

# The Anglo-American School of Sofia



# Board Policy Manual

- *Revision History: Approved November 2015; Updated June 2016; Updated February 2017; Updated August 2017*

## **THE AAS MISSION / МИСИЯТА НА ААУ**

**We engage, support and prepare each student for today and tomorrow.**

**Ние ангажираме, подпомагаме и подготвяме всеки ученик за днешния и утрешния ден.**

### **We...**

- *Foster a love of learning, healthy living and international community*
- *Develop the knowledge, skills and values to communicate, find solutions and innovate*
- *Enhance critical thinking, resourcefulness and creativity*
- *Cultivate leadership, compassion and responsible citizenship in both attitudes and actions*
- *Nurture the abilities to interact effectively with others and to act independently with confidence*

## **OUR CORE VALUES / ОСНОВНИТЕ ЦЕННОСТИ НА ААУ**

**Commitment, Respect, Excellence**

**Всеотдайност, Уважение, Съвършенство**

### **Commitment...**

- *Academics, athletics, arts, service and sustainability collectively support our mission*
- *We believe that learning is a life-long journey that is transformative, collaborative and explorative*
- *We appreciate and celebrate that the achievements of our holistic approach promote continuous growth*
- *Self-awareness, willingness to push beyond limitations, and the desire to see things through to completion contribute to intellectual, social, emotional and physical well-being*
- *“[One learns] the value of hard work by working hard.” - Margaret Mead*

### **Respect...**

- *Integrity, empathy, mutual respect and consideration, and an ethical environment commensurate with the United Nations Declaration of Human Rights support our mission*
- *We believe that embracing a mix of cultures, talents, experiences and socioeconomic diversity makes AAS an authentic and fulfilling place in which to learn*
- *We appreciate and celebrate people as individuals with unique talents and abilities*
- *Wisdom and caring promotes the development of attitudes, values, self-regulation, relationships and responsible citizenship*
- *“Attitude is a little thing that makes a big difference.” - Sir Winston Churchill*

### **Excellence...**

- *Challenging, authentic and connected curricula, programs and assessments draw on the best international practices, help students develop the IB Learner Profile traits, and meet the requirements of our accreditation agencies to support our mission*
- *We believe in encouragement, perseverance, cooperation, acceptance of individual responsibilities, and the provision of diverse and engaging learning opportunities for students*
- *We appreciate and celebrate that successful learning and achievement takes many forms*
- *Graduates leave AAS with more than experience and knowledge; they leave with confidence and an understanding of the role they may play in shaping the future*
- *“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” – Aristotle*

### **GLOBAL CITIZENSHIP/ГЛОБАЛНО ГРАЖДАНСТВО**

**At AAS, we recognize global citizenship transcends school approach, beliefs and actions.**

**В ААУ, ние приемаме глобалното гражданство като важна част от училищния подход, убеждения и действия, и отвъд тях.**

### **We...**

- *Foster people's desire to make the world a better place;*
- *Develop empathy and open-mindedness in communication within and beyond our community;*
- *Enhance an understanding of local and global issues through analysis, creativity and action;*
- *Cultivate respect and acceptance of people's identity, culture and diversity;*
- *Nurture global citizenship through peace, ethics and sustainability initiatives.*

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# 1 - ANGLO-AMERICAN SCHOOL OF SOFIA CHARTER

- *Charter approved May 2010; Last reviewed October 2015; Approved November 2015*
- *NB: Adopted charter requires special voting procedures to amend*

## 1.1 NAME

The organization shall operate under the name of “The Anglo-American School of Sofia”, hereafter referred to as AAS or the School.

## 1.2 PURPOSE

The purpose of the School is to provide scholastic instruction in the English language for the children of the members of the American and British diplomatic communities in Sofia. Instruction will be open to the children of other members of the foreign community and children of Bulgarian parents when space, facilities and policies permit.

## 1.3 LEGAL STATUS

The School operates under the protection of the United States Embassy as a non-profit unincorporated entity.

## 1.4 ORGANIZATION

### 1.4.1 The Board

The Board is the governing body of the School. It consists of nine (9) members, four (4) of who are appointed by the British Ambassador, and four (4) of whom, including the Board Chair, are appointed by the American Ambassador. The president of the Parent Teacher Organization will represent the parents and be the ninth member.

The Board is vested with the authority and responsibility for,

- The formulation and adoption of policies, which govern the administration of the School.
- The inspection and appraisal of the effectiveness of the policies and of their implementation.

No member of the Board shall receive a salary or other financial gain as a result of service on the Board.

The specific duties of the Board shall include but shall not necessarily be limited to the following,

- Determining the needs of the School and of those it is intended to serve.
- Establishing all admission, educational and business policies in accordance with the purpose and needs of the School. In developing such policies, the Board will normally depend upon information and recommendations provided by the Director.
- Selecting the Director. The Board may, as the situation dictates, appoint the Director to act as its agent in contractual matters.
- Approving the budget recommended by the Director.
- Assuring that financial resources will be available to provide the physical and educational means to carry out the objectives of the School.

The Board Chair shall call meetings of the Board. Decisions made by a majority of members attending will be considered binding. A quorum shall consist of five members.

## **1.4.2 The Staff**

### **1.4.2.1 The Director**

The Director is the administrative and academic head of the school and is responsible to the Board. The Director is charged with the responsibility for devising ways and means of administering the School in accordance with this Charter, and effectively and efficiently executing the policies adopted by the Board.

The specific duties of the Director shall include, but not necessarily be limited to, the following,

- Assuming charge of the School as the Board's Executive Officer, executing the policies of the Board (or assuming the responsibility for seeing that they are executed) and recommending policies for the Board to consider for the improvement of the School.
- Securing, preparing, and presenting to the Board such reports and other information as the Board may desire or need with regard to the execution of its policies, or for the formulation of new or modified policies.
- Hiring professional and non--teaching personnel for employment, and when necessary, discharging any staff member rendering unsatisfactory service.
- Deciding general methods of instruction to be used and providing for the continuous revision of courses of study to meet changing needs and conditions and apprising the Board of changes
- Recommending the annual budget and administering the budget after it is adopted by the Board, keeping expenditure within its limits, and maintaining an adequate accounting system.
- Administering the School, including such areas as instruction, guidance, and discipline.
- Teaching such classes, or subjects, as necessary and desirable, compatible with her/his administrative duties.
- Supervising the maintenance of the building, equipment and grounds, and reporting to the Board any requirements in connection therewith.
- Where relevant the term Director or Designee is indicated. This allows the school to better reflect good practice of distributing leadership with the director still being ultimately responsible. This also allows the policies in place to be enacted upon faster where appropriate.

### **1.4.2.2 The Teaching Staff**

Teacher's specific duties shall include, but shall not necessarily be limited to, the following:

- Providing instruction in their assigned classes in accordance with the terms of their contracts and with the administrative procedures established by the Director
- Making recommendations to the Director regarding the improvement of instruction
- Supervision of extra-curricular activities

### **1.4.2.3 The Non - Teaching Staff**

The Board or the Director acting as their agent employs the members of the non-teaching staff.

## **1.5 FINANCE**

The Financial Accounts of the School shall follow the USA Generally Accepted Accounting Principles, (established by the Financial Accounting Standards Board), or International Accounting Standards.

### **1.5.1 Revenue**

#### **1.5.1.1 Tuition**

The tuition fee is established by the Board on an annual basis. Tuition must be paid in Euro denomination in cash, checks, or banker's instruments except as the Board may authorize payment, from time to time, in other currencies.

#### **1.5.1.2 Other Sources**

At its discretion, the Board may sell, rent or otherwise dispose of all property of the School. The proceeds of such transactions will be included in the general fund of the School.

At its discretion, the Board may accept gifts on behalf of the School provided that the acceptance of such gifts does not in any way imply special consideration of any kind for the donor.

The School may accept financial aid from the British and American Governments

The School may, as needed and approved by The Board, apply for and utilize loans and grants from outside agencies to further its aims.

### **1.5.2 Expenditure of Funds**

The Director, after consultation with the Board, shall annually draw up a budget for the following fiscal year commencing July 1 and ending June 30. The budget must be submitted and approved by the Board.

The Board members shall have access to the books and records of the School at all times, and designated members shall make such reports as required by the Board.

The Board shall ensure that the books and records of the School are audited by disinterested parties at least once each fiscal year.

All monies in the fund balance at the end of the fiscal year (June 30) shall be invested to meet future and/or unexpected educational needs of the School.

## **1.6 RELATIONSHIP WITH THE BRITISH AND AMERICAN GOVERNMENT**

The Anglo-American School of Sofia is a private and independent organization. It is not a subsidiary of the British Government, nor of the American Government. The British and American Governments and their agencies have no liability for its obligations. Further, control of the School, its policies, its funds, and its operations rests solely with the Board. Employees of the School are employees of neither the British nor the American Government.

The School enjoys the moral support of the British and American Governments, and may receive material aid from those Governments in the interest of furthering the development of high quality education.

## **1.7 TERMINATION AND DISSOLUTION**

If the School is terminated and dissolved for any reason current tuitions will be refunded proportionately after all indebtedness of the School has been paid. Assets and liabilities will be liquidated in the most suitable manner as determined by the Board, providing such unused surplus will be deposited as a trust fund with a United States or British Disbursing Officer for future use as described in Section 1.2 above.

## **1.8 AMENDMENTS TO THE CHARTER**

This Charter may be amended by a majority vote of the Board (five members) at a meeting of the Board, called by the Board Chair for that specific purpose.

## 2 - BOARD OPERATIONS

- *This section is for Board Procedures, Roles and Relation of Board, School Director and Administration, and PTO*
- *Revision History: Last Reviewed October 2015; Approved November 2015; Updated May 2016*

### 2.1 DEFINITION

The Board of the Anglo-American School of Sofia (hereinafter referred to as the Board) exercises full control and direction of the business and affairs of the School in compliance with the Anglo-American School of Sofia Charter (hereinafter referred to as the School Charter). It has all the powers and authority to perform all acts, which the School may legally exercise and perform, and which are legally required to be exercised and performed.

### 2.2 POWERS OF THE BOARD

In particular the Board is vested with the authority and responsibility for,

- Determining the needs of the School and those it is intended to serve in compliance with the School Charter.
- Formulating and adopting such policies as it considers necessary, including policies on admissions, the educational program and the business affairs of the School. In developing such policies, the Board will normally depend upon information and recommendations provided by the Director.
- Reviewing and appraising the effectiveness of the policies and of their implementation.
- Ensuring that sufficient financial resources are available to provide the physical and educational means to carry out the objectives of the School as set out in the School Charter.
- Setting the tuition and other fees for the School.
- Selecting and hiring the best School Director available when a vacancy exists.
- Delegates to the Director the responsibility of appointing, and fixing the compensation for, administrators, teachers and other employees, as deemed necessary, terminating such appointments, if required.
- Approving, amending or rejecting the annual budget, curriculum and the School Calendar, as recommended to it by the Director.
- Ensuring that the School retains its full Accreditation status.
- Developing, reviewing and approving the Strategic Plan.
- Being informed of all decisions to remove students from AAS.

### 2.3 LIMITATION OF AUTHORITY

Individual Board members have no authority to act except in meetings of the assembled Board, or by specific designation of the Board.

### 2.4 LIABILITY

All Board members, during their period of office, are covered by a Not-for-profit Protector/Directors and Officers Liability Policy.

## **2.5 MEMBERSHIP**

### **2.5.1 Board Members (Voting)**

There are nine (9) voting members of the Board. The American Ambassador appoints four (4) including the Board Chair and the British Ambassador appoints four (4). The ninth member of the Board is the elected President of the PTO (Parent Teacher Organization).

### **2.5.2 Ex Officio Members**

The School Director is an ex officio, non-voting, member of the Board and serves as the Secretary for the Board or the Director delegates a secretary who is approved by the Board. Other ex officio members can be an Administrative Officer of the American Embassy, one or more teacher representatives, and others as deemed appropriate by the Board.

### **2.5.3 Compensation**

No salary or other compensation shall be paid for services as a member of the Board, except reimbursement may be made for reasonable expenses incurred in connection with such services.

### **2.5.4 Term of Office**

The incumbent Ambassador of the country making the appointment determines the term of office of each ambassadorial appointed Board member. The PTO President member of the Board serves the term of their Presidency.

### **2.5.5 Ineligibility**

Employees of the School and/or spouses of such employees are not normally eligible to become Board members. In unusual circumstances the Board may approve exceptions to this rule, but the reason for this must be formally noted.

## **2.6 MEETINGS AND PROCEDURES**

### **2.6.1 Schedule of Meetings**

The Board holds regular monthly meetings during the school year. Special meetings for specific purposes can be called by the Board Chair or a majority of the Board members.

