



Faculty Handbook

2018 - 2019

American School of Tegucigalpa

<http://www.amschool.org>

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Mission

The American School is a student-centered, college preparatory institution that fosters globally-responsible citizens and leaders by offering a rigorous, international education which promotes core values in a safe, innovative, and collaborative environment.

Vision

To be the leading, innovative, educational institution that prepares responsible, global citizens and leaders, and life-long learners.



*Adopted from the IBO's Learner Profile

INTRODUCTION

The American School is a private, non-denominational, non-profit, experimental-type school sponsored by the SEIT (Interamerican Educational Society of Tegucigalpa). The American School is accredited by the Honduran Ministry of Education, AdvancED and the International Baccalaureate Organization. The School is a member of the College Board, the Association of Americans School in Central America (A.A.S.C.A.) the Association of Americans School in South America (A.A.S.S.A), The Tri-Association and the Association of Bi-lingual Schools of Honduras (A.B.S.H.).

SEIT is a society formed by parents who have children at the American School. The governing body is the Parents' General Assembly, which elects a Board of Directors from among the parents. The Board of Directors sets policies and the philosophical framework within which the school operates. Each member is elected for two years in his/her position. The Board of Directors names a Superintendent and/or Director to administer the school.

AdvancED is an association located in Decatur, Georgia, U.S.A., which accredits public and private schools world-wide. The American School follows AdvancED Standards for Quality Schools required for an overseas U.S. model school.

The American School is affiliated with the following associations:

- **Association of American Schools of Central America (A.A.S.C.A.).**
- **The Inter Regional Center (I.R.C.) based in Colombia.**
- **The Association for the Advancement of International Education (A.A.I.E.).**
- **The International Baccalaureate (I.B.O.)**

ACTIVITIES

Any teacher who is interested in directing activities should inform the activities coordinator of his/her interest to do so. The following is a list of some of the school-sponsored activities that have been offered:

Soccer
Basketball
Volleyball
Cheerleading
Habitat for Humanity
Honduras Project
Yearbook
Student Council
Bencaleth
Boys and Girls Hope Club
National Honor Societies
Art Club
Drama Club
Operation Smile
S.T.E.A.M. Club
Model United Nations
Junior State of America
DECA
Sociedad Honoraria Hispánica
Band
Extiende tu Mano

After-School activities take place after 2:45 p.m.

The school provides a stipend for teacher-sponsors. A schedule of planned activities will be available from the activities coordinator.

The Secondary Student Council officers and Class Officers are elected in May. The executive board meets periodically with the faculty advisor and the Senate.

Responsibilities are set forth in the Student Constitution available in the Office.

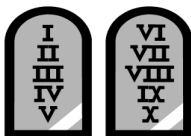
Any monies collected from any activity or by any student organization **must** be deposited in accounts managed by the school

P.T.O.

The P.T.O. is the American School Parent Teacher Organization. One of the main purposes of the P.T.O. is to bring together parents and school personnel in order to improve the school.

The P.T.O. encourages teachers to:

- Participate in the organization in which they are members.
- Motivate students so that they, as well as their parents, can participate in every activity that this organization carries out.
- Attend all meetings or assemblies, which take place twice a year.



DISCIPLINE RULES

Please refer to the Student/Parent Handbook for specific discipline rules for each school.



ATTENDANCE

Attendance is of pivotal importance for curricular and legal purposes. It is key to ensuring safety, per our mission statement. Attendance must be taken at the start of the day by all teachers and at every period for Middle and High School teachers. **Powerschool is our primary platform for taking attendance and records must be made there daily. Morning attendance must be completed by 7:45 a.m.**

Teachers must avoid attendance errors, although some small number of them are unavoidable, as they are 360-degree facing and seen by all members of the broader school community (parents, students, office, and other teachers).

Students who arrive **unexcused** after 7:45 a.m. will not be allowed on campus. Students who wish to leave school before the end of the regular school day must bring a note to the principal signed by one parent stating the reason the student is requesting early dismissal and what time the student is to leave school. The student will be issued a dismissal slip. This should be shown to the homeroom teacher or teachers and left with the guard at the front gates.

Students shall be given the opportunity to make up any work missed because of excused absences. The consequence for unexcused absences is zero for that day's work. The general rule is that all students have one class day for each excused day to make up work.

If detaining a student after class, teachers must provide him/her with a late pass to the next period.



STUDENT ILLNESS

Students need a pass from the teacher to go to the nurse's office. Use your better judgment when issuing a pass. When in doubt err on the side of safety. A student requires a pass from the nurse to return to class.

