



INTERNATIONAL SCHOOL OF BELGRADE

BOARD POLICIES

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TABLE OF CONTENTS

Section 1:	<u>DEFINITIONS AND GENERAL PRINCIPLES</u>	Page
101.1	Governing Documents	4
101.2	Policy Revision Process	4
101.3	Definitions	4
101.4	Mission Statement	4
101.5	Administrative Handbooks	4
Section 2:	<u>THE BOARD OF TRUSTEES</u>	
201.1	Legal Authority and Responsibility	5
201.2	Limitation of Individual Authority	5
201.3	Limitation of Liability	5
201.4	Conflict of Interest	5
201.5	Compensation and Expenses	5
201.6	Board Member Orientation	5
201.7	Board Member Resignation	5
201.7.1	Replacement of Board Member	5
201.8	Officers	6
201.8.1	Chair	6
201.8.2	Vice Chair	6
201.8.3	Treasurer	6
201.8.4	Secretary	7
201.9	Committees	7
201.9.1	Committee Authority	7
201.9.2	Committee Composition	7
201.9.3	Committee Reporting	7
201.9.4	Committee Duration	7
201.10	Board Meetings	7
201.10.1	Open Sessions	7
201.10.2	Special Meetings	8
201.10.3	Executive Sessions	8
201.10.4	Conduct of Business Outside Meetings	8
201.10.5	Code of Conduct	8
201.10.6	Agenda	8
201.10.7	Voting Method	8
201.10.8	Minutes	9
201.11	Board-Director Relationship	9
201.11.1	Designating the Director	9
201.12	Communications	9
201.13	Board Policies	9
201.14	Financial Resources	10
201.15	Staffing and Appraisal	10
201.16	Advisors	10
201.17	Annual Budget	10
201.18	Instructional Program	10
201.19	Gifts	10
201.20	Reports	10
201.21	Board Approvals	10
201.22	Board Self-Evaluation	10

201.23	Board Training and Planning	11
201.24	Non-discrimination Policy	11
Section 3:	<u>PERSONNEL</u>	
301.1	Handbooks	11
301.2	Employee Participation	11
301.3	Staff Association and Staff Involvement	11
301.4	Grievance Procedure	11
301.5	Force Majeure	12
301.6	Personnel Records	12
302.1	Salaries	12
302.1.1	Salaries, International	12
302.1.2	Salaries, Local	12
302.1.3.	Administrative Staff Compensation	12
302.1.3.a	Director's Benefits	12
303.1	Evaluations of Administrative Team	12
303.1.1	Director's Evaluation	12
303.1.2	Other Administrators (Evaluations)	12
Section 4:	<u>SCHOOL FINANCES AND THE BUSINESS OFFICE</u>	
401.1	Business Practices	13
401.2	Financial Accountability	13
401.2.1	Fiscal Year	13
401.2.2	Audit	13
401.2.3	Insurance	13
401.3	Conflict of Interest	13
401.4	Bank Accounts	13
401.4.1	Approvals Required for Payments	13
401.4.2	Investment Program	13
401.4.3	Delegation of Authority	14
401.5	Tuition and Fees	14
401.5.1	Tuition Assistance	14
401.6	Expenditures	14
401.7	Real Estate	14
401.8	Salary or Travel Advance	14
Section 5:	<u>STUDENTS</u>	
501.1	Handbooks	15
501.1.1	Parent & Student Handbooks	15
501.1.2	Admissions Handbook	15
501.1.3	Course Schedule and Instructional Standards	15
501.2	Student Conduct	15
501.3	Student Complaints and Grievances	15
501.4	Smoking and Drug Use	15
501.5	Student Discipline	15
501.6	Expulsions	15
502.1	Admissions Priorities	15
502.2	International Character	16
503.1	Instructional Standards	16
503.2	Academic Freedom	16

Section 1: DEFINITIONS AND GENERAL PRINCIPLES

101.1 Governing Documents

The governing document of the International School of Belgrade is its Charter. All provisions of the Charter and the Board Policies shall be binding upon the Board, Association members, Employees and Volunteers until formally amended by the Board. If any provision of the Board Policies is inconsistent with the Charter, the provisions of the Charter take precedence over the Board Policies.

101.2 Policy Revision Process

Association members, Employees, Board members or members of the Administrative Team may request new or revised policies by submitting a written request to the Chair. The Chair may direct the Director or an existing Board committee to prepare an initial draft of the proposed new or revised policy. The proposed new or revised policy shall be presented at the next open Board session. The person requesting the new or revised policy should provide the Board with background information as to why he/she believes that the new or revised policy is necessary. Once approved, the Secretary will revise the Board Policies by inserting the approved policy.