### **2.6.2 Requests for Items to be placed on the Board Agenda**

Any parent or School employee may request that a subject be placed on the Agenda of a Board meeting by submitting the request in writing to the Director and Board Chair at least one week prior to the meeting. The Board makes every effort to honor such requests.



### **2.6.3 Requests for Changes in School Policy**

Requests for changes in School policy may be made to the Board. These should be in writing, and should be addressed to the Board Chair, Board of Directors of the Anglo-American School of Sofia. A copy should also be submitted at that time to the Director. Only the Board acting as a whole in a regular or special meeting and often in conjunction with recommendations from the appropriate Board Committee shall make decisions about School policy.

### **2.6.4 Quorum**

Five voting Board members present at a formally convened meeting shall constitute a quorum. The Director is also required to be present at every Board meeting except when his contract is specifically under discussion.

### **2.6.5 Decisions**

Policy matters may only be addressed at formally convened board meetings. Decisions made by a majority of members attending a formally convened board meeting are binding. Action items may be approved by email if necessary. Such decisions will be reported on the minutes of the next formal board meeting.

### **2.6.6 Proxy Voting**

There shall be no voting by proxy.

### **2.6.7 Minutes of Board Meetings**

The Minutes of the Board shall include those matters regularly moved, seconded and voted, and also recommendations and instructions to the Director. The Director serves as the Secretary for the Board or the Director delegates a secretary who is approved by the Board. These Minutes shall be distributed to all Board members and are subject to approval, amendment or rejection at the next meeting.

### **2.6.8 Executive Session**

The Board shall consider in Executive Session any personal charges against an employee, personnel matters and such other subjects as may be deemed advisable by the Board Chair or a majority of the Board. Minutes of Executive Sessions will be the private notes of the Board, and will be prepared and circulated by whoever is so designated for this task at the meeting.

## **2.7 BOARD COMMITTEES**

- *Adopted: June 2016*

The Board establishes committees for specific purposes. These committees have their areas of responsibility defined by the Board, and are advisory rather than executive committees. The purpose of all board committees is to assist the Board in its decision-making by conducting studies, identifying problems, working through issues, and making recommendations. The ultimate authority to make those decisions remains with the Board, unless explicitly delegated by policy (certain decisions authorized at committee level by the Finance Policy, notwithstanding). AAS will maintain Finance and Governance Committees at all times to ensure proper fiduciary stewardship and oversight. Other board committees will be formed by the Board at such times and for such purposes as the Board deems necessary. Committee chairs, who must be

voting Board members, are appointed by the committee and approved by the Board. Representatives of the community within and beyond the school may be invited by the Board to serve on such committees with Board approval. Meetings will be documented and notes accessible to Board members and members of the committee. The Director is an ex officio member of all committees.

## 2.7.1 Finance Policy

A basic responsibility of the School Board is to approve the annual operating budget for the ensuing school year. The budget should be adequate to properly finance ongoing programs, to provide for additions or alterations as dictated by the projected needs of the school and include a contingency item to provide for the uncertainties of forecasting.

In order to ensure development and sustainability, the Finance Committee is charged with setting a minimum reserve when generating the School’s annual budget. This reserve should be adequate to contribute to the following year’s capital expenditures (including Capital Fund and Building Fund) and maintain the Contingency fund at an adequate level.

### **Budget Preparation**

After consulting with the Finance Committee and members of the professional Staff, the Director has responsibility for preparation of the budget for the following fiscal year, from July 1 to June 30. The Finance Committee prior to its submission to the School Board in January shall approve the budget.

### **Budget Adoption**

The School Board shall approve the budget for the ensuing school year not later than its March meeting. An updated revised budget will be approved at the beginning of the following school year during the November meeting.

### **Amendments**

Amendments may be proposed at any time to the approved budget. The Finance Committee shall approve proposed amendments before they are submitted to the School Board.

### **Budget as Spending Plan**

The budget shall be considered as a controlled spending plan for the ensuing year. All expenditures or commitments in excess of the Authorized Limitations must have prior approval of the School Board.

### **Authorized Limitations**

Authorization and limits of authority to spend money for goods and services needed to carry out the business of the school shall be as follows:

- **Types of Expenditures**
  - Physical Capital is defined as capital required to obtain non-consumable equipment, buildings, and furnishings having an economic life of three or more years. Physical capital acquisitions should be provided for in the Capital Budget.
  - Operating expenses are defined as the non-physical capital required to do business.
- **Authorization**

Limits of authority for expenditures are contained in the table below. All proposed expenditures falling outside the following table shall be presented to the School Board by the Finance Committee along with its recommendation on availability and source of funds.

AUTHORIZED PERSON	EXPENDITURES
Director /Business Manager	Within budget with respect major category lines
Finance Committee	May approved spending up to 5% above a major category line, or 25,000 Euro, whichever is smaller, provided the expenditure is offset elsewhere within the overall budget.
School Board	All else

Note: Any increase to salary scales, as well as any additions to the Capital Budget, must be approved by the School Board.

All expenditures or commitments in excess of the Authorized Limitations must have prior approval of the School Board.

#### **Budget Oversight**

Board members shall have access to the books and records of the School at all times, and designated members shall make such reports as required by the Board.

#### **Reserve Funds**

All monies in the fund balance at the end of the fiscal year (June 30) shall be invested to meet future and/or unexpected educational needs of the School.

### **2.7.2 Board Committee Financial Authority**

Committees other than the Finance Committee, which make recommendations involving expenditures, must obtain approval for expenditure as per 2.7.1.

## **2.8 BOARD-DIRECTOR RELATIONSHIP**

The Board considers that the establishment of policies is its most important function, and that the execution of these policies should be left to the Director. Delegation by the Board of its executive powers to the Director provides her/him with the freedom to manage the School within the Board's policies, and frees the Board to concentrate on policy making and appraisal.

### **2.8.1 Complaints, Criticisms and Requests**

The Board refers all School related complaints, criticisms, and requests to the Director, and agrees to discuss them only at regular meetings in the absence of an administrative solution.

### **2.8.2 Personal Criticism of Employees**

The Board presents personal criticisms of any employee directly to the Director.

### **2.8.3 Evaluation of the Performance of the Director**

The Board shall devote part or all of one meeting, at least annually, and at least twelve months prior to the expiration of the Director's contract, to a discussion of the working relationship between the Director and the Board. It is the Director's responsibility to include such a discussion in the Board's Agenda at an appropriate time.

## **2.9 COMMUNICATION**

The Board recognizes the need for effective communication between and among students, parents, teachers, administration and the Board. To assist in achieving this objective, the following general procedures are recommended for all those concerned.

## **2.9.1 School Director**

The Director is the normal channel of communication between the Board and the public. Questions about School policy should be addressed to the Director. Normally, communications sent to the Board shall be referred to the Director for reply of action. Individual Board members avoid becoming directly involved in administration matters related to students, teachers and administrators.

## **2.9.2 Publicity**

The Board encourages the use of publicity as a means of communicating with the parents and other members of the foreign community. The Director or designee is responsible for the development and distribution of all printed material and publicity. In all matters relating to Board Policy, clearance will be made with the Board.

## **2.9.3 School Calendar**

The Board shall approve the School Calendar for each school year, including holidays and vacation periods. The Calendar shall be made available to parents at the earliest opportunity after it has been agreed, and shall be included in each edition of the annual Family Handbook.

## **2.9.4 Complaints to the Board**

### **2.9.4.1 Complaints from Parents**

In normal circumstances, parents or any others who feel aggrieved over any matter connected with the School should report the problem to the appropriate teacher. If the complainant still is not satisfied, the problem shall be referred to the appropriate Principal. If the complainant still is not satisfied, the problem shall be referred to the Director. If the Director is unable to resolve the matter satisfactorily, the complainant may refer the matter, in writing, to the Board. Any such complaint should be addressed to the Board Chair with a copy for the Director.

### **2.9.4.2 Complaints against Employees**

The Board shall consider no complaint against an employee unless filed in writing, clearly specifying the grounds of complaint and signed by the complaining party. Initially the complaint should be formally submitted to the Director. If the Director is unable to resolve the matter to the complainant's satisfaction, it may be brought to the Board. Any such complaint should be addressed to the Board Chair, Board of Directors, Anglo-American School of Sofia. A copy of that complaint should also be submitted to the Director. The complaint shall be considered in Executive Session. Decisions on the investigation and resolution of such matters, including dissemination to interested parties, will remain with the Board.

## **2.10 DIRECTOR**

The Board shall employ a Director who shall be the Administrator of the School. Her or his term of appointment and salary shall be determined by a majority vote of the Board.

## **2.11 SUMMARY OF RESPONSIBILITIES OF THE DIRECTOR**

The Director is the Administrative and Academic Head of the School as well as the executive officer of the Board, and shall be responsible for the academic quality, organization, operation and administration of the total School program. She or he is charged with executing the policies and decisions of the Board and recommending policies for the Board to consider for the improvement of the School.

As Administrative Head of the School, the Director is responsible for the sound fiscal management of the School. Within the limits of established policy, she or he shall make decisions involving the activities and personnel of the School. She or he shall organize the School and its employees into an efficient and cooperative institution of professionally trained workers, with stress on the importance of teaching and learning.

As the Academic Head of the School, the Director's major effort shall be in the field of educational leadership and supervision. She or he will assure the high academic quality of the educational program and provide for the continuous revision of courses of study and the overall curriculum (both formal and informal) to meet the changing needs of the students and the institution. The Director shall be responsible for the safety, welfare and general development of the children within the School. She or he shall also motivate the teachers to guide and direct the physical, mental, social and emotional growth of those in their care.

The Director may delegate authority and responsibility to others at her or his discretion but, in every instance, she or he is responsible for the proper conduct of the School and its program.

## **2.12 SPECIFIC RESPONSIBILITIES OF THE DIRECTOR**

### **2.12.1 Development and Implementation of Board Policies**

The Director shall recommend policies to the Board, providing data, which will permit it to evaluate the recommendations, and shall be responsible for executing Board policies and decisions. She or he shall also be responsible for maintaining a comprehensive file of Board policies and for providing written copies of these to Board members both routinely and as specifically requested.

### **2.12.2 Administrative Authority**

The Board gives the Director full administrative authority for properly discharging his professional duties, holding her / him responsible for acceptable results.

### **2.12.3 Personnel Management**

The Board delegates to the Director all matters of employment or dismissal of school personnel. The Director will inform the Board of any dismissal activity.

### **2.12.4 Reports to the Board**

The Director shall routinely, and as specifically requested, provide reports to the Board on the evaluation of the instructional program, progress of the students and the general administration of the School.

## **2.12.5 Violation of Policies**

The Director shall report to the Board any willful violation of Board policies by any employee.

## **2.12.6 Personnel Matters**

### **2.12.6.1 Personnel Policies**

The Director shall recommend to the Board policies relating to all aspects of staffing and personnel matters, including salaries and conditions of service.

### **2.12.6.2 Personnel Management**

The Director shall carry out the recruitment, appointment, assignment, classification, evaluation, transfer, promotion or dismissal of staff members. She or he shall also be responsible for ensuring that there are regular procedures for the routine and ad hoc evaluation of the professional services of the School Staff as noted under the appropriate subheadings relating to School Staff.

### **2.12.6.3 Termination of Contract**

In circumstances where the above evaluation procedures shall indicate that an employee is performing at less than satisfactory level, the Director shall schedule additional discussions with that employee and further evaluation of performance. If, after these discussions and suggestions and further evaluation, the performance continues to be unsatisfactory, the Director shall then, as delegated by the Board, terminate that staff member's employment in accordance with the provisions of the contract. All such actions shall be reported to the Board in Executive Session.

### **2.12.6.4 Informing Staff on Board Policies**

The Director shall be responsible for keeping all staff members informed regarding Board policies, which relate to employees.

### **2.12.6.5 Staff Meetings**

The Director or designee shall plan, schedule and arrange for appropriate follow--up action with reference to those Faculty (Grade level or Subject) and other staff meetings that are deemed to be essential to administrative efficiency, the improvement of instruction, and the sound management of the School.

## **2.12.7 Students**

### **2.12.7.1 General Responsibilities**

The Director has the overall responsibility for all aspects concerning the education and welfare of the students in the School in accordance with the policies noted under Section 5: Students. This responsibility includes, but is not limited to, admission, placement, classification, educational instruction, discipline, safety promotion and the retention of students.

### **2.12.7.2 Spiritual Values and Religious Instruction**

While giving due recognition to the spiritual values regarded as important by the different communities represented in the student body, the Director shall have a specific responsibility to maintain the secular status of the School by ensuring that there is no religious instruction in the School or in any of its associated events and programs.

### **2.12.7.3 Emergency Procedures**

The Director shall ensure that Emergency Procedures are regularly revised and publicized, and that drills are held at least two times in each semester.