If a student is too ill to return to class the nurse should report to the Principal and Parent and a dismissal slip will be issued.

PASSES

The American School uses two types of passes:

1. Students in the hall must have a pink pass signed by the teacher. The only exception to this is **if they are making a short trip to the bathroom or locker**. Any student who wishes to leave the class for any other reason (i.e: visit counselor, grab a book from library, excuse an absence in the office, etc, must have a pass).
2. A yellow pass permits a student to leave school before final dismissal. This must be signed and stamped by an administrator. **Once a student has the pass, they should remain in class to continue receiving instruction.**

EXPECTATIONS OF STUDENT APPEARANCE

Aside from the proper wearing of the uniform, the following are guidelines regarding expectations of personal appearance. Adherence to these expectations is required at any time while representing the American School on or off campus, to include field trips, trips for co-or extra-curricular activities, athletic competitions, and school ceremonies, including the graduation ceremony. Infractions to these expectations will be catalogued and consequences will be given to students at set intervals.

Jewelry: Students may wear jewelry, however no jewelry representing anything inappropriate is permitted. Boys may not wear earrings, nose-rings, nor any other rings or studs that pierce the skin. Girls may wear conservative earrings only. Nose rings or studs are not allowed for girls either.

Hair: Boy's hair may not touch the back collar, the ears, or come down past the middle of the forehead. Sideburns may not be longer than one's earlobes. Students may not dye their hair colors that appear unnatural. Boys are expected to be clean shaven at all times.

Make-up: Elementary and Middle School Girls are not allowed to wear any makeup at any time. High School girls who choose to wear make-up must make themselves up to look like they are not wearing any. In these divisions girls may only wear natural-looking nail polish.

Tattoos: Students may not have tattoos that are visible at any time during the school day nor during any school-related functions. This includes during participation in athletic competitions.

Head wear: Baseball caps or other forms of headwear are not to be worn on campus during school hours.

The administration reserves the authority to make all judgments concerning the appropriateness of all aspects of the appearance of each student, to include his/her wearing of the uniform.

UNIFORMS

American School students are expected to come to school appropriately dressed and groomed. Violations will be documented and consequences will be given at set intervals. Uniforms may be purchased at the school store. Students new to the American School will be given two weeks from the date of enrollment to be in proper uniform.

Boys Uniform:

Blue pinstriped slacks with a white polo shirt with embroidered school emblem/House shirt (Thursdays only). White, black, gray or navy blue socks may be worn with slacks.

Girls Uniform:

Blue pinstriped knee-length jumper with a tucked-in white polo shirts with embroidered school emblem. White ankle-length socks are to be worn with the jumper.

Blue pinstriped slacks with a white polo shirt with embroidered school emblem/House shirt (Thursdays only). White, black, gray or navy socks may be worn with slacks.

V



UNIFORMS (CONT.)

The **House shirt** is considered the uniform shirt on House days. For High School this means **G block days**.

The **P.E. uniform** consists of dark blue school shorts, white school t-shirt, and tennis shoes that conform to the description below. **No canvas-style shoes are to be worn for P.E.**

Footwear

Students may choose to wear leather dress shoes, which must be either black or navy blue, or sneakers, which must be solid navy blue, white, black, grey, or a combination of these colors. **SNEAKERS CANNOT HAVE ANY GRAPHICS**, other than the brand and its design.

For cool weather

Only official school jackets or school sweatshirts (available at the AST Eagles supply store) may be worn. If wearing long-sleeve undershirts, they should be solid navy blue, white, black, or grey.

Gala Uniform

Secondary students will also on occasion be required to wear the school dress uniform, known as the “uniforme de gala,” during special assemblies and for graduation ceremonies. This uniform is available for rent at the AST Eagles supply store. This uniform must be worn with solid black leather shoes. Girls may only wear navy blue ankle-length socks with the Gala Uniform.

Important

The uniform should be worn **only** at school or when representing the school. It is considered inappropriate to wear the uniform in other public places. Inappropriate behavior while wearing the school uniform off campus may result in disciplinary consequences.

The uniform must be in proper **presentable condition at all times**. Examples of improper conditions of the uniform include missing pockets, torn or excessively frayed shirts or pants, writing on uniforms, un-hemmed pants, or pants that touch the floor.



ANNOUNCEMENTS

Each division principal will communicate the announcement policy. It is important that all announcements are shared with students in the time frame provided. Teacher must send any announcements to the principal by e-mail in advance. While announcements are being delivered, teachers are expected to see to it that all students are quiet and attentive.

