



BOARD POLICY MANUAL

UPDATED on April 24, 2024

GLOSSARY

Definition of Terms

Core Subjects – consists of those classes that meet every day (Language Arts, Math, Science, Social Studies, Castellano, Estudios Sociales, and Guarani --High School only)

Division Principal – The Principal for a specific School Division (Elementary School, Middle School, or High School)

Extracurricular Activities—includes after-school clubs/activities and events that are planned outside of the academic curriculum

Leadership Team – The Director General and Division Principals (Elementary Schools, Middle School, and High School)

MAP – Measures of Academic Progress – The standardized tests that ASA administers twice a year to students in Grades 3-10. We analyze the June-to-June growth of our students annually. Results are compared with other international schools, schools in AASSA (Association of American Schools in South America) and schools supported by the Office of Overseas Schools, U.S. State Department. MAP results are shared with parents.

Non-Teaching Staff -- all staff members who are not involved in teaching, including clerical (secretaries), finance, maintenance, and cleaning staff

PSAT -- is a standardized test administered by the College Board and co-sponsored by the National Merit Scholarship Corporation (NMSC) in the United States.

SAT -- a standardized test administered by the College Board widely used for college admissions in the United States.

School Division –ASA has three divisions: Elementary School, Middle School and High School

School-Sponsored Activity – Any activity that is initiated or supported by the School, authorized by the Division Principal in advance, and for which school personnel participate as chaperones

Specials Classes – consist of all classes that are not Core Subjects

UNA Exam – a standardized test provided by the *Universidad Nacional de Asunción* and used for admissions into the university.

Adopted on April 12, 2016 by Virtual Vote
Modified on April 21, 2016

BOARD POLICY MANUAL OF THE AMERICAN SCHOOL OF ASUNCION, PARAGUAY

GENERAL TABLE OF CONTENTS

<u>SCHOOL MISSION AND VISION, GOALS, GENERAL OBJECTIVES</u>	<u>0000</u>
<u>COMMUNITY RELATIONS</u>	<u>1000</u>
<u>THE BOARD OF DIRECTORS</u>	<u>2000</u>
<u>ADMINISTRATION</u>	<u>3000</u>
<u>BUSINESS & NON-INSTRUCTIONAL OPERATIONS</u>	<u>4000</u>
<u>PERSONNEL</u>	<u>5000</u>
<u>CURRICULUM AND INSTRUCTION POLICIES</u>	<u>6000</u>
<u>STUDENT POLICIES</u>	<u>7000</u>
<u>INDEX OF DELETED POLICIES</u>	

SERIES 0000

**SCHOOL MISSION AND VISION, GOALS, GENERAL
OBJECTIVES**

<u>School Mission, Vision and Core Values</u>	<u>0100</u>
<u>Inclusion Statement</u>	<u>0200</u>
<u>Goals</u>	<u>0300</u>

[Back to General Table of Contents](#)

SCHOOL MISSION, VISION AND CORE VALUES

ASA MISSION

The American School of Asuncion strives to be a model international learning community that empowers students to become responsible, proactive world citizens by providing a challenging and holistic education in a safe and caring environment

ASA VISION

ASA students will make the world a better place

ASA CORE VALUES

ASA values excellence, integrity, empathy, and respect

[Back to Series 0000](#)

Adopted on December 13, 1999

Modified on March 24, 2008

Modified on December 17, 2015 as approved on November 9, 2015

INCLUSION STATEMENT

At ASA we protect the inherent dignity and worth of each community member to ensure a sense of belonging.

Belonging is feeling respected, validated, embraced, and treated with fairness, fulfilling a fundamental human need for connection and acceptance.

We expect all community members to uphold the safety of themselves and others, seek greater intercultural understanding, and intentionally create an environment where everyone is recognized, celebrated, and empowered to contribute to our community in their own unique ways.

[Back to Series 0000](#)

Adopted on April 24, 2024

INSTRUCTIONAL GOALS AND OBJECTIVES

Our Goal:

The Board of Directors is committed to an educational program that meets or exceeds that which is required to meet the accreditation standards of the Paraguayan Ministry of Education and Sciences, and through an accrediting agency formally recognized in the database maintained by the U.S. Department of Education.

Our Objectives:

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

Cross Reference: 6000

[Back to Series 0000](#)

Adopted on July 25, 2007
Modified on December 14, 2022
Modified on April 24, 2024

COMMUNITY RELATIONS

SERIES 1000

Community Relations with the Public	1010
School Sponsored Media	1100
School Database	1110
School New Releases	1120
Other Media: Communications from Outside the Schools	1125
Exploitation of Students	1300
Responsibilities of Professional Staff	1400
Responsibilities of the Board	1410
Parent-Teacher Association	1415
Participation by Parents	1420
Parents' Advisory Committees for the Staff	1425
Parent Volunteers Assisting School Personnel	1430
Visits to the Schools	1435
Loitering of Causing Disturbance	1440
Anonymous Letters, Group Letters, Petitions, and Non-School Initiated Group meetings	1446
Participation in Community Life	1450
Complaints and Grievances	1455
Gifts to School Personnel	1460
Gift to Students	1465
Soliciting Funds from and by Student	1470
Advertising and Promotion	1475
Use of Buildings and Grounds	1480
• School Buildings and Grounds contract	
Environmentally Conscious and Environmentally Safe Campus	1481
Access to ASA Procedures and Materials	1485
Research Projects and Survey Requests	1490
Accreditation in the United States	1500
Recognition in the Republic of Paraguay	1555

[Back to General Table of Contents](#)

Policy 1010

COMMUNITY AND PUBLIC RELATIONS

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

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

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

[Back to Series 1000](#)

**Adopted on July 25, 2007
Modified on December 17, 2015**

Policy 1100

SCHOOL SPONSORED COMMUNICATION

The Leadership Team is responsible for all informational services to and from the public, except for those occasional matters the Board may wish to deal with publicly. The Leadership Team is encouraged to use all available means of communication to keep the goals, program, achievements and needs of the school before the school community, and when appropriate before the general public. The Director General may delegate authority to other members of the Leadership Team, but the ultimate responsibility is the Director General's.

INTERNAL COMMUNICATION: Official communication for each division will be pre-approved by the division principal. School-wide communication will be pre-approved by the Director General.

EXTERNAL COMMUNICATION: The Director General of the school shall prepare any news releases for the media. The content of the news release and other public information shall be approved by the Board of Directors.

[Back to Series 1000](#)

Adopted on November 12, 1994
Modified on April 12, 2016 by Virtual Vote

Policy 1110

SCHOOL DATABASE

All school's database information is confidential therefore will not be distributed to any governmental agency or other school-related or non-school related entities without the express written authorization of the Director General, unless required by law.

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

[Back to Series 1000](#)

Adopted on November 12, 1994
Modified on June 23, 2010
Modified on December 17, 2015

SCHOOL NEWS RELEASES

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

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

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

[Back to Series 1000](#)

Adopted on November 12, 1994

Policy 1125

COMMUNICATION FROM OUTSIDE THE SCHOOL

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

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

Cross Reference: 1300, 1410, 1490

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified on December 17, 2015
Modified on March 17, 2016**

Policy 1300

EXPLOITATION OF STUDENTS

ASA does not allow students to be exploited by organizations and/or individuals. All requests from groups or individuals for ASA students to participate or to distribute materials, with the exception of requests from school-connected organizations like the PTA or Parents' Advisory committees, will be referred to the office of the Director General to determine whether the requests comply with overall school purpose and policy.

In order to represent the school in a school sponsored activity, students must receive permission from the Division Principal in advance. The student(s) must be supervised by authorized school personnel.

Cross Reference: 1125, 1410, 1490

[Back to Series 1000](#)

Adopted on November 12, 1994
Modified on March 17, 2016
Modified on April 12, 2016 by Virtual Vote

Policy 1400

RESPONSIBILITIES OF PROFESSIONAL STAFF

ASA regards its professional staff as representatives of the school and expects them to be well informed concerning the school's educational philosophy, goals, policies and regulations, and to be familiar with and understand the educational program. Therefore, each year the Leadership Team will provide an updated faculty Manual and the professional staff will acknowledge their understanding and acceptance of the written policies and procedures. Questions directed to school personnel from the public sector merit straightforward and well informed answers.

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

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified on June 23, 2010
Modified on April 12, 2016 by Virtual Vote**

RESPONSIBILITIES OF THE BOARD

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

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

No board member will speak individually for or in the name of the Board unless so authorized by the Board.

Cross Reference: 1125, 1300, 1490

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified on March 17, 2016**

Policy 1415

PARENT-TEACHER ASSOCIATION (PTA)

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

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

General Procedures:

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

[Back to Series 1000](#)

**Adopted on May 4, 1999
Modified on March 17, 2016**

PARTICIPATION BY PARENTS

The Leadership Team may elect to invite parents of the school who are especially qualified because of training, experience, or personal characteristics to act as advisors individually or in groups as needed.

Cross Reference: 1425, 1435, 1480, 4510.

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified on June 23, 2010
Modified on April 12, 2016 by Virtual Vote**

Policy 1425

PARENTS' ADVISORY COMMITTEES

The Director General may establish Parent Advisory Committees as needed and shall keep the Board informed of its membership, purpose and progress.

The Board will also be informed of the persons appointed to such committees, of any changes in committee membership and an annual report of accomplishment.

The Director General will provide the Board with an annual report and appraisal of the participation of individual parents and groups.

Cross Reference:1420, 1435, 1480, 4510

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified on June 23, 2010
Modified on March 17, 2016**

**PARENT VOLUNTEERS ASSISTING SCHOOL
PERSONNEL**

Parental interest and involvement in the education of children can be a meaningful component of the school.

Volunteers who have been invited by the school shall work under the supervision and direction of the faculty and/or professional staff with the approval of the Leadership Team, who will determine the limits and scope of volunteer activities.

**Adopted on November 12, 1994
Modified on May 19, 2016**

Policy 1435

VISITS TO THE SCHOOLS

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

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

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

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified on May 19, 2016**

Policy 1440

LOITERING OR CAUSING DISTURBANCES

Any person who is not a member of the school staff or student body and who loiters on or about the school building or grounds without permission or who causes disturbances will be asked to leave.

Employees on the school grounds shall immediately report to the Division Principal anyone who appears suspicious or interferes with the peaceful conduct of the activities of the school. The Division Principal or the Director General shall immediately notify this person to leave the campus, and if he/she fails to obey the order, the Director General may summon the appropriate law enforcement officials.

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified on May 19, 2016**

Policy 1446

ANONYMOUS LETTERS, GROUP LETTERS, PETITIONS, AND NON-SCHOOL INITIATED GROUP MEETINGS

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

[Cross reference: 1460 -4255\(2\) - 7040](#)

[Back to Series 1000](#)

Adopted on October 15, 2015

Policy 1450

PARTICIPATION IN POLITICAL CAUSES

No individual or group of individuals may use the school as a support for a political cause, or as a base for political operation.

Cross Reference: 1120

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified on May 19, 2016**

COMPLAINTS AND GRIEVANCES

This administrative policy sets forth the specific procedure for resolution of complaints by students, parents/guardians and staff of the school. ("Complainant"). ASA is committed to resolving complaints in a fair and timely manner through a process in which all parties will have an opportunity to present their perspective and be treated with respect and dignity and confidentiality.

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

Before initiating an official grievance procedure, the Board of Directors expects that a complainant will follow the established lines of communication procedures as the initial attempt to resolve the complaint if at all possible. The final stage of taking a grievance to the Board should only be used when the steps below have failed to resolve the issue

I. SCHOOL-BASED PROBLEM SOLVING

Staff, parents and students work together frequently to problem solve issues and improve our processes with the goal of creating the best possible learning environment for students. This type of collaboration is the first step to resolving concerns.

1. The complainant is encouraged to first speak to the staff person involved. If the concern is not resolved through direct communication, the complainant is instructed to speak with the principal of the school. Principals have five calendar days to respond to concerns, which may include an in-person conference if requested by any involved party. If the concern is not resolved to the complainant's satisfaction, the principal shall inform the complainant of the Complaint Process.

II. COMPLAINT PROCESS

Formal complaints

Complainants can file a formal complaint at any time; they are encouraged, but not required, to engage in the problem-solving and/or the informal complaint process. If complainants are not able to resolve the concern through the problem-solving or informal process, they may file a formal written complaint with the Director. The receipt of the written complaint starts the 15 business day completion timeline. The complaint process concludes with the issuance of a written decision by the Director General. As further outlined below, the complainant at that point can either accept the Director General's decision or request an appeal to the Board of Directors.

Policy 1455(2)

Step1:

- A. The written complaint must be filed with the Office of the Director via letter, email or the written complaint form. The written complaint should include the name and contact information for the complainant, a description of the concern, and the respondent's name, if applicable. In order to facilitate the resolution process, it would be helpful if the written complaint also included the names of any other parties involved, including witnesses, a description of efforts to resolve the concern, and suggestions for resolution. The complainant shall receive a written acknowledgement of receipt of the complaint within 2 calendar days of submitting the written complaint.
- B. When applicable, the Director General will consult with legal counsel regarding pertinent school policy, and local and or embassy applied laws. All Formal Complaints will receive a resolution in writing within 15 business days of receipt of the complaint. The resolution will include information about the next steps in the complaint process.

Step 2:

If the complainant is not satisfied with the final decision of the Director General, the complainant may request an appeal in writing to school's Board of Directors. The appeal will include the concerns and information included in the original written complaint. Any new concerns or substantive information not previously submitted will be referred back to Step 1.

- A. The request for a Board level appeal shall be submitted to the Director General's office within 20 business days of the Director General's decision. The Board will vote on whether to consider and hear the appeal within 30 business days and/or the next scheduled board meeting following the receipt of the request for appeal. The Board will be provided with the written record of appeal, including documents submitted at Steps 1 and the decision of the Director General.
- B. The complainant will be informed within two days after the Board renders a vote on the appeal.

III. ADDITIONAL PROVISIONS

- A. Complainants may file Formal Complaints on their own behalf, or on behalf of their enrolled child, or about school policies or practices. Complainants cannot file complaints on behalf of another person or student.
- B. In order to both promote timely resolution of complaints and ensure the complaint process remains accessible, complaints must be brought within one year of the incident leading to the complaint, or within one year of the complainant learning of the incident leading to the complaint, whichever is later.

Policy 1455(3)

- C. If, during the course of the complaint process, concerns are raised that a specific staff has engaged in misconduct, the Director General will ensure that those complaints are referred through the appropriate personnel process.
- D. If a complainant does not feel safe addressing a concern directly with a staff member, such as in cases of harassment, the complainant may go directly to that staff's supervisor or the Director.
- E. No school staff, student or Board member may engage in retaliation against any person who files or participates in the complaint process. Any staff or student who engages in any form of retaliation against a person(s) for filing a complaint and/or for participation in an investigation or inquiry will be subject to disciplinary action. As defined in **Policy # 7280 Anti-Harassment/ Anti-Bullying**, "retaliation" is generally understood to mean: "experiencing an adverse impact after making or supporting a claim of harassment if the impact would deter a reasonable person from making such a claim."
- F. The timelines set forth above may be extended by majority consent of the Board of Directors.

Cross Reference: 5000, 5810, 7280, 7290

[Back to Series 1000](#)

Adopted on November 12, 1994
Modified on July 25, 2007
Modified on March 13, 2018
Modified on August 25, 2021

Policy 1460

GIFTS TO SCHOOL PERSONNEL

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

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

Gifts from the Board

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

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

[Back to Series 1000](#)

Adopted on November 12, 1994

Policy 1465

EXTERNAL AWARDS TO STUDENTS

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

Cross Reference: 1460, 7640

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified on June 23, 2010**

Policy 1470

SOLICITING FUNDS FROM AND BY STUDENTS

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

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

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

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

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

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

Cross Reference: 1475, 1480, 4410, 7630

[Back to Series 1000](#)

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

Policy 1475

ADVERTISING AND PROMOTION

Commercial and Non-School Agency

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

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

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

Cross Reference: 1470, 1480, 4410
[Back to Series 1000](#)

Adopted on November 12, 1994
Revised on December 15, 2008

Use of Buildings and Grounds

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

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

/
Adopted on November 19, 2002
Modified on May 7, 2007
Modified on May 21, 2015

Policy 1480 (2)

The following preferences will be employed in granting permission of use the school's facilities:

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

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

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

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

[Back to Series 1000](#)

**Adopted on November 19, 2002
Modified on May 7, 2007
Modified on May 21, 2015**

Buildings and Grounds Contract

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

_____ for the purposes of the following event:

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

Full Name

ID number

Home Phone number

Cell Phone Number

E-mail address

A. The following requirements are to be fully complied with in use of the school facilities:

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

- 14) Any/all members or representatives of the group/entity are to display cooperation and compliance at all times with the school's security personnel and representatives from the athletic department.

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

B. The following preferences will be employed in granting permission of use the school's facilities:

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

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

Acceptance by Group/Entity Representative

Date

Approval of Athletic Director

Date

Approval of Director General

Date

P.S. A copy of this agreement will be maintained by ASA's Athletic Director, Business Manager, and Head of Security and/or designated representative.

[Back to Series 1000](#)

ENVIRONMENTALLY CONSCIOUS AND ENVIRONMENTALLY SAFE CAMPUS

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

[Back to Series 1000](#)

Adopted on December 13, 2012

ACCESS TO ASA PROCEDURES AND MATERIALS

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

[Back to Series 1000](#)

Adopted on November 12, 1994

RESEARCH PROJECTS AND SURVEY REQUESTS

1. PURPOSE

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

2. POLICY STATEMENT

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

3. PARAMETERS

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

Policy 1490 (2)

- 3.11 Quality assurance studies, performance reviews or testing that is within the realm of Board mandate and normal educational requirements are not subject to this Board review process.

4. DEFINITIONS

4.1 Research

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

4.2 Internal Research

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

4.3 External Research

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

5. RESPONSIBILITIES

5.1 Research Advisory Committee (Director General, Building Principal, ASA Board Member as assigned by the Board of Directors)

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

5.2 Director General

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

5.3 Principals

- A) To ensure adherence to the Board research policy, parameters and guidelines;

Policy 1490 (3)

- B) To determine their schools' involvement and participation in internal and external research projects or surveys approved and recommended by the Research Advisory Committee;
- C) To inform and communicate details of the research project or survey and obtain necessary permissions prior to commencement.

5.4 Researchers

- A) To ensure that their research complies with all aspects of the Board research policy, parameters and guidelines;
- B) To submit requests to conduct internal or external research to the Research Advisory Committee;
- C) To cooperate to the fullest extent with school principal(s) and Director General throughout the process; and
- D) To perform at all times with the highest level of ethical and professional standards.

[Back to Series 1000](#)

Cross Reference: 1125, 1300, 1410, 1490

First Adopted: March 15, 2010

ACCREDITATION IN THE UNITED STATES

The school shall maintain an institutional level of educational standards through routine accreditation by an established and reputable accrediting agency formally recognized in the database maintained by the U.S. Department of Education. It shall be the responsibility of the Director General to inform the Board of new and emerging standards for member schools so that the necessary planning and improvement takes place to maintain accreditation.

Cross Reference: 1555

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified on December 14, 2022**

Policy 1555

RECOGNITION IN THE REPUBLIC OF PARAGUAY

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

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

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

Cross Reference: 1500

[Back to Series 1000](#)

**Adopted on November 12, 1994
Modified July 25, 2007**

THE BOARD OF DIRECTORS

SERIES 2000

School Governance	2100
Powers & Duties of the Board of Directors	2110
Board Representation	2120
Board Member Responsibilities	2130
Board Member Conflict of Interest	2140
Board Goals & Objectives	2150
Election of Board Members	2200
Composition and function of the Nominating and Oversight Committees	2205
The Office of Trustee	2210
Board Orientation & Training	2220
Board Member Compensation & Expenses	2230
Resignation of Board Members	2240
Board Member Removal from Office	2250
Vacancies on the Board	2260
Board of Directors meetings	2265
Board Officers	2300
Ambassador's Representative	2310
Board Committees (Regulations)	2320
Board-Director General Relationship	2330
Regular & Extraordinary Board Meetings	2400
Executive Sessions	2410
Community Members Attendance at Board Meetings	2420
Agenda Preparation & Dissemination (Regulations)	2430
Board Voting Method	2440
Board Minutes	2450
By-laws of the Board – Minutes	2455
Board Policy Manual (Regulations)	2460
Board Policy Development (Regulations)	2500

[Back to General Table of Contents](#)

Policy 2100

SCHOOL GOVERNANCE

The American School of Asuncion will be governed in accordance to its statutes, the civil code and supplementary laws, the school's Policy Manual, Student Parent and Community Manual, its regulations and procedures in that order. (Art III section 5-share wording with committee).

