



HARARE INTERNATIONAL SCHOOL

BOARD POLICIES

*A Boldly Diverse Learning Community that
Inspires Curiosity
Embraces Challenge
Nurtures Personal Growth*

Harare International School (HIS) is an international IB World School for children from Early Childhood through to Grade 12, located in Harare, Zimbabwe. Founded in 1992, HIS is a non-profit association, governed on behalf of parents by a Board of Governors, who oversee and monitor the strategic priorities of the School in light of the mission statement above.

The policies below guide the procedures within the School and should be read in conjunction with HIS *Articles of Association* and *By-laws*.

A. Learning

We offer a high quality international education for all students that inspires curiosity, embraces challenge and nurtures personal growth.

As part of this policy, HIS will:

1. Challenge students through an inclusive, balanced educational program to develop intellectually, physically, socially and emotionally to their fullest potential.
2. Offer a full IB programme for the Primary Years Programme (PYP), Middle Years Programme (MYP) and the Diploma Programme (DP).
3. Maintain external accreditation status from Council of International Schools (CIS) and a reputable US-based accrediting agency.
4. Aim to schedule a school year of 180 student contact days, which may be adjusted in certain circumstances but shall not have less than 175 student contact days.

5. Adhere to a maximum class size of (target class size in brackets): EC1-K: 18 (15) students; Grades 1 - 5: 22 (18) students; Grades 6 - 12: 22 (18) students.
6. Adhere to a minimum class size of 10 students (EC1 - Grade 10); with a minimum of 5 students per subject offered in Grades 11-12. Short-term adjustments to class sizes may be permitted to ensure students meet the minimum requirement for the full IB Diploma.
7. Offer a challenging and coherent written, taught and assessed curriculum that addresses the needs of all learners and that is reviewed according to a curriculum review cycle.
8. Develop a comprehensive approach in line with IB philosophy and practices to assessing student learning, which is integral to the academic programme.
9. Purposefully use technology to support student learning, and review use of technology on a regular basis.

B. Inclusion

We are a boldly diverse school, welcoming students of all nationalities, religions and individual identity, striving to accommodate students and community members of all physical or educational needs.

As part of this policy, HIS will:

1. Admit a diverse student body without discrimination on the basis of gender, religion, or race.
2. Aim to implement a fully inclusive approach to admissions on the basis of educational need and physical ability, exploring options for appropriate provision on a case-by-case basis.
3. Commit to a diverse student body in the classroom with no more than 30% of any one national group within the School, and no more than 50% of any one national group in a given class.
4. Maintain and regularly review a Learning Support Handbook that guides the School in supporting students with specific learning needs.

C. Community

We are a multicultural community whose strength is in its diversity, and whose identity is founded on the principles and values promoted in our mission statement. We will actively foster community within the School, with our host country, and the community of international schools.

As part of this policy, HIS will:

1. Expect that all community members, students, parents and employees, behave in a respectful manner that aligns with HIS principles of diversity, inclusion and non-discrimination, and positively contributes to the HIS community as outlined in the HIS Community Handbook and Codes of Conduct.
2. Encourage parents to be partners in their children's education.
3. Collaborate with the Parent Teacher Organisation (PTO) in their efforts to build community engagement.

4. Engage with our host community and actively seek opportunities for learning and cultural exchange.
5. Design service learning, sports, and art opportunities which connect students with the wider community of local and international schools.
6. Foster a sense of community and belonging, and ensure all events and activities embody a clear and consistent HIS identity.

D. Well-Being and Safe-Guarding

We provide a safe, supportive and healthy learning environment which promotes well-being and maintains appropriate safe-guarding procedures.

As part of this policy, HIS will:

1. Require all staff to adhere to HIS child protection guidelines and procedures, supported by relevant and regular professional development.
2. Ensure that anti-bullying procedures are in place and adhered to.
3. Ensure guidelines are in place regarding on-line safety and on-line monitoring on campus.
4. Ensure that up-to-date data protection measures are in place.
5. Ensure that crisis preparedness and management systems are in place and reviewed regularly.
6. Ensure that a controlled access system which clearly identifies visitors is in place and functioning.
7. Maintain a smoke-free and banned substance-free campus at all times.
8. Prohibit the possession, consumption or sale of alcoholic beverages on campus, unless approved by the Director for a specific event.