ASSEMBLIES

Assemblies will be held periodically as part of the academic or activities programs. Elementary and Secondary School Programs will be scheduled separately. Teachers must accompany their classes to each assembly, sit with them, and supervise their behavior. **Any materials (videos, posters, flyers, etc.) must be authorized by the division principal at least 24 hours in advance of the assembly or event.**

PARTIES AND CELEBRATIONS

Parents can celebrate their child's birthday in the classroom in the Pre-School and Elementary school during recess or lunch. A parent must be present at such celebrations.

No parties can be held without the Principal's authorization. The receptionist must be notified if the class is receiving a delivery for a party.

When invitations are to be distributed in Pre-School or Elementary, all the students in that class must be invited.

For the yearly parties in the Elementary & Pre-School (i.e. Fiesta Catracha, Thanksgiving, Christmas,) there will be a fee charged per child payable to the room mother. The amount must be authorized by the Principal before it can be requested from the parents. The fee is paid at the beginning of the year.

COMMUNICATION WITH PARENTS

Teachers are expected to communicate periodically with parents to discuss the progress of their children.

Appointments should never be made for a time when teachers are responsible for students. Be sure to notify the receptionist of any expected visitors so that she may instruct the guards at the front gate.

Positive communication depends on the relationship between the parent and teacher. It must be a relationship that permits the parent to express his/her thoughts and feelings with the knowledge that he/she will be listened to and understood by a sympathetic and accepting person. Teachers being understanding and accepting helps parents in turn to understand and accept both themselves and their children.

All teachers are required to notify parents of any students with an average of 77% or below at the time that mid-quarter grades are reported. A message included in PowerSchool is not considered a sufficient means of complying with this requirement. Means of requesting a conference include a phone call, e-mail, or simply giving the office secretary a list of students that she can call home and arrange the conferences around the teacher's schedule of classes and prep periods. Teachers should maintain a record of the communication/conference. A separate folder in your documents is an effective means of this.

At the time that report cards are issued, the Middle School and High School Counselors are required to request a conference with the parents of all students with any course below 70% for the quarter.

SCHOOL FACILITIES

Any teacher wishing to use the gymnasium, covered court, or multipurpose room for any class or activity, must sign up on the master schedule in the activities coordinator's office.

If a teacher wishes to use the mobile computer carts, computer labs or the library, he/she must sign-up in the shared Google calendar and/or with the lab coordinator or librarian for that purpose in advance.

Students must be accompanied by their teacher while in any location around school.



FIELD TRIPS

Field trips serve to support the written curriculum and the mission of the school. While it is hoped that the students find them a fun alternative to the classroom, their principal purpose is never simply to entertain. Field trips are planned by teachers as an extension of the classroom experience. When attending field trips, students are provided with a variety of instructional activities and participate in evaluation and review after the trip.

Students are required to attend field trips; they are not optional. Missing a field trip without an accepted excuse will be considered an unexcused absence, and, therefore, work missed during the field trip can not be made up. Examples of the few circumstances that might result in a student being excused from a field trip include illness or serious security risks.

Students who fail to turn in their signed permission forms on time will not be allowed to attend and might be unable to complete field-trip related work. Aside from the duty of the school to teach students responsibility, another reason for this practice is that the activities coordinator must have time to conclude all logistical arrangements. Therefore, all permission slips should be returned no more than 10 days prior to the scheduled field trip date.

Normally, at least one chaperone per ten students will be assigned in any school-sponsored trip off campus.

GRADES (5TH-12TH)

GRADES 5-12	
A	93-100
B	85-92
C	78-84
D	70-77
F	0-69

The American School uses the following grading system on report cards:

Grading Procedures Pre-School

Quarters are separated for grading purposes. All teachers must keep weekly records in their Power Teacher Grade Book in addition to the results of a quarterly evaluation.

The principal will give a detailed explanation of the grading process during orientation.

The principal will explain end-of-the-year official reports and procedures near the end of the school year.

Grading Procedures Elementary School

Quarters are all separated for grading purposes. All teachers must keep daily records in their record book and transfer them into Power Teacher Grade book as to provide a computerized report card to parents each quarter.

The principal will explain the system as the number of grades per quarter , weighted averages, progress reports, etc. during orientation.

The principal will explain end-of-the-year official reports to the Ministry of Education near the end of the school year.

