

**Draft**

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## **Administrative Policies**

### **SECTION 1**

#### **1. - FOUNDATIONS AND BASIC COMMITMENTS**

##### **Mission Statement**

KAS challenges students to achieve academic excellence and prepares them to be:

##### **Independent Learners**

Passionate, curious, critical thinkers

##### **Balanced Individuals**

Academic, arts, athletics

##### **Global Citizens**

Aware, ethical, cooperative

#### **1.1 - SCHOOL LEGAL STATUS**

The school is organized as a non-profit association under the Taiwan Civil Law and the Ministry of Education's Supervisory Regulations for Cultural and Educational Societies with the name, *The Association for the Kaohsiung American School*.

##### **1.11 - THE SCHOOL PURPOSE**

In order to attract more foreign investment to southern Taiwan, the Association establishes an independent education facility of high quality with an objective of rendering a significant educational service to the foreign community. The Association's primary task is to provide an American style curriculum that uses English as an official language.

##### **1.12 - NON-PROFIT CHARACTER OF THE SCHOOL**

The Association shall be exclusively for educational purposes; it shall be non-profit with no part of its net earnings accruing to the benefit of any private person or entity. The property of the Association shall be used exclusively for educational purposes. The Association shall at all times observe and fully comply with all provisions of applicable law and shall take every action necessary to preserve the status of the Association as a tax exempt, nonprofit, noncommercial, and nonpolitical educational foundation. The use of the property of the Association shall not be changed without prior approval of the Board of Directors and the appropriate government authorities.

##### **1.13 - MEMBERSHIP**

- A. Each parent and legal guardian of a student at any time then currently enrolled in the School shall automatically become a voting member of the Association. Non-voting membership shall be open to KAS principals, vice-principals and teachers and to such other persons as may be recommended by members of the Association and approved by the Board.
- B. Excepting tuition and other fees or expenses for the education and related activities of students enrolled in the School, there shall be no dues or fees required of members of the Association.
- C. No person shall be excluded from membership in the Association by virtue of race, religion, sex, age, or national origin.

D. Membership of voting members in the Association shall terminate on the date when a member no longer has any child currently enrolled in the School. Non-voting membership in the Association shall be reviewed and approved annually by the Association's Board of Directors.

*Adopted January 20, 2007*

## **1.2 - BOARD OF DIRECTORS**

**1.21 - EXECUTIVE POWERS OF THE ASSOCIATION ARE VESTED IN THE BOARD OF DIRECTORS, COMPOSED OF NOT LESS THAN NINE OR MORE THAN ELEVEN PERSONS.**

**1.22 - APPOINTMENTS OF DIRECTORS TO THE BOARD SHALL BE AS FOLLOWS:**

At least 7 members of the Board of Directors shall be elected by the voting members of the Association; one member of the Board of Directors shall be the designated representative of the American Institute in Taiwan; and at least one but no more than two persons possessing special qualifications in finance or the field of education shall be appointed as members of the Board of Directors by the Board. All Directors serve on a volunteer basis without pay.

**1.23 - ELECTION TO THE BOARD OF DIRECTORS SHALL BE IN THE FOLLOWING MANNER:**

**1.231** - Election of members of the Board of Directors shall be by the voting members of the Association present and voting at the annual general meeting of the Association. Absentee ballots may be obtained by the voting members of the Association at the Principal's office fifteen (15) days prior to the annual meeting. Such ballots must be sealed and delivered in person to the Superintendent's office up until one day prior to the annual general meeting and counted toward the election of the Board of Directors.

**1.232** - Any voting member of the Association except one, who is a regular, paid employee of the school or the spouse of a regular, full-time paid employee of the school, shall be eligible to serve on the Board of Directors. Each of the Directors who are elected must be a member of the Association at all times during his/her tenure on the Board.

**1.233** - A 40-day preliminary notice shall be sent to voting members of the Association by the Secretary of the Board of Directors requesting submission of nominations for election to the Board.

**1.234** - Nominations may be submitted to the Secretary of the Board of Directors no later than 20 days prior to the general meeting.

**1.235** - Each nomination must be seconded by at least two (2) voting members of the Association and must be accompanied by a brief biographic statement and consent to serve on the part of the nominee.

**1.236** - A list of nominees for election to the Board including biographic data for each shall be prepared by the Secretary of the Board of Directors and sent to the voting members of the Association at least 15 days before the annual general meeting.

**1.237** - Elected members of the Board of Directors shall serve a term of twenty-four (24) months and shall continue in office until a successor has been elected or appointed. In the event that any Director shall resign, die, become incapacitated, or become ineligible to serve, prior to the expiration of the term, an acting Director to fill the period from which the position is vacant until the next annual election or any prior by-election shall be appointed by the Board of Directors from among the qualified voting members of the Association. Every elected Director of the Board shall be eligible for re-election.

**1.237.1** - In order to ensure equal opportunity for members of the Association to participate in the Board of Directors, no elected member of the Board of Directors may serve more than two consecutive terms or its equivalent, i.e., forty-eight (48) consecutive months. A Director who has served for a period of 48 consecutive months may be elected again to the Board only after a period of two years (24 months) has passed since the last day of that individual's most-recent prior service on the Board.

This limitation on consecutive terms will apply to current Director's as of the adoption of this provision; however, calculation of consecutive months of Board service for the purposes of this provision shall only be retroactive to the beginning of each current elected Director's current term.

**1.237.2** - Each year, the Principal Officer of the Kaohsiung Branch Office of the American Institute in Taiwan shall designate, from the officers of AIT, one (1) person to serve as a member of the Board. Such appointment should be made 20 days prior to the annual general meeting of the Association and is effective for a one year period. In the event an individual so designated resigns, dies, becomes incapacitated, or ineligible to serve, the Principal Officer shall designate a replacement to fill the unexpired portion of the term.

*Adopted January 20, 2007*

**1.237.3** - The Board shall have the power to appoint at least one but not more than three additional Director's of the Board. The appointed Director(s) shall possess particular skills relating to (1) finances and accounting or (2) the field of education that will enable them to assist the board in fulfilling the board's legal duties and responsibilities. Term of such appointments shall be for one year. The Board may make a reappointment on a year-by-year basis. In the event an individual so appointed resigns, dies, becomes incapacitated, or ineligible to serve, the Board of Directors may designate a replacement to fill the unexpired portion of the term.

*Adopted January 20, 2007*

**1.238** - Elected Director's terms of office shall be staggered with three (3) Director's being elected each year, except as necessary to elect a successor to fill the unexpired portion of a term of a Director who has resigned, died, become incapacitated, or become ineligible to serve, or to increase the number of Director's to the numbers stipulated in the Article VIIA.

