

2019 - 2020



AMERICAN  
INTERNATIONAL  
SCHOOL  
CHENNAI

# BOARD POLICY MANUAL

AMERICAN INTERNATIONAL SCHOOL CHENNAI  
(AISC)





**AMERICAN INTERNATIONAL SCHOOL CHENNAI (AISC)**

# **BOARD POLICY MANUAL**

**2019 - 2020**



## **OUR COMMITMENTS: ETHICS, MISSION, VALUES, VISION, INTERNATIONALISM, STRATEGIES, AND STRATEGIC DELIMITERS**

The ideas, initiatives, and work described in this plan will support and facilitate the realization of our commitments. We have a commitment to our: Ethics, Mission, Values, Vision, Statement on Internationalism, Strategies, and Strategic Delimiters.

### **Our Ethics**

Consistent with our Mission and Core Values, the AISC Board of Directors is committed to upholding the highest standards of ethics. The Board supports and promotes our Commitment to Ethics through our Statement of Commitment to Ethics which will be visible in all work areas of the school where guests and vendors interact with employees.

We are committed to upholding the laws of India and to our Core Values of responsibility, respect, excellence, integrity, and diversity in everything we do. All interactions are held to the highest standards of propriety, fairness, and honesty.

### **Our Mission**

Together we inspire a love of learning, empowering all students with the courage, confidence, creativity and compassion to make their unique contribution in a diverse and dynamic world.

### **Our Core Values**

Respect | Responsibility | Excellence | Integrity | Diversity

We believe that...

- Each person has equal intrinsic value, worthy of dignity and respect.
- We are responsible for our choices and their effect on ourselves, others and the environment.
- Being open to new ideas and challenging experiences enriches our lives.
- Mutual respect, trust and caring foster healthy interpersonal relationships.
- Embracing our diversity makes us a stronger community.
- In an interconnected world, our positive contributions to the community and the environment are essential.
- Individuals thrive in a nurturing environment that provides for their physical and emotional safety.

## **Our Vision for the AISC Learner**

At AISC, successful learners are...

### **Leaders**

We show courage by taking action and inspiring others to serve and contribute positively to our interconnected world. Leaders develop a vision, plan appropriately, and work collaboratively to achieve results.

### **Collaborators**

We develop a deeper understanding by listening carefully to others' perspectives and confidently articulating personal viewpoints in the pursuit of common goals.

### **Innovators**

We approach uncertainty with confidence, designing novel solutions in the face of challenges or change. Innovators are creative, resourceful, open-minded and resilient, seeking new perspectives through inquiry, trial, error and feedback.

### **Explorers**

We investigate new interests with curiosity, inquiring with purpose, and seeking deeper understanding and fulfillment through independent pursuits.

### **Thinkers**

We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical, data-informed decisions.

### **Ethical**

We show responsibility for our choices and consider their effects on ourselves, others, and the environment. We act on our principles and ideals because we value the dignity of others.

### **Versatile**

We adapt to changing circumstances, balancing our commitments and showing courage as we take on new challenges. We seek new opportunities for learning, growth, and renewal.

### **Empathetic**

We appreciate our own cultures and personal histories while respecting the values and traditions of others, believing each person has equal intrinsic value. We are sensitive to the needs of others and show compassion by making positive contributions to our local and global communities and the environment.

**Resilient**

We demonstrate ongoing commitment to our endeavors by learning from our successes and failures in the positive pursuit of our objectives, goals, aspirations, and dreams. We practice patience and persistence in all situations, especially when they are challenging or uncomfortable.

**Reflective**

We pause to think about our goals, learning, and growth in order to develop and sustain our creativity and lifelong learning. We review and examine our own ideas and experiences in relation to the world and consider our interdependence and impact on others.

**Internationalism at AISC**

At AISC, we define International-Mindedness as:

- Possessing a strong sense of one's own cultural identity;
- Respecting and valuing the differences of others;
- Learning about local, national, and global issues;
- Showing empathy for others and care for the world around us.

Therefore, as an international school, we are committed to:

- Incorporating other perspectives;
- Seeking common learning experiences with all peoples;
- Finding enriching connections between cultures;
- Using exposure to language, history, and the arts to access diverse cultures;
- Working well with all;
- Contributing through service;
- Reflecting about our thoughts and actions.

**Strategies****Learning**

We will align expected outcomes, assessment, teaching, learning and reflection on practice in order to support our mission and student learning objectives.

**Talent**

The school will hire, develop and retain staff members who embody the school mission and core values.

**Community**

We will actively communicate, support, and contribute to our core values, mission and student learning objectives so that our community lives the shared vision.

## Resources

We will strategically use all possible resources\* to create a learning community aligned with our Core values and Mission. (\*money, infrastructure, technology, corporate partners, consulate partners, connection to local communities, [film, music, theatre, auroville] staff, parent expertise and time of students.

## Strategic Delimiters

We will not...

- Engage in new programs or practices without allocating the time, money and resources necessary for success.
- Implement any new programs or practices that do not support our mission, vision or values.



## FOREWORD

The American International School Chennai's Board Policy Manual is structured under the guidelines and format suggested in the Association for the Advancement of International Education (AAIE) and other educational organizations. No revisions, additions, or deletions to the Basic Policy language may be incorporated without Board approval.

The structure of the Policy Manual provides for information contained in nine separate sections as specified below:

- 1.0 The School and Its Goals
- 2.0 The Board of Directors
- 3.0 School Administration
- 4.0 Financial Management
- 5.0 School Operations
- 6.0 Personnel
- 7.0 Curriculum and Instruction
- 8.0 Students
- 9.0 Community and Inter-Organizational Relations

Specific section contents are outlined at the beginning of each section.

Additional regulations, exhibits and procedures related to policies will be cross referenced in our handbooks. Examples of such handbooks are:

- Board Handbook
- Operations Handbook
- Personnel Handbook
- Student Handbooks
- Teaching and Learning Handbook
- Student Support Services Handbook
- Student Protection Manual
- Security Procedures Handbook
- Professional Guidance and Evaluation Handbook

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**DEFINITIONS****POLICY: 0.000**

**Academic Year (Also School Year):** The instructional year (usually from August until early June) as determined by the Board, comprising days when the school is open and attendance by students is required.

**Administration (also Administrators):** Team comprising of the Head of School, Principal(s), Development Director, Business Manager and any other senior-level professionals as determined by the Board.

**Board of Directors (also Board):** The Board of Directors of the American International School Chennai.

**Head of School:** The person appointed by the Board to serve as the chief executive officer of the School and have responsibility for the overall administration of the School.

**Holidays:** Days set by the Board on the official School calendar in which the School is closed to the students and/or faculty.

**Parent:** The father and/or mother or legal guardian, aged 21 years or older who is charged with the legal care of a student.

**School:** The American International School Chennai also known as "the School".

**ADOPTED:** January 23, 2002

**REVISED/REVIEWED:** March 2014

**CROSS-REFERENCES:** Charter and By-Laws of the Association  
1.120 School Year / Day / Calendar  
3.000 School Administration Structure  
6.000 Personnel Definitions  
6.200 Personnel Positions and Recruitment

## SECTION 1: THE SCHOOL AND ITS GOALS

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#### **1.0 School Legal Status and Host Country Relations**

1.000 School Legal and Tax Status

1.010 Host Country Relations

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1.120 School Year / Day / Calendar

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**SCHOOL LEGAL STATUS AND HOST COUNTRY RELATIONS SUB-SECTION: 1.0****SCHOOL LEGAL AND TAX STATUS POLICY: 1.000**

The American International School Chennai (hereafter referred to as “the School”) was established in Chennai, India in August 1995, under the auspices of the Ambassador of the United States of America to India, with the approval (on specified terms and conditions) of the Government of India, through the Ministry of External Affairs, vide memorandum dated July 11, 1995 to the U.S. Ambassador in India. It is an Overseas American-sponsored Elementary and Secondary School assisted by the U.S. Department of State.

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

The School is exempt from tax on the school’s income under Sec10(23)C vi of the Income Tax Act 1961 as per the approval granted by the Office of the Chief Commissioner of Income Tax-III Chennai. The School also has a registration under Section 12AA of the Income Tax Act 1961 granted by the Director of Income Tax (Exemptions).

The Charter of the Association defines the policies by which the School shall be governed and shall operate.

**ADOPTED:** January 23, 2002

**REVISED / REVIEWED:** November 2018

**CROSS-REFERENCES:** Charter of the Association  
By-Laws of the Association  
1.010 Host Country Relations  
1.110 School Program and Levels of Instruction

**HOST COUNTRY RELATIONS****POLICY: 1.010**

The Board of Directors accepts that the School is subject to certain governing principles 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 the general religious, moral and political values of the host country, and the curriculum and instruction of the School shall neither disparage nor promote these values;
- B. The curriculum shall include suitable studies of the culture and civilization of the host country;
- C. The School's enrollment shall be primarily but not exclusively for those expatriate students whose parents are on temporary assignment in the host country. The Board recognizes the desirability of including host nation students to provide cultural diversity and financial stability to the School. The School may actively recruit host country citizens so long as the recruitment is consistent with host country regulations and the total number of host country citizens does not exceed 15% of the total school enrollment.

**ADOPTED:** January 23, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** 1.000 School Legal and Tax Status  
7.300 Host Country Studies Program  
1.110 School Program and Levels of Instruction

**SCHOOL STRUCTURE AND PLANNING GUIDELINES****SUB-SECTION: 1.1****NON-DISCRIMINATION****POLICY: 1.100**

The Board of Directors shall uphold the principles of equal opportunity. Any discrimination on the basis of race, color, religion, ethnicity, citizenship/immigration status, gender, gender identity, gender expression, disability, size, sex, or weight, creed, caste, sexual orientation, national origin or ancestry shall not be tolerated.

The School reserves the right to allocate teaching positions in such a manner as to provide students with a balance of international and local staff, and ensure an American style of instruction and curriculum.

**ADOPTED:** January 23, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** 6.300 Terms and Conditions of Employment  
8.000 Student Enrollment and Admissions Criteria  
6.100 Employment Philosophy



**SCHOOL PROGRAM AND LEVELS OF INSTRUCTION****POLICY: 1.110**

The School offers a co-educational and non-sectarian education to those who desire an American-based curriculum.

The School shall employ an English-speaking faculty and instruction shall be carried out in English, with the exception of those classes designed to teach other languages.

The School provides education to students in early childhood, kindergarten through grade twelve.

The School may also provide educational options to students who have already earned a high school diploma from AISC or other accredited high school. For the purposes of Board policy, such options are called Extension Programs.

**ADOPTED:** January 23, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** Charter of the Association  
1.000 School Legal and Tax Status  
1.010 Host Country Relations

**SCHOOL YEAR / DAY / CALENDAR****POLICY: 1.120**

The School operates on the basis of a school year similar to the North American public school year.

The School Year shall consist of no fewer than 175 and no more than 180 instructional days. Instructional days, holidays and staff workdays are scheduled in accordance with the School Calendar adopted each year by the Board of Directors.

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.

The Board of Directors shall determine the length of a regular School Day upon recommendation from the Head of School.

The Head of School shall submit to the Board of Directors a School Calendar for approval no later than November 1 of each year, listing the days of required attendance for staff and students for the following school year as well as holidays and vacation periods. The schedule of School holidays shall be appropriate, in so far as possible, for both Western and Indian custom, and shall ensure that the numbers of staff work days and student instructional days are in accordance with legal and contractual requirements.

**ADOPTED:** January 23, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** 0.000 Definitions  
5.120 Force Majeure Closings  
6.620 Staff Development Program

**EMERGENCY CLOSING****POLICY: 1.121**

The Head of School is authorized to announce the closing of school if actual or potential hazards threaten the safety and well-being of students or employees. The decision to close the school shall be made by the Head of School or Acting Head of School. The Head of School will use his/her best judgment to also consult professional staff and/or other community agencies responsible for the safety and well-being of the community. The Head of School will also either inform or consult with the Chairperson of the Board.

If instructional days are lost due to emergency closings, school days may be rescheduled through, for example, extended days, Saturday classes, or an extended school year. The Board of Directors will, with the recommendation of the Head of School, make such decisions.

**ADOPTED:** May 20, 2015

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** None

**STRATEGIC PLANNING****POLICY: 1.130**

The Board shall approve the strategic plan and hold the Head of School responsible for implementation of the plan.

The School's strategic plan along with the annual updates shall be shared with the Association.

**ADOPTED:** January 23, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** None

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**BOARD OF DIRECTORS' AUTHORITY AND POLICY MANUAL SUB-SECTION: 2.0****BOARD MEMBER AUTHORITY AND LIABILITY****POLICY: 2.000**

In accordance with the Charter of the Association, the Board of Directors shall serve as the governing body of the School. As such, the Board exercises authority only as a collective group and only through action at a duly convened, official meeting.

Excepting those specific powers and duties granted to Board officers in the By-Laws, individual Board members have no legal authority to make any commitments in the name of the Board or School, nor may act in word or deed on behalf of the Board, except in meetings of the assembled Board or by specific designation by the Board.

Furthermore, any written communication from a Board member or any individual or group acting on behalf of the Board, to the staff, parents, or other organizations, shall require prior approval of the Board or Board Chairperson.

The intent of this policy, however, is not to prevent nor discourage individual Board members from listening to comments and suggestions from members of the School community or discussing matters concerning the School with such persons. Board members shall refer any compliments, suggestions, questions and constructive criticism on School matters to the Head of School for appropriate action.

Board members shall be covered by a School-purchased liability insurance policy.

**ADOPTED:** February 25, 2002

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** Charter and By-Laws of the Association

5.300 School Insurance Programs

**BOARD POLICY MANUAL****POLICY: 2.010**

In addition to the Charter of the Association and By-Laws, the Board of Directors shall develop and maintain a Board Policy Manual. This manual shall contain approved policies that define how the Association shall be governed and establish direction for the management of the School's day-to-day operations. These policies shall be reviewed regularly and updated as the need arises. The Head of School shall be responsible for the preparation of regulations and procedures that provide more specific guidance for the implementation of Board policy.

The Board Policy Manual, including subsequent revisions, shall be consistent with the Charter and By-Laws of the Association and shared with Association members.

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board of Directors action and administrative decisions, the Board of Directors shall review its policies continuously maintain a Policy Review and Development Schedule in its Board of Directors Handbook

The Head of School is given the continuing commission of calling to the Board of Directors' attention all policies that are out of date or for any other reason appear to need revision.

**ADOPTED:** February 25, 2002

**REVISED/REVIEWED:** May 20, 2016

**CROSS-REFERENCES:** Charter and By-Laws of the Association

2.130 Board Meeting Minutes

9.000 Community Access to Information

**ADMINISTRATION IN ABSENCE OF POLICY****POLICY: 2.020**

In cases when action must be taken on what might normally be considered a policy matter and the Board of Directors has provided no policy guidelines for such action, the Head of School, in consultation with the Board shall have the power to act, for decisions that are time bound or have substantial financial implications. It shall be the duty of the Head of School to inform the Board of Directors promptly of such action and the need for policy.

**ADOPTED:** May 20, 2015

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** None



**BOARD HANDBOOK****POLICY: 2.030**

The Board Chairperson and Head of School will maintain a Board Handbook for the purpose of assuring new Board members have an adequate understanding of the School. The handbook should include, for example, the School's Mission, Charter, legal documents, By-Laws, Board practices, and evaluation instruments for the Head of School and Board of Directors.

**ADOPTED:** May 20, 2015

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** None

**BOARD CONFIDENTIALITY POLICY****POLICY: 2.040**

To reflect the Mission and Values of AISC, to adequately inform and remain accountable to the school community about its decisions and activities, and to encourage and foster open and candid discussion at its meetings, the Board of Directors believes that meeting should be conducted as openly and as reasonably necessary. However, given the wide range of issues discussed by the Board, the sensitive nature of many Board deliberations, and the possible harm unwarranted disclosure may cause to the members and interests of the AISC community, the Board believes that openness and the need for information must be balanced against the interests of confidentiality and privacy and that confidentiality must be maintained when appropriate.

Therefore, it is the policy of the Board of Directors of AISC that each director, Board committee member, and faculty and staff member shall comply at all times with this confidentiality policy as follows:

Any and all confidential information, in any form, shall be kept confidential, unless compelled by legal process to disclose such information, or as otherwise agreed by the Board. While Board members, Board committee members, and faculty and staff members are free to discuss the result of Board action items and those results must be available in a timely manner to the AISC community, disclosing any information concerning the discussion of confidential items during Board meetings or any Board committee meeting is prohibited.

**Confidential Information Defined:**

The following subjects and the information, tools and / or platforms used to discuss any topic or arrive at any decisions shall be considered confidential:

1. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of an employee.
2. Discussion or consideration of records or matters exempt by privacy laws or AISC policies or procedures from public inspection, including education, medical, disciplinary and other student or personnel records.
3. Discussion or consultation for legal advice with the attorney or attorneys of Board of Directors including consideration of its position and instruction to its attorneys regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.
4. Discussion, consultation or consideration for international, interstate or state negotiations, or for negotiations by a city or town, or its designated representatives.
5. Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.

6. All documents, whether from an internal or external source, shared during discussions and consultations.
7. Dialogue and discussion of what was stated by members of the meeting.

**Executive Sessions:**

The Board of Directors shall hold an Executive Session for all matters considered confidential.

The Board Chair shall determine any other matter that may be discussed in Executive Session, unless a majority of the Board, after a duly considered motion, votes to consider the matter in a public session.

In Executive Sessions, only the members of the Board of Directors and staff deemed essential by the Board Chair are invited to attend or listen to the discussions.

**Sanctions:**

Board members acknowledge that violation of this policy may cause harm to AISC and frustrate Board deliberations. Therefore, any Board member, committee member, or staff member who violates this policy may be subject to disciplinary action including but not limited to termination of his/her Board, Board committee, or staff position.

**ADOPTED:** March 18, 2015

**REVISED/REVIEWED:** March 12, 2016

**CROSS-REFERENCES:** Code of Conduct – Board of Directors Handbook

**BOARD MEETINGS AND MEETING PROCESSES****SUB-SECTION: 2.1****BOARD MEETING****POLICY: 2.100**

The Head of School shall prepare agendas for Board meetings in consultation with the Board Chairperson. Individual Board members should inform the Chairperson of items they wish to have included on the agenda.

An announcement of the Board meeting along with the agenda shall be posted in several prominent locations at the School and distributed by e-mail to those Association members registered at the school, at least two days in advance of the meeting, or two (2) weeks in advance in the case of the Annual General Meeting or a Special Meeting. The agenda must contain sufficient detail for the public to know what business the Board plans to conduct. Members of the Association who wish to address the Board may submit a written request to the Head of School at least one (1) week before regular meetings, indicating the subject to be discussed and requesting that the item be placed on the agenda. The Chairperson may impose a time limit for speakers.

The Head of School shall ensure that copies of the agenda and supporting materials will either be distributed or made available to all Board members at least the Friday prior to regular Board meetings.

The agendas for regular Board meetings should follow the order of business as defined in the By-Laws or, in the absence thereof, a format agreed upon by the Board. Agendas for Special Meetings may require an altered format, but must include the date, time and place of the meeting, and the special purpose(s) for which the meeting is called. No other business may be transacted at Special Meetings.

**ADOPTED:** February 25, 2002

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** Charter of the Association and By-Laws

2.120 Association and Faculty Members' Attendance at Board Meetings

2.130 Board Meeting Minutes

**BOARD VOTING METHODS****POLICY: 2.110**

The Board of Directors shall make decisions by simple majority of the quorum present by voice or show of hands, except at the discretion of the Chairperson or at the request of members of the Board. There shall be no voting by proxy. The Board Chairperson shall be able to initiate or second motions and to vote on motions.

A Board member shall have the right to have his/her dissent recorded in the minutes. The member should indicate to the Board his/her intention of having his/her dissent recorded immediately after the motion in question has been decided. Board members shall be reminded, however, that once a decision has been made, and the Board shall act in unity in supporting the decision.

**ADOPTED:** February 25, 2002

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** By-Laws of the Association  
2.130 Board Meeting Minutes

**ELECTRONIC VOTING****POLICY: 2.111**

There are circumstances when convening the Board is either not possible or highly inconvenient due to timing, geography, or other reasons as determined by the Board Chairperson and Head of School. In such situations, the Board of Directors is authorized to use electronic voting to pass motions as part of the regular business of the Board of Directors. Every effort will be made to inform all Board members in advance of an electronic vote and as much time as possible, given the circumstances, will be given to Board members to cast their vote. In the case of an electronic vote, a quorum must participate and a majority of a quorum is necessary for approval. The Board authorizes the Head of School to create an electronic voting template that can be employed quickly and accurately when deemed necessary by the Board Chairperson.

**ADOPTED:** March 18, 2015

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** None

**ASSOCIATION AND FACULTY MEMBERS'  
ATTENDANCE AT BOARD MEETINGS****POLICY: 2.120**

The Board of Directors, as the governing body of the Association, shall be responsible for overseeing the operations of the School. All meetings, except for times during which the Board is in Executive Session, shall be open to the public. However, meetings of the Board are conducted to carry on the necessary business of the School as set forth in the agenda; as such, they are not public meetings but meetings of the Board held in public.

Parents and teachers are encouraged to attend Board meetings and address their concerns to the Board at the appropriate time stated in the agenda. However, such participation must be orderly and no person or group has the right to obstruct the deliberations of the Board.

