



POLICY MANUAL 2016-17

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PASSION | CREATIVITY | AMBITION

INTERNATIONAL SCHOOL OF KENYA

mission & vision

mission ISK inspires and nurtures
passion, creativity &
ambition in pursuit of a better world.

Empowering students
to create solutions for
tomorrow's challenges

vision



International School of Kenya

EDUCATIONAL AIMS

We strive to develop students of character who learn, create, act and solve in a collaborative and engaging environment.



The ISK Educational Aims are derived from the following sources: IB Learner Profile, The Partnership for 21st Century Skills, 2009, The 21st Century Fluency Project (<http://www.21stcenturyfluency.com/>), and enGauge 21st Century Skills, The Metiri Group (<http://www.metiri.com/features.html>)



INTERNATIONAL SCHOOL OF KENYA EDUCATIONAL AIMS

Descriptive

We strive to develop students of character who learn, create, act and solve in a collaborative and engaging environment.

Characteristics of ISK Students:

Principled: Students will act with integrity and honesty, with a strong sense of fairness and justice. They will take responsibility for their own actions and the consequences that accompany them.

Respectful: Students will demonstrate respect for the dignity of the individual, groups and communities in their interactions.

Open-Minded: Students will understand and appreciate their own cultures and personal histories and will be open to the perspectives, values and traditions of other individuals and communities.

Caring: Students will show empathy, compassion and respect towards the needs and feelings of others.

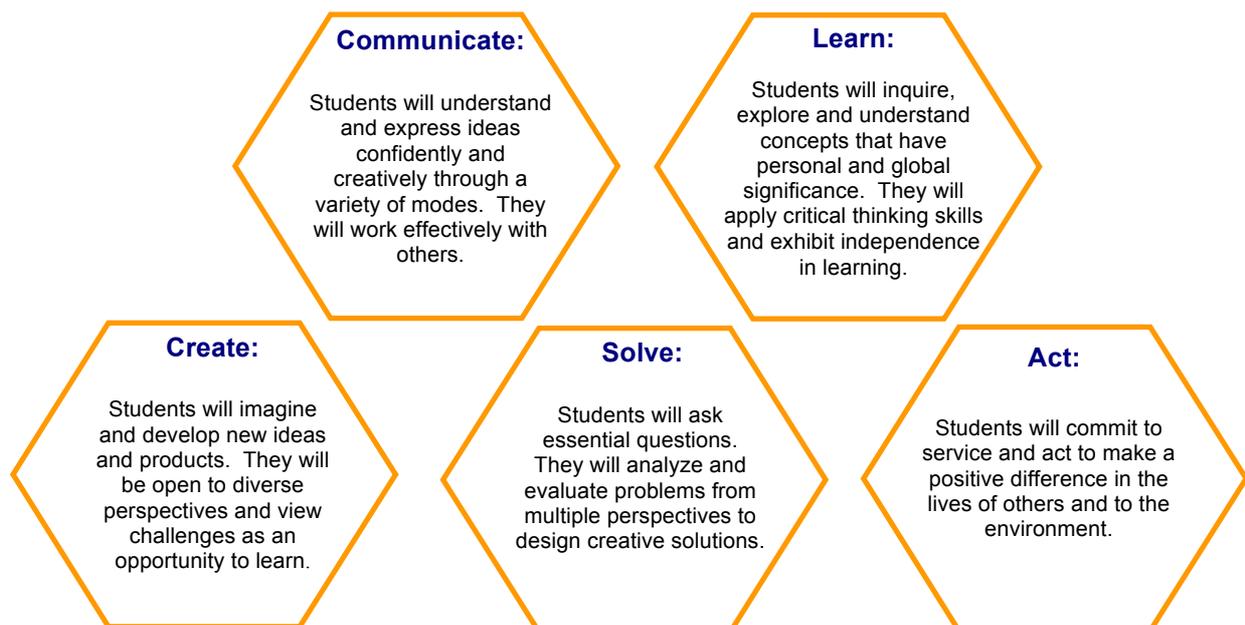
Risk-Takers: Students will approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They will be brave and articulate in defending their beliefs.

Balanced: Students will understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective: Students will give thoughtful consideration to their own learning and experience. They will be able to assess and understand their strengths and limitations in order to support their learning and personal development.

Persevering: Students will persist in a task or course of action and seek solutions to problems despite challenges, failure or opposition.

ISK students will apply these character traits in order to communicate, learn, create, solve and act in ways that will enrich themselves, their communities, and the world around them.



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SECTION 1: GOVERNANCE POLICIES

1.1 The International School of Kenya is governed by two Boards: the Board of Governors and the Board of Directors. The final legal authority and source of guidance on all issues relating to the Board of Governors, and Board of Directors, rests with the Articles of Association and Certificate of Incorporation establishing the school.

1.2 THE BOARD OF GOVERNORS

The Board of Governors consists of appointed members from the United States and Canadian missions in Kenya. The role of the Board of Governors is stated fully in the Memorandum of Association, appendix I: and Articles of Association. Broadly, the Board of Governors represents the interests of the schools' owners by oversight of the budget and any building or other large projects. The Board of Governors acts as a liaison between the school and the Government of Kenya. The Board of Governors convenes and chairs the Annual General Meeting of the school held each April (see Section 1.612).

1.21

Governors Authorize the Budget

The Board of Governors, upon recommendation by the Board of Directors, is authorized to establish the budget, tuition and other fees for the school year. The Board of Governors shall control and authorize the expenditure of the funds of the corporation by means of an annual budget. The school shall not in any financial year be permitted to spend any of its funds until such budget has received the formal approval of the Board of Governors. No funds in excess of those approved shall be spent without the further approval of the Board of Governors. The appointment of auditors, who shall conduct an annual general audit, is the prerogative of the Board of Governors.

1.22 Governors Approve Building Contracts

Per Appendix 1 of the Articles of Association, 13, ISK shall not enter into any building contract without the formal approval of the Board of Governors.

1.23 Relations with the Government of Kenya

Per Appendix I of the Articles of Association, 14, any licenses, permits or other requirements of the Government of Kenya relating in any way to the International School of Kenya shall be obtained by the Board of Governors.

1.3 THE BOARD OF DIRECTORS

The business of the school not directly given to the Board of Governors is delegated to the Board of Directors, which consists of four elected parents, two Board of Directors-appointed members, and 3 members appointed by the U.S. and Canadian Missions in Kenya. The role of the Board of Directors is as follows:

- Developing the School's Mission, Vision and Philosophy.
- Setting of policies in line with the school's mission, vision and philosophy.
- Strategic planning, including facilities, buildings, and grounds.
- General oversight of the educational program.
- Hiring, supervision, evaluation, and development of the Director.
- Ensure that the 2 Board of Directors-appointed positions on the Board of Directors are filled.
- Budget planning and oversight, and financial reporting.
- Presentation of a financial report to the Board of Governors at the beginning of the school year and again in the second semester. The latter shall include a budget for the following year to be approved by the Board of Governors.
- Ensure there is an annual external audit made of the accounts of ISK.
- Establishment and periodic review of compensation scales for the Administration and staff of the school.
- Raising funds for the educational program.

- Promotion of the school in the broader community.
- Ensuring adequate plans and procedures are in place for security and emergency closure of the school.
- Approval of school calendar (to include both days of instruction and teacher duty days), which is recommended by the Administration, no later than the last open Board meeting of the first semester.
- Ensure that adequate procedures exist and due process is followed in the adjudication of personnel and student issues.

1.31 The day-to-day administration, operations, organization, and communications of the school are delegated to the Director and the school administration.

1.32 The following documents, attached as Annex XXX, are to serve as additional guidance for members of the Board of Directors on their roles and responsibilities: "Principles of Good Practice for School Board Members" (from the National Association of Independent Schools), the ISK Board Members Code of Conduct, and the ISK Board Meeting Norms.

1.33 Orientation and Self Assessment of the Board of Directors

Each August or September, all members of the Board of Directors are required to attend a retreat. The purpose of this retreat includes the orientation of new members to their roles and responsibilities, the setting of goals for the coming year, and training based on recommendations by the Director and previous Board. The Board may involve outside facilitators experienced in working with Boards of Directors of International Schools.

The Board will perform an annual self-assessment before the end of each school year for the purpose of continuous improvement. The self-assessment will be based upon goals established in the Board operations manual, and Board training activities. The Board of Directors may decide to perform an informal self-assessment mid-year.

The calendar of Board activities shall include educational items for the purposes of keeping the Board of Directors educated and informed about critical topics relevant to its fiduciary, oversight and strategic duties.

1.4 COMMUNICATION BETWEEN THE BOARDS

To ensure close communication and effective collaboration between the two distinct governing bodies, there shall be no fewer than two joint meetings each year; the chairs and/or vice chairs shall meet together at least quarterly (with the Director); standing Board committees shall include at least one member of the Board of Governors; and all members of both Boards shall participate in an annual governance/strategic planning retreat.

The Governance Committee may make additional recommendations to ensure effective communication and clarity of roles. Such recommendations shall be discussed at a joint meeting.

1.5 MEMBERSHIP OF BOARD OF DIRECTORS

The Board shall consist of nine directors, four of whom shall be elected by the parents and approved by the Board of Governors. The term of office for the parent-elected members shall be two years. The Board of Directors shall, through a process determined by the Board of Directors, appoint two members to the Board of Directors. The Board of Directors-appointed members shall be appointed to serve a three year term, and may be re-appointed by the Board of Directors at their discretion. Three Directors shall be appointed by the Canadian High Commission and Embassy of the United States of America, and shall serve on the Board Directors for an indefinite period.

Final approval for all Members of the Board of Directors rests with the Board of Governors. Only parents of full or partial fee-paying students are eligible to be elected to the Board of Directors. A permanent school employee, or a member of the immediate family of such an employee, or a student enrolled in the school, shall

not be eligible for nomination, election, or appointment to the Board of Directors. The Director of ISK is an ex officio member of the Board of Directors, with a voice but not a vote.

1.51 Election Procedures

All potential candidates for election to the Board of Directors shall be nominated by two parents of students in attendance at ISK, and their names and supporting documentation (see below) submitted for vetting and approved by the Board of Directors at least six (6) weeks in advance of the date of the Annual General Meeting of the Board of Directors, where the election takes place. Documentation that must be submitted by all nominees in support of their candidacy includes: a signed statement from the nominee stating that they are willing to stand as a candidate for election, a single page biographical statement in which the nominee describes their suitability for serving as a member of the Board of Directors, and a resume or CV. The Board of Directors, in notifying the parents of the date of the Annual General Meeting and election, shall include with the agenda the list of candidates along with their supporting documentation. At least four (4) weeks prior to the Annual General Meeting, candidates' pictures and profiles shall be circulated broadly. Elected Directors are eligible for re-election to the Board.

1.52 Voting

All ISK parents, inclusive of the teachers who have children enrolled in ISK, are entitled to vote at the Annual General Meeting or in advance. Each parent may vote for the same number of candidates as there are vacancies to be filled, and for each candidate only once.

For an election in which there are more candidates than positions to fill, those candidates receiving the highest number of votes shall be deemed elected. For an election in which there are the same number of candidates as positions to fill, candidates must receive more than 50% of the ballots cast to be considered elected. In the event of a tie vote in either case, a run-off election shall be held immediately.

Successful candidates shall be confirmed by the Board of Governors before their election to the Board of Directors becomes effective. The Board of Governors shall determine the validity of ballots, and will adjudicate any disputes or conflicts arising out of the election process.

1.52a Advance Voting

Parents who cannot attend the Annual General Meeting may vote in advance during the two weeks before the AGM. Parents may pick up and submit a ballot for their spouses, but no other proxy voting is allowed. The advance voting procedure will be managed from the Director's Office to ensure that parents vote only once, have equal access to information about all candidates, and votes are collected in a locked ballot box. The location and times for advance voting shall be announced at the same time that candidates are announced four weeks prior to the AGM.

