



**International School of Paris**  
Educating *for* complexity

ISP Board Policy Manual

Updated February 2026

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**ABOUT THE MANUAL**

This manual contains the policies of the International School of Paris' Board of Trustees. Policy development in a modern, forward-looking school is a dynamic, ongoing process; new policies must be developed to respond to new issues, and as situations change, so must policies be revised. Any hard copies of this manual are the property of the school, and may, from time to time, be recalled for major changes or updates.

## **SECTION 1: THE SCHOOL AND ITS GOALS**

### **1.10 THE SCHOOL LEGAL STATUS**

The International School of Paris (ISP) is legally constituted as a French Association operating under the laws of France. It is also incorporated under the laws of the State of Delaware, U.S.A., and its corporate charter and by-laws have been approved by the French Ministry of Education. The International School of Paris is exempt from both U.S. and French taxation under applicable laws. The Board of Trustees of the International School of Paris is responsible for establishing strategic direction and school policy, financing and maintaining the school's facilities and operations, and appointing a Head of School who will ensure the smooth running of the school in accordance with established policies, philosophy, and regulations.

(Revised December 2021)

#### **1.101 The ISP Association By-laws**

All decisions and actions taken by the Board of Trustees must comply with the ISP by-laws, which can be found in Appendix A. Only the French version of the by-laws is legally binding under French law; the English version is provided for informational purposes only.

(Revised May 2019)

#### **1.102 Host Country Government Relations**

ISP aims to do all within its power to maintain and develop the excellent relations that have existed since its establishment with the French educational authorities and agencies. Although the French Ministry of Education exercises no direct control over the educational policy and the curriculum of ISP, the Board and ISP administration foster positive relationships with the Ministry and with French schools and universities in order to ensure that ISP students will benefit as much as possible from the educational and cultural resources of the community in which they live. In turn, ISP and its students should contribute as much as feasible to the community through educational and cultural programs and exchanges. ISP will comply with all applicable French legal and regulatory requirements, including employment of personnel, facilities, and child protection.

(Revised December 2021)

#### **1.103 School Historical Background**

The International School of Paris was founded in 1964, under the name of Pershing Hall, as a non-profit, private co-educational school. The original enrollment consisted of six children. By 1976, the school had 168 students from 24 countries. In 1976, the school was renamed the International School of Paris, under the aegis of the International School of Paris Association.

(Revised December 2021)

### **1.20 SCHOOL MISSION AND VISION**

#### **1.201 Philosophy Statements**

##### **1.2011 Vision**

The vision for the International School of Paris is to educate for complexity.

##### **1.2012 Mission**

The Mission of ISP is to, as the leading International Baccalaureate World School in France, prepare our students to engage with and succeed in a complex world.

##### **1.2013 Guiding Statements**

**LEARNING FOR COMPLEXITY:** We prepare students for the opportunities and challenges of living in a dynamic, interconnected, rapidly evolving world.

**EMBRACING DIVERSITY:** We explore and celebrate differences and similarities to create an inclusive culture that can engage globally.

**INQUIRY, INNOVATION AND LEARNING:** We develop the values, skills and strategies to face complex issues in new and different ways.

**LEARNING TO BE WELL:** We understand the importance of balance in personal development and in building and maintaining safe, positive relationships.

**GLOBAL CITIZENSHIP:** We share a responsibility to act individually and collectively to create a fair and sustainable world.

**LANGUAGE LEARNING:** We promote effective communication, the development of identity and the appreciation of other cultures through the learning of languages.

**EXPERIENTIAL AND SERVICE LEARNING:** We provide authentic and relevant learning experiences that shape our lives and impact the lives of others.

(Revised December 2021)

#### **1.2014 High Quality Learning Definition**

High quality learning is a social and experiential practice. It sparks students' curiosity and stimulates their natural creativity. It inspires them to strive for excellence, and to take ownership of their own inquiry and research. It shapes the learner and the learning community, nurturing growth and new understandings.

(Adopted December 2021)

#### **1.2015 Artificial Intelligence**

ISP supports the ethical use of artificial intelligence in education and operations to enhance high-quality learning, foster innovation, and promote inclusivity, in alignment with our mission to prepare students to engage and succeed in a complex world.