ASA's statutes stipulate, that its maximum authority is the Parents Assembly held at the school. The Parents Assembly will be made up of all parents and legal guardians of children who are registered in the school, and each parent and legal guardian will have the right to one vote. Each parent or legal guardian of student from ASA who attend the assembly will have voting rights. Those who do not pay their tuition installment or who are not current in their payment will not have voting rights. Two ordinary Parent Assemblies will be held during the school year, at the school premises. The first one will be held between August 16 and August 31, and the second between March 15 and March 31 (Art. IV).

ASA is directed by a Board of Directors whose members are designated by the Parents Assembly, which may also remove and replace them. The Board of Directors represent the entity, and has the obligation, the attributes and the necessary power to carry out the school's purposes mentioned in the statutes. The attributes and necessary powers are established in (Art. V section 1) of the statutes.

The Board of Directors shall hire a Director General who shall be in charge, under the Board of Director's authority, of the general management of the school's curriculum, teaching and administration, with responsibility consistent with school's statutes, the Policy Manual, Student, Parent and Community Manual and its established regulations and procedures.

[Back to Series 2000](#)

**Adopted on August 17, 2001
Modified on February 23, 2017**

Policy 2110

POWERS & DUTIES OF THE BOARD OF DIRECTORS

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

- (a) To authorize the President and Treasurer or any other member of the Board of Directors who acts in these capacities to jointly represent the school in all and any act or contract, whether civil, commercial, criminal, tax, administrative, banking or legal.
- (b) To acquire, by any title, free or onerous, all kinds of real estate, movable property and of any other sort, and to transfer ownership or pledge them as a mortgage, lien or other right over real property, or receive these as a borrower, user or lessee, take out loans, credit and all types of debts with or without a guarantee secured by real property.
- (c) To carry out all types of transactions with national and international banks; open, transact and close accounts; deposit and withdraw deposited funds;
- (d) To issue, endorse, transfer and cash checks, drafts and promissory notes, letters of credit, and other credit and commercial documents, remove, amortize, cancel and make innovations; collect and pay loans, assets and liabilities;
- (e) To confer, substitute and revoke powers of attorney.
- (f) To grant and sign the required private and public instruments and to carry out any legal act directly or indirectly related with the purposes of the entity; being that the previous enumeration is only declaratory and not limiting;
- (g) To design and amend operational policies, which do not require statutory changes, but are necessary for a better implementation of these Statutes; and assign to the Director General the responsibility of executing these policies.
- (h) To summon a Parent Assembly for occasions stipulated in these Statutes and prepare the corresponding agenda.
- (i) To resolve everything not anticipated for in these Statutes, as long as it directly or indirectly relates to the ASA's goals and without prejudice to the powers granted by the law and these Statutes to the assemblies.
- (j) To hire and or dismiss a Director General who will be responsible to the Board of Directors for managing the school.
- (k) To support the Director General against any attempt to interfere with the execution of his (her) administrative functions in complying with Board policies.
- (l) To review, modify, reject, and/or approve the school's annual budget.
- (m) To review changes in the staffing plan and delegate the hiring, evaluating, and dismissal of all staff personnel to the Director General.

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

Modified on August 17, 2001

[Back to Series 2000](#)

Modified on June 9, 2009

Policy 2120

BOARD REPRESENTATION

Under ASA's bylaws, the Board of Directors is the School's governing body. As such, the Board of Directors exercises authority as a collective body and only through decisions adopted at a duly convened official meeting in accordance with School's bylaws and any applicable policy of the school Policy Manual.

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

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

Cross Reference: 2130, 2140, 5540

[Back to Series 2000](#)

**Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified on August 17, 2001
Modified on February 23, 2017**

Policy 2130

BOARD MEMBER RESPONSIBILITIES

Each Board member has the duty:

1. To actively support and promote the school's mission, vision and strategic goals
2. To be familiar with the school's Bylaws and policies as established in the school's Policy Manual
3. To assume an active role in carrying out the responsibilities of the Board of Directors as stated in the Bylaws and policies as established in the School's Policy Manual.
4. To attend all Board and Board committee meetings to the maximum extent possible, to be prepared for these meetings, and to participate fully in all matters.
5. To accept and support board decisions, and to recognize that the Board operates as a collective body and to refrain from requesting any information to the business office in behalf of the Board unless duly authorized by the Board
6. To remember at all times that no member has legal authority outside the meetings of the Board, except as specifically granted by the Board and the School's Bylaws.
7. To actively participate in the discussion and adoption of policies by which the School is to be governed and to recognize that the Director General implements policy.
8. To maintain the confidentiality of privileged information while on the Board and after leaving the Board.
9. To refer directly to the Board with copy to the Director General, complaints, requests, or criticisms addressed to them individually, before these are considered by the Board.
10. To oversee the financial management of the school.
11. To guard against conflict of interest according to policy...
12. Board members shall recognize the difference between their role as parents and as Board members.

Cross Reference: 2120, 2140, 2330

[Back to Series 2000](#)

Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified on August 17, 2001
Modified on October 5, 2010
Modified on February 23, 2017

Policy 2140

BOARD MEMBER CONFLICT OF INTEREST

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

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

1. Purchase of Goods and Services Requiring Board Approval. Board members shall inform the Board of any individual financial or personal interest in a company from which the school is considering purchasing goods and/or services which require Board approval. The purchase of goods or services from a company in which a Board member has any financial interest shall require an affirmative vote from a majority of Board members with the concerned Board member(s) abstaining from voting and the discussion of the matter.
2. Personnel Employment. Individual Board members shall not attempt to influence the hiring or dismissal of School personnel. The School cannot employ a relative of a Board member currently serving or elected to serve in office. This would not preclude a relative of a Board member from being considered for a position as a paid employee; however, the relative can only be hired if the Board member resigns.

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

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

Cross Reference: 2120, 2130, 5540, 5030, 5545, 2110, 2140,3115

[Back to Series 2000](#)

**Adopted on August 17, 2001
Revised on April 19, 2010**

BOARD GOALS AND OBJECTIVES

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

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

[Back to Series 2000](#)

**Adopted on August 17, 2001
Updated on November 9, 2009**

ELECTION OF BOARD MEMBERS

Composition of the Board of Directors

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

Nominations for Board Positions

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

Length of Board Terms

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

Voting Procedure for Board Elections

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

Policy 2200(2)

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

Cross Reference: 2240, 2260, 2310

[Back to Series 2000](#)

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

COMPOSITION AND FUNCTION OF THE NOMINATING AND OVERSIGHT COMMITTEES.

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

Composition of the Nominating Committee.

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

Functions of the Nominating Committee:

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

Policy 2205(2)

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

Decisions of the Nominating Committee.

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

OVERSIGHT COMMITTEE.

1. Composition of the OVERSIGHT committee.

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

To be a member of the Oversight Committee, the following requirements must be met:

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

Policy 2205(3)

Functions of the Oversight Committee and procedure to apply:

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

To vote, the process shall be as follows:

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

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

When the counting is finalized, the members of each table shall fill in the form corresponding to their portion of the voters on the rolls and shall sign, indicating their document number at the side, and shall deliver it to the general Coordinator.

Policy 2205(4)

The general coordinator shall read the results and proclaim the elected authorities to the Assembly. Following this, all documentation shall be delivered to the General Director for administrative and legal processing.

Invalid votes

Votes shall be considered invalid in the following cases:

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

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

Decisions of the Oversight Committee.

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

[Back to Series 2000](#)

**Adopted on April 25, 2012
Modified on December 14, 2022**

THE OFFICE OF TRUSTEE

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

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

[Back to Series 2000](#)

Adopted on August 17, 2001

Policy 2220

BOARD ORIENTATION AND TRAINING

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

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

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

[Back to Series 2000](#)

**Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified on August 17, 2001
Modified April 25, 2012**

BOARD MEMBER COMPENSATION AND EXPENSES

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

[Back to Series 2000](#)

Adopted on August 17, 2001

RESIGNATION OF BOARD MEMBERS

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

Cross Reference: 2200, 2260, 2310

[Back to Series 2000](#)

Adopted on August 17, 2001

BOARD MEMBER REMOVAL FROM OFFICE

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

[Back to Series 2000](#)

Adopted on August 17, 2001

Policy 2260

VACANCIES ON THE BOARD

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

Cross Reference: 2200, 2240, 2310

[Back to Series 2000](#)

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

BOARD OF DIRECTORS' MEETINGS

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

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

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

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

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

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

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

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

Adopted on November 12, 1994

Modified on June 23, 2010

Modified on March 17, 2016

[Back to Series 2000](#)

BOARD OFFICERS

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

A. Duties of the President

The Board president will:

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

B. Duties of the Vice-President

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

C. Duties of the Treasurer

The Board Treasurer will:

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

Policy 2300(2)

D. Duties of the Pro-Treasurer

The Board Pro-Treasurer will:

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

E. Duties of the Secretary

The Board Secretary will:

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

[Back to Series 2000](#)

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

Modified August 17, 2001

Modified on June 23, 2010

U.S. AMBASSADOR'S REPRESENTATIVE TO THE BOARD

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

Cross Reference: 2200, 2240, 2260

[Back to Series 2000](#)

BOARD COMMITTEES

The Board of Directors shall establish committees when it is deemed necessary to carry forth specific annual goals and objectives, or for counsel and assistance in the performance of its duties. In a September meeting, the Board shall determine its goals, its work objectives, and the committees required to carry out its agenda. The Board has authority to dissolve committees and/or committee membership at any time.

These committees must follow school policies and operate under the direction and authority of the Board. Their main goal is to achieve an efficient use of resources and information which will enable the Board to make informed decisions in all instances.

The Board of Directors establishes two types of committees: standing committees and ad hoc committees. Standing committees exist to serve long-term ongoing governance responsibilities. Ad hoc committees exist for a particular purpose within a Board-defined timeframe and should be dissolved once the purpose is met. Typically, ad hoc committees will exist within one school year.

The Board of Directors establishes three standing committees: (1) Finance Committee, (2) Policy Committee, and (3) Buildings and Grounds Committee.

All other committees may be established as ad hoc committees per Board decision.

The following applies to all Board Committees.

- A. Committee Confidentiality. Committee members shall maintain confidentiality during and after their terms, recognizing that their access to School activities and records is granted by the Board solely for the purpose of advising the Board. The publicizing of committee findings, recommendations, or any related information is at the sole discretion and approval of the Board, and does not lie with the committee.
- B. Committee Authority. No committee, established by the Board, shall have policy-making authority. Committee responsibility is limited to providing information and recommendations to the Board or as otherwise stated in the school's statutes. The Board of Directors retains all authority to approve or disregard committee recommendations.
- C. Committee Composition. The Board shall strive to reflect the diversity of its parent community within the committees. Insofar as it is possible, each committee shall include members from the USA, Paraguay, and third nationalities, as well as a balance of gender and student-level representation. Committee recruitment should be concurrent with the August parent assembly preparations.

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

Each committee shall be made up of a minimum of 5 and a maximum of 10 designated members, of which two shall be members of the Board of Directors. Additionally, the Board President and Director General will serve as ex-officio members of all committees. The Committee Chair must be a member of the Board designated by majority vote of the Board. Committee members serve a one year term and may be re-appointed. Membership is contingent on missing no more than 2 consecutive or 3 total meetings.

D. Committee Reporting. Each committee chair is expected to develop a statement of purpose and objectives for his/her committee, and make written progress reports at Board meetings which immediately follow committee meetings. Committee chairs will present a final written report at the end of the school year which summarizes activities, recommendations, and follow up actions to be taken. Each committee shall choose a secretary, who is not a Board Member, to take notes at each meeting. Meeting notes will be shared with committee members and the Director General after each meeting. Meeting notes should include an accurate record of committee recommendations. In case of dissenting opinions, those should be noted for Board reference as well. The Committee Chair shall share Board of Director decisions with the committee for informational purposes.

E. Committee Fundamentals: Each committee shall be clearly guided as to:

- Its goals and objectives.
- The limits of its authority and responsibilities
- The limits and procedures concerning access to School facilities, personnel, and records.
- The resources available
- School policies and procedures applicable to its assigned responsibility.
- Each committee shall have a regularly updated 1-3 page document that specifies details for each of these guidelines. Each committee member shall have a copy of this document at the beginning of their term.
- The Board President and Director General should coordinate training for Committee Chairs and Committee Secretaries at the beginning of each year.

Cross Reference: 3115

[Back to Series 2000](#)

**Adopted on August 17, 2001
Modified April 26, 2023**

Policy 2330

BOARD-DIRECTOR GENERAL RELATIONSHIP

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

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

To foster that relationship, the Board and individual Board members will:

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

The Director General, in turn, is expected to:

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

Cross Reference: 2130

[Back to Series 2000](#)

Adopted on August 17, 2001

Policy 2400

REGULAR & EXTRAORDINARY BOARD MEETINGS

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

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

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

Cross Reference: 3120

[Back to Series 2000](#)

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

EXECUTIVE SESSIONS

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

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

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

[Back to Series 2000](#)

Policy 2420

COMMUNITY MEMBERS ATTENDANCE AT BOARD MEETINGS

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

The following procedures have been established:

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

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

Cross Reference: 1010

[Back to Series 2000](#)

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

AGENDA PREPARATION, FORMAT AND DISSEMINATION

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

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

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

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

[Back to Series 2000](#)

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

Modified on August 17, 2001

Modified on September 2, 2014

BOARD VOTING METHOD

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

[Back to Series 2000](#)

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

BOARD MINUTES

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

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

Cross Reference: 1010, 2455, 4410

[Back to Series 2000](#)

MINUTES

The minutes of the meetings of the board shall include,

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

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

Cross Reference: 1010, 2450, 4410

[Back to Series 2000](#)

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

Policy 2460

BOARD POLICY MANUAL

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

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

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

Cross Reference: 1010, 1120, 2460, 3430

[Back to Series 2000](#)

Adopted August 17, 2001

Policy 2500

BOARD POLICY DEVELOPMENT

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

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

A. Policy Proposals

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

A proposed policy will go to the Board:

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

B. Policy Adoption

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

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

Policies are effective upon their approval or date set for implementation. Approval of each policy shall be noted in the minutes of the meeting with copies to be distributed for inclusion in the Board Policy Manual.

Policy 2500(2)

C. The Absence of Policy

Generally, all policies of the Board shall be formalized and made part of the Policy Manual. However, it is recognized that in the absence of such a written policy, previous decisions by the Board will be perceived as policy based on precedent. In order to prevent confusion about Board intentions, the minutes should make it clear whether (1) a particular decision is rendered with the intention to set precedent or to change the existing policy; or (2) a particular decision is to be seen as a single case, NOT intended to set a precedent or to change existing policy.

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

Cross Reference: 3420

[Back to Series 2000](#)

**Adopted for the Policy Manual on November 12, 1994 as derived from ASA Statutes.
Modified August 17, 2001
Modified on June 23, 2010**

ADMINISTRATION

SERIES 3000

Central Administrative & Supervisory Personnel	3100
Director General of the School	3110
Director General's Duties and Responsibilities	3115
Administrative Responsibility during the Director General's Absence	3120
Paraguayan Program Coordinator	3150
Business Manager	3200
Divisional Principals Duties and Responsibilities	3300
Consultants	3350
Administrative Operations	3400
Organizational Units and Structural Relationships	3405
Line of Responsibility	3410
Councils, Cabinets and Committees	3415
Administrative Leeway in Absence of Board Policy	3420
Policy and Regulations Systems	3425
Effective Community Communications	3430

[Back to General Table of Contents](#)

Policy 3100

CENTRAL ADMINISTRATIVE & SUPERVISORY PERSONNEL

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

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

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

Cross Reference:3100

[Back to Series 3000](#)

Adopted on November 12, 1994

Policy 3110

DIRECTOR GENERAL OF THE SCHOOL

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

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

Qualifications

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

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

Selection

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

Term of Office and Compensation

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

Authority

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

[Back to Series 3000](#)

Adopted on November 12, 1994

Policy 3115

DIRECTOR GENERAL'S DUTIES AND RESPONSIBILITIES

The Director General shall serve as the Chief Executive Officer the Board of Directors, and shall be charged with the responsibility of implementing all school policies.

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

A. General Administrative Responsibilities

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

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

B. Responsibilities for Personnel Management

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

Policy 3115(2)

C. Responsibilities for the Academic Program

a) Curriculum

- 1) Maintain provisions for a school-wide curriculum.
- 2) Keep teachers informed of curriculum revisions, when impacting grade level and/or course content objectives.
- 3) Recommend courses of study consistent with the curriculum at all levels.
- 4) Select and purchase suitable textbooks to support instruction of the established curriculum.

b) Academic Standards

- 1) Establish standards of student accomplishment for passing (and higher) grades, assuring uniformity within classes and consistency between classes for such standards so that they may be applied equitably during scholarship decisions.
- 2) Maintain student files containing grades, health records, disciplinary remarks, and teacher comments on individual students.
- 3) Establish and maintain rules of student conduct.
- 4) Receive support recommendations of teachers concerning student discipline, as appropriate.
- 5) Set and maintain the standards for teacher conduct and efficiency.

D. Responsibilities to the Board of Directors

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

E. Responsibilities to Parents

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

F. Responsibilities to the Public

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

POLICY 3115(3)

G. Professional Activities

The Director shall attend, and shall represent the school at regional and international conferences, and shall participate in such associations and organizations as those serving to benefit the school and its interests in professional growth. The Director shall develop, in conjunction with the Board president, a plan for his personal growth and improvement. The Director shall be an active member in:

- 1) The American Association of School Administrators.
- 2) The Association for Advancement of International Education.
- 3) The Association of American Schools of South America.
- 4) An established and reputable accrediting agency formally recognized in the database maintained by the U.S. Department of Education.
- 5) Other professional organizations that the Board shall approve.

H. Reports

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

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

[Back to Series 3000](#)

**Adopted on November 12, 1994
Modified, June 9, 2009
Modified, August 21, 2014
December 14, 2022**

ADMINISTRATIVE RESPONSIBILITY DURING THE DIRECTOR GENERAL'S ABSENCE

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

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

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

Cross Reference: 2400

[Back to Series 3000](#)

First Adopted: March 15, 2010

PARAGUAYAN PROGRAM COORDINATOR

Supervision

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

Relations with the Ministry of Education

The Paraguayan Program Coordinator shall:

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

Curriculum Development and Coordination

The Paraguayan Program Coordinator shall:

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

Administrative Responsibilities

The Paraguayan Program Coordinator shall:

- 1) Participate with the Administrative Team in all aspects of curriculum development and implementation.
- 2) Carry out other administrative tasks related to the position, as assigned by the Director.

[Back to Series 3000](#)

BUSINESS MANAGER

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

Duties and Responsibilities

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

1. Maintain accounting procedures to record details of all transactions affecting collecting, controlling, and dispersing monies and credits. Cash receipts and expenditures shall be included.
2. Submit a monthly financial statement showing up-to-date expenditures and unexpended balances. This statement will be due before the tenth (10th) day of the following month and shall be submitted to the Director.
3. Purchase, store, and distribute all supplies, materials, and equipment approved by the Director.
4. Develop and maintain complete personnel files on all employees under supervision of the Business Office, including maintenance, cleaning, and secretarial staff.
5. Respect confidentiality of written and oral information and coordinate work responsibilities in a harmonious and professional manner.
6. Coordinate payroll, insurance programs, IPS, and Ministry of Justice and Labor records.

