

TEACHER'S MANUAL



Fundación Colegio Americano
Quito



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BACKGROUND AND JUSTIFICATION

Colegio Americano de Quito ("the School") bases the Teacher's Manual on the Constitution of the Republic of Ecuador, the Organic Law of Intercultural Education (LOEI) and its Regulations, and is in accordance with its Community Agreement.

Additionally, this Teacher's Manual recognizes, respects and implements the rights and obligations established in the LOEI in relation to teachers as members of the Colegio Americano de Quito educational community.

The School is a non-profit educational institution that aims to ensure harmonious coexistence among all the actors that make up the educational community, through agreements and commitments built in a participatory manner, based on respect for the rights and obligations of each. It encourages its members to participate in the construction of a safe environment, ensuring that rights and responsibilities are respected. Additionally, the precepts established in the General Regulations of the LOEI are observed and fully complied with, as follows:

- Development of ethical values and respect for the difference and cultural identity of each person and the collective.
- Respect for human dignity, honor and individual guarantees, civil liberties, the equality of all human beings within diversity, the free development of personality and the right to be different.
- Promotion of a culture of peace and non-aggression among all members of the educational community, as well as alternative conflict resolution.
- Consolidation of an institutional educational policy of coexistence based on rights, values, discipline, justice, pluralism, solidarity and intercultural relations.
- Integration, without any type or form of discrimination or inequity, of all members of the community of the educational institution.
- Legitimization of the internal regulatory procedures of the School through participatory, equitable and inclusive processes.
- Safeguarding the integrity of each person who is part of the School, of the educational community, as well as the assets, resources, cultural values and patrimonial heritage.

Educational philosophy

We believe:

- In offering a secular education, based on American principles and models, in an environment in which students practice their rights and responsibilities; to be prepared to participate fully in a democratic society, with conviction and capacity to defend their rights in an active manner.
- That a successful educational community is characterized by the continuous communication enhanced through the participation of students, families, teachers, administrators, employees and alumni.
- In cultivating social sensitivity by recognizing the responsibility of the educational institution with the community.



- In nurturing curiosity, stimulating research and promoting lifelong learning by making education a pleasurable and exciting experience.
- That students can achieve success in a globalized society, guided by a strong knowledge of technology; communication skills; critical thinking skills; problem-solving skills; teamwork; bilingualism; research skills and the application of intelligent behaviors, such as meta-cognition, persistence and impulsiveness management.
- That a curriculum should have high expectations and standards, clear goals, coherence among the different levels of study; be relevant and appropriate to educational development.
- In respecting the individuality of students, being aware of the existence of multiple intelligences, differences in learning styles and cultural differences.
- That an integrated approach that provides options in learning will enhance students' ability to apply their knowledge throughout life.
- In encouraging students to regard nature as their heritage and responsibility.
- That the School should provide a safe, welcoming, reflective and stimulating environment in which learning thrives.
- In an environment in which the School community believes that all students have the ability to perform well, expect them to do so, and accept responsibility for student performance.
- In a commitment to develop character through the formation of values such as honesty, respect, responsibility, self-discipline, perseverance and dedication, which must be part of all aspects of the School's life.

Mission, vision and institutional values

Mission:

To educate with excellence, in an environment of liberty, responsibility, and democracy, well-rounded human beings with integrity, committed to their well-being, that of society, and the environment.

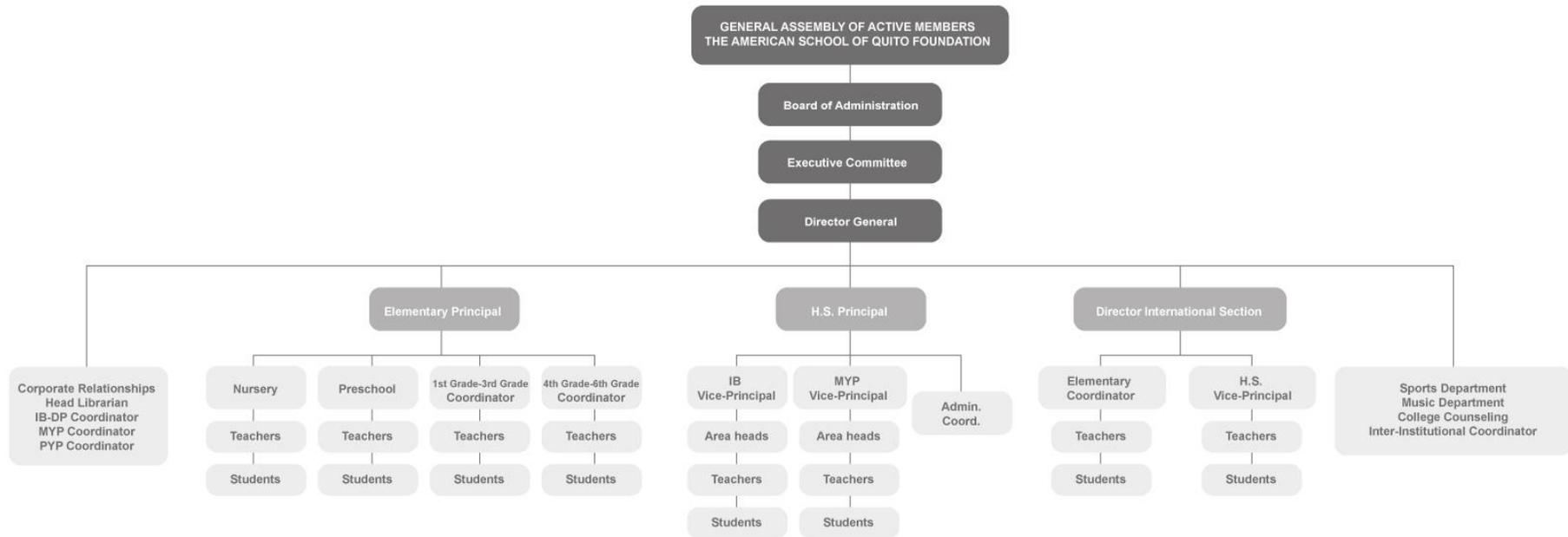
Vision:

To be recognized as the leading bilingual school for excellence, in the forefront of academic and humanistic programs, educating in a safe and harmonious environment, well-rounded human beings with integrity capable of making positive change.

Institutional Values:

- Respect: To demonstrate consideration towards ourselves, others, and everything that surrounds us, accepting and appreciating differences.
- Solidarity: A sincere commitment, free of ulterior motives, to take individual or group action that will benefit others.
- Honesty: Transparency in our actions and relationships with others.
- Responsibility: To fulfill with excellence our obligations and assume the consequences of our actions.
- Inner Strength: To face life with optimism and courage.

Academic organization chart



Administrative organization chart



TEACHER PROFILE

The teachers of Colegio Americano de Quito must be educators and professionals committed to the holistic development of the student, whose learning process will lead by example. The teachers of Colegio Americano de Quito maintain the following commitments:

- Practice the principles of democracy, establishing a balance between freedom and responsibility.
- Embody institutional values.
- Respect other people's beliefs, cultural values and differences, regardless of gender, race, religion or political ideology.
- Manage a global perspective of world events and the different interrelationships between nations and people.
- Know and conduct their emotions appropriately and relate to others within a framework of self-discipline and respect.
- To have the necessary training to achieve academic success in accordance with the requirements and challenges that arise in the School.
- Contribute positively to the social, cultural and sports development within the various activities of the School.
- To be interested in their professional development on an ongoing basis.
- Possess study and research skills.
- Use technology as a working tool.
- Keep up to date with the latest educational, pedagogical and curricular trends and apply them.
- Recognize and respect the educational learning needs and apply strategies for their management.
- Be able to adapt to any changes or programs proposed by the School.



- Maintain expectations of academic excellence according to the standards required by the Ministry of Education, AdvancEd and the IB program.
- Demonstrate a positive and proactive attitude.

Teachers' rights:

- To be respected by all members of the educational community.
- To be recognized for their merits, achievements and relevant contributions of an educational, academic, intellectual, cultural, artistic, sports or civic nature.
- To freely and respectfully express their opinion in accordance with the Constitution of the Republic and the Law.
- To exercise their right to due process, in the event of alleged violations of the Constitution of the Republic, the Law and regulations.
- To receive feedback on their performance and professional development.
- All others established by the Constitution and current legislation.

Teachers' General and Institutional Obligations

General obligations

- Comply with the provisions of the Constitution of the Republic, the Law and its regulations concerning education.
- To be fundamental actors in a relevant, quality and warm education with their students.
- To work during the full day established by the School, according to its Regulations.
- Elaborate their academic planning and present it in a timely manner to the School authorities.
- Respect the right of students and members of the educational community to express their informed opinions and promote harmonious coexistence and the peaceful resolution of conflicts.
- To foster a constructive attitude in their interpersonal relationships in the educational institution.
- Support and evaluate students according to their cultural and linguistic diversity and individual differences.
- Communicate the results of the evaluations to the students in a timely manner, presenting pedagogical arguments.
- Provide support and follow-up to students with special educational needs.
- To promote a culture of respect for diversity and the eradication of conceptions and practices of different manifestations of discrimination, as well as violence against any of members in the educational community.
- To respect and protect the physical, psychological and sexual integrity of students and to report any incidents to the school authorities.

Institutional obligations

- To know, observe and apply the School's policies, internal labor regulations, Community Agreement and other procedures, programs and institutional

dispositions. Teachers should be particularly aware of the School Harassment Policies; Child Protection; Use of Prohibited Substances; Intellectual Property; Internet and Computer Equipment; Excursions and Observation Tours; Teacher Evaluation; Teacher Training Fund, among others.