(Adopted September 2024)

#### **1.2016 Environmental Sustainability**

ISP recognizes that the activities of our school and community have environmental, social and economic impacts, and that we share a responsibility to act individually and collectively to contribute to the creation of a fair and sustainable world. ISP will actively integrate and promote sustainable practices, environmental awareness and stewardship across learning and community life, in alignment with our mission to Educate for Complexity, and our Guiding Statements, including Learning to Be Well and Global Citizenship.

(Adopted January 2026)

#### **1.202 Strategic Planning and Review Process**

ISP has established an ongoing strategic planning process by which it translates its Mission, Vision and Guiding Statements into actionable and measurable goals, strategies, initiatives, and programs. The strategic plan provides direction for both long and short-term decision-making by the Board and Head of School to fulfill ISP's philosophy statements and make choices among competing demands for education programs, capital investment, facilities, and human resources. ISP will have a documented strategic planning review process.

(Revised December 2021)

### **1.203 School Accreditation**

Accreditation by external agencies is a means of assuring that the school meets U.S. and international quality standards. The school shall maintain accreditation by the Council of International Schools (CIS) and New England Association of Schools and Colleges (NEASC) for international recognition; and the International Baccalaureate Organization (IBO) for authorization to offer specific international curriculum.

### **1.30 ISP ASSOCIATION MEETINGS**

The International School of Paris Association, the organization that is the legal basis of the school, shall meet at least once per academic year in an Association General Meeting (AGM) as governed by the Association's By-laws. The Board will ensure all information necessary for Association members to meaningfully participate in the meeting is provided in a timely manner.

The ISP Association shall hold General Meetings in accordance with its by-laws and all applicable French laws, to conduct all necessary business and to inform the community of the status of the school and its operations.

All procedures of General Meetings not imposed by the ISP Association by-laws or applicable French law, shall be developed by the Head of School and approved by the Board President.

(Revised December 2021)

### **1.40 SCHOOL ORGANIZATION**

#### The Board Is Responsible For:

1. Setting the strategic direction and goals for the school and ensuring all school operations contribute to the achievement of those goals.
2. Setting institutional policies and communicating them to the staff through the Head of School
3. Protecting and ensuring the continued existence of the school, while being receptive to the needs of the staff and to the community that the school serves
4. Approving the budget, providing the physical facilities of the school and the funds needed for the continued existence and operation of the school
5. Selecting and evaluating the Head of School
6. Providing the necessary assistance to the Head of School in determining that the school is in compliance with governmental and other regulations

(Revised May 2019)

#### Administration Is Responsible For:

1. Carrying out the policies approved by the Board and serving as the professional educational leadership for the institution
2. Selecting and evaluating teachers and the administrative staff
3. Establishing a philosophy of education, curriculum goals and the objectives for ISP through staff committees, as well as creating a means of evaluating ISP's progress in meeting those goals
4. Preparing the annual capital and expense budgets
5. Deciding on admissions and placement of students
6. Exercising student discipline
7. Keeping records on each student
8. Providing a stimulating professional environment for the teaching staff and providing opportunities for professional growth
9. Assuring that the school is in compliance with governmental and other regulations
10. Seeing to the cleanliness and maintenance of the physical plant and equipment
11. Establishing and efficiently maintaining a supply system, which includes ordering, storing, inventory, etc.
12. Keeping a record of the school's financial transactions, budget, etc.

In Relation To The Student, The Teacher Is Responsible For:

1. Getting to know each student by determining his/her individual needs and abilities and by considering ways to improve his/her intellectual, social and physical skills.
2. Working together with other teachers by sharing ideas and equipment to meet the needs of a particular student, regardless of whether he/she is formally enrolled in the teacher's class
3. Evaluating each student's growth, recording progress and signalling special learning or behaviour problems
4. Keeping parents informed of their child's progress
5. Maintaining a physical environment conducive to learning
6. Maintaining an orderly, disciplined environment in the classroom and throughout the school
7. Building individual curricula and following the approved curricula
8. Planning, arranging and evaluating learning materials
9. Selecting a method of teaching that serves the goals to be achieved, the needs and abilities of the students and the material at hand
10. Determining how home and community can cooperate with the teacher and the school
11. Evaluating worth, effectiveness and impact of the individual educational program outside the classroom

In Relation To The Administration, the Teacher is Responsible For:

12. Helping the Administration to establish priorities for expenditures
13. Working with the Administration through organized committees to establish a philosophy of education, curriculum goals and objectives for the school
14. Serving on committees established by the Administration to study the relationship of materials from grade to grade
15. Cooperating with the Administration's programs and plans to ensure the smooth functioning of ISP. This cooperation is seen not as passive conformity to laid down requirements, but as an active give-and-take of suggestions and ideas.