### **2.12.7.4 Students Travelling on School Vehicles**

The Director or designee shall have the responsibility of ensuring that vehicles provided by the School for student use are in a safe condition, equipped with student safety belts and have emergency communication facilities. The Director will ensure that bus routes and pick up points are as safe as possible.

### **2.12.7.5 Accidents and Sickness in School**

The Director shall regularly review the First Aid Training, and shall ensure that appropriate First Aid procedures, facilities and equipment are always available to deal with accidents and illness that may affect the students in School.

### **2.12.7.6 Supervision of Student Behavior**

The Director or designee shall be responsible for the proper supervision of students in the School buildings and grounds during intermissions, and before and after school. She or he shall be responsible for enforcing the student behavior policies of the Board. She or he shall hold students strictly accountable for any disorderly conduct on their way to or from the School, in School buildings or on playgrounds, or while engaged in any off-campus School activities. Procedures for the enforcement of such policies are outlined in the annually updated Family and Staff Handbooks. The Director shall refer to the Board such cases as require action beyond his authority as Director.

### **2.12.7.7 Dress code**

The Director or designee, in consultation with staff, shall determine a dress-code for students. The dress code will be published in the Family and Teacher Handbooks.

### **2.12.7.8 Suspension of Students**

The Director shall have the authority to suspend students for a period of one week. This period may be extended with the approval of the Board Chair. The Director or appropriate Principal is responsible for notifying the parents or guardians when a student is suspended. For each suspension the School must send a letter to the parents or guardians, giving the reasons for and length of the suspension, and requesting a conference with them. While under suspension, the student shall not attend or participate in any activity at or sponsored by the School. A suspended student shall not be readmitted until a conference has taken place between the Director or appropriate Principal and the student's parent or guardian.

## **2.12.8 Curricular and Co-Curricular Programs**

### **2.12.8.1 Curriculum**

The curriculum includes all elements of the Program of Studies that are offered in the regular school day to students. The Director or designee is charged with deciding general methods of instruction to be used and providing for the continuous revision of curricula to meet changing needs and conditions of the School. Development of the School's curriculum shall take into account the School's Mission and Objectives.

### **2.12.8.2 Educational Instruction**

The Director or designee shall be responsible for all aspects of the instructional program, including the selection of instructional resources. She / he shall further be responsible for organizing a Professional Development Program, for establishing comprehensive assessment procedures and generally for maintaining high standards of educational instruction. The minimum criteria for these shall be those required for the purposes of maintaining the School's Accreditation status and IB authorization.

### **2.12.8.3 Program Adjustments**

The Director or designee shall regularly report to the Board regarding the instructional program, and shall recommend such adjustments as may be necessary to meet student needs. In particular she / he shall ensure that the formally established Curriculum Review Cycle is followed.

### **2.12.8.4 Guidance**

The Director or designee shall be responsible for developing awareness among the staff of the need for student guidance and for instituting effective guidance procedures in the School, including the designation of staff with specific guidance responsibilities.

### **2.12.8.5 Reports, Student - Parent - Teacher Conferences and Record Keeping**

The Director or designee shall establish a system of reports, records and forms to be used in the School, including reports to parents on the progress of their children. Such a system shall be subject to regular review, include use of an external benchmark and major changes shall be routinely reported to the Board.

### **2.12.8.6 Student Activities**

The Director or designee shall provide for the organization and supervision of all student activities, both as a direct extension of the Curriculum, and as Co-Curricular Activities.

## **2.12.9 Emergency Closing of the School**

The Director is authorized to announce the temporary closing of the School if actual or potential hazards threaten the safety and well-being of students and employees. Any decision to close the School shall be made by the Director or designated representative in his absence, after consultation, when feasible, with the Board Chair of the Board and other Board members, the professional staff and any other community agencies responsible for the safety and well-being of the community. In all such cases every effort shall be made to ensure that all parents are advised as promptly as possible.



## 2.12.10 School Calendar

- *Revision history – October 2011; March 2014; March 2015*

The Director shall prepare the School calendar, for the approval for the Board. The calendar shall list both days of instruction and teacher Professional Development days, and will provide for a minimum of 180 days when the School is actually in session. The primary purpose of the Calendar is to provide the most effective framework of instructional days for the students, but due attention should also be given to the incidence of Public Holidays (American, British and Bulgarian). The calendar shall be made available to the parents as soon as possible after its approval by the Board. The parameters for the Calendar are,

- 180 full school days for students
- Five Pre-service Days before the first day for students
- One Post-service Day after the last day for students
- Four Professional Days during the student school year
- Similar to previous Calendars:
- School begins last week in August and ends the third week in June
  - October Break
  - American Thanksgiving Holiday (last Thursday and Friday in November)
  - Christmas Holidays (12 Days to 18 Days including weekend)
  - February Break
  - National Day (March 3)
  - St. George Day (May 6)
  - Spring/Easter Break (9 Days to 16 Days including weekend)
  - Bulgarian Culture and Literacy Day (May 24)
- At least one break every six to eight weeks for students and staff

## 2.12.11 Finances, Buildings and Grounds

### 2.12.11.1 Budget and Accounts

The Director is responsible for managing the School's finances in the most efficient and effective manner possible, consistent with meeting the School's Objectives. He shall direct the preparation and presentation of the Annual Budget to the Board. He shall analyze and interpret to the Board long range needs and proposals. She / he shall supervise the activities of the Business Office, including the system of financial accounting and the purchase of supplies and equipment. He shall present monthly financial reports to the Board.

### 2.12.11.2 School Facilities

The Director shall analyze and submit recommendations to the Board regarding School facility needs, including new construction, maintenance and repairs. She / he shall work with appropriate Board Committees and architectural consultants in developing the educational specifications of any additional School buildings.

### 2.12.11.3 Inventories

The Director or designee shall be responsible for establishing a system of inventory of instructional supplies and equipment of particular value to ensure that all items are accounted for at the beginning and at the end of the school year. Such inventory shall include audio-visual equipment, science equipment, office

equipment, equipment relating to all aspects of Information and Communication Technology in the school, and a general accounting of instructional materials, books and other items falling into this category. Such an inventory shall be sufficient to meet the requirements of the annual Audit, but is not restricted to those.

#### **2.12.11.4 School Property**

The Director shall be responsible for and shall establish procedures to ensure proper care and maintenance of the School's buildings, vehicles, furniture, instructional equipment, books and supplies. He shall notify the Board immediately of any loss or damage to School property, however caused.

### **2.12.12 COMMUNICATIONS and PUBLICITY**

#### **2.12.12.1 Communications with Parents**

The Director or designee shall serve as the main channel of communication with the parents, and shall do this by the annual publication of a Family Handbook and by regular and ad hoc letters to all parents. In providing the parents with appropriate information on school events and School policies, he shall take into account the variety of linguistic and cultural backgrounds.

#### **2.12.12.2 The Parent Teacher Organization (PTO)**

The Director shall support the activities of the PTO and work closely with its Executive Committee to achieve the optimum level of support for the School's activities. See also Section 7 Community Relations and the Parent Teacher Organization.

#### **2.12.12.3 General Publicity**

The Director or designee shall normally have the authority to represent the School's position outside the school community, but shall always take into account the special status of the School due to its relationship with the American and British Embassies.

### **2.12.13 INCAPACITY OR ABSENCE OF THE DIRECTOR or BOARD MEMBERS**

- *Revision History: Last Reviewed October 2015; Approved November 2015; Updated February 2017*

#### **2.12.13.1 Duration**

A temporary absence or incapacitation is considered to be of less than three months duration, with the anticipation that the Director or Board member will return to his/her position and duties following this period.

A longer-term absence or incapacitation is one that lasts longer than three months.

#### **2.12.13.2 Incapacity or Absence of the Director**

In the event of the incapacity or unanticipated absence of the Director, the Board shall designate an interim Director and specify any limits on his or her authority it deems prudent and necessary.

In the event of a short-term planned absence from campus more than one day and less than two weeks (i.e. meeting attendance, student event, recruitment, family needs) during the student school year, the Director shall appoint an acting Director on campus.

#### **2.12.13.3 Incapacity or Absence of Board Members**

**Notification:** In the event that the temporary or longer-term absence of the Board member is planned or anticipated, the Board member will notify the Board chair and/or vice-chair. They will in turn notify the Board.

**Actions/Response in the Case of Temporary Absence/Incapacitation:** In the event of a temporary absence of a Board member, the Board will continue to operate in accordance with the Board Policy Manual as long as Board quorum is maintained (5 members, as defined in Section 1.4.1).

In the event of a temporary absence of the Board chair, the Board vice-chair will temporarily take over the chair's duties; the Board will continue to operate in accordance with the Board Policy Manual as long as Board quorum (5 members, as defined in Section 1.4.) is maintained.

In the event of a temporary absence of the Board vice-chair, the Board chair will temporarily take over the vice-chair's duties; the Board will continue to operate in accordance with the Board Policy Manual as long as Board quorum (5 members, as defined in Section 1.4.1) is maintained.

In the case of temporary absence of both the Board chair and vice-chair, the two most senior members of the Board will assume the responsibilities of the chair and vice chair; the Board will continue to operate in accordance with the Board Policy Manual as long as Board quorum (5 members, as defined in Section 1.4.1) is maintained.

In the case of multiple temporary absences of Board members, which result in a lack of Board quorum (5 members, as defined in Section 1.4.1), the Board chair and/or vice-chair will work with the U.S. and/or UK Ambassador on securing temporary or permanent replacements for the absent Board members.

**Actions/Response in the Case of Longer-term Absence/Incapacitation:** In the event of a longer-term, anticipated absence of a Board member, the absent Board member is expected to resign his position on the Board, and the Board will commence the recruitment and selection process to appoint a replacement.

In the event of a longer-term, unanticipated absence or incapacitation of a Board member, the Board will discuss the absence/incapacitation at its next regularly scheduled meeting. Depending on the circumstances, the Board, in consultation with the UK and US Ambassador, may decide to relieve the absent Board member of his/her duties and proceed with the recruitment and selection process to appoint a replacement.

In the event of a longer-term absence or incapacitation of the Board chair, the U.S. Ambassador will select a new Board chair, in accordance with the Board Policy Manual.

In the event of a longer-term absence or incapacitation of the Board vice-chair, the UK Ambassador will select a new Board vice-chair, in accordance with the Board Policy Manual.

## **2.12.14 THE SCHOOL CALENDAR, HOLIDAYS AND VACATION PERIODS**

The school calendar is approved by the Board annually and published in the Family Handbook.

## **2.12.15 INSURANCE**

It shall be the responsibility of the Director to ensure that all appropriate insurance policies, both those effected in Bulgaria and abroad, shall be maintained in accordance with Board of Director Policies,

Bulgarian Law and the premium payment requirements of the Insurance Companies or the School's Insurance Brokers. The Finance Committee will conduct an annual review of insurance policies and companies.

### **2.12.16 DISPOSAL OF SCHOOL PROPERTY**

The Director may arrange for the disposal of obsolete materials and equipment. The criteria for deciding on their disposal are as follows,

- They are no longer in current use, and there is no likelihood of the School having use for them in future
- They have already been depreciated to zero value in the School's Assets
- A formal record of items for disposal shall be compiled, approved in writing by the Director, and retained in the Business Office with the School's Financial Records.
- Wherever possible they should be donated to appropriate institutions in Bulgaria

### **2.12.17 COMMUNITY RELATIONS GOALS**

Establishing and maintaining positive public relations are responsibilities of the School's Board of Directors, the administration, the teaching staff, and the non-teaching staff, and- to some extent- of students. Efforts will be made to keep the community at large informed about the services, accomplishments, needs and goals of the school and to involve the community in its work for the benefit of the students.

All members of The Board, School staff, and the students, are expected to project a positive image of the School and to act in an ethical manner. The School's Board of Directors endorses a policy of active, open communications between the School, the parents, and the community at large and will seek ways to contribute to the community as well as make use of community talent and resources in the School's program.

### **2.12.18 THE PARENT TEACHER ORGANIZATION /PTO/**

The Parent- Teacher Organization of The Anglo-American School of Sofia referred to herein as the PTO, be recognized by the Board as being the appropriate organization to represent the common interests of all the Parents and Teachers in the School, and to provide appropriate support for the School. All parents of children enrolled in AAS, all teachers and members of The Board of AAS are automatically members of the PTO.

### **2.12.19 Purpose and Objectives**

The PTO is an integral part of the life of AAS, functioning to aid and enhance AAS programs and activities. The objectives of the PTO are,

- To provide an avenue for communication for all involved in the educational process.
- To support extra-curricular and enrichment activities for students.
- To organize fundraising and other special events. All funds collected by the PTO will be used for the express support of the purpose and objectives of the PTO of the Anglo-American School of Sofia.
- To coordinate parent volunteer support as needed.
- To foster positive communication between the administration, parents, students, teachers and the AAS Board of Directors.