1.53 Vacancies

In the event a vacancy occurs on the Board among those Directors who are elected by the parents, the Board shall appoint a person to fill the vacancy until the next Annual General Meeting, at which time that position will be filled by general election in accordance with the rules and regulations governing election to the Board of Directors. In the event a vacancy occurs with less than 90 days remaining until the next Annual General Meeting, the Board may choose whether or not it will fill the vacancy by appointment.

In the event a vacancy occurs on the Board among those Directors who are appointed by either the Board of Directors or the Canadian High Commission and Embassy of the United States of America, the vacancy shall be filled respectively by Board of Directors or the High Commission/Embassy in accordance with their established appointment procedures.

1.54 Resignation

A member of the Board of Directors may resign by notifying the Board of Directors in writing.

1.55 Removal

A member of the Board of Directors shall be required to vacate his/her office in the following cases:

- A two-thirds majority of the Board of Directors determines that the member's presence on the Board of Directors is either a detriment to the school or the effective functioning of the Board, or attendance is unsatisfactory as defined in section 1.61;
- Bankruptcy; notification of a receiving order; suspension of payment of debts;
- Medical declaration of unsound mind;
- Parents request him/her to resign at a formal meeting of parents requested by the Board of Directors at which two-thirds or more of those present so vote.

A Member of the Board of Directors appointed by the Canadian High Commission or Embassy of the United States of America may appeal to the Board of Governors to remain in his/her position. The Board of Governors reserves unto itself the final responsibility in the removal of a Director from the Board of Directors.

1.6 MEETINGS

The Board of Directors shall hold regular meetings and such special meetings as may be called by the Chair. Regular and special meetings may consist of both an open session and a closed working session, also known as an Executive session. Open sessions of the Board of Directors may be attended by any member of the ISK community in good standing. Representatives of the teachers, staff, administration, parents, and students shall be invited to all open meetings as a matter of routine, and shall be provided with an agenda in advance. All meetings of the Board of Directors shall include the Director, except those where his/her performance, compensation or contract-renewal are being discussed, or unless otherwise agreed to by the Chair of the Board of the Directors and the Director.

1.61 Attendance

Each school year, all members of the Board of Directors are expected to attend all scheduled Board of Director meetings, the Annual General Meeting, and all scheduled committee meetings to which they have been assigned. Over the course of a year, an elected member of the Board of Directors absent from two or more scheduled Board meetings, or more than three scheduled committee meetings, may be dismissed by a two-thirds majority vote of the Board of Directors. With respect to the appointed members who miss more than two scheduled Board of Directors meetings or three committee meetings to which they have been assigned, the Board of Directors may institute a removal process as stipulated in section 1.55.

1.62 Regular Meetings

A minimum of six regular meetings of the Board of Directors shall occur between September and May of each academic year with dates agreed at the first meeting of the school year. The first Board meeting of the school year shall normally take place after the Board/Administration Governance Retreat.

1.63 Special Meetings

The Chair may at his or her own discretion, or shall upon the request of any three directors, call a special meeting of the Board of Directors. A special meeting may take place on the same day as a regular meeting.

1.64 Executive Session

At its discretion, the Board of Directors may call an executive session which is closed to the public. Executive sessions are called to consider sensitive topics such as personal charges against an employee, other personnel matters, confidential student affairs, contracts and negotiations, and Board or Director-evaluations. Upon the request of three members of the Board of Directors, the Chair will call an executive session.

1.65 Working Sessions

Board working sessions, which are closed to the public, may be held before or after regular open Board meetings for the purpose of holding preliminary discussions about upcoming agenda items. The agenda for these working sessions will be published at the end of the agenda of the regular meeting.

1.66 Parliamentary Authority

All questions of parliamentary law not specifically provided for in the Board rules and regulations shall be decided upon the principles laid down in Robert's Rules of Order.

1.67 Quorum

Five directors shall constitute a quorum for the transaction of business.

1.68 Tie

The presiding officer in the case of an equality of votes shall have a second vote in order to avoid a tie.

1.69 Proxy

There shall be no voting by proxy. A majority vote, that is, a majority of the votes cast, ignoring absences, abstentions or blanks, is sufficient for the adoption of any motion that is in order.

1.6.10 Motion Requiring Six Directors

The following motions require at least six Directors voting in favor of their adoption, all others requiring a simple majority:

- Amendments to the Policy Manual.
- Decisions relating to the Director's termination or contract renewal.
- Removal, per section 1.D.5., of a member of the Board of Directors.
- Adjudications of challenges to administrative processes relating to personnel and students.

1.6.11 Minutes

The Board of Directors shall ensure that minutes of all regular and special meetings are recorded. Minutes shall include those matters moved, seconded, and voted, recommendations of the Director, and Board requests for action or information. The minutes shall be publicized by ways and means which the Board, from time to time, may direct. Minutes of the executive sessions, which will include those matters acted upon and approved, shall be recorded by the Secretary of the Board of Directors. Records of the Board of Directors shall be on file in the office of the Director and be available to Board of Directors only.

1.6.12 Annual General Meeting

The Board of Governors shall hold an Annual General Meeting in the presence of parents each April for the purpose of reporting on the activities and financial matters of the school and to elect or re-elect members to the Board of Directors. Following its approval by the Board of Governors, a presentation of the annual external audit shall be also be made to parents at the Annual General Meeting. A copy of the audit report shall be made available to all parents. Newly-elected and/or newly-appointed Members of the Board of Directors are invited to attend the Board of Director's regular May meeting to observe the Board's proceedings, but may not participate in any discussions or processes which occur during the meeting. They attend as observers, in preparation for assuming their roles as of July 1.

1.7 OFFICERS OF THE BOARD

The Board shall elect from their own numbers, as officers, a Chair, a Vice-chair, a Treasurer, and a Secretary. The officers shall hold office for a term of twelve (12) months or until their successors are elected. All officers shall be eligible for re-election. Between the elections held during Annual General Meeting and the May meeting of the outgoing Board of Directors, the new Board shall elect from their own numbers the officers who will hold office from July 1 to June 30 of the following school year. The Director shall assist in the electoral process until the newly-elected Chair is able to oversee the remainder of this process.

1.71 Chair

The Chair is accountable to the Board as a whole. It shall be the duty of the Chair to preside over all meetings of the Board, except the Annual General Meeting, which is presided over by the Board of Governors. It is the duty of the Chair to appoint or remove Board Committee chairs in the event the Committee Chair is not fulfilling his/her duties, assign Board members to committees, to prepare Board of Directors meeting agendas, and to have the Director call all meetings of the Board of Directors. At the direction of the Board Chair, the Director shall give notice of all items requiring official signatures and conduct the correspondence of the Board of Directors. The Director is delegated the authority to sign contracts on behalf of the Board. The Chair shall act as the point of contact between the Board of Directors and the Board of Governors.

1.72 Vice Chair

It shall be the duty of the Vice-chair to perform the duties of the Chair whenever the latter shall be absent or incapacitated, and the acts so performed shall be as valid and binding upon ISK as if performed in person by the Chair. In the event that the Chair leaves office for any reason, the Vice-Chair shall assume the position of Chair of the Board.

1.73 Treasurer

It shall be the duty of the Treasurer to ensure a monthly financial report is submitted to the Board of Directors and to assist in the preparation of the school budget. It shall be the responsibility of the Treasurer to liaise with the Business Manager on financial matters pertaining to the school. The treasurer shall serve as chair of the Finance Committee.

1.74 Secretary

It shall be the duties of the Secretary to:

- Ensure that accurate minutes are kept of all proceedings of the Board of Directors, including both regular and executive sessions of the Board of Directors;
- Ensure that official (approved) minutes of both open and executive sessions of the Board of Directors are kept in an orderly, accessible archive at school.
- Keep minutes of any executive sessions that exclude the Director in an orderly off-site archive accessible to Board members. At the time of hand-over from one Secretary to the next, this special archive of executive session minutes will be publicly handed over to the new Secretary.

1.8 COMMITTEES

Board of Directors' committees are intended to support the Board's work through research and discussion about Board business and then recommend a course of action to the Board. Unless delegated to do so by the Board, Board committees do not make Board decisions on their own. Committee members are expected to support Board decisions, and maintain the confidentiality of committee discussions.

1.81 Committee Membership

The Chair of the Board of Directors shall appoint the committee Chair and Board members to each committee prior to the first open Board meeting of the academic year. A committee Chair must be a member of the Board of Directors. The chair of each committee may then call upon members of the ISK community including parents, students or teachers to serve as needed and appropriate. Other community members outside of the school with needed expertise may serve on a Board committee as needed.

1.82 Standing Committees

The Chair of the Board shall appoint the following standing committees:

- Finance
- Governance

1.82a Finance Committee

Mandate: To help the Board of Directors meet its fiduciary responsibility as trustee of the school's future, by exercising broad oversight of the school's current and future financial

sustainability, and to guide the Board of Governors in decisions related to the Long-Term Financial Plan and major projects.

Deliverables:

- ❖ Propose an annual budget to the Board of Directors, one that includes appropriate revenues and well-documented expense needs after engaging the school administration in rigorous analysis and discussion about the school needs and goals.
- ❖ Keep the Board of Directors, informed of the general financial health of the school based on its review of monthly financial reports from the Director and Business Manager.
- ❖ Facilitate an annual audit and make recommendations to the Board of Directors on any follow-up or on changes to the auditor.
- ❖ Inform and engage the Board of Governors about potential changes in the rolling Long-Term Financial Plan.
- ❖ Oversee execution of the Long-Term Financial Plan.

Membership: The Treasurer chairs the Finance Committee, which shall also include two or three members of the Board of Directors, the School Director, the ISK Business Manager, 1 or 2 members of the Board of Governors, and any members of the ISK community who may bring special skills/knowledge in accordance with Board procedures. The committee should include one member of each sponsoring mission.

Decision-making delimiters: The Finance Committee advises and plans on financial matters, not a decision-making body. Its deliberations are taken with the intent of presenting information or proposals to the Board of Directors for its action or decision.

1.82b Governance Committee

Mandate: To ensure board continuity, board education, good governance practices, effective stewardship, and that a strong pool of potential candidates is cultivated each year for both the Board of Directors and Board of Governors.

Deliverables:

- ❖ Periodically review current board composition and election/selection processes, for both boards.
- ❖ Clarify role of board committees and working groups each year.
- ❖ Periodically review the tools and processes for giving feedback to the Director, BoD, BoG and their Chairs.
- ❖ Implement board evaluations.
- ❖ Implement a documented process for identifying potential Board candidates for both boards to ensure Board continuity, to fulfill strategic priorities, and to promote diversity.
- ❖ Guide the BoD and BoG in ensuring continuity of executive positions.
- ❖ Plan and organize orientation of new board members.
- ❖ Ensure mechanisms are in place to prevent conflicts of interest for members of both boards.
- ❖ Periodically review various board norms and Codes of Conduct and assist the Board Chairs in enforcement.
- ❖ Monitor Boards' progress on goals throughout the year.

Membership:

- ❖ A committee of 4 or 5 people.
- ❖ 2 or 3 members of the Board of Directors (including the Board Chair), 1 member of the Board of Governors and the Director.
- ❖ Ideally representation from both missions (to guide the process for appointee succession).

Decision making delimiters:

The Governance Committee is an advisory and planning, not a decision-making body. Decisions will be limited to plans for board orientation processes, the retreat and other board events. Committee recommendations will be taken to the board for approval.

1.83 Ad-hoc Committees

The Board of Directors appoints ad-hoc committees as necessary and appropriate. Such committees report their recommendations or proposals to the Board. Following completion of assignment and report to the Board, such committees shall be dissolved.

Parameters for each ad-hoc committee will be defined and agreed by the Board of Directors. Parameters will include the purpose(s) for the committee, its expected deliverables, membership, and decision-making delimiters.