In Relation To The Board, the Teacher Is Responsible For:

Helping the Board in its task of educational management by providing, through school committees, Board committees and/or by regular attendance at Board meetings, a steady input of relevant information, opinions and suggestions based on his/her unique specialized knowledge of the raison d'être of the school, which is the education of the students in his/her charge.

**1.401 Functions and Duties of the Head of School**

The Board recognizes the Head of School as the school's chief executive officer and charges him/her with the administrative functions necessary to operate the school, subject to the orders and policies of the Board. The Head of School is not responsible to any individual Board member or Board committee, but only to the Board as a whole.

Functions:

The Head of School, as the chief administrative and supervisory officer of the school, the Head of School shall:

1. Ensure that ISP personnel comply with all government regulations.
2. Administer and supervise the work of the departments and programs.
3. Supervise all other educational, social, and recreational activities connected with the school.
4. Attend Board meetings in an ex-officio capacity, without the right to vote
5. Ensure that the Board is adequately informed regarding:
  - a. Financial position (monthly control figures)
  - b. Enrollment status
  - c. Changes in personnel
  - d. Current school activities and projects
  - e. Problem areas

- f. Morale (faculty-administration-parents-students)
  - g. Compliance with governmental policies, including hygiene
  - h. Maintenance problems
6. Establish and maintain and evaluate educational standards and practices in compliance with Board Policies.
  7. Determine admissibility and placement of prospective students.
  8. Ensure compliance of school rules and regulations.
  9. Select, supervise, and evaluate faculty and administrative staff.
  10. Prepare, propose and maintain the school budget, according to the decisions of the Board and in consultation with the Treasurer and the Finance Committee
  11. Obtain, establish, and maintain adequate records on each student.
  12. Provide a stimulating professional environment with opportunity for professional growth.
  13. Ensure compliance with hygiene and security regulations.
  14. Ensure adequate maintenance control.
  15. Establish and maintain a supply system and school inventory.
  16. Maintain comprehensive records of all financial documents and transactions as required by law.

#### **1.4011 Selection and Appointment**

Should a vacancy occur in the post of Head of School, the Board shall fill it promptly by selecting either a temporary replacement or by appointing a person to the post permanently. The new Head of School should be a person of educational attainment, good moral character and proven executive ability. He/she should be capable of representing the school in the international community of Paris and should be an excellent communicator, bringing the various groups within and connected with ISP together for the benefit of the students. The officers of the Board of Trustees, under the leadership of the president, will be charged with conducting the actual recruitment and selection process, and will submit their recommendations to the full Board of Trustees for consideration and vote. The appointment of a Head of School will comply with all applicable law and regulation.

(Revised May 2019)

#### **1.4012 Contract and Benefits**

The Board shall offer a contract that conforms to the requirements of the laws of France. Such a contract may provide for a stipulated trial period, during which the parties may terminate the contract in accordance with its terms and with the applicable legal requirements. Salary, benefits and other contractual conditions shall be determined by the Board and shall be reviewed periodically.

#### **1.4013 Evaluation**

The Board shall evaluate the Head of School once a year. The Executive Committee will drive the evaluation process according to the defined procedure.

#### **1.402 Staff Involvement in Decision Making**

It is the policy of the Board to encourage employee participation, through appropriate channels, in the decision making process affecting Board policy, administrative regulations, and curriculum planning. There is a documented process for staff participation on the school Board (see appendix B).

(Adopted May 2019)



## **SECTION 2. BOARD OF TRUSTEES OPERATIONS**

(Full Section Reviewed in December 2022)

### **2.10 BOARD OF TRUSTEES LEGAL STATUS**

The International School of Paris Association is governed by a Board of Trustees, which constitutes the highest legal authorizing body for the International School of Paris. As such, its approval is required for all major legal and financial business conducted by the school in achieving its educational aims. The responsibilities and obligations of the Board and individual Trustees are established by the ISP Association by-laws and relevant laws and regulations.