## **2.12.20 PTO By - Laws and Policies**

The PTO is a self-governing and self-regulating body and, as such, is neither under the authority of the School Board nor the School Director. The PTO is guided in its operations by a set of By-laws, which include policies related to PTO Officers, (including their election), General Meetings, Committees and procedures for the amendment of PTO By-Laws.

## **2.13 COMMUNITY AND PARENTS' COMPLAINTS, GRIEVANCES AND SUGGESTIONS**

Constructive criticism of the School, its program and its employees is appreciated when it is motivated by a sincere desire to improve the quality of the School and to help the school do its work more effectively. The administration, the staff and the School's Board of Directors will listen attentively and courteously to parents and interested persons who have a concern or complaint about the School or its personnel and will seek to respond to such concerns or complaints in a spirit of openness and willingness to improve.

In general, complaints are best resolved at the level where they arise: between parent and teacher or student and teacher, at the classroom level. Should a parent feel that the problem has not been properly resolved, he/she may request a meeting with a School Principal or the Director. In exceptional cases, the Director may wish to submit a problem to The Board or a committee of The Board.

Anonymous complaints will not be considered.

### **2.13.1 Complaints about School Personnel**

The School trusts its employees and wishes to support their actions. For that reason, a complaint about a teacher or other staff member will be discussed promptly and openly with the person and the person receiving the complaint. The person receiving the complaint will do all possible to ascertain the facts of the matter before making any kind of response to the complaining party or making any kind of commitment or promise. If they cannot resolve the complaint, either party may bring the complaint to the attention of a School Principal or the Director.

If the complaint appears to have merit, the School Principal or Director may arrange a meeting of all parties concerned. The School Principal or Director may arrange for a confidential hearing of the matter and may involve The Board. Every effort will be made to give everyone a fair and unbiased hearing, and to protect the employee's professional and personal rights. In no case will complaints be made or discussed in the presence of students.

### **2.13.2 Complaints about the Curriculum or Materials**

At times, opinions differ about the appropriateness of certain curriculum or instructional materials related to sensitive topics. Any employee receiving a complaint about such matters will try to resolve the complaint informally. However, should an objection remain, the complainant may formally challenge instructional materials or course offerings by taking the complaint to the staff member using said materials. The division Principal may establish an ad-hoc committee, as deemed appropriate by the division Principal, to review the complaint and the complainant will be invited to present their views to this committee.

The committee, or the division Principal if no such committee is formed, will render a decision within two weeks after the formal complaint is made. If the complaining party is not satisfied he/she may appeal to the Director for final decision. The Director may involve The Board or a subcommittee of The Board, but the final decision will be the Directors. Access to challenged materials or courses will not be restricted during the complaint process.

The School supports a spirit of free inquiry, and sees education as a continual exposure of young minds to a wide variety of facts and ideas. At times, these may be seen as “controversial” and professional personnel have the responsibility of presenting such issues with care, tact and objectivity. However, only if, in the professional judgment of the educators in the School, there are overriding educational reasons for doing so, will any book be removed from a reading list or a library shelf, or will any course content be altered in response to a complaint.

## **2.14 APPEALS PROCESS**

If an employee, parent or student does not regard the Director’s resolution to an issue satisfactory, the concerned party may appeal in writing to the Board through the Board Chair with a copy to the Director. While appeals are anticipated to be very rare, examples of sensitive issues in which an appeal may arise are dismissal of an employee, non-re-admittance of a student, dismissal of a student or expulsion of a student.

## 3 – STAFFING AND ADMINISTRATIVE PROCEDURES

- *This section includes guidelines in staffing and school operation (non-student and non-program)*
- *Revision history: Last Reviewed October 2015; Approved November 2015*

### 3.1 STAFF - DEFINITIONS AND CLASSIFICATION

School Staff are defined as all the employees of the School other than the Director. They are differentiated both by their specific qualifications, duties and responsibilities and also by their contract status. The employee contract categories are as follows,

- Administration
- Teaching Faculty
- Teaching Assistants
- Office Staff
- Support Staff

The teaching faculty contract subcategories are:

- International Recruited
- Local International Hire
- Host Country National

All staff members are employed on the basis of a formal written contract or agreement, which is valid for a specific period of time, and usually renewable. Acceptance of the contract signifies the employee's willingness to comply not only with all those items specified in the contract but also with all school policies as approved by The Board. All contracts will be written in both Bulgarian and English, and in a form that is regarded as acceptable under Bulgarian Labor Law.

Although the contract categories have different salary scales and also differences in benefits, there are a number of duties, responsibilities and benefits that apply to all employees.

### 3.2 RECRUITMENT CRITERIA FOR ALL EMPLOYEES

The basic criteria for employment are qualifications and proven experience that are appropriate for the position for which employment is offered. The School's aim is to obtain the best Administrator or Teacher who is available for each and every opening. At least two references will be required before hiring, in addition to a police check.

#### 3.2.1 Diversity/Inclusion

It is the policy of The Board that decisions about staff assignments, promotion, demotion, and selection for training shall be taken without regard to race, color, ethnicity, gender, disability or sexual orientation.

### **3.2.2 Qualifications and Credentials for Teaching Positions**

All candidates for Teaching Positions must provide,

- A currently valid Teaching Credential from the UK, US or a country formally recognized as English - speaking or a teaching credential approved in Bulgaria.
- A Bachelor's Degree from a recognized accredited college or university in the relevant teaching subject area or other similar qualification that is relevant to the teaching assignment for which there is a vacancy.
- Evidence of two years' previous successful teaching experience.
- A personally signed statement to the effect that they have had no criminal conviction, and have never been formally declared as being unsuitable for work with children.
- Depending on the qualifications and experience of the applicant, the requirement of two year's previous teaching experience may be waived by the Director.

### **3.2.3 Criteria for Recruitment of International Recruited Teachers**

In addition to the requirements under Section 4.2.1, recruitment of International Recruited Teachers will be in accordance with the criteria and practices of the major professional international teacher recruitment agencies. Applicants are judged on the evidence of professional and personal qualifications, including educational background, experience, moral character and ability to adapt to the difficulties of living in a foreign environment. Confidential information is obtained from personal interviews, written recommendations, reference checks and placement office records. Such confidential information shall be retained in the Confidential Personnel Files. The Director or Acting Director will personally interview all candidates.

### **3.2.4 Criteria for Recruitment of Local International Hire Teachers**

In addition to the requirements under Section 4.2.1 wherever possible, the Director shall seek the opportunity to arrange for such candidates to undertake practical work in school on a "Substitute" basis before an employment contract is offered, so that there can be a practical evaluation of the candidate's potential. Such posts may be part-time.

### **3.2.5 Criteria for Recruitment of Host Country National Teachers**

In addition to the requirements under 4.2.1 Host Country National candidates must demonstrate, by practical written and oral interviews that they have the appropriate level of fluency in English for working as a teacher at the School.

### **3.2.6 Criteria for Recruitment of Administration**

In addition to the specific profile or job description for each of the posts designated for administration, there is the expectation that all such employees will readily assume responsibilities for undertaking the professional commitments of colleagues who are absent, for participating in the professional evaluation of other employees and for being generally available to serve the needs of the School community as and when such needs are made apparent.



### **3.2.7 Criteria for Recruitment of Classroom Teaching Assistants**

The minimum requirement is a high school diploma, but preference shall be given to those with a Bachelor's Degree and to those with Bulgarian teaching credentials. All candidates for such employment must demonstrate, by competent performance in practical written and oral interviews, that they have the appropriate level of fluency in English for working with children at the Anglo-American School. During the probationary period they may be required to undertake further and formal examinations in English by a professional body designated by the School. It is also desirable that candidates are able to demonstrate, with supporting references, that they have had previous successful experience working with children.

### **3.2.8 Criteria for Recruitment of Office and Support Staff**

#### **3.2.8.1 Specific Skills and Previous Experience**

All such positions will have specific technical requirements relating to that position. Technical competence in accounting and the use of information technology will be assessed by formal certification and/or references from previous employers. Interpersonal skills will be assessed at interview as well as from references.

#### **3.2.8.2 Fluency in English**

All Office Staff must demonstrate, by practical written and oral interviews, that they have the appropriate level of fluency in English for working at the Anglo-American School.

#### **3.2.8.3 Probationary Period**

During the probationary period Office Staff may be required to undertake formal examinations in English by a professional body designated by the School. They must also be willing to participate in appropriate in-service courses both in English and in areas of technical expertise related to their employment. Failure to meet the full requirements of these courses may lead to termination of employment.

## **3.3 GENERAL TERMS OF EMPLOYMENT**

### **3.3.1 Health and Medical Conditions**

#### **3.3.1.1 Medical examination**

All employment is subject to satisfactory completion of the medical examination requirements. In particular there is a requirement for evidence of freedom from active tuberculosis, as shown by chest x-ray or approved intradermal tuberculin test, and for the general certification of fitness to teach by a qualified medical practitioner. For International Recruited Faculty this initial examination should be completed before arrival in Bulgaria. For Local International Hire and Host Country National Employees, a physician approved by the School may undertake such examinations in Bulgaria. Contracts are only valid when these requirements are met. The School on production of appropriate receipts will reimburse necessary costs.

### **3.3.1.2 Staff with communicable or infectious diseases**

The school's policy towards any employee with a communicable and infectious disease such as Hepatitis A or AIDS will be the same as toward anyone who has a serious illness which may cause temporary or permanent disability. The employee must inform the Director of the illness so that the school is able to make arrangement to accommodate the needs arising from the employee's illness/disability if possible. The school shall take care that all medical information shall remain confidential. The school shall handle each case on an individual basis. The employee shall not be restricted or excluded from the school due to their illness or disability, unless an attested medical statement from the employee's doctor, a host country health agency or a school appointed doctor indicates that the person has a condition which presents a danger to the school environment.

### **3.3.2 Confidentiality**

All employees of the School must recognize that their employment formally prohibits them from communicating any confidential information relating to students or staff to anyone outside the school or to any other employees who do not have direct access to such information. The definition of "confidential" is any information related to the school, it's Board, employees, students and their parents that are not included in any of the school's publications.

### **3.3.3 Personnel Files**

#### **3.3.3.1 Confidential files**

All confidential files shall be kept in the Business Office. These files shall contain the following information,

- Original contracts and other contractual documents. The employee may view these.
- Personal, professional and employment records of the employee, including any application forms. These may be viewed by the employee, to ensure their accuracy and for the purpose of updating. Employees may request copies for their own use.
- Formal evaluation records of the performance of the employee in accordance with the performance evaluation procedures approved by the Board. The employee may also consult these.
- Confidential references and records from previous employment. These are not available to the employee. All confidential files will be appropriately safeguarded to prevent unauthorized access.

#### **3.3.3.2 General personnel files**

These files will contain all such details as may be needed for the purposes of obtaining any necessary approvals from the Bulgarian Government, e.g. The Personal Certificate for Foreigners, Customs Forms etc. for the import of personal effects, and other routine administrative information such as Leave Forms, Overtime Payments etc. The Business Manager will maintain these files. These files will also be appropriately protected.

### **3.3.4 Salaries**

Salaries shall be paid in accordance with salary schedules adopted by The Board.

### **3.3.4.1 Criteria for establishing salary schedules**

The Board shall use the following criteria in establishing the salary schedules and related benefits for employees,

- Salary levels for similar positions at comparable institutions.
- Ability to attract and maintain the qualified staff required by a high-quality educational institution.
- The cost of living and opportunities for saving in Sofia.
- The School's ability to pay.

### **3.3.4.2 Payment of salaries**

All internationally recruited and local international hired employees shall receive their salaries in twelve (12) equal installments on the 15th of each month. For internationally recruited employees such payment will be by bank transfer. Internationally recruited employees may opt for all or a portion of their salary to be paid in local currency. Such requests should be made no later than the first teaching day of the school year. The preferred method of payment shall remain in force for the remainder of that school year, but may be changed up to two times at the employee's written direction during any fiscal year. Salaries for international staff are set in Euros.

Salaries for host country national employees shall be paid in Leva in twelve (12) equal installments on the 15th of each month, subject to some adjustment in the month of July to accommodate the absence of employees from Sofia at that time.

### **3.3.5 The Working Day**

For teachers and Administrators the school day begins no later than 8.15 a.m. and ends no earlier than 4.00 p.m. Classroom Teaching Assistants work additional hours, if also required to serve as Bus Monitors. Hours for Office and Support Staff are indicated in their contracts.

### **3.3.6 Staff Conflict Of Interest**

Employees shall at no time engage in any activity that would affect their usefulness as employees in the school, would compromise or embarrass the school, would adversely affect their professional standing, or would conflict with or violate professional ethics. Employees shall not engage in outside activities during the hours required to fulfill assigned school duties. Employees shall not sell any item to any student or to the parents or guardian of a student unless prior approval has been received from the Director. Fulltime employees must receive the Director's approval before accepting additional employment.