The following procedures have been established:

- A. Members of the Association shall be reminded that the Board is charged with representing all of the community, and that Board decisions are by majority vote of its members.
- B. Copies of the Board meeting agenda shall be posted in advance and made available at meetings.
- C. Persons who wish to bring a particular concern before the Board shall observe the following rules:
  - 1. Advance Written Requests: As a courtesy a person who wishes to address the Board should submit his/her request in writing to the Head of School at least one (1) week before the date of the meeting, indicating the subject to be discussed. The Head of School will pass the request on to the Board Chairperson for consideration and, with time permitting, incorporation in the meeting agenda.
  - 2. Requests during the Meeting: If no advance request has been made, a person wishing to address the Board may do so under agenda item "Comments from Members of the Association" or when recognized by the Chairperson.
  - 3. Addressing the Board: Each person addressing the Board will state his/her name and the subject of his/her remarks. The Board Chairperson may establish a time limit for speakers, depending upon the number of speakers and the length of the agenda.
  - 4. Undue Disruption: Undue interruption or other interference with the orderly conduct of Board meetings will not be allowed. Defamatory or abusive remarks are always out of order. The Chairperson may terminate the speaker's privilege if, after being called to order, he/she persists in improper conduct or remarks or exceeds a predetermined time limit.

5. Action by the Board: Other than answering simple questions of fact, the Board is not required to act upon any concern or request brought before it at the same meeting. Questions may be referred to the Head of School for further investigation and report; or the Board may place the matter on the agenda of a subsequent meeting for discussion and action. At the meeting at which the address is made, it is the practice of the Board simply to receive the communication and take it under advisement without immediate action.
6. Copies of the minutes of all open Board meetings shall be available for inspection by any member of the Association in the School Office and posted at selected School locations.

**ADOPTED:** February 25, 2002

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** 2.100 Board Meeting Agendas  
2.130 Board Meeting Minutes  
9.100 Opportunities for Association Members' Involvement  
9.120 Association Member Comments, Complaints and Grievances



## BOARD MEETING MINUTES

## POLICY: 2.130

Minutes shall be kept for all meetings of the Board of Directors and meetings of the Association, whether they are open or closed to the members of the Association, and shall include not less than the following:

1. A statement of the time, date and place of the meeting.
2. Individuals present (e.g. Board members, School personnel, other Association members and others).
3. Any decisions made at the meeting and a record of all roll call votes.
4. For closed sessions, the purpose(s) for which the closed session was held.

The minutes may also include brief summaries of discussions by Board members. All Board committee reports shall be submitted in written form and shall be appended to the minutes.

Minutes for all meetings shall be approved by the Board at the next regularly scheduled Board meeting (or Executive Session in the case of minutes from those sessions) and signed by the Secretary.

Except for minutes taken during an Executive Session, all approved minutes shall be considered public records and available for public review. They shall be kept on file in the School office and shall be available for inspection by Association members. Copies shall also be posted in selected School locations.

Minutes taken during an Executive session shall not be considered public records and will be treated as confidential records. However, key decisions made during such sessions that are appropriate for communication to the Association members, shall be reported and documented at the next regularly scheduled Board meeting. Minutes of Executive Sessions shall be retained by the Board Secretary or his/her designee. Minutes of past Executive Sessions shall be available to current Board members upon request to the Board Secretary or his/her designee. The Head of School may also have access to Executive Sessions for which he/she was in attendance.

**ADOPTED:** February 25, 2002

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** 2.010 Board Policy Manual  
2.100 Board Meeting Agendas  
2.110 Board Voting Method  
2.120 Association and Faculty Members' Attendance at Board Meetings  
9.000 Community Access to Information

## BOARD NOMINATIONS

## SUB-SECTION: 2.2

### EVALUATION AND NOMINATION OF CANDIDATES

### POLICY: 2.200

#### Overview

This Policy aims to promote best practices through guidelines for evaluation and screening of candidates who are desirous of standing for elections or for nomination as Community-at-Large appointments to the Board of Directors of AISC (the “**Board**”) in order to ensure that the Board consists of members (the “**Board Members**”) with diverse skills and competencies, whilst ensuring a formal and transparent process for selection and recommendation of potential Board Members. This policy does not pertain to the two appointments nor the Government Representative appointment reserved for the U.S. Ambassador to India or the U.S. Consul General – Chennai.

- A. The process for evaluation of prospective candidates for the position of Board Member shall be conducted, and nominations made, based on merit and objective criteria and with due regard to the requirements of the smooth functioning of the Board.
- B. The process for appointment of Board Members shall be governed by the Charter and By-laws of AISC. This policy seeks optimum balance of skills and sets out the qualifications and evaluation criteria for nomination of candidates for Board elections.
- C. In order to create a safe and secure workplace and to ensure that Board Members are qualified to perform their functions, the Executive Committee of the Board (the “**Executive Committee**”) will conduct pre-election screening of all candidates who are desirous of standing for elections or are nominated for appointment as Community-at-Large members to the Board. Participation in the elections shall always be contingent upon the candidate’s successful completion of the applicable evaluation process as defined here.

#### Qualification Criteria

1. All Board Members shall have an optimum balance of skills, experience, independence, proven track record, integrity and knowledge to enable them to discharge their duties and responsibilities effectively.
2. In order to be eligible to stand in elections or for nomination for the Board, a candidate shall:
  - (i) Possess positive attributes such as integrity and proven track record and shall demonstrate commitment to AISC in discharging his/her duties as a Board Member [for the purposes of assessing integrity review of any criminal records, financial position, unpaid debts, refusal or expulsion from professional bodies, sanctions issue, previous questionable business practices shall be considered];
  - (ii) Be fluent in English, including speaking, reading and writing;
  - (iii) Not (i) be less than 21 (twenty one) years of age; (b) be of unsound mind; (c) be an undischarged insolvent; (d) have not applied to be adjudicated as an insolvent; (e) have not been convicted of any offence involving moral turpitude or otherwise; and

- (iv) Have reviewed, understood and accepted the AISC Board of Directors Code of Conduct as contained in the Board of Directors Handbook.

### **Screening and Evaluation of Candidates**

1. Each candidate shall complete a preliminary questionnaire form in the prescribed format.
2. The completed questionnaires shall be submitted to the Executive Committee within the prescribed time along with all requisite documents and professional references.
3. The Executive Committee shall meet with and interview all the candidates so as to ensure that the candidates satisfy the qualification criteria.
4. There shall be a majority approval by the Executive Committee with respect to each candidate. Only the votes of those Executive Committee members present for the interview shall be counted.
5. If deemed necessary, the Executive Committee may also conduct any of the following investigations on any one or more of the candidates:
  - (i) Academic / education credentials confirmation;
  - (ii) Criminal history search;
  - (iii) Credit history search; and
  - (iv) Substance abuse screening.
6. For the purposes of any of the aforesaid investigations, the concerned candidate shall provide the Executive Committee with authorization in writing in such form as may reasonably be required by the Executive Committee. Refusal/failure to provide a written authorization will eliminate that candidate from further consideration.
7. Discovery, at any time, of false, incomplete, or misleading information in any document or in statements made during an interview, shall render the candidate ineligible for participation in the elections.

### **Decisions of the Executive Committee**

1. The Executive Committee shall have the exclusive authority to approve or reject a candidate. Written notice of their evaluation shall be sent to the candidates. All decisions of the Executive Committee shall be final and binding.
2. Notwithstanding anything to the contrary, the screening and evaluation of candidates shall be undertaken by the Executive Committee with the objective of ensuring that candidates of diversified backgrounds and talents stand for elections and that the Board is, at all times, reasonably representative of the composition of the Association of Members of AISC.
3. Only the names of candidates who are cleared by a majority of the Executive Committee shall be sent to the US Consul General – Chennai for final approval.

**ADOPTED:** March 2017

**REVISED/REVIEWED:**

**CROSS-REFERENCES:** None



## SECTION 3: SCHOOL ADMINISTRATION

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#### **3.0 School Administration**

3.000 School Administration Structure

#### **3.1 Head of School**

3.100 Head of School

3.110 Interim Head of School

**SCHOOL ADMINISTRATION****SUB-SECTION: 3.0****SCHOOL ADMINISTRATION STRUCTURE****POLICY: 3.000**

In accordance with the By-Laws of the Association (Section VIII), the Board of Directors shall appoint a Head of School responsible for the execution of Board policies and decisions and overall administration of the School.

The Board may also establish other senior-level School Administrator positions, in consultation with the Head of School, to work under the direction of the Head of School and assist in the overall administration of the School.

The Head of School may delegate some of his/her duties to these other School Administrators or other members of the School staff, but the Head of School still has full responsibility and accountability for the successful execution of his/her duties.

**ADOPTED:** May 7, 2002

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** By-Laws of the Association

0.000 Definitions

3.100 Head of School

**HEAD OF SCHOOL****SUB-SECTION: 3.1****HEAD OF SCHOOL****POLICY: 3.100**

The Board of Directors shall employ a professional school administrator to serve as the Head of School whose responsibility it shall be to ensure the efficient and effective operation of the School in accordance with Board policies and decisions. The Head of School shall be U.S. Citizen. The Head of School shall be evaluated annually by the Board of Directors.

The Board recognizes the Head of School as the chief executive officer of the School and delegates to him/her the responsibility for the day-to-day administration of the School. The Head of School shall be responsible to the Board and through the Board to the Association and the U.S. Ambassador to India or his/her representative, for all aspects of the School's operations.

The Head of School shall report directly to the Board, and is responsible only to the Board as an officially convened body. He/she is not responsible to any individual member of the Board or committee designated by the Board.

The Head of School shall attend all meetings of the Board (except meetings pertaining to his/her own performance, or when otherwise excused as determined by the Board and Board policy). The Head of School may submit motions for consideration of the Board and his/her input and recommendations are encouraged, but the Head of School does not have a vote.

**ADOPTED:** May 7, 2002

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** By-Laws of the Association

3.000 School Administration Structure

**INTERIM HEAD OF SCHOOL****POLICY: 3.110**

The Board of Directors reserves the right to appoint an interim Head of School if such position becomes vacant for any reason or the presiding Head of School is incapacitated and unable to perform the duties of the position.

The interim Head of School shall perform all the duties and functions of the Head of School, or those duties as determined by the Board. The interim Head of School shall remain in the position until a new Head of School is appointed and has assumed his/her duties (in the case of a vacancy) or the Head of School is able to resume his/her duties (in the case of incapacity).

The determination of incapacity may be made at the request of the Head of School or by a qualified medical examiner brought in at the request of the Board. During the period of incapacity, the Head of School shall be placed on leave, and the benefits provided during that time shall be defined in his/her employment contract. The leave shall not extend beyond the term of the Head of School's contract.

The Board shall make the final determination when the Head of School is permitted to return to active duty. That decision may involve input from a qualified medical examiner or other evidence that the Head of School is capable of resuming his/her duties on a full time basis.

**ADOPTED:** May 7, 2002

**REVISED/REVIEWED:** March 2016

**CROSS-REFERENCES:** None



## SECTION 4: FINANCIAL MANAGEMENT

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4.000 Budgetary and Financial Management Objectives

4.010 Conflict of Interest

#### **4.1 Annual Budget**

4.100 Annual Budget

4.110 Budget Administration

4.120 Financial Years

#### **4.2 Financial Accounting and Reporting**

4.200 Financial Reporting

4.210 Statutory Audit

4.220 Management of School Association Funds

4.230 Asset Inventory

4.240 Financial Accountability

4.250 System of Accounts

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- 4.700 Disposal of School Property

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**FINANCIAL MANAGEMENT OBJECTIVES****SUB-SECTION: 4.0****BUDGETARY AND FINANCIAL MANAGEMENT OBJECTIVES****POLICY: 4.000**

The Board of Directors recognizes that the quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that achievement of the School's mission and purposes can best be achieved through excellent financial management. Further the Board recognizes the trust it has been given with the responsibility of managing these funds and shall be vigilant in fulfilling its responsibility to see that the funds are used wisely for achievement of the purposes to which they are allocated.

The Board shall be responsible for ensuring that all aspects of School finance are managed in compliance with the School's doctrines, in accordance with good business practices and with financial integrity as follows:

- A. School doctrines** - The School's finances shall be managed in compliance with the School's Charter and By-Laws of the Association and with the Board policies contained within this section of the Board Policy Manual.
- B. Business practices** - Whereas the Board recognizes that the School's reason for existence is to provide high quality curriculum and instruction, it further recognizes the need to implement sound business practices in all aspects of the School's operations and financial management. Within the framework of Board policy and implementing regulations, it is expected that the Board shall:
  - 1. Engage in thorough advance planning in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program.
  - 2. Establish levels of funding which shall provide high quality education for the students of the School.
  - 3. Use the best available techniques and processes for budget development and management.
  - 4. Conduct all financial and business decisions in accordance with the checks and balances that are conventions in proper accounting operations and financial accounting.
  - 5. Ensure the provision of timely and appropriate financial reporting.
  - 6. Ensure the implementation of efficient procedures for accounting, reporting, investing, purchasing and delivery, payroll, payments and all other areas of financial management.

7. Commission an annual statutory audit of the School's accounts by a reputable auditing firm. The statutory audit will be conducted in line with the Indian Fiscal Year and in Indian Rupees and the school fiscal year in US Dollars
8. Avoid any conflict or appearance of conflict of interest in the management of the School's financial assets and business dealings with vendors.

**C. Financial integrity** - The Board is responsible for the adoption of policies to provide for the short and long-term financial health of the School, to be prudent in their financial management of the School, and to ensure adequate reserve balances to meet unforeseen emergency requirements. Prudent financial management requires the Board to:

1. Maintain an excess of operational fund assets over operational fund liabilities sufficient to meet all obligations when they become due.
2. Adopt an annual operations budget, which, except for unusual circumstances, can reasonably be expected to maintain an adequate reserve to meet potential emergencies that might occur.
3. Annually provide in its operations budget for expenses such as gratuity, provident fund, leave encashment and other provisions under Indian labour regulations so that the amounts recorded in the statement of net assets are sufficient to extinguish such liabilities in the event that all such obligations become payable at one time.
4. Follow an accrual-based method of accounting. Accruals shall be made as soon as liabilities are known to the Administration.
5. Annually revise school's three year financial plan, to inform financial decision making.
6. Ensure that a comprehensive Force Majeure Insurance Policy is in place.
7. Ensure the School maintains adequate reserve balances. The amount of these reserves maintained should be at least 25% of the actual operating expenditures of the prior year as reflected in the operations budget independent of Force Majeure coverage of the School debt and unencumbered. If the reserves fall below this level, subsequent budgets should be developed to bring the reserve amount to the desired level.

<b>ADOPTED:</b>	November 1, 2003
<b>REVISED/REVIEWED:</b>	March 2019
<b>CROSS-REFERENCES:</b>	Charter and By-Laws of the Association
	4.010 Conflict of Interest
	4.100 Annual Budget
	4.240 Financial Accountability
	4.250 System of Accounts
	4.210 Statutory Audit
	4.300 School Income
	4.400 Depository of Funds
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	4.700 Disposal of School Property
	5.120 Force Majeure Closings

**CONFLICT OF INTEREST****POLICY: 4.010**

The Board of Directors and School employees shall avoid any conflict or appearance of conflict between their own interests and the interests of the School in dealing with all suppliers, contractors, employees and all other organizations or individuals doing or seeking to do business with the School.

In order to avoid the appearance of impropriety, under no circumstances shall Board members or School employees accept gifts and hospitality from prospective vendors, suppliers, contractors, or other employees which amount to over US \$ 100 (or the Indian rupee equivalent). In addition, the School shall not undertake financial transactions with any vendor, supplier or contractor who is related to any School employee without the express prior written approval of the Head of School.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives  
4.240 Financial Accountability  
4.370 Gifts, Hospitality, and Bequests  
4.500 Purchasing Authority and Guidelines  
4.510 Contracts and Bidding  
4.600 Disbursement of Funds  
4.610 Payments for Goods and Services  
4.620 Advance Payments  
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4.670 Payment of Invoices  
4.700 Disposal of School Property

## ANNUAL BUDGET

## SUB-SECTION: 4.1

### ANNUAL BUDGET

### POLICY: 4.100

The annual operating budget is the financial plan for the operation of the School system. It provides the framework for both expenditures and revenues for the year and translates into financial terms the School's educational programs and priorities.

The Board of Directors holds the Head of School responsible for preparing the School's annual operating budget. The Head of School, assisted by the head of business, shall work closely with principals, area directors, faculty leaders and staff in studying the needs of the School and in compiling a budget to meet those needs. He/she shall then submit to the Finance Committee of the Board the proposed budget in accordance with Board policy and procedures for review and approval. The Finance Committee shall be comprised of all members of the Board and shall be chaired by the Board Treasurer. Following approval by the Finance Committee, the proposed budget shall be presented to the Board for final approval.

The annual budget, as approved by the Board, shall serve as the controlled spending plan for the ensuing school year. It should be adequate to cover annual operating costs and to allow for additions and changes as dictated by the projected needs of the School. This policy covers the budget calendar, budget development, budget approval and ongoing budget reviews.

- A. Budget Calendar:** In September of each year the Head of School, assisted by the head of business and in consultation with the Finance Committee, shall prepare a calendar which outlines the process and schedule for the development and approval of the following fiscal year's operating budget. The format of the budget calendar is provided in the regulations associated with this policy. The Head of School shall also develop procedures to ensure that necessary school inputs to the process are prepared and submitted in accordance with the budget calendar.
- B. Budget Development:** The Head of School, assisted by the head of business, shall prepare and present a preliminary operating budget proposal for the following year, to the Finance Committee for review. The proposed budget will include estimates of enrollment, staffing levels, program expenditures, renovations and upgrades, as well as recommendations for funding these expenditures. The Finance Committee shall ensure that the proposed budget is consistent with the School's budgetary and financial management objectives and meets the operational requirements of the School for the upcoming year. In reviewing the budget, the Finance Committee shall hold one or more budget review meetings and study the school program in its relation to present and future needs.

When required, the Head of School shall also develop a budget to support the construction or major renovation of school facilities, equipment purchases or other technological upgrades. When the School proposes to fund projects over more than one fiscal year, budget estimates for the subsequent years' budget requirements, including recommendations regarding annual cash-flow

projections and cash reserves, must be submitted concurrently.

- C. Budget Approval:** After review and approval of the proposed budget by the Finance Committee, the Head of School shall present the proposed budget to the Board for final consideration and approval. The budget review and Board approval process shall be completed in accordance with the approved budget calendar, but no later than the regular March Board meeting.

Upon approval, the budget shall become the official spending plan for the upcoming school year. Within the approved budget, the Head of School is authorized to make expenditures and commitments in accordance with Board policies and regulations.

- D. Ongoing Budget Reviews:** The Board recognizes that a critical component to the School's annual budget is the anticipated or actual student enrollments. To that end, the Finance Committee shall conduct two formal reviews of the budget for adjustments if needed each year, one at the start of the school year (no later than the September Board meeting) and a second mid-year (no later than the January Board meeting). Following each review, any proposed changes to the budget shall be presented to the Board for approval. These ongoing reviews allow the Board to make adjustments to the spending plan based on actual student enrollments or any other major changes in the School's profile. Monthly financial statements would be reviewed by the treasurer on monthly closure.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives

4.110 Budget Administration

4.120 Financial Years

4.200 Financial Reporting

4.240 Financial Accountability

4.250 System of Accounts

4.360 U.S. Government and Other Grants

4.500 Purchasing Authority and Guidelines

4.510 Contracts and Bidding

4.600 Disbursement of Funds

4.610 Payments for Goods and Services



- 4.620 Advance Payments
- 4.630 Petty Cash Accounts
- 4.640 Expense Reimbursement for School Employees and Others
- 4.650 Emergency Expenditure
- 4.660 Cash Transactions
- 4.670 Payment of Invoices
- 4.700 Disposal of School Property
- 5.000 School Buildings, Grounds and Equipment
- 5.200 Bus Transportation Program
- 5.300 School Insurance Programs

**BUDGET ADMINISTRATION****POLICY: 4.110**

The Board of Directors holds the Head of School responsible for administering the annual operating budget once approved, including establishing and overseeing a system of fiscal control to administer the budget and the expenditure of school funds in accordance with Board policy.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.100 Annual Budget
- 4.240 Financial Accountability
- 4.250 System of Accounts
- 4.200 Financial Reporting
- 4.500 Purchasing Authority and Guidelines
- 4.510 Contracts and Bidding
- 4.600 Disbursement of Funds
- 4.610 Payments for Goods and Services
- 4.620 Advance Payments
- 4.630 Petty Cash Accounts
- 4.640 Expense Reimbursement for School Employees and Others
- 4.650 Emergency Expenditure
- 4.660 Cash Transactions
- 4.670 Payment of Invoices
- 4.700 Disposal of School Property

**FINANCIAL YEARS****POLICY: 4.120**

The school shall follow the Indian Fiscal year from April 1 to March 31 and maintain the audited book of accounts in Indian Rupees

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.100 Annual Budget
- 4.200 Financial Reporting
- 4.210 Statutory Audit
- 4.250 System of Accounts

**FINANCIAL ACCOUNTING AND REPORTING****SUB-SECTION: 4.2****FINANCIAL REPORTING****POLICY: 4.200**

The Head of School shall be responsible for reporting on the financial condition of the School to the Board of Directors on a monthly basis at the regularly scheduled Board meetings. The reporting shall be done in accordance with generally accepted accounting principles as determined by a certified accounting firm. The Head of School shall also report on the School's financial position twice a year to the Association at its general meetings.