1.84 Committee Procedures

Committee meetings will be announced in advance to all members. Board of Directors' committees operate with an agenda prepared in advance by the committee Chair. Discussion at committee meetings should be thorough and where recommendations are being considered, committee members will work toward a consensus, but having none, should take a vote. If the vote is tied, the Chair of the committee casts a second or deciding vote. Minutes of committee meetings are kept, circulated to committee members for corrections as soon as possible after the meeting, and then provided to the Director for inclusion in the Board packet. At the beginning of the school year, each Committee will prepare a list of goals for the year. These goals will be presented at the subsequent Board meeting and shall be available to the ISK community.

1.85 Absences

Committee members who miss three or more meetings may be asked to withdraw from the committee by the committee Chair or the Board Chair (see also section 1.61).

1.86 Committee Meeting Norms

Board committee norms can be found in the Board Operations Manual.

1.9 POLICY CREATION, AMENDMENTS, AND REVIEW

The Board of Directors shall make such policies as it considers necessary to guide its own functions and those of the school, in conformity with the Memorandum and Articles of Association of the Corporation.

As a guide for conduct and decision-making, Board policies shall be binding upon all stakeholders, including Board members, until formally amended by the Board of Directors.

1.91 Policies may be formulated by the Administration or a Board committee, either standing or ad hoc. Proposals for new policies, or policy amendments, will be submitted in writing to the Board of Directors for approval at either a regular or executive session.

1.92 Irrespective of on-going policy additions or amendments, the Board of Directors will conduct a formal review of the Policy Manual every three years. Such a review will be conducted by an ad hoc committee of the Board of Directors.

1.93 The Policy Manual will be up-dated annually to include changes approved in the previous school year, with the up-dated version circulated to current members of the Board of Directors, and made accessible to parents and staff of ISK.

1.10 EDUCATIONAL OVERSIGHT

The Board of Directors is responsible for general oversight of the school's educational program. The Board of Directors fulfills this responsibility primarily through the hiring, continuing evaluation, and professional development of the Director to whom the Board of Directors delegates the organization, operation, communication, and administration of the school's curricular and extra-curricular program. The Board of Directors further exercises its educational oversight responsibilities through: the initiation and approval of strategic plans; the monitoring of external markers of quality through accreditation and external exam results; and, the study and evaluation of developments in the theory and practice of education that may impact on the

policies, mission and philosophy, and finances of the school. In order for the Board of Directors to fulfill these responsibilities the administration shall provide periodic reports at Board of Director meetings and through regular communications with the school community.

SECTION 2: CURRICULUM AND INSTRUCTION POLICIES

2.1 CURRICULUM REVIEW CYCLE

The Director shall ensure that ISK's written, taught and reported curricula are dynamic and aligned with the Mission, Vision and Aims. Each curricular area shall undergo a rigorous review on an appropriate cycle utilizing current research in effective curricular and instructional practice, and engaging the relevant faculty. Additionally, the overall curriculum will be reviewed holistically no less than every five years to ensure continued alignment between the Mission, Vision, Aims and taught curriculum.

2.2 CURRICULUM REVIEW PROCESS

The curriculum shall reflect research-based best practice. The curriculum shall be modeled on a standards-based North American curriculum while being aligned with international learning standards such as those of the International Baccalaureate diploma program. Curricular areas will be reviewed in a five-year cyclical process as per the curricular review calendar.

2.3 CURRICULUM GUIDES

During each review cycle, curriculum guides will be revised to reflect the school's mission, vision, and student aims. Standards and benchmarks will be reviewed to reflect appropriately rigorous standards at each grade level. The guides will also include assessment practices and instructional practices.

2.4 CURRICULAR PROGRAM

2.41 The Academic Program

The ISK curricular program shall include core subjects in grades PK-12 (English/ Language Arts, Mathematics, Science, Social Studies). In addition, in order to provide a broad program consistent with the Mission, Vision and Aims, ISK shall offer programs in Creative Arts (music, visual arts, theatre arts), Information Technology and Physical Education, to students in grades PK – 12. Modern Languages are offered from grades 1 – 12. Additional subjects may be included if approved through the curriculum review process and approved by the administration.

2.42 Graduating Programs and Diplomas

ISK is committed to offering the International Baccalaureate Diploma Program to qualified students in grades 11 and 12 in addition to a North American high school diploma for all graduating students.

2.43 Student Support Services

ISK shall provide a Student Support Services program that includes Learning Resource, English for Speakers of Other Languages (ESOL) and Counseling. Students shall receive services in LRC and/or ESOL according to assessed need in line with the ISK Mission and admission policies. Counseling services shall include both social-emotional counseling and university guidance.

2.5 CO-CURRICULAR PROGRAM

To ensure that ISK educates the whole child, the school shall provide an extensive co-curricular program that challenges students in the areas of sports, the arts, leadership and community service. Student involvement and achievement in these areas will be guided and monitored by ISK faculty or an appropriate adult.

ISK encourages student initiative in the formation and leadership of clubs, organizations, projects or activities that are consistent with the ISK Mission, Vision and Aims.

2.6 HIGH SCHOOL GRADUATION REQUIREMENTS

2.61 High School Credits

Graduation requirements shall be determined by accumulation of “high school credits” which are defined by successful completion of courses with pre-determined contact hours.

2.62 High School Graduation Requirements

ISK’s graduation requirements shall be published in different handbooks and shall be reviewed at least every 5 years to ensure that they align with university and accrediting agency requirements, and reflect ISK’s Educational Aims.

2.7 AWARDS

ISK shall celebrate and recognize outstanding student achievement in all areas of endeavor highlighted in the Educational Aims. Academic Honors, as well as awards for excellence or outstanding effort in leadership, the arts, service, sports, or communication, shall be a feature of annual celebrations of student success. The criteria for all awards, as well as the process of selection, shall be transparent and available in relevant handbooks.

2.8 HOME OR OFF-SITE INSTRUCTION

ISK shall have systems in place to support home or off-site learning in the event of short-term student illness/injury or school closure. In the event of short- to medium-term school closure, ISK shall endeavor to sustain student learning and student-teacher communication for as long as feasible. All teachers shall maintain class or course websites to support off-site learning throughout the school year.

2.9 INSTRUCTION AND ASSESSMENT

2.91 Curriculum Standards

Teachers will follow and maintain the relevant curriculum guides, which result from the regular curriculum review process.

2.92 Assessment

Assessment of student learning at ISK involves teachers, students and parents. Both formative and summative assessment practices shall be embedded at all levels and stages of instruction. Teachers shall give regular, specific feedback to students throughout the learning process. Regular summative progress reports and report cards shall be communicated to students and parents no less than four times over the course of the academic year.

2.93 Instructional Practice

ISK teachers shall differentiate instructional methods and assessment practices to best suit each student in order to maximize student learning. Instructional and assessment practices of ISK teachers shall reflect current best practice.

2.94 External Testing

ISK will use one or more international testing protocols each year to gather comparative data on ISK student learning. The testing protocols shall provide norming data that is relevant to ISK’s population.

2.10 RESOURCES

2.10.1 Instructional Resources

Teachers and students shall be provided with the most up-to-date resources to support student learning. Resources include textbooks, I.T., on-line access to relevant programs/subscriptions, and all materials needed to ensure an exemplary program.

2.10.2 Community Resources and Real-World Learning

ISK's commitment to meaningful, real-world learning experiences shall be fulfilled by bringing community resources into the school and taking students into the community. The ISK curriculum shall be rich with such trips, guest presenters and community projects that allow students to apply their learning.

2.10.3 Textbook and Resource Adoption

Textbooks and other curricular media shall be reviewed as part of the regular curriculum review process, with broad teacher input, seeking the most current resources available.

2.10.4 Information Technology

Instructional hardware and software shall be current in order to best serve the instructional needs of faculty and students. I.T. resources will be implemented according to a rolling three-year Technology Vision plan. All teachers and students shall receive the necessary instruction to use the available technology effectively.

SECTION 3: STUDENT POLICIES

3.1 ADMISSIONS AND PLACEMENT

ISK serves the educational needs of a diverse community of learners in Nairobi from a range of educational backgrounds. Admission is open to students who will benefit from a challenging, international, English-language education.

ISK admits students whose academic, personal, social and emotional needs can be met by the school's programs and services, and who can be successful in a mainstream learning environment.

ISK provides support for a managed number of students, representing a range of mild and moderate learning challenges to the highly able, based on the school's enrollment and resources.

Placement assessments and appropriate screening tools are used by the Principals and Director to determine whether a child's needs can be met by the school.

3.2 AUTHORITY FOR ADMISSION DECISIONS

Final authority for all decisions on admission and grade placement rests with the director, in consultation with the principals.

3.3 PRIORITIES FOR STUDENT ADMISSIONS

If spaces are limited in a particular grade, applicants who have met all admission requirements shall be admitted according to the following priorities:

- children of employees, grantees or contractors of the United States government and the Canadian government receiving an educational allowance;
- children of teaching and administrative staff at ISK;
- children who have brothers or sisters already in the school and who meet other education requirements;
- recipients of competitive ISK merit scholarships;
- children of the international community not permanently residing in Kenya, with previous international or North American education experience;
- All other students with appropriate academic background.

3.4 ADMISSION AND PLACEMENT PARAMETERS

3.41 Diversity of Enrollment

To ensure international diversity within the student body, enrollment of one national group should not exceed 15% of the total school enrollment except for the national groups of Canada and the United States.

3.42 Guardianship Responsibility

Students must be living with their parents or responsible long-term guardians who are acting in loco parentis. For students residing with a long-term guardian, it is the family's responsibility to obtain and present evidence of a Pupil's Pass from the Kenyan authorities.

3.43 Admission of Students with Special Learning Needs

To ensure optimum student-teacher ratios and service to a high standard, enrollment in Learning Support shall not normally exceed 15% of the enrolment at any grade level. Moderate support shall be provided for a managed number of students not exceeding 5% of the total school enrollment and not more than five moderate students per grade level.

The criteria that form the basis for identifying mild and moderate learning needs shall be defined in the appropriate handbooks and admission documents.

3.44 Age for Entry and Placement

Students are eligible to enroll in lower elementary grades once they have reached the following ages by September 15 on year of entry: four years of age for Pre-Kindergarten; five years of age for Kindergarten; and six years of age for Grade 1.

For other grades ISK is not obligated to enroll a student who must be placed more than one year behind his/her respective peer group or who is at an age that would prevent attainment of a U.S. High School Diploma by the age of 20 years.

3.45 Admission Documents and Testing

Transfer students must present transcripts, test scores, and letters of assessment from their previous schools. Students with incomplete school records may be admitted for a provisional period. Acceptance and/or grade placement will be reviewed at the time the records arrive.

The school reserves the right to request additional assessments, the cost of which will be the applicant's responsibility.

Failure to provide accurate information or to disclose a known learning need during the admissions process may result in a denial or subsequent withdrawal of enrollment.

3.46 Probationary Admission

Students may be admitted on a probationary basis when some or all of the admission criteria are not clearly met. Probation shall be defined individually for these students.

3.47 Other Placement Considerations

In addition to chronological age, other factors that may be taken into consideration in placement or enrollment decisions are social/emotional maturity, prior academic experience and placement test results.

3.5 PARENT/SCHOOL PARTNERSHIP

Parents shall be expected to participate as partners with the school in the education of their children by being involved in school events and activities, by collaborating with teachers, by maintaining good communication with school personnel, and by reinforcing and supporting the school's Mission and values.

3.51 Parent Responsibility in Case of Parent Absence

Parents or guardians are expected to be in residence in Nairobi to supervise their children's education and well-being. If both parents, or the sole parent in the case of a single-parent household, or the guardian, are absent due to travel they must delegate parental responsibilities to another adult who shall be fully charged to act on the parent's behalf. This person must have the authority to make medical and other decisions related to the children's well-being. This delegation of authority and responsibility must be provided in writing by the parent or guardian to the respective principal.

3.6 CONTINUED ENROLLMENT

A student would normally continue to be enrolled at ISK unless the school determines that the child's academic, personal, social and emotional needs can no longer be met, there is reasonable doubt about the child's prospect for success at ISK, or fees are outstanding.