### **3.3.7 Transfer of Assignment**

Any employee may request the Director for a transfer of assignment, but such requests will only be considered when the employee is suitably qualified for such a transfer, where a vacancy exists, and usually only at the end of one contract period.

### **3.3.8 Performance Evaluation**

All employees are subject to performance evaluation. There shall be appropriate evaluation instruments for all categories of employees.

### **3.3.9 Contract Renewal**

The timing of this is indicated in the Contracts of Internationally Recruited Teachers. Local International Hire Teachers and Host Country National employees shall be notified of the intention to renew a contract or not no later than 15th May of any school year. At that time the employee will also be notified of the nature of the contract to be offered. The employee must give a positive written response to such an offer no later than 1st June, or the position will be considered available.

### **3.3.10 Contract Termination**

Acceptance of a contract is a legal and ethical commitment to complete its full term. However, extenuating circumstances presented in writing to the Director may be deemed by the Board to be sufficient justification for releasing an employee prior to a contract termination date. In cases where an employee's performance is judged unsatisfactory, the Director may not renew his contract at the end of the contract term, (non-renewal of contract). In severe cases of misconduct or deficiencies in performance, the Director may terminate a contract following the procedures outlined in the employee contract and as noted in Section 4.3.11 below.

### **3.3.11 Dismissal**

It is an explicit condition of employment that failure to follow a legitimate directive of the Board or the Administration, immorality, or conviction of a felony shall be grounds for dismissal. In such cases the Director, as delegated by the Board, may act to terminate the employee's contract at any time during the life of that contract, and the employee shall suffer forfeiture of all benefits and allowances not already accrued under the contract, with the exception of severance benefits provided for in the contract.

### **3.3.12 Grievance Procedure**

Employees shall follow the steps noted below for submitting suggestions and/or for resolving a grievance:

#### **3.3.12.1 Submission of Grievance to the Director**

The employee shall present in writing, the problem and/or suggestions to the Director, who shall respond within ten (10) working days.

#### **3.3.12.2 Appeal to the Board**

If the employee does not regard the Director's resolution of the problem to be satisfactory, the employee may appeal in writing to the Board through the Board Chair with a copy to the Director.

#### **3.3.12.3 Decision of the Board**

The Board Chair shall bring the problem to the next Executive Session of the Board, or, if the delay seems unreasonably long, may convene a special Board Meeting for this purpose. The Board may allow the

employee to present his case in person, but this presentation shall only be when the Director is also present. The Board's decision on the case is final.

### **3.3.13 Use of Free or Donated Materials**

No printed or other materials of any kind from outside the School may be distributed to students or on the School grounds without the prior approval of the Director. With the Director's concurrence, free teaching materials may be accepted for classroom use subject to the following conditions: the material shall be reviewed and evaluated in advance as to their utility and suitability.

### **3.3.14 School Publications**

All publications, including those on the School's web page, must be checked by the teacher responsible to ensure the propriety of the copy and illustrations, and the approval of the Director should be obtained before publication.

### **3.3.15 Use of School Equipment**

The Director may permit teachers to use school equipment overnight or at weekends for the purpose of preparing instructional material for classroom use. Permission may also be granted by the Director for employees to use school equipment in presenting programs for community organizations, nonprofit organizations or for public relations purposes.

### **3.3.16 Field Trips**

All class trips shall be approved by the school and the parents notified well in advance. At the beginning of each year all parents will be requested to sign a general Permission Slip for all field trips that do not involve an overnight stay. Permission for children to participate any trips involving an overnight stay must be obtained specifically for that purpose from the parent or guardian.

### **3.3.17 Photographs**

The school will publish pictures of the students in school documentation, including those used for marketing, and on the school's website, but will not include any names or personal information to identify students.

### **3.3.18 Tutoring**

Employees may charge a fee for tutoring students not enrolled in their classes when approved by the Director or designee. School facilities may be used outside normal working hours for tutoring upon approval of the Director.

## **3.4 LEAVE AND OTHER BENEFITS FOR HOST COUNTRY NATIONAL EMPLOYEES**

### **3.4.1 Annual Leave**

Annual leave entitlements will be specified by a number of days in the contract, and will vary according to the employment status of the staff concerned. In June of each year the School will publish the dates for the

following school year which are formally recognized as “holidays” and those days during a school vacation on which different categories of employee may be required to work.

### **3.4.2 Social security**

The School, as Employer, will pay the appropriate premiums and deduct the appropriate Employee contributions. The school will work with the employee to ensure all available benefits are received.

### **3.4.3 Tax and other deductions**

Employees are responsible for meeting all applicable tax requirements imposed by the Government of Bulgaria. Full tax law compliance is a requirement of employment.

### **3.4.4 Professional Development Funding**

All employees in this category shall also have access to funding for conferences, courses etc. from the Professional Development Budget, subject to successful application for such funding to the Director.

## **3.5 LEAVE AND OTHER BENEFITS FOR INTERNATIONALLY RECRUITED AND LOCAL INTERNATIONAL HIRE TEACHERS**

These are as stated in the contract and blank copies of AAS contracts are appended. Any changes in the form of the contract for any particular year must be brought to the Board for approval no later than the November Board meeting of the School Year preceding the proposed change. The revised version of the contract then becomes a part of the Policy Manual.

### **3.5.1 Working Hours and Leave**

#### **3.5.1.1 Reporting for work**

The contract refers to a work assignment rather than a number of hours per week. In the event that employees are employed on a part time basis, this is expressed as a percentage figure of what would be full time employment. Fulltime employment is perceived to be a student contact workload of approximately 30 out of the 40 periods per week. In addition, there is an expectation that the employee will work outside school hours to ensure that all preparation and marking is completed to a high professional standard. All such employees are also expected to attend all major school events, as required by the Director.

#### **3.5.1.2 Sick leave**

The entitlement to paid sick leave is earned on the basis of one day per month worked from the beginning of a school year up to a maximum of ten days per year. Where an employee has been working for the School for more than one calendar year, it will be possible to accumulate sick leave (up to a maximum of 30 days) from previous periods of employment at AAS. Sick leave for all Bulgarian employees follows Bulgarian law and is stated in their contracts. It is the responsibility of the employee to notify the Director or his representative no later than 7.00 a.m. on the day of the absence so that appropriate measures can be taken to cover the work and responsibilities of the employee. All teachers must ensure that they leave at School sufficient and appropriate records for a Substitute Teacher to continue with the planned program for the day or days of absence.

### **3.5.1.3 Maternity/paternity leave**

The entitlement for paid maternity leave is a maximum of 40 days to be taken, as advised by a medical practitioner, in relation to the birth of the child. The entitlement to paid paternity leave is 5 days. In each case, this entitlement can only be claimed in a second year or subsequent period of employment.

### **3.5.1.4 Bereavement leave**

In the event of the death or serious illness of a parent, spouse, child or designated next of kin, the Board will approve up to 5 days paid leave. In exceptional cases, and after consultation with the Board Chair, the Director may increase the number of days of paid leave.

### **3.5.1.5 Emergency leave**

In cases of real necessity the Director may approve up to a maximum of two days paid leave for the purpose of dealing with an emergency or urgent formal business which cannot be accomplished outside regular school hours. Such leave must usually not coincide with a school holiday unless the Director approves such due to the necessity of the situation.

## **3.5.2 Insurance**

Insurance coverage provided by the school for international teachers is noted in an appendix to the employment contract.

## **3.5.3 Tax and Other Deductions**

All liabilities to tax and other deductions, whether they relate to Bulgaria, or the passport country of the employee, are the responsibility of the employee.

## **3.5.4 Professional Development Funding**

All employees in this category shall have access to funding for conferences, courses etc. from the Professional Development Budget, subject to successful application for such funding to the Director.

## **3.5.5 Remission of Tuition Fees for Dependent Children**

There is a contractual entitlement to this. The child(ren) must meet the Admission Criteria of the School. All requests must be formally submitted through normal admission procedures and then onto the Director for final approval. Such remission of fees will be a part of the employment contract, and will only be granted in cases where no other educational allowance is available. Such remission will only be granted for the term of the contract and any subsequent extensions.

## **3.6 THE SCHOOL YEAR AND THE SCHOOL DAY FOR TEACHING STAFF**

### **3.6.1 The School Year**

The minimum number of "Teaching Days" in a year is one hundred eighty (180), and all Administrators and Faculty are also required to be present in School for the purpose of In-service or Professional Development

for up to an additional ten (10) days. They are also required to attend scheduled events at the weekend for the whole school community such as the PTO Welcome Barbecue, Spring Fair, Accreditation work, as well as safety and emergency procedures. New staff also participate in an orientation.

### **3.6.2 Make Up of Emergency Closing Days**

Teaching days lost due to emergency closing will be made up either through extended school days, Saturday classes, or an extended school year. The required annual number of teaching days (180) will not be reduced except with the Board's approval.

## **3.7 GENERAL RESPONSIBILITIES OF TEACHERS**

Teachers are responsible for the maintenance and development of the larger School enterprise, as well as for the management of their individually assigned duties. While each teacher retains a degree of professional autonomy in the performance of his classroom assignments, he must also comply with certain institutional policies in order to enhance the effectiveness of the overall educational program.

### **3.7.1 Classroom Management**

Teachers are responsible for maintaining a classroom environment conducive to learning, including the discipline necessary for that purpose, and presentation of instruction by methods, which encourage learning and positive personal growth in students.

### **3.7.2 Curriculum**

All teachers are required to follow the Curriculum as set out in the School's curriculum documents. Teachers are also required to present evidence of short and long range instructional planning as indicated in administrative procedures approved by the Director.

### **3.7.3 Professional Development**

Teachers shall attend faculty meetings, grade level or curriculum subject meetings and workshops as scheduled by the Director.

### **3.7.4 Emergency Evacuation Procedures**

Teachers and Teaching Assistants are responsible for ensuring that their students understand the emergency procedures established by the school so that they can be quickly and safely implemented. Each teacher is responsible for ensuring that the official Emergency Evacuation Procedures are posted in an easily accessible position by the exits to the classroom.

### **3.7.5 Yard and Playground Supervision**

Teachers and Teaching Assistants shall supervise the conduct of students and their activities on the School grounds, during morning and lunch recess and before and after school, in accordance with a published schedule.



### **3.7.6 Student Discipline**

Teachers and Teaching Assistants shall always deal with infractions of regulations in a fair, objective manner. Abusive or demeaning language and corporal punishment is prohibited. In any cases in which the teacher is unable to deal with an infraction of regulations in accordance with school policy, the situation shall be fully reported to the Director.

### **3.7.7 Loss or Damage to School Property**

Teachers are responsible for the students' care of school property, materials, furniture and equipment. Loss of or damage to school property shall be reported to the Director as soon as it is discovered. Teachers are responsible for supervising the use and storage of all classroom furniture and equipment, as well as all types of instructional materials, to ensure against loss or damage.

### **3.7.8 Student Records**

Teachers are responsible for maintaining records of student progress, achievement, attendance and such other records as may be required by the school. Information in the students' confidential files may be given only to the parent or guardian or a person designated in writing by such parent or guardian.

### **3.7.9 Reporting Student Progress**

Teachers utilize progress reports, letters to parents, and report cards to inform parents of their children's progress and performance. In addition, the school holds regularly scheduled student-parent-teacher conferences.

### **3.7.10 Reporting Of Child Abuse**

Every student has the right to live in a safe and secure environment. To this extent the school's curriculum will incorporate information, which will instruct the students in this area as well as encourage them to seek help if abused. While remaining sensitive to different cultures, the Board expects school personnel to be vigilant and proactive toward signs of abuse. Such may include: physical abuse, sexual abuse, emotional abuse or neglect. Identifying teachers must report the suspected abuse within 24 hours to the school counselor, who is required to inform the Director. Assuming the counselor agrees that abuse may have occurred, the counselor will notify the nurse who will, if appropriate, examine the child. A written report will be prepared by the counselor and nurse and given to the Director. Pending the nurse's findings, a licensed medical practitioner may examine and write a report if child abuse is suspected. Pending the seriousness of the suspected abuse, the Director may arrange a meeting with the counselor and parents to inform them of the suspected abuse or, in the event of serious abuse, may notify civil authorities after consultation with The Board' Board Chair. The above is to be conducted in accordance to the school's Child Protection Policy.

## **3.8 STUDENT RECORDS AND TRANSCRIPTS**

Accurate records will be maintained for all students attending the School. Parents or guardians of students have the right of access to information about their children contained in the School's recordkeeping system. Former students of adult age, (18 years or older) have the same right. These persons may challenge the content of these records to correct or amend alleged inaccuracies. The School will maintain such records for five years after the student leaves the school. After this period, the records will be destroyed.