The School's financial reporting system must produce reports that enable the Board to discharge its responsibility for the sound financial management of School's financials.

Monthly fund flow statement will be generated for the review of the Board.

The Head of School shall also provide any other financial reports or supporting schedules as may be requested by the Board, the Board Treasurer, the Finance Committee or the School's auditors.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.100 Annual Budget
- 4.110 Budget Administration
- 4.120 Financial Yeats
- 4.210 Statutory Audit
- 4.220 Management of School Association Funds
- 4.240 Financial Accountability
- 4.250 System of Accounts
- 4.650 Emergency Expenditure

**STATUTORY AUDIT****POLICY: 4.210**

The Board of Directors shall commission an annual financial audit performed on all School accounts following the close of each fiscal year in accordance with Indian Generally accepted Accounting principles (GAAP).

The audit shall be completed by a qualified independent accounting firm, registered in India. The audit firm should provide an opinion on the internal controls of all operations with special emphasis on any area specifically requested.

Normally no single accounting firm shall perform the School's audit for more than five successive years. The initial engagement may be renewed up to an additional five years with the approval of the Board of Directors. The maximum period of engagement of a single audit firm to be 10 years as per Section 139 (2) of the Companies Act, 2013.

During the term of changeover of auditors, no later than the January meeting, the Head of School shall recommend to the Board an accounting firm to be used for the following year's audit. No later than the March meeting, the Board should appoint the audit firm.

The approved auditors shall complete the audit by the end of May. The draft report and the accompanying management letter shall be reviewed by the Finance Committee in the final meeting of the school year and submitted to the Board for approval in the last Board meeting of the school year

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives

4.120 Financial Years

4.240 Financial Accountability

4.250 System of Accounts

4.200 Financial Reporting

4.220 Management of School Association Funds

4.360 U.S. Government and Other Grants

**MANAGEMENT OF SCHOOL ASSOCIATION FUNDS****POLICY: 4.220**

The Board of Directors encourages the safeguarding and proper management of all School funds even those raised by other School organizations such as the Parent Association and student groups (e.g. student government, clubs, teams, etc.).

These accounts shall be audited along with the School accounts annually by the School's external auditors.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.200 Financial Accountability
- 4.210 Statutory Audit
- 4.250 System of Accounts
- 8.500 Student Activity Funds and Fund Raising
- 9.110 Parent Support Organization(s)

**ASSET INVENTORY****POLICY: 4.230**

The Board of Directors holds the Head of School responsible for implementing and maintaining a system and associated procedures to track all assets of the School and appropriately account for them.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.240 Financial Accountability  
4.250 System of Accounts

**FINANCIAL ACCOUNTABILITY****POLICY: 4.240**

The Board of Directors holds the Head of School responsible for ensuring that all funds of the School are controlled and accounted for in accordance with the School's financial management objectives and generally accepted accounting principles. The Head of School shall establish, or cause to be established, a system of accounts to be maintained by a qualified accountant and in a manner that it can be easily reviewed and audited. The Head of School shall also develop and maintain a Business Office Manual, which shall detail the processes and procedures of the School finances.

The Head of School shall also be responsible for having the Business Office prepare a monthly financial reporting package for the Board that clearly shows the current financial status of the School and enables the Board to discharge its responsibility for the sound financial management of School resources.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives

4.010 Conflict of Interest

4.100 Annual Budget

4.110 Budget Administration

4.210 Statutory Audit

4.230 Asset Inventory

4.250 System of Accounts

4.200 Financial Reporting

4.400 Depository of Funds

4.600 Disbursement of Funds

4.610 Payment of Goods and Services

4.630 Petty Cash Accounts

4.700 Disposal of School Property



**SYSTEM OF ACCOUNTS****POLICY: 4.250**

The primary purpose of the School's financial accounting and reporting structure is to comply with applicable legal provisions and to determine fairly and with full disclosure the financial position and results of the financial operations of the School. To that end, it shall be the policy of the Board that the accounting, financial reporting and management control systems of the School:

- Be designated and maintained to ensure accurate, reliable and relevant data and ease of audit.
- Conform to the high standards of care and discipline required by generally accepted accounting principles.
- Follow an accrual based method of accounting.
- Are able to produce a comprehensive set of financial reports on the financial affairs of the School.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.000 Budgetary and Financial Management Objectives
- 4.100 Annual Budget
- 4.110 Budget Administration
- 4.120 Financial Years
- 4.220 Management of School Association Funds
- 4.230 Asset Inventory
- 4.240 Financial Accountability
- 4.200 Financial Reporting
- 4.210 Statutory Audit

**SCHOOL INCOME****SUB-SECTION: 4.3****SCHOOL INCOME****POLICY: 4.300**

The majority of the School's income is generated by the fees charged to the families of students attending the School. In order to offer the best educational opportunities possible for the School's children, the Board of Directors encourages the School to seek outside sources of revenue, provided that the objectives or independence of the School are not placed at risk.

This sub-section of the Board policy manual describes the sources of School income and the policies surrounding them.

**A. School Fees**

This covers all types of school fees assessed namely

- I. Application Fee, Development Fee for New Students, Registration Fee, Development Fee for Returning Students, and Tuition Fee
- II. Optional Fees: Bus Service, BYOT, Lunch Program and Student Activities

Specific policies describe payment terms, currency and method of payment, refunds, etc

**B. External Sources of Income**

This covers all outside funding sources and shall include, but not be limited to the following:

1. Reimbursement from Use of School Facilities
2. U.S. Government and Other Grants
3. Gifts and Bequests

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives  
4.310 School Fees  
4.340 Other Miscellaneous Fees/Charges  
4.360 U.S. Government and Other Grants  
4.8 Contributions and Definitions  
4.370 Gifts, Hospitality, and Bequests

**SCHOOL FEES****POLICY: 4.310**

The Board of Directors is responsible for setting school fees annually, upon the recommendation of the Head of School and appropriate Board committee(s). School fees are subject to change. However, it is the practice of the Board to give appropriate advance notice of changes, and to publish its current tuition and fees schedule for parent information. The School's tuition fee is determined on an annual basis based on projected enrollment, non-tuition income, and projected expenses for the following fiscal year. The specific tuition and fee amounts shall be specified in the Regulations associated with this policy.

**A. Application Fee for new applicants only**

A non-refundable application fee must be paid upon submission of an application in order for it to be considered. Applications will remain valid for a two year period from the submission date.

**B. Development Fee for new students only**

A non-refundable, development fee must be paid before new students attend school. This fee is applicable to all new students in pre-KG to grade 12.

**C. Registration Fee for new students only**

A non-refundable registration fee must be paid before new students attend school. This fee is applicable to all new students in pre-KG to grade 12.

AISC students who plan to re-enroll following an absence of up to twenty four months are required to cover the difference between the development fee and registration fee that they paid upon original enrollment and re-enrollment if there is any escalation in the fees.

AISC students who plan to re-enroll following an absence of more than twenty four months are required to pay the development fee and registration fee in full.

**D. Development Fee for returning students only**

A non-refundable, non-prorated, annual development fee is payable in full by all returning students.

**E. Tuition Fee**

The annual tuition fee is due by May 31 every year for returning students and within 10 days of invoicing for new students. Tuition fee vary by grade level.

**F. Extension Programs**

For students applying to an Extension Program, all fees apply and all fee procedures apply. Tuition is assessed at 50% of high school fee. For Extension Program applicants who have an AISC Diploma, the full tuition fees apply.

Parents (not employers) are billed for school fees and shall be responsible for prompt payment of such fees by the due date. The School does not take responsibility for informing employers who pay the fees for their employee's dependents.

The payment schedule, currency, method of payment and whether refunds are permitted shall be covered in other Board policy.

Other fees or charges may be assessed by the School for special needs services, admissions testing, examinations, lost items, after-school activities, etc. as specified in Policy 4.340. The Board authorizes the Head of School to determine the charges to be assessed for these miscellaneous fees.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.300 School Income
- 4.315 School Fees – Payment Schedule
- 4.320 School Fees – Currency and Payment Method
- 4.325 School Fees – Delinquent Payments
- 4.330 School Fees – Special Payment Terms
- 4.335 School Fees – Refunds
- 4.340 Other Miscellaneous Fees / Charges
- 4.350 Student Scholarships
- 6.630 Scholarships for Children of Professional Staff
- 7.400 Student Support Services Program

## SCHOOL FEES – PAYMENT SCHEDULE

**POLICY: 4.315**

A student's school fees shall be paid in full upon receipt or in accordance with the instructions on the invoice itself. This policy specifies the payment schedule for the School's tuition and other school fees.

- A. Application Fee:** The application fee shall be paid in full at the time a student's application for enrollment to the School is submitted.
- B. Registration Fee:** The registration fee shall be paid in full upon enrollment at the School.
- C. Development Fee:** The development fee shall be paid in full upon enrollment at the School.
- D. Annual Tuition Fee:** The annual tuition fee for returning students or new students registered prior to the end of May shall be due July 1. New students who enroll during June or July or during the school year shall be permitted 30 days from their enrollment date to pay their tuition fees.

The school has the followings plans for the payment of fees

- I. ANNUAL SCHEDULE - PLAN A (100% DUE BY MAY 31)
- II. ANNUAL SCHEDULE - PLAN B (50% DUE BY MAY 31; 50% DUE BY DECEMBER 1)

In order to accommodate AISC's transient student population, in cases of late entry of students, the School will prorate tuition fee. The minimum payment is for one quarter, once a student starts a quarter, fee is payable for the full quarter. Tuition fee will be prorated on following basis for late entry.

FROM	TO	% OF TUITION
August	October	100% of fees
October	December	75% of fees
January	March	50% of fees
April	June	25% of fees

Parents are expected to pay all school fees on or before the date due. Late payments shall be subject to charges as described in the Fee Policy.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.310 School Fees  
4.325 School Fees - Delinquent Payments  
4.330 School Fees – Special Payment Terms

**SCHOOL FEES –CURRENCY AND METHOD OF PAYMENT****POLICY: 4.320**

All fees except application fees are payable in US dollars. No fees will be refunded in the event of temporary school closure due to force majeure reasons.

All U.S. dollar payments are required to be made via a bank draft or electronic wire bank transfer to the School's FCR account. Personal dollar checks shall be accepted.

Any additional charges incurred for electronic bank wire transfers of funds, including charges for confirming the receipt of payment by the School's bank(s), together with bank fees for collecting checks or for returning bad checks or associated fees charged to the School shall be passed on to the responsible parent or guardian.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.310 School Fees

**SCHOOL FEES – DELINQUENT PAYMENTS****POLICY: 4.325**

Parents are expected to pay school fees on or before the date due. Fees not paid by the due date may be subject to an overdue charge of 1.5% per month computed from the due date. The overdue charge shall be levied on unpaid balances even when exceptions for late payment are granted.

The Head of School may make exceptions under special circumstances he/she feels are valid and in accordance with Board policy.

Failure to settle the bill by the due date may result in the student not being permitted to attend classes and withholding of report cards and academic records. In the cases where a student withdraws from School with a balance due to the School, that student's records shall not be forwarded until all arrears (including any outstanding interest) are paid.

All delinquent accounts, above 60 days, shall be reported by the Head of School to the Board for action. Potential action may include suspension, expulsion and/or pursuing legal remedies.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.310 School Fees  
4.315 School Fees – Payment Schedule  
4.330 School Fees – Special Payment Terms



**SCHOOL FEES –SPECIAL PAYMENT TERMS****POLICY: 4.330**

The Board authorizes the Head of School to consider deferred payments or special payment terms in extreme and/or unusual cases and when it is in the best interests of the School and student to do so. This shall be done on a case-by-case basis and upon written presentation of the circumstances said to justify an exception to the published fee payment schedule.

The Board expects that all outstanding accounts shall be settled before the end of each school year. Under no circumstances shall a child be accepted for continuing enrollment if school fees and/or surcharges from the previous year, have not been cleared from the account.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.310 School Fees  
4.315 School Fees – Payment Schedule  
4.325 School Fees - Delinquent Payments

**SCHOOL FEES – REFUNDS****POLICY: 4.335**

The refund of tuition fee will apply where the fees have been prepaid and the student does not attend any part of the semester. The refund of fee for a semester of non-attendance at 50% is payable where a written notification of withdrawal is received before Mid-November. In cases where the notification is received after Mid-November, no refund is applicable.

All refunds shall be made to the parents who are responsible for payment of invoices. Refunds are made only after all dues have been cleared and the school materials, books etc. are returned.

All refunds of fees shall be made as per the Fee policy.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.310 School Fees

## OTHER MISCELLANEOUS FEES / CHARGES

**POLICY: 4.340**

The Board of Directors authorizes the Head of School to charge such other fees as are deemed necessary to cover the costs of additional services or facilities as deemed necessary. The Head of School shall establish regulations for the assessment of such miscellaneous charges including the fee amounts, payment terms and whether such fees are refundable. Such other fees include, but are not limited to, the following:

### **A. Special Needs Fees**

In exceptional cases, where additional personnel are hired to provide special needs services, parents shall be billed for the cost of the service.

### **B. Examination Fees**

The fee payable for students to sit public examinations (such as Advanced Placement examinations, PSAT/SAT examinations, IB assessments) shall be charged to the students who intend to take those examinations. The fee is non-refundable and payable in advance. The level of the fee charged shall reflect the fee payable to the Examination Board.

### **C. Loss of Educational Materials, Library Books, Uniforms, Equipment Fees**

In the case of loss of school materials, library books, school uniforms or equipment by School personnel or students, the Administration is authorized to assess reasonable charges for replacement of such item(s) to be billed to the party responsible for such loss. If the lost item is later found, the fee charged may be refunded.

### **D. School Property Damage**

In the case a student damages or destroys School property, the student shall be responsible for the costs of repair, restoration or replacement of the property.

### **E. After-School Activity Fees**

The Head of School is authorized to set reasonable fees for after school activities organized by the school. The fees will be applied to materials, equipment and specialized instructors. This fee shall be payable in advance and is non-refundable except in the case where the School cancels the activity.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.300 School Income

4.310 School Fees

**STUDENT SCHOLARSHIPS****POLICY: 4.350**

The Board reserves the right to award scholarships to students when it feels it is in the best interest of the School to do so.

The Board authorizes the Head of School to establish a merit- and need-based scholarship program for students. For purposes of policy, this program will be called the Community Scholars Program.

The School's overseas based staffs are provided scholarships for their children in accordance with Board personnel policy 6.630.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.310 School Fees

6.630 Scholarships for Children of Professional Staff

**U.S. GOVERNMENT AND OTHER GRANTS****POLICY: 4.360**

The Board of Directors recognizes that the United States Department of State Office of Overseas Schools (known as A/OS) is an active supporter of the School. A/OS annually provides support money to overseas American schools for school programs and services and for the purchase of special equipment, special program supplies, etc. The funds are generally provided to ensure that the school maintains a high standard of education for children of U.S. Government personnel, and to encourage an understanding of American education on the part of host country nationals. A/OS continues to support the School and provide operating grants annually.

Each year, when it is believed that the School is eligible for U.S. Government assistance, the Head of School shall prepare and submit the necessary grant request application forms in accordance with the required submission schedule.

The funds realized through A/OS and other grants shall become a part of the School's budget, their use shall be reported to the Board, and they shall be included in the scope of the annual financial audit.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.100 Annual Budget  
4.210 Statutory Audit  
4.300 School Income  
4.8 Contributions and Definitions  
4.370 Gifts, Hospitality, and Bequests

**GIFTS, HOSPITALITY, AND BEQUESTS****POLICY: 4.370**

The Board of Directors may accept on behalf of the School any gift, hospitality, or bequest that it deems to be suitable. In determining the suitability of a gift, hospitality, or bequest, the Board assures that the following factors are addressed:

- The offer must not compromise the independence, the mission, and/or the objectives of the School in any way.
- The offer must not unnecessarily obligate the School in terms of future commitments of its resources, personnel, or materials.
- The offer should not imply endorsement of any kind by the School of a product, service, individual or group.

The Board shall acknowledge receipt of all gifts, hospitality, and bequests. Once accepted, these gifts shall become the property of the School.

Any gifts received by Board members or School employees shall be reported to the Head of School who shall record the receipt of such and inform the Board. No gifts over US \$100 (or the Indian rupee equivalent) shall be accepted. Gifts of nominal value, that are less than US \$100 (or the Indian rupee equivalent) given to teachers or other faculty in an expression of affection or gratitude shall not be considered violations of this policy and do not need to be reported.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.010 Conflict of Interest  
4.300 School Income  
4.360 U.S. Government and Other Grants  
4.8 Contributions and Definitions

**BANKING SERVICES AND INVESTMENT OF FUNDS****SUB-SECTION: 4.4****DEPOSITORY OF FUNDS****POLICY: 4.400**

All funds received by the School shall be deposited in secured accounts in banks designated by the Board of Directors. Upon the recommendation of the Head of School and the Finance Committee, the Board shall authorize the establishment of, savings accounts and term deposits for investment of school funds in Indian Rupees. The school will also operate a foreign currency resident account for collection of fees in US dollars.

Accounts and investments shall be established and managed to obtain maximum return available at the time of deposit consistent with security, safety and necessary liquidity. It is not the Board's intention to put the School's deposits or investments at risk in an effort to maximize the returns from interest. The security and emergency availability of these assets shall be carefully considered, along with high quality service in determining the bank of primary deposit.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives

4.240 Financial Accountability

4.410 Authorized Signatures

4.420 Investments of Surplus Funds

4.430 Moneys on School Premises

**AUTHORIZED SIGNATURES****POLICY: 4.410**

The Board of Directors shall, upon the recommendation of the Board Finance Committee and Head of School, approve the authorized account signatories for the School. Only Board approved persons are authorized to sign checks and transfer funds.

Banks shall be instructed to honour all cheques, bills of exchange, promissory notes or other orders which may be drawn by/accepted/made by on behalf of the American International School Chennai and to act on any instructions so given relating to the account

One signatory from Group 1 is authorized to sign jointly with one signatory in Group 2:

**Group – 1**

School Board Chairperson

Board Treasurer

Head of School

**Group – 2**

Chief Business Officer

Head of Finance

And such joint signatures shall be sufficient authority and shall bind the American International School Chennai in all transactions between the Bank and the American International School Chennai.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.400 Depository of Funds
- 4.420 Investments of Surplus Funds
- 4.500 Purchasing Authority and Guidelines
- 4.600 Disbursement of Funds
- 4.610 Payment for Goods and Services
- 5.010 Faculty Housing



**INVESTMENT OF SURPLUS FUNDS****POLICY: 4.420**

The Board of Directors considers a safe and sound investment program as a critical ingredient of sound financial management. The Board authorizes the investment of surplus funds in programs which provide safety and liquidity of funds and thereby obtain a supplementary income in support of the School's educational program.

In accordance with the Approval granted by the Income Tax Office under section 10(23C)(vi) of the Income Tax Act, 1961, the School is mandated to deposit / invest its funds in modes specified in subsection (5) of section 11 of the Income Tax Act, 1961.

The Board believes that all surplus funds in cash reserves and others, that is funds held in INR account and not anticipated to be needed for periods in excess of one year, should be held in interest bearing accounts or investments in term deposits with scheduled Banks, Post Office and such other investments within the modes specified under subsection (5) of Section 11 of the Income Tax Act, to carry the maximum return possible on the funds available for investment. They also recognize that the safety of funds should be a first consideration and that investment practices must be in compliance with the local laws. The investment program shall be administered in a way that will ensure:

- A. The continuous process of investing of fund balances and moneys available for investment purposes, in modes specified in subsection (5) of section 11 of the Income Tax Act, to obtain a reasonable income commensurate with safety and liquidity of funds on all investments.
- B. The maintenance of a cash flow analysis that will provide data to assist proper planning and decision-making regarding amount, duration, and type of investments.
- C. The assurance that all School investments will be in compliance with the regulations and laws of India.

The Board authorizes the Head of School or his/her designee to manage the investment of surplus funds with the approval of Board's Finance Committee in such a manner as to accomplish the objectives of this policy. The interest income and the statement of cash reserves will be submitted to the board annually at start of the school operating year.

The Board authorizes the Finance Committee have full power to make investments and to confer with scheduled banks, post office and other approved investment details regarding the investment decisions when necessary. The Head of School is authorized to execute, in the Board's name, any and all documents relating to the School's investment in a timely manner and to confer with reputable consultants regarding investment decisions when necessary. The annual close of book of accounts will indicate the status of cash reserves including interest earned for the operating year in INR.

Such investments, in so far as it relates to the unencumbered cash reserves shall continue to be invested and will not be available for use towards any expenses unless authorized by the Finance Committee.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives

4.400 Depository of Funds

4.410 Authorized Signatures

**MONEYS ON SCHOOL PREMISES****POLICY: 4.430**

All money collected at School, either cash or checks, shall be handled in accordance with generally accepted accounting procedures and prudently safeguarded.

All money collected by School employees shall be turned into the Business Office on a regular basis for receipting and accounting and then directed without delay to the proper facility for deposit. In no case, shall money be left overnight at the School, without being properly secured in safes provided specifically for the safekeeping of money/valuables.

When a large amount of money is received, and in all cases when the total amount of cash on hand exceeds US \$15,000 or the Indian rupee equivalent, the funds should be deposited during banking hours if possible, in order to avoid leaving money in the School overnight, or the next business day.