**1.239** - Regular, paid employees of the school or the spouses of regular full-time employees of the school may not be designated or appointed as members of the Board. No members of the Board of Directors, whether elected or appointed, may be related by marriage. Designated and appointed members of the board need not be voting members of the Association.

*Adopted October 2002*

### **1.3 - BOARD OF DIRECTORS' AUTHORITY**

The Board of Directors shall have general power to govern the school in such a manner as to fulfill the fundamental purposes of the Association. The Board shall have the authority to:

**1.31** - Formulate policies which will maintain the School as an educational institution of high quality, fulfill the purposed of the Association, and comply with all applicable laws, insuring that the foregoing are translated into actual practice by the School's administration.

**1.32** - The Board of Directors shall provide ample opportunity for all constituents of the school to provide feedback on school policy and operation. In order to achieve this, the Board of Directors shall conduct a number of summits to hear of strengths and/or possible concerns. As such, separate summits shall be conducted for students, parents, faculty and non-teaching staff. Meetings will be conducted objectively, to gather feedback and proposals. The Board of Directors shall not directly address the

issues raised, nor explain policy changes during these summits. Board members will keep written records of these meetings and discuss them within the board and the Superintendent in executive fashion.

*Revised on December 16, 2008*

**1.33** - Recruit, employ, and evaluate a Superintendent who will supervise and direct the School staff in a manner to fulfill the purposes of the Association.

**1.34** - Establish overall fiscal policy, review financial management of the school system, appoint an independent auditor, and approve all changes in budget allocations. Ensure that the Association and School conform to all government financial and reporting regulations.

**1.35** - Establish the tuition and other fees to be paid by or on behalf of students enrolled in the school.

**1.36** - Approve an annual budget for the school, review annual budget and financial statements.

**1.37** - Approve wage schedules for administrators and faculty of the school and any other employees of the Association.

**1.38** - Render quarterly reports to the Association regarding policy changes which have been adopted by the Board and other reports from time to time.

*Revised: November 17, 2005*

**1.39** - Act as an appellate body for any certified or classified personnel of the School who have been subjected to disciplinary action by the School's administration.

**1.310** - Establish committees to advise the Board, when deemed appropriate by the Board.

**1.311** - Act as an appellate body for any member of the student body expelled by the School's administration.

#### **1.4 - OFFICERS OF THE BOARD**

The officers of the Association and the Board of Directors shall be a Chair, a Vice-Chair, Secretary, and Treasurer, to be elected by the Board from among the Director's. Each officer thus elected shall serve as such until the end of his then current term as a Director, but shall not automatically continue as an officer if re-elected (or re-designated or re-appointed) Director.

#### **1.5 - DUTIES OF THE BOARD**

**1.51 - STRATEGIC PLANNING** - Ensuring the long-term viability and strength of the School as a high-quality educational institution shall be a primary objective of all Board policy and actions. As such, the Board shall establish a strategic plan for the school to ensure the development of the School's facilities, curriculum and programs is consistent with meeting the School's purposes set out in the School Charter.

**1.52 - OFFICERS OF THE BOARD** - The officers of the Board shall have the following respective powers and duties:

**1.521** - The Chair shall preside at all meetings of the Association and of the Board of Directors and shall have general supervision of the affairs of the Association. The Chair will also represent the Association in public. The Chair shall keep the Board of Directors fully informed and shall closely consult with them concerning the activities of the Association. He or she shall perform such duties as shall from time to time be assigned by the Board of Directors.

**1.522** - The Vice-Chair shall have such powers and duties as may be assigned by the Board of Directors. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. If neither the Chair nor the Vice-Chair is present for any Board or Association meeting or other relevant occasion, an Acting-Chair for such meeting shall be chosen by the Board of Directors.

**1.523** - The Secretary shall act as secretary of all meetings of the Association and the Board of Directors and shall keep the minutes of all such meetings in the books proper for that purpose. He/she shall perform all duties customarily incident to the office of Secretary, subject to the control of the Board of Directors and shall perform such other duties as shall from time to time be assigned by the Board of Directors. The Secretary shall also take minutes of Executive Sessions of the Board, which shall be subsequently approved by the Board members participating in the Session and held in confidential files by the Secretary. In the absence of the Secretary at any meeting of the Association or the Board, the presiding officer may appoint any member of the Association or the Board to act as secretary for the meeting.

*Revised: June, 2004*

**1.524** - The Treasurer shall represent the Association and the Board in coordinating with the School's administration and accounting staff to assure that required financial statements and reports are prepared and presented to the Board and to appropriate government authorities. He or she shall perform all the duties customarily incident to the office of Treasurer, subject to the control of the Board of Directors and shall perform such other duties as shall from time to time be assigned by the Board of Directors.

*Revised: June, 2004*

### **1.53 - CONFLICT OF INTEREST AND ETHICS**

Members of the Board shall refrain from discussion and voting on any issue before the Board for which he/she has a conflict of interest, including, but not limited to, school business with outside entities with which that member or his/her immediate family member has a direct business or personal relationship. Should such a conflict-of-interest exist, the Board member must declare the conflict to the other members of the Board and refrain from any attempt to affect the outcome of the Board's consideration and vote on that member.

*Revised: June, 2004*

### **1.54 - MEETING WITH THE MEMBERS OF THE ASSOCIATION**

#### **1.6 - MEETINGS OF THE BOARD**

**1.61** - The Board of Directors shall meet at least once each month during the academic year on a date set by the Chair. Meetings of the Board of Directors, excepting portions of meetings dealing with sensitive personnel issues, shall be open to the public.

**1.62** - Special meetings of the Board of Directors shall be called by the Chair or Secretary upon request of a majority of the Board of Directors.

**1.63** - A notice and copy of the proposed agenda and minutes (minutes of the preceding meeting of the Board) should be sent to each Director of the Board at least five (5) days prior to any regular meeting of the Board notice of the time, place, and purpose of each special meeting of the Board of Directors shall be given by the Secretary by contacting each Director at least 24 hours prior to the meeting. A notice and proposed agenda for regular and special meetings and minutes of the preceding meeting should be posted in a place accessible to the public in the school. Appropriate government authorities may also be notified and invited to all regular and special meetings of the Board.

*Revised: January 2007*

**1.64** - At all meetings of the Board, a majority of the members shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the Director's present may adjourn the meeting until a quorum is obtained. At any such adjourned meeting at which a quorum is present, any business may be transacted at the meeting as originally called.