POLICY 3200 (2)

7. Work with the Director General, the Treasurer and the Board sub-committee on the development of an annual budget draft for each fiscal year.
8. Maintain complete financial records on all school funds and prepare all financial reports required by the Director, the U.S. government, and local authorities.
9. Control security systems and usage of the school's facilities, materials, and equipment.
10. Supervise monthly inventories of the School Store, as well as the annual school inventory.
11. Coordinate billing and collection of school fees, allowing distribution of all school fee bills to families with a minimum of one month notice prior to the payment due date.
12. Direct and control maintenance and business operations of the school, under the supervision of the Director.
13. Accept other business office assignments as required by the Director General.

[Back to Series 3000](#)

Adopted on November 12, 1994

Policy 3300

DIVISIONAL PRINCIPALS DUTIES AND RESPONSIBILITIES

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

I. Responsibilities for the Academic Program

A. The Principal, as an instructional leader,

1. Provides direction for the school.
 - a. Involves faculty in goal development.
 - b. Uses needs assessment data for establishing goals.
 - c. Develops short and long range goals.
 - d. Develops goals which reflect educational trends.
2. Provides for management of instruction.
 - a. Promotes the identification of instructional objectives.
 - b. Promotes instructional programming consistent with instructional objectives.
 - c. Monitors student progress toward achievement of instructional objectives.
 - d. Makes program changes based upon student achievement data and other pertinent information.

B. The Principal as an Educational Program Evaluator

1. Effectively implements evaluation strategies oriented toward improvement of instruction.
 - a. Informs the staff of evaluation process and expectations.
 - b. Demonstrates knowledge of varied teaching strategies.
 - c. Demonstrates an understanding of the learning process.
 - d. Demonstrates effective observational skills.
 - e. Observes classroom instruction on a regular basis.
 - f. Provides regular feedback through conferencing and job targets.
 - g. Provides suggestions and/or job targets for improvement when identifying areas of concern.
2. Provides leadership for positive educational change.
 - a. Promotes a climate for change.
 - b. Recognizes the need for change.
 - c. Involves staff in a systematic change process that is known and understood by the staff.

Adopted on November 12, 1994

Policy 3300(2)

II. Responsibilities for Personnel Management and Supervision

A. The Principal as a Promoter of Excellence

1. Demonstrates effective skill in the recruitment, selection, and assignment of school personnel.
 - a. Participates as assigned in the recruiting of staff who enhance the overall effectiveness of the school and complement existing staff.
 - b. Demonstrates effective screening and interviewing skills for selection of staff.
 - c. Utilizes formative and summative evaluation for assignment of staff.
2. Provides on-going staff development.
 - a. Promotes staff awareness of new developments and ideas in education.
 - b. Focuses staff development activities upon the teaching/learning process.
 - c. Involves faculty in assessing and identifying staff development needs.
 - d. Involves faculty in implementing staff development activities.
3. Communicates standards of expected performance.
 - a. Communicates high academic expectations to students.
 - b. Communicates to teachers' expectations for high instructional performance.
 - c. Communicates to parents/community the high expectations for the school.
4. Provides leadership for appropriate curriculum and organization of personnel to staff the curriculum.
 - a. Promotes curricular programs based on student needs.
 - b. Seeks and considers staff input in the development and implementation of curriculum designed to meet student needs.

B. The Principal, as school facilitator,

1. Provides for effective and efficient day-by-day operation his/her division.
 - a. Involves staff in the development and review of day-by-day operational procedures.
 - b. Implements administrative procedures, which are clear and efficient.
 - c. Promotes among all support staff an understanding of their responsibilities to the instructional program of the school.
2. Demonstrates effective communication skills.
 - a. Promotes communication with school personnel, students, parents and community.
 - b. Provides teachers with clear and concise information about school operations under his responsibility.
 - c. Communicates clearly, correctly and effectively with varied audiences.

Adopted on November 12, 1994

Policy 3300(3)

III. Responsibilities for Divisional Facilities

A. The Principal as plant manager

1. Ensures that school plant and facilities are conducive to a positive learning environment.
 - a. Routinely inspects his area/division, ensuring both safety and efficient operation.
 - b. Facilitates prompt reporting and follow-up of needed repairs.
 - c. Implements procedures to promote pride in school plant appearance.
 - d. Promotes and supports the work of janitorial and maintenance staff.
2. Ensures efficient management of building level fiscal resources.
 - a. Assumes appropriate budget responsibilities as assigned by the Director General
 - b. Ensures that all fiscal transactions occur according to guidelines set down in the budget.
 - c. Ensures that all fiscal transactions occur according to guidelines set down in the Board policy manual.
 - d. Maintains appropriate inventories within the school.

B. The Principal as Task Orientator

1. Demonstrates effective problem-solving and decision-making skills.
 - a. Identifies and analyzes pertinent elements in a problem situation.
 - b. Establishes priorities and seeks relevant data.
 - c. Considers alternative solutions before making decisions.
 - d. Makes logical decisions based upon available information.
2. Demonstrates effective organization skills.
 - a. Manages time effectively.
 - b. Utilizes resources in an optimal manner.
 - c. Delegates responsibility and authority when appropriate.
 - d. Completes duties promptly and accurately.

IV. Responsibilities for Divisional Communications

A. The Principal is a promoter of an effective environment

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

Adopted on November 12, 1994

Policy 3300(4)

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

B. The Principal, in interpersonal relationships,

1. Demonstrates positive interpersonal relationships with students.
 - a. Is visible and accessible.
 - b. Informs students of school goals, policies and activities.
 - c. Interacts with students frequently, and in a mutually respectful and friendly manner.
 - d. Gives constructive criticism and praise when appropriate.
 - e. Encourages student leadership and involvement.
 - f. respects student needs and concerns
 - g. Demonstrates understanding and the ability to manage differences in ethnic, cultural and linguistic traditions.
 - h. Leads in the organization, development and management of a well-balanced activity program.
2. Demonstrates positive interpersonal relationship with staff.
 - a. Encourages suggestions from staff.
 - b. Seeks staff opinions and feelings regarding school-related problems.
 - c. Gives constructive criticism and praise when appropriate.
 - d. Is accessible to staff.
 - e. Interacts frequently with staff in a mutually respectful and friendly manner.
 - f. Works with staff to reduce undue stress and pressures.
3. Demonstrates positive interpersonal relationship with other administrators.
 - a. Demonstrates professional courtesy.
 - b. Works cooperatively with colleagues.
 - c. Shares ideas, materials and techniques with other administrators.
 - d. Informs administrator and/or appropriate personnel of school-related matters.
4. Demonstrates positive interpersonal relationship with parents/community.
 - a. Seeks support of parents to meet the needs of the students.
 - b. Seeks input and involvement through parent/community relations.
 - c. Supports and participates in parent/community activities.
 - d. Responds effectively to parent/community concerns.
 - e.

Adopted on November 12, 1994

Policy 3300(5)

- C. The Principal, as a professional educator,
 - 1. Implements the policies and procedures of the school in his area.
 - a. Strives to stay informed regarding policies and regulations applicable to his position/area.
 - b. Selects appropriate channels for resolving concerns/problems.
 - 2. Participates in professional growth activities.
 - a. Demonstrates commitment by participation in approved professional growth activities.
 - b. Takes advantage of opportunities to learn from colleagues, students, parents and community.
 - c. Keeps abreast of developments in subject matter and issues related to teaching.
 - 3. Demonstrates a sense of professional responsibility.
 - a. Completes duties promptly and accurately.
 - b. Is punctual.
 - c. Provides accurate data to the school as requested for management purposes.
 - d. Carries out duties in accordance with the established job description.

V. Professional Development

- A. The policy of the Board shall be to encourage principals' attendance at professional meetings at school system expense on the recommendation of the Director General with due consideration for the school's financial status.
- B. Membership in Professional Organizations
The principals shall be encouraged to join professional organizations.

[Back to Series 3000](#)

Adopted on November 12, 1994

CONSULTANTS

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

Sufficient funds will be made available to attract the most outstanding authorities in the various fields. However, the use of consultants from outside the school who promote a particular commercial product is discouraged. When such consultants are used, it should be made clear to them that they are to perform as consultants and not as a salesman.

[Back to Series 3000](#)

Adopted on November 12, 1994

Policy 3400

ADMINISTRATIVE OPERATIONS

To ensure successful planning and implementation of school management activities, the following structural framework identifies responsibilities of the Board, the Director, and the support staff.

- a) The Board of Directors shall establish and follow policy guidelines governing the operations of the school.
- b) The Director and professional staff shall have dual responsibility of recommending and implementing policy guidelines.
- c) Each division of the school shall have the responsibility to provide effective methods to comply with the policies, while ensuring appropriate educational standards for the community.
- d) Classroom teachers shall be informed of policy and contractually obligated to support and comply with the policies and procedures of the school.

[Back to Series 3000](#)

Adopted on November 12, 1994

Policy 3405

ORGANIZATIONAL UNITS & STRUCTURAL RELATIONSHIPS

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

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

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

Cross Reference: 3410

[Back to Series 3000](#)

Adopted November 12, 1994

Policy 3410

LINE OF RESPONSIBILITY

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

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

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

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

Cross Reference: 3405

[Back to Series 3000](#)

Adopted November 12, 1994

COUNCILS, CABINETS AND COMMITTEES

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

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

[Back to Series 3000](#)

Adopted November 12, 1994

Policy 3420

ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY

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

Cross Reference: 2500

[Back to Series 3000](#)

Adopted November 12, 1994

POLICY AND REGULATIONS SYSTEMS

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

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

Cross Reference: 1010, 1120, 2460, 3430

[Back to Series 3000](#)

Adopted on November 12, 1994

Policy 3430

EFFECTIVE COMMUNITY COMMUNICATION

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

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

[Back to Series 3000](#)

**Adopted on November 12, 1994
Modified May 12, 2011**

SERIES 4000

BUSINESS & NON-INSTRUCTIONAL OPERATIONS

Business and Non-instructional Operations	4000
Budget	4100
Preparation of Budget Document	4110
Publication of the Budget	4115
Access to the Budget, and the Question of Review	4120
Transfer of Funds between Categories: Amendments	4125
Budget as a Spending Plan	4130
Moving Funds in the Budget	4135
School Fees	4200
Financial Aid	4250
Scholarship Policy	4255
Funds Management	4300
Reserve Funds	4305
Deposits and Payments	4310
Purchasing Practices	4315
Requesting Goods and Services (requisitions)	4320
Purchasing Procedures	4325
Periodic Financial Reports	4400
Audit	4405
Monies Collected in School Divisions	4410
Petty Cash Fund	4415
Cash Advances	4420
Use of School Issued Credit Card	4425
Operation and Maintenance Plant	4500
Maintenance of Buildings and Grounds	4505
Security	4510
Campus Security	4511
Insurance	4515
Insurance: Liability	4520
Insurance: Property	4525
Employee bonds	4530
Non-Instructional Operations: Transportation and Food Service	4600
Disposal of Materials	4610

[Back to General Table of Contents](#)

Policy 4000

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Business

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

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

Non-Instructional Operations

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

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

[Back to Series 4000](#)

Adopted on November 12, 1994

BUDGET

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

1. The Educational Plan- This is based upon the educational policies and program of the school. It serves as the blueprint of the education which the pupils are to receive.
2. Expenditures for the Educational Plan- The second part of the budget should show the necessary expenditures to provide the services, materials and other necessities required to realize the educational plan.
3. Sources and Amount of Revenue- The budget should show the sources of revenue and the amount anticipated from each source, which will be available to finance the required expenditures to realize the educational plan.
4. Cash Flow and Application of Resources- Financial planning shall include projections of cash flow, investment, and a spending plan which shall include projected capital expenditures.

[Back to Series 4000](#)

Adopted on November 12, 1994

Policy 4110

PREPARATION OF BUDGET DOCUMENT

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

Cross Reference: 4000, 1010, 4120

[Back to Series 4000](#)

**Adopted on November 12, 1994
Modified on June 14, 2011**

Policy 4115

PUBLICATION OF THE BUDGET

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

Cross Reference: 4405

[Back to Series 4000](#)

Adopted on November 12, 1994

Policy 4120

ACCESS TO THE BUDGET AND THE QUESTION OF REVIEW

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

Cross Reference: 4000, 1010, 4110

[Back to Series 4000](#)

Adopted on November 12, 1994

TRANSFER OF FUNDS BETWEEN CATEGORIES: AMENDMENTS

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

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

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

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

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

[Back to Series 4000](#)

**Adopted on November 12, 1994
Modified on June 14, 2011
Modified on October 15, 2015**

Policy 4130

BUDGET AS A SPENDING PLAN

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

[Back to Series 4000](#)

Adopted November 12, 1994

Policy 4135

MOVING FUNDS IN THE BUDGET

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

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

[Back to Series 4000](#)

Adopted: October 15, 2015

SCHOOL FEES

The Board of Directors shall review and approve on an annual basis the school fees compiled by the business office staff. Parents will be informed of any changes in school fees, as well as deadlines and other requirements, before the start of each school year. Any issues regarding the payment of fees will be addressed through the business office.

School fees shall be established on an annual basis by the Board of Directors, and include but are not limited to:

1. Tuition
2. Registration
3. Entrance
4. Testing
5. Field trips
6. Penalty fees
7. Competitions
8. Sports
9. Extracurricular / supplemental programs

Payment of School Fees

School fees may be denominated in both Guaranies and Dollars. Late fees or penalties apply to late payments. Fees will be collected according to the type of fee and associated calendar dates. Student registration is contingent upon payment of fees or an approved payment plan.

A student shall be eligible to register and attend class only after all school fees that are due from the previous semester have been paid in full. Alternatively, the student's family may present a payment plan in writing to the Business Office to pay all outstanding debt within the semester, contingent on the approval of the Director General. The Director General shall notify the Board of Directors of all approved payment plans. A student's family should not receive approval for payment plans in consecutive semesters.

Refunds: Tuitions will only be refunded for any semester not yet initiated. Refunds will be no larger than 50% of the annual cost. Under no circumstances will any other school fee be refunded.

Policy 4200 (2)

US Mission Dependents

Tuition, registration and entrance fee for US Mission dependents who are enrolled before the start of the new school year shall be due in full on September 30 of that school year. The above-mentioned fees for US Mission dependents who are not enrolled by the start of the new school year shall be billed to the US Embassy as enrollment occurs and payable in full within 60 calendar days.

[Back to Series 4000](#)

Modified on August 4, 2010

Modified on May 12, 2011

Modified on June 14, 2011

Modified on August 25, 2021

Modified on October 26, 2022

FINANCIAL AID

ASA may provide financial aid to families who have experienced a temporary change in their financial status (e.g., loss of job, death of a primary income earner or additional medical expenses). Financial aid decisions will be based on a fair and equitable distribution of the limited resources set aside in the annual budget for this purpose. The total amount of annual financial aid awarded shall not exceed 1% of the total annual budget. The approved sum shall be shown in the annual budget.

Financial aid will be granted in the form of tuition reduction, which will never exceed the equivalent of 75% of the total family tuition for the semester. Financial aid is granted on a semester or yearly basis in December and/or June, for a maximum of two consecutive years or no more than four nonconsecutive semesters for any one family. Applications for financial aid must be submitted on a semester basis.

A Financial Aid Committee, made up of the Board President, Board Treasurer and the Director General, will be established to analyze financial aid applications, and report their findings and recommendations to the Board. The Financial Aid Committee may request whatever financial statements and additional information they deem necessary for this purpose. Families requesting financial aid must apply and provide all supporting documentations by the first Wednesday in May and in November.

All financial aid decisions will be made by the Board of Directors.

Criteria:

Financial aid shall be limited to students Grades 1-12.

Families must be up to date with all school payments at the time of application.

A candidate must have been enrolled as a full-time student at ASA for at least two years without pending tuitions or fees at the date of the application.

At the time of the application and throughout the term of financial aid, the student must have good academic and conduct records, and required attendance according to ASA's policies and regulations.

In Grades 1-5, the student must have grades and conduct above average, as verified by the Elementary Principal. In Grades 6-12, the student must have and maintain a grade point average of 3.0 or above and a conduct grade point average of 3.0 or above.

Cross Reference: 4255, 5350
[Back to Series 4000](#)

Adopted: November 12, 1994
Updated: June 13, 2001
Modified May 28, 2013
Modified by Virtual Vote on May 31, 2017

SCHOLARSHIP POLICY

The American School of Asuncion desires to provide scholarship assistance to attract qualified students to attend the school. The school's Financial Aid Committee (FAC) will be responsible for identifying and entertaining requests for scholarship assistance.

In this effort the school will seek to establish the status of a tax-free U.S. non-profit foundation (501C3) to facilitate outside scholarship funding from any corporations and/or other entities which could give donations to the ASA Scholarship fund.

I. In offering scholarship, the FAC will be guided by the following principles:

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

II. Solicitation and Management of Scholarship Grants

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

III. Awarding of Scholarship:

1. Scholarship can be provided in the form of a discount of tuition and/or entrance fee.
2. Scholarship will be awarded without regard to race, creed, or nationality.
3. Scholarship shall only be granted to students in grades 9-12.
4. Students not presently enrolled in ASA in the current academic year will be given preference in scholarship eligibility.

POLICY 4255(2)

IV. Application / Consideration Process:

All potential candidates for scholarship will be asked to submit the following supportive data or any other information as deemed necessary by the Financial Aid Committee. This data must be submitted as per deadlines established and published by the FAC. Failure to meet these deadlines will result in the scholarship request not being considered.

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

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

V. Approval of Scholarship

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

VI. Maintenance of Scholarship:

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

VII. Cancellation of Scholarship

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

Cross Reference: 4250, 4255, 5350, 6110

[Back to Series 4000](#)

Adopted on November 20, 2003

FUNDS MANAGEMENT

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

Accounts shall be maintained in and outside of Paraguay for the purpose of establishing ready movement of funds. The School shall be prepared to do business in either U.S. Dollars or Guaranies, and necessary arrangements to facilitate this capacity shall be made by the Business Manager.

[Back to Series 4000](#)

Adopted November 12, 1994

RESERVE FUNDS

ASA's Reserve Funds will be comprised of a Contingency Fund and a Capital Fund. Reserve Funds are funded by monies received from all Entrance Fees. The Capital Fund and the Contingency Fund shall be accounted for each in a separate bank account, which shall be separate from all the operating budget accounts. The school's annual financial reporting will include a balance sheet, revenue statement, and a cash flow statement for each Reserve Fund.

CONTINGENCY FUND

ASA will maintain a Contingency Fund for the purpose of responding to unanticipated expenditures.

The Contingency Fund will equal no less than 10% of the school's current annual operating budget.

Contingencies shall be defined as unforeseen financial obligations that meet the following criteria:

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

CAPITAL FUND

ASA will maintain a Capital Fund separate from its operating budget for the purposes of carrying out major capital projects. These funds are meant to be used on projects or improvements with a useful life of three years or greater and a total cost exceeding \$ 5,000.

TRANSFERS INTO THE RESERVE FUNDS

At the beginning of the school's fiscal year, the Board must vote to approve any amount left on the statement of cash flows as of June 30th as confirmed by the auditors, and move it to the Capital Fund. In the event that the Contingency Fund at that point is not at least 10% of the operating budget, a transfer will be made from the Capital Fund to meet the minimum required level. Should the amount in the Contingency Fund be over 10% of the current operating budget, the Board needs to vote with a two-thirds majority to assign any excess funds; otherwise, it will remain as part of the Contingency Fund. Any other transfers to the Reserve Fund will also be approved in this meeting.

If the Contingency Fund is fully funded, all Entrance Fees will be allocated to the Capital Fund.