The Head of School shall be responsible for establishing procedures for the proper handling of all moneys on the School premises as well as defining the maximum amount of funds that given departments/groups (e.g. cafeteria, facilities maintenance office, science lab, etc.) may be holding at any point in time.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.400 Depository of Funds  
4.440 Bonded Employees and Insurance  
4.630 Petty Cash Accounts

**BONDED EMPLOYEES AND INSURANCE****POLICY: 4.440**

All Board members and employees, who handle School funds, including their supervisors, shall be bonded and included under a blanket fidelity guarantee insurance policy which shall indemnify the School against loss.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.430 Moneys on School Premises

4.630 Petty Cash Accounts

**PURCHASING****SUB-SECTION: 4.5****PURCHASING AUTHORITY AND GUIDELINE****POLICY: 4.500**

The Board of Directors authorizes the Head of School or his/her designee to purchase and supervise the purchasing of all books, supplies, equipment, services and other materials as are required to meet the educational and operational needs of the School and as permitted within the limits of the approved budget. The purchase of these items shall require no further approval of the Board except in those instances where stated otherwise in Board policy.

The Head of School shall be responsible for the development and enforcement of written procedures for the purchase of all materials and services.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives

4.010 Conflict of Interest

4.100 Annual Budget

4.110 Budget Administration

4.410 Authorized Signatures

4.600 Disbursement of Funds

4.510 Contracts and Bidding

4.650 Emergency Expenditure

**CONTRACTS AND BIDDING****POLICY: 4.510**

The Board of Directors holds the Head of School responsible for negotiating and executing contracts within the Board approved budget and in accordance with the terms of this policy. In addition, the Head of School shall develop regulations necessary to carry out the intent of the policy.

The Board holds the Head of School responsible for developing an appropriate Request for Proposal (RFP) process and bidding procedure in compliance with Board policy and the School's financial management objectives.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.000 Budgetary and Financial Management Objectives
- 4.010 Conflict of Interest
- 4.100 Annual Budget
- 4.110 Budget Administration
- 4.500 Purchasing Authority and Guidelines
- 4.600 Disbursement of Funds
- 4.610 Payments for Goods and Services
- 4.620 Advance Payments
- 4.630 Petty Cash Accounts
- 4.640 Expense Reimbursement for School Employees and Others
- 4.650 Emergency Expenditure
- 4.660 Cash Transactions
- 4.670 Payment of Invoices
- 4.700 Disposal of School Property
- 5.000 School Buildings, Grounds and Equipment
- 5.010 Faculty Housing

**DISBURSEMENT OF FUNDS / PAYMENTS****SUB-SECTION: 4.6****DISBURSEMENT OF FUNDS****POLICY: 4.600**

The Board of Directors holds the Head of School responsible for ensuring that School funds are disbursed in accordance with Board Policy and regulations and to the extent funds are available in the approved budget.

The Head of School or his/her designee has the authority to operate all accounts, subject to the requirements of authorized signatures.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.000 Budgetary and Financial Management Objectives
- 4.010 Conflict of Interest
- 4.100 Annual Budget
- 4.110 Budget Administration
- 4.240 Financial Accountability
- 4.410 Authorized Signatures
- 4.500 Purchasing Authority and Guidelines
- 4.510 Contracts and Bidding
- 4.610 Payment for Goods and Services
- 4.620 Advance Payments
- 4.630 Petty Cash Accounts
- 4.640 Expense Reimbursement for School Employees and Others
- 4.650 Emergency Expenditure
- 4.660 Cash Transactions
- 4.670 Payment of Invoices
- 4.700 Disposal of School Property

**PAYMENT FOR GOODS AND SERVICES****POLICY: 4.610**

The Board of Directors expects an accounting of all payments for goods and services purchased for the School. Unless otherwise authorized by the Head of School or his/her designee, payments for goods and services shall follow receipt of invoice and the completion of the service or delivery of the goods. The process for payment shall include the preparation of a requisition and a purchase order if required and a signed receipt for goods or services rendered or the completion of an approved request for a check with full explanation and receipts attached. No funds may be issued without approved supporting documents.

Payroll payments to regular staff members, substitutes and others shall be paid through the School's Business Office in accordance with the Personnel policies contained within Section 6 of this Board Policy Manual. Any other special payments to School personnel for services rendered or expenses incurred must have the approval of the Head of School or authorized designee and must be accompanied with a written explanation for the payment.

All vendors, suppliers, employees and others shall be paid in a timely and consistent manner in accordance with Board policy and regulations. The Head of School shall establish procedures for timely and accurate payments, as well as for handling payment questions or disputes.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.000 Budgetary and Financial Management Objectives
- 4.010 Conflict of Interest
- 4.100 Annual Budget
- 4.110 Budget Administration
- 4.240 Financial Accountability
- 4.410 Authorized Signatures
- 4.510 Contracts and Bidding
- 4.600 Disbursement of Funds
- 4.620 Advance Payments
- 4.640 Expense Reimbursement for School Employees and Others
- 4.660 Cash Transactions
- 4.670 Payment of Invoices



**ADVANCE PAYMENTS****POLICY: 4.620**

The Board of Directors authorizes the Head of School to administer advance payments for services and contracts and the appropriate procedures for the same

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:**

- 4.000 Budgetary and Financial Management Objectives
- 4.010 Conflict of Interest
- 4.100 Annual Budget
- 4.110 Budget Administration
- 4.510 Contracts and Bidding
- 4.600 Disbursement of Funds
- 4.610 Payments for Goods and Services
- 4.640 Expense Reimbursement for School Employees and Others

**PETTY CASH ACCOUNTS****POLICY: 4.630**

The Board of Directors recognizes the need of the School to maintain petty cash funds for local purchasing and/or local services and authorizes the Head of School to establish petty cash accounts for School business as required and develop procedures for the proper usage and accounting of such accounts.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives

4.010 Conflict of Interest

4.100 Annual Budget

4.110 Budget Administration

4.240 Financial Accountability

4.430 Moneys on School Premises

4.440 Bonded Employees and Insurance

4.510 Contracts and Bidding

4.600 Disbursement of Funds

**EXPENSE REIMBURSEMENT FOR SCHOOL EMPLOYEES  
AND OTHERS****POLICY: 4.640**

Board members, School employees and other authorized individuals shall be reimbursed by the School for authorized expenses incurred in service to the School and approved by the Head of School. Reimbursement of expenses must be within the scope of the approved budget and in accordance with Board policy and regulations.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives  
4.010 Conflict of Interest  
4.100 Annual Budget  
4.110 Budget Administration  
4.510 Contracts and Bidding  
4.600 Disbursement of Funds  
4.610 Payment for Goods and Services  
6.620 Staff Development Program

**EMERGENCY EXPENDITURES****POLICY: 4.650**

The Board of Directors recognizes that emergencies may occur which may require the need for non-budgeted expenditures or may cause expenditures to exceed the line item allocations in the annual operating budget. When circumstances justify the need to meet these unforeseen or unplanned requirements, the Head of School is authorized to incur obligations in accordance with Board policy 4.110 (Budget Administration).

The Head of School shall report any such adjustments and obligations in the monthly Board financial reports.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives

4.010 Conflict of Interest

4.100 Annual Budget

4.110 Budget Administration

4.200 Financial Reporting

4.500 Purchasing Authority and Guidelines

4.510 Contracts and Bidding

4.600 Disbursement of Funds

**CASH TRANSACTIONS****POLICY: 4.660**

The School engages various sellers, contractors or suppliers for supply of goods and services to the School. Sellers, contractors and suppliers submit invoices to the School for claiming payment for supplies and services.

As per Section 40 A (3) and 40 A(3)(b) of the Income Tax Act 1961, cash payments exceeding INR 10,000/- is prohibited. Accordingly, payments to sellers, contractors or suppliers shall be made by an account payee cheque drawn on a bank or by account payee demand draft or through use of electronic clearing system.

No cash payments exceeding INR 10,000/- shall be made to any seller, contractor or supplier. The school shall also not receive cash payment for any activity exceeding INR 10,000.

**ADOPTED:** March 13, 2019

**REVISED/REVIEWED:**

**CROSS-REFERENCES:**

- 4.000 Budgetary and Financial Management Objectives
- 4.010 Conflict of Interest
- 4.100 Annual Budget
- 4.110 Budget Administration
- 4.510 Contracts and Bidding
- 4.600 Disbursement of Funds
- 4.610 Payment for Goods and Services
- 4.700 Disposal of School Property

**PAYMENT OF INVOICES****POLICY: 4.670**

All invoices to the school by any vendor, contractor, supplier will be furnished with GST number as per Rule 7 of Section 31 of GST Act and/or PAN details as required in Section 206AA of the Income tax Act 1961 and any other applicable relevant statute.

The school will not clear any invoice not conforming to this policy.

**ADOPTED:** March 13, 2019

**REVISED/REVIEWED:**

**CROSS-REFERENCES:**

- 4.000 Budgetary and Financial Management Objectives
- 4.010 Conflict of Interest
- 4.100 Annual Budget
- 4.110 Budget Administration
- 4.510 Contracts and Bidding
- 4.600 Disbursement of Funds
- 4.610 Payment for Goods and Services

**DISPOSAL OF SCHOOL PROPERTY****SUB-SECTION: 4.7****DISPOSAL OF SCHOOL PROPERTY****POLICY: 4.700**

The Board of Directors authorizes the Head of School to dispose of any School property that is not destroyed through use, in a manner to the School's best advantage. A record shall be kept of all disposed property and all proceeds derived from the sales of such property shall be properly accounted for.

It does not include any real estate or buildings that the School may own or lease. Such items shall be handled on a case-by-case basis with approval required by the Board before any action is taken.

Proceeds from the disposal of all School property, supplies and equipment shall be appropriately recorded in the School's accounting records.

**ADOPTED:** November 1, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.000 Budgetary and Financial Management Objectives

4.010 Conflict of Interest

4.100 Annual Budget

4.110 Budget Administration

4.240 Financial Accountability

4.510 Contracts and Bidding

4.600 Disbursement of Funds

4.660 Cash Transactions

**CONTRIBUTIONS AND DEFINITION****SUB-SECTION: 4.8****SCHOOL DEVELOPMENT AND CONTRIBUTIONS POLICY****POLICY: 4.800**

The Board Directors authorizes the Head of School to engage in mutually beneficial relationships with mission-aligned corporate organizations, foundations, and individuals. Any contribution – monetary or otherwise – to AISC will be used to fulfil the goals of the AISC Charter and Mission. All relationships and engagements should meet appropriate legal requirements for a non-profit, educational trust in Chennai, India.

AISC is a trust registered as a charitable institution under Section 12A of the Income Tax Act, 1961 (“**IT Act**”) and also an approved charitable institution for the purposes of Section 80G of the IT Act.

In line with the legal and regulatory framework in India, Contributions from any foreign sources to AISC have to be received subject to certificate of registration or prior permission under the relevant provisions of the Foreign Contribution (Regulation) Act, 2010 (“**FCRA**”), except such eligible grants received from the US Government.

This policy describes the various types of Contributions that may be accepted by AISC and the conditions and procedures for the management of such Contributions.

**Definition**

- “Contribution” means any sum of money or any grant or any item of value voluntarily given to AISC by a Donor who expects nothing of value in return, other than recognition and a receipt for the Contribution.
- “Donor” means any individual or entity making Contribution to AISC.
- “Foreign” shall have the meaning given in FCRA.
- “Income” means all Contributions (other than given towards the corpus) given to AISC.

**ADOPTED:** January 23, 2016

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.300 School Income  
4.360 U.S. Government and Other Grants  
4.370 Gifts, Hospitality, and Bequests



**RESPONSIBILITIES****POLICY: 4.810**

Board of Directors shall be responsible for the fulfilment of all the procedures related to the acceptance of Contributions under applicable laws and regulations.

The Head of School shall have ultimate administrative responsibility for utilising the Contributions made to AISC.

**ADOPTED:** January 23, 2016

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** None

**CONDITIONS APPLICABLE TO ELIGIBLE CONTRIBUTIONS****POLICY: 4.820**

Contributions made to AISC shall be voluntary in nature and the Donors shall have no expectation of getting any returns from AISC i.e. there shall be no *quid pro quo* in favourable admission decisions or any other benefit from AISC.

Contributions shall be made willingly by the Donors, without any compulsion or conditions whatsoever. AISC shall not issue any certificate 80G or otherwise facilitating a tax break / benefit to the Donors or block seats/assuring admission to the Donor or anybody else at its behest. All admissions shall continue to be regulated by AISC's admission policy and relevant Ministry of External Affairs (MEA), India regulations.

Contributions shall be made from appropriate legal sources.

AISC shall be free to decide as to how the Contributions may be utilized.. In cases of Contributions for a specific reason the Contributions shall be accounted for only under that purpose.

**ADOPTED:** January 23, 2016

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** None

**AVOIDANCE OF CONFLICT OF INTEREST****POLICY: 4.830**

Contributions received from Donors shall be voluntary in nature. AISC shall not give any assurance or promise whatsoever to award any contract, preference in admissions or any other benefit to the Donor on account of Contributions received.

Any naming rights/branding/publicity of the Donor in lieu of Contributions shall have to be approved by the Head of School in accordance with the charter and provisions mentioned above.

**ADOPTED:** January 23, 2016

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** None

**CONTRIBUTION ACCEPTANCE****POLICY: 4.840**

**Authorised Donors:** AISC may seek and receive Contributions from the following Donors subject to registration / approval under the FCRA, where applicable:

- I. Foreign Companies;
- II. Indian subsidiary of Foreign Companies;
- III. Foreign individuals;
- IV. Indian companies and other organisations;
- V. Indian individuals;
- VI. Overseas foundations; and
- VII. Board of Directors of AISC.

Contributions from persons listed in (i), (ii), (iii), (v), (vi) shall be accepted by AISC only after it is registered under the FCRA and is eligible to receive Contributions from foreign sources. The same provisions shall be applicable even to the Board of Directors in case they are foreign citizens / non-residents.

**ADOPTED:** January 23, 2016

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** None

**PROCEDURE FOR ACCEPTANCE OF CONTRIBUTIONS****POLICY: 4.841**

The Board of Directors shall take all reasonable steps to ensure that the source of Contribution is not inappropriate or illegal.

The Board of Directors charges the Head of School with the authority to accept all the Contributions in manners consistent with the policies set forth in this Section.

The Board of Directors charges the Head of School to ensure that the reputation and independence of AISC are not jeopardized due to the Contributions received.

**ADOPTED:** January 23, 2016

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** None

**UTILIZATION OF CONTRIBUTION****POLICY: 4.850**

All Contributions received by AISC shall be utilized towards the provision of education by AISC and shall be utilized in compliance with fulfilment of objectives set out in the Charter of AISC.

AISC shall not accumulate income in excess of 15% of total annual revenue of the school.

Contributions received towards corpus or towards a specific purpose shall not be treated as income and shall be used for that specific purpose only.

Contributions shall not be utilized for a purpose other than the school objective of imparting education.

**ADOPTED:** January 23, 2016

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** None

**DESIGNATION, RECORDING AND INFORMATION  
ON CONTRIBUTIONS****POLICY: 4.860**

Designation of Contributions to AISC: All Contributions received in cash/cheque regardless of value, shall be received in the name of “American International School Chennai” payable in Chennai.

Recording of Contributions received: All Contributions of cash, real estate and capital equipment shall be recorded at market value as of the date of receipt of the Contributions and accounted for appropriately in a separate “Gifts and Contributions A/c” by the school.

Information about Contributions: Information related to the method/manner of giving Contributions, acknowledgment, recording, restrictions etc. shall be managed by the Head of School.

**ADOPTED:** January 23, 2016

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** None

**ISSUE OF RECEIPTS TO DONORS****POLICY: 4.861**

AISC shall as per this policy issue receipts for all Contributions received by it, to the Donors.

**ADOPTED:** January 23, 2016

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** None



**DONOR RECORD FILES****POLICY: 4.862**

AISC shall maintain complete Donor records, including all individuals, alumni as well as corporations and foundations that support AISC. Original Donor correspondences and copies of all AISC correspondence pertaining to Contributions including Contribution receipts shall be recorded in a separate file and maintained appropriately for a period of at least eight years.

**ADOPTED:** January 23, 2016

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** None



## SECTION 5: SCHOOL OPERATIONS

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**SCHOOL FACILITIES****SUB-SECTION: 5.0****SCHOOL BUILDINGS, GROUNDS AND EQUIPMENT****POLICY: 5.000**

The Board of Directors is committed to ensuring and providing a physical environment that is clean, functional, and safe and secure for students and staff. The Board will maintain its buildings and grounds. at the same high standards it sets for all aspects of the School program, within the limitations of the School's financial resources and in proportion to its present and projected enrollment.

The Board holds the Head of School responsible for the care, custody and safekeeping of all School property.

**ADOPTED:** October 28, 2002

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 4.100 Annual Budget  
4.510 Contracts and Bidding  
5.010 Faculty Housing  
5.020 Use of School Facilities  
5.030 Energy Conservation and Recycling

**FACULTY HOUSING****POLICY: 5.010**

The School may provide furnished housing for its Overseas Based / Overseas Hired faculty. The Board of Directors holds the Head of School responsible for establishing regulations governing all matters related to faculty housing.

The Head of School and the head of business shall be authorized to enter into long-term contracts, within limits established by the Board or elsewhere in Board policy, for faculty housing that is of size and condition normally acceptable to expatriates living in the local community.

**ADOPTED:** March 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 4.510 Contracts and Bidding  
4.410 Authorized Signatures  
5.000 School Buildings, Grounds and Equipment  
6.600 Employee Benefits

**USE OF SCHOOL FACILITIES****POLICY: 5.020**

The School buildings and grounds are primarily for the use of the School in offering its program of instruction and associated activities. The Board of Directors, however, also recognizes the desirability and value of making the School facilities available to serve as a community center for Association members or for other organizations and functions when school is not in session. Such use shall be encouraged, but must not interfere with the School's primary purpose.

The Board authorizes the Head of School to establish regulations and all necessary rules for the use of the School's facilities during outside of school hours. This shall include identification of eligible organizations or groups, permissible types of events or functions, fees to be assessed and general guidelines for proper use. He/she shall also ensure the facilities and grounds are not used for purposes that are inconsistent or interfere with the School's philosophy and mission.

The Board supports the charging of a fee to defray costs associated with use of the facilities, utilities and staffing requirements as determined by the Head of School with approval from the Board. Within the guidelines stated in Board policy and associated regulations, the Board also permits the Head of School to waive all or part of the charges for selected organizations or specific events.

**ADOPTED:** October 28, 2002

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

5.000 School Buildings, Grounds and Equipment

9.200 School Community Center

9.210 Community Use of School Facilities & Equipment

**ENERGY CONSERVATION AND RECYCLING****POLICY: 5.030**

The Board of Directors directs the Head of School to establish an energy conservation and recycling programs with the goals to reduce the consumption of energy and minimize the School's environmental impact.

**ADOPTED:** October 28, 2002

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 5.000 School Buildings, Grounds and Equipment

**SCHOOL SAFETY AND SECURITY****SUB-SECTION: 5.1****SAFETY AND SECURITY PLANNING****POLICY: 5.100**

The Board of Directors is committed to ensuring that every precaution is taken to ensure the safety and security of all students, employees and visitors while on School property or at School-sponsored events. To meet that objective, the Board holds the Head of School responsible for putting in place and maintaining a comprehensive plan, including rules and regulations, governing all aspects of safety and security at the School.

An important part of the School's safety and security program shall be the formation of an, Crisis Management Team, comprising the Head of School and key individuals from the School staff and community, who shall meet periodically to review and update the School's safety and security plans, as well as be the focal point in the event an emergency situation arises. The plans shall also include regular communications, training and drills.

The School's emergency safety and security plan shall be reviewed by the Head of School and the Crisis Management Team on an annual basis and updated where appropriate. The Head of School shall provide the Board evidence that this annual review has taken place.

**ADOPTED:** March 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 5.110 Vandalism

5.120 Force Majeure Closings



**VANDALISM****POLICY: 5.110**

Incidents of willful or malicious abuse, destruction, defacing, and theft of the School's property or grounds (physical or otherwise) are clearly contrary to the best interests of the School and injurious to the rights and welfare of the entire School community.

The Board of Directors and the Head of School reserve the right to seek legal and/or financial redress against persons found to have committed such acts of vandalism.

**ADOPTED:** October 28, 2002

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 5.100 Safety and Security Planning  
8.300 Student Discipline

**FORCE MAJEURE CLOSINGS****POLICY: 5.120**

In an extreme emergency, or a Force Majeure situation, the Board of Directors may order the closure of the School, for whatever reason or period of time deemed necessary, if in the opinion of the Board, the safety and security of students, faculty or staff is in jeopardy. Board action, in such circumstances, shall take into consideration the recommendation of the Head of School and be guided by the following:

- A. Any advisory from the U.S. Consulate that has "ordered" (not "permitting" or "encouraging") the departure of all U.S. citizens, dependents and non-essential personnel from India. Information shall also be sought from other embassy and agency sources.
- B. Security information from military organizations.
- C. Information from local government security officials.

When a Force Majeure or other long-term emergency situation closes the School, either temporarily or permanently, faculty/staff and parents shall be advised. Every attempt shall be made to secure personnel to protect School properties and housing properties. During a Force Majeure situation the Board shall retain the option to continue the School's operation on a limited basis, with qualified staff who volunteer to remain in the local community.

The Board shall make every attempt to clearly state whether or not the Force Majeure closing is temporary or permanent. Board policy shall be applicable whether the Force Majeure situation is temporary or permanent.

