made by the principal in consultation with the child’s teachers. A written request must be made by the parent well in advance of the exam period.

In the case where a student is exempt, the student’s grade for that semester is the average of the two quarter grades. Students unable to take a final exam on a given date will receive “Incompletes” until they take the exam. Taking early exams is not allowed. Parents must request in writing for permission for alternate Final Exam dates.

The Guidance Office will coordinate and administer make up exams. It is the student’s sole responsibility to effectively prepare for any final exam that needs to be made up and to learn the instructional material that was taught during his/her absence.

Make up exams should be taken before a student begins the next school year or semester. Should this exam not be made up by the first week of school, then the grade for the exam becomes a "0" (zero).

TUTORING

Parents interested in finding a tutor for their children may contact the Counselor or Building Principal for a list of suggested tutors. ASA teachers may not tutor students for pay during school hours nor during their duty time. In addition, teachers may not tutor students enrolled in their own classes, unless specially approved in advance by the School Administration. Each teacher will offer a time after school to provide remedial help. Students should check with teachers for the schedule of these sessions.

STUDENT DRIVERS

Board Policy: Student Drivers

7550

In order for an ASA student to be allowed to drive onto the ASA school campus, the student must be 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. Irresponsible driving on the school campus will result in a student driver losing the privilege of driving on the school campus.

Prior notification and application is a must. Please expect at least 1 week in order to process this request once all the paperwork has been submitted.

APPENDIX

PURPOSES OF FUNDRAISING

Fundraising can be carried out by any school organization that has been approved by the school's administration and has an administration-approved faculty sponsor. Most fundraising is done by each individual class, the Student Council (STUCO), clubs, and other school organizations. However, other individual clubs with school sponsorship can open an account with the student government with approval by the school principal. Fundraising is designed to provide each organization with the necessary money to carry out their activities.

Board Policy: Soliciting Funds From And By Students

#1470

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 a contribution of no less than 5% to be made directly to the school's development fund.

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

FUNDS MANAGEMENT

The funds are kept in an account with the Student Council (STUCO). The Treasurer of Student Council (STUCO), through the supervision and overview of the faculty advisor and the endorsement of the principal manages accounts in both guaranies and dollars. The Student Council (STUCO) Treasurer, along with the club or class treasurer, is responsible for keeping track of the monies maintained in each class' account. Regular reports will be made and given to the principal, the faculty advisor, and all class treasurers, on a quarterly basis.

No group is allowed to keep a separate account and will be suspended from the ability to carry out activities should they fail to deposit their money in a timely fashion after any activity or if they are managing money outside of the school's supervision.

ACTIVITIES

Fundamentally, all fundraising should be done for the benefit of the specific student organization. The activities should have educational value in themselves as well as benefit an educational endeavor. All fundraising done using the name of the school must be approved in advance by the principal or Director General. Board Policy #7630 outlines the following:

“Student organizations will be required to obtain Principal approval and the designated faculty sponsor will monitor student funds, including sources, accounting, expenditures and provisions for safekeeping of funds. Students 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.”

Every class participates in fundraising given their special needs in their senior year. The following are the specific activities for which fundraising is needed, listed in priority of spending:

- Community Service Project(s)
- Graduation Ceremony
- Class Gift to the School
- Post-Graduation “Brindis” or Dinner Party
- Class Parties
- Senior Trip

It is every class responsibility to make sure that they raise enough money to cover the first four items on this list. These items are must-do items, and the burden of their expense should be given to the seniors as their way of giving back to parents, teachers, and school for the education that they have received. Should any money be left over after these expenses, it can be dedicated to the last two items on the list, in order of priority as listed.

Finally, any “residual funds from inactive student organizations, or unexpended funds left by a graduating class, will revert to the general student activity fund.”

PROCEDURES

Every organization involved in fundraising must have a person designated as the treasurer, who will be held responsible for the management of funds. They must be in constant communication with the Student Council (STUCO) Treasurer, Faculty Advisor and the School Principal who monitors an accounting of all the transactions that have taken place. The following are the criteria that will be held to for approval of fundraising activities:

- All fundraising activities should have educational value, involving as many members of the class, organization, team, club, or school as possible so that the most can benefit.
- The teacher who sponsors the activity should supervise all activities. This means ensuring that the handling of money is done in an organized fashion, with receipts and contracts that record all financial exchanges. This includes:
 - Money should always be counted in the presence of both a student, teacher, and parent when applicable.
 - Money should be deposited with the Principal immediately after the event, with a deposit slip signed by both the teacher, the treasurer of the organization, and the Principal. The Principal will then send the money and the receipt to the Business Office and the school's cashier will accept the money into the school's designated account for student funds, and provide an official receipt. This receipt will be copied to all parties.
 - An official record of the student fund status (update) may be requested from the Business Office through the Principal.
 - Money can only be withdrawn with the principal's signature of approval and must be requested in writing at least 1 week in advance, signed by the club/group sponsor and treasurer.
 - All money spent by any school organization must have the appropriate receipts presented beforehand, or immediately upon payment.
- The decision on how to spend the money of any organization will be made by the elected leaders of the organization along with their sponsor, in accordance with the priorities mentioned below.
- All monies will be handled by the Student Council Treasurer and Faculty Advisor, who will give regular reports at school meetings of the balance of all accounts.
- The Student Government executives (President, Vice President, Treasurer, and Secretary), with the approval of the Principal, will make all decisions concerning the investment of organization funds with the purpose of maintaining good returns and liquidity.
- All monies spent by any organization should have the purpose of:
 - Contributing to an active community service.
 - Contributing to an educational or directly school-related activity.
 - Contributing to the enhancement of the organization which is doing the fundraising.
 - Contributing to the betterment of ASA as an educational institution.
- Funds may not be spent on the purchase of alcohol. They also cannot be spent to the profit of any individual related to the organization or to the school itself.