Policy 4305(2)

APPROVAL OF SPENDING OF RESERVE FUNDS

Disbursements may be made from the Contingency Fund only with direct Board action. For a Contingency to be declared the Director General must bring a recommendation to the Board with all relevant details and the Board must approve a motion to declare an emergency with two-thirds majority.

Spending from the Capital Fund may be approved by the Board at any time of the year. A simple majority will be needed to allocate capital funds to capital projects.

SPENDING OF RESERVE FUNDS

Upon spending of any Reserve Funds, a complete accounting of all spending will be provided to the Board by the Director General at the next regularly scheduled meeting.

INVESTMENT OF RESERVE FUNDS

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

BORROWING FOR CASH FLOW PURPOSES

Borrowing from the Reserve Funds to meet cash flow needs cannot exceed 5% of the school's annual operating budget. The Director General shall make a recommendation to the Board which must be approved by two-thirds majority. All borrowing for cash flow purposes must be repaid to the Reserve Fund within 90 days.

First Adopted as Capital Reserve on: August 8, 1998
Modified on October 21, 2008
Modified June 20, 2012
Modified August 26, 2020

[Back to Series 4000](#)

DEPOSITS AND PAYMENTS

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

[Back to Series 4000](#)

Adopted on November 12, 1994
Modified on June 23, 2010
Modified on June 14, 2011

PURCHASING PRACTICES

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

[Cross Reference: 4320, 4325](#)

[Back to Series 4000](#)

Adopted November 12, 1994

Policy 4320

REQUESTING GOODS & SERVICES (REQUISITIONS)

All requests for educational supplies and equipment shall originate with a requisition from the School's division head and shall be forwarded to the Business Office.

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

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

Cross Reference: 4315, 4325

[Back to Series 4000](#)

**Adopted on November 12, 1994
Modified on June 14, 2011**

PURCHASING PROCEDURES

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

- a) The current and approved budget, in its specific line, has been reviewed to determine that sufficient funds are available for the purchase.
- b) Materials that have been requisitioned by a faculty or staff member have been approved by the Director.
- c) Written bids from at least three suppliers have been obtained for items costing more than \$500.00. This amount will be reviewed every three years. In case of only one supplier, a note must be attached to the purchase order explaining the circumstances which hinder competitive bids.

Cross Reference: 4315, 4320

[Back to Series 4000](#)

**Adopted on November 12, 1994
Modified on June 14, 2011
Modified March 13, 2024**

Policy 4400

PERIODIC FINANCIAL REPORTS

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

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

Cross Reference: 1010, 4110, 4120

[Back to Series 4000](#)

Adopted November 12, 1994

BUSINESS OPERATIONS AUDIT

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

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

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

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

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

Cross Reference: 4115

[Back to Series 4000](#)

Adopted November 12, 1994

Policy 4410

MONIES COLLECTED IN SCHOOL DIVISIONS

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

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

[Back to Series 4000](#)

Adopted on November 12, 1994

Policy 4415

PETTY CASH FUND

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

[Back to Series 4000](#)

Adopted on November 12, 1994

Policy 4420

CASH ADVANCES

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

[Back to Series 4000](#)

Adopted on November 12, 1994

Policy 4425

USE OF SCHOOL-ISSUED CREDIT CARD

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

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

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

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

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

Adopted on June 29, 1998

[Back to Series 4000](#)

Policy 4500

OPERATION AND MAINTENANCE OF PLANT

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

Cross Reference: 4505

[Back to Series 4000](#)

Adopted on November 12, 1994

Policy 4505

MAINTENANCE OF BUILDINGS AND GROUNDS

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

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

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

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

Cross Reference: 4500

[Back to Series 4000](#)

Adopted on November 12, 1994

SECURITY

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

- 1) During school hours, any visitor to the school must state his business to the administrative assistant in the Office and obtain permission to enter the School. After school hours, any visitor must report to the watchman, who shall maintain a written record of all visitors. This record shall be reviewed by the Business Manager on a daily basis.
- 2) In order to borrow any equipment or material, the approval of the Director General or his representative shall be required. The watchmen are not authorized to permit the removal of school property from the grounds without said permission.
- 3) The Director General shall authorize the use of school facilities in accordance with established school policy and procedures.
- 4) Video Footage: The school uses security cameras as a tool to monitor and improve student safety. A report of the images captured on security recordings may be shared by the Administration with parents of students who are directly involved in an incident. However, the actual recordings will not be shown to students, parents or teachers.

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

[Back to Series 4000](#)

**Adopted on November 12, 1994
Modified on October 15, 2015**

Policy 4511

CAMPUS SECURITY

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

1. It is an obligation of all parents to communicate to the school and duly register any/all private security drivers or body guards in their employ who wish to enter the school campus.
2. The carrying and/or possession of any firearms on the school facilities by anyone, to include but not be limited to students, parents, drivers, and body guards, is prohibited. This prohibition also applies to any other school-sponsored extracurricular and athletic activity on the school's campus. The only exception would be for parents or bodyguards to have a licensed gun locked in a car while on campus or while dropping off or picking up children.
3. Parents, drivers and body guards shall be required to identify themselves upon entrance to the school grounds if requested by a school security employee.
4. Parents, drivers and/or bodyguards of parents are subject to inspection by the school's security personnel to ensure compliance with this policy.
5. Additional security vehicles accompanying a parent vehicle will be required to remain in the street and off ASA's campus during pick-up or drop-off of students.
6. It is the obligation of all parents, drivers and body guards to cooperate with the school's security personnel.
7. Non-compliance shall constitute infraction of the school's policies and will lead to denial of access of the bodyguard, driver, parent and/or the parent's vehicle to the school campus.
8. Parents will be held personally and legally responsible for any infractions and/or omissions committed by their drivers or body guards while on the school grounds.
9. Drivers and/or body guards will not be permitted to enter and park on the campus for pick-up any earlier than 3:30 p.m. before the school dismissal time of the student for whom they are responsible.
10. A log book of any/all unusual activities will be kept by the school's security staff.
11. Parents and/or drivers will not be permitted to park in the area directly in front of the school gymnasium at the time of morning student drop-off or afternoon pick-up as this area must remain free to permit uninterrupted traffic flow and proper functioning of the designated lanes of traffic.
12. Private drivers and/or security body guards are to remain only in the area in and around the school parking lot when on the school campus and are not allowed to walk about the campus or be in such areas as classrooms, the gymnasium, elementary covered court area, playground, playing field, etc. The only exception will be in the case of drivers who, in the absence of parents, accompany children to and from their classrooms at morning drop-off and afternoon pick-up.

Policy 4511(2)

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

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

[Back to Series 4000](#)

**Adopted on October 16, 2006.
Modified May 12, 2011
Modified on April 18, 2018**

INSURANCE

General Requirements

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

Cross Reference: 4520, 4525

[Back to Series 4000](#)

**Adopted on November 12, 1994
Updated on November 9, 2009**

Policy 4520

INSURANCE: LIABILITY

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

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

Cross Reference: 4515, 4525

[Back to Series 4000](#)

Adopted on November 12, 1994

Policy 4525

INSURANCE: PROPERTY

The school shall carry the following insurance policies:

- 1) Fire: All school installations and contents (equipment, furniture, supplies, etc.) shall be covered by this policy. The amount insured shall represent the value of the assets. The fire insurance policy shall cover damages and other casualties normally included in a fire insurance policy.
- 2) Vehicles: All vehicles owned by the school shall be insured, based on replacement value and appropriate liability coverage.
- 3) Theft: The Board of Directors shall consider the necessity and the possibility of contracting theft insurance to cover equipment, furniture and materials.

Cross Reference: 4515, 4520

[Back to Series 4000](#)

Adopted November 12, 1994

Policy 4530

EMPLOYEE BONDS

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

[Back to Series 4000](#)

Adopted November 12,1994

NON-INSTRUCTIONAL OPERATIONS

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

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

Transportation

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

Food Service

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

[Back to Series 4000](#)

DISPOSAL OF MATERIALS

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

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

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

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

[Back to Series 4000](#)

PERSONNEL POLICIES

SERIES 5000

Human Resources Management	5000
Nondiscrimination Statement	5010
Conflict of Interest in Hiring and Employment	5030
Staff Position Control	5200
Personnel Records	5280
Job Classification and Compensation	5300
International Faculty Contract Renewal	5330
Incentives for Category II and III Staff	5350
Academic Freedom	5405
Personnel Conduct	5500
Emergencies – Staff Responsibility	5510
Staff Involvement in Decision Making	5520
Substitute Teaching	5530
Tutoring	5540
Non-School Related Activities	5545
Evaluations	5600
Professional Growth	5610
Maternity Leave	5730
Temporary Suspension of Faculty and Staff	5810

[Back to General Table of Contents](#)

Policy 5000

HUMAN RESOURCES MANAGEMENT

The Board of Directors shall adopt personnel policies which establish the best possible conditions to attract and retain a high caliber staff dedicated to the education and welfare of students.

The Board of Directors delegates to the Director General the recruitment, hiring, assignment, orientation, onboarding, evaluation, promotion, and dismissal of all staff except as established in the ASA bylaws.

The above-mentioned processes, as well as any other human resources related matters, shall be outlined in a Human Resources Manual (HR Manual) maintained by the Director General. Any changes to this manual will be presented to the Board for review on an annual basis. Changes with Board-level fiduciary or strategic implications shall require approval by the Board of Directors. The Board-approved organizational chart shall be included in the HR manual. The HR manual will be fully reviewed every 5 years for legal and consistency purposes.

The Director General, in all related instances, shall comply with the following:

- Annual budget and positions approved by the Board of Directors
- ASA Bylaws, Board Policy Manual and local legislation
- Current applicable accreditation standards
- Procedures and processes as outlined in the school's Human Resources Manual

The Director General may delegate tasks in the hiring process but is ultimately responsible for the hires.

Compensation packages for staff will be reviewed annually by the Director General and presented to the Board of Directors for approval.

The terms and conditions of employment of all staff will be detailed in written contracts, except as established in the HR Manual.

The Director General shall inform the Board of Directors of the status of all vacant and filled positions for faculty on a yearly basis or as otherwise requested by the Board.

Cross Reference: 1455, 3405

[Back to Series 5000](#)

Adopted on June 23, 2004
Modified on June 9, 2009
Modified on August 25, 2021
Modified on April 26, 2023

NON-DISCRIMINATION STATEMENT

The American School of Asuncion and the members of its community shall not discriminate due to race, color, creed, national origin, political opinion, gender, age, or disability.

[Back to Series 5000](#)

**Adopted on June 23, 2004
Modified on August 25, 2021
Modified on December 14, 2022**

Policy 5030

CONFLICT OF INTEREST IN HIRING AND EMPLOYMENT

A conflict of interest exists when a staff or a family member is in a position to benefit personally, directly or indirectly, from his or her relationship with any personnel currently working at ASA. ASA personnel are responsible for performing their duties in good faith and in the best interest of the school.

ASA does not discourage, nor prohibit the employment of more than one member of a family. However due to potential for conflicts of interest, or perceived conflict of interest, ASA will only hire non-academic personnel under the following rules:

- All candidates must formally disclose any relatives currently working at ASA. Relatives include: spouses, formal partner, children, siblings, parents, cousins, and aunts and uncles. If such a relationship is formed after being hired, the personnel must inform this to their supervisor immediately. Newly hired non-academic personnel will need to sign a declaration to this effect
- If hired, the individual, may not work with, under, be promoted by, or transferred by a supervisor who is a relative
- The individual may not create a supervisor/subordinate relationship with a family member
- The individual may not evaluate, audit or review the work of a family member
- The hiring of the individual does not create an adverse impact on work productivity or performance of the department
- The hiring of the individual does not create an actual or perceived conflict-of-interest within the school
- The individual may not be part of a hiring committee, when a relative is considered for the position

Cross references: 5030, 5200, 5545, 2110, 2140, 3115

[Back to Series 5000](#)

**Adopted by Virtual Vote on October 22, 2012
and reflected in the minutes of November 15, 2012
Modified on November 15, 2012
Modified on August 25, 2021**

Policy 5200

STAFF POSITION CONTROL

The Director General is responsible for filling the established positions according to Policy 5000.

The selection is based on accreditations and qualifications as established in the job descriptions and the criteria and processes defined in the HR Manual. Any exception must be approved by the Director General and reported to the Board of Directors at the next Board meeting.

The Board shall authorize the creation of new positions, or eliminating existing positions upon the recommendation of the Director General. All positions shall have a job description as specified in the HR Manual.

[Back to Series 5000](#)

**Adopted on June 23, 2004
Modified on August 25, 2021**

PERSONNEL RECORDS

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

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

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

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

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

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

[Back to Series 5000](#)

Adopted on June 23, 2004

Policy 5300

JOB CLASSIFICATION AND COMPENSATION

The Board recognizes the importance of a School compensation package that will attract and retain outstanding personnel. The salaries of the American School of Asunción should be favorably competitive with those offered in other private institutions of similar rank and prestige. There are (3) employee groups.

Salary Assignment shall be divided in accordance with the following job classifications and their respective sub classifications:

- A. Administrative Staff. Administrative staff are certified/licensed/experienced local or foreign-hire staff who serve the school in an administrative/supervisory capacity.
- B. Professional Staff: Professional staff are certified/licensed/experienced local or foreign hire educators.
- C. Support Staff: Includes any member of school operations who isn't an administrator or educator.

There are three categories of professional and administrative staff: Category I, Category II, and Category III.

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

Category II – Local hire with U.S. and equivalent approved degrees.

Category III – Local hire with Paraguayan Degrees.

Each employee will be placed into their respective category depending on certification and other criteria which will be included, along with benefits and salaries, in the HR Manual.

Teachers recruited to teach English-only classes should primarily be native English speakers hired internationally.

.

[Back to Series 5000](#)

Adopted on June 23, 2004
Modified on May 21, 2015
Modified on May 19, 2016
Modified on August 25, 2021
Modified on April 12, 2023

INTERNATIONAL FACULTY CONTRACT RENEWAL

All contracting of international hire faculty must be completed annually by the deadline established by the Director General. Faculty must indicate their intention to return by this same deadline. Subsequently, the Director General will immediately notify faculty wishing to extend whether they will be offered a contract for the following year.

The Director General shall report to the Board of Directors of the updated staff list and his decision regarding the renewal or non-renewal of contracts no later than the next available Board meeting.

[Back to Series 5000](#)

**Adopted on June 23, 2004
Revised on August 6, 2008
Revised on September 19 2018
Revised on April 25, 2019**

Policy 5350

INCENTIVES FOR CATEGORY II AND III STAFF

Category II and III staff may request an annual incentive in the form of reduced tuition and a waiver of the entrance fee for their children. This incentive is a privilege and not a right and will be given on a space available basis.

The number of available spots school-wide will be up to 2% as stated in the yearly budget.

The incentive will include:

- An entrance fee waiver for each student admitted
- An annual tuition reduction of 50% per student

The incentive does not include registration and other school fees which must be paid in the established dates.

Waiver of the entrance fee and tuition reduction of 50%, will be limited, per year, to no more than 2 children from the same family.

All Category II and III staff, including current recipients of this incentive, must apply annually.

The decision to award, withdraw, and or cancel this incentive is that of the Director General.

Requirements:

- Applicants must be currently employed at the school and have worked for at least 3 consecutive years at ASA;
- Applicants must not be in any plan of support or performance plan, according to the processes and procedures outlined in the HR Manual

Administrative staff who report directly to the Director General as per the Board-approved organizational chart, and who have credentials equivalent to Category II staff as defined by Policy 5300, may receive this benefit without the 3-year waiting period and without counting towards the 2% cap. Administrative staff who receive this benefit must likewise meet all other employee and student performance requirements.

In order for the staff to obtain and maintain this incentive, the student must be in good academic and conduct standing.

Cross Reference: 4250, 4255, 6110

**Adopted on July 1, 2003.
Modified on December 13, 2007
Updated on November 9, 2009
Updated on April 25, 2012
Modified on December 11, 2019
Modified on April 12, 2023**

[Back to Series 5000](#)

ACADEMIC FREEDOM

ASA faculty shall be free to select and employ methods and materials of instruction according to the current approved curricula of his/her class. Such freedom should be used judiciously and prudently and be exercised with ethical responsibility. Any exceptions to the approved curricula must be approved beforehand by the division principal.

Cross Reference: 1010, 1400, 3430, 4000, 5500, 5810,
[Back to Series 5000](#)

Adopted on November 12, 1994
Modified on August 25, 2021

Policy 5500

PERSONNEL CONDUCT

All ASA personnel shall uphold ASA's core values, mission and vision and maintain standards of exemplary professional and personal conduct. ASA employees shall not engage in harassment or discrimination of any type, nor engage in any criminal, dishonest or harmful conduct, whether in person or over social media or other means of communication; nor should they have any behavior or association which discredits the school's reputation, students and/or the school community. It is the primary responsibility of the staff member to ensure that all communications with current students are professional, school related, and through school approved channels. Any violation to this policy will result in sanctions which will be stipulated in the HR manual.

[Cross Reference: 1010, 1400, 1455, 3430, 4000, 5405, 5810](#)

[Back to Series 5000](#)

**Adopted on June 23, 2004
Modified on August 25, 2021
Modified on June 15, 2023**

Policy 5510

EMERGENCIES – STAFF RESPONSIBILITY

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

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

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

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

[Back to Series 5000](#)

Adopted on November 12, 1994

Policy 5520

STAFF INVOLVEMENT IN DECISION MAKING

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

Cross Reference: 1010, 1400

[Back to Series 5000](#)

Adopted on June 23, 2004

SUBSTITUTE TEACHING

Section A: Qualifications and Training

1. Substitute Teacher Qualifications and Training — Short-Term

A short-term substitute teacher (working less than 20 days a month) assigned by the school to teach must hold a bachelor's degree from an accredited college or university. A short-term substitute is not required to apply for a provisional or professional teaching certificate issued by a state, province, or country. In addition, the short-term substitute is not required to take any prescribed coursework or tests leading to completion of teacher certification requirements.

The school must provide direct supervision for the short-term substitute. This direct supervision must be provided by the respective Division Principal, the Division's Principal's designee, or the classroom teacher.

2. Substitute Teacher Qualifications and Training — Long-Term

A long-term substitute teacher assigned by the school to teach is required to hold a bachelor's degree

The long-term substitute (working more than 20 consecutive days) should have a teaching certificate in the area of substitution or be actively enrolled in coursework/teaching program of study. If circumstances preclude the long-term substitute from meeting conditions above, the director will inform the Board-

The school must provide direct supervision for the long-term substitute. This direct supervision must be provided by the respective Division Principal, the Division's Principal's designee, or the classroom teacher.

[Back to Series 5000](#)

**Adopted on December 10, 2007
Modified on August 25, 2021
Modified on October 26, 2022**

Policy 5540

TUTORING FOR REMUNERATION

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

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

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

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

Cross references: 5030, 2110, 2140, 3115

[Back to Series 5000](#)

**Adopted on June 23, 2004
Modified on June 23, 2010**

NON -SCHOOL RELATED ACTIVITIES

School staff may engage in outside activities (for compensation or on a volunteer basis) as long as these activities do not occur during the work day. It is also expected that these activities will not create a conflict of interest nor violate any existing policies, processes or expectations as set out in the HR Manual, Parent Student & Community Handbook or any other official school communication.

If it's in the interest of the school, the Director General may give permission to staff to offer coaching and/or consulting services outside of the school and/or to participate in an activity that supports a staff member's personal interest or opportunity. In said cases, and where there is no direct impact to instruction, staff may take unpaid days and the school will assume no associated cost or responsibility. In said case, the Director General must inform the Board President.