**1.65** - At any meeting of the Board, each Director present (in person or represented by written proxy to another Director present) shall be entitled to one vote. Except as expressly provided herein or by applicable law, resolutions of the Board shall at any meeting at which a quorum is present be adopted by the affirmative vote of a simple majority entire Director's.

*Revised: January 2007*

**1.66** - All proceedings of the Board and its committees, including special and executive sessions, may be conducted following Robert's Rules of Order, in its most recent published edition. In any case in which the Board Policy Manual has established rules that differ from those of Robert's Rules of Order, the Board Policy shall prevail. Each Board Member shall be provided a copy of the latest version of Robert's Rules of Order and new Board members shall be provided training on these rules.

*Revised: January 2007*

## **1.7 - ANNUAL MEETING OF THE ASSOCIATION**

**1.71** - The annual meeting of the Association shall be held in the month of April of each year. Other special meetings of the Association may be held at such times as the Board of Directors shall determine or upon the written request to the Chair of 25 members of the Association, specifying the nature of the business to be transacted. Meetings of the Association shall be held at the school or at such other places as the Board of Directors shall determine. All members of the Association shall be given not less than fifteen (15) days prior written notice, including a proposed agenda of any regular or special meeting and, in the case of a referendum or vote by mail, shall be given a ballot therefore not less than fifteen (15) days prior to the deadline for marked ballots to be returned to and received by the Association.

**1.72** - The agenda of the annual general meeting of the Association shall include the following items:

- a) the minutes of the preceding annual general meeting
- b) an annual report by the Association Chair
- c) the most recent Treasurer's report and Auditor's statement for the preceding financial year
- d) Approval of annual budgets for the next financial year.
- e) other committee reports, if applicable
- f) election of members to the Board
- g) Superintendent's report
- h) Other business of which twenty (20) days notice in writing has been given to the Secretary

*Revised: January 2007*

**1.73** - Each voting member of the Association shall be entitled to cast one vote on all matters to come before the Association. Subjects which may come before the Association for vote are (1) election of the Association Board of Directors, (2) non-binding resolutions or recommendations to the Board of

Directors, (3) amendment of the Articles of Association or of Association by-laws, (4) dissolution of the Association or the School, and (5) any other matter provided by law.

**1.74** - Except as otherwise expressly provided herein or in the By-laws or by applicable law, a quorum at any meeting of the Association and in any vote or referendum by mail shall consist of twenty-five (25) members of the Association, and all matters voted upon by mail or at any meeting of the Association at which a quorum is present shall be decided by a simply majority of the members who submit ballots prior to the deadline for receiving mailed ballots or, in case of any meeting of the Association, are in attendance thereat. If no quorum is present within 30 minutes of the time set for the meeting, the meeting shall be postponed to a date (not exceeding fourteen days) to be determined by the Board of Directors. If a quorum is not present for the postponed meeting, the meeting shall proceed with the agenda.

### **1.8 - ESTABLISHMENT AND AMENDMENT OF BY-LAWS AND AMENDMENT OF THE CHARTER OF THE ASSOCIATION**

**1.81** - The Association shall have the power to amend this charter and establish or amend by-laws for the proper and efficient conduct of itself and the School. In no event, however, shall amendments be made to the Charter so as to impair or alter the purpose and nonprofit character of the Association.

**1.82** - Amendment of the charter being a slow process, any policies stated in this manual which are not in total agreement with the charter will be placed before the association at its annual meeting for approval and followed up through the court to obtain legal clearance. In the meantime the Board of Directors will operate according to the manual, with the exception that no action affecting the non-profit nature of KAS is allowed.

**1.83** - Amendments to the charter and the by-laws may be proposed by the Board of Directors or by any voting member of the association. Any voting member(s) wishing to propose amendment(s) shall deliver a written text of the proposed amendment(s) to the Board of Directors accompanied by a petition signed by at least ten (10) voting members, indicating their agreement with the proposed amendment(s), at least thirty (30) days prior to the meeting at which the proposed amendment(s) is (are) to be considered.

**1.84** - The Board of Directors shall give notice of the proposed amendments(s) to all members at least fifteen (15) days prior to the deadline for receiving mailed ballots or to the meeting at which the proposed amendment(s) is (are) to be considered.

**1.85** - New by-laws or amendments to the existing charter and by-laws shall come into force only on ratification by affirmative vote of not less than two-thirds of the voting members of the Association voting by mail or present at a meeting of the Association. Such amendments shall take effect from the date of their approval by the appropriate government authorities.

*Adopted January 20, 2007*

**1.86** - Adoption and Amendment of School Board Policy: Policy proposals and suggested amendments to existing policies shall be submitted to members of the School Board and to the Superintendent in writing prior to a regularly scheduled School Board meeting at which such proposed policies or amendments shall be read or discussed. A vote for adoption shall take place at the next succeeding regular meeting of the school board. A majority vote of the membership of the School Board shall be needed for the adoption or amendment/revision of a policy.

*Adopted April 15, 2009*

**1.9 - REMOVAL OF BOARD MEMBERS**

Behavior destructive to the interests of the school shall be grounds for removal from the Board. Removal of a Board member must be voted by a two-thirds vote of three quarters of the Board. After a member is so removed, that position shall be replaced in accordance with Policy 1.22, Appointment of a Director to the Board.

If a Director is absent from three (3) Board meetings consecutively or six (6) Board meetings cumulatively, the remaining Board members can declare a vacancy by a two-thirds vote at a meeting attended by at least three quarters of the Board. After a vacancy is declared, an acting Director shall be appointed in accordance with Article VII C vii of the Charter.

*Revised June 6, 2006*

**1.91 - EVALUATION OF THE PERFORMANCE OF THE SCHOOL BOARD**

The Board shall establish written criteria for its performance. The Board shall thus evaluate itself in Executive session at the Board's January and June meetings respectively. Afore mentioned criteria shall include both general objectives on how the Board as-a-whole adheres to its responsibilities as well as specific goals set for the given school year. The outcome of the board's self-evaluation shall be shared with the Superintendent in confidentiality.

*Revised: December 16, 2008*

**SECTION 2****2.1 - ACCOUNTABILITY OF THE SUPERINTENDENT**

The superintendent is the Board's only link to the operational organization. All authority over staff members shall rest with the superintendent, and all staff members shall be accountable to the superintendent.