## **3.9 HEALTH AND SAFETY**

The school will keep records of accidents and incidents that happen on school property in the course of the school day. These records are confidential. Such reports are used to inform future health and safety practices.

## **3.10 PURCHASING PROCEDURES**

### **3.10.1 Purchase Orders**

All purchases shall be requested on a standard Purchase Order form, which requires the approval of the, Team/Specialist Coordinator or the Principals for items up to a value of Two Hundred Euros (EUR 200). Director or the Business Manager (through Power of Attorney will approve items in excess of this amount.

### **3.10.2 Canvassing**

It shall be the practice of the school to routinely and randomly obtain up to three quotations for the purchase of any local item. At least two quotations are required for all items in excess of a value of Five Thousand Euros (EUR 5,000), except for major items in the Library, Textbooks and Educational Supplies orders, which can only be obtained from a single supplier. The process for the above will be as per the Code of Professional Conduct and in line with all procurement procedures.

### **3.10.3 Confirmation of Goods Received**

All purchases shall be checked into the School, as instructed by the Director, to ensure goods ordered are received. Such will be documented with a signature by the person who is responsible for checking goods have been received.

### **3.10.4 Supplementary Accounts**

In addition to the official School Funds that are recorded in the School's Chart of Accounts, the School's facilities may be used for keeping limited amounts of cash on for specific purposes. All such funds are to be kept separate from all official School accounts.

The School will do its utmost to ensure the safe custody of these funds, but cannot accept any liability for loss, however caused. The Business Office may advise on the format for recording such funds and provide informal auditing procedures, but takes no formal liability for such funds. These funds may only be deposited in one of the School Safes for custody with the specific approval of the Director. Such funds might include those from the PTO, Student Council, Community Service or other sources.

## 4 - ADMISSIONS

- *This section pertains to admissions and enrolment*
- *Revision History: Last Reviewed October 2015; Approved November 2015*

The Anglo-American School of Sofia (AAS) subscribes and agrees in spirit with the United Nations Universal Declaration of Human Rights. Addressing this declaration reflects the commitment by AAS to follow and support widely held universal norms and to conform within the benchmarks of acceptable behavior.

The Anglo-American School of Sofia's primary purpose is to provide high quality education for children in Bulgaria. All applications for enrollment must be received and are subject to review before admission will be granted. Automatic admission will be granted to students returning for consecutive school years. Applicants for grades 9–12 must be in a position to successfully complete a college preparatory academic program in order to earn an AAS diploma. This is determined by evaluating a combination of the following: previous school records, school or counselor recommendations, information from parents and tests administered by AAS in Math and English language proficiency. Diagnostic tests in some subject areas, such as Math, English and World Languages may be given for placement in appropriate subject levels.

In general, students should be no more than eighteen months older or younger than the average age for their grade. For entry into the IB Diploma Program in Grade 11, students must demonstrate an appropriately advanced proficiency in writing and mathematics.

AAS accepts students with no previous experience with English from grades pre-kindergarten to 5. In grades 6 through 12, prospective students should demonstrate increasing levels of language proficiency, as determined by an English language assessment administered at AAS. The development of academic language takes time and the school is committed to preparing students thoroughly for the college or university of their choice. Therefore, students entering grades 10 through -12 must have a substantial level of English language competency.

AAS works within the guideline of having a student body demographic of 67% international, and the guideline of no one grade level being less than 50% international.

### 4.1.1 Priority for Children from American and British Embassies

Provided that there is compatibility with the Age Criteria of the Board (see Section 4.1.4), with the Special Needs policy (see Section 4.1.5), the Class Size policy (see Section 4.1.6) and the Resource Support policy (See Section 5.3) the children of personnel from the two founding Embassies and their related Agencies in Bulgaria will have an automatic right to be enrolled as students.

### 4.1.2 Other Priorities for Admission of Expatriate Children

Within the provisions of the Age Criteria, the Special Needs policy, the Class Size policy, and the Resource Support policy of the Board, the children of other expatriates resident in Bulgaria will be admitted according to the following priorities,

- Siblings of students who have been enrolled in the school for one or more academic years
- The parents have American or British nationality or citizenship
- The parents are employed by other Embassies or by International Non Government Organizations
- The parents are employees of multinational or foreign companies operating in Bulgaria

### **4.1.3 Admission of Children of Host Country Nationals**

Following the admission of expatriate children, and within the provisions of the Age Criteria, the Special Needs policy, the Class Size policy, and the Resource Support policy (See Section 4.1.5) of the Board, the Children of Host Country

Nationals may be admitted to the School subject to the following restrictions: Priority will be given to those children of Host Country national diplomats who have previously been educated outside Bulgaria, and who have expectations of returning abroad to English speaking countries. This will enable their children to continue the education they have begun abroad in English language schools.

The next priority will be given to other Host Country Nationals children, who have spent at least two years in a formal educational institution outside Bulgaria, and who can demonstrate reasonable competence in the English language.

Admission of other Host Country National children will be considered after applicants who fall into the two previous categories.

### **4.1.4 Age Criteria for Enrollment of Students**

The minimum and maximum ages for enrollment of children at the Anglo-American School of Sofia are defined as follows below. The Director must formally approve any deviation from these parameters. In all cases, assignment of a student to a grade level is ultimately the responsibility of the Director or designee.

#### **4.1.4.2 Pre-Kindergarten**

The child must be 4 years of age on or before 1 September of the school year in which admission is requested. Children must be potty trained before being admitted and demonstrate that they are academically, socially, and emotionally ready for Pre-Kindergarten, as deemed by the Elementary Principal.

#### **4.1.4.3 Kindergarten**

The child must be at least 5 years of age on or before 1 September of the school year in which admission is requested, and must not complete 7 years of age within that school year. In rare cases, exceptions can be made for children who will turn 5 by October 1 of the school year. They may be considered for Kindergarten if they demonstrate that they are academically, socially, and emotionally ready for Kindergarten, as deemed by the Elementary Principal.

#### **4.1.4.4 Grade 1**

The child must be at least 6 years of age on or before 1 September of the school year in which admission is requested, and must not complete 8 years of age within that school year.

#### **4.1.4.5 Grade 2 to Grade 12**

At all Grade levels from Grade 2 to Grade 12 no child may be admitted or promoted or retained who is eighteen (18) months or more older or younger than the median age for that class without the Board Chair being notified with sufficient advance time by the Director.

### 4.1.5 Special Needs

The context for the Special Needs Program at the Anglo-American School of Sofia is,

- The acceptance that all children have individual needs. However, not all student needs can be fully met in the regular classroom situation.
- The necessity for the full involvement of the parents at all stages.
- The recognition that the Anglo-American School of Sofia only has the resources to provide a limited program.

The School reserves the right to deny admission or to dismiss a child from the school if it is determined that the school does not have adequate resources to meet the student's needs. The School may also require that additional personnel be hired to meet the needs of a child. In this case, the parents will be responsible with all costs associated with the additional personnel. The Board will be informed of all decisions to dismiss a student due to lack of resources to meet a student's needs.

### 4.1.6 Class Size Policy

- *Revision History: Adopted June 2014; Last Reviewed October 2015; Approved November 2015; Updated February 2017*
- For Pre-Kindergarten the number of students enrolled must be in line with a ratio of children to adults no greater than 7:1.
- For Kindergarten and Grade 1 the maximum number of students who may be enrolled in a class is 20. In rare circumstances the Director may approve an enrollment above the maximum if it is deemed in the best interest of the school.
- For Grades 2 to 12 the maximum is 20 students per class. In some circumstances the class size may be greater to accommodate admissions priorities and / or if it is deemed in the best interest of the school.

## 5 – STUDENTS AND SCHOOL POLICIES

- *This section pertains to student behavior, programming, technology, etc.*
- *Revision History: Last Reviewed October 2015; Approved November 2015*

### 5.1 THE SCHOOL DAY

All Students from Pre-Kindergarten to Grade 12 are required to attend classes from 8.30 a.m. to 15.30 p.m. on Monday, Tuesday, Thursday and Friday. Wednesday is early dismissal with classes starting at 8.30 a.m. and finishing at 15.00 p.m.

### 5.2 ATTENDANCE

As a general rule, students must be in attendance for a minimum of 90% of the school year (from the day of enrolment) in order to graduate to the next school grade. Students in grades 9 to -12 must be in attendance 85% of the school year to receive credits for the courses taken. In special circumstances, students may be able to complete missed coursework exceeding this limit outside of school hours to gain credits upon approval of the Director.

### 5.3 TRAVELLING ON A SCHOOL BUS

The school will provide round trip transportation, in its own or leased buses fitted with lap style seat belts, from and to pre-designated locations where the provision of such a service is reasonable. There is an additional fee for this service. It is a condition of the use of this service that the parent undertakes to support the school's rules and procedures on such transportation as printed in the Family Handbook. Any seriously dangerous or persistent violation of these rules may lead the Director or designee to suspend the child from using the bus for a specified or indefinite period.

### 5.4. STUDENT BEHAVIOR AND THE SCHOOL'S DISCIPLINE POLICY

#### 5.4.1 The Learning Environment

The Anglo-American School of Sofia provides a learning environment that is orderly, supportive, safe, and therefore conducive to learning. The students, parents and staff share the responsibility for creating this positive environment.

#### 5.4.2 Goals of the School Discipline Policy

The ultimate goals of the School Discipline Policy are to assist each student to develop self-discipline and to learn to accept responsibility for their actions. As the children range in age there is a need for flexibility in relating expectations of behavior to the age and maturity of the child.

The policy aims to have as few rules and regulations as is reasonable, but to have high expectations of student responses to these. More specific behaviour guidelines will be published in the Family Handbook.

### **5.4.3 Bullying**

Bullying is not acceptable in or outside of the School. Bullying can take any of three forms: physical (spitting, pushing, stealing, hitting and kicking), verbal (name -calling, teasing, taunting and making threats) or psychological (social exclusion, extortion, intimidation, spreading rumours, and manipulating social relationships). Students who exhibit bullying behaviour will be subject to the procedures listed in the Family Handbook.

### **5.4.4 Drugs and Alcohol Policy**

AAS is a smoke free campus. Students who smoke on campus are subject to disciplinary action. The use or possession of illegal drugs or alcohol by any student of the School on its campus or during school -sponsored activities is prohibited. Any student who violates this policy shall be immediately suspended.

If it is determined after investigation by the Administration that the student was under the influence, (or was in possession of), illegal drugs or alcohol on the school campus, its immediate environs, or at any school-sponsored activity, the student will be subject to expulsion from the School.

The Administration is authorized to conduct random and ad hoc screening and detection programs of students. All School property is under the control of the School and a search of such property, including but not limited to lockers, may be made at the discretion of the Administration if a reasonable suspicion arises that items considered illegal, disruptive or a general nuisance to the educational process are being kept at school. School officials will search a student's person only if there are clear indications that a student has drugs, weapons or explosive or other dangerous contraband in his/her possession and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, of other persons, or of School property. Personal searches will be made only in the presence of two adults of the same sex as the person being searched, and a written report will be made to the Director. Regulations and procedures to implement this policy shall be published in the Family Handbook.

The school will in its educational program include appropriate information and advice to students with regard to drugs and alcohol.

### **5.4.5 Weapons**

No knives, guns, martial arts equipment, or any other potential weapons are allowed on the School Campus or at any School activity on or off the Campus. Any student who violates this policy shall be immediately suspended and, after investigation by the Administration, will be subject to expulsion. Toy weapons are also not allowed at school and violation of this policy may result in disciplinary action.

### **5.4.6 Pornography / Sexually Explicit Media**

- *Revision history – adopted November 2014*

Pornography and sexually explicit Media is not acceptable in our community. Students who exhibit, distribute or promote such media will be subject to the procedures listed in the Family Handbook, Board Policy Manual and Responsible Use Expectations (RUE).

## **5.5 STUDENT ORGANIZATIONS**

The school will encourage as wide a range of activities for students as possible, including activities that encourage and allow the students to participate in democratic procedures and in the undertaking of personal and corporate responsibility. Each of these activities and organizations will have the approval of the Director or designee, and there will be a faculty sponsor in every case to provide the adult leadership that is appropriate.

### **5.5.1 Soliciting Funds**

No funds may be solicited from students without the prior approval of the Director or designee. There is a specific requirement that on any occasion in which funds are solicited, there shall be a clear educational objective. There is a further requirement that all contributions are voluntary.

## **5.6 USE OF SCHOOL EQUIPMENT AND FACILITIES**

It shall be the general policy of the School that the School's equipment and facilities shall not be loaned to any person, firm or agency with the following exceptions:

### **5.6.1 Eligible Organizations**

Organizations eligible to use School facilities shall be related to the education and welfare of the youth in the AAS community, or Bulgarian school community service programs, or the broader AAS community.