[Back to Series 5000](#)

**Adopted on November 12, 1994
Modified on August 25, 2021**

EVALUATIONS

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

Evaluation of professional performance must be a cooperative continuing process designed to improve the quality of work. Appraisal of personnel should serve three purposes:

1. To raise the quality of services offered out community
2. To raise the standards of the profession as a whole
3. To aid the individual employee to grow professionally

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

Performance evaluation procedures will comply with the following guidelines:

- A. Evaluation Format. The school uses the adopted evaluation format including all forms, defined by position, in the HR Manual/Staff Handbook. Completed yearly evaluation forms will be placed in the employees working file.
- B. The Board must complete a summative review of the Director General on a yearly basis using a Board-approved evaluation tool.
- C. Immediate Supervisor. The immediate supervisor will write the performance evaluation using a variety of information sources including actual performance observations.
- D. Implementing Regulations. Regulations will state procedures for implementing and communicating the annual performance evaluation process. Performance Expectations. Each faculty and staff member will be presented documents that clearly outline performance expectations.
- E. Role of the Director General. The Director General will meet with all appropriate immediate supervisors, i.e. principals, department heads, or area coordinators, for the purpose of developing consistency in evaluation procedures. The Director may also weigh in, as appropriate, on any staff evaluation.
- F. Annual Performance Goals. All faculty and staff will prepare a written statement of annual goals for review by their immediate supervisor. These goal statements will be used along with other criteria in determining the current school year's evaluation.

Policy 5600(2)

- G. Written Evaluation. A written evaluation will be completed by the immediate supervisor and discussed annually for all staff members. At any time, the Director General may request further formal evaluations to take place. All completed annual evaluations shall be reviewed by the Director General.
- H. Performance Improvement. A remedial process shall be available that enables the immediate supervisor to provide faculty and staff with a plan and timeline for the improvement of unsatisfactory performance.
- I. Confidentiality. Written performance evaluations will be confidential.

[Back to Series 5000](#)

**Adopted on June 23, 2004
Modified on August 25, 2021**

PROFESSIONAL GROWTH

Within budgetary limitations, all employees are qualified to participate in professional development activities.

All professional development opportunities must have direct correlation to the school's strategic plan and initiative and have expressed approval through the school's PD approval process.

The following are approved professional development opportunities:

1. Visits to other classrooms and schools
2. US-based or regional conferences (virtual or presencial)
3. Memberships in Professional Associations
4. Training classes and workshops offered through the school
5. Pursuing a Master's degree or other post graduate degree or certification
6. Online classes and/or seminars.
7. Mentorship programs

As the annual budget allows, the school may strategically offset any associated costs for PD.

[Back to Series 5000](#)

**Adopted on November 12, 1994
Modified on December 10, 2007
Modified on August 25, 2021**

MATERNITY LEAVE

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

Category I & II Contracts:

For an employee who does not have a Paraguayan Cedula-- ASA will provide full paid leave according to the Paraguayan law.

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

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

Category III Contracts and Support Staff:

The employee may arrange to receive the percentage of the salary covered by IPS for the number of days for maternity leave according to Paraguayan law. ASA will only provide the remainder of the salary that is not attributable to IPS according to Paraguayan law.

Cross Reference: 5300, 5530.

[Back to Series 5000](#)

Adopted on June 23, 2004
Modified by Virtual Vote on October 19, 2015

TEMPORARY SUSPENSION OF FACULTY AND STAFF

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

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

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

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

[Back to Series 5000](#)

Adopted on June 23, 2004

CURRICULUM & INSTRUCTION

SERIES 6000

Educational Philosophy & Objectives	6000
Instruction School Calendar	6005
Instructional Standards	6010
Curriculum Beliefs and Design	6020
Curriculum Development and Evaluation	6030
Organization for Instruction	6040
Instructional Methods and Techniques	6050
Selection of Instructional Materials	6060
Textbook Selection and Adoption	6070
Challenged Materials Policy	6080
<ul style="list-style-type: none">Library Bill of RightsRequest for Reconsideration of Challenged Materials	
Class size	6110
Grouping for Instruction	6120
Academic Freedom	6200
Teaching about Controversial Issues	6210
Student Homework	6220
Student Progress Reports	6230
Grading Philosophy	6240
Student Grade Assignment	6245
Professional Staff Development	6250
Standardized Testing Program	6300
Student Records	6400
High School Student Load Requirements	6410
High School Graduation Requirements	6420
Graduation under the Paraguayan Program Requirements	6425
After School Activities	6500
Intramural Activity Program	6510
Interscholastic Student Competition	6520
Field Trips and Excursions	6530
Extra Class Activities	6540
Experimental/innovative Programs	6550
Advanced Placement Program	6600
Enrichment Programs	6610
English as a Second Language Instruction	6620
Spanish as a Second Language Instruction	6630
Art	6635
Host Country Studies	6640
Music	6645

<u>Instructional Computer Program</u>	<u>6650</u>
<u>Physical Education and Health</u>	<u>6660</u>
<u>Publications</u>	<u>6670</u>
<u>Library Media Centers - General</u>	<u>6675</u>
<u>Library Media Centers</u>	<u>6680</u>
<u>School Exhibits</u>	<u>6685</u>
<u>Human Relations Practices</u>	<u>6700</u>
<u>Service Learning</u>	<u>6715</u>
<u>Counseling and Guidance Program</u>	<u>6720</u>
<u>Student Support Services Program</u>	<u>6730</u>
<u>Learning Resource Program</u>	<u>6740</u>
<u>Class Interruptions</u>	<u>6800</u>
<u>Instructional Assistance</u>	<u>6900</u>

[Back to General Table of Contents](#)

EDUCATIONAL PHILOSOPHY & OBJECTIVES

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

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

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

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

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

1. Offer elementary and secondary education at such a high level and practice that this allows the direct transfer of students of The American School of Asunción to schools in the United States, the Republic of Paraguay, and other countries.
2. Prepare responsible, pro-active world citizens in a student-centered, caring environment.
3. Provide a college preparatory program that adheres to the highest levels of excellence in the United States and Paraguay, which would allow admission to universities in the United States, as well as to ones in the Republic of Paraguay and other countries.
4. Enable students to realize their full potential and become well-rounded life-long learners.

[Back to Series 6000](#)

Adopted on November 19, 2002

Policy 6005

INSTRUCTION- SCHOOL CALENDAR

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

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

Cross Reference: 0200

[Back to Series 6000](#)

**Adopted on November 12, 1994
Modified on August 17, 1998**

INSTRUCTIONAL STANDARDS

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

A. Instructional Goals The School's mission identifies three instructional goals for each student:

1. To achieve academic excellence
2. To develop a lifelong love of learning
3. To become a responsible, proactive citizen in a global community

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

B. Levels of Instructional Standards the Board recognizes three levels of instructional standards.

1. Comprehensive Instructional Standards
2. Subject Area Standards
3. Grade Level Standards

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

A. Comprehensive Instructional Standards the eleven (11) Comprehensive Standards listed below identify what students should know or be able to do as a result of their learning experience while attending the School. These standards represent the School's ultimate expectations and are closely tied to its Mission. The following are the three expectations cited in the Mission with each expectation supported by comprehensive standards of what students will be able to do.

1. To achieve academic success students will:
 - a) Possess essential basic knowledge for productive participation
In modern society and further intellectual growth
 - b) Use critical thinking skills: comprehension, analysis, synthesis
evaluation and creative thinking
 - c) Apply knowledge and skills to new situations to solve problems and create new
understandings and products

Adopted on November 19, 2002

Policy 6010(2)

- d) Locate, evaluate, and use specific information from a variety of sources to solve a problem or create a product
- 2. To develop a life-long love of learning students will:
 - a) Evaluate and seek ways to improve their own learning and achievement
 - b) Identify and pursue personal interests and learning goals
 - c) Demonstrate a healthy self-concept, as well as attitudes and behaviors which promote wellness
 - d) Evaluate with knowledge and understanding, the aesthetic aspects of an artistic performance or product
- 3. To become a responsible citizen in a global community, students will:
 - a) Participate actively and constructively in community life: Family, School and the larger community
 - b) Respect the equal intrinsic worth of each individual in a diverse community
 - c) Communicate appropriately in English and at least one other language
- B. Subject Area Standards The School's "Subject Area Standards" will be established to represent what students will know or be able to do as a result of the entire PK-12 subject area program. The "Standards" serve as the target of accumulated student learning within a specific PK-12 subject area.
- C. Grade Level Standards. The School's "Grade Level Standards" represent what a student should know or be able to do as a result of their educational experience through the designated grade level. They are to be clearly assessable and widely distributed and communicated to students, parents, teachers, and administrators.
- D. Assessment of Instructional Standards The Board recognizes the importance of clearly defined and understood program to measure student attainment of all grade level standards; standards which are consistent with and support, the "Subject Area and Comprehensive Instructional Standards". The Board expects the Director General to identify assessment methods and techniques for each grade level standard and provide these to teachers, parents, and students.

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

[Back to Series 6000](#)

Adopted on November 19, 2002

Policy 6020

CURRICULUM BELIEFS AND DESIGN

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

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

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

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

Cross Reference: 6010, 6030, 6040, 6060.
[Back to Series 6000](#)

Adopted on November 19, 2002
Modified on June 23, 2010

Policy 6030

CURRICULUM DEVELOPMENT AND EVALUATION

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

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

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

Cross Reference: 6010, 6020, 6040

[Back to Series 6000](#)

Adopted on November 19, 2002

Policy 6040

ORGANIZATION FOR INSTRUCTION

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

Cross Reference: 6010, 6020, 6030

[Back to Series 6000](#)

**Adopted on November 19, 2002
Modified on June 23, 2010**

INSTRUCTIONAL METHODS AND TECHNIQUES

High expectations and learner-centric practices characterize instruction at ASA. The school monitors and adjusts instruction to advance and deepen learner's knowledge and understanding of the curriculum.

Instruction should be differentiated and individualized to the extent possible for ASA students. Students have varying learning styles and needs; therefore, the Board expects teachers to use a wide variety of proven instructional methods and techniques. Teachers, in partnership with parents, shall offer maximum effort to motivate and encourage students to reach their highest learning potential at any age or grade level. The professional development program will provide teachers with increased competence in the use of appropriate instructional methods and techniques including the use of a wide variety of media resources.

Cross Reference: 6250

[Back to Series 6000](#)

**Adopted on November 19, 2002
Modified on March 26, 2014
Modified on December 14, 2022**

Policy 6060

SELECTION OF INSTRUCTIONAL MATERIALS

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

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

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

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

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

[Back to Series 6000](#)

Adopted on November 19, 2002

TEXTBOOK SELECTION AND ADOPTION

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

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

Cross Reference: 6060, 6080, 6550

[Back to Series 6000](#)

Adopted on November 19, 2002

CHALLENGED MATERIALS POLICY

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

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

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

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

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

1. Complaints received in writing, by phone, or through personal interview shall be referred immediately to the Librarian or to the specified Classroom Teacher.
2. The person(s) with the initial concerns or objections shall discuss the issue at the building level with the Librarian in the case of library resources, or with the Classroom Teacher regarding instructional materials. If the persons challenging the resource continue to have a concern or objection after this informal review with the Librarian or Teacher, they shall be supplied with a standard "Request for Reconsideration" form. No action shall be taken on the complaint until the written form is completed and returned to the Librarian or Classroom Teacher.

Policy 6080 (2)

3. The completed form will serve as an appeal and will be acted upon by the Librarian or Classroom Teacher in consultation with an Academic Review Committee. This committee will be comprised of the following representatives:
 - a. Elementary or Secondary Principal, or PY Coordinator (who will Chair the committee);
 - b. ASA Board Member;
 - c. Media Specialist;
 - d. Two classroom teachers familiar with the subject matter under challenge;
 - e. Parent representative selected by the ASA PTA; and
 - f. An assigned ASA student, when appropriate to the process.
4. No change in materials will be made to the library collection or classroom curriculum during the reconsideration and recommendation process.
5. The Academic Review Committee shall return a written report of its findings to the Director General. In the process of reconsideration, the committee shall:
 1. Review the challenged material in its entirety.
 2. Determine the extent to which the material supports the curriculum or instructional program.
6. The committee shall provide a written rationale to the Director General, preferably within 10 working days but up to a maximum of 20 working days, that makes a recommendation for the material to be:
 1. Retained/added without restriction; or
 2. Retained/added with restriction; or
 3. Not be retained/added.
 - 4.

The final decision on the challenged material will be made by the Director General. The person making the challenge will receive written notification from the Director General of the decision and any action to be taken. A final appeal to this process may be submitted to the ASA Board of Directors.

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

[Back to Series 6000](#)

Adopted on October 8, 2007

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

[Back to Series 6000](#)

ASA REQUEST FOR RECONSIDERATION FORM

REQUEST FOR RECONSIDERATION OF CHALLENGED MATERIALS

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

Title: _____

Author: _____

Publisher: _____

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

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

Request submitted by: _____

Address: _____ City: _____

Telephone Number: _____

Complaint represents:

Self _____

An Organization (name): _____

Signature: _____ Date: _____

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

[Back to Series 6000](#)

Policy 6110

CLASS SIZE

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

- There shall be one teacher and two Instructional Assistants per section in Kinder 4
- There shall be one teacher and one Instructional Assistant per section in Kinder 5 – Grade 5

This student-teacher ratio will continue unless revised by the Board.

The following chart shows recommended changes to class sizes by year:

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
K4	2 sections 22 students ea.	2 sections 22 students ea.	2 sections 22 students ea.	2 sections 22 students ea.	2 sections 22 students ea.	2 sections 22 students ea.	2 sections 22 students ea.
K5	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
1	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
2	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
3	2 sections 22 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
4	2 sections 22 students ea.	2 sections 22 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
5	2 sections 22 students ea.	2 sections 22 students ea.	2 sections 22 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
6	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
7	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
8	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 18 students ea.	3 sections 20 students ea.
9	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
10	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
11	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.
12	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.	3 sections 20 students ea.

Adopted on November 19, 2002

Revised December 15, 2008

Modified May 12, 2011

Modified May 28, 2013

Modified on June 16, 2016

Policy 6110 (2)

Exceptions to these respective Class Size limits will require Board approval.

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

Adopted on November 19, 2002

Revised December 15, 2008

Modified May 12, 2011

Modified May 28, 2013

Modified on June 16, 2016

[Back to Series 6000](#)

Policy 6120

GROUPING FOR INSTRUCTION

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

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

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

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

[Back to Series 6000](#)

Adopted on November 19, 2002

ACADEMIC FREEDOM

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

Cross Reference: 6080, 6210

[Back to Series 6000](#)

Adopted on November 19, 2002

Policy 6210

TEACHING ABOUT CONTROVERSIAL ISSUES

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

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

Cross Reference: 6200, 6080

[Back to Series 6000](#)

Adopted on November 19, 2002

STUDENT HOMEWORK

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

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

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

[Back to Series 6000](#)

Policy 6230

STUDENT PROGRESS REPORTS

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

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

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

Cross Reference: 6300

[Back to Series 6000](#)

Adopted on November 19, 2002

Policy 6240

GRADING PHILOSOPHY

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

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

%	Letter Grade	Achievement Description	Grade Pt. Value
---	--------------	-------------------------	-----------------

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

[Back to Series 6000](#)

Adopted on November 19, 2002

GRADE ASSIGNMENT

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

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

[Back to Series 6000](#)

Adopted on November 12, 1994

Policy 6250

PROFESSIONAL STAFF DEVELOPMENT

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

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

Cross Reference: 6050

[Back to Series 6000](#)

**Adopted on November 19, 2002
Modified on October 26, 2022**

STANDARDIZED TESTING PROGRAM

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

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

The major goals of testing include:

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

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

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

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

Cross Reference: [6230](#)

[Back to Series 6000](#)

Adopted on November 19, 2002

STUDENT RECORDS

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

- A. Basic Requirements. Parents are required to provide previous school records immediately upon registering for enrollment. All school records are to be kept in a secure place. Upon departure, the School will keep student records on file for five years, after which time, the files will be destroyed. Computer files will be kept indefinitely.
- B. Access by Faculty and Staff: Through the School counselor or principal, faculty members, and appointed staff will have access to student records. Such access generally does not extend beyond those of students assigned to the teacher. Under all circumstances, student record information is considered confidential and privileged.
- C. Access by Parents To Their Child's School Records: Parents wanting access to their child will make such a request through the counselor or the principal. Every attempt shall be made to assist parents in the correct interpretation of the child's records.
- D. Release of Student Records. Parents will have a sealed copy of their child's records upon departure from the School. No school records or related information will be provided to anyone other than the legal parent, guardian, their representative, or to the relocation school requesting such information. Under no circumstances will records be released until all school financial obligations have been cleared.

Policy 6410

HIGH SCHOOL STUDENT LOAD REQUIREMENTS

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

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

Cross Reference: 6420, 6640

[Back to Series 6000](#)

Adopted on November 19, 2002

Policy 6420

HIGH SCHOOL GRADUATION REQUIREMENTS

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

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

Cross Reference: 6410, 6640, 6715

[Back to Series 6000](#)

**Adopted on November 19, 2002
Modified on October 12, 2009
Modified on November 15, 2012**

GRADUATION UNDER THE PARAGUAYAN PROGRAM REQUIREMENTS

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

[Back to Series 6000](#)

Policy 6500

AFTER SCHOOL ACTIVITIES

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

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

Cross Reference: 6510, 6520

[Back to Series 6000](#)

Adopted on November 19, 2002

Policy 6510

INTRAMURAL ACTIVITY PROGRAM

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

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

Cross Reference: 6500, 6520

[Back to Series 6000](#)

Adopted on November 19, 2002

Policy 6520

INTERSCHOLASTIC STUDENT COMPETITION

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

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

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

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

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

Cross Reference: 6500, 6510

[Back to Series 6000](#)

Adopted on November 19, 2002

FIELD TRIPS AND EXCURSIONS

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

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

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

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

Cross Reference: 6540

[Back to Series 6000](#)

EXTRA-CLASS ACTIVITIES

The Board recognizes value to be gained from properly supervised extra-class activities as a part of the total school program. It is the Board's desire that such activities, properly supervised and kept in proper perspective, be structured in the school program in order to give students opportunities for experiences not possible in classroom activities. It is the Board's intention to limit the amount of time these activities take students away from school during school hours or away from studies on "school nights". This policy is applied in such areas as scheduling of interscholastic contests, meetings and trips involving school organizations and in-school activities such as meetings, initiations, etc.

Non-school organizations should be strictly limited in any activities which affect students during the school day or which affect the school program.

Cross Reference: 6530

[Back to Series 6000](#)

Adopted on November 12, 1994

Policy 6550

EXPERIMENTAL/INNOVATIVE PROGRAMS

The professional staff of the School is encouraged to seek improvement of the educational program through all appropriate means, including carefully designed experimental programs.

Experimental programs and “pilot studies” must have the approval of the Director General.

Cross Reference: 6550, 6060, 6070, 6080, 6675.

[Back to Series 6000](#)

Adopted on November 12, 1994

Policy 6600

ADVANCED PLACEMENT PROGRAM

As an important component in an enriched American curriculum program, the Board of Directors is committed to the inclusion of advanced learning courses that are recognized by colleges and universities world-wide; specifically the College Board Advance Placement program. The Board expects that both students and parents will be kept informed about such programs.

Cross Reference: 6610

[Back to Series 6000](#)

Adopted on November 19, 2002

ENRICHMENT PROGRAMS

Recognizing that students will always have a multitude of learning interests, the School will offer enrichment opportunities that support a variety of instructional strategies, activities, materials, and faculty in- service that seeks to stimulate student creative and critical thinking as well as problem solving. Therefore, the Board will encourage those programs which serve to enrich the School's curriculum and instruction.

Cross Reference: 6600

[Back to Series 6000](#)

Adopted on November 19, 2002

Policy 6620

ENGLISH AS A SECOND LANGUAGE INSTRUCTION

The principal language of instruction at the American School of Asuncion is English. Students attending the School are expected to attain reading, writing and spoken proficiency in this language. In order to help students at the elementary level who do not have an adequate working knowledge of English; the School will provide instructional support in English as a Second Language. A minimum level of English language proficiency will be required for enrollment in the School. Students in grades 1 to 12 seeking to enter the School are expected to meet or exceed specific measurable standards in English reading, listening, speaking and writing. Outside tutoring may be required as a condition for enrollment or continuation of enrollment at the School.