101.3. Definitions. The following terms shall have the following definitions throughout these Board Policies and throughout all other written regulations and manuals as may be adopted by the Board of Trustees or the Administration.

“School” shall mean the International School of Belgrade.

“Administrative Team” shall mean the Director, Principal(s), Business Manager, and Information Technology Director, as the School shall employ such people from time to time.

“Association” shall mean the International School of Belgrade Association, as defined in Article IV of the Charter.

“Board” shall mean the Board of Trustees, as described in Article V of the Charter.

“Business Office” shall mean the Business Manager and his/her staff.

“Charter” shall mean the Charter of the International School of Belgrade, as approved May 14, 2013.

“Chair” shall mean the Chair of the Board of Trustees of the International School of Belgrade.

“Employee” shall mean a person who is in the service of the School under an employee contract, where the School has the power or right to control and direct the person in the material details of how the work is to be performed.

“Board Policies” shall mean these Board Policies, adopted on June 7, 2005 and its subsequent amendments approved by the Board.

“Staff Association” shall mean the Staff Association of the International School of Belgrade (SAISB), as created and defined by the Employees in the Staff Association organizational documents.

101.4. Mission Statement. ISB is a collaborative learning community that inspires and empowers its members to discover their passions to be global innovators.

101.5. Administrative Handbooks. Day-to-day administration of the School will be carried out by the School Director and Administrative Team, as guided by a series of handbooks. These handbooks will be kept in their most recent form in the Director’s Office, and shall be available to any Association member who wishes to see them. The Parent/Student Handbooks will be distributed to the family of each student and will be available on the School website. Changes to the handbooks are the prerogative of the Administrative Team. The Board will be informed when changes occur. In the

event of any discrepancies between any handbook and these Board Policies, the Board Policies shall take precedence.

Section 2: THE BOARD OF TRUSTEES

201.1. Legal Authority and Responsibility. On behalf of the Association members, the Board is ultimately responsible for all School concerns. The Board shall exercise full control and direction of the business and affairs of the Association and of the School. It shall have all the powers and perform all the acts that the Association and the School may legally exercise and perform and which are legally required to be exercised and performed.

201.2. Limitation of Individual Authority. Board members have no individual authority over the School except as explicitly authorized by the Board. Any written communication from a Board member, or any individual or group acting on behalf of the Board, to the School staff, Association members or other persons shall require prior approval of the Board or the Chair.

201.3. Limitation of Liability. Board members shall not be individually liable for any statements or actions authorized by the Board or made on behalf of the Board.

201.4. Conflict of Interest. Board members shall be free of conflicts of interest.

201.4.1. The Board prohibits the School from purchasing goods or services from a company in which a Board member has any financial interest. Exceptions to this rule shall require the Director's recommendation and an affirmative vote from a majority of Board members, with the concerned Board member(s) abstaining from voting and the discussion of the matter.

201.4.2. Individual Board members shall not influence the hiring of school personnel. Neither an Employee nor the immediate family member of an Employee shall be eligible to become a voting member of the Board, except under extraordinary circumstances, as determined by the Board.

201.4.3. A Board member is expected to recuse him/herself from the discussion and the voting on any issue where there is an actual or perceived conflict of interest. The Chair shall have the final decision to determine whether or not an actual or perceived conflict of interest exists.

201.5. Compensation and Expenses. No salary or other compensation shall be paid for services as a member of the Board. When authorized to conduct business on behalf of the Board, a Board member may be reimbursed for actual expenses incurred. Requests for reimbursement should be submitted to the Director, and should be supported by receipts as required by the School's Business Office.

201.6. Board Member Orientation. The Director and the incumbent Chair shall jointly provide to new Board members, immediately upon their election or appointment, a copy of the Board Policies and other materials that will acquaint them with the powers and duties of the Board and the operation of the School. New Board members will be provided access to the minutes of Board meetings for the previous year.

201.7. Board Member Resignation. Once elected or appointed, a Board member is expected to serve his/her full term of office. It is recognized, however, that circumstances or transfers may make it necessary for a member to resign before his/her term expires. Any resignation by a Board member shall be in writing, addressed to the Chair. Such resignation shall be effective as of the date the letter is received by the Chair or the date specified in the resignation, whichever is later.

201.7.1. Replacement of Board Member. An elected Board member who resigns or is removed shall be replaced by a Board-appointed member who will serve out the remainder of the term. This appointment does not count as one of the Board-appointed positions and is not part of the maximum three years a member can be Board-appointed. The United States Ambassador to Serbia shall appoint a replacement for an Ambassador-appointed Board member who resigns. If a Board-

appointed member resigns, the Board may replace that member with another Board appointment. A member appointed by the United States Ambassador and/or the Board does not need to be a member of the Association.