- Plan, review and develop classes according to the curriculum, philosophy, values and objectives of the school and encourage critical thinking, creativity, autonomy and free expression.
- Keep records of grades, portfolios and other student documents.
- Maintain permanent and timely communication with parents.
- Receive information from the students through academic coordination and student counseling, maintaining confidentiality.
- Comply with all curricular requirements, planning, lessons, syllabus, among others.
- Elaborate the individual academic reinforcement plan for students who require it.
- Participate in Meetings.
- All information regarding students is confidential, and should not be shared with other members of our school community our outside of school.
- Record student attendance at the beginning of each class.
- Optimize the use of resources provided by the School. Maintain inventories of the materials under their responsibility and report damages in a timely manner.
- Comply with administrative requirements for substitutions and emergency plans.
- Punctually attend classes, assemblies and events organized by the school and support the supervision of all students.
- Control and supervise discipline in and out of the classroom.
- Acknowledge that the documents generated in the School are its intellectual property.
- Maintain permanent, direct and timely communication with the Administration and Student Counseling.
- Learn about the teacher evaluation process.
- Carry the school ID card in a visible place
- Observe and comply with the dress guidelines established in this Manual.
- Register their biometric entry until 07:30 and their departure at 15:30, except on Fridays, when teachers finish their day at 14:30 in the Primary Section and 14:45 in the Secondary Section.
- Control that students are wearing the proper uniform.
- Comply with the assigned replacement hours.
- Do not use cell phones or other electronic equipment for personal purposes while the teacher has students under his/her supervision.
- To permanently review your institutional e-mail and respond in a timely manner to the communications received from both authorities and parents.
- Comply with the regulations on safety, occupational hazards and civil defense.
- Not to carry out political, religious or proselytizing activities within the areas or dependencies of the School.
- To remain within the limits of the School during the working day.
- Not to enter or consume alcoholic beverages, cigarettes or prohibited substances in or around the school.
- To use social networks in a professional way, always watching over the image of the School and the safety of students.
- Attend professional training courses offered by the School.
- Not be a member of the Parent Committee.



- Refrain from giving private tutoring to your students unless it is free, voluntary and after-school.
- To carry out any activity inherent to the position assigned to him/her by the Administration.
- Abstain from participating in a process in which there is a conflict of interest.

Recess supervision

The teacher will be responsible for supervising the designated spaces and ensuring the safety of students who play or transit through the assigned area. The teacher should walk around this area during recess, so the focus should be on supervising students.

The teacher shall report any accident that occurs, and if necessary, bring the student personally to the Medical Service.

If they are absent from, or not attending their recess duty, they should seek a replacement and notify the Administration.

Relationship with parents

Teacher's responsibilities include the following:

- Inform parents promptly and frequently about the performance of their children's education.
- Attend report card meetings.
- Notify the Administration of any relevant developments regarding such meetings.
- Inform the Administration about communications and meetings held with parents.
- Respond in a timely manner to any communication received.

Code of Conduct Teaching and Administrative

The American School of Quito is characterized by an environment of respect in which all members of our community feel safe. In an effort to maintain this harmonious atmosphere, teachers and administrative staff need to maintain a trusting and professional relationship with students.

Teaching and administrative staff need to take into consideration these recommendations:

- Follow all school policies, as well as current national laws and regulations.
- Be committed to the School's Mission, Vision, Values and Principles.
- Maintain confidentiality, discretion and prudence with respect to information concerning students, families or members of the school community.
- In the event a staff member's son or daughter is being considered for a recognition or discussed in a meeting, the staff member needs to excuse him/herself to avoid a possible conflict of interest.
- Take all measures to ensure the physical and emotional safety of students in class, in recesses, extracurricular activities and buses on and off campus.



- Inform in a timely manner the Guidance Counselors and/or the Administration of incidents or situations in which students could be affected or involved.
- Ensure that all communications to members of our community are effective, professional and timely.
- Avoid sharing personal information to students either verbally, written or through social media.
- Abstain from sending or receiving, by social media, personal photographs of students.
- Abstain from attending social events organized by students or their families when there are no family ties.
- Avoid making comments to students about their clothing, physical appearance or personal image.
- Avoid inappropriate physical contact with students.
- Abstain from having in their possession inappropriate or illegal materials.
- Inform the Administration about situations in which they feel uncomfortable with their students, parents or legal guardians.
- Seek support from the Guidance Counselor or the Administration when they need to meet with students or parents when deemed necessary.
- Keep your classroom door open when meeting with a student(s) alone. Student meetings with Guidance Counselors would be an exception.
- Keep windows and door panels free of materials to ensure visibility into classrooms.
- Do not use student bathrooms, using only restrooms assigned to teachers and administrative staff.