Cross Reference: 6120, 6245, 6630

[Back to Series 6000](#)

Adopted on November 19, 2002

SPANISH AS A SECOND LANGUAGE INSTRUCTION

Students attending the School are expected to strive for and, over time, to attain reading, writing, and spoken proficiency in Spanish. In order to help students whose first language is not Spanish to attain this proficiency, the School will provide, when needed, instructional support in Spanish as a Second language.

Specific measurable standards will be established for placement in the regular Spanish program. Once these levels have been met, students will be placed in this program. The first year students are placed in the regular program they will receive a pass/fail grade; the second year they will be graded according to their individual level; finally by the third year grades will be assessed according to the specific class level.

Cross Reference: 6120, 6245, 6620

[Back to Series 6000](#)

Adopted on November 19, 2002

ART

Art instruction in the School should guide the child into experience which will extend his understanding of himself, the world of nature and the world of man, and provide him opportunities to express his reaction to these experiences through various art media.

Through motivation and guidance, the child shall be led through flexibly-controlled experiences to evaluate his reaction to various stimuli and to have an opportunity to communicate, through his works, with his peers and his community.

More specifically, general objectives for art instruction are as follows:

1. To develop aesthetic sensitivity in all phases of the child's life experiences.
2. To develop the desire to create, and to provide opportunities for creative expression.
3. To foster and develop the elementary child's natural impulse to express the feelings about his experiences through the weekly use of art materials and activities.
4. To extend the range of materials which one knows and can use to carry out ideas.
5. To teach the fundamentals and techniques which will enable the student to express himself in as many varied ways as possible.
6. To interrelate art, music, drama and dance for the wholesome development of the child's human qualities.
7. To utilize art as non-verbal communication.

Cross Reference: 6010, 6645, 6660

[Back to Series 6000](#)

Adopted on November 12, 1994

HOST COUNTRY STUDIES

The Board of Directors believes that the School has a responsibility for acquainting all of its students with the culture and history of Paraguay. Therefore, appropriate instruction in Host Country culture will be offered to all students new to Paraguay

Once language levels permit, these students will be placed in social studies classes which are offered as part of the Paraguayan Studies Program and taught in Spanish. The first year students placed in this program will be graded on a pass/fail basis, the second year they will be graded according to their individual level; and finally by the third year they will be graded according to class level.

Cross Reference: 6120, 6245, 6410, 6420

[Back to Series 6000](#)

MUSIC

Music is one of the arts that surrounds children and adults nearly every day of their lives. It also provides entertainment for groups as well as individuals, thus resulting in one of the most important means of releasing tension. It creates harmony and good morale in a student body and enriches the entire curriculum. Since music is recognized as an integral part of the balanced program, there should be an established curriculum in the School.

The music program should include experiences in the following:

1. Singing
2. Listening
3. Rhythm
4. Creative expression
5. Instrumental performance
6. Appreciation

Objectives should be:

1. To develop appreciation and fondness for music.
2. To develop a knowledge and an appreciation of North American, Paraguayan, and ethnic musical heritage.
3. To give children opportunities to develop self-expression through creative activity and singing.
4. To become more aware of reading music from the printed page, teaching contour of the melody line and both by words and by notes.
5. To develop the ability to sing in harmony.
6. To develop a feeling of movement in music through basic steady rhythm and progress to more difficult rhythmic patterns.
7. To develop an understanding of form in music.

Cross Reference: 6010, 6635, 6660.

[Back to Series 6000](#)

Adopted on November 12, 1994

INSTRUCTIONAL TECHNOLOGY PROGRAM

The Board is committed to support a School-wide instructional technology program. Such a program will include,

- A. Specialist instruction in a laboratory situation
- B. Computer assisted instruction by the classroom teacher
- C. In-service training for faculty and staff

All teachers are obligated to gain the skills needed to make technology an integral component of the instructional program.

[Back to Series 6000](#)

**Adopted on November 19, 2002
Modified on June 23, 2010**

PHYSICAL EDUCATION AND HEALTH

The Board believes that student participation in physical education and health programs allows students the opportunity to learn about lifetime fitness and to become skilled in recreational activities that promote a healthy lifestyle. The physical education and health programs will allow students to:

- A. Learn how to participate in lifetime activities
- B. Learn motor skills
- C. Learn personal physical fitness skills
- D. Learn how to interact socially
- E. Develop lifetime health habits and interests

Therefore, all students will participate in physical education and health as scheduled in the School program. However, those students who have valid medical reasons for not participating may, upon presentation of appropriate documentation, be exempted by the Principal.

Cross Reference: 6010, 6635, 6645.

[Back to Series 6000](#)

Adopted on November 19, 2002

Policy 6670

PUBLICATIONS

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the School's goals. The Board wishes to support the development of a student-produced school newspaper, annuals, and magazines.

Freedom of speech and of expression in student publications is to be observed scrupulously by the Administration and Faculty. Freedom, however, does not confer upon students a license to destroy the School itself. Therefore, it is incumbent upon the professional staff to define the limits of students' freedom of speech respecting school affairs to protect the Board's compelling interest in maintaining a school atmosphere conducive to an orderly program of learning.

Freedom of expression in the Schools shall be interpreted as including, but not being contrary to,

1. The development of student responsibility in distinguishing between freedom and license.
2. Consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic ideas.
3. Care for the development of skills of written expression among students.

To carry out the Board's policy of respecting student publications, the following regulations apply:

1. The principal of each school which sponsors a student publication shall provide for the selection and operation of a faculty-student publications committee.
2. The student-faculty committee should set up and maintain a manual for the guidance of editors of student publications which will contain at least the following features:
 - a. Style guides.
 - b. Guides to questions of taste and appropriateness
 - c. Guides to cost limit
 - d. Routes of appeal
 - e. Statements of Board policy and purposes for student publications
 - f. Constitutional safeguards to freedom of expression.

Adopted November 12, 1994

Policy 6675

LIBRARY MEDIA CENTERS – GENERAL

The Board recognizes that an effective school library is an important and integral part of the instructional resources of each elementary and secondary school.

Hence, the School will provide and maintain an adequate school library. The Director General will develop rules, regulations and procedures to insure the quality of content and the maintenance and routine replacement of materials in the library. He will annually request sufficient funds to maintain these services at a high level, using the standards of the American Library Association as a goal.

The School will maintain a centralized cataloging process to receive and catalog all media center materials.

[Back to Series 6000](#)

Adopted November 12, 1994

LIBRARY MEDIA CENTERS

The School shall remain a centralized and organized collection of materials. The library shall serve as a media and technology center and include, in varying degrees, not only books, pamphlets, and periodicals, but also filmstrips, transparencies, mounted pictures, and tape and disc recordings, as well as information resources derived from new and emerging technology. With suggestions from teachers, the collections shall be strengthened and developed to support and enrich the curriculum.

The school library shall be staffed with a qualified librarian. The librarian shall work with teachers to implement a program which shall include reading, viewing and listening guidance, library skills instruction, and reference use of the library for all students. The teachers shall have the responsibility,

1. To be acquainted with the resources of the media center.
2. To recognize and identify the need for instructional media.
3. To plan continuously with the librarian for whole class, small group, or individual use of the media center.
4. To plan many opportunities for students to use skills after they are taught.
5. To involve students in planning and evaluation.
6. To provide for varying ability levels.
7. To call on the media specialist for assistance and teaching materials when needed.
8. To promote his own growth in the skill of guiding students in the use of the media center.

[Back to Series 6000](#)

SCHOOL EXHIBITS

To acquaint parents and others of the progress and productivity of students, school principals, teachers, and instructional supervisors are encouraged to exhibit meritorious accomplishments of students.

[Back to Series 6000](#)

Adopted on November 12, 1994

HUMAN RELATIONS PRACTICES

The Board of Directors supports the existence of a climate within the School that enhances the dignity and worth of each student and staff member. This includes insistence on human relations and practices that promote understanding, trust, acceptance, and respect between people from different races, religions, and ethnic backgrounds. The Board further believes that diversity enriches the individual and is a unique learning opportunity for students and staff. The Board therefore supports human relations practices that:

- A. Promote respect throughout the School community along with the understanding and acceptance that all human beings are unique and therefore different.
- B. Promote an enriched curriculum that uses text materials, library and other Instructional mediums which reflect diversity of ethnicity, multiple cultures and races; curriculum and instruction which is also representative and sensitive to all elements of the School's community.
- C. Promote activities and celebrations which highlight diversity and encourages an appreciation for all cultures;
- E. Promote appropriate modeling behavior for faculty, staff and students toward a diverse community, as well as a School commitment to correct attitudes that are contrary to the Board's expectation for exemplary human relations practices.

[Back to Series 6000](#)

Adopted on November 19, 2002

SERVICE LEARNING

In keeping with the mission, core values and ASA vision, the Board of Governors endorses Service Learning as a way for students to engage in productive service. Service Learning is a teaching/learning program that connects community service experiences with academic learning, personal growth and civic responsibility. In service Learning, students learn and develop through active participation in service experiences that:

- Combine classroom learning with a real community need;
- Requires planning, action, reflection and demonstration;
- Extend classroom learning beyond the classroom;
- Help develop a sense of caring for others.

Service Learning Committee/Monitoring of Service Learning

In order to better coordinate service learning initiatives school-wide, an ASA Service Learning Committee will be created. It will be chaired by an ASA Administrator and include a representative from: the faculty of the ES, MS, and HS, a Board liaison, parent and student. The responsibility of awarding of credit hours for service learning activities will be that of the division principal or her/his designee.

- Students who intend to graduate from ASA, and who have spent their four full high school years at ASA must accumulate 80 service learning hours in order to graduate. Incoming students will be required to earn 16 service learning credits per year on a pro-rated basis.
- A maximum of 20 service learning hours can be earned beginning in Middle School - grade 8 (up to 20 hours can be earned in Grade 8). Effective February 2013.
- Students can earn hours from a variety of activities - on the school site and in the local community.
- To earn credit for service learning opportunities, students must follow organized procedures to be established by the division principal or her/his designee.

Service Learning

The “service” in Service Learning can be classified as:

- **Direct Service** –person to person or face to face interactions;
- **Indirect Service** – activities that benefit the local community or environment;
- **Advocacy** – activities that create an awareness of or promote action on an issue of public interest;
- **Research** – activities that involve students in finding, gathering and reporting on information in the public interest.

Cross Reference: 6420,
[Back to Series 6000](#)

Adopted on November 15, 2012
Effective July 2013

COUNSELING AND GUIDANCE PROGRAM

The Board of Directors believes that providing effective counseling and guidance services are essential to the School program. Such services should be available to all students and parents. Therefore, it will be the intent of the Board, within the financial constraints of available resources, to provide qualified experienced counseling personnel for the School.

An effective counseling and guidance program meets the developmental, emotional, social and academic requirements of students, and guides students, parents, and teachers with personal, family, social, educational and career decisions, problems and concerns. The program format used can be individual, group, or classroom counseling.

Teachers and counselors must be committed to the principle of confidentiality in their dealings with students. Mutual trust between a student and his/her teacher and counselor must be regarded with great seriousness in all instances of conferring, counseling, guiding or advising between school staff and students. If a conflict arises between the principle of confidentiality and the best interests of the student, or the School, members of the professional and counseling staff are to seek confidential advice from their Principal before taking any action.

[Back to Series 6000](#)

STUDENT SUPPORT SERVICES PROGRAM

The School will offer selected support services for students that shall include:

- A. Curriculum Enrichment Opportunities
- B. English as a Second Language (ESL) Instruction
- C. Spanish as a Second Language (SSL) Instruction
- D. Learning Resource assistance for mild learning disabilities
- E. Counseling
- F. College Admissions Assistance
- G. Standardized and limited Diagnostic Testing
- H. Health (nursing, first aid, and health information)

While the above services are meant to enhance Support Service of all students, certain programs are designed for specific groups with the student body. The scope of the above services is subject to the employment of qualified personnel, available space and funding. The Board will reserve the right to assess fees for selected student support services.

[Back to Series 6000](#)

LEARNING RESOURCE PROGRAM

The Board of Directors recognizes that enrollment and overseas location prevent the School from funding a comprehensive special education program. Students who have physical handicaps, emotional/behavioral difficulties, and/ or learning disabilities severe enough to require individualized assistance beyond the School's limited learning resource program, will not be enrolled at the School, nor in the case of students already enrolled, continue enrollment.

The Board supports that "Learning Resource Program" as defined at the School, shall be those programs and strategies designed for mild student learning, physical or emotional difficulties, and other difficulties that might have caused the student's present learning achievement to be slightly below that expected for the child's age or grade level. The assumption is that any elementary child accepted for enrollment, or continued enrollment, will be able to successfully complete regular classroom activities approximately 85% of the school day. Secondary School students must be able to successfully complete all regular class education requirements as outlined in the School's program of studies. The School's Learning Resource Program will be guided by the following:

- A. Instructional Format for Learning Resource Assistance. The Board's goal, in support of providing funding resources for the School's limited learning assistance program, is to have students with special needs remain in the regular classroom for most of his/her instructional time.
- B. Diagnostic Testing for Learning Resource Assistance. The Board supports the concept that qualified School personnel will administer and interpret general diagnostic tests for students with specials learning needs.
- C. Initial Enrollment Requests. The Board expects that the School (specifically the Principal) will be advised immediately by the Counselor if any applying student, based on school records, site testing or parent inquiry has identifiable special learning needs. The application and all school records will be carefully reviewed and, if necessary, additional testing administered or requested.

The parent is expected to provide all information and records regarding their child's previous and current educational needs. Parents who withhold or falsify this information may face immediate enrollment termination of their child with special education needs. If the School's Admission Committee determines that the School's existing learning resource program cannot meet the student's special needs, the committee will recommend denying enrollment. Criteria for the decision must include the Committee's answer to the following questions:

Adopted on November 19, 2002

Policy 6740(2)

1. Will the student be able to progress satisfactorily academically and/or emotionally with his/her placement in the School's regular classroom program?
 2. Will the student's enrollment require special learning assistance beyond the School's limited resources?
 3. Will the student's enrollment be excessively disruptive to other students in the regular classroom environment or prevent the regular classroom teacher from providing appropriate instruction to the student's peers?
- D. Continued Enrollment Decisions. The Director General will review and finalize the termination of a student's continued enrollment in circumstances that are parallel to the intent of this policy. The Principal's recommendation for enrollment termination must have a specific date for termination as well as a file of conference, observation and testing data. All those directly involved or impacted by the decision, including parents, faculty and the Principal will discuss the preparation of the enrollment termination recommendation that will ultimately be given to the Director General for review. After the Director General has received the recommendation for enrollment termination, the Principal will inform the parents in writing of the final enrollment decision. Any parent appeal, directed to the Director General, must include the presence of the Principal who participated in the original recommendation. The Director General's decision following the appeal shall be final. There should be no appeal to the Board of Directors, unless it is obvious that the above procedures have not been followed or documented.

Cross Reference: 6110, 6120, 6245, 7010, 7030, 7040, 7060, 7600, 7630, 7640

[Back to Series 6000](#)

Adopted on November 19, 2002

CLASS INTERRUPTIONS

Although parents' interest and involvement is encouraged, it must be understood that class interruptions can be disruptive and must be kept to a minimum. Appropriateness of all classroom visits is determined by the Area Principal. Prior approval must be obtained as a courtesy to the students and the teacher.

[Back to Series 6000](#)

Adopted on November 19, 2002

INSTRUCTIONAL ASSISTANCE

The Board recognizes that there are non-teaching duties assigned to a teacher which may take away actual instructional time from students. Therefore, within the constraints of the annual operating budget, the Board endorses the use of salaried teacher aides.

[Back to Series 6000](#)

Adopted on November 19, 2002

STUDENTS

SERIES 7000

<u>Students General Policy Statement</u>	<u>7000</u>
<u>Students Enrollment</u>	<u>7010</u>
<u>Students Admissions – Qualifications and Registration Requirements</u>	<u>7030</u>
<u>Admissions to ASA (Grades 1-12)</u>	<u>7040</u>
<u>Admissions – Permanence in ASA</u>	<u>7060</u>
<u>Failing a class in the Paraguayan or U.S. Program</u>	<u>7070</u>
<u>Student Privileges and Responsibilities</u>	<u>7100</u>
<u>Student Conduct</u>	<u>7120</u>
<u>Promotion/Accelerations/Retention</u>	<u>7130</u>
<u>Reporting to Parents</u>	<u>7140</u>
<u>Awards for Achievement</u>	<u>7150</u>
<u>Temporary Withdrawal</u>	<u>7160</u>
<u>Disciplinary Action</u>	<u>7200</u>
<u>Student Suspension or Expulsion</u>	<u>7220</u>
<u>Alcohol and Drug Use</u>	<u>7240</u>
<u>Smoke and Vape Free Policy</u>	<u>7250</u>
<u>Weapons and Dangerous Instruments</u>	<u>7260</u>
<u>Anti-Harassment/Anti-Bullying</u>	<u>7280</u>
<u>Suspecting And Reporting Child Abuse/Harassment And/Or Bullying</u>	<u>7290</u>
<u>Student Dress</u>	<u>7300</u>
<u>Sports Uniforms</u>	<u>7310</u>
<u>Student Pregnancy</u>	<u>7400</u>
<u>Student Absences</u>	<u>7500</u>
<u>Student Supervision and Dismissal Precautions</u>	<u>7520</u>
<u>Accidents and Illness</u>	<u>7530</u>
<u>Communicable Diseases/HIV Infection or AIDS</u>	<u>7540</u>
<u>Student Drivers</u>	<u>7550</u>
<u>Student Organizations, Clubs, and Government</u>	<u>7600</u>
<u>Social Events, Parties & Meetings</u>	<u>7610</u>
<u>Student Activism</u>	<u>7620</u>
<u>Student Activity Funds and Fund Raising</u>	<u>7630</u>
<u>Student Gifts & Solicitations</u>	<u>7640</u>
<u>Vandalism</u>	<u>7700</u>
<u>Safety: Property and Personal</u>	<u>7800</u>
<u>Search and Seizure</u>	<u>7820</u>

[Back to General Table of Contents](#)

Policy 7000

GENERAL POLICY STATEMENT

The American School of Asunción shall employ a child-centered pedagogy, focused on the development of the “whole child”. To this end, the School shall seek to employ effectively new and emerging techniques of instruction and instructional technology. Board policies and administrative efforts shall reflect this emphasis and concern.

Board policy and administrative initiative shall reflect respect for every child's individuality and freedom.

The Board shall ensure that the school facility and school materials promote the achievement of the learning mission of the school, in both the affective and cognitive domains.

The American School of Asuncion reserves the right of admission and readmission.

[Back to Series 7000](#)

**Adopted on November 12, 1994
Modified on August 21, 2014**

Policy 7010

STUDENT ENROLLMENT

The school shall be open to children of all nationalities. The Board of Directors shall establish admission requirements.