3.61 Promotion and Retention

The promotion of a student is the decision of the Principal, in consultation with teachers and specialists. In most situations, notification to the parents of a student who may be retained should be made no later than end of the first semester.

3.62 Required withdrawal of students

ISK reserves the right to require a student to be withdrawn if:

- the student's best interest and needs cannot be met effectively by the school's programs and services
- the student's behavior is deemed to jeopardize the safety and/or learning of other students
- the parent or student acts contrary to the expectations laid out in the Parent Student Handbooks.
- educationally significant information is withheld from the school by the parents, or
- school fees are not paid in accordance with the expectations communicated to parents each year.

Withdrawal decisions require a consensus recommendation of the Administrative Team, and are the final decision of the Director.

3.7 STUDENT DRESS

Expectations for student dress shall be respectful of the cultural diversity of the ISK community. Details of the dress code shall be documented in the appropriate Parent Student Handbooks.

3.8 CHILD PROTECTION

Child abuse is a violation of a child's human rights and is an obstacle to every aspect of a child's development. The International School of Kenya, its staff and volunteers, have a responsibility to ensure the safety of the students and protect them from abuse. ISK's procedures for protecting and ensuring the safety of children shall be documented clearly and followed consistently. In response to suspected abuse, the school shall take all reasonable, responsible and legal steps to protect the child and act as his/her advocate. Additionally, ISK shall have a proactive communication plan for training staff and volunteers and making the ISK community aware of various aspects of abuse.

3.9 STUDENT CONDUCT

Expectations for student conduct shall be guided by values implicit in the ISK Mission, Vision and Aims statements, which emphasize responsibility, respect for self and others, compassion, critical and creative thinking, cooperation and perseverance. All adults in the ISK community shall share responsibility for developing and reinforcing these values.

3.91 Consequences for Inappropriate Conduct

Procedures for responding to students whose conduct violates the values implicit in the Mission, Vision and Aims shall be transparent and documented in the respective Parent Student Handbooks. The objectives of those procedures shall be to:

- Help the student learn from the incident
- Prevent similar incidents from recurring
- Ensure the safety and security of other students and community members.

Most conduct incidents requiring a response or intervention will be of a minor nature, with the teacher or principal making decisions about appropriate consequences. In more serious incidents, the Principal has the authority to suspend students from school temporarily. For the most serious incidents, or repeat offences, the Director has the authority to expel a student from school.

3.92 Final Authority for Disciplinary Consequences

Any disciplinary consequences may be appealed to the next decision-making level. Final authority for disciplinary actions on student conduct rests with the Director. In the event of a challenge to a Director's final decision, the Board of Directors may be asked to confirm that due process was followed.

3.93 Alcohol, Tobacco and Substance Abuse

To promote healthy students and a healthy school community, ISK endeavors to apply a wellness approach (where wellness is a deliberate effort toward a healthy body and mind) to the matter of

student substance use. ISK believes that substance* use undermines the development of healthy students and interferes with learning. ISK also believes that an informed, engaged community is essential to keeping all students healthy and to fostering a productive learning environment. However, when necessary disciplinary action will be taken.

The primary objectives of this policy are to guide community education, ensure the safety of all students, and outline interventions – supportive and/or disciplinary - in cases of substance use. To these ends ISK will:

- Develop and provide a systematic program to educate students and parents about the risks and consequences associated with substances use and abuse;
- Maintain a strong parent-school partnership to address issues as they arise, at both the individual and community levels;
- Encourage all members of the school community to be well informed, to keep students healthy, and to communicate issues about student substance use to school authorities, as necessary and appropriate;
- Implement a support program for students who actively admit a substance problem to school personnel, or who remain at ISK following a disciplinary incident related to substances;
- Maintain a learning environment (including off-campus school activities) that is free at all times of substances and related paraphernalia, using a range of educational and disciplinary tools, including searching of lockers, personal property, and drug testing when necessary;
- Maintain and uphold school rules that provide serious sanctions for students consuming, possessing, distributing, or selling substances on campus or at any school-related activity. The most serious consequences such as expulsion and indefinite suspension could apply to any violation related to illegal substances and/or activities that endanger the wellness of others; and
- Ensure the implementation and enforcement of this policy is clearly documented in parent-student handbooks.

**For the purpose of this policy, 'substances' will be defined as tobacco, alcohol, all drugs illegal in Kenya, inhalants, and misuse of prescription medication.*

3.10 SCHOOL HEALTH REQUIREMENTS

3.10.1 Required Vaccinations

Vaccinations for communicable childhood diseases and for diseases endemic to Kenya are required for all students attending ISK. In general, these policies will follow the recommendations of the World Health Organization and those of the Government of Kenya.

The following health requirements apply to all ISK students:

- vaccinations as identified on ISK's health form
- certificate of health or physical examination;
- periodic physicals for students enrolled; and
- physicals as required prior to participation in organized athletic competition.

3.10.2 Health Records

ISK shall maintain up-to-date health records on all students. In order to accomplish this, parents shall furnish the school with accurate and up-to-date records.

3.10.3 Pregnant Students

Pregnant students or students who are parents shall enjoy the same rights and responsibilities as other students. A pregnant student may be required to produce a doctor's clearance to participate in some activities.

3.10.4 Accidents or Injuries to Students

ISK shall have appropriate procedures in place for responding to accidents and injuries, including responsibilities for follow-up and communication. The ISK Health Office shall ensure that appropriate staff are trained in First Aid, CPR, Water Safety Instruction and other emergency response procedures.

3.10.4 School-Based Health Screening

ISK shall conduct regular health screening as per the recommendations of the National Association of School Nurses in the United States.

3.10.6 Communicable Diseases

Students having a communicable disease (except HIV/AIDS and STD's) shall be excluded from school attendance until they are no longer contagious. The Administration shall notify the parents of students exposed to a communicable disease.

3.10.7 HIV/AIDS

ISK's HIV/AIDS policy addresses the areas of public awareness; prevention and education; protection of student and staff rights; and provision of health services to students and staff.

- ISK will not tolerate discriminatory treatment of an individual infected with HIV or those suspected of HIV infection and AIDS. The school will actively combat AIDS-related hysteria, fear, prejudice and misinformation.
- HIV/AIDS prevention education begins in the Elementary School and will be part of an overall health and hygiene program that includes the school clinic staff. Age-appropriate AIDS Prevention Education will be compulsory.
- HIV/AIDS prevention education will be conducted annually with employees, as appropriate to each group.
- First aid procedures will include universal precautions related to handling of blood and other bodily fluids. These procedures will be spelled out clearly in a regularly up-dated First Aid Manual and will be taught as part of on-going staff training in first aid.
- ISK's response to students or staff infected with HIV will be based on the primacy of current medical knowledge. HIV-infected students will be allowed to stay in school unless, for medical reasons, they are unable to participate in an appropriate course of study. HIV-infected employees will not be excluded from the school unless, for medical reasons, they are unable to carry out their duties.
- The confidentiality of the HIV-infected student or staff member will be maintained to the greatest possible extent.
- The ISK clinic will have clear procedures, reviewed annually, for responding to students or staff members who are potentially infected.
- The Board of Directors recognizes that the state of medical knowledge about HIV/AIDS is changing and the Board will update this policy statement in light of significant new information about the disease.

3.10.8 Compliance with Ministry of Health

ISK will comply with health-related reporting requirements determined by the Ministry of Health.

3.11 GENERAL STUDENT POLICIES

3.11.1 Attendance and Absences

ISK has established attendance guidelines that explain expectations for attendance, define "excused" and "unexcused" absences, and explain how attendance may affect promotion and/or credit.

3.11.2 Leaving Campus

No student shall be permitted to leave the school grounds during the school day without the approval of the Principal and consent of the parent.

3.11.3 Student Driven Vehicles

Students may drive private vehicles to or from school if they have the principal's approval having met requirements documented in the appropriate handbook.

3.11.4 Student Activities and Organizations

ISK encourages student initiative in the formation and leadership of clubs, organizations, projects or activities that are consistent with the ISK Mission, Vision and Aims. All such organizations and activities shall have the approval of an ISK Principal, and shall be appropriately advised and supervised by an approved teacher, parent or adult.

SECTION 4: FINANCE POLICIES

4.1 FINANCIAL OVERSIGHT AND FISCAL YEAR

4.11 ISK is a non-profit organization incorporated in the U.S. and registered in Kenya under the Companies Act. As such, all financial surpluses are retained and re-invested into the school as recommended by the Board of Directors (BOD) and approved by the Board of Governors (BOG) through its annual budgeting process. The school Director is responsible for the Business Office, whose responsibility is to manage the day-to-day financial operations of the school.

4.12 Fiscal Year: The fiscal year shall begin on July 1 and end on June 30.

4.2 ROLE OF THE RELEVANT BODIES IN FINANCIAL OVERSIGHT

4.21 Board of Governors (BOG)

The Board of Governors shall approve the annual budget and approve any major building projects.

4.22 Board of Directors (BOD)

The Board of Directors provides general financial oversight, keeping in mind the school's short-term cash needs and long-term financial objectives. The Board is responsible for maintaining a Long-Term Financial Plan. The Board may delegate aspects of its financial oversight authority to the Finance Committee.

4.23 Finance Committee

The Finance Committee includes the Director, at least three Board members, and the Business Manager. The Committee shall meet on a regular basis to review the school's financial reports, develop the schools' financial policies pertaining to the topics covered in this section, and make recommendations to the Board on adoption of the annual operating budget and proposed policies.

4.24 Treasurer

The Treasurer shall be elected by the Board from among its membership and ideally possesses a finance or accounting background. The Treasurer should serve as Chair of the Finance Committee; serve as one of the possible signatories to the school's bank accounts; present the school's annual budget to the Board; and ensure development and Board review of financial policies.

4.25 Director

The Director enjoys broad delegated responsibility and authority from the BOD for all school operations including personnel and financial matters, and planning and stewardship of the school resources. He is responsible for the implementation of the annual budget, including responsibility for the day-to-day operation of ISK.

4.26 Business Manager

The Business Manager shall be responsible for establishing internal controls to safeguard all ISK assets, and the execution of annual operating budgets.

4.3 FINANCIAL PLANNING

4.31 Long-Term Financial Plan

The Finance Committee shall conduct an annual review of the Long-Term Financial Plan, a rolling 10-year plan, and recommend revisions to the Long-Term Financial Plan to the BoD.

4.32 The Annual Budget

The BOG shall approve the annual budget, which is prepared by the Administration in collaboration with the Finance committee and endorsed by the BoD in the context of the Long-Term Financial Plan.

The annual budget shall include an Operating Budget, a Capital Budget, and allocation to various reserve funds as established by the BOD. As delegated by the BoG, the Treasurer will present a summary of the approved budget at the Annual General Meeting.

The Annual Budget process shall include a review of all contracts of (whether staff, local labor, administrative or maintenance in nature) so as to assess ISK's annual and long-term obligations.

4.33 Fund Budgeting

ISK defines three funds for keeping track of financial resources with specific purposes. Each fund will have a separate and primary purpose.

4.33a An Operating Fund will provide resources to meet the annual expenses of running the school, including routine capital maintenance and replacement. Annual fees should correspond to, and meet, annual expenses. The primary revenue source for the Operating Fund will therefore be annual tuition fees, which may be supplemented by grants or loans from the other funds.

4.33b A Capital Fund shall be established for the primary purpose of funding the Facilities Master Plan. It provides resources to start or expand large-scale projects as defined in the FMP, and also for purchase of *new* equipment or vehicles. The primary revenue source for the Capital Fund will be a Capital Levy, supplemented by resources from fund-raising.

4.33c An Emergency Reserve Fund shall be established to provide for the unexpected, such as a major political, economic, religious or geographic event that could seriously jeopardize operations of the school for the medium or long term. The targeted size of the Emergency Reserve Fund shall be 15% of the current year's operating and capital replacement budget. These funds shall be supplemented by an insurance policy which would provide additional resources to cover contractual obligations in the event of a *force majeure* incident. The primary source of revenue to build and maintain this fund will be transfers from the annual operating surplus.