201.8. Officers. Following the annual Board member elections, the Board shall elect from their own number, as officers, a Chair, a Vice Chair, and a Secretary. The United States Ambassador to Serbia shall appoint the Treasurer from the United States Embassy community. All officers of the Board shall hold office for a term of twelve (12) months or until their successor shall be elected or appointed. All officers shall be eligible for re-election or re-appointment.

Members of the Board can nominate themselves or be nominated by others on the Board for particular officer positions. Nominations and elections for the positions take place in the following order: Chair, Vice-Chair, Secretary, and any other.

Elections take place by secret ballot, administered by the Director. In the case of a sole nominee for a position, the process of acclamation is applied instead of secret ballot.

201.8.1. Chair. The Chair shall:

- (1) Preside at all meetings of the members of the Association and of the Board.
- (2) Sign all official documents of the Board, including contracts and other instruments binding on the Association, except where this authority has been specifically delegated by the Board or by the provisions of Board Policies.
- (3) With the advice and consent of the Board, appoint all committees of the Board and fill vacancies therein.
- (4) Initiate and follow through with such actions as are necessary for the effective and timely transaction of School business.
- (5) Decide, at Board and Association meetings, questions of order.
- (6) Have the right to call special meetings of the Board.

201.8.2. Vice Chair. The Vice Chair shall 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 the Association and the Board as if performed by the Chair.

201.8.3. Treasurer. The Treasurer shall supervise the following:

- (1) Acceptance of all monies paid into the School and the making of receipts.
- (2) The safe-keeping of all monies and property of the School.
- (3) The payment of funds as authorized by the Board.
- (4) The keeping of accounts of all financial transactions along with annual statements of the same.
- (5) The development and presentation of the budget to the Board by the Director and the Business Manager.
- (6) The presentation of the summary of the budget to the members of the Association.

The Treasurer shall review the School's annual audit report and make recommendations, when necessary, to the Board and the Director. The Treasurer shall recommend investment and financing

strategies, changes to tuition and other fees, and/or changes to the dates for the fiscal year of the Association, as the Treasurer deems necessary or as requested by the Board, for approval by the Board.

The Director shall provide the Treasurer with all pertinent documents required for his/her information, with any supporting data which the Treasurer may need to fulfill his/her duties.

201.8.4. Secretary. The Secretary shall:

- (1) Ensure that a full and accurate record is kept of all proceedings of the Board and of all meetings of Association members.
- (2) Ensure that notices of meetings and agendas are published in accordance with the Charter and the Board Policies.
- (3) Maintain a current version of the Board Policies and ensure that all revisions approved by the Board are entered in a timely manner.
- (4) Conduct the correspondence of the Association and the Board when requested by the Chair.

201.9. Committees. The Board shall establish standing and ad-hoc committees when it is deemed necessary to accomplish specific goals and objectives, or for counsel and assistance in the performance of its duties. One of the standing committees shall be the Finance Committee. The Board shall explicitly enumerate the duties and powers of each committee at the time such committee is appointed.

201.9.1. Committee Authority. No committee shall have policy-making authority. Committee responsibility is limited to providing information and recommendations to the Board.

201.9.2. Committee Composition. The committee chair must be a member of the Board and shall be appointed by the Chair in consultation with the Board. Additional committee members may be selected by the Board or the committee chair with the Board's approval. Unless there is a conflict of interest (e.g. salary or performance review), the Director shall serve as an ex-officio member of all committees.

201.9.3. Committee Reporting. Each committee chair shall present progress reports at open Board sessions. Committee chairs shall present a final written report at the last Board meeting of the school year, which summarizes activities, decisions and recommended follow-up action. The publicizing of committee findings, recommendations or any related information is at the sole discretion and approval of the Board, and does not lie with the committee.

201.9.4. Committee Duration. The Board has authority to dissolve any committee at any time. Unless otherwise directed by the Board, all committees will be dissolved automatically at the end of the school year.

201.10. Board Meetings: The Board meetings may be Open Sessions, Special Meetings, or Executive Sessions.

201.10.1. Open Sessions. The Board shall hold Open Sessions at least three times every school year. The time and place for all Open Sessions shall be communicated in the School Calendar to the Association members and school staff. Open sessions shall be open to all members of the Association and other interested persons.

201.10.2. Special Meetings. Special meetings to address a particular subject may be called at any time by the Chair, by the Secretary upon the written request of four (4) or more Board members, or upon receipt of a petition signed by ten (10) or more voting members of the Association with such

petition stating the subject(s) to be addressed. Unless the Board members present vote to go into executive session, special meetings shall be open to all members of the Association and other interested persons. Reasonable steps shall be taken to notify all Association members of the special meeting. The notice of the special meeting shall indicate the subject(s) to be addressed. No business other than that stated in the notice shall be transacted.