### **5.6.2 Events**

The School buildings and other facilities may be used for social, cultural, educational, athletic or charitable events and functions by organizations approved as "Eligible" under Section 7.2.1 above with the specific permission of the Director.

### **5.6.3 Charges for the Use of the Facilities**

All charges shall be on a non-profit basis, including costs for maintenance and personnel. Any damages resulting from approved activities shall be the responsibility of the user. The scale of charges shall be agreed in advance by the Director, as per the established cost sheet and the School will issue a Statement of charges. The income arising from such charges shall be shown in the Accounts as Miscellaneous Donations.



## **6 – SUPPORT FOR STUDENTS WITH SPECIFIC NEEDS**

- *This section pertains to support for students with specific needs*
- *Revision History: Last Reviewed October 2015; Approved November 2015*

### **6.1 RESOURCE SUPPORT FOR STUDENTS**

A resource program is offered to support, if possible, those students who may have specific needs in the areas of Language, Learning Disabilities, Behavioural Problems and High or Low Educational Levels. In all such cases the recommended remedial program should not exceed 20% of a regular weekly timetable, if it is conducted on a withdrawal basis. If progress is assessed to be insufficient for the student to benefit adequately from the AAS curriculum, the student may be asked to leave the school.

#### **6.1.1 The English as a Second Language (ELL) Program**

An English as a Second Language (ELL) program is provided for all those who are not native speakers of English and who have not yet achieved Cognitive and Academic Language Proficiency (CALP). This program is offered at a number of different levels, depending on the assessed proficiency of the student.

Although the School takes advantage of the expertise of its ELL teachers in implementing the Pre-Kindergarten and Kindergarten programs, it is not expected that children in these programs will be withdrawn for ELL tuition or receive specific ELL support in the regular classroom.

In classes (Grade 1 – Grade 5) where there are four children, or 25% of the students, already enrolled who are assessed as having no or minimal fluency, no further children with such a level of fluency may be admitted without notification by the Director to the Board.

#### **6.1.2 Support for Students with a Specific Needs**

A Resource program is offered for students with learning needs, which cannot be accommodated in the regular classroom without support. The remedial program that is recommended should not exceed 20% of a regular weekly timetable, if it is conducted on a withdrawal basis. If progress is assessed to be insufficient for the student to benefit adequately from the AAS curriculum, the student may be asked to leave the school. The Board must be informed of all such decisions.

#### **6.1.3 Support for Students Whose Previous Educational Level Exceeds or is Insufficient to Meet AAS Curriculum Requirements.**

A Resource program is also offered for such students. However, if progress is assessed to be insufficient for the student to benefit adequately from the AAS curriculum, the student may be asked to leave the school. The Board must be informed of all such decisions.

#### **6.1.4 Support for Students Whose Study Skills and/or Social Behavior is having a Negative Effect on Themselves or Others**

A Program provided by the Resource Teacher(s) and Counselor is offered for students assessed as demonstrating study and/or social behavior that is regarded as adversely affecting the progress of the individual student and/or other students in the class. In no case will any withdrawal procedures exceed 20% of the regular weekly timetable. In all such cases, the Board must be informed of all such decisions.

## **7 – FINANCES**

- *This section pertains to finances and fees*
- *Revision History: Last Reviewed October 2015; Approved November 2015; Updated June 2016*

### **7.1 RESPONSIBILITY FOR SCHOOL FINANCES**

#### **7.1.1 The Director**

The Director is responsible for the sound fiscal management of the School.

#### **7.1.2 The Board**

The Board shall annually review and approve the Budget (and any revisions of it that are proposed during the year), the level of School Fees, the Audited Accounts, and shall fix the compensation for administrators, teachers and other employees deemed necessary.

#### **7.1.3 The Finance Committee**

The Finance Committee shall function as a Standing Committee of The Board with a full Board Member as its Board Chair. It shall both advise the Administration and, on behalf of The Board, evaluate proposals from the Administration. Except as provided for under Section 6.2.12 4 b) and 6.3.4 below, it shall only be an advisory body without executive functions.

#### **7.1.4 The Business Manager**

The Business Manager shall, under the overall supervision of the Director, be responsible for the efficient working of the Business Office in accordance with Board Policies and the relevant laws of Bulgaria. The Business Manager shall specifically carry out Cash Counts, both on a random basis and at prescribed intervals, shall oversee the Chart of Accounts, prepare Financial and other Statements as required for the annual Audit, oversee purchasing procedures, and advise the Director on contracts and the application of the laws of Bulgaria to the functioning of the School. The Board may invite the Business Manager to be present in an ex officio capacity at Board of Directors Meetings, and the Business Manager shall be an ex officio member of the Finance Committee.

### **7.2 TUITION AND OTHER FEES**

#### **7.2.1 Tuition Fees**

After reviewing the recommendations of the Director, the tuition shall be so calculated that based upon the projections for the budget year, estimated total tuition income shall cover the school's operating budget. The Fees will apply for one School Year, and be approved by the Board.

#### **7.2.2 Registration Fee**

The Registration Fee is payable on behalf of all new students admitted to the School. The Board shall annually fix the level of the fee for the following School Year. The Registration Fee is payable on behalf of

all new students admitted to the School in its entirety regardless of the date of enrollment and is not refundable.

### **7.2.3 Entrance and Annual Capital Fees**

The Board shall annually fix the Entrance and Annual Capital Fees. Entrance Capital Fee is payable on behalf of all new students admitted to the School.

Both fees are payable in their entirety regardless of the date of enrollment and are not refundable.

### **7.2.4 Bus Fee**

The Bus Fee shall only apply to students who use the School Bus Transportation at the beginning and/or end of each School Day. The Board shall annually fix it for the following School Year. The criteria for fixing the level of the fee shall be the actual anticipated costs of providing such Transportation less a percentage of costs determined by the Director for use of busses for school business during school hours.

## **7.3 BUDGET**

### **7.3.1 Salaries and Benefits Review**

The Director shall bring proposals to the Finance Committee at its November meeting. The Board may, at its discretion, also seek proposals from employees.

### **7.3.2 Presentation of Draft Budget**

After review by the Finance Committee, the Director shall present a draft Budget for the following School Year to The Board for its approval no later than the March Board of Directors meeting each year. The Board shall give formal approval to the working Budget for the following School Year no later than the March Board of Directors Meeting.

### **7.3.3 Surplus Revenue**

The draft Budget shall include provisional allocations for the Capital Fund, the Building Fund and the Contingency Reserve in accordance with Board Policy. All surplus revenue from the annual operating budget shall be allocated to the aforementioned funds at the end of the fiscal year (June 30) to meet future and/or unexpected educational needs of the School.

## **7.4 SCHOOL'S FISCAL YEAR**

The School's fiscal year runs from 1 July to 30 June.

## **7.5 AUDIT**

The Board shall annually appoint an Auditor to audit the accounts in accordance with International Accounting Standards and GAAP at the June Board Meeting. The Audit shall take place in September, and

the Audited Accounts, together with any Management Report, after review by the Finance Committee, shall be submitted to The Board for approval at the November Board of Directors Meeting.

## **7.6 DEPRECIATION**

Amortization of the Fixed Assets is Straight Line Depreciation Method. It is recognized that the Depreciation shown in the Chart of Accounts and Financial Statements is not a cash expense. There is a minimum value of an asset, set by the Finance Committee that determines the assets subject of amortization

## **7.7 SCHOOL FUNDS**

### **7.7.1 Capital Fund**

These funds shall be allocated from the anticipated Depreciation and the Operational surplus. Allocations to the Capital Fund shall be recommended to the full Board by the Finance Committee based upon long-term capital expenditure plans prepared by the school administration.

### **7.7.2 Building Fund**

The Board shall set an annual Capital and Entrance Capital Fee for major capital improvement projects based upon the recommendation of the Finance Committee.

All interest accruing in this fund will be retained in the Building Fund Account. Withdrawals from the Building Fund Account can only be for purposes in connection with Building, Loan obligations or Renovation works on property that is leased or owned by the School.

Signatories for such withdrawals shall be as for all other currency accounts that are held in the School's name, i.e. the Director or his authorized representative and one Board of Director member authorized to be a signatory for this purpose.

### **7.7.3 Contingency Fund**

The aim is to establish a Contingency Fund equivalent to at least fifteen (15%) percent of the annual Operational Expenses. The Board shall decide the allocation to this fund from the amount of operational surplus each year. This Fund may only be used for emergency purposes as determined by a specific Board of Directors decision.

### **7.7.4 Invoices/Payment Schedule**

All tuition and other fees shall be payable as set forth in a payment schedule developed by the Director and approved by the Board Finance Committee. For re-enrollment, invoices (on annual or semester basis) for the following school year shall be prepared in May of the current school year. Re-enrollment payment is due by June 20 for second semester shall be prepared in December for those students who are not charged on an annual basis in the May invoice campaign. Payment for the second semester is due by January 20, unless, through consultation with the Director, an alternative written agreement has been agreed to by both the school Director and the parents or guardians. Students who are admitted to the school at a time outside of the above invoicing times shall be invoiced at the time of admission. Unless otherwise specifically requested, the invoices shall be sent to the parents through the child enrolled in the School.

The charts below details the due dates for payment of invoices.

<b>Re-Enrollment – Invoiced Full Year</b>	
Invoice	May
Payment Due	June 20
Payment Made After July 1	250 Euro Penalty
Payment Made After September 1	10% Penalty On Outstanding Balance
Payment not received by September 10	Student not permitted to attend school until payment received
<b>Re-Enrollment – Invoiced By Semester</b>	
<b>First Semester</b>	
Invoice	May
Payment Due	June 20
Payment Made After July 1	250 Euro Penalty
Payment Made After September 1	10% Penalty On Outstanding Balance for First Semester
Payment not received by September 10	Student not permitted to attend school until payment received
<b>Second Semester</b>	
Invoice	December
Payment Due	January 20
Payment Made After February 1	250 Euro Penalty
Payment not received by February 15	Student not permitted to attend school until payment received

<b>New-Enrollment*</b>	
Invoice	Made After Acceptance
Payment Due	Within 30 Days After Date of Invoice
Payment Made 31 Days After Date of Invoice	250 Euro Penalty
Payment not received within 45 Days After Date of Invoice	Student not permitted to attend school
* After the above the invoicing pattern falls in line with re-enrollment payment schedule	

### 7.7.5 Obligation in The Event of Early Withdrawal

The parent has an obligation to inform the Director or authorized staff member in writing of any withdrawal of a child during the School year.

### 7.7.6 Partial Enrollment / Early Withdrawal

Registration, Entrance Capital Fees and Annual Capital Fees are non-refundable. Tuition Fees are may be refundable on a pro-rata basis by payment as follows,

- Student enrolled 1 – 45 School Days of a Semester: tuition is prorated on a daily basis.
- Student enrolled 46 – 90 School Days of a Semester: 100% of the semester's tuition is charged.
- At the director's discretion the instrument of pro-rata tuition fees may be extended, all other fees remain non-refundable.

Please note that a semester is 90 school days (this excludes weekends and holidays).

#### 7.7.6.1 Trip Refund Policy

- *Revision history – adopted March 2015*

In order to manage costs, ensure space, meet requirements, procure accommodation, review safety and meet chaperone to student ratio needs, the travel, accommodation and excursion arrangements of the above trips are made as far as possible in advance. In light of the above please note,

- Fees associated with travel, accommodation and excursions are to be paid in advance;
- In most cases, these fees are non-refundable and non-transferable. Thus if a student withdraws from a trip, fees associated with the trip are not recouped. If any monies are recouped, the school will return such monies to families, after all accounts are settled;
- Parents are encouraged to purchase trip insurance in relation to your child's travel;
- Fees and arrangements related to visa procurement are the responsibility of the family;
- Should a travel issue arise due to an error; the party responsible for the error will absorb the costs. For example, if travel documents (i.e. passport) are not up-to-date and a student is not permitted to travel then the family would absorb travel costs. If the school made an error and a student was not permitted to travel then the school would absorb travel costs. In the case of shared responsibility for an error then the two parties split the costs evenly;
- Scenarios of force majeure (i.e. sudden civil unrest at anticipated destination) will be addressed on a case-by-case basis.

### 7.7.7 Currency

All fees and payments shall be quoted and made in Euros except as Director or Business Manager may authorize payment, from time to time, in other currencies.

### 7.7.8 Methods of Payment

The preferred method of payment is by credit transfer to the School's Account, the details of which are stated on the invoice and advised in the Family Handbook as well. All charges in connection with this transfer are the liability of the parent. Payment by cheque in Euros or in BGN (Bulgarian Leva) and drawn on a bank, that shall create no additional charges for the School, are also acceptable. Cash payment can only be made with the prior approval of the Director or Business Manager, who shall make such decisions according the School's current cash position.

