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## **SCHOOL LEGAL STATUS**

The Association shall be known as the American School of Tripoli, hereinafter referred to as the Association.

The school and the concerned educational facilities shall be known as the American School of Tripoli (AST), hereinafter referred to as the School. The School is located in the city of Tripoli in the country of the Great Socialist Peoples of Libyan Arab Jamahiriya. The Association is located at the school.

*The Association is hereby formed pursuant to authority granted by the General Peoples Bureau for Foreign Liaison and International Cooperation of the GSPLAJ in Diplomatic Note 172/4/16/82 dated November 8, 2004 and it and its activities shall be conducted at all times in compliance with Libyan law.*

The School is structured as a non-profit Association of Persons, legally recognized in Libya (unregistered).

The School is exempt from the Foreign Contribution (Regulation) Act 1976 for funding by way of grants by the U.S. State Department since the school is the direct responsibility of the Chief of Mission for the United States of America in Libya. Such exemption was confirmed in a memorandum dated November 8, 2004.

The Articles of Association and the associated By-Laws define the policies by which the School shall be governed and shall operate.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** Articles and By-Laws of the Association  
1.010 School Ownership and Governance  
1.020 Host Country Relations

## **BOARD POLICY**

### **1.010**

## **SCHOOL OWNERSHIP AND GOVERNANCE**

The American School of Tripoli was formed pursuant to the approval of the Chief of Mission of the United States of America in Libya to establish an American school in Tripoli.

In accordance with the Articles of the Association (Article IV):

*The Association is governed jointly by a Board of Trustees and a Board of Directors. The Board of Trustees constitutes the highest legal authorizing body for AST and is the sole owner of all its properties and assets. As such, the approval of the Board of Trustees is required for all major legal and financial business conducted by AST in achieving its educational activities.*

The terms, rules and authority of the Trustees (hereinafter called “the Trustees”) and the Board (hereinafter called “the Board”) are set forth in the By-Laws and further defined in the Board Policy Manual.

The Board employs a Director to whom it delegates the implementation of its policies and the administration of the School.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** Articles and By-Laws of the Association  
1.000 School Legal Status  
2.000 Trustee and School Board Legal Status  
2.020 Trustee Appointment and Composition

**BOARD POLICY**  
**1.020**

**HOST COUNTRY RELATIONS**

The Board accepts that the School is subject to certain governing laws set forth by the host country; the policies and regulations of the School must take these principles into consideration.

Among the principles accepted and understood are:

- A. The School shall respect local culture and customs;
- B. The curriculum may include studies of the culture and civilization of the host country, appropriate to the established curricula;
- C. The School's enrollment shall not include Libyan nationals, or children of Libyan nationals.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 1.000 School Legal Status  
1.250 School Capacity

**BOARD POLICY**

**1.100**

**SCHOOL PHILOSOPHY AND MISSION**

It shall be the purpose of the Association to provide a center with facilities and staff in order to:

A. Pursue academic excellence for English-speaking students in the international community through an American-based education that nurtures responsible, respectful, and globally conscious lifelong learners.

B. Provide this program to:

1. The children of the U.S. Government employees and founding companies;
2. The children of private U.S. citizens; and.
3. The children of other nationalities per the admissions policies.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** Articles of the Association  
1.300 Strategic Planning

**BOARD POLICY**  
**1.200**

**SCHOOL ORGANIZATION**

The Articles of Association and Governance and the Board By-Laws of the American School of Tripoli define the overall structure of the School including the role of both the Board of Directors and the Trustees, the governing bodies of the School.

The Director shall develop and publish an organization chart that clearly outlines the positions and reporting relationships of all personnel.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** Articles of the Association  
1.010 School Ownership and Governance  
2.010 Powers and Duties of the Board  
3.110 Powers and Duties of the Director

**BOARD POLICY**  
**1.210**

**SCHOOL PROGRAM AND LEVELS OF INSTRUCTION**

The School shall:

- deliver a co-educational and non-sectarian American-based curriculum
- employ qualified faculty experienced in American-based curricula
- carry out instruction in English, with the exception of those classes designed to teach other languages.