201.10.3. Executive Sessions. The Board may hold an executive session to discuss sensitive matters the disclosure of which would not be in the interest of individuals concerned or of the School as a whole. An executive session can be called during any open session or special meeting when a quorum is present or by the Chair (or Vice Chair in case of the Chair's absence) or by written request of four or more Board members.

Sensitive matters that could be discussed in executive sessions include personal charges against an Employee, dismissal of an Employee or student, Employee compensation and benefit issues, evaluation of the Director's performance, appointment of a member to fill a vacancy on the Board, election of officers of the Board, or other matters, as deemed necessary.

Only Board members, the Director and those specifically invited by the Chair shall be present at executive sessions. The Director shall not be in attendance during discussions of the Director's contract or evaluation, and at other times when the Board might ask the Director to leave the session.

All decisions and matters discussed in executive sessions shall be recorded in the official minutes. Minutes taken during an executive session shall be held confidential. Members of the Board and other persons present during executive sessions shall be bound to keep all matters discussed in executive session confidential.

201.10.4. Conduct of Business Outside Meetings. The Board may conduct business outside meetings. Any issues to be decided outside meetings must be presented to all Board members who can be contacted. Decisions receiving the affirmative vote of no less than five members of the Board shall be binding on the Board. All decisions taken by the Board outside a meeting shall be reported by the Chair at the next open Board session and duly recorded in the minutes.

201.10.5. Code of Conduct. At the outset of his/her term, every Board member will agree to a Code of Conduct that will address issues such as attendance, conflicts, confidentiality, etc. Any member seen to be in breach of the Code of Conduct by a majority of Board members may be asked by the Board Chair to resign their seat on the Board.

201.10.6. Agenda. Agendas for Board meetings shall be prepared by the Director in consultation with the Chair, or in his/her absence, the Vice Chair. Individual Board members should inform the Chair of items they wish to have included on the agenda. Any Association member may request that an item be placed on the agenda by submitting the request in writing to the Director's office at least seven (7) days prior to the meeting. The Board shall honor all reasonable requests. The Director shall ensure that copies of the agenda and supporting materials are distributed to all Board members in advance of Board meetings.

Agendas and all appropriate supporting documents for open sessions and special meetings shall be provided to the members of the Association in advance of the meetings.

201.10.7. Voting Method. Board members may not vote by proxy. Decisions of the Board shall be made by simple majority of the quorum present. A Board member shall have the right to have his/her dissent recorded in the minutes. The dissenting member should indicate to the Board his/her intention of having his/her dissent recorded immediately after the motion in question has been decided.

The BoT entrusts the Director and/or Chair, or Vice Chair in the Chair's absence, to make most decisions during the summer. Voting via email is reserved for time-sensitive matters only, and the Director in consultation with the Chair, or Vice Chair in the Chair's absence, will decide whether a vote is needed. Upon the request of the Director, the BoT may also vote on applications for diversity cap exemption during the summer.

Eligible voting members will be those BoT members who served on the BoT during the previous school year and are coming back for the next school year. New members who have not yet

served and out-going members are not eligible to vote. Quorum is 50% + 1 of those members eligible to vote. If both the Chair and Vice-Chair are leaving at the end of the school year, a temporary Board Chair must be appointed for the summer at the June meeting (the Director will add this item to the June agenda, if necessary).

201.10.8. Minutes. Minutes of Board meetings shall include those matters regularly moved, seconded and voted, and recommendations of the Director. The minutes may also include brief summaries of discussions by Board members and of reports presented to the Board. Copies of these minutes shall be on file in the Director's office. Minutes from open and special meetings shall be available to Board and Association members. A separate set of minutes will be maintained for executive sessions of the Board. These minutes will be treated as confidential records and are to be maintained by the Board Secretary. Minutes of executive sessions shall be available to Board members and the Director upon request to the Board Secretary.

201.11. Board-Director Relationship. The Board believes that the formulation and review of policies is the function of the Board and that the execution of policies is the function of the Director. Such delegation provides freedom for the Director to manage the School within the Board's policies.

Accordingly, the Board as a whole and individual Board members will:

- (1) Strive to provide adequate policy support and safeguards for the Director and other Employees so that they can discharge their educational functions on a professional basis.
- (2) Give the Director full administrative authority for properly discharging all professional duties and hold the Director responsible for results.
- (3) Hold the Director responsible for the operation of the School and for keeping the Board informed about School operations and issues.
- (4) Include the Director in all meetings of the Board, except those where the Board specifically asks the Director not to participate. Such occurrence would normally include preliminary discussions of the Director's performance review, his/her contract renewal/salary/benefits, or charges of misconduct.
- (5) Refer all complaints to the Director for investigation and action, and refer personal criticism of any Employee directly to the Director. The Board will become involved in resolving such matters only after all efforts to resolve them administratively have failed.