E. Facilities and Environment

We provide high quality purpose-built facilities to meet the holistic needs of our students and School community. We aim to increase the positive impact of our activities by actively promoting a culture of environmental responsibility in a planned and economically viable manner.

As part of this policy, HIS will:

1. Maintain high quality and safe facilities and an eco-responsible campus.
2. Develop and implement a long range maintenance and facilities development plan that supports learning.
3. Remain an environmentally conscious campus through community action and use of new and developing technologies, optimally using existing buildings and grounds.
4. As part of our commitment to inclusion, strive to provide equal access for all students who may have mobility or learning needs.
5. Embrace opportunities for external groups to host events on HIS campus which are in accordance with the aims of the mission statement, subject to approval of the Director.

F. Human Resources

HIS will recruit and retain high-quality international and local staff members who consistently support, promote and apply the mission of the School.

As part of this policy, HIS will:

1. Maintain sufficient staffing levels and capacities to fulfil the School's mission statement and commitment to inclusion.
2. Recruit, develop and retain qualified, committed and talented professionals and staff without discrimination on the basis of gender, religion, race, or individual identity.
3. Maintain a diverse staff of local and international teachers, where no one nationality constitutes over 50% of the faculty.
4. Review the teacher salary scale and benefits every two years in order to offer a competitive salary and benefits package to attract and retain quality staff.
5. Support a professional development program to provide growth and learning opportunities for all staff members.
6. Implement a robust professional growth and appraisal performance system for all staff members on an annual basis.
7. Adhere to the retirement age of 65.
8. Ensure all staff members meet expected standards of performance based on this appraisal system.
9. Ensure all staff members adhere to a staff code of conduct which lays out the School's expected professional standards of behaviour.
10. Follow safer recruitment procedures as outlined by the HR Manager and the School Director in line with international recruitment practices.

G. Governance

We are a non-profit association, governed by up to nine elected and appointed board members, who oversee the governance of the School on behalf of the Association. All parents are members of the Association and are free to stand for election to the Board.

As part of this policy:

1. The Board is responsible for (i) hiring, nurturing and evaluating the Director; (ii) overseeing the Mission, Strategic Priorities, and Board Policies and monitoring implementation of these plans and overall school performance; (iii) ensuring the long-term financial health of the School.
2. The Board delegates the management, recruitment, and day-to-day running of the School to the Director.
3. The Board and Director will work together, in a congenial, open manner to advance the mission of the School.
4. Board members shall adhere to HIS Practices of Good Governance, Articles of Association, By-laws and Board Procedures Manual.
5. The Board shall be committed to on-going learning.
6. The Board and the Director shall be evaluated annually. The Board takes the decision on whether to renew the Director's contract based on performance.
7. The Board shall develop and/or review the School's Strategic Priorities to realise the School's Mission.

8. The Board shall use the HIS Mission Statement as a guide to make strategic decisions.
9. Board policies are developed with reference to the Association's founding documents: the Articles of Association, the Bylaws, as well as the Council of International School's Code of Ethics.
10. The Board shall review and approve the Board Policies every two years.

H. Finances

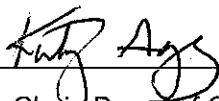
We will utilize our financial resources to further the mission of the School. We will conduct sound financial planning, effectively implement those plans, and maintain sufficient financial reserves to ensure the long-term financial security of the School.

As part of this policy, HIS will:

1. Maintain a strong financial position to ensure financial stability and allow for future growth whilst mitigating financial risks.
2. Develop and maintain reserve funds equal to 25% of operational costs to ensure the financial stability of the School. The reserve can dip below the 25% level for up to 12 months with the advance consent of the Board.
3. Maintain sound systems and procedures to ensure professional financial management and comply with the necessary financial reporting standards.
4. Maintain a Financial Procedures Manual, which will be reviewed annually by the Board's Finance Committee and approved by the Board.
5. Ensure the School's financial statements are independently audited on an annual basis by an internationally recognised audit firm in good standing with the Institute of Chartered Accountants in Zimbabwe.
6. Approve an annual budget for HIS by March 31 for the following school year that balances revenues and expenses.
7. Communicate any intended changes in fees to the Association by March 31 of each school year.

The operation of any section or sections of the Board Policies may be temporarily suspended by a two-thirds vote of Board members.

These Board Policies were duly approved by the Board of Governors by vote on 31 May 2021 in Harare, Zimbabwe.



Chair, Board of Governors

31/6/21

Date



School Director

01 June 2021

Date