4.33d A Scholarship Endowment Fund shall be used to fund ISK's financial aid and Kenyan outreach programs in a manner that benefits ISK financially. The aim is to raise \$5M for the purpose of funding scholarships from investment revenue generated by the Fund. Principal capital would not be touched; only the investment income from the Fund would be used.

4.33e A Strategic Contingency Fund shall be established for funding emergent strategic priorities.

4.4 BANK AND INTERNAL ACCOUNTS

The Business Office shall maintain appropriate bank accounts to manage monies for each of the designated funds. A monthly reconciliation of each bank account must be prepared by the Business Office.

4.41 The Operating Fund

The Operating Fund shall be fluid by nature as it is adjusted to respond to budgeted expenditures for school operation and on-going facility maintenance or equipment replacement. The cash and investment accounts of this fund may be co-mingled among common bank accounts that serve the purpose of regular access but with options to hold funds in fixed-rate term investments, as feasible within cash-flow limitations, to optimize return.

4.42 The Capital Fund

The Capital Fund shall be held on a separate investment account, with specific parameters, and it shall be restricted for the purpose specified in section 6.204.

4.43 The Emergency Reserve Fund

The Emergency Reserve Fund shall be held on a separate investment account, with specific parameters, and it shall be restricted for the purpose specified in section 4.57.

4.44 Management and Transfers

Neither the Capital Fund nor the Emergency Reserve Fund shall be co-mingled with each other or in kept in Operating Fund accounts. Transfer between funds is permissible but they must be approved by the BOD and properly documented as “Loans” or “Permanent transfers.”

4.45 Deposit of Funds

The opening and closing of all bank accounts shall be approved by the BOD. The deposits of official schools funds may be in local currency-denominated and/or foreign currency-denominated accounts. The selection of deposit bank(s) shall be based on the institution that offers the most financial advantage to the school, including interest and exchange rates.

4.46 Authorized Signatures

All checks drawn on the school accounts must be signed by two people. Signatories may include the Treasurer, Chair and Vice-Chair of the Board of Directors, the Director, the Business Manager, and a designated Principal.

4.47 Cash Management

The Director may delegate management of the Operating bank account to the Business Manager in order to meet the daily financial obligations, as established in the annual budget, of the school. The Business Manager’s monthly report to the Finance Committee shall include a snapshot of the school’s cash situation. The Director shall ensure that internal controls are in place for the safeguarding of cash in the Finance Office, and between the school and banks; said internal controls shall be detailed in the Operations Manual.

4.48 Petty Cash

The Director may authorize establishing petty cash accounts of up to \$3000. Each petty cash custodian must be authorized by the head of the school departments which require them. No single transaction should exceed \$500. Petty cash procedures will be documented in the Operations Manual to ensure appropriate authorization, monthly reconciliation, tracking and security of cash.

4.5 SPENDING GUIDELINES AND AUTHORITY

4.51 Operational Expenses

Once the annual budget is approved by the BOD, the Director is authorized to approve operational expenses in accordance to the budget.

4.52 Budget Oversight

The Finance Committee shall review the budget on a monthly basis. The Director shall report to the Finance Committee any circumstances which may affect projected revenue, as well as actual expenses in excess of 1.0% of the total operating fund, or which may cause the school to be in a year-end deficit, whichever is observed first. The monthly financial report will include a revised annual forecast.

4.53 Line Item Transfer

Every effort shall be made to keep actual expenses within approved budget line items. However, the Director has discretion to transfer amounts between budget line items when needed, provided such transfers do not exceed an amount equivalent to more than 1% of operating budget.

4.54 Monthly Reporting

The Administration shall provide to the Finance Committee monthly updates on the progress of budget implementation and estimates of year-end results.

4.55 Unplanned Expenditures

The Director may approve an unplanned expenditure up to \$10,000 with a cumulative maximum during the year of no more than 1% of the total operating expense budget. The Director shall report such unplanned expenditure to the Finance committee. An unplanned expenditure exceeding \$10,000 shall be approved by the BOD.

4.56 Capital Spending

Funds from the Capital Fund budget must be spent in accordance to the capital expansion budget as approved by the BOD for fulfilling objectives of the Facilities Master Plan. Unbudgeted expenditures above \$10,000 must be approved by the BOD.

4.57 Use of Emergency Reserves

Emergency reserves shall be accessed only to deal with extraordinary or catastrophic conditions such as long-term school closure, massive facility damage, or unexpected change in the school's tax or other liabilities. Expenditures from this fund may only be authorized by majority vote of the full Board.

4.58 Spending of Endowments

The purpose of the Endowment Fund is to provide financial support for special initiatives, endorsed by the Board of Directors. Money available to be spent will come from investment earnings, not from the invested capital. No more than 50% of the interest earned will be spent in any given year. The target size of the Endowment Fund is \$1M. No money will be spent until the fund reaches a minimum of \$250,000.

4.6 DRAWDOWN OF RESERVES

With prior BOD approval, the Director may drawdown Emergency Reserves to cover cash flow shortfalls of up to \$500,000. All draw-downs from Emergency Reserves amounts shall be reported and minuted at the next regular Board meeting. Once approved, the Business Manager is authorized to drawdown cash from invested reserves to eliminate the need for ISK to utilize bank overdraft lines of credit due to seasonal, operating cash shortfalls. If the drawdown is for a loan to the operating fund, the amount must be paid back with interest (at the equivalent bank overdraft rate) within 90 days as stipulated in section 6.304.

4.7 INVESTMENT PARAMETERS FOR LONG-TERM INVESTMENTS

4.71 All major investment funds shall have a documented objective which shall define what the fund is to be used for and expectations for long-term returns.

4.72 Additional Investment parameters.

The fund shall be invested with a reputable financial management firm, as approved by the Board, with a designated advisor.

The investment managers/advisors shall:

- Manage the assets of the funds so as to provide a high total return consistent with prudent investment practices, providing for long-term returns sufficient to cover the objectives of each fund, and to exceed the impact of inflation.
- Maintain diversity by ensuring that no more than 10% of the assets of the portfolio under management be invested in the same bond/corporation.
- Ensure that assets WILL NOT be invested in high risk investments such as future contracts, short sales, options, private placements, and derivatives.
- All income generated from dividends, interest or capital gains for Emergency Reserve Fund investments shall be reinvested in the Fund

4.73 Investment Parameters for the Emergency Reserve Fund (see 4.43c)

To achieve a total annual return of not less than 3% above the combined North American inflation rate and management fees, the asset allocation targets and ranges for the Emergency Reserve Fund shall be:

Asset Class	Acceptable Range
Money Market	5-30%
Fixed-Income	20-65%
Equity Funds	20-65%
REIT	0-15%

Allocation targets will be reviewed and decided by the Board of Directors each year (normally in April/May) for the following year, based on the recommendation of the Finance Committee, informed by a financial advisor. The Finance Committee will review fund performance every quarter.

The investment advisor, in consultation with the Director, will adjust allocations in June and December to align with annual allocation targets, where those allocations are 5% or more off the target.

4.74 Investment Parameters for the Scholarship Endowment Fund (see 4.33d)

To achieve a total annual return of not less than 3% above the combined North American inflation rate and management fees, and to generate income to fund scholarships, the asset allocation targets and ranges for the Scholarship Endowment Fund shall be:

Asset Class	Range	Normal Allocation Target
Money Market	5-20%	10%
Fixed- income	5-65%	50%
Equity Funds*	0-50%	30%
REIT/Alternate	0-15%	10%

* Priority focused on dividend-bearing equities to generate income.

4.75 Investment Parameter for Strategic Contingency Fund (see 4.33e)

To accumulate reserves to fund emergent strategic priorities and to allow for responsive access to resources, the asset allocation targets for the Strategic contingency Fund shall be:

	Normal Allocation Target
Money Market/Cash	50%
Fixed Income	25%
Equity Fund	25%

4.8 AUDITS

4.81 Annual Audit

The school shall undergo an annual audit by a reputable audit firm. The BoD shall review the findings of the audit, present a summary at the AGM, and make the audit report available to ISK parents upon request.

4.82 Appointment of Auditors

The appointment of auditors is the prerogative of the BoG. The BoD will annually recommend for approval to the BoG an independent audit firm and its remuneration. The selection of the audit firm shall be reviewed at least every 3 years.

4.9 ASSET MANAGEMENT

4.91 Fixed Asset Register

School administration shall maintain a centralized Asset Register to track the purchase and location of all furniture, fittings and vehicles, as well as all other assets with a replacement value exceeding \$250. Assets with a value below \$500 may be expensed in the year of the purchase.

4.92 Management of Teaching and Administrative Supplies

There shall be a monitoring system in place to track the purchase, use and storage of all school supplies.

4.93 Procurement

For the procurement of all goods and services an underlying principle shall be finding the best value for cost. No purchases may be made, or contracts signed, without the prior approval of the Director or designee. Procurement procedures will be documented in the Operations Manual.

4.94 Disposal of School Property

No school resources or assets will be discarded or given away if:

- They still have use or value as an instructional resource at ISK; or
- They may be useful for school employees in their respective roles within the school.

4.10 RISK MANAGEMENT

4.10.1 Insurance

The school shall maintain adequate insurance coverage through local insurance companies and, where appropriate, through international insurance companies to safeguard the school's financial and physical assets. Any changes in type of insurance coverage will be approved by the BoD. In particular, the school will guarantee provision of:

- Insurance for all employees, in accordance with local regulations.
- Minimum of \$5 million in liability insurance.
- Professional liability insurance for members of the Board of Directors, Board of Governors, and Administration officials.
- Fire and Theft insurance to cover the replacement value of Property.

4.10.2 Exchange Rate Risk

The Director and the Business Manager shall manage the school's finances so as to minimize exchange rate risk. An overview on the school's investment portfolio shall be included quarterly in the Business Manager's report to the Finance Committee.

4.10.3 Financial Reporting

The Business Manager shall provide the Finance Committee with the following statements: Income and Expense; Cash Flow; Balance Sheet; and, Financial Vitals.

4.11 FEES

4.11.1 Application Fee

To cover costs related to processing applications, a non refundable Application Fee will be charged for all new applications for enrolment. Applications for enrolment will not be processed until payment is received. Where organizations cover the Application Fee, a promissory note may be accepted from the sponsoring organization in lieu of payment.

4.11.2 Capital Levy

A one-time non-refundable Capital Levy Fee is assessed for each student accepted at ISK. The fee will be reviewed annually by the Board of Directors. When an application is accepted, a registration fee must be paid immediately in order to hold the place.

4.11.3 Tuition Fee

A Tuition Fee, established annually by the Board, shall be charged to all students to cover the operational expenses related to providing educational services for the year.

4.11.4 Annual Capital Fee

An Annual Capital Fee may be charged to each returning student at the beginning of each school year, payable at the time first semester Tuition Fees are due. The BoD shall review the fee annually.

4.12 FEES PAYMENT

4.12.1 Payment Schedule

Tuition Fees for each semester are payable on or before the first day of each semester. The Director may authorize payment plans in accordance with guidelines outlined in the Operations manual.

4.12.2 Method of Payment

All fees must be paid in U.S. dollars or the equivalent at a dollar rate set by the ISK Business Manager.

4.12.3 Penalty fees

A penalty of 2% per month shall be applied to the outstanding balance of any students for whom payment is not made at the beginning of the semester, or for whom a payment deadline within their payment plan is not met. The administration shall prevent students whose fees are in arrears for more than one month from attending school until the arrears are cleared.

4.12.4 Fee Exceptions

- Subsidized fees for selected employees: Provided that they meet all the entrance requirements of ISK and spaces are available within the prioritized hierarchy of the admission policy, children of teachers and senior administrators shall be admitted with fees waived according to the respective contractual benefits defined in the respective handbooks.
- Scholarships: ISK will provide a scholarship program that offers a limited number of annually determined scholarships and bursaries on the basis of merit (for attracting and rewarding outstanding students), and on the basis of need (to provide partial support to families in financial need for a limited period of time). The program will be administered by the Director. Up to 1% of annual budget will be set aside as "lost revenue" to scholarships. The Administration will make scholarship information available to interested and prospective parents, including procedures of administering the programs.