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Code of ethics for teaching, administrative and maintenance staff at the Americano School of Quito Foundation

Staff at the American School of Quito Foundation is required to follow the Institution's Code of Ethics outlined below:

- To do their jobs taking into account and respecting the regulations in the Ecuadorian Constitution, the Organic Law of Intercultural Education, the Code of Childhood and Adolescence and other regulations related to education.
- To know and support the School Mission, Vision, Values, regulations and policies.
- To balance the interests, needs and requirements of the School community with the common good.
- To safeguard the integrity and image of the Institution and all those who are a part of it.
- To keep information dealt with at School confidential and not comment on it outside the Institution.
- To foster and show respect towards the opinions of other members of the School community and make constructive comments and suggestions.



- In the case of teachers, to know and meet the requirements of the Teacher Profile, as well as the functions of the administrative and academic staff as outlined in the Community Protocols approved by the Ministry of Education.
- To know and follow the norms and regulations established by the Board of Administration and authorities in order to do their jobs in the best possible way.

Approved by the Education Commission on January 10, 2014.

Approved by the Executive Committee on July 1, 2014.

Approved by the Board of Trustees on July 1, 2014.

Teacher evaluation

All teachers of the School will be evaluated each academic year through assessment criteria and performance categories (*checklist*). The School will apply assessment tools based on best professional practices developed in this field.

Teachers shall comply with policies and regulations relevant to teacher assessment.

Formal Evaluation

Teachers will be formally evaluated in the following cases:

- First year of school recruitment.
- Second year of School recruitment and for those who require support.
- Relocations.
- At the request of teachers or the administration.

The Administration may establish action plans for those teachers who need support.

Teacher training

The School will design an internal training and updating program for its teachers through courses, workshops, seminars and conferences in the areas that may be necessary.

The objectives are:

- Improve the quality of teaching provided to students
- To provide opportunities for collective and individual professional training of the teachers of the School.

The School sponsors attendance to courses, seminars, workshops or conferences, subject to the approval of the Director General. The hours of professional growth will be accepted by the Administration provided that they are directly related to the area of teaching and have been approved by the Director.

Teachers attending courses, seminars, workshops and conferences sponsored by the School undertake to:

- Attend regularly until the end of the course, seminar, workshop or conference.

- Submit the originals of the certificates or diplomas obtained to their directors and copies to the Human Resources office.
- Disseminate and share with the School community the knowledge and experiences acquired, in the time established by the Administration.

The teacher who attends a course, workshop or seminar sponsored by the School and voluntarily separates from the Institution during that school year must repay all costs invested by the School in this training.

The cultural exchange teachers unilaterally terminating their contracts must reimburse the value of the course they have attended.

Disciplinary management of students

The philosophy of the School promotes positive mechanisms of discipline, within a framework of self-discipline, honesty and respect as established by the Rubric of discipline, the Community Agreement, LOEI, its regulations and other ministerial and institutional provisions. Therefore, it does not in any way promote or support disciplinary methods such as:

- Physical or psychological abuse of students
- Generating general sanctions to a group of students with the intention that the sanction will reach one or more students who have had inappropriate behavior
- Removing a student from the classroom for disciplinary problems

Therefore, teachers should follow these guidelines:

- Maintain respect, dignity and authority
- Manage the discipline of their students by using appropriate and timely corrective measures
- Maintain a constant follow-up of the group during all student activities, in order to promote a good attitude and behavior and avoid disciplinary problems
- Promote a motivating environment that maximizes the development of students' talents and skills

Juntas

Juntas is a body of the School responsible for analyzing the academic performance and disciplinary development of students. This Board shall propose educational and/or disciplinary actions that may be applied to students, individually or collectively, to improve their performance.

Juntas is composed of the maximum authority of each section, all the corresponding grade or course teachers, a representative of the Student Counseling Department, the respective vice-principals or academic coordinators.

It will meet in an ordinary way, after the examinations of each term and in an extraordinary way, when called by the Principal, Vice-principals, Directors or Academic Coordinators.

Strategies for student academic improvement

In order for students to reach the academic level proposed by the School, the following mechanism will be applied, if required:

- Observation and monitoring of the student's academic, social and emotional performance.
- Meetings with the student.
- Electronic information on student performance sent to parents and administration.
- Meetings with teachers to coordinate support strategies.
- Academic reinforcement (fill in the forms, establish action plans and follow-up).
- Teachers' meetings with parents.
- Summer School at the end of the school year.

HUMAN RESOURCES DEPARTMENT

Dress Code

The aim of the dress code is for teachers to dress appropriately for their role, reflecting a professional image at all times. By the nature of their duties, teachers should wear "casual executive" attire.

Teachers at the school are not allowed to use the following:

- Sandals.
- Ripped or pants in bad condition.
- Low-cut or short blouses.
- Sports attire: sweatpants and sweatshirts including shoes (except for Sports Department staff).
- Shorts.
- Short skirts or with exaggerated lateral openings.

