

# AMISA | Code of Ethics for Member Schools

The Association of American Schools in South America (AASSA) is founded for the exclusive purpose of “discovering and developing ways and means for improving understanding through international education” (AASSA Constitution). Inherent in this is the need for all members to operate within acceptable ethical standards within its organization and in dealings with member schools as outlined below. In order to remain AASSA members in good standing, these ethical standards must be adhered to. If it comes to the attention of AASSA that the guidelines have been breached, AASSA can take investigative action that may result dismissal from AASSA.

## Integrity of the School

- a. A school should meticulously carry out contracts made with any person, school, organization, or the general public.
- b. A school should present accurate information about their mission, their fundamental values, and their current situation or status in order to avoid misleading stakeholders or the general public.
- c. A school should respect normally accepted conventions regarding confidentiality.
- d. A school is required to have a current Child Protection Policy (recently revised/reviewed within the past three years) and incorporated into the operational procedures of the school. (Applying schools must provide a copy of their current policy.)

## Recruitment/Employment Practices

- a. Member schools’ recruitment practices must reflect those outlined in the AASSA Recruitment Standards and standards agreed upon by the major recruitment agencies. For example, contracts with faculty members/administrators should include a clause in which prospective employees certify that they are legally able to sign the contract and are not bound by any other employment contract.
- b. All employment contracts from the school should include a clause which states that upholding the safeguarding of children is a requirement.
- c. All faculty members/administrative staff shall be employed under written contracts, which provide for adequate salaries, fringe benefits, and working conditions. Contracts should be in compliance with local labor laws as required.
- d. Member schools should not attempt to influence a person to break a contract, verbal commitment, or binding agreement already made with another school.
- e. Member schools should not actively solicit students from another school or their employees unless the individual has made application and express their availability.
- f. Schools should have a transparent and accessible means to deal with claims by employees for unfair or unethical treatment or violation of an employee’s rights. As such, schools must provide a copy of their policy for grievance resolution.

## Employment Practices

- a. The performance of professional personnel should be subject to regular evaluation, formal or informal, by the head of the school or his/her designated representatives.
- b. The performance of the head of the school should be subject to regular evaluation, formal, or informal, by the Board, a designated committee of the Board, or the owner of the school.
- c. In any instance in which a school has taken the decision to dismiss a faculty member/administrator or not to renew his/her contract, the faculty member/administrator should be given a fair period of notice and the reasons for the school's decision. If the faculty member/administrator requests it, a hearing should be provided in accordance with established school policy.

Date of Adoption by Board of Trustees: December 5, 2018