The Board of Directors authorizes the Director General to establish decision procedures for enrollment that include the involvement of a faculty admission committee. The Board would expect the Director General to finalize enrollment decisions, to inform the Board of new enrollment, and to hear any enrollment appeals. The Board would not normally involve itself in enrollment decisions. The Board, however, will reserve the right to request information from the Director General when enrollment denial is appealed to the Board. School enrollment procedures will be guided by the following authorization that the Board has given to the Director General:

- A. To prepare and implement regulations that ensures a high standard of education within the capacity of the School facilities and teaching resources.
- B. To establish procedures to determine eligibility to enter the School program based on criteria set forth below. Criteria for enrollment eligibility include age, previous schooling, English language proficiency, learning achievement, available program to meet special learning needs, parents' and/or organization's capacity to pay school fees.
- C. To admit students on specified criteria. No student, who is otherwise eligible (as stated in this policy), shall be denied admission to, the School on the basis of race, color, sex, religion, national or ethnic origin. Nor shall race, color, sex, religion, national or ethnic origin affect in any way the treatment, evaluation, or any other consideration of the students of the School. Within the limits defined in Board policy, the School shall accept, for admission students with disabilities, provided that the School's resources can reasonably accommodate such disabilities.
- D. A student who is currently enrolled at ASA who has no outstanding bills with the school, who meets ASA's behavior and academic standards, and who does not require special learning assistance beyond the resources of the school will continue to be enrolled at ASA.
- E. Admit new students to the school on a priority basis as follows:
 - 1. Child of a U.S. citizen who is on diplomatic assignment at the U.S. Embassy, or child of a Category 1 teacher
 - 2. U.S. citizen child

Policy 7010(2)

3. Child of the international staff of diplomatic missions and international organizations accredited by the Ministry of Foreign Affairs of Paraguay.
4. Sibling of a child who is currently enrolled at ASA
5. Child of ASA alumni who graduated from ASA or spent at least four years at ASA, or child of an international family who has lived abroad for at least the preceding four years
6. All other applicants

Note: Individual admissions may be reviewed by the Director General. All students who are admitted to ASA must have full English language proficiency as measured with the school's assessment instruments. The Kinder4 English language proficiency requirement is met by one year of attendance, prior to enrollment at ASA, at a preschool that offers English language instruction, and by meeting school established English language criteria.

F. To enforce age requirements for School enrollments:

1. The minimum age for enrollment into the pre-school program is four years of age on or before September 1st of the school year for which the child is to be enrolled.
2. The minimum age for enrollment into the kindergarten program is five years of age on or before September 1st of the school year for which the child is to be enrolled.
3. The minimum age for enrollment in the Gr. 1 program is six (6) years of age on or before September 1st of the school year for which the child is to be enrolled.

Exceptions for Kinder 4 and Kinder 5 will be considered for those children whose birth dates fall between September 1st and December 31st and who are transferring from other American or American International Schools abroad. All exceptions to the September 1st policy shall be decided by the Director General based on a recommendation by the Admissions Committee.

4. The minimum age for enrollment for all the other grades will be based on school records, academic achievement and sequential studies in an American-based curriculum school.

G. To enroll students whose specialized learning needs can be accommodated within available school resources that include physical space, trained faculty, and impact of the student's enrollment on the learning of other students.

1. Programs for students with special needs are limited in terms of facilities, materials, staffing and community resources for referrals.
2. Students who have physical, emotional, or learning problems that cannot be appropriately served by School resources, will not be allowed to attend the School.

Policy 7010(3)

3. The School reserves the right to discontinue a student's enrollment if problems, beyond the scope of the School's program, develop or are discovered after initial acceptance.

Before students are allowed to enter class for the first time, the following are required:

- 1.) All registration paperwork must be submitted and accepted by the school,
- 2.) All required tuition and fees must be current, and
- 3.) The student and parents/guardians must attend a family orientation.

All parents and/or companies must demonstrate their capability of paying all required entrance, registration, and school tuition fees. All payments must be current according to published payment procedures. The Board of Directors will be kept advised of actual school enrollment, forecasted new enrollment, and the implementation of regulations that would, if circumstances dictate, increase or limit enrollment.

Cross Reference: 6110, 6120, 6245, 6740, 7600, 7630, 7640, 7030, 7040, 7060

**Adopted on November 12, 1994
Modified July 25, 2007
Modified October 8, 2007
Modified October 12, 2009
Modified on May 5, 2016
Modified on May 19, 2016
Modified on December 13, 2017
Modified on May 24, 2023**

[Back to Series 7000](#)

Policy 7030

ADMISSIONS- QUALIFICATION AND REGISTRATION REQUIREMENTS

- A. Assessments and review of records shall be required prior to admission at a cost to the student to be set by the Board on an annual basis. Skill in speaking, writing and reading English must be sufficient to master the subject matter at the corresponding grade level.
- B. Other
 - 1. Academic record. Each student must present report cards and official transcripts from previous schools attended. Kindergarten 4 students must present documented evidence of attendance for one school year in a nursery school or equivalent as determined by the ASA administration.
 - 2. Interview. The Parents or guardian and student must have a personal interview with the admissions coordinator and/or designated professional for assessment. Completion of Acceptance of ASA Regulations is required before admission to the school.
 - 3. Inoculation. Each student must complete and present a Health Certificate signed by a medical doctor. All inoculations required must be completed before the first day of school.
 - 4. Proof of Age. Legal proof of age, such as birth certificate, passport, or Cédula de Identidad is required for admission.
 - 5. A student may enter Grade One in August if age six is attained on or before September 1st of the year of entry. A child who has completed a K-5 program in the United States may be admitted in Grade One.
 - 6. Space for available seats in all grades can only be reserved by full payment of both Entrance fee and tuitions unless otherwise voted by the board. .

Cross Reference: 6110, 6120, 6245, 6740, 7160, 7600, 7630, 7640, 7010, 7040, 7060

**First Adopted: March 16, 1994
Adopted November 12, 1994
Modified October 12, 2009
Modified May 12, 2011
Modified November 15, 2012**

[Back to Series 7000](#)

Policy 7040

ADMISSIONS TO ASA: Grades 1 - 12

For regular admissions, the parents and guardians of all candidates for admission shall complete the pre-application form, once this is approved by the Director General and the Business Office, Parents complete information requirements of the Administration and meet with the divisional counselor or designated professional for assessment. The Director General shall thereafter approve all admissions of new students in accordance with ASA admissions policies. Once the student is accepted, parents must sign a letter of commitment and ASA's Statement of Understanding.

All children admitted into Grade 1 and above shall provide evidence of adequate English language skills, have passed a standardized admission assessment after a maximum of 2 trials per division level on a space available basis and show maturity for the respective grade level. (For K-4 and K-5 Admissions, see Policy).

Except for transfer from schools in the United States and accredited English-language schools in other countries, no students will be accepted at ASA for the 12th-grade year. All transfer students will be accepted on probational status.

All admissions to ASA, even those for one semester only, require full payment of all established tuition costs and fees, including the one-time Entrance Fee.

No exceptions to this policy can be made related to student acceptance into the 12th-grade year or the requirement of full payment of tuition and all fees.

Exceptions can be made if considered beneficial to ASA's educational program as recommended by the Director General and authorized by the Board of Directors.

Cross Reference: 6110, 6120, 6245, 6740, 7160, 7600, 7630, 7640, 7010, 7030, 7060

First Adopted: March 16, 1994

Modified: (point D & E were modified on February 1, 2001)

Modified December 13, 2007

Revised December 15, 2008

Modified May 12, 2011

Modified May 28, 2013

[Back to Series 7000](#)

Policy 7060

ADMISSIONS- PERMANENCE IN ASA

- A. The Administration will evaluate the progress of each student at the end of each semester. At that time, parents will be advised as to whether it is in their child's best academic and psychological interest to be promoted, to repeat the grade, or to study elsewhere. This policy will be explained to parents on a continual basis.
- B. All ASA students must seek to attain an adequate English language proficiency level as quick as possible, in order to facilitate their progression from one grade to the next in an ever-increasing degree of difficulty. To this end, the Administration shall carefully evaluate language proficiency levels in all students. For those students with insufficient language skills, as determined by teacher evaluation and standardized testing and average achievement norm percentiles, the Administration will work individually with them and their parents to improve their learning ability. Their progress shall be closely monitored for one year. If the student continues to show language deficiency by the end of that period, in spite of the individual assistance provided, the Administration must then advise the parents that the student may no longer be able to continue at ASA.
- C. The Administration will maintain the highest levels of student discipline and conduct. Each student shall be given a quarterly conduct report, and evaluated periodically. At any time, parents may be advised that their child is not complying with ASA standards. In the event of repetitive misbehavior or in any instance of grave misconduct, as determined by the Administration, a student may be expelled from ASA by resolution of the Board. This policy will be explained to parents on a continual basis.

Cross Reference: 6110, 6120, 6245, 6740, 7600, 7630, 7640, 7010, 7030, 7040

**First Adopted: March 16, 1994
Adopted November 12, 1994
Modified May 12, 2011**

[Back to Series 7000](#)

Policy 7070

FAILING A CLASS IN THE PARAGUAYAN OR U.S. PROGRAM

Any student in Grades 4-12 who fails a class in the Paraguayan or US Program according to ASA grading standards is required to take a complementary exam and will not be allowed to register for the following school year at ASA until he or she has taken and passed the complementary exam. If the student fails the complementary exam, the student is no longer eligible to matriculate at ASA for the next school year.

The school will not accept tuition payments or registration paperwork from any student until s/he passes the complementary exam.

Regularization exams will be offered by ASA for the sole purpose of providing the last chance to a student in order to pass the school year and facilitate the transfer to a different educational institution.

This policy will become effective with the start of the 2017-2018 school year.

[Cross reference:](#)

[Back to Series 7000](#)

**First adopted May 21, 2015
Modified June 15, 2017**

Policy 7100

STUDENT PRIVILEGES AND RESPONSIBILITIES

The Board believes that students have rights that should be recognized and respected. The Board also believes that every right carries with it certain responsibilities, and expects students to assume these. Among these rights and responsibilities are the following:

- A. The right to a quality education, and the responsibility to put forth a sincere effort to learn.
- B. The right to free inquiry and expression, and the responsibility to observe reasonable limits that prevent abuse of these student rights.
- C. The right to equal educational opportunity and freedom from discrimination, and the responsibility not to discriminate against others
- D. The right to a safe and orderly school environment, and the responsibility to observe School rules essential to maintain an environment that allows others to learn
- E. The right to procedural due process in cases of suspension, expulsion, and other disciplinary matters, and the responsibility to be fair and honest in exercising this right of redress

It is the Board's belief that as part of the educational process, students should be made aware of their rights and responsibilities. Therefore, the School's code of conduct will be communicated to students and their parents at least annually.

Cross Reference: 7120, 7200, 7220

Adopted on November 19, 2002

STUDENT CONDUCT

Students will conduct themselves at all times in a manner which will bring credit upon themselves and the School. To that end, all students will be informed of school regulations regarding student conduct.

In general, common sense standards of respect, honesty, and responsible behavior apply. Ignorance of a specific school rule is no excuse for inappropriate behavior.

Cross Reference: 7100, 7200, 7220

[Back to Series 7000](#)

Adopted on November 19, 2002

PROMOTION/ACCELERATION/RETENTION

The American School of Asunción shall evaluate the progress of each child at the end of each semester. At that time, parents shall be advised as to whether it is in their child's best academic and psychological interest to be promoted, to repeat the grade, or to study elsewhere. This policy shall be explained to parents on a continual basis.

[Back to Series 7000](#)

Adopted on November 12, 1994

REPORTING TO PARENTS

The best rationale for the existence of the school is that those enrolled make progress toward the achievement of the school's educational goals. Consequently, the Board wishes the professional staff of the school to devise and maintain a variety of reporting methods so that each parent may be apprised of his child's progress in the light of school goals.

[Back to Series 7000](#)

Adopted on November 12, 1994

AWARDS FOR ACHIEVEMENT

The Board of Directors believes that excellence in any area of school life on the part of pupils should receive recognition. All awards must be justified on the basis of worthy contributions to the school community.

The school may accept plaques, gifts, or memorials honoring students or graduates of the school for outstanding achievement or personal sacrifice. The acceptance of such plaques, gifts or memorials from persons not connected with the school is not approved unless the school staff determines that the origins and purposes of such trophies, prizes, or awards are consistent with school goals.

The Board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the School should be pointed out.

Recipients of awards must be approved by group action including pupils, teachers, and Administration. In some cases interested citizens may be involved, but the final selection shall reside within the school staff.

[Back to Series 7000](#)

Adopted on November 12, 1994

Policy 7160

TEMPORARY WITHDRAWAL

The American School of Asunción recognizes that circumstances may arise which oblige students to temporarily withdraw from school for certain periods of time. These circumstances may include, but are not restricted to, re-assignment or transfer of parents and reasons of illness or personal well-being.

Students may apply for a temporary leave of absence from ASA, thus reserving space in the school for their eventual return. This temporary leave of absence must be requested in advance, and will be granted to students in good standing (minimum 2.0 grade point average and a record of good conduct). Upon receiving the application, the Director General of the school will make a recommendation to the Board of Directors which will take appropriate action at the first opportunity. Parents will be notified in writing of the decision of the Board, and this communication will become part of the permanent file of the school. Parents who wish to take advantage of this policy will sign a letter of agreement demonstrating their acceptance of the conditions found in this policy.

Students who withdraw from school without requesting a leave of absence are not guaranteed future space in the school. Re-entry in all cases is subject to school determined criteria for admission.

Temporary Withdrawal, Cost

The cost for reserving space in the school can be reviewed and determined annually by the Board of Directors in accordance to Policy 7030. Parents electing to reserve space for their child(ren) will receive written notice regarding the specific reserve fees to be payable in the month of July in advance of each school year. This payment shall not be refundable.

Students who are absent for a part of a given school year may be readmitted without additional charge to the same academic year, provided that all tuitions are paid in full.

Temporary Withdrawal, Foreign Exchange, and Study Abroad

Students who wish to study abroad or participate in foreign exchange may do so and reserve their space in the American School of Asunción if they meet the following conditions:

- 1) They are students in good standing at the time of their temporary withdrawal;
- 2) They make prior arrangements to comply with ASA program requirements;
- 3) The foreign study is undertaken at a school, or on-line program, approved by the ASA administration;
- 4) They reserve space by complying with the financial requirements specified in the above Board Policy.

Policy 7160(2)

Temporary Withdrawal, Readmission

The fact of reserving space is a necessary, but not sufficient, condition for returning to the American School of Asunción. In order to be readmitted to the school, students must supply a full transcript for academic work during the time of absence. ASA may apply an entrance exam in order to revalidate re-entry. The student shall have maintained a "C" average or the equivalent during the time out of the American School of Asunción. The ASA administration will make the final determination regarding grade placement when and if the student is readmitted.

Cross reference: 7030, 7040

[Back to Series 7000](#)

Approved on June 7, 1995
Italics, approved by Board on April 3, 1996
Adopted November 12, 1994
Modified on June 9, 2009
Modified on November 16, 2011
Modified on November 15, 2012

Policy 7200

DISCIPLINARY ACTION

Principals may take disciplinary action in the form of counseling, contacting a student's parents, detention, prohibiting a student from participation in a school activity, temporarily removing a student from class, engaging a student in a service activity which will be of benefit to the school, suspending the student from attending school for a specified number of days or, in an extreme single incident or the repetition of behavior incidents, recommend to the Director General expulsion of the student from the School. Corporal punishment is not allowed.

Cross Reference: 7100, 7120, 7220

[Back to Series 7000](#)

Adopted on November 19, 2002

STUDENT SUSPENSION OR EXPULSION

The Board supports the following actions to be exercised by the administration when deemed necessary:

Student Suspension

Suspension is defined as removal of a student from classes and/or School for a time not to exceed 5 days for each occurrence. If the incident requires prolonged investigation, the period of suspension may be extended. The Principal will:

- Inform the Director General of the suspension
- Contact the parents to discuss the circumstances and reasons for this serious disciplinary measure.
- Inform the parents in writing of the decision, the reasons, and the course of action to be taken before the student is able to return to classes.

Grounds for suspension include: stealing, cheating, lying, disrespect toward other students or adults employed by the School, abuse or destruction of school property, fighting, or other behavior which is deemed to be improper or offensive.

Recommendation for Expulsion

Expulsion is defined as the removal of a student from the School. If a student has a record of continuing disruptive behavior or if the initial offense is considered sufficiently serious, a student may be expelled from the School.

The Principal's recommendation for expulsion will be reviewed by the Director General in presence of both the student and his/her parents. Notification of the recommendation must then be made in writing to the family. They must also be advised of the right of appeal to the Board of Directors and the time frame for doing so.

The ultimate decision for student expulsion lies with the Board and is to be decided in Executive Session. The Board, upon the recommendation of the Director General, will consider the re-enrollment of a student if any such petition is received in any new School year following the date of expulsion.

Cross Reference: 7100, 7120, 7200

[Back to Series 7000](#)

Policy 7240

ALCOHOL AND DRUG USE

ASA has a zero tolerance policy for alcohol and drug use. No student shall possess, use, transmit, or be under the influence of any of the following substances including but not limited to:

1. Marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate
2. Any glue, aerosol, or any other chemical substance for inhalation
3. Any alcohol or alcoholic beverage
4. Unauthorized use of prescription drugs.

School property may be inspected by school authorities in the interest of enforcing the policy. Lockers are school property and can be inspected. Breathalyzer, hair or urine testing may be used randomly at the discretion of the administration to determine if a student is in violation of this policy. A licensed laboratory of the school's choosing will be used as a third party to establish validated results. The final determination of validity of test results rests with the administration. Positive results will lead to disciplinary action according to the Student-Parent Community Manual. Students refusing to be tested will not be allowed on campus for that day as an unexcused absence

Cross Reference: 1435, 1460, 1480, 4511, 5510, 7250, 7260, 7640, 7820

[Back to Series 7000](#)

**Adopted on November 19, 2002
Modified May 28, 2013**

Policy 7250

SMOKE AND VAPE-FREE POLICY

The School has a smoke and vape-free campus. Smoking, vaping, and the use of tobacco in all forms on the school campus or at school-affiliated events by students is prohibited and those found guilty of such acts will be subject to sanctions. Tobacco use on the school campus by parents, employees, and/or school visitors is also not allowed. Vaping of any substance is included in this prohibition.

Cross Reference: 1435, 1460, 1480, 4511, 5510, 7240, 7260, 7640, 7820

[Back to Series 7000](#)

**Adopted on November 19, 2002
Modified on October 26, 2022**

Policy 7260

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle or transmit a razor, ice pick, explosive, knife, machete, pistol, rifle, shotgun, pellet gun, or other object that reasonably appears to be or can be considered to be a weapon,

1. on the school grounds at any time
2. off the school grounds at a school activity, function, or event
3. en route to and from school

Those found guilty of such acts will be subject to sanctions, including expulsion.

Cross Reference: 1460, 4511, 7240, 7250, 7640, 7820.

[Back to Series 7000](#)

Adopted on November 19, 2002

ANTI-HARASSMENT/ANTI-BULLYING

I. Overview and Scope:

- A. The American School of Asuncion is committed to providing a safe, positive, and productive environment. Harassment, including intimidation or bullying, acts of cyberbullying, and sexual harassment are strictly prohibited and shall not be tolerated in the School.
- B. This policy is in accordance with the international and local laws, rules and protocols.

This policy applies to:

- 1. student behavior on school grounds, at any school-sponsored activity, on school-provided transportation, and in all instances inside or outside of school that affect the learning environment.
 - 2. conduct by all ASA staff that is between adults, or between adults and students when the student is the victim.
- C. Retaliation against any person, who in good faith reports, is thought to have reported, files a complaint, or otherwise participates in an investigation of harassment, is strictly prohibited. This prohibition is independent of whether a complaint is substantiated. False reports shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Initiating a complaint of harassment in good faith by staff shall not adversely affect any terms or conditions of employment or work environment of the staff complainant. The good faith initiation of any complaint of harassment by a student will not adversely affect a student's school placement or learning environment.
- D. The school shall investigate all complaints of harassment and retaliation.
- E. Instances of harassment and/or bullying must have a thorough investigation with report of findings to the Director General.
- F. The Director General must inform the board of any substantiated report of harassment and/or bullying.

II. Definitions:

- A. "Harassment" means all forms of harassment, intimidation or bullying, acts of cyberbullying, and sexual harassment. It can be construed as either active or passive in nature. This covers the following categories but not limited to: race, culture, religion, sex, or disability.
 - 1. Harassment, intimidation, or bullying of students is any act that substantially interferes with a student's educational benefits, opportunities or performance and has the effect of physically harming a student or damaging a student's

Policy 7280(2)

property, knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or creating a hostile learning environment, including interfering with the psychological wellbeing of the student.