Time Attendance Control

Teachers must register their biometric entry until 07:30 and their departure at 15:30, except on Fridays, when teachers finish their day at 14:30 in the Primary Section and 14:45 in the Secondary Section.

Teachers should be informed of class schedules in their respective sections.

Failure to comply with our attendance procedure, which includes biometric registration at the beginning and end of the work day will have consequences. These include verbal or written warnings and fines in accordance with the provisions in our school's Internal labor policies and this Teacher Handbook.



Absences of teachers

Excused absences without remuneration

Due to illness

If a teacher is absent from school due to illness, he or she must immediately request permission from the coordinator and justify the absence within three days. If this is the case, you are obliged to present the medical certificate issued by IESS or a doctor accepted by the School.

In the case of absence justified by illness for up to three days, the School will pay the teacher the full salary. If the absence is to last for more than three days, you will receive 75% of the remuneration from the Ecuadorian Social Security Institute (IESS), for which you will apply for sick pay with IESS, in coordination with the Human Resources Department, no later than the second day of your return to your daily activities. If the teacher fails to comply with the above procedure, he/she may not be entitled to this subsidy.

Sick pay procedure

Starting on the fourth day of illness, IESS will cover 75% of your salary for up to ten weeks, and then 66% from week 11 up to a maximum of 26 weeks.

If the teacher wishes to have the School support him/her in the subsidy process, he/she should contact Human Resources no later than the first day of his/her return to work to consult on the corresponding procedure and delivery of documents.

In case of non-compliance with the established procedures and documents, IESS may refuse to pay the economic subsidy, and the School will not be responsible for its payment.

Maternity

The teacher who is pregnant will inform her Director, notify and present the respective medical certificate to Human Resources as soon as she has knowledge of the pregnancy, preferably within the first two months. This medical certificate must include the probable date of delivery.

The timely submission of the medical certificate of pregnancy to the Human Resources department is mandatory to include the pregnancy in private health insurance.

Ecuadorian law provides for twelve weeks of maternity leave, which can be taken two weeks before and ten weeks after childbirth. The teacher may also choose to take the twelve weeks after delivery. During this period, the School covers 25% of salary and IESS 75%. To receive this subsidy, you must apply to IESS no later than fifteen days after delivery, which can be coordinated with the Human Resources Department.



The current legislation provides for two hours per day (120 minutes) of breastfeeding, until the child has reached twelve months of age. Breastfeeding hours should be coordinated with the Administration. After this time, the teacher will return to her work schedule.

Maternity Allowance Procedure

If the teacher wishes the School to assist her in processing the maternity allowance with IESS, she must contact and request the support of the Human Resources Department within fifteen (15) days of delivery.

If the teacher does not comply with the established procedures and documents, the School will not be responsible for the payment of the IESS subsidy.

The mother or father may apply for leave without pay to care for the newborn, which is optional and voluntary, after maternity or paternity leave.

For domestic calamity and others

Domestic calamity has to be duly justified, and it is understood as:

- The birth of a child; the accident of the spouse, common-law partner, parents or children.
- The death of the spouse or cohabitant in a common-law relationship or of relatives of the teacher of the School within the second degree of consanguinity or affinity.
- Situations that directly and significantly affect the teacher's property.

In these cases, the teacher must report the event to his/her Director as soon as possible and, if possible, before the start of classes or working hours, to organize with the respective Coordination the substitution plan on the days of their absence, which in no case may exceed three days.

These absences will be treated as follows:

- By birth of a child (in the case of the father): in normal birth, the father will be entitled to ten calendar days of leave from the day of birth of the baby. In a Caesarean operation or multiple births, leave is extended for five more days.
- For the death of relatives up to second degree of affinity, up to three working days immediately after the event.
- Hospitalization of spouse or children: the corresponding Director will evaluate the number of days of absence, which in no case may exceed three.
- By teacher's civil marriage: up to three working days immediately after the event.
- For the approval of these absences, the teacher must present all supporting documents.

Permission to leave the school during working hours

If a teacher needs to be absent from school during working hours in order to resolve any urgent or serious personal matter duly verified, he/she must request authorization from the corresponding Administrator, using the respective form. Failure to do so shall be regarded as an unjustified absence and the resulting fines and discounts shall be applied.

Fines and penalties for unexcused absences and tardies

Absences

The teacher of the School who, for personal reasons, needs to be absent from the establishment must request permission in writing one week in advance, from the corresponding Director, with a copy to the respective Administrators. The Section Director may or may not approve the application, based on the academic needs of the students and the section.

It is the responsibility of the teacher who requests permission to hand over planning, activities and further requirements for effective replacement to the respective Administrator in a timely manner.