The Director, in turn, is expected to place before the Board all relevant facts, information and reports necessary to keep the Board informed about situations or business at hand, and to maintain open communication with the Board in matters of employment, dismissal or non-renewal of faculty contracts.

201.11.1. Designating the Director. The Board shall recruit, hire, and terminate the employment of the Director. The Board is responsible for directing and evaluating the performance of the Director.

201.12. Communications. Requests for changes in School policy and appeals of decisions made by the Director may be addressed to the Board. All communications to the Board shall be in writing, addressed to the Chair, Board of Trustees, International School of Belgrade, Temisvarska 19, 11040 Belgrade, Serbia; or schoolboard@isb.rs. At the Board's discretion, communications directed to the Board may be referred to the Director for reply or action; however, decisions about School policy shall be made only by the Board acting as a whole.

201.13. Board Policies. The Board shall establish policies governing the operation of the School and the Association, and shall make a written copy of such policies available to the Association members,

Employees and Volunteers. Such policies shall be binding upon Association members, Employees and Volunteers until formally amended by the Board.

201.14. Financial Resources. The Board shall set the tuition and all other fees for the School, make investment decisions and, when deemed advisable by the Board, approve strategies for financing capital replacements and improvements.

201.15. Staffing and Appraisal. The Board is responsible for establishing policies governing Employee salaries, terms and conditions of employment, benefits, leave policies and staff development. The Director is responsible for recruiting, hiring, evaluating, promoting and disciplining Employees.

201.16. Advisors. The Board shall, as it deems necessary or advisable, retain legal counsel or other advisors to the Board.

201.17. Annual Budget. In consultation with the Director, the Board is responsible for approving and adopting the annual itemized budget indicating anticipated income and expenditures for the fiscal year. The budget for each fiscal year shall be adopted no later than the end of the preceding school year.

201.18. Instructional Program. In consultation with the Director, the Board shall set goals and adopt policies upon which instructional programs will be based. The Board retains the power to accept, modify or reject the Director's recommendations on the scope and nature of educational offerings.

201.19. Gifts. All gifts to the School must be reported in writing to the Director, who will report them to the Board for official acceptance or rejection.

201.20. Reports. The Board shall make a report of its activities, the financial standing of the Association and present the annual budget summary at an open Board session.

201.21. Board Approvals. The Board's approval is required for the following actions:

- School calendar.
- School auditors.
- Salary scales.
- Director's hiring and contract.
- Investment plan.
- Real estate contracts.
- Admissions exceptions.
- Student expulsions.

The Director must inform the Board of:

- Employee hiring, resignations, suspensions, and dismissals for cause.
- Unsatisfactory administrative evaluations.
- Class sizes that exceed capacity.
- Changes to policy handbooks.
- Changes in standardized testing at ISB.
- Director's registration for workshops and conferences.

201.22. Board Self-Evaluation. The Board will conduct a self-evaluation of its performance in March, based on:

- Goal achievement and succession planning.
- Working relationships within the Board and between the Board, the Director, the Staff, and the community.
- Establishment and implementation of policy.
- Conduct of meetings.

- Finances/facilities.

A report and action plan on the results of the evaluation will be reviewed during the BoT meeting in April/May.

201.23. Board Training and Planning. Every school year, normally no later than September 30, the Board will participate in a session wherein they will review current National Association of International Schools best practices, review the previous year's end-of-year self-evaluation, and set goals for the coming year.

201.24. Non-Discrimination Policy. The Board shall not discriminate on the basis of gender, race, religion, creed, color, national origin or ancestry in their hiring practices or in their treatment of people, and shall ensure that the School maintains non-discrimination policies regarding personnel and students.

Section 3: PERSONNEL

301.1. Handbooks. The Director is responsible for the upkeep of the Human Resources Handbook, the Professional Development Handbook and the Professional Growth and Evaluation Handbook. Principals are responsible for Faculty Handbooks. These handbooks are kept in each of the Administrative Offices, and will be distributed to each Employee. These handbooks include regulatory details for ISB's hiring, contracting, evaluation, and dismissal practices, as well as compensation, benefits, professional standards and development, and grievance procedures. The Board will be informed of any changes to the handbooks. Items from the handbooks that require the direct involvement of the Board are included in the Board Policies below.

301.2. Employee Participation. It is the policy of the Board to encourage Employee participation in decision-making for the School. Such participation shall include, as appropriate, involvement in:

- (1) Policy development.
- (2) Administrative rules development.
- (3) Budget planning.
- (4) Facilities planning.
- (5) Educational program development.

In the development of policies and arrangements for the operation of the School, the Director shall include, at the planning stage whenever feasible, those Employees who will be affected by such provisions.