Recuperation Exam: one exam opportunity will take place at the end of the school year as per Honduran law.

Grading Procedures Middle/High School

Quarters are all separated for grading purposes. Two quarters are averaged for semester courses and four quarters for yearly courses. All teachers must keep weekly records up to date in their Power Teacher Grade Book. The proposed grading system will be determined during the first department chair, administrative meeting.

Recuperation Exam: one exam opportunity will take place at the end of the school year as per Honduran law.

SEMESTER EXAMS

In the High School, comprehensive final exams are required in all subjects at the end of each semester. The first semester final exam in each subject will count 20% of the second quarter final grade, and the second semester final exam will count 20% of the fourth quarter final grade in each subject. For some courses, an alternative form of assessment may be used in place of a semester final. An example of this would be a project submitted in art in lieu of the final exam. This alternative form of assessment would nevertheless count 20% of the final grade for its respective quarter. As semester exams are comprehensive, it is required that they cover the entire semester curriculum in each course.

Semester exams are scheduled to last 90 minutes each, with students taking no more than two per day. On the days of final exams, students are only required to be at school during their exams. Students are required to remain in the classroom where each exam takes place for at least 60 minutes, even if they finish early. Therefore, students should arrive at each final exam prepared to read or study if they finish early.

As the semester exam week is scheduled in the school calendar at the beginning of the school year, parents and students must plan ANY trips after the last scheduled exam day of the semester week. ONLY official Medical Certificates from the Medical College will be admitted as excused for a re-scheduling of an exam. Any other absences will result in forfeiting of the exam (s) missed.

CITIZENSHIP

The following description pertains to the criteria that will be used to access citizenship in the report cards.

Unsatisfactory (U)	Satisfactory (S)	Excellent (E)
<p>Repeated incidence of any of the following behaviors:</p> <ul style="list-style-type: none">• Disruptive in class.• Failure to come prepared for class (includes materials and homework).• Failure to follow class and school rules.• Impolite to teachers and/or peers.• Failure to take responsibility for own actions.• Side conversations.• Asking questions unrelated to class material.• Offering excessive excuses for inappropriate behavior.• Inappropriate use of second language (English or Spanish).• Cheating or copying on tests and homework.• Tardiness and/or absenteeism.• Inattentive or self-absorbed behavior.	<p>Occasional incidence of unsatisfactory behaviors and consistent display of ALL the following behaviors:</p> <ul style="list-style-type: none">• Politeness to other students and teachers.• Punctuality• Prepared for class• Seeks out and does make-up work.	<p>Consistent display of the following behavior:</p> <ul style="list-style-type: none">• Active and positive contribution to class activities.• Encourages peers to their best performance and behavior.• Shows extra effort in class work.• Displays self-discipline in academic and personal responsibilities.

TESTS

Because of the course load that most upper elementary and secondary students have, only two summative assessments (ex. Tests) per day per grade are permitted. Teachers must sign up on the shared Google Calendar for each grade level in Elementary and check Schoology for Middle and High School. Summative assessments are to be scheduled one week in advance. You may not administer a major assessment unless you have recorded it on the shared calendar.

RECUPERATION EXAMS

As required by Honduran law, if a student fails a subject for the entire semester or year (depending on the course), he/she has the right to take a make-up exam on the entire semester's or year's work a week after the semester/year is done. 70% is considered a passing grade on recuperation exams. There is one opportunity to sit for a recuperation exam in each subject in all grades.

Note: For all recuperation exams, a recuperation study guide must accompany each exam. The study guide must include all work to be covered on the exam, and the exam cannot have questions which are not covered in the study guide. Recuperation exams should be of a reasonable length for a ninety minute period, and aligned to the standards of the course.

ACADEMIC PROBATION (GRADES 4–12)

8.504 Academic Probation

The American School Board of Directors, school administration, and faculty are very concerned about maintaining high academic standards. Measures need be taken to improve the academic performance and achievement of our students. Research and experience have demonstrated that a well-conceived and administered policy on academic probation stimulates the students to improve their learning skills, therefore maintaining high levels of academic achievement. To this end, the present policy is established:

1. Any student who fails a subject at the end of the course, at the end of the semester for semester-long courses or at the end of the year for year-long courses, will be placed on academic probation.
2. A student on academic probation has to show academic improvement and pass (70% or above) all the courses the following term to be removed from probation. A term will be understood as a semester for a failure in a semester-long course and a year for a failure in a year-long course. Note: all 10th-12th grade courses are to be understood as semester-long courses.
3. A student on academic probation who is entitled to accommodations in accordance to the established school policy, will have priority admittance in the school's Special Services program as this paid service will provide the student with close monitoring and guidance during the academic probation term. The student is also subject to being denied re-enrollment due to lack of compliance for either the next school year and/or Special Services program at any time.
4. A student on academic probation will need to stay after-school for one *academic reinforcement sessions* (Friday, 3:00-6:00pm for Middle School or 3:00-7:00 for High School) per month (to total ten in the academic year). This will provide the student with an environment conducive to completing pending work.
5. Any student on academic probation is subject to being denied re-enrollment to the school for the following school year **and/or** being denied the American School Diploma regardless of the results of the recuperation tests which the student may be entitled to take. Decisions concerning the denial of re-enrollment **and/or** being denied the American School Diploma are made in the best interest of the student and the

GRADEBOOK AND UNIT/LESSON PLANNING

One of the responsibilities of the principals is to make certain that each teacher has well developed unit and lesson plans and fair grading practices. Unit plans will be housed in Atlas Rubicon and the individual lesson plans will be uploaded in Atlas as well. Principals periodically will review the plans and electronic grade books of all teachers, giving them concrete information for the teacher's performance appraisal and to relay to parents if questions arise. Each principal will communicate the

SOCIAL PROBATION

Students consistently in violation of school rules and regulations or involved in major infractions may be placed on social probation. This means that the student may be prohibited from participating in extracurricular activities. Probationary status will be determined on a yearly basis. Students and parents will be informed in writing and through conferences of the terms and reasons for social probation.

Students failing to show the necessary improvements may be transferred or denied registration for the next school year from the American School.



COPY SERVICES

The Copy Room, is located in the Media Center. Copies must be requested in writing, using the forms that are in the Copy Room. Normal copying time is **24 hours**; work must, therefore, be turned in at least one day before you actually need it. Absolutely no student is allowed in the copy room.

STUDENT SERVICES

The American School employs Division Counselors, Diagnosticians, Resource Room teachers, Medical Personnel; all of whom are available for consultation, either individually or collectively, on student concerns.

Any teacher who detects a concern whether academic, social or emotional should fill out a referral form available from the counselor. This will then be acted on by the Special Services Team. Parent consent is necessary for testing. All teachers are required to provide school-approved accommodations to all students as needed.

JEFFERSON-VALLE MEDIA CENTER



The Jefferson-Valle Media Center is committed to maintaining an atmosphere conducive to reading, study, and research. Students and staff are encouraged to use all resources it has to offer, including books, magazines, videos, computers, audio-visual equipment, and on-line databases. It is the personal responsibility of each student to return library resources on time and in the same condition as they were checked out.

Fines will be charged for materials returned late, and students will be charged for materials damaged or lost.

Remote use of our on-line catalog is strongly encouraged. Links to CQ Researcher, EBSCO Host, and the Middle and High School catalog can be found on the library's page of the American School website at www.amschool.org.

As the Media Center maintains a quiet atmosphere at all times, serious students or anyone needing a quiet place to study, read, or work can depend on this refuge and appreciate its availability. Those who fail to respect the standard of behavior that a library requires will be asked to leave. Teachers must write a pass for every student they send. The Media Center is open both before and after school, and students are welcome to use it during their free time.

DISMISSING CLASSES

Teachers are expected to teach classes for the complete period. Those days before holidays, vacations, exams, or other similar days which tend to be "special" should not be an exception. Articles 201-218 of Education Law address this issue. Those teachers who do not teach the entire period, except as excused by the principal, will be warned and then legally sanctioned.

TEACHER STANDARDS

The following are specifically forbidden by The American School regulations and by Honduran law:

1. Not behaving professionally in regard to our students' performance whether academic or social; as well as family's situation, disciplinary action, and any other pertinent school related issue. (Specifically making comments to students, other staff member, parents and/or the community in general).
2. Using Spanish during classes designed to be taught in English.
3. Application of corporal punishment.
4. Being absent from classes or school premises without prior authorization.
5. Failing to notify the principal before the beginning of classes of one's inability to work due to illness.
6. Presenting oneself in the school under the influence of alcohol or illegal narcotics.
7. Presenting oneself in the school in a state of attire unbecoming a professional.
8. Maintaining amorous relationships with students.
9. Calling any student by a nickname or other name that will cause him ridicule or psychological injury.
10. Teaching classes solely through dictation and copying, or requiring the memorization of texts or articles.
11. Showing or discussing the grades, academic progress or behavior of any student with other students or parents
12. Applying excessive or unreasonable homework assignments.
13. Punishing a student by requiring repetitive copying assignments.
14. Demanding or receiving money from students for any purpose without prior authorization from school authorities (Principals).
15. Showing discriminatory behavior towards students of different social classes, races, religion, gender or nationality.
16. Disregarding school rules, hierarchy, and organization.
17. Leaving classes unattended.
18. Failing to teach the assigned subject for the complete period. Including interruptions from visits and/or cell phone calls.
19. Chewing gum during class time.
20. Sending students to recess without proper supervision (elementary teachers especially).
21. Using profanity or inappropriate language.
22. Tutoring students from one's own classes, classes that are co-taught, or charging students for tutoring them on campus.
23. Smoking in any school facility.
24. Consuming alcoholic beverages.
25. Possessing consuming selling, buying, giving, or trafficking any narcotics, stimulants, barbiturates, hallucinogenic, drugs or marihuana.
26. Possessing or selling weapons.
27. Making a medical or psychological diagnosis of any kind or making recommendations about the need for treatment for medical and/or psychological conditions.
28. Not turning in confiscated items (cellphone, i-pods etc.) to the Administrative Offices.
29. Leaving assistants in charge of students unless authorized by the Administration.
30. Promoting personal teacher endeavors (tutoring, camps, private lessons) through official school channels.

PROFESSIONAL EXPECTATIONS

TEACHER DRESS



As professionals, teachers are expected to dress in attire appropriate to their status. Teachers should also dress appropriately for the activity they are involved in performing. The following are some standard guidelines:

- For men - jeans, bikers, shorts, earrings and sandals should not be worn. Socks should be worn at all times. Collared shirts and ties or a cubayera must be worn.
 - For women - bikers, leggings, shorts, mini-skirts, jeans, low-cut dresses, halter top, spaghetti strap blouses, or flip-flops must not be worn. Professional-looking dress, skirt, or slacks and blouse must be worn. Women may also wear bermuda shorts or walking shorts of a length that comes to the knee. The shorts should be a part of an outfit designed to be worn in the professional workplace.
- On Fridays, faculty members are permitted to wear jeans only when accompanied by an approved A.S.T. shirt.



DUTY

Teachers are required to report to duty on time, as scheduled.

Educators are responsible for all students at all times while on campus. The assigned duty **is not to be considered "free" time.** Refer to the duty description handout.

MEETINGS AND PROFESSIONAL DEVELOPMENT SESSIONS

Mandatory meetings and PD offerings will be held as needed. Punctual attendance is expected.

MAILBOXES/EMAILS

All correspondence, memos, bulletins, etc., will be delivered to the teacher's amschool email account. **Teachers should check their email daily in the morning and afternoon.** Teachers are responsible for being aware of all communication sent there.



Printed communication and/or materials will be delivered to the teacher cubbies available in each division office. Pre-School teachers' mail boxes are in the Pre-School Resource Room.

PUNCTUALITY

Staff is expected to be on campus and in their classroom by 7:10 a.m. and remain until 3:00 p.m. unless otherwise instructed by their principals. Failure to comply with this jeopardizes the safety of the student body.

BUSES



Teachers are invited to use school transportation to and from school as long as space allows. Those teachers riding buses in the morning are asked to assist in maintaining order on the buses, especially in ensuring that the students are seated at all times and are observing proper bus behavior.

LEAVING CAMPUS

Teachers are not to leave the campus during school hours without the permission of an administrator. In such case, **it is necessary to sign out and in** on a form that is kept by the Principal's Secretary. All staff are expected to be in school all day (7:10-3:00) regardless of whether their planning periods are first, last or any other period.

TEACHER DRIVER

In order to drive to school, teachers must be legally licensed in Honduras, be registered in the Business office, have a school entrance sticker, and **park in the assigned parking space**.

INVENTORY

Each teacher is responsible for the furniture, materials, technology and books issued to them or in their room during the school year. Issue books carefully to students, recording the numbers of the books assigned to the students. Extra books should be locked away. At the end of the year each teacher is responsible for returning every book or any other school material issued and for giving a list of missing or damaged books to the principal.. Teachers will be responsible for replacing any missing materials .

END OF YEAR

Teachers will receive instructions for checking out as well as information about final pay checks at the last faculty meeting of the school year. All staff members are expected to remain in school until the last day for teachers. See school calendar.

