

## **FORWARD**

The American Educational Association Board of Trustees Policy Manual is a framework for guiding administration, staff, parents and students in decision-making and actions consistent with the Board's intent and American Educational Association's objectives. It is intended as a positive aid to managerial judgment. For a given situation, it details necessary considerations and establishes the parameters within which a decision must be made.

The Board of Trustees Policy Manual is to be implemented in conjunction with the Statutes of the Association of the School.

Nothing in this Policy Manual is intended to create or constitute an employment agreement. All decisions by the Board as to the interpretation or application of its policies shall be final and binding. The policy statements included in this manual are subject to periodic review by the Board.

As the context requires, use of the masculine gender shall include the feminine, and the singular shall include the plural.

Cross-reference: Statutes, pg. 14 - Objectives

December 13, 2004

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## **1. THE SCHOOL**

### **1.1 LEGAL STATUS**

The American Cooperative School of La Paz (referred to as AEA), located in the city of La Paz, Bolivia, is a non-profit private institution sponsored by the American Educational Association. It is governed by a Board of Trustees drawn from and responsible to the Association and administered by a Superintendent in accordance with the Statutes of the Association and with Board Policy. The legal name of the school is **The American Educational Association (AEA)**. Due regard is given to the laws of Bolivia concerning the operation of private schools. The school is recognized by the Ministry of Education, La Paz, Bolivia.

Adopted: December 13, 2004

### **1.2 SCHOOL PHILOSOPHY AND MISSION**

#### **1.2.1 Philosophy**

We believe that the AEA should provide a quality education for all students in the English language representative of that found in the United States. Also, we believe that the AEA should be preparing students to enter college or university programs. We further believe that the school should provide its multinational student body with an appreciation of the diverse cultures represented by its members, with a special emphasis on knowledge and understanding of Bolivian culture and history and the Spanish language.

We recognize that quality education consists of many elements, including the following: academic development, character development and values education, a program of physical fitness, activities to foster a sense of responsibility toward community, formation of friendships including those across cultures, and a code of conduct that instills self-respect, self-discipline, and honesty. Underlying the entire program should be recognition of individual differences. A program combining these elements should prepare AEA students for college and university programs and for a constructive role in a democratic society.

Cross-reference: Statutes - Basic Philosophy

Adopted: December 13, 2004

#### **1.2.2 Statement of Mission**

The American Cooperative School, Bolivia's most culturally diverse, cutting edge, U.S. accredited college preparatory institution, strives to develop responsible, compassionate global citizens who are lifelong learners, assets to their communities and successful in life through a challenging and engaging broad-based curriculum drawing on local and international content; a safe, nurturing, student-centered environment; and close collaboration among students, parents, and educators.

Adopted: December 13, 2004

### **1.2.3 AEA SECURITY**

#### **1. Policy Statement:**

The American Educational Association (AEA) is committed to providing a safe and secure environment for its students, administration and staff. The Administration will ensure that practices and procedures are in place to protect AEA property including physical buildings, equipment, and computer and information systems.

This policy provides direction to the Superintendent for the development and maintenance of a complete set of security procedures that provide adequate levels of protection and security to meet the objective of this policy.

On a yearly basis, the Superintendent shall evaluate the security procedures at AEA. The Superintendent may consult with the US Embassy Regional Security Officer (RSO) or other security experts to assist with his assessment as required. The Superintendent will present an annual summary, including any identified weaknesses and recommendations for improvement to the Board.

#### **2. Guidelines:**

The Superintendent shall develop written security procedures in at least each of the areas discussed below (additional considerations are detailed at **Appendix 1A Security Guidelines**):

**A. Physical Security:** The Superintendent shall establish, maintain and continually update physical security procedures including:

- 1) **Access Control:** AEA shall have an effective means to positively identify personnel authorized to be on school grounds and vet all other personnel attempting to gain access to AEA.
- 2) **AEA School Guards:** AEA shall maintain a qualified guard force to verify each person's authority to access the school complex, to restrict unauthorized personnel, and to conduct regular patrols of school grounds.
- 3) **Key Control:** AEA shall maintain positive control over school keys; restrict issuance of master keys, building keys and gate keys; maintain a key authorization list; and conduct annual inspections of keys.
- 4) **Physical Security and Security Surveys:** The Superintendent shall assess changes in the regional environment and adjust security levels accordingly. The Superintendent may consult with the US Embassy RSO or other security professionals to assist in conducting security surveys as needed. The Superintendent shall report the results of surveys to the Board.

**B. Personnel Safety and Evacuation:** AEA assumes responsibility for its staff and students during the normal school day. As such, the school must be prepared to immediately respond to emergency situations. The Superintendent shall develop and maintain procedures for:

- 1) **Fire Evacuation:** AEA shall maintain and regularly practice fire evacuation procedures for orderly and safe evacuation of students and staff, and maintain and inspect fire systems to protect its facilities.
- 2) **Bomb and Security Threat Evacuation:** AEA shall have procedures for timely evacuation of students and staff to a safe distance upon receiving threats against the school, its students, staff or facilities.
- 3) **Civil Disturbances:** AEA shall have procedures for notifying and protecting students and staff in the event of civil unrest that may interfere with school operations.