## **7.7.9 Non-Payment of Fees**

The Board reserves the right to exclude the child and to take other appropriate action in the event that Fees are not paid according to the approved schedule.

## **7.7.10 Financial Assistance**

AAS does not provide financial assistance.

## **7.8 BANK ACCOUNTS**

### **7.8.1 Bank Accounts in Bulgaria**

The School shall maintain bank accounts in Bulgaria and abroad settled in Euro, BGN (Bulgarian Leva), and USD currencies. These accounts shall be used for receiving/transferring funds within Bulgaria and abroad for cash withdrawals, wire transfers, and deposits. The Finance Committee shall make an annual review on the suitability of the current banks, as well as the accounts held by the School, and shall report their recommendations to the November Board meeting.

### **7.8.2 Current Bank Accounts in US Dollars outside Bulgaria**

The School shall use local or abroad Current Accounts for the purpose of receiving income in the form of School Fees, payments for other approved services, Grants and Donations and for the remittance of funds for operational use, salary and related benefit remittances to its employees. The Finance Committee shall make an annual review on the suitability of the banks, as well as the accounts held by the School, and shall report their recommendations to the November Board Meeting.

### **7.8.3 Deposit and Other Interest Bearing Bank Accounts in Banks Outside Bulgaria.**

The School shall maintain Contingency Reserves and other funds not currently required for operational expenses in appropriate local accounts or abroad. The Finance Committee shall make an annual review on the suitability of these accounts, and shall report their recommendations to The Board.

### **7.8.4 Bank Account Reconciliations**

All Bank Reconciliations shall be carried out online on daily basis. Any discrepancies shall be immediately reported to the Director and Business Manager.

### **7.8.5 Signatories for School Bank Accounts**

The School's requirements for these are that they be in accordance with the rules of the bank concerned and authorized staff members approved by The Board through Power of Attorney.

Administration: The Director, Principal (in his/her capacity as Acting Director in the absence of the Director), the Business Manager and/or Financial Controller. A revision of authorized signatories for school bank accounts shall be completed on annual basis and the Finance Committee shall authorize each change.



## **7.9 SUPPLEMENTARY ACCOUNTS**

In addition to the official School Funds that are recorded in the School's Chart of Accounts, the School's facilities may be used for keeping limited amounts of cash on for specific purposes. All such funds are to be kept separate from all official School accounts. The School will do its utmost to ensure the safe custody of these funds, but cannot accept any liability for loss, however caused.

The Business Office may advise on the format for recording such funds and provide informal auditing procedures, but takes no formal liability for such funds. These funds may only be deposited in one of the School Safes for custody with the specific approval of the Director. Such funds might include those from the PTO, Student Council, Community Service or other sources.

## **7.10 VOUCHERS**

All vouchers shall be numbered in sequence and signed on a monthly basis no later than 15th day, or nearest working day, of the following month. The Director shall approve all adjustments to the Chart of Accounts for whatever reason.

## **7.11 CASH COUNTS**

The Business Manager or Financial Controller shall conduct monthly and random Cash Counts. All discrepancies shall be immediately reported to the Director. The Director or Principal shall also conduct cash counts on an annual basis.

## **7.12 INVENTORIES**

The School shall maintain a Fixed Assets and Inventory Register. The School shall also maintain Inventory for each classroom of both, fixed and large items and sets of non-consumable books and materials. The Inventory shall be updated at least once each year, and shall be subject to random checks.

## 8 – GUIDING STATEMENTS

- *This section includes the AAS Vision, Mission and Core Values*
- *Revision History: Last Reviewed October 2015; Approved November 2015*

### 8.1 VISION

The Board will establish the vision for AAS.

#### 8.1.2 AAS Vision 2015-2025

- *Revision History: Adopted June 2015*

Recognizing that AAS has achieved tremendous growth over the last ten years, and that the school is committed to *engage, prepare, and support each student for today and tomorrow*, the Governing Board endorses the following development goals, along with principles to guide such development, over the next ten years:

- We are dedicated to excellence and innovation. We aim to ensure that each graduate is able to successfully pursue the post-secondary path of his or her choice.
- We will undertake all improvements with a commitment to sustainability in the broadest sense - educationally, environmentally, financially, and institutionally.
- We recognize the need to grow and mature as an organization while preserving the best aspects of our warm and friendly atmosphere.
- We support continued student population increases to fully utilize existing and planned facilities. While educational quality, financial sustainability, and facilities will determine the optimal student population size at any given time, the Board envisions growth to approximately 600 students.
- We maintain that educational quality and financial sustainability are the paramount considerations regarding decisions concerning growth.
- We endorse construction of a “Phase IV” expansion of the school to include an auditorium, additional flexible learning spaces, athletic and arts facilities of appropriate size and functionality. These spaces will support students’ growth as global citizens and promote a variety of lifelong activities including the arts, athletics, entrepreneurship, and leadership.
- We work to advance an innovative academic program that prepares students for the twenty-first century and meets the needs of diverse learners.
- We will prudently seek financial, institutional, and educational resources from alumni and the broader community.
- We will develop, enhance and maintain strong connections to the community to exemplify the role and effect on society that we expect of our students and graduates.

### 8.2 AAS MISSION

The Board will confirm the AAS mission.

#### 8.2.1 The AAS Mission

- *Revision History: Adopted May 2013*

We engage, support and prepare each student for today and tomorrow.

We...

- Foster a love of learning, healthy living and international community
- Develop the knowledge, skills and values to communicate, find solutions and innovate
- Enhance critical thinking, resourcefulness and creativity
- Cultivate leadership, compassion and responsible citizenship in both attitudes and actions
- Nurture the abilities to interact effectively with others and to act independently with confidence

## 8.3 AAS CORE VALUES

The Board will confirm the AAS Core Values.

### 8.3.1 The AAS Core Values

- *Revision History: Adopted May 2013*

The core values are commitment, respect and excellence.

#### **Commitment**

- Academics, athletics, arts, service and sustainability collectively support our mission
- We believe that learning is a life-long journey that is transformative, collaborative and explorative
- We appreciate and celebrate that the achievements of our holistic approach promote continuous growth
- Self-awareness, willingness to push beyond limitations, and the desire to see things through to completion contribute to intellectual, social, emotional and physical well-being
- “[One learns] the value of hard work by working hard.” - Margaret Mead

#### **Respect**

- Integrity, empathy, mutual respect and consideration, and an ethical environment commensurate with the United Nations Declaration of Human Rights support our mission
- We believe that embracing a mix of cultures, talents, experiences and socioeconomic diversity makes AAS an authentic and fulfilling place in which to learn
- We appreciate and celebrate people as individuals with unique talents and abilities
- Wisdom and caring promotes the development of attitudes, values, self-regulation, relationships and responsible citizenship
- “Attitude is a little thing that makes a big difference.” - Sir Winston Churchill

#### **Excellence**

- Challenging, authentic and connected curricula, programs and assessments draw on the best international practices, help students develop the IB Learner Profile traits, and meet the requirements of our accreditation agencies to support our mission
- We believe in encouragement, perseverance, cooperation, acceptance of individual responsibilities, and the provision of diverse and engaging learning opportunities for students
- We appreciate and celebrate that successful learning and achievement takes many forms
- Graduates leave AAS with more than experience and knowledge; they leave with confidence and an understanding of the role they may play in shaping the future
- “We are what we repeatedly do. Excellence, then, is not an act, but a habit.” - Aristotle

## 9 – SUPPORTING DOCUMENTS IN RELATION TO THE AAS MISSION, CORE VALUES AND THE BOARD POLICY MANUAL

- *This section provides summary details of extensive related child and staff safety*
- *Revision History: Last Reviewed October 2015; Approved November 2015*

### 9.1 HANDBOOKS

The school will maintain a Family Handbook, as well as a Faculty and Staff Handbook. These handbooks will be reviewed annually.

### 9.2 CODE OF PROFESSIONAL CONDUCT

- *Revision History: Adopted March 2013*

We are a school. Our stakeholders entrust us with children. Integrity, honesty and full compliance with applicable laws have governed the Anglo-American School's practices. AAS faculty and staff have upheld and lived this commitment in their every day responsibilities ever since its founding in 1967. Indeed integrity is of critical importance when working with students and adults alike, and is one of AAS's greatest assets. This Code of Professional Conduct specifies and helps the continued implementation of our mission, by establishing certain non-negotiable minimum standards of behaviour in key areas. The nature of this Code is not meant to cover all possible situations that may occur. It is designed to provide a frame of reference against which to measure any activities. Faculty and staff should seek guidance when they are in doubt about the proper course of action in a given situation, as it is the ultimate responsibility of each employee to "do the right thing", a responsibility that cannot be delegated. It provides a framework when considering the adage "character is not what you do when someone is looking; it is what you do when no one is looking."

- In addition to the above, the Code of Professional Conduct is to support an environment that is commensurate with the United Nations Declaration of Human Rights
- The Code of Professional Conduct applies to the whole school including Pre-Kindergarten to Grade 12, AAS Staff and the AAS Board
- The Code of Professional Conduct works in accordance with all school policies, procedures and handbooks, in particular the AAS Child Protection Policy
- For the purposes of the Code of Professional Conduct references to "staff" include, employees, staff, faculty, volunteers, invited instructors or consultants, coaches, sponsors, contracted employees, including third party contractors.

### 9.3 CHILD PROTECTION

- *Revision History: Adopted March 2013; Updated March 2016*

The Anglo-American School of Sofia recognises its clear responsibility in respect of its "duty of care" to protect children and to support students in school. People serving in schools, because of their regular contact with children, are particularly well placed to detect outward signs of abuse, behaviour changes and other changes in social-emotional and academic conduct. Teachers, teaching assistants, support staff other school staff should note that reporting the suspicion of child abuse, "in good faith" exempts them from school disciplinary action in relation to the AAS Code of Professional Conduct.

- In addition to the above, the Code of Professional Conduct is to support an environment that is commensurate with the United Nations Declaration of Human Rights

- The Child Protection Policy applies to the whole school including Pre-Kindergarten to Grade 12, AAS Staff and the AAS Board
- The Child Protection Policy works in accordance with all school policies, procedures and handbooks, in particular the AAS Code of Professional Conduct
- For the purposes of the Child Protection Policy references to “staff” include, employees, staff, faculty, volunteers, invited instructors or consultants, coaches, sponsors, contracted employees, including third party contractors.

### **Aims**

- To provide an ethos within school where children feel secure, valued, respected and are encouraged to talk and are listened to
- To educate our students through the schools’ Personal, Health, Social and Citizenship curriculum to understand the appropriate behaviour that relatives, friends and strangers may demonstrate towards children
- To educate and guide our students so that they know how they can deal with the behaviour of others that gives them cause for concern
- To train all staff in good practice for recognising and dealing with child protection issues
- For parents to recognise that the school is a caring establishment where they too can seek support and advice in matters relating to Child Protection

## **9.4 SPEAKING UP POLICY**

- *Revision History: Adopted March 2013*

The Anglo-American School of Sofia is committed to conducting its activities in accordance with the highest ethical and legal standards. With this in mind, this document provides a procedure for raising concerns about malpractice or wrongdoing in the workplace. This policy applies to all staff and it is intended to reassure staff that they can raise concerns without fear of victimisation, subsequent discrimination or disadvantage. The Speaking-Up policy supports The Code of Professional Conduct and should be referred to in instances in which acts of unlawful, unethical or improper behaviour are observed.

- In addition to the above, the Speaking Up Policy is to support an environment that is commensurate with the United Nations Declaration of Human Rights
- The Speaking Up Policy applies to the whole school including Pre-Kindergarten to Grade 12, AAS Staff and the AAS Board
- The Speaking Up Policy works in accordance with all school policies, procedures and handbooks, in particular the AAS Code of Professional Conduct and Child Protection Policy
- For the purposes of the Speaking Up Policy references to “staff” include, employees, staff, faculty, volunteers, invited instructors or consultants, coaches, sponsors, contracted employees, including third party contractors.

## 9.5 CAMPUS SECURITY PROCEDURES AND AREA FUNCTIONS

- *Revision History: Developed December 2012; Last Reviewed June 2015*

The purpose of the Campus Security Procedures and Area Functions document is provide instruction and clarity around security on campus. AAS undoubtedly places great value on high quality instruction and the overall learning experience for children and community. The above, while paramount cannot be successfully achieved in an unsafe environment.

### **Particulars**

- A rule for everything is not feasible and removes the importance of sound, fair judgment. Nonetheless, in matters of security it is important to articulate rules and regulations in order to support our community. Thus this document articulates some very specific security procedures in order to minimize ambiguity, but also afford sound judgment
- The nature of this document supports and works in concert with the AAS Emergency Procedures Manual as appropriate
- Communication is key with respect to security and safety

## 9.6 EMERGENCY PROCEDURES

AAS will maintain an Emergency Procedures Manual. This manual will be reviewed annually.