Accordingly:

1. The Board will avoid giving direction or instructions to persons who report directly or indirectly to the superintendent.
2. The Board will not formally or informally evaluate any staff member other than the superintendent.
3. The Board will view superintendent performance as being identical to organizational performance. Organizational accomplishment of goals and operation within the boundaries of Executive Limitations will be viewed as successful superintendent performance.
4. Except as required by the organizational Charter, the Board will not participate in decisions or actions involving the hiring, evaluating, disciplining or dismissal of any employee other than the superintendent.

**2.2 - EMERGENCY SUCCESSION OF THE SUPERINTENDENT**

The superintendent will recommend, and the Board will approve a successor to the superintendent. The successor to the superintendent will assume the duties of the superintendent should it be determined that the superintendent has become incapacitated and can no longer physically or mentally carry on the duties of superintendent.

*Adopted: September 10, 2010*

## **SECTION 3: FINANCIAL MANAGEMENT**

### **3.1 - ANNUAL OPERATING BUDGET**

A system of fiscal control shall be established to govern the administration of the budget and the expenditure of funds.

The budget shall be considered a controlled spending plan for the ensuing year.

The Superintendent is authorized to make expenditures and commitments in accordance with and in harmony with the specific regulations of the Board and administrative plans approved by the Board.

The Superintendent and other appropriate administrators shall not permit expenditures of funds to exceed the major budget classification allowance against which the proposed expenditure is the proper charge.

The Superintendent and other appropriate administrators shall set up and operate budget controls and administer the budget in conformity with the actions of the Board and the School's Authority Limits Table.

*Adopted: February 8, 1999 Revised:  
January 2007*

### **3.11 - BUDGET AUTHORITY AND RESPONSIBILITY**

The ultimate authority in budget matters and the amendment of the Authority Limits Table are reserved for the Board, whose primary responsibility shall be that the school be adequately financed to accomplish its goals and objectives.

**The Board directs the superintendent to develop an annual budget and present the proposed budget for Board approval.**

*Adopted: February 8, 1999 Revised:  
January*

***Revised: September, 2010***

### **3.111 - POLICY ON PURCHASES OF REAL PROPERTY AND LOANS FOR CAPITAL IMPROVEMENTS**

Authority to commit the school to the purchase of real property or to borrow funds for the purpose of capital improvements is reserved for the Board.

*Adopted: March, 2003*

### **3.12 - FISCAL YEAR**

The fiscal year of the Association/school shall begin on the first (1) day of July in each year and shall end on the thirtieth (30) day of June the following year, unless otherwise determined by the Board of Directors.

*Adopted: February, 1999*

### **3.2 - DEPOSITORY OF FUNDS**

The Board is empowered to designate the banks in which school funds are deposited.

*Adopted: February 8, 1999*

### **3.21 - AUTHORIZED SIGNATORIES**

The Board authorized the superintendent and either the Board President or Treasurer to sign checks. Each authorized check requires two signatures.

*Revised: January 2007*

*Revised: September 2010*

### **3.22 - EACH CHECK REQUIRES TWO SIGNATURES.**

Any expenditure must have two signatures which are either the Board President or Treasurer and the Superintendent according to the Authority Limit Table respectively.

*Adopted: February 8, 1999*

*Revised: September 2010*

### **3.3 - INCOME FROM TUITION AND FEES**

The Board directs the superintendent to establish the annual tuition and fee assessments schedule and submit this document to the Board for approval.

The annual tuition and fee assessment shall be established by the Board and shall be based upon anticipated needs and student enrollment.

The Board of Directors will semi-annually review tuition rates for students. This shall be done at the beginning of each semester.

The Board believes that minimum fees should be charged for materials used in those activities beyond the basic curriculum in which students elect to participate. All fees will be listed on the tuition and fee payment schedule.

*Adopted: February 8, 1999*

#### **3.31 - REGISTRATION FEES**

According to school bi-laws, the school will require a non-refundable fee at the time a student is accepted for admission.

*Adopted: February 8, 1999*

#### **3.32 - TUITION AND SCHEDULE OF PAYMENT**

A tuition and fee payment schedule will be approved by the Board and copies will be distributed to all Association members.

The tuition and fee payment schedule will include information of refund of tuition, non-payment of tuition, scholarships, book supply, special laboratory, instrumental and other miscellaneous fees.

Tuition payment will be charged by the semester.

*Adopted: February 8, 1999*

### 3.33 - NON-PAYMENT OF TUITION

Returning students will have one month from the beginning of the semester to pay fees in full. After that period, a 2% penalty may be levied on the semester's fees. If four weeks elapse from the beginning of the term without payment being made, the student may be asked to withdraw from classes until fees and penalties are settled.

New students will have an additional one-month grace period for payment of fees, after which the same conditions apply as for returning students.

### 3.34 - PARTIAL ATTENDANCE/REFUND OF TUITION FEES

Students who withdraw from school before the end of the semester will be charged on a pro-rata basis for the number of days they are in attendance. These charges will exclude registration fees and include a 15% recover fee determined at withdrawal. Example below:

Grade	Student	
		5
	Tuition Paid	7000
	# Days Attended in semester	40
	% of tuition used	0.444444
	\$ of tuition withheld	3111.111
	subtotal returned to parent	3888.889
	Recovery fee 15 percent	1050
	\$ Subtotal Returned to Parent	2838.889
	Capital Fee Deduction	40.3
	\$ Returned to Parent	2798.589

*Revised: November, 2010*

### 3.35 - REDUCED PAYMENT SCHEDULE

There are tuition discounts for families that have three or more children at the school as follows:

3<sup>rd</sup> and subsequent children – 15%

*Adopted: February 8, 1999*

*Revised: January, 2007*

### 3.4 - GIFTS BEQUESTS AND GRANTS

The Board of Directors may accept, on behalf of and for the school, any bequest, gifts, grants of money or property for a purpose deemed suitable by the Board.

Any gifts presented to the school should be accompanied by a letter from the donor for recognition by the Board of Directors.

*Adopted: February 8, 1999*

### **3.41 - ACCEPTANCE CRITERIA FOR GIFTS BEQUESTS AND GRANTS**

To be acceptable, a gift must satisfy the following criteria:

1. It must have a purpose consistent with those of KAS.
2. It must not lead to, or involve, unacceptable costs to KAS
3. It must place no restrictions on the school program.
4. It must not be inappropriate or harmful to the best education of pupils.
5. It must not imply endorsement of any business or product.
6. It must not be in conflict with any provisions of KAS policy or public law.
7. It must be offered by a donor acceptable to the Board.
8. It must not add to staff load.
9. It will not begin a program, which the Board would be unwilling to take over when gift or grant funds are exhausted.
10. It will not bring undesirable or hidden costs to the school.
11. It must not jeopardize the interests of KAS by obligating the school to the donor in any unacceptable way.