The School provides education to students from Pre-K 3 to Grade 10, and will expand to grade 12 as needed. The levels of instruction offered are organized as follows:

Early Childhood	Pre-School 3 and 4
Elementary School	Kindergarten through 5
Middle School	Grades 6 through 8
High School	Grades 9 through 12

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** Articles of the Association  
1.000 School Legal Status  
1.020 Host Country Relations  
1.100 School Philosophy and Mission

**BOARD POLICY**  
**1.220**

**SCHOOL YEAR**

The School operates on the basis of a school year similar to the North American public school year. In general, the School begins in late August / early September and ends the second week of June.

The school year shall consist of no fewer than 175 and no more than 180 instructional days. The School calendar is adopted each year by the Board.

The Board recognizes there are days when an early dismissal is required or advisable. Each of these early dismissal days shall count as a full day.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCE:** 1.240 School Calendar  
5.150 Emergency School Closings

**BOARD POLICY**  
**1.230**

**SCHOOL DAY**

The Board shall determine the length of a regular School day upon recommendation from the Director. As a general guideline, the School day should be long enough to allow reasonable time to implement the full instructional program at all grade levels.

The Director shall arrange and schedule the school day so as to offer the greatest educational return for time spent, recognizing any limitations of school facilities and student attention spans.

School hours are 8:00 am to 2:45 pm, and shall be posted in appropriate locations on the School campus and in the School Handbook. At the time of registration, parents shall also be notified of the operating hours of the School.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 1.240 School Calendar  
7.030 Instructional Standards

**BOARD POLICY**  
**1.240**

**SCHOOL CALENDAR**

Each year the Director shall prepare and submit to the Board a School calendar.

A preliminary presentation of the proposed calendar shall be made no later than the February Board meeting of the preceding school year. The Board shall adopt the school calendar no later than the March meeting. Once approved, the calendar shall be communicated to the parents and posted in key School locations.

Once the School calendar has been approved, any further changes which impact the number of instructional days must be approved by the Board. Minor adjustments that do not affect the number of instructional days or emergency circumstances as defined by policy shall be approved by the Director, with appropriate notification to both the Board and School community.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 1.220 School Year  
1.230 School Day  
5.150 Emergency School Closings

**BOARD POLICY**  
**1.250**

**SCHOOL CAPACITY**

The Board recognizes the need for sufficient space to ensure that the instructional program is not impaired by over-crowded conditions.

The Director shall:

- submit a written enrollment report monthly to the Board and keeps the Board informed with the utilization of School facilities;
- analyze enrollments in the various divisions of the School;
- obtain forecasts of community growth and enrollment trends and data for the Board's use in planning facilities, budgets, class sizes, admission policies and future strategies for hiring and assigning personnel;

At least annually during the annual budgeting process, and more frequently as required, the Board shall review the use of existing facilities against current and forecasted enrollments.

The Director and the Board shall jointly be responsible for establishing procedures for addressing the situation when the number of students enrolled approaches the maximum intended capacity for a given class or the school as a whole based on current facilities or acquisition of additional space. These procedures shall deal with questions such as waiting lists, priority of certain families or groups etc. Enrollments exceeding the maximum intended capacity and of the accommodations made shall be reported by the Director to the Board at its next regular monthly meeting.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCE:** 7.080 Class Size Guidelines  
8.000 Student Enrollment and Admissions Criteria

**BOARD POLICY**

**1.300**

**STRATEGIC PLANNING**

The Board shall pursue program excellence through strategic planning. Strategic planning is an ongoing process of reviewing and updating the School's goals and planned activities for the short and long term in support of its overall mission.

The strategic planning process shall always include input from a representative group of parents, teachers, administrators and students.

The Board shall hold the Director responsible for implementing the approved strategic action plans and for keeping the Board advised as to implementation progress. The Director shall guide strategic planning implementation efforts and facilitate strategic planning annual updates. The Director is also responsible for maintaining the process and discipline of the strategic planning model approved by the Board.

A strategic plan will be developed with updates to the plan completed at the start of each School year and no later than November. The School's strategic plan along with the annual updates shall be shared with the Trustees.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 1.100 School Philosophy, Mission and Objectives