**ADOPTED:** October 28, 2002

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 1.120 School Year / Day / Calendar  
4.000 Budgetary and Financial Management Objectives  
5.100 Safety and Security Planning

**SCHOOL TRANSPORTATION****SUB-SECTION: 5.2****BUS TRANSPORTATION PROGRAM****POLICY: 5.200**

The Board of Directors is committed to providing safe and secure bus transportation to students, faculty and staff attending the School. The School is responsible for student safety in all instances when students ride in vehicles provided by the School.

The scope of the School transportation program shall be determined by the Head of School and presented to the Board for approval.

**ADOPTED:** October 28, 2002

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 4.100 Annual Budget

**SCHOOL INSURANCE****SUB-SECTION: 5.3****SCHOOL INSURANCE PROGRAMS****POLICY: 5.300**

The School shall maintain adequate levels of insurance against losses through fire, theft, accidents, liability, and other risks, including dishonesty, disappearance and destruction. The School's insurance program, as a whole, shall be aimed at providing protection for the School, its staff and students, and its property. The following types of insurance, but not limited to, shall be in place.

- A. Commercial General Liability (CGL) Insurance
- B. Directors and Officers (D & O) Liability Insurance
- C. Professional Indemnity Insurance
- D. Political Risk Insurance (Force Majeure)
- E. Group Personal Accident Policy for Students
- F. Group Personal Accident Policy for Staff
- G. Group Mediciclaim Policy for Staff
- H. Health and Long-Term Disability Insurance for Overseas Based Employees
- I. Individual Mediciclaim Policy for Locally Based Staff
- J. Standard Fire Special Perils Policy-Business Guard Commercial
- K. Household-Apartments Insurance
  - i. Burglary Insurance
  - ii. Public Liability Insurance
  - iii. Standard Fire and Special Perils Insurance
- L. Portable Insurance Policy-Telephones
- M. Portable Insurance Policy-Laptops/IT Equipment
- N. Standard Fire Special Perils Policy-New Building
  - i. Section- 1 (Fire)
  - ii. Section- 2 (Burglary)

#### O. School Vehicles Insurance Policy

The Head of School, in conjunction with the head of business, shall be responsible for determining appropriate levels of coverage. The School's insurance coverage shall be reviewed on an annual basis to ensure the coverage levels are still appropriate and in order that any adjustments for inflation and other changes can be adequately included in the annual operating budget.

The Head of School shall also be responsible for insuring that all necessary policies are in order at all times. Medical and other insurance coverage shall be provided to the employee in accordance with contracts and conditions of employment, and within the terms of insurance policies secured by the School on behalf of the staff and students.

**ADOPTED:** March 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 2.000 Board Member Authority and Liability

4.100 Annual Budget

6.600 Employee Benefits

6.610 Medical Benefits

**SCHOOL SERVICES****SUB-SECTION 5.4****FOOD SERVICES AND NUTRITION****POLICY: 5.400**

The Board recognizes that good nutrition, among other things, is vital to well-being. Regarding food prepared or sold on campus, the Board is committed to:

- Providing students and community members with tasty, balanced, and nutritious food options;
- Encouraging the consumption of fresh fruits and vegetables, and items that do not have unhealthy fat content and do not contain added sugar and salt.
- Sourcing fresh ingredients locally whenever possible;
- Encouraging balanced eating through nutrition education.

The Board authorizes the Head of School to maintain Nutrition Guidelines to meet internationally recognized nutritional standards.

All items served at food vending sites on campus, including after school or on weekends, shall meet standards outlined in Nutrition Guidelines established by the administration.

The School will maintain a Food Services Committee led by a designee of the Head of School and composed of school staff and parent(s). Among other things, the Committee will engage stakeholder groups on school food choices and assure that Nutrition Guidelines are communicated and understood.

Food and beverages served during special school celebrations and events (for example SAISA weekends, birthdays, etc.), or during curriculum-related activities may be exempt from these guidelines.

**ADOPTED:** January 19, 2019

**REVISED/REVIEWED:**

**CROSS-REFERENCES:** None

**LIBRARY AND CHALLENGED MATERIALS****POLICY: 5.410**

The AISC Libraries subscribe in principle to the philosophy expressed in the American Library Association's Library Bill of Rights and its supporting documents, and the American Association of School Librarians' Library Bill of Rights for School Library Media Programs. Copies of these documents are attached as Appendix A and B.

**Procedures for Challenges**

1. Any patron who questions the appropriateness of any library material should first schedule an appointment with the division librarian. At this time, the librarian will provide the patron with a copy of the library selection policy and the procedure for handling objections.
2. If the question about appropriateness cannot be resolved during the meeting, the patron may choose to file the form "Request of Reconsideration of Library Materials" (appendix C). If the librarian does not receive this form completed within two weeks, the issue will be considered closed and no further action will be taken.
3. Once the patron returns the completed form to the librarian, the librarian will forward a copy to the divisional principal.
4. The librarian and principal will appoint a committee to review the complaint. This committee will consist of:
  - a. the librarian
  - b. the principal
  - c. two teachers at school, both of whom should have knowledge of the nature of the challenged material and at least one of whom is a member of the relevant library's school division.
  - d. member of the parent community as designated by the PCA Chair.
5. The evaluating committee will read and consider the material with the specific objections in mind within two weeks of receiving the official complaint. The committee will communicate its decision in writing to the patron filing the complaint. During the evaluation the committee must:
  - a. bear in mind principles of freedom to learn and to read, basing a decision on these broad principles than on defense of individual materials;
  - b. read available reviews of the material under evaluation;
  - c. consult collections of other international schools;
  - d. consider passages in question as part of the work's larger context. Opinions should be based on the material as a whole.
6. The Head of School shall inform the Board of any formal challenge to library materials. If the patron filing the complaint is not satisfied with the evaluating committee's decision, he or she may appeal to the Head of School. The Head of School's decision is final.
7. No material will be removed from use until a final decision is made.

**ADOPTED:** March 13, 2019

**REVISED/REVIEWED:**

**CROSS-REFERENCES:** None



## SECTION 6: PERSONNEL

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## PERSONNEL DEFINITIONS

## SUB-SECTION: 6.0

### PERSONNEL DEFINITIONS

### POLICY: 6.000

**Administration (also Administrators):** Team comprising of the Head of School, Principal(s), Development Director, head of business and any other senior-level professionals as determined by the Board.

**Base Salary:** Salary used for the purpose of calculating the Provident fund contribution.

**Contract:** A written legal agreement between the School and an individual for rendering services at the School; normally issued for a specific term.

**Contract Period:** The start date and end date of an employee's contract with the school.

**Contract Salary:** Gross salary for the contract period as defined in an employee's contract.

**Contract Year:** The number of duty days per year as specified in the contract between the School and the employee.

**Daily Rate:** Rate for one workday, calculated by dividing the contract salary by the number of contract days.

**Employees:** Means and includes all personnel employed by the School, including Administrators, professional and support staff members. Also referred to as staff members.

**Head of School:** The person appointed by the Board to serve as the chief executive officer of the School and have responsibility for the overall administration of the School.

**Holidays:** Days set by the Board on the official School calendar in which the School is closed to the students and/or faculty.

**Job Description:** A written description of duties to be performed by an employee and which shall serve as the primary basis of work performance.

**Locally Based / Locally Hired (LBLH) employee:** A member of the staff based locally and hired locally.

**Overseas Based / Locally Hired (OBLH) employee:** A member of the staff based overseas and hired locally.

**Overseas Based / Overseas Hired (OBOH) employee:** A member of the staff based overseas and hired internationally and brought to Chennai at the School's expense for the express purpose of employment at the School.

**Overtime:** Hours worked beyond the normal workday.

**Professional Staff:** Persons with requisite professional qualifications employed by the School (full-time as well as part-time) in positions directly related to the instruction of students, such as teachers, librarians, counselors and nurses.

**Pro-rated:** Salary/benefit paid or payable in cases where the employee has worked less than a full school year, such as part-time employees.

**Provident Fund:** Indian retirement benefit scheme, including provident fund (PF), employees' pension scheme (EPS) and employees' deposit linked insurance scheme (EDIL) as provided under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

**Retrenchment:** Reduction or termination by the School of the services of a member of the staff for any reason whatsoever, other than as a disciplinary action. This definition does not include voluntary retirement or retirement of the employee or termination of service on medical grounds or termination of service as a result of non-renewal of the contract of employment on its expiry or of such contract being terminated under a stipulation in that behalf contained therein.

**Salary Schedule:** The schedule of annual salary adopted by the Board for different employee groups.

**Step Increment (or Step):** An increment or step on the salary schedule, which, if awarded, is effective on July 1 (Support staff) or August 1 (Professional staff) each year.

**Substitute Teacher:** A person who temporarily fills in and works at the school in the absence of a regular teacher.

**Supervisor:** The person to whom an employee reports directly as stated in his/her job description and who is responsible for the given employee's evaluation.

**Support Staff:** Persons employed by the School in positions which support or assist the professional staff or whose duties are not directly related to the instruction of students; including but not limited to, teacher's aides, finance and accounting, administrative assistants, maintenance and housekeeping, facilities, etc.

**Teacher:** A person employed by the School to teach at the School. Also, collectively referred to as the faculty / professional staff and individually as a member of the faculty / professional staff.

**Teacher Aide:** A member of the staff (full-time as well as part-time) who assists teachers in classrooms or whose duties directly impact student instruction or supervision of student services. (Part of the Support Staff)

**Workweek:** The number of duty hours per week as stipulated in the contract between the School and employee for all Support staff.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 0.000 Definitions  
6.200 Personnel Positions and Recruitment  
6.610 Medical Benefits

**EMPLOYMENT PHILOSOPHY****SUB-SECTION: 6.1****EMPLOYMENT PHILOSOPHY****POLICY: 6.100**

The Board of Directors recognizes the importance of employing a highly competent, well-trained staff to work with the Administration in meeting the School's mission and providing the best possible learning environment. To that end, the Board of Directors holds the Head of School responsible for this.

The Board of Directors supports the premise that all parts of the school system exist for one purpose – to facilitate the educational development of youth. The excellence of the School's teachers, other professional staff and support personnel, will, in the long run, determine the success of the instructional program. It shall therefore be the expectation of the Board to seek the best qualified personnel for all positions as well as to ensure they carry out their responsibilities to the best of their ability.

The Board views the position of teacher and other professional positions in the School as one from which the highest standards of professionalism, integrity and responsibility are expected.

The Board of Directors is committed to the belief that a school system involving the efforts of many people, functions best when all personnel are informed of the organization's major activities and concerns. In addition, morale is enhanced when an employee is assured that his/her voice is willingly heard by those in positions of administrative authority. To that end, there should be a continuous exchange of ideas and pertinent information among all employees and employees should be actively involved in decision-making and problem solving.

No person, otherwise eligible, shall be denied employment at the School on the basis of race, color, nationality, regional or ethnic origin, caste, religion, sexual orientation or gender.

The School pursues a policy of equal opportunity in the areas of recruitment, selection, placement, training, transfers and promotions, compensation and benefits, working conditions and terminations.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 1.100 Non-Discrimination

6.400 Employee Conduct and Work Environment

**EMPLOYEE RIGHTS AND RESPONSIBILITIES****POLICY: 6.110**

The Board directs the Head of School to assure that all staff members have access to Board policies and all relevant public information from the Board of Directors. Further, the Head of School shall assure that all staff members understand their responsibility to make themselves familiar with, and abide by, the policies of the Board and the regulations designed to implement them.

The Board directs the Head of School to ensure that employee rights and responsibilities be articulated, updated, and shared with the professional staff in a format consistent with a personnel handbook or other such comprehensive document.

**ADOPTED:** May 20, 2015

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** None

**PERSONNEL POSITIONS AND RECRUITMENT****SUB-SECTION: 6.2****PERSONNEL POSITIONS AND RECRUITMENT****POLICY: 6.200**

The Board of Directors is responsible for establishing the number of personnel positions within the School. On an annual basis, the Board shall adopt, upon the recommendation of the Head of School, a staffing plan that meets the educational and operational requirements of the School. The Board in working with the Head of School, and as a part of the annual budget process, shall also approve which positions shall be filled with overseas hired teachers and which shall be filled locally.

The Board of Directors holds the Head of School responsible for developing, reviewing and updating job descriptions for all employees.

The Board recognizes the importance of employee classification for its budgeting purposes. An employee's classification is determined at the time of initial hiring and remains valid for the employee's continuous employment at the School. It affects not only the type of contract an employee is given, but the compensation and benefits provided. Employees shall be classified as follows:

- A. Overseas Based/Overseas Hired (OBOH):** A member of the professional staff based overseas and hired internationally and brought to Chennai at the School's expense for the express purpose of employment at the School. This classification applies only to the Professional Staff.
- B. Overseas Based / Locally Hired (OBLH):** An employee based overseas and hired locally. The Head of School shall use the following criteria in determining whether an individual falls into the classification "overseas based / locally hired" (OBLH):
- Appointment of the spouse by an international organization
  - Immigration status
  - Tax status
  - Ownership of a residential property overseas
  - Prior residence overseas
  - Voting status
  - Other criteria as determined by the Head of School

Furnishing proof in support of the above criteria shall be the responsibility of the candidate.

- C. Locally Based / Locally Hired (LBLH):** An employee based locally and hired locally. A member of the staff who is "locally based" is one who has been living in India for a continuous period of six (6) years prior to their date of appointment and maintains a permanent abode in India.



The Head of School shall make all decisions regarding staff classifications and his/her determination shall be final.

The Board of Directors is committed to the recruitment and selection of experienced and qualified personnel who shall carry out the School's mission and educational philosophy (educational program). The Board holds the Head of School responsible for the recruiting and appointment of all professional and support staff within the approved number of positions and budget limits established annually by the Board.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 0.000 Definitions  
6.000 Personnel Definitions  
6.300 Terms and Conditions of Employment  
6.500 Compensation and Benefits  
6.510 Staff Salaries and Salary Schedules  
6.600 Employee Benefits

**TERMS AND CONDITIONS OF EMPLOYMENT****SUB-SECTION: 6.3****TERMS AND CONDITIONS OF EMPLOYMENT****POLICY: 6.300**

The Board of Directors is responsible, upon recommendation from the Head of School, for approving the terms and conditions of employee contracts. The Head of School or his/her designee is authorized to discuss employment contracts with job applicants within Board approved budget and staff allocation guidelines. The Head of School or his/her designee must approve all employee contracts.

The Board of Directors holds the Head of School responsible for developing and implementing regulations to support the policy of a three (3) month probationary period for all locally hired support staff.

The Board of Directors upon the recommendation of the Head of School shall establish the number of workdays for all professional and support staff.

In-service workdays (full or partial) shall be notated on the School calendar approved annually by the Board.

All employees shall be entitled to holidays in accordance with the School calendar approved annually by the Board of Directors. The Board approved School calendar shall serve as the framework for determining staff vacation and holiday schedules.

The Board holds the Head of School responsible for developing, communicating and implementing a comprehensive performance assessment program for all employees.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:**

- 1.100 Non-Discrimination
- 6.200 Personnel Positions and Recruitment
- 6.310 Renewal of Contracts
- 6.500 Compensation and Benefits
- 6.800 Termination of Employment

**RENEWAL OF CONTRACTS****POLICY: 6.310**

All employee contracts are written for a specific period. While staffing continuity is important for program quality in the classroom and in administrative operations, the School is under no obligation to renew a contract nor is an employee obligated to accept an offer of contract renewal. Contracts to rehire staff may be issued only after completion of written staff performance evaluations. New contracts may be offered for one- or two-year periods, at the discretion of the Head of School.

For those professional staff invited to return and who have expressed an interest in continuing at the School, new contracts shall be offered no later than October 20<sup>th</sup> and they shall have until November 1<sup>st</sup>, or by a date mutually agreed upon between the staff member and the Head of School, to sign and return the contract. If the contract is not returned by the agreed date, or if the employee declines the offer, the current contract shall expire at the end of the period specified in such contract. This timetable shall ensure the Head of School knows the number of returning overseas hired teachers prior to his/her annual recruiting trip.

Contract renewals shall be tendered to support staff at least 60 days prior to the end of their contract.

For administrators, including all direct reports to the Head of School and associate principals, the notification date regarding intention to remain at AISC for the following school year is August 20.

When a contract is not renewed, the staff member may submit, within 30 days, a written request to the Head of School for a meeting to discuss the decision by the School not to renew the employee's contract. The Head of School's decisions regarding the renewal or non-renewal of any contract shall be reported to the Board in the next Executive Session.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.300 Terms and Conditions of Employment  
6.400 Employee Conduct and Work Environment

**EVALUATIONS OF STAFF****POLICY: 6.320**

The Board requires the Head of School or his designees to conduct annual evaluation of all employees.

**ADOPTED:** May 20, 2015

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** None

**EMPLOYEE CONDUCT AND WORK ENVIRONMENT****SUB-SECTION: 6.4****EMPLOYEE CONDUCT AND WORK ENVIRONMENT****POLICY: 6.400**

The Head of School shall ensure that standards of employee conduct be articulated, updated, and shared with the professional staff in a format consistent with a personnel handbook or other such comprehensive document.

The School prides itself on being an institution that is built on mutual trust and self-respect. The Board of Directors supports all initiatives and efforts by the Head of School to ensure the School continues to maintain those high standards.

The Board expects that the staff shall strive to set the kind of example for students that shall serve them well in their own conduct and behavior which shall contribute toward an appropriate school atmosphere. Every employee shall conform to and abide by the provisions contained in the Employee Code of Conduct.

The Board of Directors recognizes the importance of the School providing a work environment that supports employee productivity and the personal goals, dignity and self-esteem of every employee. Every employee must be treated fairly in the work place in an environment free of harassment.

The Board of Directors recognizes that effective personnel management requires a procedure that provides for a prompt, impartial and fair hearing for any employee with a grievance.

A "grievance" shall be defined as a claim by one or more employees that there has been a violation, misinterpretation, or misapplication of a provision in a contract agreement, a Board policy, or any regulation supporting Board policy. A grievance may also be an employee's dissatisfaction with a specific aspect of his/her employment, working conditions, or working relationships which are outside his/her control. It may concern working conditions, relationships with supervisors or with other employees and officials, management decisions, violation of matters covered in regulations or implementation of policies or employee-management relations.

For any grievance, the goal shall be to reach an effective solution that respects the needs of each party. This shall be accomplished at the lowest possible level of administration and within a short, yet reasonable, time period. Proceedings shall be kept as informal as possible, and confidentiality shall be observed at all times.

The Board holds the Head of School responsible for developing a grievance procedure to allow reasonable and effective means for resolving difficulties among employees, to reduce the potential areas

of grievance, and to establish and maintain effective channels of communication. The grievance procedures shall follow the following steps and include timetables, documentation requirements, etc.

- A. Informal Resolution:** The employee and his/her immediate supervisor shall make every effort to resolve the matter directly by informal means. If such efforts fail, the employee and his/her supervisor shall discuss the matter with the next higher supervisor with the goal of resolving the matter.
- B. Formal Resolution:** In the event that informal resolution fails to resolve the problem, the employee can submit a formal grievance to the Principal. The Principal shall investigate the matter and communicate his/her decision in writing, giving supporting reasons, to the parties involved. A copy shall be provided to the Head of School.
- C. Appeal to Head of School:** The employee has the right to appeal in writing to the Head of School against the decision of the Principal in Step B above. The Head of School shall convene a conference with the parties involved with a view to arriving at a mutually satisfactory resolution to the grievance. Following the conference, he/she shall communicate his/her decision in writing, giving supporting reasons.
- D. Appeal to the Board:** The employee has the right of appeal to the Board against the decision of the Head of School in Step C above, with the exception of matters of hiring, contract renewal and termination. The appeal must be in writing. The Board shall hold a hearing on the grievance with the parties involved and following the hearing, communicate in writing their decision.

The decision or recommendation of the Board shall be final, and all parties shall abide in good faith by the findings and/or recommendations made. The parties involved at all stages of the grievance shall use discretion when discussing the grievance with anyone.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:**

- 6.100 Employment Philosophy
- 6.310 Renewal of Contracts
- 6.800 Termination of Employment
- 9.120 Association Member Comments, Complaints and Grievances

**GUIDELINES FOR PROFESSIONAL EDUCATORS****POLICY: 6.410**

The Board directs the Head of School to ensure that professional principles of good practice be articulated, updated, and shared with the professional staff in a format consistent with a personnel handbook or other such comprehensive document.

**ADOPTED:** May 20, 2015

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** None

**SOCIAL MEDIA GUIDELINES****POLICY: 6.420**

The Board directs the Head of School to ensure that social media guidelines be articulated, updated, and shared with the professional staff in a format consistent with a personnel handbook or other such comprehensive document.

**ADOPTED:** May 20, 2015

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** None



**REPORTING WRONGDOING****POLICY: 6.430**

The purpose of this policy is to enable and to protect members of the staff who may need to raise concerns in a confidential manner regarding fraud, malpractice, health and safety, criminal offences, failure to comply with legal obligations or unethical conduct. The policy also provides, if necessary, for such concerns to be raised from outside the organization. No member of staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith.

This policy provides a mechanism:

- To receive, investigate and resolve suspected acts of misconduct.
- To protect persons reporting suspected acts of misconduct.
- To deal with frivolous and/or spurious reports. The school considers that an instance where an individual or group uses this policy in an inappropriate way constitutes a breach of professional standards and will be dealt with accordingly.
- To document reports and maintain confidential records.
- To inform the school community where appropriate, to maintain open communication, correct rumors or misconceptions and sensibly present pertinent facts within the bounds of confidentiality.