A letter of appreciation, signed by the Superintendent, shall be sent to the donor.

All gifts, grants, and bequests will become school property.

*Adopted: February 8, 1999*

### **3.5 - ACCOUNTING AND REPORTING**

The Superintendent is responsible for the maintenance of an accounting system which conforms to accepted business practices.

Towards this end, the Superintendent and Business staff shall be expected to confer with the Association auditors.

The Treasurer, in conjunction with the **Business Manager**, will present and deliver necessary financial reports to the Board and Association as deemed appropriate and approved by the Board.

*Adopted: February 8, 1999*

### **3.51 - PROTECTION OF SCHOOL PROPERTY AND MAINTENANCE OF INVENTORIES**

The Superintendent shall ensure that school properties and equipment are maintained and their value protected.

*Revised: November 20, 2002*

### **3.52 - AUDITS**

The Board shall authorize an audit of the financial accounts of the school made annually by an independent certified public accountant selected by the Board. A summary of the audit report will be presented by the Board.

*Adopted: February 8, 1999*

*Revised: September 2010*

### **3.6 - PURCHASING AUTHORITY**

Upon Board approval of the annual budget, purchases of equipment and supplies and non-professional services shall be carried out in a manner assuring competitive price and satisfactory quality for the school. The purchase of these items shall require no further Board approval and the Superintendent will develop written purchasing regulations.

*Adopted: February 8, 1999*

*Revised: September 2010*

#### **3.61 - BIDS AND QUOTATIONS**

All contractual services and purchases of supplies, materials and equipment in the amount of 150,000 NT or more shall be put to bid.

All contracts and all open market orders shall be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials (services) desired and their contribution to program goals.

When bidding procedures are used, bids shall be advertised appropriately. When specifications are prepared, they shall be mailed to all merchants and firms who have indicated an interest in bidding. Standard procedures are to be followed in all cases where bids are required.

All requests for bids and proposals for materials, supplies and provisions shall contain the words: "Preference is hereby given to materials, supplies and provisions produced, manufactured or provided by persons associated with Kaohsiung American School, quality being equal to articles offered by competitors outside the school community."

All bids will be submitted to the Business Manager at the Main Office of the Kaohsiung American School. The Business Manager or designee, the Board President, and Treasurer, or Board member delegated will open all bids on the due date for bids. The Business Manager will determine who receives the bid. If questions arise, the Business Manager will consult with the Superintendent or the Board.

The Board or its representative reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of Kaohsiung American School.

The bidder to whom an award is made may be required to enter into a written contract with the district.

*Revised: September 2010*

Verbal and written quotations and bids to supply material or services shall be obtained by the Business Office.

Bids are required for any order over 150,000 NT.

Such bids and quotations for goods and services over 150,000 NT must be given in writing and approved by the Principal.

Whenever possible, written quotations shall be obtained from at least three vendors.

*Revised: October 24, 2002*

**3.62 - RETIREMENT ACCOUNT**

The Board directs the Superintendent to establish a retirement account for faculty and/or staff pursuant to personnel contracts. Such account shall be established and maintained in strict accordance with local laws. Funds deposited to the account pursuant to personnel contracts shall be maintained and used only for purposes which are approved by the Board and which are consistent with local laws governing such retirement accounts.

*Adopted: October 24, 2002*

**3.63 - HEALTH INSURANCE**

The Superintendent shall insure the school will participate in the Health Coverage Plan of Taiwan ROC. All costs to the employee will be consistent with the labor contract.

Overseas hire personal will be provided worldwide coverage through a carrier based outside of Taiwan, R.O.C.

**3.7- EXPENSE REIMBURSEMENTS**

The Superintendent will develop written regulations for expense reimbursements.

Reimbursements of authorized expenditures will be made not later than the last working day of the month during which the approved expense account is received in the Business Office.

The Superintendent may accelerate the process in extra-ordinary cases.

All expenses incurred by the Superintendent for school business shall be approved by the Chairman or Treasurer, or any other Board member in the absence of the Chairman or Treasurer prior to reimbursement.

*Adopted: February 8, 1999*

*Revised: September 2010*

**3.71 - PETTY CASH PROCEDURES**

1. The fund shall not exceed NT 75,000 at any given time.
2. For replenishment of the fund, all receipts for expenditures must be submitted with a payment voucher to the Principal or his designee for approval.

*Revised: September, 2002*

**3.8 - DISPOSAL OF SCHOOL PROPERTY**

The Board shall approve all disposal / disposition of excess school property.

*Adopted: February 8, 1999*

## **SECTION 4: BUSINESS MANAGEMENT**

### **4.1 - MAINTENANCE OF SCHOOL PLANT**

An effective educational program requires clean, healthful, safe, businesslike, and attractive facilities.

The Superintendent shall have **general** responsibility for the care, custody, and safekeeping of all school property.

### **4.2 - SECURITY AND KEY CONTROL**

The Superintendent will develop and implement procedures for maintaining adequate security of all school buildings and equipment.

### **4.3 - PLAN FOR EMERGENCY SITUATIONS**

The Superintendent shall adopt proper regulations to provide for the safety of children and personal during an emergency situation.

### **4.4 - ACCIDENT PREVENTION AND REPORTS**

The Superintendent shall direct regularly scheduled safety checks. Documentation of Safety Checks will be filed in the administrative office.

### **4.5 - STUDENT TRANSPORTATION**

**4.51 - SCHOOL/HOME STUDENT TRANSPORTATION:** Transportation to and from school will be provided by the students' parents/guardian. The Superintendent, with the approval of the Board, may assist Association members in negotiating with a local bus company to provide transport to and from school.

### **4.6 - PUBLIC ACCESS TO SCHOOL FACILITIES**

**4.61 - CLOSED CAMPUS:** In order to ensure security of the School facility, students, faculty and staff, the School maintains a closed campus. Only members of the School community, including staff, students and Association members and their families, may have regular access to the School facility. The Superintendent shall ensure an appropriate system to control access to the School facility at all times so that only those authorized to enter the facilities are allowed to do so.

**4.62 - USE OF FACILITIES BY OUTSIDE ORGANIZATIONS:** The Board of Directors recognizes the capital investment the Association has in the school facilities and believes that such facilities should be used for purpose compatible with the best interests of the school.