The teachers of the School should organize their personal activities respecting the schedules and calendars arranged by the Institution.

Any absence or delay that has not been justified by the respective authority will be cause for fines, according to the Internal Labor Regulations.

Tardies

If the teacher arrives late or is unjustifiably absent, the fines that, for lack of attendance are contemplated in the Internal Work Rules, will be applied:

- For the first tardy within the respective month, a fine equivalent to 2% of the teacher's monthly salary.
- For the second tardy within the respective month, a fine equivalent to 5% of the teacher's monthly salary.
- For the third and subsequent tardies within the respective month, 10% of the monthly salary received by the teacher.
- 10% of the monthly remuneration for missing work or leaving their post during working hours, without justified cause, without prejudice to the possibility of requesting dismissal if the absences are repeated and unjustified, or if the abandonment is greater than three days.

In all of these cases, the Section Director will send a written notification to the teacher, with a copy to Human Resources. This notification will be taken into account in the employee's annual evaluation.

For repeated and unjustified faults of punctuality or attendance or for abandonment for more than three consecutive days within a monthly period of work, the School has the right to terminate the employment contract, in accordance with the rules and regulations of the Internal Labor Regulations.

In addition, according to the Internal Rules of Procedure, when a teacher presents him/herself to his/her work with more than 45 minutes of unjustified delay, he/she will not be able to enter the School and his/her delay will be considered as a lack of attendance.

Suspension of classes

The School shall abide by the provisions of the Ministry of Education regarding suspension of classes in private establishments.

During the duration of the suspension of classes, the teachers must be available and abide by the regulations of the General Direction, which will initiate a chain of communication for the staff through the Directors of each Section. In addition, the School website, email and social networking sites will provide information about attendance and work to be done by students during the course of the suspension.

It is the responsibility of the school's staff and teachers to keep their telephone numbers and e-mail addresses up to date during the school year, as well as to maintain open telephone communication in the event of an emergency.

Half Days

The calendar of activities of the School includes half days, in which the working hours have been reduced by maintaining various activities, whose schedule will be established by the administration of each Section.

BENEFITS

Payment System

Salaries are paid to teachers via transfer to a savings or checking account. In case of account number change, it is the teacher's responsibility to notify the new number to Human Resources.

The School may deduct the following from teachers' salaries:

- Fines legally provided for in the Internal Regulations.
- Advances or loans granted by the School.
- Judicial withholdings ordered by the competent authorities.
- Repayment quotas for unsecured and mortgage loans granted by the Social Security Institute.
- Mandatory personal contribution to IESS.
- The value corresponding to the day or days not worked by the employee and/or worker, for unjustified absences in accordance with the norm established in article 54 of the Labor Code and the Internal Regulations.
- Taxes.

Salary advance

Monthly salary advances of up to 40% of remuneration can be requested. To do this, the teacher should go to the Human Resources office and fill out a "Payment Order" for the value requested. Advances can be requested between the first and second day of each month, and money will be transferred to the teacher's account on the third day. This advance will be deducted from the salary of the same month.

Medical Insurance

The School provides its employees with life insurance and medical assistance at no cost to them as an additional benefit. If the teacher wishes to include the spouse and/or children under 18 and up to 24 years of age in the case of full-time students who are not affiliated to IESS, he/she should apply to Human Resources and fill out the corresponding data update form. The corresponding monthly premium will be deducted from their salary.

Unemployment fund

Every month, the School contributes a value to the account of each teacher's severance fund voluntarily affiliated to the fund, fixed by the School at the beginning of each academic year. The minimum monthly contribution of each teacher will be equal to that of the School and will be deducted from their salary. If you wish to increase the amount, a written request must be made to Human Resources. Funds can only be withdrawn when the teacher stops working at the Colegio Americano de Quito Foundation.

Childcare allowance

The School pays a monthly childcare allowance for children under four years of age who are regularly attending the school, for which the teacher must submit the following documents to the Human Resources Department once a year:

- Copy of the child's birth certificate.
- Original monthly bill for day care.
- A certificate from the company where the spouse works, stating that he or she does not receive any benefit for the same item.

The monthly payment is made through the payment roll, starting from the month in which the corresponding documents have been submitted in Human Resources. In the event that the child ceases to attend day care for any reason, the teacher must notify Human Resources to suspend payment of the allowance. In the event of a change of day care, Human Resources will be informed and the invoice for the new establishment will be presented. If the teacher does not notify of withdrawal or change, Human Resources will suspend the monthly payment for this concept and will deduct the payment made, applying a fine equivalent to 10% for the subsidy paid in excess.

Discounts on tuition for the children of teachers

For more information about scholarships and discounts for children of teachers, please contact the Human Resources department.

The benefit of the reduction in tuition will be forfeited if the student involved has a disciplinary condition and/or an annual average of less than seven (7) in discipline. He/she loses this benefit for the duration of the disciplinary consequence, without him/her being able to transfer it to another sibling.