4.12.5 Fee Refunds

- Tuition fees may be refunded for any one-semester period. The refund must be requested in advance and it will be prorated for the remaining portion of the semester. Capital fees are not refundable under any circumstances.
- In the event of *force majeure* closure in the first semester, tuition fees for the second semester will be refunded to the degree funds are available after all obligations are settled. Such refunds will be adjudicated by the BoD upon submission of request for refund, and following administrative confirmation that obligations have been met. There will be no refund of fees for the semester in which a closure takes place. In the event of a permanent school closure, refund requests will be given priority consideration, but there is no obligation of the part of the School to refund fees paid.

4.12.6 Writing Off Credit Balances:

Credit balances will be carried for a maximum of two (2) years following the annual audit after which ISK shall retain the funds. Procedures will be in place to ensure that balances are not carried beyond three years, and that all correspondence with the family or paying organization is retained by the school

4.13 PAYROLL & OTHER FINANCE OFFICE PROCEDURES

4.13.1 Salary Deductions

Salary deductions for taxes, social security and other deductions will be made according to legal requirements.

4.13.2 Expense Reimbursement

There will be appropriate procedures in place to manage expense reimbursement.

4.13.3 Staff Loans

- The terms and conditions for any staff loan plans will be documented in the relevant individual or collective contracts, or their associated handbooks. The following guidelines will apply:
- The school's maximum exposure to staff loans will not exceed \$150,000, to be reviewed annually.
- Individual loans may not exceed 3 months of the employee's gross salary.
- A reasonable fee will be charged which will cover the cost of loan administration and partially cover foregone investment income.

4.14 TAX COMPLIANCE

The Administration shall ensure that the school complies with all relevant tax regulations.

SECTION 5: PERSONNEL POLICIES

(Note: policies that are procedural shall be documented in the Operations Manual)

5.1 EQUAL OPPORTUNITY

ISK provides equal employment opportunities and the Board maintains and promotes non-discrimination in all aspects of recruitment and employment of individuals. All actions and decisions shall be made without regard to age, race, color, religion, gender, national or ethnic origin, language, disability, pregnancy, mental status or HIV+ status.

5.2 RESPONSIBILITY FOR PERSONNEL DECISIONS

5.21 All decisions about the recruitment, hiring, re-assignment, supervision and contract-renewal/termination, dismissal, redundancy, of individual employees are the responsibility of the Director.

5.22 Whether specific categories of work are done by appointed employees, out-sourced contractors, or consultants shall be at the discretion of the Director, in consultation with the Board.

5.23 New or additional positions shall require the Board's approval, based on the recommendation of the Director.

5.24 The recruitment, hiring and supervision of the Director is the responsibility of the Board as a whole.

5.3 CONTRACTS AND EMPLOYMENT

With the exception of temporary staff, out-sourced workers, and consultants, all employees of the school shall be hired on the basis of a one- or two- year contract. Compensation terms shall be defined either in an individual contract, in a collective agreement, or in the letter of appointment. The timeline and procedure for renewal of individual contracts shall be spelled out in relevant handbooks.

5.4 SUPERVISION AND EVALUATION

5.41 Every employee of ISK shall have an up-to-date Recruitment Profile that defines the scope, specific responsibilities, requested skills and reporting relationships for the position. ISK's philosophy supports a performance evaluation model based on transparent criteria, multiple data sources and frequent, specific feedback for all its faculty and staff.

5.42 Director's Evaluation

The Director shall be evaluated by the Board each year according to criteria and a process reviewed and agreed by the Board and Director at the beginning of each school year. A copy of the evaluation shall be kept in the Board's file of Executive Session minutes, maintained by the Board Secretary.

5.43 Evaluation of faculty and staff

The evaluation of employees is a rigorous transparent process, using standards-based evaluation tools or rubrics for all staff groups, including administrators.

5.44 Evaluation of consultants and contracted services

For consultants and contracted services, the nature of evaluation or feedback shall be documented in either the contract, terms of reference, or Operations Manual.

5.5 COMPENSATION

5.51 ISK believes that motivated faculty and staff play a central role in making its mission a reality for students. ISK therefore offers competitive compensation packages that achieve this objective. ISK is committed – all other factors being equal – to offering the same salary scales to locally-hired and internationally recruited personnel for similar positions. ISK rewards employees who take on responsibilities beyond the scope of their job description.

5.52 Compensation packages at ISK shall be designed to ensure that the school can attract and retain appropriately qualified and talented staff in all positions, suitable to fulfilling the ISK Mission and accomplishing its Strategic Plan. Compensation packages shall therefore be tailored to ensure that each position is remunerated in a manner that is competitive for that position, within the relevant comparator markets. In consultation with the Director the Board shall periodically review selected compensation packages to assess whether specific positions are keeping pace with their relevant comparator market, and are allowing the school to attract and retain top-tier personnel.

5.53 Salary scales shall be in effect for all permanent positions at the school and shall be published in the Operations Manual and relevant handbooks. The purpose of the scales shall be to acknowledge grades of skill/qualification and experience as appropriate along with performance against clearly defined criteria. Scales shall be reviewed and modified periodically by the Board, on the recommendation of the Director.

5.54 Overseas-hire benefits shall not normally extend past an employee's 10th year at ISK. Such benefits shall be reduced according to a timeline and process documented in the relevant handbooks.

5.6 OVERSEAS-HIRE AND LOCAL-HIRE STATUS

5.61 ISK applies the following definitions in determining the contractual status of teachers at the time of hiring.

Overseas hire teachers are those teachers who are recruited from abroad for the sole purpose of working at ISK. Local hire teachers are already resident or intended residents of Kenya when they are hired, or the spouse of an employee of another organization in Kenya.

5.62 While most Kenyan teachers working at ISK shall have been hired locally, or recruited while overseas but with the intent to return to Kenya for other reasons, the Director may offer overseas-hire contracts to expatriate Kenyans who genuinely meet the criteria above. Kenyans so hired shall also be subject to the terms of policy 5.54 which determines the length of time a person may receive overseas-hire benefits.

5.7 LEAVE

ISK abides by Kenyan law in its parameters for minimal requirements for paid leave. The provisions for paid and unpaid leave available to various categories of staff shall be spelled out in the relevant handbooks.

5.8 HOURS OF SERVICE

Required days or hours of service shall be spelled out in either individual contracts or the relevant staff handbook. These may be adjusted on a year-to-year basis as needed, by the Director.

5.9 PROFESSIONAL DEVELOPMENT

To ensure the continuous growth and improvement of all ISK staff the school shall have a vigorous and well-funded program of professional development. The administration shall ensure that opportunities

and structures are provided for staff to learn from each other, to attend courses or conferences consistent with their annual goals, or to conduct relevant research. The Board shall ensure that the annual budget maintains sufficient funding to provide a strong program of professional development for all staff.

5.10 GRIEVANCES

An effective grievance procedure shall be in place to ensure that all employees have access to a clear process for the resolution of conflicts or grievances. The procedure shall be based on the principles of transparency and due process, and shall be designed to reinforce healthy, open communication channels.

5.11 DISCIPLINARY ACTIONS

The circumstances that would warrant disciplinary action being taken with an employee shall be spelled out in either individual contracts or the handbooks that supplement them.

5.12 VISAS AND WORK PERMITS

The school shall work closely with the Ministry of Foreign Affairs and the Department of Immigration and other relevant authorities to obtain the necessary work permits for overseas-hire faculty and staff. The terms of contracts issued to all locally hired expatriates are subject to employees being eligible and able to secure valid visas and work permits for Kenya.

5.13 PERSONNEL RECORDS

5.131 A permanent personnel file shall be established for each employee, to be used to store all pertinent records related to the verification of training and experience; on-going evaluation and growth; supervisory incidents or interventions; absences and leaves. The school shall have systems for maintaining and up-dating personnel records in a safe and secure location, to ensure that records are accurate and easily accessible by administrators, and that payroll data is up-to-date.

5.132 Confidentiality of Records

The contents of any employee's personnel file are to remain strictly confidential, on a need-to-know basis normally limited to the supervisors responsible for an employee's supervision and evaluation. A current employee may review his/her own file in the company of the Human Resources Manager or senior administrator, but may not remove any of the contents.

5.133 Personnel File Archive

Personnel files of all resigned or retired employees shall be archived for ten years. After ten years there shall be a system for retaining basic information about the employee for a further twenty years, after which the records shall be destroyed.

5.14 FORCE MAJEURE

In the event of a forced closure of the school, for either long or medium term, the expectations and limitations for meeting payroll and other contractual obligations shall be spelled out in the relevant employee contracts and/or handbooks. Where they are not spelled out, the following policies shall apply:

5.141 All staff

For all staff 100% of base salary and insurance coverage shall be paid as defined in the employment contract for the first ninety (90) days following the date of declaration, or until the end of the contract period, whichever is sooner.

5.142 Senior administrators

The salary/benefit coverage for the Director, Business Manager and Head of Security shall be extended for a further 6-month period, to facilitate a possible re-opening of the school within that period. Prior to the end of this period the Board shall determine which positions, if any, shall be extended indefinitely.

5.143 Teachers & administrators –other benefits in the event of a mandated evacuation.

- a) Departure transportation costs (one-way or open-ended round-trip economy class ticket) and stopover allowance for the employee and authorized dependents to the agreed overseas domicile, or other designated destination as determined by the Board when considering the duration of the Force Majeure closure.
- b) As feasible, overseas-hire teachers and administrators shall receive shipment benefits for personal effects as defined in the employment contract at the end of the 90-day salary continuation period, or the end of the contract period, whichever is sooner, if the closure is permanent and/or employment contract is terminated. If conditions do not permit shipment, ISK will not be liable for loss of belongings.
- c) The school is not obligated to pay transportation costs for any overseas-hire employee and/or dependents that choose to leave Nairobi prior to a Force Majeure declaration by the Board.

5.15 MINIMUM RETIREMENT AGE

A minimum retirement age of 50 years is established for all non-certificated staff, for the purpose of disbursing accumulated pension benefit.

5.16 MANDATORY RETIREMENT AGE

In keeping with prevailing practice in Kenya, a mandatory retirement age of 60 years is established for all non-certificated staff. The Director may extend this age limit in increments not to exceed two years at a time for individuals deemed critical to the needs of the school.

5.17 SOLICITATION AND GIFTS

Gifts to staff members from parents, students or companies shall be limited to token gifts or remembrances. Gifts with a value of more than \$50 are not appropriate and should be declined or returned, with thanks.

Staff members may not solicit other staff, faculty, parents or students for donations or services except for those causes approved by the Director or HR Manager as part of ISK's Service Learning Program. Additionally staff members may not be solicited at school by anyone or any group unless such solicitation is approved by the Director.

SECTION 6 FACILITIES POLICY

6.1 SAFETY AND SECURITY

ISK shall provide a safe, healthy and secure environment for students, staff and visitors, including the campus, transport and off campus trips. Procedures shall be rigorously implemented and annually reviewed. ISK's safety and security protocols shall be communicated to all stakeholders, as appropriate.

6.2 BUILDINGS AND GROUNDS

6.21 Insurance

The Board shall be charged with the responsibility for assuring that school buildings and contents whose titles are vested in the school are insured for their full and insurable value, and that all motorized vehicles whose titles are vested in the school, are adequately insured for their full and insurable value.

6.22 Physical Security

ISK will provide reliable security services to protect the school campus and staff housing. Additionally, campus facilities will include security systems and organizational structures appropriate to current levels of risk.

6.23 Fire Prevention

The Administration shall ensure that the school is inspected periodically (no less than every three years) for potential fire hazards and that suitable fire control devices are available and in working order.