**C. Information Security:** The Superintendent shall develop and implement information security procedures to protect the computer systems, computer records, and computer networks from unauthorized access. These procedures shall include industry standard procedures for:

- 1) Computer Access Control
- 2) Intranet Network and Internet Security Controls
- 3) Virus Protection Systems
- 4) Data Back Up

**D. Equipment and Records Security:** AEA shall maintain positive inventory control of all computers, technology and other equipment purchased for use by the school. The Superintendent shall:

- 1) Develop and maintain an inventory list /log of all fixed and capital assets and conduct a yearly inventory of high value items.
- 2) Maintain a marking and serial number system for all high value and items more at risk of theft. (electronics, computers, monitors, projectors, etc).
- 3) Establish procedures to secure AEA business, personnel and financial records.

Cross-reference: **Appendix 1A** Security Guidelines

Adopted: December 13, 2004

### **1.3 SUPERINTENDENT'S POWERS AND DUTIES**

The Superintendent shall be the Chief Executive Officer of the school.

The execution of Board approved policies is the most important function of the Superintendent. The Superintendent is ultimately responsible for all aspects of the daily operation of the school.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the school within the Board's policies and frees the Board to devote its time to policy-making and appraisal.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, and for keeping the Board informed about school operations and problems. The Superintendent shall be responsible only to the Board and only to the Board as an officially convened body. The Superintendent is not responsible to any individual Board member or Board Committee.

### **1.3.1 Qualifications of the Superintendent**

The Superintendent of the American Educational Association of La Paz shall be a citizen of the United States of America. He shall have earned at least a Master's Degree; preferably a Doctorate in Education. He shall have had at least five years' experience in teaching and an additional five years of experience in school administration. The Superintendent shall be recognized as a leader in the educational profession. He should have prior overseas experience and demonstrated executive ability.

The Board shall appoint a qualified Superintendent, who is not a member of the Board, for a negotiated term. In the event that a vacancy occurs during his term, the Board shall promptly fill such vacancy by appointment of an acting Superintendent until a successor is in place.

Adopted: December 13, 2004

### **1.3.2 Specific Duties**

1. To provide leadership, guidance and direction to the administrative, instructional and support services staffs in achieving school objectives and carrying out Board policies.
2. To administer all aspects of school operations, including personnel management, relations, and evaluation; fiscal management; school plant management and development; curriculum and instruction; student performance and discipline, long range planning; emergency planning; and, other management duties, effectively utilizing personnel, fiscal and physical resources available according to priorities set by the Board.
3. To oversee and administer the procurement, use and disposal of all school facilities and property with maximum effectiveness and efficiency consistent with the policies and directives of the Board.
4. To attend and participate in all meetings of the Board except those in which his salary and performance are being discussed, serving as spokesperson for the school administration and making recommendations concerning the effective operations of the school.
5. To supervise directly or through delegation, the work of the instructional and administrative staffs.

6. To provide counsel and motivation to the school employees and students in order to foster “esprit de corps”.
7. To be responsible for the general efficiency of the school, the development of the school staff and meeting the educational needs and welfare of the students.
8. To serve as a representative of the school before the public and be responsible for developing means of keeping the school community and the public informed about the school.
9. To maintain appropriate contacts and proactively manage relations with local government authorities and U.S. government authorities in a manner that ensures the continuation of the school’s recognition by the Bolivian Ministry of Education and best serves the interests of the school.
10. To maintain contacts and relations with (1) the Southern Association of Colleges and Schools to ensure the school maintains the necessary accreditation standards of a U.S. based K-12 school, and (2) the Association of American Schools in South America and other educational associations to ensure appropriate staff development is maintained.

Cross-reference: 8.1 School Community and Public Relations Matters

Adopted: December 13, 2004

### **1.3.3 Evaluation of the Superintendent**

The Board of Trustees, no later than May shall adopt, for the Superintendent's guidance, planned performance goals and objectives for the impending school year.

Said goals and objectives are to be written and conveyed to the Superintendent prior to commencement of the school term.

These goals and objectives together with the aforementioned “Specific Duties” shall be the basis for the annual Board evaluation of the Superintendent's job performance. This evaluation is to take place in Executive Session normally during the month of April.

Any/all written documents compiled by the Board relative to this evaluation are to be treated as strictly confidential documents and are NOT to be made available outside the Board.

Cross-reference: 2.4 Board-Superintendent Relationship

Adopted: December 13, 2004

## **1.4 SCHOOL CALENDAR**

The operational year for AEA shall meet the 180-day minimum instructional standards required for elementary, middle and high schools in the United States. The school year shall normally begin in mid-August and conclude in late May in order to provide compatibility for students transferring to and from the United States and other countries who observe a similar schedule.

#### **1.4.1 Holidays observed**

Holidays observed by the school shall include the official religious and civil holidays of Bolivia. These shall be designated on the school calendar. The school shall normally operate Monday through Friday. The school shall observe a Christmas break and an Easter break.

The Superintendent shall arrange and schedule the school day to offer the greatest educational value to the students during the time spent in school, within the limitations of the school facilities. Any changes in timings and/or the length of the school day shall require the approval of the Board.

The Superintendent may close the school for a period of time as directed by the Bolivian Government in observance of unplanned holidays. The Superintendent may also close school in emergency situations. This will normally happen in consultation with the US Embassy and/or the Bolivian Government. The Superintendent shall determine the effect such unplanned school closures will have on the annual school calendar and refer to the Board for approval if the schedule must be adjusted to maintain the minimum number of school days in the academic year.

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