Each Principal shall maintain channels for conferring with both the teaching and support staff in establishing building-level policies. The Director shall develop with Employees channels for the ready communication of ideas and feelings regarding the operation of the School. He/she shall weigh with care the counsel given, especially that given by groups designated to represent large segments of the staff, such as the Staff Association, and shall inform the Board of all such counsel in presenting recommendations for Board action. [cf. Human Resources Handbook 2.19, Employee Participation]

301.3. Staff Association and Staff Involvement. Designated members of the Staff Association shall meet with the Director and representatives of the Board prior to the adoption of a given year's annual school budget. The agenda for this meeting shall include, inter alia, a discussion of salary and benefits. The Director shall report the Staff Association recommendations to the Board in executive session.

301.4. Grievance Procedure. Employees may face problems of an individual nature that relate to the proper and equitable interpretation of Board Policies or to just and equitable treatment. The School will maintain a grievance procedure as currently outlined in the Human Resources Handbook, which

includes the final appeal process to the Board. Employees and the School shall follow the steps outlined therein. [cf. Human Resources Handbook 6.10, Grievance Procedure]

301.5. Force Majeure. “Force Majeure” procedures apply when, because of an extreme emergency, the Board decides to close the School for an extended number of weeks or months. The status of Personnel in such a situation is detailed in the Human Resources Handbook. [cf. Human Resources Handbook 7.2, Force Majeure]

301.6. Personnel Records. Board members shall have access to professional files only to view all documents prior to meetings pertaining to an individual Employee’s performance evaluation. More details with regard to personnel records are noted in the Human Resources Handbook. [cf. Human Resources Handbook 1.6, Personnel Records]

302.1. Salaries. Salaries shall be paid in accordance with adopted pay scales as detailed in the Human Resources Handbook. [cf. Human Resources Handbook 1.21, Salaries]

302.1.1. Salaries, International. The Board shall use the following criteria in establishing the salary schedule and benefits for foreign-hired personnel:

- (1) Cost of living in Belgrade.
- (2) Competitiveness with other international schools in the region.
- (3) Attractiveness to recruited personnel from countries outside Serbia.

302.1.2. Salaries, Local. The Board shall use the following criteria in establishing the salary schedule and benefits for locally-hired personnel:

- (1) Cost of living in Belgrade.
- (2) Competitiveness with other international schools in Serbia.
- (3) Attractiveness to recruit and maintain personnel in the Serbian labor market.

302.1.3. Administrative Staff Compensation. The Director’s salary is set annually by the Board. The Administrator’s Salary Pay Scale sets annual compensation for all other administrators. The Director shall make annual recommendations to the Board regarding administrators’ salaries, benefits, or bonuses. All bonuses are awarded at the discretion of the Board.

302.1.3. a. Director’s Benefits. In addition to the benefits received by all Administrative Staff, the Director shall receive the following:

- (1) The Director shall have the use of a School-owned or leased vehicle. The School will reimburse the Director for the cost of fuel used on official School business.
- (2) The Director may attend professional conferences and workshops (i.e., AAIE, ECIS and CEESA) at School expense. The Director shall inform the Board prior to registering for such conferences or workshops.

303.1. Evaluations of the Administrative Team.

303.1.1 Director’s Evaluation. The Board shall evaluate the Director’s performance annually, according to a process agreed to in advance by the Board and the Director. The Board shall provide a written evaluation to the Director before the end of each school year. The Director may respond to the evaluation in writing. The written evaluation and Director’s response, if any, shall be placed in the Director’s personnel file. A mid-term review will also be conducted.

303.1.2 Other Administrators. All other members of the Administrative Team are evaluated annually by the Director.

Section 4: SCHOOL FINANCES AND THE BUSINESS OFFICE

401.1. Business Practices. All financial transactions shall be conducted in accordance with lawful and ethical business and accounting practices. Such practices shall be consistent and include proper documentation in accordance with the Business and Finance Handbook. [cf. Business and Finance Handbook, General Business Practices B].

401.2. Financial Accountability. The Director and the Board share fiduciary responsibility for the sound fiscal management of the School. The Board shall receive and review a financial statement of the School prior to every Board meeting.

401.2.1. Fiscal Year. The fiscal year of the School shall be July 1 to June 30. [cf. Business and Finance Handbook, Accounting Principles 1.a.]

401.2.2. Audit. The Board shall engage an independent accounting firm to make an annual examination of the annual financial statements of the School, and to render its report to the Finance Committee within a reasonable period of time. The Treasurer shall then report to the Board concerning the findings of the audit. The summary of the auditor's findings will be available to the School community in accordance with the Business and Finance Handbook. [cf. Business and Finance Handbook 13, Auditing Service.]