BOOK ORDERS

Books and materials for the following school year must be ordered early to ensure that they will arrive on time. Orders should be finalized by the deadline announced by the building principal.

POLICIES AND REGULATIONS

A copy of The American School Policy Manual is available in each library for faculty reference. Any questions regarding a policy may be directed to the Superintendent.



SALARY INFORMATION

Pay day is the 15th of every month and the last working day of every month. It is not a policy to advance money on your salary.

SALARY DEDUCTIONS

The school is required by law to make the following deductions from teacher's salaries:

- a. Honduran Social Security - as stated by law. Your Social Security contribution is non-refundable.
- b. Honduran Teacher Retirement (INPREMA) - a % is deducted monthly from your salary as your contribution to the retirement fund.
Around 70% of your retirement contribution will be returned to you by INPREMA if you resign from the Honduran Educational System. The Human Resources Coordinator will provide information about this process.
- c. The American School does not deduct U.S. taxes from teacher salaries. U.S. expatriates have a certain tax break with IRS. The U.S. Consulate has information on the U.S. tax situation.

ABSENCES FOR ILLNESS, PERSONAL DAYS, RELIGIOUS DAYS

Teachers are permitted the following absences with pay:

- A. Up to 15 days for illness. (An incapacity certificate must be presented if the illness lasts more than 3 consecutive days. See section on Incapacity.) Failure to present incapacity certificate will result in pay deduction.
- B. Up to 3 days for religious holidays. (These must be reported to the principal no later than August 15 each school year.)
- C. Two (2) days of absence with pay will be allowed for personal business which, by its nature, cannot be scheduled outside of school hours. The teacher must make application in writing for such days **at least five working days** in advance of taking them. It is against professional ethics to use these days for the sole purpose of extending a weekend, vacation or holiday periods. Any request for additional personal days, including requests for leave without pay, may be denied. From 6.601 inc. 2 Policy Manual.

Teachers are obligated to notify their respective principal via phone or in person in case of absence before the beginning of the school day. Informing the division secretary alone is not acceptable. Failure to do so will result in a salary deduction and further sanctions if this is repeated. Each principal will specify the time frame for notification.

It is the responsibility of all teachers to provide lesson plans to be followed by the substitute. All teachers must submit emergency lesson plans to their respective Principal. If these plans are used, they should be replaced or updated. Class lists and duty schedules should be included in these



INCAPACITY FOR ILLNESS

According to Honduran Law, Social Security and School Policy, any teacher's serious illness or maternity leave which requires an absence of more than three days obligates the employee to obtain a medical incapacity. Please follow these steps:

1. Get an official Medical Certificate. This Certificate must be filled out by the doctor who treated you. INCAPACITIES WRITTEN BY DOCTORS ON ANY OTHER FORM WILL BE REJECTED.
2. To justify absences from work for illness the employee must obtain an "incapacidad" from the Honduran Social Security (Seguro Social). **In order to get the "incapacidad," the employee must take the medical certificate to the Seguro Social within five business days.** The school also requires that the employee provide the school with the official documentation from Seguro Social. The salary portion covered by the "incapacidad" must be retrieved by the employee from the Seguro Social. The school will pay the salary minus the Seguro Social payment as per Seguro Social regulations. **Employees are required to do this paperwork on their own.**

Elective and/or cosmetic surgery must be scheduled during vacation time. Any absence during the school year for these reasons will be considered unjustified and sanctioned accordingly.

Failure to promptly comply with the above will result in salary deductions and sanctions for unexcused absence from school.

CHANNELS OF COMMUNICATION

The Board of Directors recognizes the need for proper communications between and among students, parents, teachers, administrations and the Board. To assist in achieving this objective, the following general procedures are recommended for all concerned parties:

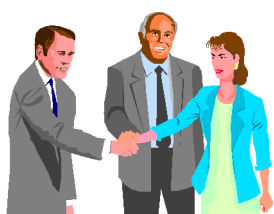
- 1 When a problem concerns a student, parents should first see the classroom teacher. An appointment to see the respective teacher may be made by calling the division secretary or sending an e-mail to the respective teacher. Problems of a personal nature or questions about a student's program, his overall potential and progress, may also be discussed with the student's counselor.
- 2 Problems which cannot be resolved through a conference with the teacher or counselor and questions of a more general nature concerning the operation of the school may be discussed with the principal. Appointments may be made by calling the division office.
- 3 Problems which have not been resolved after conferences with the teacher and principal may be taken to the Head of School, who will discuss any questions related to the general operation of the school or to school policies. An appointment may be made through the secretary.
- 4 The Head of School is the Executive Officer of the Board of Directors and is responsible for the organization, operation and administration of the total school program. Therefore, he or she is the normal channel of communication between the Board and the public. Questions about school policy should be directed to the Head of School. Normally, communications directed to the Board will be referred to the Head of School for reply or action. Individual Board members should not directly involve themselves in administrative matters involving students, teachers and administrators.
- 5 Requests for changes in school policy and appeals of decisions made by the Head of School may be addressed to the Board. All communications to the Board should be in writing and should be addressed to the President, Board of Directors. Decisions about school policy will be made only by the Board acting as a whole in a regular or special meeting.