6.24 Emergency procedures

A minimum of three emergency drills per annum shall be planned and conducted by the Administration. Building and campus evacuation routes and assembly areas are to be posted throughout the campus. Additionally, all public address systems are to be checked at least quarterly to insure that the system is in optimal working order. An emergency procedures manual will be reviewed and updated annually and circulated to staff.

6.25 Campus Cleanliness

The Administration shall ensure that the school's buildings, vehicles and open areas are kept clean, hygienic, and attractive.

6.3 USE OF SCHOOL EQUIPMENT

The administration shall ensure that equipment will be managed with an appropriate system for asset tracking. Property of the school shall not be loaned to an individual or group except for a purpose related to school business or in support of a school program, unless approved by the Director. Fines may be imposed in the event borrowed property is lost or damaged.

6.4 USE OF SCHOOL FACILITIES

The primary purpose of the school facilities and assets is educational; the primary users are ISK students, faculty, and staff.

All official school or school-sponsored functions shall have priority in the use of facilities. The Board shall allow the use of school facilities by community groups and organizations when such facilities are not being used for official school or school-sponsored functions. The Administration shall control and monitor the use of school facilities for official or school-sponsored functions (including use by school-sponsored organizations such as the TA, PTO, Friends of the Arts, student organizations, etc.)

ISK community members, defined as students, teachers, faculty, staff, and their families, may be allowed access to the multipurpose hall, library, sports facilities, and meeting places through a clear and consistently applied procedure, developed and implemented by the administration.

The Director, in deciding approval of specific requests, will take into consideration safety, liability, insurance, maintenance, and wear and tear on equipment/fixtures/facilities, and may establish a user fee.

6.5 SCHOOL TRANSPORTATION

6.51 School Vehicles

School vehicles may be used for official school business, school-sponsored activities, and non-school sponsored activities as approved by the Director.

6.52 Student Bus service

Transportation shall be provided for all school children who live within a reasonable distance from the school, which is defined as within a one hour drive or less. Students may be required to travel a reasonable distance to a scheduled bus stop. Bus fees will be assessed annually to cover the cost of service provided.

The school shall operate its bus routes in accordance with all local traffic regulations, and in full compliance with applicable safety and security precautions. Bus stops will be determined by the Administration in order to provide the best service possible while making every attempt to minimize riding times for all students. Legal bus capacities shall not be exceeded. Members of staff may utilize established student bus services subject to the availability of space.

Bus routes will be reviewed as required.

School bus services may be used as transportation for student field trips and extra-curricular activities subject to rules and regulations established by the Director.

The use of school buses for all other purposes other than transporting children to school for regular school hours is permitted with prior approval of the Administration. In all cases relating to the use of buses, the Administration shall ensure adequate insurance coverage is in place, and that appropriate fees are charged that cover actual costs of the service provided, including depreciation.

6.53 Bus Safety

All buses and other vehicles owned and operated by the school will be inspected and maintained for safety in accordance with all local legal requirements and regulations for vehicle safety standards.

The safety of ISK students, employees and the general public requires that ISK bus drivers and monitors be held to, and ensure, the highest safety and driving standards.

6.6 MAINTENANCE OF CAPITAL ASSETS

The Administration shall ensure that a program is in place for routine and preventative maintenance of facilities, equipment, and vehicles. The Board of Directors shall ensure adequate funding for this maintenance program.

6.61 Facilities Master Plan

Campus improvement projects will be guided by a Facilities Master Plan that is approved by the Board of Governors and overseen by the Board of Directors. Larger improvement projects, defined as in excess of \$250,000, will normally be planned in conjunction with the Long-Term Financial Plan. Improvements costing less than \$150,000 may be incorporated into each year's Capital Budget as the need emerges.

SECTION 7 GENERAL POLICIES

7.1 School Community Relations

The board and administration shall ensure that ISK programs, structures, and communications support and model the school's mission and Aims.

7.11 School Communication

The School recognizes the need for open and direct communication among students, parents, teachers, administrators and the Board of Directors. The School encourages frequent sharing of information, opinions and ideas among members of the school community, in the interests of transparency and open constructive dialogue.

The Director shall ensure that the ISK and broader community is informed appropriately of school activities, programs and events. With regard to any communication that relates to the Board of Directors or its prerogatives, the Director shall consult with and seek the approval of the Chair of the Board of Directors.

7.12 Communications Directed to the School and Board

Specific communications regarding the school from the ISK and broader community are welcome and appreciated. Communications regarding school operations, procedures and programs should be directed to the relevant staff member. In the event that further communication is needed or the issue is not resolved the matter may be taken to that staff member's supervisor. Communications pertaining to the Board of Directors, and/or its policies, procedures, and operations, should be directed to the Board through the Chair of the Board of Directors.

7.13 Parent Teacher Organization (PTO)

The Board of Directors recognizes the Parent Teacher Organization as a body dedicated to the improvement and advancement of the school and its Mission, in partnership with the school administration and faculty. The Board of Directors acknowledges the PTO's role as a community builder, and appreciates its support for good communications and public relations within and outside the school. The Board of Directors welcomes regular reporting from the PTO on its activities.

7.14 Faculty Council

The Board recognizes the ISK Faculty Council as an organization representing the faculty and as a body to facilitate effective communication between the administration and teachers. The Board of Directors welcomes reporting from the Faculty Council on policy or compensation-related matters of concern to teachers.

7.15 Inter-Organizational Relations

7.15a Host Government Relations

ISK will maintain positive relations with the Kenyan government. No school personnel shall conduct official school business with local government officials unless specifically authorized to do so by the Director. Representational duties and other cordialities are normally conducted by the Director as official head of ISK. The Director may delegate specific representational tasks to ISK staff or members of the Board of Directors as appropriate.

7.15b U.S. Office of Overseas Schools

ISK will maintain positive relations with the Office of Overseas Schools (A/OS) of the U.S. State Department. The Director is authorized by the Board to apply for assistance directly from the A/OS in the form of grants, consultants, or other services.

7.15c Accreditation

The Board views formal accreditation by external agencies as a means of assuring that the school meets U.S. and international quality standards. The school shall seek on-going

accreditation by the Council of International Schools (CIS) and Middle States Association of Colleges and Schools (MSA) for international recognition; and the International Baccalaureate Organization (IBO) for authorization to offer a specific international curriculum.

7.15d Other organizations and Associations

ISK shall remain a member in good standing of the Association of International Schools in Africa (AISA) and strive to provide a leadership role in the organization. ISK may become a formal member of other recognized educational associations and organizations as deemed appropriate and beneficial by the Director.

7.2 SCHOOL ETHICS AND CONDUCT

7.21 Conflict of Interest

Members of the Board of Directors, administrative officers, and all other employees shall avoid any conflict between their personal interest and the interest of the school in dealing with suppliers and all other organizations or individuals doing or seeking to do business with the school. Members of the Board of Directors are required to sign a conflict of interest statement when they become members of the Board and abide by the Board Code of Conduct. (Attached as Annex XXX is the Code of Conduct for the Board of Directors). The school's operations manual shall document procedures on avoidance of conflict of interest for school staff.

Members of the immediate family of members of the Board of Directors shall not be permitted to be employees of the school unless specifically approved by the Board of Directors.

7.22 Non-Discrimination Policy

ISK shall ensure that any discrimination on the basis of age, ancestry, color, creed, national origin, race, religion, sex, or HIV status shall not be tolerated, and it shall attempt to the best of its abilities to eliminate any such discriminatory manifestations from the programs, procedures and activities of ISK.

7.23 HIV

ISK shall not discriminate against HIV- infected adults or students. HIV status shall not be a consideration with regard to the enrollment of students or to the hiring, assignment, or retention of staff.

Age-appropriate education on HIV and AIDS shall be incorporated into ISK's reproductive health, wellness, and life skills programs for students and staff.

7.24 Harassment

Harassment is defined as (1) influencing, offering to influence, or threatening a student, the career, pay, or job of another person - female or male - in exchange for favors, sexual or otherwise and/or (2) deliberate or repeated offensive comments, gestures, or physical contact of an abusive or intimidating nature, sexual or otherwise, in a work-related environment. The Board of Directors and administration shall view such behavior as a serious violation of the standards of conduct expected from all employees, students and community members of ISK and such behavior shall be grounds for disciplinary action.

7.25 Religious Activities on Campus

ISK is a secular independent school that supports the right of all individuals to their belief or non-belief in God or a specific religion. To remain consistent with ISK's Mission, Vision and Educational Aims, proselytizing of any religion by students, staff or parents is not allowed. Guidelines for religious expression or activities on campus will be published in the relevant stakeholder documents.

7.26 Bribery

Recognizing that corruption at any level hinders the rule of law, ISK does not condone or contribute to any form of bribery.

7.3 EMERGENCY CLOSURE OF SCHOOL

The Director shall be responsible for implementing arrangements to protect the safety and security of the ISK staff and students. The Director will work closely with the Board of Directors, the security team, and the U.S. Embassy and Canadian High Commission and other stakeholders to determine the nature and degree of potential threats to the safety of ISK students and staff, and whether these threats warrant school closure or alternative operating arrangements. Information relating to emergency closure or operations of the school under emergency condition shall be detailed in the Emergency Procedures Manual.

7.31 Director Role

The Director is empowered to close the school for one day, delay the opening time of school, dismiss school early, hold students in school past dismissal time, or declare a “minimum day” if emergency safety considerations make it necessary, whether this be due to political tensions, weather conditions or any other threat to safety and security. Conditions for reopening will be evaluated by the Director on the basis of regular consultation with the Board of Directors. The Director is also charged with systematically reviewing alternative arrangements for operating under emergency conditions.

7.32 Board of Directors Role

In extreme emergency, or a *force majeure* situation, the Board of Directors in consultation with the Director may close the school for whatever reason or period of time deemed necessary if the safety and security of students, faculty or staff is deemed to be in jeopardy. In case of an emergency school closure, a quorum shall be defined as a majority of those Board Members who are in contact with the school for decision-making, whether or not the Board Members are in Kenya.

Board Members and the Director shall make every possible effort to stay in contact with the Chair and Director in order to reach and document such a decision. In order to reopen school, a quorum shall again be defined as a majority of those Board Members who are in contact with the Chair and Director for decision-making, whether or not the Board Members are in Kenya.

7.33 Limited Operations

During a *force majeure* situation the Board will retain the option to continue the school’s operation on a limited basis with qualified staff who voluntarily remain available to fulfill their normal duties. Salary stipends for “paid volunteers” will be determined depending on the extent of the emergency and by a decision of the Board of Directors. Recommended salary stipends shall be detailed in the Emergency Procedures Manual.

7.34 Emergency Evacuation

In the event of an emergency evacuation the school will endeavor to return eligible staff members and eligible dependents to their home of record or temporary safe haven as deemed appropriate by the administration. Evacuation procedures, eligibility and financial coverage are detailed in relevant staff handbooks and the Emergency Procedures Manual.

7.35 Staffing

For the first 90 days after the Board of Directors has ordered the school closed, there will be no adjustment in staffing. From day 91 after the school has been closed, the administration will assess enrollment and the needs of the school, and adjust staffing, if necessary, under the “Reduction in Force” (RIF) section of the relevant staff handbooks. Teachers will be assigned teaching duties or other educational duties or tasks by the administration, according to the needs of the students and the circumstances of the school.

7.36 Salaries

If the decision is made to close the school and evacuate personnel, salary for teachers and staff remaining under contract shall continue to be paid for a period up to three (3) months while the staff remains on stand-by to return. If the evacuation and closure should occur prior to March 31, three (3) month's salary will be paid. If it occurs subsequent to April 1, salary will be paid to the remainder of the school year. Staff members may request immediate termination of employment. If approved, no salary continuation payments will be paid. Salary stipulations and other financial coverage shall be detailed in

relevant staff handbooks and the Emergency Procedures Manual. Decisions about the continuation of employment and salaries for the Director and senior administrators for a period longer than three months will be made by the Board of Directors, in consultation with the Director, based on the needs of the school.