401.2.3. Insurance. The Director shall ensure that all appropriate insurance policies are maintained in accordance with Board policies, Serbian law, and the rules of the insurance companies so that there is no lapse in coverage. The Finance Committee shall review all insurance policies annually in accordance with the Business and Finance Handbook. [cf. Business and Finance Handbook, General Practices E.]

401.3. Conflict of Interest. Board members, members of Board committees, the Director, 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 in accordance with the Business and Finance Handbook. [cf. Business and Finance Handbook 15, Conflict of Interest.]

401.4. Bank Accounts. The Board authorizes the establishment of checking accounts, interest-bearing accounts and petty cash funds to be managed to the School's best advantage by the Business Manager in consultation with the Board Treasurer. The School shall maintain bank accounts in Serbia and in the United States. The Finance Committee shall make an annual review of the suitability of the banks and the accounts held by the School, and shall report its recommendations to the Board for action, in accordance with the Business and Finance Handbook. [cf. Business and Finance Handbook 9-10, Banking and Signature Authorization.]

401.4.1. Approvals Required for Payments. Each bank account shall have at least one authorized signatory from the Board. Payments for goods and services in the amount of \$300 or less must be approved by the Business Manager. Payments over \$300 and up to \$5,000 must be approved by the Business Manager and the Director. Payments over \$5,000 must be approved by: the Business Manager or the Director; and the Board Treasurer or the Board Chair. The Board must approve any items which are considered material and are not included as part of the annual operating and capital budgets. [cf. Business and Finance Handbook 7.2.e. to 7.2.h., Expenditure Accounts Payable.]

401.4.2. Investment Program. The Board considers an investment program a critical ingredient of sound fiscal management. The Board authorizes an investment program where the primary objective is to provide safety and liquidity of capital and thereafter to obtain appropriate yield to supplement other revenues for the support of the School's educational program. Accordingly, the investment program should ensure the maximum interest on return in safe and secure investments. The Business Manager will maintain an investment plan, coordinated with the Director and Finance Committee, and approved by the Board no less than once a year. The investment plan will include a short-term investment strategy, which will consider the School business cycle. The Business Manager will also maintain both a short-term and long-term cash flow forecast and regularly report to the

Finance Committee and the Director when excess funds will be available. [cf. Business and Finance Handbook 9.7, Banking - Investment Instruments.]

401.4.3. Delegation of Authority. The Board authorizes the Director, in consultation with the Board Treasurer, to manage all Board-approved activities associated with the investment program. [cf. Business and Finance Handbook 9.7.d., Banking - Investment Instruments.]

401.5. Tuition and Fees. The Board, in consultation with the Director, shall set tuition based upon projections for the budget year so that the estimated total tuition income shall cover or exceed the School's operating budget. The Board shall set all fees, and shall consider changes to such fees upon recommendation by the Treasurer. [cf. Business and Finance Handbook 4.1, Income – Establishment of School Fees.] In the event the parent or guardian does not meet the payment schedule, a late payment fee may be charged. All outstanding debts shall be paid before a student can be re-enrolled for the following school year. The Treasurer shall inform the Board of any outstanding tuition and fees that are one semester in arrears. [cf. Business and Finance Handbook 4.2, Income – School Fee Payments.]

401.5.1. Tuition Assistance. In extreme situations of financial hardship, a family may submit a written request for temporary tuition assistance to the Director. If the Director deems the request to have merit, he/she shall submit the request together with his/her recommendation to the Finance Committee for review. The Finance Committee will forward its recommendation to the full Board for approval in executive session. [cf. Business and Finance Handbook 4.6, Income – Tuition Fee Exemption.]

401.6. Expenditures. All expenditures shall be generally approved by the Board during the annual budget adoption process. Specific approvals will be made for specific items according to procedures set by the Director and/or Business Manager. The Director and Board Treasurer will receive a monthly summary from the Business Manager of all expenditures. The Business Manager or Director should, at all times, make the Board Treasurer aware of any discrepancies or projected discrepancies between the Board-approved annual budget and actual expenditures.

Expenditures of the School shall not exceed the total amount approved by the Board without prior approval of the Board. The school budget is comprised of categories, sub-categories, and line items of expenditures, and the Director has flexibility to manage budget items, line items, sub-categories, and categories respecting certain parameters assuming that no changes will exceed the overall approval level of expenditure of the School. The flexibility for line items is up to 30% (higher or lower) of the approved line item, not to exceed \$30,000 (whichever is lower). The parameter for sub-categories is 15% of the approved sub-category, not to exceed \$50,000, and the parameter for categories is 7.5%, not to exceed \$100,000. Any changes that exceed these parameters are to be discussed with the Finance Committee and brought to the Board for consideration of a budget modification. [cf. Business and Finance Handbook 7, Expenditures.]