The complainant must make him/herself known. Anonymous concerns will not be considered except when the information pertains to safety and/or security matters.

Concerns of misconduct should be reported to the Head of School. The concern will be investigated thoroughly and in a timely manner and appropriate corrective action taken. The party making the allegation will be kept informed of progress and informed of the resolution wherever possible. A person reporting a matter who is not satisfied that their concern is being properly dealt with has the right to appeal in confidence to the Chairperson of the Board of Directors.

Concerns of misconduct regarding the Head of School should be reported in confidence to the Chairperson of the Board of Directors.

The Head of School and the Chairperson of the Board of Directors will report concerns to the Board in an appropriate and a timely manner.

**ADOPTED:** March 8, 2017

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.440 Sexual Harassment Policy

**SEXUAL HARRASSMENT POLICY****POLICY: 6.440**

The Board of Directors recognizes its responsibility to comply with the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, which applies to all organizations in India, including the American International School Chennai.

Consistent with stipulations in the Act, AISC will: (i) provide a safe working environment at the workplace, which should include safety from the persons coming into contact at the workplace; (ii) display at any conspicuous place in the workplace the penal consequences of sexual harassment and the order constituting the internal complaints committee; (iii) organize workshops and awareness programs at regular intervals for sensitizing employees; (iv) provide necessary facilities to the internal complaints committee for dealing with complaints and conducting enquiries; (v) assist in securing the attendance of respondents and witnesses before the internal complaints committee; (vi) provide necessary information to the internal complaints committee; (vii) to provide assistance, if requested, to file complaints under the Indian Penal Code; and (viii) monitor the timely submission of reports by the internal complaints committee.

An employee (male or female) who has perceived harassment should discuss the concern with the person involved with the aim of finding a suitable solution. In some circumstances this may not be possible and the employee has the right to file a grievance in accordance with Board policy and procedures.

Sexual harassment of another employee constitutes a disciplinary infraction subject to penalties up to and including discharge.

The Board of Directors acknowledges the following as a description of sexual harassment:

Harassment is any action or willful communication that is deliberately intended to threaten, cause pain, or discomfort to another person. Sexual harassment is intentional, persistent, and unwanted use of sexual references, connotations, or sexual advances that take place in the workplace. Sometimes, but not always, the consequences of objecting to perceived harassment are potentially harmful or disadvantageous to the person being harassed. Sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication):

- (i) Physical contact and advances or
- (ii) A demand or request for sexual favors; or
- (iii) Making sexually colored remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

According to this law, every employer is required to constitute an Internal Complaints Committee (ICC)

which shall consist of a minimum of four members where at least half the members are women. The ICC must comprise the following members:

- A. 1 senior woman employee as the Chairperson;
- B. 2 employee members (who are committed to the cause of women or have experience in social work or have legal knowledge); and
- C. 1 third party member from an NGO or associations committed to the cause of women or other person familiar with issues relating to sexual harassment.

The Board of Directors authorizes the Head of School to organize and maintain an ICC for the benefit of all AISC employees. Further, the Board holds the Head of School responsible for ensuring that all staff members are educated regarding sexual harassment.

**ADOPTED:** May 20, 2015

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.430 Reporting Wrongdoing

**EMPLOYEE COMPENSATION AND BENEFITS****SUB-SECTION: 6.5****COMPENSATION AND BENEFITS****POLICY: 6.500**

The Board of Directors recognizes the importance of retaining dependable, dedicated and competent employees. To do this the School must provide its employees with a compensation and benefits package that keeps the School competitive and allows the School to attract and retain highly qualified individuals. The salary and benefits extended to the staff shall be designed to promote their present and future economic security and provide incentive for professional development that shall be of benefit to the School.

The Head of School shall be responsible for the classification of the employees in accordance with Board policy 6.200. An individual's employee classification; along with his/her job classification and staff position shall be the key factors in determining the compensation and benefits package he/she receives. Further, the Board shall establish, upon recommendation from the Head of School, a compensation package at a level to be competitive with packages offered by other similar organizations.

Employees' total compensation package, as provided for in their contract, shall include salary and benefits in accordance with their classification. These benefits are further detailed in Board policy.

The School shall endeavor to ensure that the employee compensation packages are consistent with local labor laws and customs, provided that these are not in conflict with the School's Mission or Philosophy. The Board directs the Head of School to conduct periodic reviews at least every two years of other schools and organizations to determine the competitiveness of the School's compensation package for its professional and support personnel.

The Board also supports the principle of fairness and staff participation in the development of salary and benefit provisions and strives to provide the best possible working conditions and compensation program for its employees. The Board encourages and values the suggestions and recommendations from its professional employees in matters of employment.

Within this context, the Head of School shall solicit salary and benefit recommendations from its employee groups every three years for review and consideration. Generally, these recommendations shall be submitted by September 15<sup>th</sup> in order that any changes to the salary and benefit package can be considered during the annual budget sessions in the second semester. All salary and benefits changes must be approved by the Board.

Employee salaries and the School's salary scales should be considered in terms of a total benefit package. Improvements in salaries versus other benefits should be made bearing in mind their competitive impact. Benefits should be made as flexible as possible consistent with their objectives.

Salary scale comparisons should also take into account differences or changes in intangible benefits (e.g. job security, termination policy).

The Board holds the Head of School responsible for using sound judgments in determining employee classification, placement on and changes to salary schedules, and establishing regulations pertaining to employee compensation, such as overtime, employee expenses and salary advances.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.200 Personnel Positions and Recruitment  
6.300 Terms and Conditions of Employment  
6.510 Staff Salaries and Salary Schedules  
6.600 Employee Benefits

**STAFF SALARIES AND SALARY SCHEDULES****POLICY: 6.510**

The Board of Directors recognizes that the major principle governing the setting and adjustment of salary schedules is the need to attract and retain highly qualified and motivated employees.

The Board of Directors shall approve the School's salary schedules, upon the recommendation of the Head of School. The salary structure put in place shall consider both employee's educational backgrounds and certification as well as relevant work experience.

The Board holds the Head of School responsible for reviewing, on an annual basis, the salary schedules to ensure competitiveness and continued ability to attract and retain qualified employees. This review shall be done against other international schools in the region and other sources. For the professional staff, the salary schedule follows a traditional U.S. model and is based on degrees/semester hours earned in a U.S. college or university as well as years of experience.

The School maintains the following five distinct salary schedules for the different employee classifications:

**A. Professional Staff**

1. Overseas based staff (certified) (Dollar scale)
2. Locally based staff (Rupee scale)

**B. Support Staff (Rupee scale)**

1. Teacher Aides (Rupee scale - % of locally based professional staff scale)
2. All other Support staff (Rupee scale)

The policy of maintaining different schedules for the staff groups has developed and been maintained in an effort to provide benefits which are equitable across the schedules in light of differences of markets. Thus the distinct schedules are not a reflection of disparate levels of achievement or responsibility but rather reflect differences in type and magnitude of personal and financial obligations, relative costs of living, etc.

Within each schedule, increments shall be set so as to compensate appropriately higher-level credentials as well as work experience.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.200 Personnel Positions and Recruitment  
6.500 Compensation and Benefits

**EMPLOYEE BENEFITS****SUB-SECTION: 6.6****EMPLOYEE BENEFITS****POLICY: 6.600**

The Board of Directors recognizes the importance, within the constraints of the budget, to maintain a competitive set of benefits that will ensure the continuity of staff and thus continuity of instruction and School operations. Further, the Board accepts that some benefits cannot be applied equally to both overseas contracted and locally contracted employees except as stipulated elsewhere in policy.

The following are a list of benefits currently offered to the School's employees, with further details provided in separate Board policy. All the benefits listed below are not applicable to all employees. Each employee classification category is entitled to a different set of benefits.

- A. Medical Benefits
- B. Staff Development Program
- C. Conveyance Allowance
- D. Scholarships for Children of the Professional Staff
- E. Special Benefits for Overseas Hired Professional Staff
- F. Special Benefits for Locally Based Staff
- G. Uniforms (for Support Staff)
- H. Leaves and Absences

Employees are entitled to his/her benefits from the first day of actual work, unless provided otherwise in policy or his/her contract.

The Board shall maintain the right to review and amend benefits with the understanding that no benefit shall be altered during the term specified in an employee's contract, without written agreement by the employee.

The Board reserves the right to award other scholarships, beyond those for full-time professional staff, at its discretion.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:**

- 5.010 Faculty Housing
- 5.300 School Insurance Programs
- 6.200 Personnel Positions and Recruitment
- 6.500 Compensation and Benefits
- 6.610 Medical Benefits
- 6.620 Staff Development Program
- 6.630 Scholarships for Children of Professional Staff
- 6.640 Special Benefits for OBOH Professional Staff
- 6.650 Special Benefits for Locally Based Staff
- 6.700 Leaves and Absences



**MEDICAL BENEFITS****POLICY: 6.610**

The health of employees and their families contributes to their performance and to the overall health and well-being of the School and its students. It is therefore the policy of the Board to ensure that the medical costs of its employees are defrayed, thereby encouraging each employee to take preventive as well as curative steps necessary to ensure their health and that of their families.

The School shall provide the following medical insurance plans to all employees, both full and part-time, and at no cost to the employee. The School's medical benefits cover the employee and their immediate family, except where stated otherwise. An employee's "immediate family" is defined to include his/her spouse and dependent children as recognized by the School's primary insurance provider. An employee already covered to any extent by a health insurance plan of his/her spouse is not eligible to claim these benefits.

- A. Overseas Based / Overseas Hired (OBOH) Administrative and Professional staff:** These employees shall be covered by a group insurance plan that includes hospitalization, major medical costs and disability. Employees shall also be covered under a medical emergency evacuation policy as a part of the medical benefit package. Details of this coverage will be provided by the School Business Office on request by eligible employees.
- B. Overseas Based / Locally Hired (OBLH) Administrative and Professional staff:** These employees may participate in the School's group medical, hospitalization, disability and medical emergency evacuation insurance plan for Overseas Based / Overseas Hired Professional staff provided they contribute 75% of the premium. Alternatively, these employees may opt to be covered under the benefits for Locally Based / Locally Hired personnel at no cost.
- C. Locally Based / Locally Hired (LBLH) Professional and Support Staff:** These employees shall participate in an Indian insurance plan that covers the premium costs for hospitalization insurance and personnel accident insurance. The School also provides domiciliary reimbursement for the employee and their immediate family as well as their parent(s) or legal guardian(s), up to specified limits and against bills and receipts.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 5.300 School Insurance Programs  
6.000 Employee Definitions  
6.600 Employee Benefits

**STAFF DEVELOPMENT PROGRAM****POLICY: 6.620**

The Board of Directors recognizes the importance of supporting professional growth opportunities for all members of the School staff. The underlying philosophy is to promote the development of human resources, thereby enriching the educational excellence of the School and allowing for employee growth.

The Board holds the Head of School responsible for establishing and overseeing a comprehensive staff development program comprising in-house development activities and workshops as well as outside courses/degrees. In the approved School calendar, minimum of four days, shall be designated for staff development.

The Head of School shall be authorized to grant permission for employees to be temporarily absent from the regular duties for the purpose of participating in other educational programs or courses. Employees shall be reimbursed for approved professional development activities in accordance with regulations associated with this policy. Time off shall be counted as Professional/ Educational leave.

When the School funds a degree course to an employee, the employee is obligated to sign a two-year employment contract with the school upon completion of the degree. If the School funds a short-term course, then the employee is obligated to sign a one-year employment contract after completion of the said course.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 1.120 School year / day / calendar

6.600 Employee Benefits

9.300 Regional Educational Organization Relations

9.330 School Membership to Professional Organizations

**SCHOLARSHIPS FOR CHILDREN OF  
PROFESSIONAL STAFF****POLICY: 6.630**

For all full-time professional staff, the School shall provide scholarships for their dependent children to attend the School as follows:

- A. Overseas Based / Overseas Hired (OBOH) professional staff:** For these employees, up to two dependent children shall be provided full scholarships. All school fees, as defined within Board Policy 4.310, shall be waived.
- B. Locally Hired professional staff:** For both overseas based / locally hired (OBLH) and locally based / locally hired (LBLH) professional staff, the School shall provide 75% remission of registration and tuition fees for up to two dependent children. In addition, 100% of the application and development fees shall be waived.

The fee waivers/remissions described above shall only be provided when neither the employee nor his/her spouse receives reimbursement for such fees from other sources. When partial reimbursement is provided by a non-School source, the employee and spouse must provide the School with official documentation indicating the limit of such reimbursement and the School shall provide a scholarship in the same percentages as above for the uncovered portion of the fees.

The Board reserves the right to award other scholarships at its discretion.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 4.310 School Fees  
4.350 Student Scholarships  
6.600 Employee Benefits

**SPECIAL BENEFITS FOR OVERSEAS BASED / OVERSEAS  
HIRED PROFESSIONAL STAFF****POLICY: 6.640**

The School employs a number of professionals whom it hires from the U.S. or directly from other overseas schools for the purpose of working at the School. Because of the special circumstances of their recruitment, special benefits shall be provided to these professional staff members as defined in their contract and as outlined below:

- A. Transportation / travel to and from the point of origin
- B. Moving allowance for shipment of personal and household effects
- C. Housing
- D. Settling-in allowance
- E. Visa renewal and immunizations at no cost
- F. Contract renewal bonus
- G. Indian Tax exemption on income (i.e. income tax paid by the School on behalf of the employee directly to the income tax department).

The Board of Directors shall, upon the commendation of the Head of School, approve the specific benefits provided the Overseas Based / Overseas Hired Professional Staff and their families. These benefits shall be reviewed every two years, or more frequently as required, and any changes shall require Board approval. The Board holds the Head of School responsible for developing regulations for the implementation of this policy.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.600 Employee Benefits  
6.700 Leaves and Absences

**SPECIAL BENEFITS FOR LOCALLY BASED STAFF****POLICY: 6.650**

All locally based staff, both professional and support employees, shall be entitled to the following special benefits:

**A. Festival Bonus**

All locally based staff who have completed one year of service, shall be entitled to a Festival Bonus payment, equal to 10% of their base salary, payable annually in the month of September.

**B. Gratuity Payment**

All locally based employees, after an initial two years, shall be entitled to a gratuity payment for each completed year of service at the School, payable upon separation.

An employee's gratuity payment shall be calculated as follows: one-half month's salary for each completed year or part thereof in excess of six months of service at the School beginning from the date of employment to the date of separation, based on the salary rate of the last year's service. This amount shall be paid as a lump sum payment within 30 days of the date of separation.

Example: If an employee has completed 4 years and up to six months of service, gratuity will be calculated for 4 years. However, if the employee has completed 4 years, 6 months and 1 day of service, gratuity will be calculated at 4 years and number of months to date (i.e. 6 months in this case).

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.600 Employee Benefits

6.640 Special Benefits for OBOH Professional Staff

**LEAVES AND ABSENCES****SUB-SECTION: 6.7****LEAVES AND ABSENCES****POLICY: 6.700**

The Board of Directors recognizes that leave and approved absences are an important benefit in the compensation package for all School employees in that they help staff members take care of their health and important family or other personal emergencies, encourage them to grow professionally, and permit them to meet necessary personal and professional obligations. They shall be granted in accordance with policies pertaining to specific types of leave and in accordance with each employee's contract with the School. The Board holds the Head of School responsible for developing regulations in support of these policies.

The types of leave covered under School policy and documented in separate policies include:

- Sick leave
- Professional / educational leave
- Maternity leave
- Bereavement Leave
- Personal leave
- Leave without pay / unexcused absences
- Recruitment leave for overseas hired staff
- Annual leave for support staff
- Compensatory leave for support staff

When an exceptional circumstance arises which is not covered by the School's leave policies, the Head of School may consider, upon recommendation of the immediate supervisor, granting a special leave on an individual emergency basis only.

Employees who must be absent from work unexpectedly (e.g. sudden illness, death in the family) shall notify the School office in advance whenever possible, so that substitutes may be obtained when required. In all other cases, employees are expected to obtain approval in advance for his/her time away from the School.

All changes to employee benefits must be approved by the Board.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.600 Employee Benefits

6.640 Special Benefits for OBOH Professional Staff

**EMPLOYEE SEPARATION****SUB-SECTION: 6.8****TERMINATION OF EMPLOYMENT****POLICY: 6.800**

Employees are expected to work for the full term of their employment contract. There are cases, however, in which an employee's contract shall be terminated prior to the completion of the contract period. The termination or non-renewal of contracts for all employees for reasons other than resignation shall be by action of the Head of School. The contract of service for any School employee shall stand terminated in the following circumstances:

- A. Mutual Agreement:** On terms agreed to between the parties
- B. For cause:** Upon investigation and decision of the Head of School, for one or more of the following reasons:
  - 1. Inefficiency, incompetency or insubordination;
  - 2. Lack of cooperation with School authorities in matters which are harmful to the students; or
  - 3. Moral misconductThe above list is not exclusive.
- C. Death or disability:** As shown by competent medical evidence.
- D. Notice:** By the employee giving not less than ninety (90) calendar days' notice to the Head of School. In lieu of notice, the employee shall surrender ninety (90) calendar days' salary.
- E. School Closure:** On permanent closure of the school

In the event of the School terminating an employee's contract for reasons A – D above, the School shall give the employee one month's notice. In all cases, the employee shall not be entitled to any compensation from and after the date of termination. All monies owed to the employee shall be paid on or before the date of termination.

In all cases of termination, the employee's right to due process shall be protected, specifically:

- The right to know the reasons for his/her termination, and
- The right to discuss these reasons with his/her supervisor and Head of school.

The Board holds the Head of School responsible for the development of termination procedures that clearly describe the documentation requirements and termination process. In all cases of termination, the Head of School shall notify the Board.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.300 Terms and Conditions of Employment  
6.400 Employee Conduct and Work Environment  
6.810 Temporary Suspension of Staff  
6.820 Retrenchment/Reduction in Work Force



**TEMPORARY SUSPENSION OF STAFF****POLICY: 6.810**

“Suspension” is defined as the temporary removal of any staff member from his/her position if, in the opinion of the Head of School, the continued presence of the employee is detrimental to a child or the proper functioning of the School. When such an event occurs, the Board Chairperson shall be informed immediately.

Suspension shall last no longer than is necessary to provide the School adequate time to take appropriate action, or 30 days, whichever time is less. As per the Tamil Nadu Payment of Subsistence Allowance Act, an employer is required to pay at least 50% of base salary during the period of suspension. If no disciplinary action is taken within 30 days, there shall be normal salary and benefits for the period of suspension unless the suspension leads to termination for cause. If the employee is dismissed for cause, then compensation shall be paid in accordance with the employee’s contract. Any suspension from duties must be fully documented and kept in the employee’s personnel file.

The Head of School, or his/her designee in the case of support staff, shall meet with the employee and advise the suspended employee in writing of the reasons for the suspension.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.800 Termination of Employment

**RETRENCHMENT / REDUCTION IN WORK FORCE****POLICY: 6.820**

“Retrenchment” shall mean the reduction or termination by the School of the services of a member of the School’s staff within their contracted period because of decreased enrollment, economizing on expenditures, elimination or reduction in part(s) of the School’s program, insufficient funds or for any other sufficient reason as determined by the Board of Directors.

Retrenchment does not include termination as a result of disciplinary action, voluntary retirement of the employee, retirement of employee on reaching the retirement age, or termination of service on medical grounds or termination of service as a result of non-renewal of the contract of employment on its expiry or of such contract being terminated under a stipulation in that behalf contained therein.

Should it be necessary to reduce the number of employees, the Head of School shall submit to the Board for their approval, a proposal for reduction in force. Such a proposal shall be based on the School’s needs, with due consideration given to staff members’ overall qualifications, performance evaluations and seniority. The Board’s decision on the proposal shall be final.

Any employee who is terminated because of a reduction in force shall be given notice in accordance with his/her contract and shall be entitled to termination benefits as provided for within his/her contract. The School may retrench an employee at any time subject to his/her right to be paid retrenchment compensation.

**ADOPTED:** December 10, 2003

**REVISED/REVIEWED:** March 2017

**CROSS-REFERENCES:** 6.800 Termination of Employment

## SECTION 7: CURRICULUM AND INSTRUCTION

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**EDUCATIONAL PHILOSOPHY AND STANDARDS****SUB-SECTION: 7.0****EDUCATION AND LEARNING PHILOSOPHY****POLICY: 7.000**

The Board of Directors believes in the importance of education as the means by which home and society help every individual to:

- A. Achieve academic excellence and personal understanding of the world's attitudes;
- B. Gain the knowledge and skills that are prerequisites to lifelong learning; and,
- C. Acquire values and skills that contribute to happiness and a humane attitude to becoming a responsible citizen in a global community. The reaffirmation of this belief is emphasized in the School's Mission, Core Values and Vision for the Learner.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

7.010 Curriculum Development and Evaluation

7.100 Selection of Instruction Materials

7.310 Community Service Program

7.320 High School Graduation Requirements

9.310 Relations with Recognized Accrediting Agencies

**CURRICULUM DEVELOPMENT AND EVALUATION****POLICY: 7.010**

The Board of Directors holds the Head of School responsible for curriculum development and updating is an ongoing process requiring a coordinated effort across the School. The Board holds the Head of School responsible to set forth procedures that will ensure that the School's curriculum remains current and consistent with the School's Mission, Core Values and Vision for the Learner.