Use of school facilities by groups or organizations not part of the School community or the Association shall not be permitted without the express written permission of the Board of Directors.

Use of school facilities for commercial purpose shall not be permitted without the express written permission of the Board of Directors and only as consistent with the laws of Taiwan and the School lease.

The school facilities shall not be used for religious or political purposes without the express written permission of the Board of Directors.

*Revised: June, 2004*

#### **4.7 - LOAN OF SCHOOL PROPERTY**

Although the lending of school property is discouraged, the Superintendent may approve permission for such use on special occasions.

#### **4.8 - INSURANCE MANAGEMENT**

The Superintendent shall ensure that adequate insurance is acquired with school funds to protect the financial security and property of the school. The level and extent of insurance coverage for the school shall be established at the Board's first meeting of each school year and whenever there is a substantial change in the value of school assets and in consultation between the Superintendent and the Board. Property insurance coverage shall be maintained to provide, in the event of a loss, for replacement of school properties to minimize disruption to school functions. Liability insurance coverage shall be maintained to ensure the financial security of the school in the event of a liability claim against the school or its officers or employees. Insurance coverage shall be maintained to include the following areas:

1. Fire, extended coverage, vandalism
2. Workmen compensation as determined by Taiwanese Labor Laws.
3. Comprehensive liability for school owned vehicles and school sponsored activities.
4. Robbery burglary.

*Revised: June, 2004*

#### **4.9 - PUBLIC ACCESS TO SCHOOL FACILITIES**

**4.91 - CLOSED CAMPUS:** In order to ensure security of the School facility, students, faculty and staff, the School maintains a closed campus. Only members of the School community, including staff, students and Association members and their families, may have regular access to the School facility. The Superintendent shall ensure an appropriate system to control access to the School facility at all times so that only those authorized to enter the facilities are allowed to do so.

#### **4.92 - USE OF FACILITIES BY OUTSIDE ORGANIZATIONS**

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Use of school facilities for commercial purpose shall not be permitted without the express written permission of the Board of Directors and only as consistent with the laws of Taiwan and the School lease.

The school facilities shall not be used for religious or political purposes without the express written permission of the Board of Directors.

*Revised: June, 2004*

#### **4.10 - LIBRARY USAGE**

Use of the library-media center by non-KAS association members is not allowed unless authorized by the Superintendent on an individual basis.

## **SECTION 5: PERSONNEL**

### **5.1 - STAFFING PHILOSOPHY AND GOALS**

Duties of school employees shall be outlined by the Superintendent and approved by the Board and arrangements shall be made for the regular evaluation of all staff.

#### **5.11 - HIRING PROCEDURES:**

The Superintendent shall not fail to assure, within KAS budget constraints, the employment, development, evaluation and compensation of KAS employees necessary to enable the organization to achieve its mission and goals.

The Superintendent may not fail to:

1. Make mandatory background inquiries and checks prior to hiring any paid personnel to include transcripts.
2. Conduct reasonable background inquiries and checks prior to utilizing the services of any volunteers who have unsupervised contact with students.
3. Maintain adequate job descriptions for all positions.
4. Develop compensation and benefit plans to attract and retain the highest quality employees consistent with the applicable marketplace, including but not limited to organizations of comparable size and type and within available resources.
5. Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.

*Adopted April 15, 2009*

### **5.2 - STAFF RELATIONS WITH HOST COUNTRY**

All staff must respect the laws and cultural standards of Taiwan. Employees must not engage in religious or political activities or conduct themselves in a manner, which will reflect adversely on the school. Conduct unbecoming an employee of Kaohsiung American School will be dealt with by the administration in a manner which restores the credibility and integrity of the school. Possible disciplinary measures include, but are not limited to; suspension, demotion, or termination.

### **5.3 - PERSONNEL RECORDS**

The school will maintain a personnel file on each staff member. The file will include credentials, copies of certificates, contracts, references, evaluation reports, etc.

These records shall be available only for official use by the Board, the Superintendent, the employee, their immediate supervisor, or for inspection by accrediting agencies (with prior Board authorization), in order to verify an employees' training and experience. A.P.

### **5.4 - STAFF ASSIGNMENTS AND TRANSFERS**

The authority to assign or transfer members of the professional staff within the certified professional capabilities of the teacher lies with the Superintendent.

### **5.5 - STAFF EVALUATION**

The Superintendent will insure that all professional and support staffs are evaluated in a consistent and timely manner.

## **5.6 - EMPLOYMENT AND SUPERVISION OF FACULTY AND STAFF RELATED TO BOARD MEMBERS AND SUPERINTENDENT**

Employment of immediate family members of Board members or of the Superintendent or Deputy Superintendent, if not inconsistent with other provisions of Board Policy, may be approved by the Board on a case-by-case basis. The Board shall consider a proposal made by the Superintendent to hire such an employee taking into consideration the following criteria:

- a. Legitimacy of the Position: the proposed position, whether existing or new, must meet a legitimate need of the school and contribute to the accomplishment of the school's mission.
- b. Qualifications of the Employee: the family member for whom employment is proposed must be fully qualified for the position.
- c. Supervisory Arrangements: An appropriate supervisory chain-of-command must be established, subject to Board approval, that separates the related employees from each other's line of supervision by two degrees, i.e., the supervisor and the supervisor's supervisor of the family member cannot be the related Superintendent or Assistant Superintendent. In some cases, this may be difficult to achieve and the Board will need to approve and monitor the arrangement carefully in order to avoid the appearance of favoritism.
- d. Impact on the Work and Learning Environment: The Board must review the proposed employment and supervisory arrangements carefully to assess and minimize any potential negative impact on the morale or working environment of the faculty, staff and students. The Board reserves the right to rescind approval of the employment at any time should it determine that it is damaging the work or learning environment.
- e. Conflicts of Interest: Board consideration and vote on such employment shall be made in Executive Session without the participation of the Board member or Superintendent or Assistant Superintendent involved. Should the Board approve such an arrangement, appropriate arrangements must be made to ensure no conflict of interest in fact or appearance exists in decisions made that might impact the supervision, terms and conditions of employment or any other aspect of the relative's employment.

This policy is effective immediately. The Board shall review and make appropriate arrangements to apply the policy to existing Board members and School employees.

*Revised: June, 2004*

## **5.7 - STAFF TIME SCHEDULES AND WORK LOAD**

**5.71 - SCHOOL HOURS:** The Board reserves the right to establish the regular school hours upon the recommendation of the Superintendent.

### **5.72 - TUTORING**

Consistent with the employment contract and to ensure no conflict of interest or the appearance thereof, KAS faculty and staff are prohibited from being paid for outside tutoring of any currently-enrolled KAS student.