401.7. Real Estate. The Director or his/her designee shall locate suitable properties for educational and extracurricular spaces and shall recommend such real estate contracts to the Board. All real estate contracts for School facilities must be approved in advance by the Board. [cf. Business and Finance Handbook 14.1, Other.]

401.8. Salary or Travel Advance. No guarantees of Employee's contracts or debts are to be made by any officer or Employee of the School without prior authority from the Board. Loans and/or advances may be made to Employees of the School under conditions of travel, sickness, death, or hardship, as set forth in the Business and Finance Handbook. [cf. Business and Finance Handbook 7.5.b., Expenditures.]

Section 5: STUDENTS

501.1. Handbooks.

501.1.1. Parent & Student Handbooks. Parent & Student Handbooks are published and distributed for all ISB teachers and families, and are posted on the ISB website. These handbooks outline student rights and responsibilities, detailed codes of conduct, and details of the academic program and student assessment. The Board shall be informed of any changes that are made to these handbooks.

501.1.2. Admissions Handbook. An Admissions Handbook will be kept in the Admissions Office and in each of the Principals' Offices. Changes to the Admissions Handbook require the approval of the Board.

501.1.3. Course Schedule and Instructional Standards. The Administrative Team is responsible for upkeep of annual course schedules and instructional standards.

501.2. Student Conduct. Students have rights that should be recognized and respected, and responsibilities that they are expected to assume. Students will conduct themselves at all times in a manner which will bring credit upon themselves and the School. In general, common-sense standards of respect, courtesy and behavior apply. Each student is expected to show respect for other people, their possessions, and their time, and will be responsible and accountable for their actions. Ignorance of a specific School rule is no excuse for inappropriate behavior. Specific standards of behavior and dress can be found in the Parent & Student Handbooks.

501.3. Student Complaints and Grievances. Complaints and grievances can and shall be resolved whenever possible between the student and the teacher or other Employee. If any matter cannot be resolved at the teacher level, the Administration shall adjudicate. The Administration's decision shall be final. However, if the student feels that his/her complaint has not been fully or fairly dealt with, the student may appeal in writing to the Board as a last resort. Further details regarding the procedure are laid out in the Parent & Student Handbooks.

501.4. Smoking and Drug Use. ISB is a smoke-free, drug-free campus. Details regarding smoking and drug use, as well as abuse of other substances, are outlined in the Parent & Student Handbooks, Faculty Handbooks and the Human Resources Handbook.

501.5. Student Discipline. Teachers and Administrators will communicate with parents when there is a serious breach of proper student behavior. Recognizing the "partnership" parents have with the School in providing assistance for modifying negative student behavior, teachers and Administrators are authorized to discipline students as required. Specific guidelines for student discipline, including clear definitions for the type of infractions and the Discipline Safety Net process, can be found in the Parent & Student Handbooks.

501.6. Expulsions. "Expulsion" is defined as the permanent removal of a student from the School. If a student's conduct fails to improve after one or more suspensions, or if the initial offense is considered sufficiently serious, the student may be expelled from the School. The recommendation for expulsion must be reviewed by the Administration with the student and his/her parents. Notification of the recommendation must then be made in writing to the family. They must also be advised of the right of appeal to the Board and the timeframe for doing so. The ultimate decision to expel a student lies with the Board in executive session.

502.1. Admissions Priorities. Admission to the School shall be determined by the Director. In the event of a limited amount of classroom space, students will be admitted according to a priority system detailed in the Admissions Handbook. Any exemptions to admissions that are not consistent with this system shall be approved on a case-by-case basis by the Board.

502.2. International Character. The Board desires to support and preserve the international character of the School. To assist the Board in monitoring the relative numbers of students from the

international community and host-country nationals, the Director shall prepare a report stating the number of students in each grade level from each country who have applied for admission to the School and who are currently attending the School. The report should also list the same information for each of the preceding five school years, if available, so that the Board may better identify any trends in enrollment. The Director shall present this report to the Board at the Board's September and May meetings each year.

503.1. Instructional Standards. The School seeks to provide an enriched, high standard international instructional program in English, supported by instructional standards that identify what students should know or be able to do. Standards and courses of study are therefore based on a logical progression of knowledge and skills within the framework of the International Baccalaureate Organization (IBO), including Diploma Program (DP), Middle Years Program (MYP), and Primary Years Program (PYP) curricula. Curriculum decisions rest with the Administrative Team, as advised by the school's Educational Leadership Team.

503.2. Academic Freedom. ISB students will learn in an environment that is open-minded, diverse, unbiased and current, while being sensitive to the political environment in which the School operates. Discussion of issues that may be considered controversial must be limited to facts that create avenues for individual students to arrive at their own conclusions.