The Board expects the Administration, in consultation with the faculty, to establish a regular cycle for conducting a comprehensive review and evaluation of the educational program and curriculum. Such evaluation may lead to recommendations for modifications of practice or changes in course content or instructional materials or the development/removal of a course. Proposed changes in curriculum with broader program implications that have a significant budget impact must be presented to the Board for review.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

7.000 Education and Learning Philosophy

7.100 Selection of Instructional Materials

**CLASS SIZE GUIDELINES****POLICY: 7.020**

The Board of Directors recognizes the need to maintain a student-teacher ratio that offers maximum opportunities for instruction and learning within the constraints of the annual operating budget. In Early Years 3 and 4, the preferred maximum enrollment is 18 students per class. For Early Years 5 through Grade 12, the preferred maximum enrollment is 20 students per class.

In addition, the share of students in beginner level EAL services for any class shall not exceed 30 percent at any one time without specific Board approval. The Head of School shall notify the Board when the number of students in Beginner EAL in any classroom exceeds 20 percent.

The Head of School shall be responsible for informing the Board when any given class is expected to exceed, or has exceeded, the maximum class size or EAL limitations, and shall provide proposed solutions for addressing the issue.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** 8.000 Student Enrollments and Admissions Criteria  
8.020 EAL Admissions Policy

**INSTRUCTIONAL METHODS AND RESOURCES****SUB-SECTION: 7.1****SELECTION OF INSTRUCTION MATERIALS****POLICY: 7.100**

The Board of Directors shall approve, within budget constraints, funds for instructional materials that support the implementation of a high standard, enriched American curriculum.

The Head of School shall be responsible for establishing and monitoring review and selection procedures for all instructional materials.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** 7.000 Educations and Learning Philosophy  
7.010 Curriculum Development and Evaluation

**ACADEMIC FREEDOM****POLICY: 7.110**

Academic freedom may be defined as the right to pursue the search for truth in its many forms. In the classroom, academic freedom also means the right of teachers to encourage discussion of issues, including those that may be considered controversial, and to encourage students to engage critically in the examination of different meaning systems in their quest for knowledge and search for truth.

It is recognized that the application of the principle of academic freedom at the elementary and secondary school levels must take into account the relative maturity of the students, the School's curriculum requirements and the students' need for guidance. Teachers must present issues in a fair and unbiased manner to allow students to study the issues and arrive at balanced views. To do this, teachers must continuously seek to expand their own perspectives and knowledge, recognizing that only in this way can fair and unbiased options be presented. It is also understood that the exercise of academic freedom must also be sensitive to the environment of cultural diversity in which the School operates.

The Board is committed to protect teachers from censorship or undue restraint that interferes with their abilities to fulfill their classroom duties in a manner consistent with the School's Mission, Values, and goals.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** 7.120 Teaching Controversial Issues



**TEACHING CONTROVERSIAL ISSUES****POLICY: 7.120**

The Board of Directors recognizes that the discussion of controversial issues is important to develop student understanding and analytical thought. However, the Board recommends that prior to the initiation of planned discussion about any subject that might be sensitive or controversial, a teacher should seek the guidance and counsel of the Principal or, in his/her absence, the Head of School.

The Board recognizes the possibility of criticism or alleged charges that may occur against teachers acting in compliance with this policy. Therefore, the Head of School shall develop appropriate procedures that will allow parents of the school community to challenge within orderly procedures, controversial materials or issues which they feel are inappropriate in the classroom.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** 7.110 Academic Freedom  
7.300 Host Country Studies Program  
9.120 Association Member Comments, Complaints and Grievances

**STUDENT PERFORMANCE ASSESSMENT****SUB-SECTION: 7.2****STUDENT PERFORMANCE ASSESSMENT****POLICY: 7.200**

The Board of Directors, faculty and parents expect that students attending the School will contribute their best effort toward academic achievement. Therefore, the Head of School is charged with establishing performance standards and reporting systems that will continually monitor both student effort and student achievement.

It is recognized that students respond positively to the opportunity for success rather than the threat of failure. The School shall seek, therefore, to make achievement both recognizable and possible for students.

Teachers and counselors shall make every attempt to motivate students to higher levels of performance. Other school learning resources will also be available. However, it shall be the decision of the Principal, upon teacher recommendation, as to whether or not a student will be allowed to continue his/her enrollment. The Principal's decision to terminate enrollment for academic reasons, although subject to review by the Head of School, shall be final.

In cases where retention is being considered, parents shall be consulted no later than sixty- five (65) school days before the end of the school year. In all cases, the decision regarding promotion / retention lies with the Principal subject to final review by the Head of School. The Board of Directors shall consider such decisions as final.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** 7.320 High School Graduation Requirements

**EDUCATIONAL PROGRAM****SUB-SECTION: 7.3****HOST COUNTRY STUDIES PROGRAM****POLICY: 7.300**

The Board of Directors believes that the School has a responsibility for acquainting all of its students with the culture and history of Host Country. Therefore, teachers are encouraged to include, where appropriate, instructional references to the Host Country's culture and history as well as seek to schedule host country observances and celebrations. Promoting student community service is also a means to learn more about local culture.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** 1.010 Host Country Relations  
7.120 Teaching Controversial Issues

**COMMUNITY SERVICE PROGRAM****POLICY: 7.310**

The Board of Directors is committed to a School-wide program in which each student becomes a responsible citizen in a global community. The objective of such a mission is to provide all of our students with the opportunity to demonstrate social responsibility through active involvement in serving the community. Community service involvement gives students the chance to get involved in a variety of enriching useful, and practical experiences as well as exposes them to people and situations outside their previous experiences. The Head of School shall be responsible for the development of programs to encourage and facilitate participation by all students in meaningful and appropriate ways.

**ADOPTED:** June 10, 2002

**REVISED / REVIEWED:** November 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

7.000 Education and Learning Philosophy

**HIGH SCHOOL GRADUATION REQUIREMENTS****POLICY: 7.320**

Requirements for graduation, including the number of credits in each area of study, shall be approved by the Board of Directors upon the recommendation of the Head of School. They shall be consistent with the stated goals of the School and the requirement for admission to institutions for higher learning.

To be eligible for 12<sup>th</sup> grade graduation from the School, a minimum of 25 credits must be earned, with at least six (6) of those credits earned at this School. The requirements shall also define the subjects that must be successfully completed with a passing grade or the specific performance achievement criteria the student must meet (as defined by the Principal, counselor, or Head of School). For those high school students transferring into the School in the middle of the high school program, the School shall accept official transfer credit as interpreted and approved by the Head of School or his/her designee.

The graduation requirements shall be presented in the High School Student Handbook, in a manner easily understood by the parents and students, and any approved changes shall be communicated on a timely basis.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

7.000 Education and Learning Philosophy

7.200 Student Performance Assessment

High School Student Handbook

**STUDENT SUPPORT SERVICES****SUB-SECTION: 7.4****STUDENT SUPPORT SERVICES PROGRAM****POLICY: 7.400**

The Board of Directors recognizes that the school shall offer a variety of support programs to meet the diverse needs of the School's student body.

The Board shall reserve the right to assess fees for selected student support services.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

4.310 School Fees

7.410 Standardized Testing Program

**STANDARDIZED TESTING PROGRAM****POLICY: 7.410**

The Board of Directors recognizes that the purpose for standardized testing is to provide information to the School, the students and their parents, about individual student and group performance as compared to other similar international schools and American schools that use such assessment tools. Standardized tests are administered to provide reliable data relating to the School's curriculum and the instructional needs of students. The tests also provide an assessment of student performance and may assist parents in transferring schools.

Standardized tests are, however, only one measure of student performance and to guide instruction effectively, assessment must occur on an ongoing basis so that information gained can be used to shape instruction. Therefore, a variety of assessment instruments and practices are employed by the School to make informed decisions about curriculum and instruction. The test data, when used in conjunction with the many other valuable sources of information about students, can have significant value in facilitating program improvement.

The major goals of testing include:

- A. To provide measures of group and individual strengths and weaknesses for use in planning instructional programs.
- B. To provide information about individuals for guidance and counseling.
- C. To provide test data for schools and colleges.
- D. To aid in placing students in appropriate groups.
- E. To provide measures of the effect of instructional programs for program evaluation.
- F. To provide data prior to the enrollment of students who do not present standardized test results from their previous school.
- G. To compare School results with North American private and public school norms.

The Head of School shall be responsible for informing the Board of any proposed changes in the current standardized testing programs.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** November 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

7.400 Student Support Services Program



## SECTION 8: STUDENTS

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**STUDENT ADMISSIONS AND PLACEMENT****SUB-SECTION: 8.0****STUDENT ENROLLMENT AND ADMISSIONS CRITERIA****POLICY: 8.000**

The School provides an enriched American curriculum taught in the English language for eligible students of all nationalities. The Board of Directors authorizes the Head of School to establish criteria and procedures for student enrollment. Student eligibility shall be determined by the Head of School based on Board policies and in compliance with host country regulations. In addition, the School reserves the right to exclude students or to require special supplementary measures at the parents' expense, if the student's goals or abilities differ significantly from the School's objectives.

The Head of School finalizes enrollment decisions and addresses any admissions questions or concerns.

The Board recognizes that student enrollment and admission encompasses many components. To that end, the Head of School is responsible for the following:

- A. To prepare and implement regulations which ensure a high standard of education within the capacity of the School facilities and teaching resources.
- B. To establish procedures to determine eligibility to enter the School program based on a defined set of criteria. Enrollment eligibility criteria include age, previous schooling, English language proficiency, learning achievement, available program for special learning needs, parents' and/or organizations' capacity to pay registration and school fees, consideration for a parent's temporary assignment in the School community, host country regulations and a child's requirement for an American curriculum.
- C. To admit students on specified criteria. No student, who is otherwise eligible (as stated in this policy), shall be denied admission to, the School on the basis of race, color, religion, gender, creed, caste, sexual orientation, national origin or ancestry. Nor shall of race, color, religion, gender, creed, caste, sexual orientation, national origin or ancestry affect in any way the treatment, evaluation or any other consideration of the students of the School. Within the limits defined in Board policy or by host government directive, the School shall accept, for admission students with disabilities, provided that the School's resources can reasonably accommodate such disabilities.
- D. To admit students to the School on a priority basis. Priority for enrollment shall be given to all returning students and children of U.S. government employees who have demonstrated successful academic performance and who do not require special learning assistance beyond the resources of the School. Further priorities and sequencing of admittance shall be established by the Head of School, with approval from the Board. These priorities shall be published and communicated to all parents of prospective students.
- E. To enforce age requirements for School enrollment as defined in Board policy.
- F. To develop procedures for late admissions and/or early withdrawals.
- G. To establish procedures for testing and placing students who have a need to learn English-as-an-Additional-Language.

- H. To develop criteria and procedures for addressing acceleration and advanced placement of a student. The School does not follow a practice of automatically accelerating students in cases of high achievement. As such, decisions regarding acceleration/advanced placement are made very carefully.
- I. To develop admissions criteria and procedures for the School's Community Scholars Program.
- J. To enroll students whose specialized learning needs can be accommodated within available school resources that include physical space, trained faculty and impact of student's enrollment on the learning of other students. Programs for students with special needs are limited in terms of facilities, materials, staffing and community services for referrals. Students, who have physical, emotional, or learning problems that cannot be appropriately served by School resources, shall not be allowed to attend the School.
- K. The School reserves the right to discontinue a student's enrollment if problems, beyond the scope of the School's program, develop or are discovered after initial acceptance.
- L. The School reserves the right to limit enrollment or exclude students from re-enrollment if parents are perceived to be a threat to any individual associated with the school or a threat to the reputation or well-being of the organization.

The Board of Directors shall be kept advised of actual school enrollment, forecasted new enrollment, and the implementation of regulations that would, if circumstances dictate, increase or limit enrollment.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

1.100 Non-Discrimination

7.020 Class Size Guidelines

8.010 Student Admissions

8.030 Placement of Students

8.040 Age Requirements

**STUDENT ADMISSIONS****POLICY: 8.010**

The Board of Directors holds the Head of School responsible for reviewing the completed student admissions packages and making the final admission decision on all applicants. The Head of School may delegate various steps in the admissions process to other members of the School faculty, but the final decision rests with the Head of School.

All applicants shall be required to submit a completed application form, a student health form and any applicable fees to be considered for admission to the School.

For those students seeking admission in Grades 1 – 12, an official record of previous academic achievement, including all special services received, must also be submitted. In addition, an official transcript of credits is required for final admission to Grades 9-12.

For those students seeking admission into an Extension Program, all Grades 9-12 admissions requirements and procedures apply.

In the event the student's records are not in English, the School may request the parents to obtain a translation or the School shall arrange for the translation at the parents' expense.

All parents and/or companies must be able to demonstrate their capability of paying all required School fees. Payments shall be made in accordance with published payment procedures.

Parents of applicants for the Community Scholars Program must demonstrate their ability to pay Development and Registration fees. Payments shall be made in accordance with published payment procedures.

The Administration reserves the right to reconsider any admission decision if it learned that information provided in the admissions process was withheld, inaccurate or misleading regarding a student's academic ability, learning disabilities, prior drug or alcohol use and/or disciplinary history.

The School is under no obligation to enroll any applicant. All applications for admission to the School are subject to final approval by the Head of School.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2019

**CROSS-REFERENCES:** 8.000 Student Enrollment and Admissions Criteria

8.030 Placement of Students

8.040 Age Requirements

**EAL ADMISSIONS POLICY****POLICY: 8.020**

AISC is a multi-cultural institution with an education program based on an American curriculum. English is the primary language of instruction and communication. AISC serves the educational needs of the expatriate population in Chennai.

AISC supports English language acquisition consistent with our demographic situation through, but not limited to, resources and the highest ratio of credentialed EAL teachers to students in the NESR region. EAL specialists and classroom teachers' work together to support additional language acquisition and academic achievement as part of the mainstream environment.

- The Head of School is responsible for establishing benchmarks of English language proficiency for use in admissions and class placement throughout the school.
- English language proficiency is measured as part of the admission process for students entering grades 8.5 – 12. (8.5 refers to mid-year grade 8 applicants)
- In order to ensure students' success in a demanding academic environment, EAL students are accepted in grades 9-12 depending upon their level of academic English and their academic records. Grade 9 applicants must demonstrate English language proficiency at the intermediate level or above in order to be considered for admission. Grade 10 applicants must demonstrate English language proficiency at the advanced level in order to be considered for admission.
- In order for students to be adequately prepared for the academic rigor of the 11<sup>th</sup> and 12<sup>th</sup> grades, they should be independent of EAL support before entering 11<sup>th</sup> grade.
- For students applying to an Extension Program, 11<sup>th</sup> and 12<sup>th</sup> grade requirements apply.
- For students entering grade 1 through grade 8, their English language proficiency is measured once they have been admitted to the school. This data is used in a variety of ways, dependent upon the division the student is entering.

**ADOPTED:** March 2014

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 7.020 Class Size Guidelines

8.040 Age Requirements

High School Handbook – Academics

**PLACEMENT OF STUDENTS****POLICY: 8.030**

The Board of Directors holds the Head of School responsible for placing students in the appropriate grade to ensure the greatest potential for learning. Grade placement shall be based on a number of factors, including the age of the student, previous school records, and the student's abilities and needs. The Principal's decision shall be final in all matters of grade placement although parent appeals can be made to the Head of School.

The School recognizes that there may be differences in opinion of parents or students regarding grade placement as a result of a transfer from a different educational system, different program of studies or a system based on a different calendar year. However, the Administration reserves the right to make all final determinations regarding grade placement.

Students transferring from schools without U.S. accreditation or which do not follow an American-style program, may be initially placed on the basis of age until their proper grade level can be determined through testing and staff evaluation.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

8.000 Student Enrollment and Admissions Criteria

8.010 Student Admissions

8.040 Age Requirements

## AGE REQUIREMENTS

**POLICY: 8.040**

The Board of Directors holds the Head of School responsible for enforcing minimum age requirements for School enrollment as follows:

For Child Enrolling In:	Minimum Age	On or Before*
Early Years 3/4	3 years	August 31 <sup>st</sup>
Early Years 5	5 years	August 31 <sup>st</sup>
Grade 1	6 years	August 31 <sup>st</sup>

\*Note: A child must meet the minimum age requirement on or before the date indicated above for the school year in which the child is to be enrolled.

To enter the Early Years program, a child must not only meet the minimum age requirement above but also be toilet trained.

All exceptions to the minimum age requirements above shall be decided by the Principal, based on a recommendation from the counselor. In all cases, the final decision regarding admission and placement rests with the Administration.

The criteria for enrollment into all other grades shall be based not only on age, but also on school records, academic achievement and sequential studies in an American-based curriculum school, as defined further in other Board policies. Students, whose age at high school graduation would exceed by two years the normal age for graduation, would not normally be enrolled in the School.

Students enrolled in an Extension Program would typically be one or two years older than Grade 12 students. Extension Program students may compete as a SAISA athlete and in other selective clubs, activities, or sports that are available for all students in Grades 9-12.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

8.000 Student Enrollment and Admissions Criteria

8.010 Student Admissions

8.020 EAL Admissions Policy

8.030 Placement of Students

**STUDENT RIGHTS AND RESPONSIBILITIES****SUB-SECTION: 8.1****CONFIDENTIALITY****POLICY: 8.100**

The Board of Directors holds the Head of School responsible for creating and implementing a Confidentiality Policy.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** None



**STUDENT GRIEVANCE POLICY****POLICY: 8.110**

The Board of Directors holds the Head of School responsible for creating and implementing a policy covering Student Concerns, complaints and Grievances and addressing Students rights to due process. All decisions made by the Head of School shall be final.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 8.200 School Code of Conduct  
8.310 Student Suspension and/or Expulsion  
9.120 Association Member Comments, Complaints and Grievances

**SCHOOL CODE OF CONDUCT****SUB-SECTION: 8.2****SCHOOL CODE OF CONDUCT****POLICY: 8.200**

The Board of Directors holds the Head of School responsible for developing, maintaining and communicating regulations of community member conduct, including the consequences for failure to follow them. The School Code of Conduct shall be published in the School handbooks, and periodically communicated to both new and returning community members to ensure that each one knows what is required of him/her and what the consequences of misbehavior shall be. No student or parent may claim ignorance of a rule as an excuse for violating it.

The School's Code of Conduct defines the specific behaviors that are acceptable and covers, at a minimum, the following:

- School and class attendance
- Students leaving School grounds
- Academic honesty
- Use of information technology
- Student dress
- Public behavior
- Harassment and bullying
- Tobacco use
- Alcohol and drug use
- Vandalism / damage to property
- Theft
- Dangerous weapons and explosive devices
- Electronic devices
- Student operated vehicles

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

8.300 Student Discipline

8.310 Student Suspension and/or Expulsion

**STUDENT DISCIPLINE AND SUSPENSION / EXPULSION****SUB-SECTION: 8.3****STUDENT DISCIPLINE****POLICY: 8.300**

The Board holds the Head of School responsible for establishing rules governing student behavior in order to ensure that such an atmosphere is maintained. These rules and regulations governing student behavior shall be published in the School Handbook, and any changes shall be communicated in a timely manner to all members of the School community. All decisions made by the Head of School regarding student disciplinary or academic probation shall be final.

The Board also supports the position that there are a number of steps and measures that can and should be put in place to minimize or reduce the need for disciplinary actions. These include, but are not limited to, reinforcing good behavior, giving proper motivation, engaging students and keeping them interested in the educational process and providing adequate supervision.

In the event disciplinary measures are required, however, it shall be recognized that discipline is intended to foster student growth while assuring each student of an acceptable environment in which to learn. In keeping with the philosophy that discipline is a means of teaching and that most effective teaching is done in a positive manner, disciplinary efforts are to be as positive as possible.

Good discipline is important to the School program. The Board recognizes the “partnership” parents have with the School in providing assistance for modifying negative student behavior. In maintaining discipline in the classroom, teachers must be able to proceed with the assurance that support will be forthcoming from the Head of School, and the Board of Directors. Professional staff are authorized to counsel and discipline students, in accordance with Board policy and School regulations, as required.

To that end, it is recommended that the School personnel use the following guidelines to good discipline:

- A. Good discipline should be positive rather than negative in nature.
- B. Good discipline must always be fair, dignified and in good temper.
- C. Conferences with teachers, administration and parents shall be used as a means to bring about acceptable classroom behavior, including involvement of the students in defining acceptable behavioral standards.
- D. When positive efforts do not succeed in bringing about corrective behavior, a variety of disciplinary measures may be taken, including counseling, temporary removal from the classroom, or other behavior management strategies.

In the event of student behavior or behaviors that violate the rules of conduct, or that are disruptive to learning, the Board expects teachers and administrators to inform the student(s) concerned and to advise their parents that continuation is not acceptable. Continuing and/or serious disciplinary problems shall be referred to the Principal, who may take further actions, including probation, suspension or in extreme cases, a recommendation for expulsion.

Under no circumstance shall corporal punishment be used by anyone as disciplinary action. School staff are allowed, however, to physically restrain a student when this is necessary to prevent him/her from harming him/herself or another person, to keep him/her from damaging property.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 5.110 Vandalism  
8.110 Student Grievance Policy  
8.200 School Code of Conduct  
8.310 Student Suspension and/or Expulsion

**STUDENT SUSPENSION AND/OR EXPULSION****POLICY: 8.310**

The Board of Directors encourages the Administration to attempt to resolve student disciplinary problems through counseling or in-school disciplinary measures. However, when these efforts have failed to promote a positive change in a student's behavior, or when it is clearly in the best interests of the School to discontinue the student's participation in classes and/or other School activities, the Board authorizes the Administration to take further disciplinary actions, as described below:

- A. Student Suspension:** "Suspension" is defined as the removal of a student from classes and/or from the School for a time not to exceed five days for each occurrence. If the incident requires prolonged investigation, the period of suspension may be extended.