SERVICES OFFERED BY THE SCHOOL FOR TEACHERS

Library and bookstore

The opening hours of the Primary and Secondary Libraries and the bookstore are from Monday to Friday, from 7:30 am to 4:00 pm.

Online catalogue

The Library's catalogue link, opened through the Colegio Americano de Quito website, offers access from home and from the School to all of its resources. In addition to the Library resources, the bookstore has pedagogical resources that are also listed in the online catalog.

Library Expectations

Teachers are encouraged to take their students to the Library to work on projects, find reading materials, and learn research skills. It is necessary to register online specifying

the area to be reserved, the number of students and any additional information necessary for Library staff.

Teachers and students must follow Library staff guidelines.

The teacher must accompany and supervise his or her students to ensure that they do not disrupt the work of others. Tables and chairs should be in order for the next class and library books should be placed in the designated places for this purpose.

It is forbidden to enter the Library with food or drinks.

Using Library Materials

- All materials and equipment must be registered at the time of removal. The time of use depends on the type of material.
- It is necessary to present the school's ID card.
- Teachers who remove material for class use assume responsibility for their care and must replace it in case of damage or loss.
- All members of the School's community are responsible for the timely return of items taken from the Library.
- The value of damaged or lost resources, including equipment, will be charged to the person who checked them out. In case of loss or damage, only the exact copy or a newer edition of the same title, which is approved by the Library Director, will be accepted.
- All equipment must be returned at the end of the school year prior to final exams.

Class materials and supplies

Teachers may request and obtain materials from the bookstore upon presentation of an authorized physical form or online form.

Procedure for removal of material from the bookstore

- Complete the electronic (SIS) or physical material request form detailing the requested materials.
- The application submitted must be approved by the Administration of your Section.
- For applications via SIS, the teacher will receive an authorization email which will allow him/her to come to the bookstore to pick up the material.
- For physical requests, the Administration must sign the form so that the teacher can present it in the bookstore.
- Orders for material must be placed one week in advance, so there is sufficient time to get the material if not in stock.
- No material will be delivered from the bookstore without an authorized request.

Use of hardware and software

- Teachers should be sure to turn off computer equipment at the end of the day, especially before weekends, holidays or vacations.
- The teacher cannot install any software that is not authorized, even if it is free of charge (*open source*).
- The computers in the classrooms are used exclusively for educational purposes.
- Teachers are responsible for maintaining the confidentiality of the passwords assigned by the School.
- Food and drink should not be ingested near computers.

Email account

Each teacher will be assigned an email account with the School's domain. This e-mail account should only be used for official communications. They should not send personal emails with the School's account.

Printing Services

The School has an allowance for prints and copies. However, it encourages environmental awareness and suggests limiting the use of paper.

The following should be considered:

- The number of copies is approved by the Directors of the respective Section.
- The number of copies will be downloaded in the card code.
- The teacher and/or classroom assistant will be responsible for picking up the work requested.
- Printers should not be used for personal business.

Medical Service

The Medical Service is located in the Administration area. It has the attention of an occupational doctor and a full-time nurse and performs the following services for teachers, administrative and service personnel:

- Opening of medical records, for which the teacher must approach the Medical Department during the month in which the contract begins
- Primary medical care and referral to specialists, according to need
- Preventive medicine programs
- Validation of medical certificates for excused absences due to illness
- Coordination with the IESS in case of transfers to specialties
- Medical control and laboratory tests throughout the year with different establishments with which agreements exist
- Protection against certain infections, prior to the purchase of vaccines, according to personal requirements
- Bacteriological examination of water and food samples

Security Department

The School has trained personnel to ensure the safety of people and facilities. The presence of anyone from outside the School who does not carry a visitor card must be reported immediately to the Department of Safety and Administration. Likewise, the presence of individuals with a suspicious attitude in the vicinity of the School should be reported.

Teachers must carry his/her identification card constantly. In the event that he/she needs to enter the campus after school hours, during weekends or holidays, he/she must fill out the "Admission Authorization" form, obtain the signature of his/her Principal and present it to the Department of Safety for control and delivery to the guards.

In the event of an emergency, the Director may communicate by telephone the authorization to the Security Department of the entrance of the requesting teacher, so that the guards can be informed.

The teacher who removes school property equipment must complete the appropriate form. This form must be signed by the administration and stamped by the Department of Safety and Security. The form must be turned in to the guard at the school exit gate. When the items are returned to school, they must be physically presented at the guard shack for the corresponding entrance registration.

The teacher is responsible for the inventory of objects received at the beginning of the year in his or her classroom. Classroom equipment may not be moved from one location to another without proper authorization. If the teacher considers that any item of classroom equipment will not be needed, he/she should notify his/her respective coordinator. No classroom or office can be left unattended, and windows must be completely closed.