This policy becomes effective August 1, 2004.

*Revised: June, 2004*

## **5.8 - STAFF CAREER DEVELOPMENT**

The Board delegates to the Superintendent the authority to organize local courses and workshops and/or to grant permission for instructional employees to participate in professional meetings study courses, visitations, or workshops.

## **5.9 - STAFF LEAVES AND ABSENCES**

The Board policy provides a plan for leaves and absences designed to help professional staff members maintain their health, take care of family and other personal emergencies, improve professionally and discharge important and necessary obligations. Such leaves and absences shall be granted in accordance with Board (administrative) policies and be defined in the contract of employment.

## **5.10 - CRISIS PLAN**

### I CRISIS:

1. A crisis is any calamity or emergency that poses a threat to the safety of expatriate staff of KAS and their dependents.
2. The Goal of this plan is to evacuate the expatriate staff of KAS and their dependents in case of a life-threatening emergency.
3. When any government in the world recommends its nationals leave Taiwan, the Superintendent and Board Chairman will make a determination whether such a departure will effect the operation of KAS.
4. If the Superintendent and Board Chairman deem there to be sufficient effect, the Chairman will call the Board into EMERGENCY SESSION.
5. A majority of those Board members present on Taiwan will constitute a quorum.
6. The board will determine if the recommended departure/evacuation of staff/faculty/students constitutes reason enough to SUSPEND operations.
7. The following headings apply variously to conditions to be known as EMERGENCY, SUSPENSION, TEMPORARY CLOSURE and RE-OPENING.

### II FACULTY AND STAFF:

1. During a suspension: Foreign national (non R.O.C.) faculty and staff will be evacuated to the nearest safe haven. Safety is the prime concern, but thrift should be kept in mind. R.O.C. Nationals hired locally will not be evacuated at school expense.
2. During a suspension: Evacuated faculty and staff will be provided housing in a medium priced hotel or guest house (2 or 3 star rating). Housing expenses will be paid by KAS. A per-diem allowance will be issued sufficient to cover meals and pocket money.
3. During a suspension: Faculty/staff will remain at the safe haven ready to be called back to Kaohsiung. They will remain there pending board decision, most likely within 3 weeks. A faculty or staff member who leaves the safe haven without express permission of the Superintendent will be considered to have resigned without giving notice, effective at midnight the day of departure. Pay and benefits will terminate at that time.
4. During a suspension, a faculty/staff member who declines or refuses evacuation does so at her/his own risk. K.A.S. assumes no responsibility for this person's safety. A faculty or staff member who

refuses evacuation should keep the school informed of his/her whereabouts in order to facilitate recall when the school reopens.

5. During a suspension: Faculty/staff salaries and benefits will continue to be credited to all employees (including R.O.C. Nationals). The Board may decide a date for termination of salaries and benefits depending on the situation.
6. During a suspension: The Superintendent, in consultation with the Board, will determine when faculty/staff will be called back to Kaohsiung or when the school shall have been determined to have been TEMPORARILY CLOSED.

### III. SUPERINTENDENT:

1. During a suspension: The Superintendent will remain in Kaohsiung until the Board decides to TEMPORARILY CLOSE the school.

### IV. BOARD:

1. During the EMERGENCY the Board is considered to be in constant session, appointing officers from among members remaining on Taiwan. Meetings may be conducted and considered official even if held on the telephone or by e-mail.
2. A majority of Board members present in Taiwan will constitute a quorum. No new members will be appointed during the EMERGENCY period.
3. Board members departing Taiwan will inform the Board Chairman or the Superintendent so the exact quorum number can be ascertained.
4. A Board member who has made no contact with the school for 48 hours will be considered to have departed Taiwan without informing the Chairman of Superintendent. The quorum will be adjusted accordingly.

### V. TEMPORARY CLOSURE:

1. If the Board opts for a long-term TEMPORARY CLOSURE of the school (no re-opening foreseen), it will be the responsibility of the Board and the Superintendent to:
  - A. Insure that all funds are deposited with a financial institution capable of acting as a fiduciary trust until the school is RE-OPENED.
  - B. Warehouse or otherwise secure all movable property and vehicles.
  - C. Secure any real estate belongings to the school (*lock the doors and gates.*)
  - D. Deposit school records in a secure storage facility with provision made for legitimate legal access.

### VI. RE-OPENING AFTER SUSPENSION:

1. As soon after the EMERGENCY has passed and diplomatic missions determine that it is once again safe for their nationals to reside in Kaohsiung, the Superintendent, in consultation with the emergency board, will arrange for the school to be re-opened.

### VII. RE-OPENING AFTER TEMPORARY CLOSURE:

1. As soon after the EMERGENCY has passed and diplomatic missions determine that it is once again safe for their nationals to reside in Kaohsiung, a RE-OPENING board (temporary board) can be formed by a minimum of three members of the Board at the time of closure. Any member of the

"Closing Board" resident on Taiwan after the EMERGENCY can claim a place on the "Re-Opening Board." No member of the "Closing Board" can be excluded from the "Re-Opening Board" so long as he/she is resident on Taiwan and mentally capable of Board participation.

2. The "Re-Opening Board" has the right to access school properties, facilities and funds, using them for the express purpose of hiring a Superintendent (faculty/staff) and conducting school business.
3. If it is not possible to find and re-assemble sufficient members of the closing board to form a re-opening board according to paragraph VII.1 (above), then any group of parents wishing to reopen the school must proceed in compliance with the laws of the Republic of China and the provisions of the KAS Charter.

*Adopted: March, 2002*

### **5.101 - EMPLOYMENT AND SUPERVISION OF FACULTY AND STAFF RELATED TO BOARD MEMBERS AND SUPERINTENDENT**

Employment of immediate family members of Board members or of the Superintendent or Deputy Superintendent, if not inconsistent with other provisions of Board Policy, may be approved by the Board on a case-by-case basis. The Board shall consider a proposal made by the Superintendent to hire such an employee. See Administrative Policies

### **5.11 - PROFESSIONAL CONDUCT**

#### **5.111 - ALCOHOL AND SUBSTANCE ABUSE:**

The possession, use, exchange, or sale of alcohol or illegal substance on school grounds or during school-sponsored events is strictly prohibited. Violation will be grounds for immediate termination from employment.