When in-school measures have failed, or when the initial offense is considered sufficiently serious, the Principal has the authority to suspend a student for a period of up to five days within procedures cited in the associated regulations. With all but major breaches of School rules (those covered in this section of the Board policy manual) any suspension must have been preceded by discussion with the student and parent(s), counseling, a clear written warning and/or disciplinary probation.

Grounds for suspension include: stealing, cheating, lying, disrespect toward students or adults employed by the School, smoking on school grounds, abuse or destruction of school property, fighting, possession of dangerous weapons, alcohol or drugs, repeated violation of the dress code or other unacceptable behavior which is deemed to be improper or offensive.

Once the decision is made to suspend a student from school, the Principal shall notify the student and the student's parent(s) and discuss the circumstances and reasons for the serious disciplinary measures. The Head of School must be notified as soon as possible. A follow-up letter must be sent to notify the parents of the decision, the reasons, the duration of the suspension and the course of action to be taken before the student is able to return to classes.

During suspension a student shall be expected to make up any missed classroom assignments for credit but may not participate in any after school activities or sports.

If in the judgment of the Principal and Head of School, the gravity of a student's violation of School rules warrants a suspension for a period in excess of five (5) school days, the Head of School shall prepare a written recommendation to the Board, and to the student and his/her parents. The recommendation must include the specific reasons for the extended suspension, the terms and conditions of the suspension, and the consequences of any further violation of School rules. A quorum of the Board, must approve any suspension greater than five school days.

**B. Recommendation for Expulsion:** "Expulsion" is defined as the permanent removal of a student from the School. If a student's conduct fails to improve after one or more suspensions, or if the initial offense is considered sufficiently serious, the student may be expelled from the School.

Expulsion of a student is the gravest disciplinary action that can be imposed. Expulsion shall therefore be considered only as a last resort and only in the case of violation of regulation that specifically call for expulsion or where the student's continued participation in School activities would pose a threat to the welfare and academic progress of other students, or to the student concerned.

Expulsion from School shall occur automatically in the instance of a second violation of the Board policy on alcohol and drugs (controlled substances). However, if a first violation of any of the policies is deemed of sufficient magnitude or if a violation takes place in the context of a history of other violations of School policy or rules, and/or in the event that the Board determines that it is in the interest of the School as in cases where there is a clear threat of legal action by the government or where there is a clear threat to life and safety of the student or others, the student may be expelled from School.

In all cases of expulsion, the Head of School shall prepare a detailed written recommendation to the Board which must be shared with the student and parent(s) concerned. The parent(s) may respond to the recommendation in writing and/or in a single Executive Session hearing with a quorum of the Board.

In cases of expulsion, there shall be no refund of school fees.

The ultimate decision for student expulsion lies with the Board of Directors and shall be decided in Executive Session. The Board, upon recommendation of the Head of School, shall consider the re-enrollment of a student if such petition is received in any new School year following the date of expulsion.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 8.110 Student Grievance Policy

8.200 School Code of Conduct

8.300 Student Discipline

Middle and High School Student Handbooks – Suspension and Expulsion

**STUDENT HEALTH AND SAFETY****SUB-SECTION: 8.4****STUDENT HEALTH, WELFARE AND SAFETY****POLICY: 8.400**

The Board holds the Head of School responsible for developing health, welfare and safety procedures.

The Head of School has a prerogative to remove a student who presents a health or safety risk from the school environment. The decision of the Head of School shall be final.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 8.410 Accidents and Illness

High School Student Handbook – Student Well-being

Middle School Student Handbook – Student Health

Elementary School Student Handbook – Student Services

**STUDENT PROTECTION POLICY****POLICY: 8.401**

It is the goal of the American International School Chennai to maintain a school environment for all students free from abuse. AISC endorses the Convention on the Rights of the Child, of which the host country, India, is a signatory and seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives. No AISC employee may engage in any activity constituting abuse. AISC employees must report to the head of school, section principal, or other administrator any suspected abuse either in or out of school.

Abuse is described as inappropriate behavior of an adult toward an AISC student. We know that abuse can take many forms and may not always be visible or detectable. We know that abuse can happen in any one of four areas.

**A. Four Areas of Abuse**

1. Physical Abuse – physical injury inflicted by other than accidental means upon a student by another person including willful cruelty or willful infliction of pain.
2. Emotional Abuse – this includes the use of threats, intimidation, acts of injustice or indignity by verbal or physical means.
3. Neglect – this refers to a range of circumstances in which a parent or caregiver fails to adequately provide for a child's basic needs.
4. Sexual Abuse – sexual assault or exploitation of a student.

**B. Prevention of Student Abuse**

1. AISC will not hire staff who have a record of abuse. Background checks will be part of the hiring process for employees. Applicants for AISC positions will agree in writing with the terms of this policy as part of the contracting process.
2. Abuse prevention and awareness training is mandatory for AISC faculty and staff.
3. AISC will maintain an updated manual to assure correct procedures and processes remain in place to protect all students. AISC will distribute our manual annually to all faculty, parents, students, and applicants.
4. It is also the goal of the American International School Chennai to maintain a safe and supportive school environment for all students free from harassment, intimidation, and/or bullying and free from discrimination on account of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability, or weight. The manual should include provisions for the protection of the safety and support of all students regardless of identity group.

**ADOPTED:** May 2016

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** Student Protection Manual



**ACCIDENTS AND ILLNESS****POLICY: 8.410**

The Board of Directors holds the Head of School responsible for defining and communicating detailed procedures for administering of medications, medical supplies to be present on all off-site School-sponsored activities or field trips and steps in the event of a serious injury of illness including doctors and/or hospitals used. These procedures shall be documented in the School Handbook and posted in key School locations. In addition, all school staff shall receive training in a certified Basic First Aid Course.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCE:** 8.400 Student Health, Welfare and Safety

**MARRIED / PREGNANT STUDENTS****POLICY: 8.420**

Keeping in mind that the main function of the School is to provide educational opportunities to all youth who qualify for admission to the School, the Board of Directors feels strongly that married or pregnant students should have the same educational privileges and academic opportunities as other students.

Pregnant students may continue in school so long as it is physically or socially advisable as determined by the student's physician in consultation with the Head of School. As soon as the pregnancy is medically confirmed, the Board recommends that the student meet with the counselor and/or principal for the purpose of planning her educational program. When it is deemed advisable to discontinue attending regular classes, every effort shall be made to see that the educational program of the student is disrupted as little as possible. After childbirth, the student shall not be allowed to return to regular classes until her physician provides a written statement that she is physically able to return to school.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** None

**ALLERGIES****POLICY: 8.430**

The Board of Directors recognizes that allergies (especially food and insect allergies) have become a significant public health concern throughout the world and that the American International School Chennai must have appropriate processes and systems in place to prevent and respond to severe allergic reactions at school and on school trips. In accordance with this understanding, the Board of Directors expects the Head of School to put into place the following:

1. An Allergy Management and Prevention Plan (AMPP) that outlines the school's overall procedures for managing allergies.
2. Every child at risk for anaphylaxis should have an individual written accommodation plan.
  - a. A child's accommodations plan should have two parts:
    - I. The accommodations or services needed for the child to be safely included in activities.
    - II. The emergency care plan that explains how to treat an allergic reaction.
3. The school and its personnel will consistently do its utmost to make appropriate accommodations so as not to exclude children with allergies (food or otherwise) from activities (e. g. science experiments, classroom celebrations, field trips etc.) because of their allergies.
4. Parents are responsible for reporting any and all allergies to the AISC Health Office each year. Parents are also required to report any allergy that develops during the school year in a timely manner to the Health Office.

**ADOPTED:** January 28, 2015

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** None

**DISEASES****POLICY: 8.440**

The Board directs the Head of School to ensure a balance of inclusiveness, individual student welfare, and general student welfare are all always in place. A student having a communicable disease and/or a parasitic infestation may be excluded from School attendance. If the student has been excluded from School he/she will not be allowed back until a medical practitioner and the School's medical officer has approved reentry to the School.

**ADOPTED:** May 20, 2015

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** None

**STUDENT ORGANIZATIONS AND ACTIVITIES****SUB-SECTION: 8.5****STUDENT ACTIVITY FUNDS AND FUND RAISING****POLICY: 8.500**

The Principal shall designate a faculty sponsor for each student organization who shall be responsible for either maintaining the accounts of student funds or for supervising the accounts of the organization. In addition, from time to time, the School's Business Manager or his/her designee shall monitor student funds, including sources, accounting, expenditures and provisions for safekeeping of funds.

Authorized student organizations shall be required to obtain approval for establishing funds from the Principal. Student organization accounts shall be informally audited annually by the Administration, and unused funds will be carried over from year to year. Should the organization disband, membership at the time shall recommend the allocation of remaining funds, with approval for disbursement required from the Principal.

Funds may not be solicited from students without prior approval of the principal. Campaigns to solicit funds shall be limited in number and shall possess an educational value. All contributions must be voluntary and no student or teacher shall be embarrassed in any way or feel pressured to contribute.

As a general statement, no student funds shall be used to sponsor activities that benefit only selected members of the organization, but may be used for the collective or equal benefit of the organization or its members.

No fund raising using the school's name or logos will be allowed without the Head of School's approval.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 4.220 Management of School Association Funds

8.510 Student Gifts and Solicitations

**STUDENT GIFTS AND SOLICITATIONS****POLICY: 8.510**

Students and parents are discouraged from routine presentation of gifts to Employees of the School. When a student wishes to present a gift to a staff member, the gift should not be elaborate or unduly expensive. Simple remembrances expressing affection or gratitude shall not be regarded as violations of this policy.

If, however, a student, class of students, or student organization wishes to make an appropriate gift to the School, they shall notify the Head of School of such intent. The Head of School shall then report in writing to the Board of Directors all gifts to the School for official acceptance or rejection.

In addition, the solicitation of gifts to the School from students or others shall also require Board approval prior to proceeding.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 8.500 Student Activity Funds and Fund Raising  
9.030 Vendor Advertisement

## SECTION 9: COMMUNITY AND INTER-ORGANIZATIONAL RELATIONS

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**COMMUNITY RELATIONS****SUB-SECTION: 9.0****COMMUNITY ACCESS TO INFORMATION****POLICY: 9.000**

The Board of Directors recognizes the importance of open communications with the Association members and community at-large and shall make every effort to ensure relevant documents are available to the School community. The Board also respects the privacy of certain confidential records.

The Charter of the Association, By-Laws, Board meeting minutes, the Board Policy Manual, including regulations and exhibits, all handbooks, significant historical information and other materials are matters of Association interest. They shall be available for inspection by Association members.

The Board authorizes the Head of School to establish procedures that shall ensure the proper privacy of information and/or the protection of the School's integrity. Some documents and records kept by the School need to be confidential to respect the privacy of the individuals involved. Access to student and personnel records and some financial accounts are confidential and restricted to authorized persons only. Parents and teachers may access a child's records through the Head of School or his/her designee. The Head of School, Principal(s), counselor(s) and teachers shall seek to answer questions from parents and the public regarding student or school matters, without violating the confidentiality of closed records.

No survey or questionnaire soliciting information from or about students, staff, parents, or School programs shall be distributed without the prior written approval of the Head of School.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 2.010 Board Policy Manual  
2.130 Board Meeting Minutes



**VISITORS TO THE SCHOOL****POLICY: 9.010**

Parents are welcome to visit the School at any time. However, unscheduled visits to classrooms are discouraged as they can be distracting to teachers and students. Therefore, parents are requested to make advance arrangements with the teacher whenever possible.

Any person visiting any part of the School or the School grounds must first make his/her presence known to the appropriate school office. This is done to ensure that the administration knows at all times who is on school premises, and that these persons have legitimate business at the School.

Outside students, educators or interested observers other than parents shall be granted visiting privileges only with prior permission of the Head of School or his/her designee.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** None

**SCHOOL PUBLICITY****POLICY: 9.020**

It is the Board of Directors' desire that the School maintain a respected image and profile within the community. To that end, this policy covers both proactive marketing and promotion of the School as well as cases in which outside organizations wish to interview or obtain information about the School.

There are times when the School may wish to promote the image of the School and its students in the community (e.g. sporting events, annual School musical performance, etc.). The Head of School shall clear with the Chairperson of the Board any press release and/or official articles prior to release.

When any representative of the media or journalist requests an interview with or information or comment from any faculty or staff member, the recipient of such request shall immediately refer the inquiry to the Head of School. No member of the School staff shall grant an interview or provide any material to the news media without approval from the Head of School. Similarly, requests for the performance of the School students in the community shall be referred to the Head of School for prior approval. In addition, parents and students are requested to forward all inquiries from the media concerning the School to the Head of School.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCE:** None

**VENDOR ADVERTISEMENT****POLICY: 9.030**

The Board of Directors expects that an effort shall be made to protect the integrity of the School's instructional time. Therefore, all requests from business vendors, seeking to promote their companies/wares to the School's faculty or students shall only be allowed upon the approval of the Head of School or his/her designee.

All vendor posters and other advertising materials as well as internal School promotions or announcements shall be posted only at the discretion and approval of the Head of School or his/her designee, and only at designated locations.

Student and faculty/staff lists, rosters and/or directories shall be for the personal use of School personnel or parents only and not to be used for commercial purposes or furnished for such purposes.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCE:** 8.510 Student Gifts and Solicitations

## ASSOCIATION MEMBER INVOLVEMENT

## SUB-SECTION: 9.1

### OPPORTUNITIES FOR ASSOCIATION MEMBERS' INVOLVEMENT

### POLICY: 9.100

The Board of Directors recognizes that continued active parent participation in the School is essential if the School is to sustain the high level of excellence that our students deserve; for that reason, parents are encouraged to express ideas, concerns and suggestions about the School to the Head of School, the staff, to existing advisory bodies, and to the Board of Directors or any appointed Board committees.

The Charter and By-Laws of the Association give Association members an important role in the governance of the School including the following:

- A. Members of the Association nominate and elect members to the Board of Directors;
- B. Members of the Association are welcome to attend any of the monthly Regular Board meetings, and are given an opportunity to express their views, opinions or comments at the appropriate time on the agenda;
- C. Members of the Association convene at the Annual General Meeting and Special Meetings as may be called by the Board or at the written request of a designated percentage of the Association's membership, as defined in the Charter.

In addition to parents' participation as established by the Charter and By-Laws, the Board of Directors also encourages parent involvement through the Parent Organizations, through parent involvement on advisory committees and other school initiatives.

Finally, the Board encourages individual parents who have special interests, training, experience, or skills to contribute their talents to the School; from time to time, such persons may be asked to serve as resources or advisors to the School.

The advice of parents will be carefully considered by the Board of Directors and School administration. However, in its decisions the Board and administration are duty-bound to be consistent with existing Board policy.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** Charter and By-Laws of the Association

2.120 Association and Faculty Members' Attendance at Board Meetings

9.110 Parent Support Organization(s)

9.120 Association Member Comments, Complaints and Grievances

**PARENT SUPPORT ORGANIZATION(S)****POLICY: 9.110**

The Board of Directors supports the important support role played by the Parent Support Organization (s) including the Parent Community Association (PCA). The Board directs the Head of School to assume authority over all Parent Support Organization(s).

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 4.220 Management of School Association Funds  
9.100 Opportunities for Association Members' Involvement

**ASSOCIATION MEMBER COMMENTS, COMPLAINTS  
AND GRIEVANCES****POLICY: 9.120**

Constructive comments about the School, its programs, and its employees are welcome when motivated by a sincere desire to improve the quality of the School or to help the School do its work more effectively. The School administration, the School staff and the Board of Directors shall listen attentively to parents who have a concern or complaint about the School's program(s) or its staff and shall seek to respond in a spirit of openness.

The Board expects that all parties process comments, concerns or grievances in ways consistent with our core values, mutual respect, fairness and confidentiality.

In general, it is the Board's belief that issues are best resolved at the level where they arise. In cases of matters relating to their children, parents shall first discuss the issue with the teacher. Should a parent feel that the problem has not been properly resolved, s/he may request a meeting with the Principal. In cases of grievances with a teacher or another member of the School staff, parents should first discuss the matter with that individual, or if the parent is not comfortable talking initially with the teacher, a conference may be held with the Principal. Should a parent feel that after talking with the Principal the matter has not been properly resolved, they may schedule a meeting with the Head of School. All other matters should be discussed with the Head of School. The Head of School may also, at his/her discretion; refer a particular concern to the Board of Directors.

At any time, after all other channels have been followed, if a parent still feels the issue has not been resolved to their satisfaction, he/she may approach the Board. In these instances the Board's role is to determine if policies and procedures were carried out with due diligence.

The Board shall not consider anonymous complaints except when the information pertains to safety and/or security matters.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 18, 2018

**CROSS-REFERENCES:** 2.120 Association and Faculty Members' Attendance at Board Meetings  
6.400 Employee Conduct and Work Environment  
7.120 Teaching Controversial Issues  
8.110 Student Grievance Policy  
9.100 Opportunities for Association Members' Involvement

**COMMUNITY USE OF SCHOOL FACILITIES****SUB-SECTION: 9.2****SCHOOL COMMUNITY CENTER****POLICY: 9.200**

The Board of Directors recognizes the important role the School campus can serve as a community center after School hours and on weekends.

The Board holds the Head of School responsible for establishing regulations for use of the campus by Association members, faculty and others.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 5.020 Use of School Facilities

9.210 Community Use of School Facilities and Equipment

**COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT****POLICY: 9.210**

The Board of Directors recognizes the important role the School campus can serve as a community center after School hours and on weekends.

The Board holds the Head of School responsible for establishing regulations for use of the campus by Association members, faculty and others. In all cases, the student use of School facilities shall be a priority.

The Board of Directors acknowledges the desirability of controlled community use of the School's facilities and equipment. When not in use for School purposes, the school buildings and grounds or portions thereof may be used for adult education, discussion, civic, social, recreation entertainment and other such purposes that promote the welfare of the expatriate community.

Permission to use the School's facilities and/or equipment shall be granted by the Head of School or his/her designee when such use will not interfere in any way with the regular programs and activities of the school. All official School or School-sponsored functions shall have priority in the use of the school facilities and equipment. In the event of a conflict in scheduling, the School shall have priority.

Organizations eligible to use the School facilities shall be related to the education and welfare of individuals in the community. The facilities may be used for social, cultural, educational, athletic or charitable events and functions.

A fee to cover the costs to the School shall be charged for use of the facilities. These fees shall be determined by the Head of School, with approval from the Board.

The Board holds the Head of School responsible for developing and implementing procedures for the use of the School's facilities and equipment during such times that the school is not in session. This shall include the identification of eligible organizations or groups, permissible types of events or functions, fees to be assessed and general guidelines for proper use.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 5.020 Use of School Facilities  
9.200 School Community Center



**INTER-ORGANIZATIONAL RELATIONS****SUB-SECTION: 9.3****REGIONAL EDUCATIONAL ORGANIZATION RELATIONS****POLICY: 9.300**

The Board of Directors recognizes the importance of regional educational organizations as valuable contributors in support of staff and Board development and related professional activities.

Annual budgeted staff development moneys shall be appropriated, for participation in regional and global educational activities. Additionally the Board expects the Head of School to maintain Professional Development budget consistent with best practices in public and private sectors.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** 6.620 Staff Development Program  
9.310 Relations with Recognized Accrediting Agencies  
9.330 School Membership to Professional Organizations

**RELATIONS WITH RECOGNIZED ACCREDITING AGENCIES****POLICY: 9.310**

The Board of Directors supports the need to have the School's program reviewed by a recognized accrediting agency and for the School to become accredited by such an organization. Accreditation is also important for recognition by other schools for transfer purposes and acceptance at colleges and universities.

The Board reserves the right to choose which accrediting organization it feels would best serve the needs of the School to maintain the highest of educational standards. The School shall always seek the highest status of membership with the chosen accrediting organization.

The School shall carry out periodic self-study evaluation programs and shall request accreditation visits from outside committees assigned by the Board approved accrediting agency in order for the School to maintain its accreditation. In addition, staff members may periodically be selected to serve on accreditation teams for candidate schools. School faculty and staff shall be supported when invited to participate on accrediting teams.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

7.000 Education and Learning Philosophy

9.300 Regional Educational Organization Relations

**SCHOOL-TO-SCHOOL PARTNERSHIP****POLICY: 9.320**

The Board of Directors recognizes the value of shared resources between schools including curriculum materials, personnel exchanges, consultants, and in service activities. Therefore, the Board supports the establishment of relationships with one or more school partners who have resources to share with the School's implementation of an enriched American curriculum program.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

**SCHOOL MEMBERSHIP TO PROFESSIONAL ORGANIZATIONS****POLICY: 9.330**

The Board of Directors recognizes the need for the School to retain active membership and subscription to a variety of appropriate professional organizations. Such organizations must have clearly defined resources and/or activities that can lend support to the School's pursuit for high academic standards, enriched American curriculum and a quality instructional program. Budgeted money in support of the School's participation in professional organizations shall be set aside annually, to the extent financially possible.

**ADOPTED:** June 10, 2002

**REVISED/REVIEWED:** March 2018

**CROSS-REFERENCES:** Foreword - School Mission, Core Values and Student Learning Objectives

6.620 Staff Development Program

9.300 Regional Educational Organization Relations



## Notes

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