2. Harassment, intimidation or bullying of staff is conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.
3. Cyberbullying is the use of any electronic communication device to harass, intimidate, or bully.
4. Sexual harassment of students includes, but is not limited to, a demand for sexual favors in exchange for benefits and/or unwelcome conduct and/or comment of a sexual nature.
5. Slander and/or Libel includes making false statements or accusations about someone in order to do him or her harm.
6. Hazing includes forcing or coercing someone to commit or omit acts that go against his/her physical or emotional safety and dignity in order to obtain group acceptance.
7. Marginalizing includes excluding a person or a group of people physically or verbally and according them lesser social importance.
8. Retaliation is to experience an adverse impact after making or supporting a claim of harassment if the impact would deter a reasonable person from making such a claim.
9. ASA shall use strategies to maintain school-wide and classroom environments that are safe, promote academic and socio-emotional learning and that are free of harassment.
 - a. Students shall be informed of the definition of, consequences for, and obligation to report harassment and retaliation. This can be accomplished in the form of class discussion or activity.
 - b. Students who believe they have been subjected to harassment or retaliation are encouraged to immediately inform a teacher, counselor, administrator, or other staff.
 1. Students who witness or have reliable knowledge of harassment or retaliation against any student should report their concerns to a staff member.
 2. Any staff member who witnesses or receives knowledge of harassment against any student or who receives such information shall immediately report the conduct to an administrator.

10. Consequences:

- a. Students who are found in violation of this policy are subject to disciplinary action ranging from suspension to expulsion. Disciplinary action depends on the number of occurrences and the severity of the offense.

Policy 7280(3)

- b. Staff found in violation of this policy are subject to discipline, up to and including dismissal. This includes not reporting suspected bullying, retaliation, and/or harassment to the division principal and/or administrator.

ASA staff who fail to comply with this expectation shall be reported to the Director General. In certain cases, if the offense is criminal, there can be corresponding legal consequences.

11. Confidentiality:

- a. Confidentiality of complainant: All complaints shall be handled so that the identity of the complainant and any information obtained as part of the investigation shall be kept confidential.

Confidentiality of student records: Any disciplinary action taken against a student shall be kept confidential.

- b. If a staff member is found in violation of confidentiality he/she is subject to discipline, up to and including dismissal.

Cross Reference: [7200](#), [7220](#), [1455](#)

Adopted on December 13, 2012
Modified on March 13, 2018

[Back to Series 7000](#)

Policy 7290

SUSPECTING AND REPORTING CHILD ABUSE/HARASSMENT AND/OR BULLYING

The safety and welfare of all ASA's children is the School's highest priority. Any staff member, who has reasonable cause to believe that any child with whom s/he has come in contact has suffered abuse or neglect, will immediately notify school administration or direct supervisor. Abuse of a child by ASA staff or by ASA students will not be tolerated. All staff, students and parents/guardians of the school are subject to this policy must report any suspected child abuse.

Any staff participating in good faith in the making of a report, pursuant to this policy and who has reasonable grounds for the making thereof, shall have immunity from any civil or criminal liability that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected abuse of a child may not adversely affect any terms or conditions of employment of the complainant. If a student initiates a report of suspected child abuse by an ASA staff or a student in good faith, the student will not be disciplined. No staff, student or Board member may engage in retaliation against any person who reports suspected abuse of a child. Any staff or student who engages in any form of retaliation for reporting suspected child abuse, or for participation in an investigation, will be subject to disciplinary action up to and including dismissal.

The American School of Asuncion shall have written procedures to provide annual training for school staff, students, and parents and guardians on the prevention and identification of abuse of a child and the obligation of school staff to report suspected abuse of a child.

See Policy # 7280 Anti-Harassment/Bullying for reference.

ADMINISTRATIVE DIRECTIVE CHILD ABUSE REPORTING

ASA requires that if school staff have reasonable cause to believe that child abuse has occurred, it shall be reported.

I. General Overview:

- A. If a student is the alleged perpetrator of child abuse, the following procedures shall apply:
 1. The principal and/or administrator is responsible for investigating claims of child abuse.
 2. Involved parents, students and staff will be notified once the investigation is opened.
 3. If what occurred can be considered a crime, then the school must contact

Policy 7290(2)

- the corresponding authorities.
4. Upon a report, or knowledge of an incident of abuse, the principal and/or administrator shall assure an investigation is opened.
 5. A student may report child abuse/harassment/bullying anonymously; however, corroborating evidence is required for any disciplinary action or other consequences.
 6. Complainants not satisfied with the decision at the administrative level may request a review of the decision by following the appropriate step in the **Complaints and Grievances Policy #1455**.
- B. Staff who have knowledge of prohibited conduct by an adult against any student or other staff shall immediately report their concerns to the appropriate administrator. Reports of conduct violating this policy may be made anonymously; however, corroborating evidence is required for any disciplinary action or other consequences.
- C. Staff not satisfied with the decision regarding their complaint, or staff receiving disciplinary action, may request review through ASA's complaint process.

See Policies #5550 and #1455 for reference.

II. The Investigation:

- (a) ASA staff shall immediately report the information to the principal or principal's designee and/or direct supervisor.
 - (i) The Director General must be immediately informed of all reports of abuse/harassment and/or bullying.
 - (ii) If there is reasonable cause to support a report of child abuse, the Director General will inform Board leadership of the report.
- Staff:**
- (iii) If there is reasonable cause to support the report that staff has abused a child, the Director General will place that person on paid administrative leave pending investigation.
 - (iv) The Director General, division principal or designee may not reveal any confidential information about staff, the staff's family or the investigation process.

Policy 7290 (3)

Parent or Guardian:

- (v) If there is reasonable cause to support the report that a parent or guardian has abused a child, the Director General will notify the appropriate authority
- (vi) The Director General, division principal or designee may not reveal any confidential information about family or guardian during the investigation process.

Student:

- (vii) Students will not be disciplined for the initiation of a report made in good faith about suspected child abuse by school staff.
- (viii) The Director General, principals or designee may not reveal any confidential information about the student, the student's family or the investigation process.

- (b) The initiation of a report made in good faith about suspected child abuse will not adversely affect any terms or conditions of employment or the work environment of the complaint.

(2) Investigation at School

- (a) The Director General, principals or designee will immediately open the investigation and interview any persons involved.
- (b) Comprehensive investigate notes must be taken for each interview to include the time and date of the interview.
- (c) If a student is being investigated nothing that transpires in either the investigation, nor the fact of an investigation, may be noted in student education records or revealed to anyone.
- (d) If a staff member is being investigated nothing that transpires in either the investigation, nor the fact of an investigation, may be noted in the employee records or revealed to anyone.
- (e) If findings are substantiated and/or if there is a legal conviction then a discipline record pertaining will be included into the student's file.
- (f) A working file must be kept for each suspected occurrence of abuse and is to be kept in the Director General's office for reference and documentation of process.

(3) Parent Notification:

- (a) In the event an investigation is opened the parents will be immediately notified. Notification should be done only by the Director General and/or his/her designee.
- (b) Parents must also be formally notified in writing at the conclusion of the investigation of any findings.
- (c) If the parent is the subject accused, the Director General will not inform parent and contact the appropriate local or embassy authority.

Policy 7290 (4)

(4) Outside Authority Notification

- (a) If the incident raises to the level of a crime, or in the opinion of the school admin is grave and serious enough to be considered abuse, then the Director General and/or his/her designee must contact the appropriate local and/or embassy authority.

(5) Summary of findings

- (a) Once the investigation is concluded, within 7 days a summary of the incident with respective findings must be formally documented and given to the board as a report.

(6) Consequences

- (a) All consequences to either student or staff must adhere to governing board policies, the Faculty Manual and/or Student Code of Conduct.

(7) Trainings

- (a) Staff: ASA shall provide training each school year to all staff on the prevention and identification of child abuse and its reporting obligations.
- (b) Parents and Legal Guardians: The school shall make training on identification and prevention of child abuse available to parents and legal guardians of students attending ASA. The training shall be provided separately from the training provided to school staff.
- (c) Students: The school shall make training that is designed to prevent child abuse available each school year.

(8) Agreement/Adherence to the Policy:

- a) Any outside contractor that serves the school by signing the agreement of service agrees to adhere to the tenants outline in this policy.
- b) By signing the Agreement of Understanding each year, parents and students agree to adhere to the policy.
- c) By signing the Agreement of Understanding in the Faculty Manual, all staff agree to adhere to the policy.

(9) Confidentiality:

- (a) Confidentiality of complainant: All complaints shall be handled so that the identity of the complainant and any information obtained as part of the investigation shall be kept confidential.
- (b) Confidentiality of student records: Any disciplinary action taken against a student shall be kept confidential.
- (c) If a staff member is found in violation of confidentiality he/she is subject to discipline, up to and including dismissal.

Cross Reference: 7280, 1455,

Adopted on March 13, 2018

[Back to Series 7000](#)

STUDENT DRESS

Students are to assume responsibility for their mode of dress and grooming. Clothing worn to School should be modest and should not disrupt the learning process. Therefore, a student cannot dress, groom, or wear/use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of others or otherwise offend, cause disruption, or interference with the operation of the school. The Principal or other duly authorized school official will determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols results in such interference or disruption as to violate this policy.

[Back to Series 7000](#)

SPORTS UNIFORMS

It is the intent of the school to ensure that all students who represent ASA in sporting events wear only the official ASA uniform to show respect and excellence in accordance with the ASA vision of Developing, Respecting, and Excelling.

It is the responsibility of students (grades k-12) to purchase sports uniforms if they are members of ASA athletic teams. Students who do not purchase the ASA administration approved sports uniform will not be permitted to play on the relevant ASA athletic team.

[Back to Series 7000](#)

STUDENT PREGNANCY

The American School of Asunción recognizes that pregnancy in minors is neither desirable nor presents a positive role model for its student population. Therefore, neither a pregnant ASA female student nor the responsible ASA male student will be allowed to attend regular classes or participate in school sponsored events during the pregnancy.

During the time the *student(s) is/are* unable to attend ASA, the School will provide the *student(s)* with a program of independent home study and with the guidance and support required for the *student(s)* to be able to continue with his/her school work.

[Back to Series 7000](#)

Adopted on November 19, 2002

STUDENT ABSENCES

The School's instructional program requires that students attend school regularly and be on time for class activities. Therefore, students should be absent only for necessary and important reasons, such as illness and family/personal emergency. Parents are urged to cooperate with the School in keeping absences and tardiness to an absolute minimum. Excessive student absences and tardiness could lower achievement and grades, or result in repetition.

[Back to Series 7000](#)

Adopted on November 19, 2002

STUDENT SUPERVISION AND DISMISSAL PRECAUTIONS

The school is responsible for the safety and adequate supervision of students while they are on school property during normal school hours or engaged in school-sponsored activities at other times. If any student must leave school grounds for any reason, precautions must be taken that he/she be released to an authorized person. The following is in keeping with this policy:

- A. A student will be released early only on a basis of a written note from a responsible parent/guardian, or in emergency situations, on the basis of a validated telephone call.
- B. No unauthorized person will be allowed to contact a student while s/he is under School supervision, unless it is absolutely necessary as determined by the Principal.
- C. No student will be released to persons unknown to the School(that is, persons not listed on School records as being responsible, either as parents, guardians, or officially "in loco parentis") without specific, written permission.
- D. Children of separated parents can be released only upon the request of the parent who, under the law, is responsible for the child, and who is so listed in School records.

[Back to Series 7000](#)

ACCIDENTS AND ILLNESS

In cases of sudden illness or accident, appropriate action will be taken to assure that the child receives the necessary immediate medical care. Every attempt will also be made to contact parents or guardians.

A School nurse will be on duty to provide routine treatment and first aid. The nurse may dispense medication to students only when medication is accompanied by written permission of the parent, or parent authorization has been given via a validated phone call.

[Back to Series 7000](#)

Adopted on November 19, 2002

Policy 7540

COMMUNICABLE DISEASES/HIV INFECTION OR AIDS

School policy and procedures concerning communicable diseases will be based upon current knowledge about known risk factors and modes of transmission and will reflect concern for individuals as well as group welfare within the School community. The laws of Paraguay regarding communicable diseases shall be complied with and the advice of local health authorities shall be solicited and adhered to.

The School will make every effort to ensure each person's privacy and keep records confidential.

[Back to Series 7000](#)

Adopted on November 19, 2002

Policy 7550

STUDENT DRIVERS

In order for an ASA student to be allowed to drive onto the ASA school campus the student must be at least 18 years old and have a valid driver's license. The student must present a photocopy of this license to the school administration together with the registration information of the student's vehicle and a signed parent authorization to drive this vehicle.

The car will be parked properly in the school parking lot, and the parent authorization will state that the only passengers in the car will be siblings, if those siblings are authorized by parents. In no circumstance should a student take other students on or off campus in the car.

Irresponsible driving on the school campus will result in a student driver losing the privilege of driving onto the school campus.

[Back to Series 7000](#)

**Adopted on November 19, 2002
Revised December 15, 2008
Modified March 17, 2015**

Policy 7600

STUDENT ORGANIZATIONS, CLUBS, AND GOVERNMENT

The Board supports the concept that student organizations, clubs, and government provide opportunities for leadership and development of interests. Student councils are authorized when under the direction and supervision of the Principal or his/her designate. Only School clubs that have worthwhile educational or recreational purposes; been authorized by the Principal; and have School-approved sponsors will be allowed.

Secret societies (i.e. fraternities, sororities, and clubs, etc.) are prohibited.

Cross Reference: 6110, 6120, 6245, 6740, 7010, 7030, 7040, 7060, 7630, 7640

[Back to Series 7000](#)

Adopted on November 19, 2002

Policy 7610

SOCIAL EVENTS, PARTIES, & MEETINGS

School organized social events, parties, and meetings held will be subject to the approval of the Principal who shall see that adequate supervision is provided. All such events must be congruent with the Schools Mission and respect established school guidelines.

[Back to Series 7000](#)

Adopted on November 19, 2002

STUDENT ACTIVISM

Students may express opinions and ideas, take stands and support policies publicly, privately, orally, and in writing. Students may be given this opportunity for expression through established school media. Such expression must not interfere with the educational program, present a safety or health hazard, or abuse others rights to privacy. Students may not use obscenity, slanderous, or libelous statements, disruptive tactics, or advocate violation of the law or school regulations. They may, however, advocate change of law or school regulations and pursue their advocacy by due process.

Cross Reference: 7100

[Back to Series 7000](#)

Adopted on November 19, 2002

Policy 7630

STUDENT ACTIVITY FUNDS AND FUND RAISING

Student organizations will be required to obtain Principal approval for establishing funds. Both the Principal and designated faculty sponsor will monitor student funds, including sources, accounting, expenditures and provisions for safekeeping of funds. Student organizations include but are not limited to groups such as Student Council, National Honor Society, activities clubs, and grade-level class organizations which have elected officers and school-endorsed class sponsors.

Student organization accounts will be informally audited annually by the administration and unused funds will be carried over from year to year. Should the organization disband, membership at the time will determine the allocation of remaining funds.

As a general statement, no student funds will be used to sponsor activities that benefit only select members of the student organization, but may be used for the collective and equal benefit of the organization, its members, or the School. Unless otherwise designated, residual funds from inactive student organizations, or unexpended funds left by a graduating class, will revert to the general student activity fund.

(See POLICY 1470 regarding the required contribution to ASA.)

Cross Reference: 1470, 1475, 1480, 4410, 6110, 6120, 6245, 6740, 7010, 7030, 7040, 7060, 7600, 7640

[Back to Series 7000](#)

**Adopted on November 19, 2002
Revised on December 15, 2008
Modified on June 23, 2010**

STUDENT GIFTS & SOLICITATIONS

School Gifts & Solicitations. Any student, class of students, or student organization may:

- A. Offer a gift of an item or money for a specific or general purpose to the School
- B. Finance a project appropriate to the functions of the School.

Any student, class of students, or student organization wishing to make an appropriate gift to the School will notify the Principal of such intent. The Director General is authorized to accept or reject such gifts as is deemed appropriate. Gifts accepted on behalf of the School will be acknowledged by the Director General who will notify the Board of any such gift.

Gifts to Individuals Employed By the School: Students and parents are discouraged from routine presentation of gifts to individual employees of the School. When a student/family wishes to present a gift to a staff member, the gift should not be elaborate or expensive. Simple remembrances expressing affection or gratitude will not be regarded as violations of this policy.

Cross Reference: 1460, 1465, 6110, 6120, 6245, 6740, 7010, 7030, 7040, 7060, 7240, 7250, 7260, 7600, 7630, 7820.

[Back to Series 7000](#)

VANDALISM

The Board regards vandalism against school property or property of another member of the school community as reprehensible. Those found guilty of such acts will be subject to sanctions, including expulsion. Accordingly, the Director General is directed to take such steps as are necessary to:

1. Identify the students involved
2. Assess costs against the students responsible and/or their parents
3. Take appropriate disciplinary action
4. Take constructive actions as needed to guard against acts of vandalism

[Back to Series 7000](#)

SAFETY: PROPERTY AND PERSONAL

The Board is responsible that proper attention is paid to the safety of pupils.

The Director is responsible for recommending to the Board plans for giving proper attention to the safety of pupils.

Principals, teachers or bus drivers to whom the Director may delegate his authority are responsible for the safety of pupils under their charge.

It is the responsibility of the principal and teachers to arrange for adequate supervision of playgrounds at all times. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

The principal in cooperation with Security Personnel and Professional Staff shall provide for the safety of pupils. The organization of school patrols shall be encouraged as a valuable aid to safety on and around school grounds.

[Back to Series 7000](#)

Adopted on November 12, 1994

SEARCH AND SEIZURE

Provisions for temporary storage and safety of students' personal possessions ordinarily used in their day-to-day school activities will be made in all school buildings by such devices as lockers.

It is understood, however, that access to all lockers at all times is a legal right of school officials whose responsibility it is "in loco parentis" to protect the health, safety and welfare of all students enrolled.

This policy shall be explained to all students.

Cross Reference: 1435, 1460, 1480, 4511, 5510, 7240, 7250, 7260, 7640.

[Back to Series 7000](#)

Adopted on November 12, 1994

INDEX OF DELETED POLICIES

[Policy 7020 deleted on May 12, 2011](#)
[Policy 7050 deleted on May 12, 2011](#)
[Policy 6710 deleted on November 15, 2012](#)
[Policy 7270 deleted on December 13, 2012](#)
[Policy 0300 deleted on December 17, 2015](#)
[Policy 1200 deleted on March 27, 2016](#)
[Policy 1445 deleted on May 19, 2016](#)

POLICIES DELETED ON AUGUST 25, 2021

Policy 5020	Included in the HH.RR. Manual
Policy 5100	Included in Employee Contract and HH.RR. Manual
Policy 5115	Refer to Policy 5000
Policy 5120	Included in Employee Contract and HH.RR. Manual
Policy 5125	Included in Employee Contract and HH.RR. Manual
Policy 5150	Merged with Policy 5300
Policy 5220	Included in HH.RR. Manual - Refer to Policy 5200
Policy 5240	Included in HH.RR. Manual
Policy 5260	Included in HH.RR. Manual– Refer to Policy 5000
Policy 5320	Refer to Policy 5300
Policy 5340	Refer to Policy 5300
Policy 5400	Included in HH.RR. Manual – Refer to Policy 5000
Policy 5420	Included in Employee Contract and HH.RR. Manual
Policy 5440	Included in Employee Contract and HH.RR. Manual
Policy 5450	Included in HH.RR. Manual – Refer to Policy 5150
Policy 5535	Refer to Policy 5150
Policy 5550	Refer to Policy 1455
Policy 5560	Refer to Policy 5600
Policy 5700	Included in Employee Contract and HH.RR. Manual
Policy 5710	Included in HH.RR. Manual
Policy 5720	Included in Employee Contract and HH.RR. Manual
Policy 5800	Included in Employee Contract and HH.RR. Manual
Policy 5820	Included in Employee Contract and HH.RR. Manual

[Link to Deleted Policies Deleted on August 25, 2021](#)

[Back to General Table of Contents](#)