Classrooms and offices should be kept locked. Lights, equipment, water faucets and gas stopcocks in laboratories should remain closed. Desks, cupboards and shelves must be locked. Office supplies must remain locked up at the end of the school year.

The security personnel carry out a daily review of the classrooms and, if necessary, remove valuables found on desks, tables, desks and drawers that have not been locked. In such cases, an information note is left, and the found objects are taken to the Department of Safety and Security, from where they can be removed.

The teacher must make sure that students do not forget objects on the buses that take students to observation trips or events outside the school. In addition, the teacher is solely responsible for personal items that are forgotten in the classroom and items removed from students during classes. In the event of loss, an electronic communication should be sent to the Department of Safety and Security, with a copy to the Administration.

The teacher must immediately report loss, theft or damage to classrooms or offices via e-mail to the Department of Safety and Security and the respective Coordinators. In the

event that the loss or theft of the equipment occurs by negligence of the person in charge of or registered on your behalf, that person will be responsible for its replacement.

The teacher receives the keys to his/her classroom, office, desk and shelves from the School for one time only. If at the beginning of the school year, the teacher receives the classroom without keys to his or her desk and lockable furniture, he or she must report it to his or her principal with a copy to the Department of Safety and Security and the Department of Maintenance. If the teacher does not report the lack of keys, it will be understood that he or she has received everything to his or her satisfaction; the replacement of said keys or change of locks due to their loss is at his or her own expense. If teachers detect a situation in their classroom that prevents the windows from closing, they should report it to the administration and the Maintenance Department.

Department of Transportation

The bus routes are designed according to the locations of the student's homes that hire the school bus service.

Teachers may use school transportation free of charge. From Monday to Thursday they will have transport service at 3:30 pm on sector routes. On Fridays you can use the 2:45 pm school bus.

Information regarding route, time and stops can be obtained from the Department of Transportation and Safety at transporte@fcaq.k12.ec. In case the bus does not have room for teachers or administrative staff, the Department of Transportation will inform the interested party about the nearest option and schedule. Places are assigned according to the order of arrival of the bus application by the staff. For employees of the school year that ends, bus seating is maintained from one year to the next; only if this space is required for a student, the Department of Transportation will inform the employee of another transportation option.

If using student buses on Friday afternoons, teachers are asked to check with the inspector for available seats, as students are assigned to fixed positions.

School teachers who use this service must adhere to the established schedules and wait for the bus at the respective bus stop in good time. If you want to monitor the route with the On Track School application, you must request it by email to the Department of Transportation with information about your email, your cell phone number, address and the route you use.

The sector routes of 3:30 pm, which operate from Monday to Thursday for teachers, do not follow the same route as the buses that serve students in the morning. The teacher should check with the Department of Transportation for the route closest to your home.

The School requires that employees using the school bus service support the inspector in supervising the safety and discipline of students.

On school buses, all users must be properly seated and use seat belts. It is not allowed to consume food, both on the routes of teachers and students.

Secondary school buses must arrive at the school before 07:40 am, when classes start. The start of the working day for teachers and administrative staff is 07:30 am. In case the school bus arrives after this time, the delay using the school bus will be justified. However, the teacher and administrator in this case must inform their coordinator of the delay of their bus (date, route number and arrival time) with a copy to the Department of Transportation.

Observations and/or comments about the school bus service should be directed to the Department of Transportation for follow-up.

Teachers using the school bus service should help with student supervision.

Parking lot for teachers

Teachers and/or administrators who travel on their own transport have a parking space at the Parking for Parents (next to the Nursery) at their disposal. The quota depends on the order of arrival. When this is completed, security personnel will not allow entry to more staff members' vehicles.

Diagonal to the SUM, the School has an outside parking lot for staff members, with surveillance from 07:00 am to 4:30 pm. The safety of vehicles that remain in the outside parking lot outside the hours of surveillance is the responsibility of their owners.

On the sidewalk of the enclosure of the School, on Manuel Benigno Cueva Street, it is forbidden to park, according to the signs placed by the transit authorities.

Cafeteria

The School has a cafeteria that provides lunch and snack service. Consumption can be paid in cash or debited from the payment role with the presentation of the School identification card.

Comité de empresa

All locally recruited employees can join the Comité de Empresa, with a monthly contribution of 1.5% of salary, which is deducted directly from the role of payments. The representatives of this Council are elected in General Assembly.

Civil Defense

It is the teacher's responsibility to know, comply with and enforce the Institutional Operational Plan for Emergencies, as well as the Safety Regulations.

The respective information will be given at the beginning of the year to staff by the Civil Defense Coordinator of the Section in a training day.



Repairs and maintenance

Any repair of classroom furniture, as well as the physical plant of the Section, should be requested via e-mail to the Administrative Coordinator or the National or International Primary School Office with a copy to the Maintenance Department.