All fundraising activities must be officially approved by the principal at least 7 school days before the activity.

ASA ACCEPTABLE TECHNOLOGY USER POLICIES AND GUIDELINES

Technology at ASA is a resource that furthers the educational and productivity goals of the school and its mission. ASA's technology includes the computers, the software, the network infrastructure, peripheral equipment (such as scanners, printers, mice, CD-ROM drives, LCD projectors, Plasma TV's and all A/V equipment) that supports the processing and exchange of electronic information both within the school and with the world at large. The community of ASA is expected to abide by the following technology guidelines and failure to do so will be met with ramifications by the appropriate supervising authority.

APPROPRIATE USE OF TECHNOLOGY ENVIRONMENT

- Staff and students should use the resources of ASA technology for educational and school related business. Personal use, such as web browsing, chatting, or e-mailing should be limited to after work hours or free times (lunch, etc). ASA's technology cannot be used for commercial purposes.
- Privately owned computer equipment is not to be connected to ASA's network without prior approval by the Technology team with the System's Manager approval.
- Equipment will be treated with respect and care. In the event that equipment is damaged as a result of negligence by an ASA user, that person will be financially responsible for replacing the equipment.
- For assistance regarding Technology use or equipment, students and staff should first use the ASA Help Desk to report the issue. If a student is in class or within a lab setting, they are first required to seek help or assistance from the supervising teacher, then they may seek the help of the associate technology supervisor (Computer teacher, technician, etc). Technical assistance will be provided on both a first-come, first-serve basis as well as priority determined by the Technology Team with the understanding that priority is determined based on the area of most impact for most people.

COMPUTER EQUIPMENT

- Computer equipment used off campus must be signed for with the appropriate Technology personnel (form on website). Only adult staff is eligible for this privilege. The signed document states specific responsibilities for the use of this equipment.
- Students are NOT allowed to use ASA equipment outside the ASA campus.
- The ASA Technology Team is not responsible for maintaining, servicing or providing software to staff or student personal equipment.
- Technology equipment may be donated to the school with the approval of the Board and the recommendation of the Technology Team.

ELECTRONIC FILES AND OTHER MEDIA

- Floppy diskettes, USB flash drives and CD's brought from home by staff and students will be scanned by anti-virus program installed on all of ASA's machines. Files from home that are not accessible within ASA's network or computers are not the responsibility of ASA's technology department.
- Staff and students should always save files in the server or on a back up drive. Never save work on the local computer. ASA Technology can only back up and be responsible for files saved in the appropriate location.
- ASA Technology will not guarantee back-up or recovery in the event of corruption, lost data

and/or hardware/software damage.

NETWORK AND INTERNET USE

- Users are responsible for remembering passwords and abiding by and maintaining security standards set by the ASA Technology Team and the network operating systems.
- Users must log out of the computer when work is completed to ensure security.
- ASA e-mail has been established as a means of communication.
- The availability and ubiquitous nature of internet communication makes e-mail vulnerable to viruses, spam and hoax mail. ASA has protected its network with anti-virus scanners on each computer system, including the main mail server. However, any user from home, in a non-protected environment can inadvertently spread viruses or spam. It is advised that all home users protect their equipment and install and maintain the latest anti-virus software.
- Use of the internet while on ASA's network should be of a professional and/or educational nature. Use of ASA Technology to view obscene, disruptive, pornographic, profane, vulgar, or threatening material will be dealt with swiftly and severely under the school discipline procedures.
- Use of the ASA network for the purpose of "streaming" media (audio or video) from the internet is prohibited without the authorization of the area supervisor.
- Do not send a computer file or program that may be malicious, disruptive, harmful or destructive to the computers, network within ASA or to the outside world. Do not attempt access to network resources that are not intended for the user. Any attempt at hacking in, deliberate destruction or corruption of the network will result in immediate suspension and potential expulsion from ASA.

PRINTING

- Staff and students will report printing problems to the area supervisor or the ASA Help Desk.
- Excessive use of color or printing multiple copies is to be discouraged.

Please note, that if a student violates the terms of this document, the student will be disciplined in accordance to the respective building-level policy. Repeated or extreme violations will result in the loss of use of any technology use on campus for the remainder of the school year from the date of the violation.