PERFORMANCE APPRAISAL PROGRAM

The purpose of professional appraisal is to comply with A.S.T. Board policy by improving and supporting achievement through a structured process for continued professional advancement.

The professional standards stated in the A.S.T. TESC - Teacher Evaluation Score Card and CESC - Counselor Evaluation Score Card are focused on understandings of different facets of our work and provide the opportunity to consider which aspects of our work need development or which ones could be used as resources to support others in their work. Every faculty member will be formally appraised every semester with this tool. Counselors will be appraised with the Counselor Score Card.

The Formal Appraisal



The purpose of the formal appraisal is to provide teachers with a detailed picture of their achievements against the professional standards. The sources of information regarding a teacher's performance include the following:

- At least one formal classroom observation per semester with written feedback. Additional classroom observations may take place as well. The full observation may be followed by a post-observation meeting with the principal or assistant principal to discuss his/her observations, comments, and recommendations.
- At least two peer observations per semester as a means of professional advancement and collaboration. Teachers should provide evidence of their observations to their evaluator.
- Drop-in observations will happen throughout the year.
- All observations of one's job performance will be the basis for the completion of the TESC and the CESC.
- The TESC should be completed by the teacher each semester with all supporting evidence and rubrics. The TESC will then be discussed with the Principal or Assistant Principal in a scheduled conference.

EMERGENCY EVACUATION PROCEDURES



ALL STAFF MEMBERS SHOULD HAVE READ AND BE FAMILIAR WITH THE PROCEDURES AND POLICIES STATED IN THE *AST FIRST AID AND EMERGENCY HANDBOOK*.

THE SIGNAL FOR AN EMERGENCY FIRE EVACUATION WILL BE COMMUNICATED USING THE PA SYSTEM AND /OR THE BELL SYSTEM (10 LONG RINGS).

THE SIGNAL FOR AN EMERGENCY LOCKDOWN WILL BE COMMUNICATED USING THE PA SYSTEM BY STATING "LOCKDOWN."

THE SIGNAL FOR AN **EMERGENCY EARTHQUAKE DRILL** WILL BE COMMUNICATED BY USING TEN SHORT RINGS. EVACUATION WILL BE SIGNED BY USING THE PA SYSTEM TO STATE "EVACUATE." (IN THE EVENT OF AN ACTUAL EARTHQUAKE, IMMEDIATELY FOLLOW PROTOCOL WITHOUT EXPECTING RINGS OR PA ANNOUNCEMENT).

Teachers should take control of their students and proceed with evacuation to designated area (see building maps) via respective routes. ALL STUDENTS AND STAFF WILL EVACUATE TO THE DESIGNATED AREAS.

TEACHERS MUST HAVE A ROSTER OF THE CLASS TO TAKE ROLL .

DOORS NEED TO BE LEFT UNLOCKED IN ORDER TO SEARCH THE FACILITIES FASTER.

ONCE TEACHERS ARE CERTAIN THAT ALL STUDENTS ARE ACCOUNTED FOR, THEY REPORT THIS TO THE RESPECTIVE PRINCIPAL AND FOLLOW APPROPRIATE PROTOCOL.

ONCE THE BUILDINGS HAVE BEEN CHECKED THE PRINCIPAL WILL SIGNAL FOR THE TEACHERS AND STUDENTS TO RETURN TO CLASS.

IN THE EVENT THAT ALL STUDENTS MUST BE SENT HOME, THE TEACHER IS TO REMAIN WITH ANY STUDENTS THAT DO NOT RIDE THE BUS. TEACHERS ARE RESPONSIBLE FOR THEIR STUDENTS UNTIL THE LAST ONE IS PICKED UP BY THEIR PARENTS. TEACHERS MUST REMAIN AT DESIGNATED AREAS UNTIL NOTIFIED BY THE PRINCIPAL.