7.37 Make-up Days

In the event the school is closed for either a temporary or *force majeure* emergency, the Director may deem it necessary to make up the days missed by holding classes on weekends during the year or by extending the calendar for make-up days during breaks or at the end of the school year.

7.38 Alternative - or Off-Site Learning

Contingency plans shall be in place to ensure the opportunity for students to continue learning to the degree feasible in the event of school closure.

7.4 SCHOOL CALENDAR AND HOLIDAYS

7.41 The calendar shall include approximately 180 days of instruction. These will include days for parent conferences and those days that students are dismissed early for professional activities of the faculty.

7.42 The school year shall begin in early to mid-August, subject to adjustments to account for the pattern of holidays during that year. There will be two semesters of approximately 90 instructional days each.

7.43 The school shall be closed on all gazetted Government of Kenya holidays.

7.44 There shall normally be a semester break approximately three weeks long in December/January, and breaks of approximately one week in the middle of each semester.

7.5 SCHOOL HOURS

School hours for students shall be established by the Administration and approved by the Board.

7.6 CLASS SIZE

To enable students to learn effectively, class size will normally be capped at 18 students for Pre-K to Grade 2; 20 for grades 3-5; and 22 for grades 6-12. Discretion for capping classes lower or higher than these norms will rest with the Director, based on considerations such as the nature of the subject, physical limitations of a classroom, sibling or sponsoring-embassy applications, current class composition, expertise/experience of the teacher, or anticipated contribution and needs of the additional students.

7.8 ENVIRONMENTAL POLICY

ISK recognizes its activities impact upon the environment. The school is committed to continuously improving its environmental performance. ISK will aim to minimize any negative effect its operations may have on the environment by implementing good environmental practices that comply with national standards and international best practices.

Environmental awareness and actions shall be woven into the interdisciplinary curriculum and co-curriculum through the curriculum review process. The school will encourage and support student and community initiatives in the furtherance of good environmental practices.

7.9 FUNDRAISING POLICY

7.91 All fundraising efforts shall support the Mission, Vision and Educational Aims of ISK, and enhance its reputation.

7.92 Policies shall apply to funds received by ISK, by the ISK Foundation, and all school groups.

7.93 Statement on Ethics

All persons involved with fundraising efforts connected to ISK shall conduct themselves in an ethical and professional manner, supporting a donor's right to privacy and protect the confidential information of their institutions. All agree to abide by the Statement of Ethics in the daily conduct of all professional activity encompassing the gathering, dissemination, and use of information for the purposes of fundraising or other institutional advancement activity. Four fundamental principles shall provide the foundation for the ethical conduct of fundraising research, relationship management and procurement: integrity, accountability, transparency, and avoidance of conflict of interest.

7.94 Types of Fundraising

7.94a Institutional Fundraising

ISK shall target private funding to support ISK's Facilities Master Plan, to offset operational expenses, and to support service, scholarship and other outreach programs.

7.94b Other Fundraising

Students, staff, parents and alumni also engage in fundraising activities to support and enhance vetted programs and projects.

7.95 Stewardship

7.95a ISK shall report on the performance of the institutional funds on an annual basis to the supporters of those funds and to the Board.

7.95b Donor funds shall be spent in accordance with donor wishes.

7.96 All fundraising activities involving the solicitation of sponsorship or support from outside organizations shall be approved by the ISK Director or designee prior to those activities being undertaken, to ensure that ISK is strategic with its resources and that large-scale institutional fundraising is not undermined.

7.97 Naming Policy:

As necessary, ISK may seek to recognize the efforts and contributions of individuals by the naming of buildings, portions of buildings, rooms, fixed furniture, trees, open spaces, fields, streets, and equipment, collectively referred to hereafter as "property." Although it is not possible to establish hard and fast rules to govern every naming situation that may arise, an orderly and transparent approach is desirable. This policy establishes that a uniform and consistent procedure shall be followed to gain school approval and to record the naming of all school property. Approval of the ISK Board of Directors is required before the naming of any school property.

7.10 FOOD POLICY

Philosophy:

The International School of Kenya (ISK) promotes and encourages healthy eating patterns for the community to support health and overall well being.

Vision:

Feed the body and fuel the mind.

Goal:

To ensure that all aspects of food and drink services at ISK promote the health and well being of pupils, staff and visitors by providing nutritious options and empowering students to make healthy choices.

The school and its caterer will ensure this through:

- High standards for kitchen hygiene and food preparation
- Advocating natural, unprocessed food and beverages
- Healthy and ethically sourced food
- Respect for the environment

Objectives:

The school will:

- Work closely with the school's caterer
- Be sensitive to religious and ethnic preferences
- Ensure allergy awareness
- Require its caterer introduce varied, balanced school meals
- Include learning associated with healthy balanced diets in its curriculum
- Provide information on healthy foods for students to share with parents
- Maintain a safe and healthy eating environment for students, staff and visitors
- Make arrangements for monitoring and evaluating the food service provider to ensure these objectives are met
- Ensure value for money

SECTION 8: SCHOOL RECORDS

ISK recognizes the importance of having clear guidelines in place for the handling and archiving of key school documents, including, but not limited to, records relating to governance, personnel, students and finance. The purpose of these guidelines is to ensure both institutional memory and accountability. Access rights and procedural responsibilities for handling all forms of records shall be documented in relevant operational handbooks.

8.1 Governance and Institutional Records

Official documents that define ISK's ownership and status as a legal entity in Kenya shall be kept as permanent records in both hard and electronic formats, in secure locations. No such documents may be destroyed without prior written consent of the Board of Governors.

Official minutes of Board of Governors' meetings shall be kept as permanent electronic records in a secure location. Official minutes of Board of Directors' meetings shall be kept as electronic records for no less than ten years. Long-term planning documents—such as the Long-Term Financial Plan, Strategic Plan and Facilities Master Plan—shall be kept as electronic records for no less than ten years.

8.2 Student and Personnel Records

Complete student and personnel records, including health-related documents, shall be kept as hard copies for five years after the individual leaves ISK. Electronic copies of selected documents for both student and personnel files shall be created at the time of their leaving ISK, and kept as permanent records. The specific documents to be kept in permanent student and personnel files shall be defined in relevant operational handbooks.

The school shall have effective protocols for maintaining the confidentiality of student and personnel records, with need-to-know guidelines for access documented in the relevant operational handbooks.

Records of sensitive or complex student or personnel cases, including related evidence, testimonies or consultant's advice, shall be handled with special attention to both protection of individual privacy and protection of the school from litigation.

8.3 Operational Records

8.31 Financial records shall be retained in a manner and for a time period consistent with international audit standards and Kenyan law.

8.32 Security surveillance records from cctv cameras shall be kept for no less than five days.

POLICY MANUAL ANNEX

Annex 1

NAIS Principles of Good Practice for Independent School Trustees

The following principles of good practice are set forth to provide a common perspective on the responsibilities of individual members of independent school boards.

1. A trustee actively supports and promotes the school's mission, vision, strategic goals, and policy positions.
2. A trustee is knowledgeable about the school's mission and goals, including its commitment to equity and justice, and represents them appropriately and accurately within the community.
3. A trustee stays fully informed about current operations and issues by attending meetings regularly, coming to meetings well prepared, and participating fully in all matters.
4. The board sets policy and focuses on long-range and strategic issues. An individual trustee does not become involved directly in specific management personnel, or curricular issues.
5. A trustee takes care to separate the interests of the school from the specific needs of a particular child or constituency.
6. A trustee accepts and supports board decisions. Once a decision has been made, the board speaks with one voice.
7. A trustee keeps all board deliberations confidential.
8. A trustee guards against conflict of interest, whether personal or business related.
9. A trustee has the responsibility to support the school and its head and to demonstrate that support within the community.
10. Authority is vested in the board as a whole. A trustee who learns of an issue of importance to the school has the obligation to bring it to the head of school, or to the board chair, and must refrain from responding to the situation individually.
11. A trustee contributes to the development program of the school, including strategic planning for development financial support, and active involvement in annual and capital giving.
12. Each trustee, not just the treasurer and finance committee, has fiduciary responsibility to the school for sound financial management.

*(from: International Trustee Handbook
A guide to Effective Governance for Independent School Boards)*

Annex 2

Board Members Code of Conduct

Serving on the ISK Board of Directors requires a commitment by members to:

- Maintain a “student focus” in all decision making.
- Be responsible to the institution as a whole, not a single agenda or constituency
- Embrace ISK Mission, Vision and Aims.
- Become familiar with ISK Articles of Association and Board Policy Manual
- Participate actively on board and committees.
- Communicate honestly, listen actively, respect all opinions and differences, and remain positive.
- Avoid raising individual matters / concerns, unless broad policy implications are involved.
- Be supportive of the school administration and staff.
- Act as an advocate for the school.
- Maintain confidentiality.
- Keep discussions of board business within the context of board meetings or via email copied to all board members.
- Follow ISK board guidelines for dealing with complaints from parents, staff, or community members. (*Guidelines will be found in the "communications" section of the board operations manual*).
- Participate in annual training sessions with the whole board.
- Be disciplined about participation in meetings, according to ISK Meeting norms. (*Meeting norms will be found in the meetings section of the board operations manual*)
- Take responsibility for ensuring board protocols are followed by colleagues and Chair.
- Maintain focus on the legitimate roles of the board, which encompasses:
 - Determining school policies
 - Developing financial and strategic plans
 - Hiring and evaluating the Director
 - Planning and overseeing the implementation of the annual budget
 - Delegating the implementation of school policies and school management to the Director and the instructional and support staff
- Maintain a mutually trusting, supportive relationship with other board members and the Director.
- Participate actively in board discussions, then support the final decision, even if you voted against the decision.
- Refrain from "surprising" or embarrassing another board member or the Director at a board meeting.

Annex 3

Meeting Norms

1. Meetings always operate with an agenda - items which are appropriately allocated to the board. (I.E. Policy issues rather than administrative issues.) The final deadline for the submission of agenda items is one week prior to the coming meeting.
2. Agenda items should be timed and to the extent possible without prematurely cutting off debate, the chair will adhere to the allotted time.
3. To the extent possible, board packets will be delivered to board members on the Friday prior to the board meeting on Tuesday.
4. Board members should read through the packets, make notes and, if needed, get clarification on agenda items before the board meeting.
5. Notes to accompany executive session agenda items will be summarized to preserve confidentiality.
6. Executive sessions will take place after regular board meetings. Minutes for executive sessions will be taken by the board secretary.
7. Executive session discussions will remain strictly confidential.
8. Board meetings will begin and end on time. Members should attempt to arrive a few minutes early for chatting time before the meeting starts.
9. Board members will, to the extent possible, remain throughout the meeting.
10. Unless required for emergency purposes, cell phones will be turned off during the meeting.
11. Agenda items pertaining to guests present will be addressed first.
12. Members should strive to be clear on the desired outcome of a discussion.
13. All board discussions will take place in an open, mutually supportive and collegial manner.
14. Board members will listen to each other's point of view.
15. Board members will value diversity of opinion.
16. Board members will refrain from personalizing issues.
17. Board members will not interrupt while others are talking.
18. Board members should stay on the topic of the discussion.
19. The board will strive to make decisions by consensus - all decisions will nevertheless be taken by a vote of members present.
20. Everyone is expected to participate in board discussion.
21. A vote will not be taken until all members have had the opportunity to speak to the issue.
22. Once decisions are made, all board members will support the decision.
23. Once a vote has been taken, members will move on to the next agenda item.
24. (Addition regarding taking a break before making a final decision on a potentially controversial decision if possible - not at the end of a marathon meeting.
25. "Leave baggage" at door ... i.e., discuss issues in the present tense and not with past events as the framework.
26. When committee proposals come to the Board, the committee chair makes the proposal in the form of a motion. Another committee member must second the motion before discussion is opened. After deliberation, bring to a vote. Committee members are not bound by the committee recommendations to vote in favor.