#### **5.12 - SEXUAL DISCRIMINATION AND HARASSMENT (Adult)**

Learning and working environments that are free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the school staff to harass another staff member or students through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment. Sexual harassment as defined above may include but is not limited to:
  1. Sex-oriented verbal abuse or harassment.
  2. Pressure for sexual activity.
  3. Repeated remarks to a person with sexual or demeaning implications.
  4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.
  5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.

Staff members may file a formal grievance of sexual harassment through use of the grievance procedure. If the alleged harasser is the immediate supervisor or principal with whom a grievance routinely would be filed, the employee may file the grievance with the Superintendent of Schools.

All matters involving sexual harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments.

Notice of this policy shall be circulated to all school staff and incorporated in employee handbooks.

*Adopted: April, 2011*

### **5.13 - SEXUAL HARASSMENT (Student)**

The school recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn.

The school is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

The school shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

What constitutes sexual harassment?

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment.

For a one-time incident to rise to the level of harassment, it must be severe.

Sexual harassment as defined above may include, but is not limited to:

1. Sex-oriented verbal abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against the body of another.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Legitimate non-sexual touching or other non-sexual conduct is not sexual harassment.

**5.14 - REPORTING SEXUAL HARASSMENT**

Sexual harassment cannot be investigated or corrected by the school until the school is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to a teacher, counselor or principal in their school.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the school from responding effectively to the harassment or preventing future harassment.

**5.15 - EMPLOYEE GRIEVANCE POLICY**

A grievance exists when an employee of the school claims that there has been a violation, inequitable application, misapplication, or misinterpretation of contract or any existing rule, policy, or practice of the school system.

If the employee is aggrieved, a grievance exists and must be processed according to this policy.

It shall be incumbent upon both parties to resolve the issue at the lowest possible level of consideration.

If the resolution is not realized at this level, a written statement of grievance must be presented to the Superintendent. Such statement shall clearly state the causes and grounds for grievance. The Superintendent will review the petition of grievance and reply in writing within 5 working days. The reply will clearly reflect the Superintendent's decision and the basis on which it is made.

The Superintendent's decision and the basis on which it is made will be sent to the Board. Per Board policy the Board's only personnel decisions are regarding the Superintendent.

*Revised: September, 2010*

## Section 6: INSTRUCTIONAL PROGRAMS

### 6.1 - FIELD TRIPS AND EXCURSIONS

The Board will be informed of International trips prior to departure.

*Revised: March, 2002*

### 6.2 - THE ACADEMIC CALENDAR / DAY / CLASS PERIODS

Prior to the end of the academic year, the Superintendent will submit to the Board of Directors a proposed academic calendar for the forthcoming year. The academic year will consist of 180 student days. Approval of the Academic Calendar will be by the Board of Directors.

### 6.3 - GRADUATION REQUIREMENTS

Requirements for graduations are established by the Board of Directors based upon the recommendation of the Superintendent and shall be consistent with the goals of the school and the requirements for admission to institutions of higher education. KAS shall grant its diploma only to students who have successfully completed all graduation requirements. (For exceptions, see "Taking Part in Graduation Ceremony"). Any new graduation requirements adopted February 23, 2006 apply to all students beginning with those who will graduate in the 2010 graduating class.

A minimum of 24 credits must be earned as established in the course distribution below.

Subject	Credit Required for Graduation
English	4
Social Studies	3
Math	3
Science	3
World Languages	3
Fine Art	1
Technology	1
PE	1
Electives	5
<b>Total</b>	<b>24</b>

### COMMUNITY SERVICE

Recognizing that school is more than an accumulation of credits and extra-curricular activities, KAS has implemented a Community Services Graduation Requirement.

## SECTION 7: STUDENTS

### 7.1 - TUITION CHARGES

Students who attend fewer than 20 days in a quarter will be charged on a daily rate, calculated as the total of all tuition, capital and miscellaneous fees (not including registration fees, which are non-refundable) divided by the total number of regular school days in the semester. After 20 days attendance in any quarter, the quarter's fees will be due in full.

*Adopted: September 24 2002*

### 7.11 - ADMISSIONS REQUIREMENTS AND PROCEDURES

1. All entering students must complete the application process and provide previous school records and a foreign passport prior to acceptance for admission to KAS.
2. All entering students will show evidence of being ready to participate in the KAS education program by satisfactory performance on an assessment test. This assessment will include an interview and, if necessary, a test for English language proficiency to determine the need for ESL resources.
3. Age is a factor in determining grade placement:
  - PK3 = Age 3 by September 1
  - PK4 = Age 4 by September 1
  - K = Age 5 by September 1
  - 1 = Age 6 by September 1
  - 2 = Age 7 by September 1

The only exceptions to this rule will be made for previous educational experience and a demonstrated readiness for successful achievement at the desired grade placement.

4. A student will be admitted into grade 12 only if he/she can function in the curriculum without ESL assistance.
5. Admission of a high school student is with his/her understanding that the graduation requirements from KAS are set at 24 credits.

### 7.2 - DOUBLE PROMOTION

#### Practice for Double Promotion

A student will be considered for double promotion in Grades K through 6 if she or he:  
 is recommended by the classroom teacher,  
 scores at the 99<sup>th</sup> percentile for the Composite score on the ITBS,  
 scores at the 99<sup>th</sup> percentile on the ERB, and  
 scores at least 2 full grade levels above current grade on in-house assessment of reading and math.

### 7.3 - CLASS SIZE

The administration will determine sizes of grade levels on the basis of academic considerations and available space. However, sizes of grade levels normally shall not exceed 20 students for pre-kindergarten, 20 students for kindergarten, 25 students for grades 1-6 and 25 students for grades 7-12.

## **7.4 - HEALTH POLICY**

### **HEALTH REQUIREMENTS FOR ADMISSION**

KAS follows guidelines established by the American Academy of Pediatrics regarding health care of children in keeping with our American school identity as well as some modifications according to local guidelines.

1. The Student Health Record and Health Examination Form must be completed and submitted prior to admission.

### **7.5 - STUDENT CONDUCT**

The Superintendent and Administrators will insure student disciplinary procedures are in place, communicated to students and parents, and are fairly and equitably enforced.

### **7.6 - SUSPENSION OR EXPULSION OF STUDENTS**

The Superintendent has the authority to:

1. Suspend a student from school up to the end of a semester.
2. Refer the student to the Board of Directors for expulsion.

Any student who has been suspended for longer than two weeks - or has been recommended for expulsion may appeal to the Board of Directors.

### **7.7 - STUDENT RECORDS**

The school will keep accurate records of all student achievement, academic and nonacademic.

The responsibility of keeping accurate records lies with the administration.