(Revised December 2022)

#### **2.101 Functions and Duties of the Board**

The Board of Trustees is responsible for ensuring the continued existence of the school. It establishes basic policies and major programs and delegates to the Head of School the day-to-day administration and the execution of such policies and programs. Among the specific functions exclusively reserved to the Board are the following:

1. Elect its president and other officers.
2. Ensure that by-laws are respected, and reviewed regularly.
3. Hire, evaluate, develop and support the Head of School.
4. Comply with all governmental and local regulations.
5. Establish Board policies in line with the school's Mission, Vision and philosophy statements, and ensure they are reviewed regularly.
6. Approve
  - The school's Mission, Vision, philosophy statements, and strategic direction
  - Disposition of all property and real property, including mortgages and leases;
  - Establishment of fees and tuition;
  - Staff salary and employment condition limits;
  - Capital and financial budgets;
  - Capital outlay expenditures (except as approved through budget approval), loans, and other important financial matters;
  - Financial institutions for deposit of school funds.
7. Review annual audits.

The Board relies on the Head of School to administer its policies and programs. As such, the Board shall require regular reports from the Head of School to ensure it is fully informed before taking any decision.

(Revised December 2022)

#### **2.102 Individual Trustee Authority and Liability**

Because all powers of the Board of Trustees derived from the by-laws of the Association are granted in terms of action as a group, individual Trustees exercise authority only as they take action at a duly convened, official meeting of the Board of Trustees. Because they have no individual authority or responsibility for the legal or financial affairs of the school, Trustees are not individually liable for Board of Trustees actions, except as French law may apply.

#### **2.103 Trustee Conflicts of Interest**

Trustees shall have no substantial financial or other interests that conflict with the interests of ISP. In any given case, the Board shall decide whether a conflict of interest is "substantial" and whether it warrants any special measures, such as requiring the member to refrain from voting on a particular matter or requesting his/her resignation. It is the responsibility of the Trustees to make known to the Board any circumstances that might involve a potential conflict of interest between themselves and the school.

### **2.104 Board Self-Evaluation**

The Board shall periodically establish realistic objectives related to its procedures and relationships and shall, at the end of a specified time, measure its performance against those objectives. The following areas of Board operations and relationships are representative of those in which objectives may be set and progress evaluated:

- Board composition (diversity and skills)
- Conduct of Board meetings
- Policy development
- Fiscal management
- Member recruitment, orientation and in-service development
- Evaluation of the Head of School
- Relations with Head of School, staff, community and French authorities and agencies

The Head of School and others who work on a regular basis with the Board shall be requested to participate in setting the objectives and reviewing progress. Such evaluation instruments and procedures may be used as the Board finds desirable.

### **2.20 ELECTION OF BOARD MEMBERS**

The ISP Association By-Laws govern elections to the Board of Trustees. The Board will further promulgate policies and procedures in accordance with those Bylaws and applicable law to ensure Board membership provides the governance and oversight required for effective school operations and alignment with the ISP Mission, and Vision and philosophy statements.

The Governance Committee shall nominate candidates for openings on the Board after assessing the needs of the Board and determining the skills, experience and willingness of the candidates to serve. Any Trustee or other interested person may suggest a candidate for election to the Governance Committee. The Governance Committee will conduct a thorough review of each candidate's background and where appropriate, seek references or documentation to confirm the candidate's suitability and integrity.

All candidates for election or co-option to the Board must present to the Governance Committee documentary evidence of police background checks conducted in all countries in which the candidates have lived for more than six months during the previous ten years, in accordance with ISP's HR policies and practice. Failure to provide such documentation will result in revocation of the candidate's nomination for election or co-option. This requirement applies to all candidates for election or co-option, including those presented for renewal of existing mandates.

(Revised March 2024; December 2022)

### **2.201 Trustee Orientation and Development**

The Governance Committee, with the assistance of experienced Board members and the Administration, shall be responsible for the orientation of Trustees. New Trustees shall be provided with helpful written material on the school, Board minutes, handbooks, etc. As the Board's effectiveness in furthering the purpose of ISP depends on a continuing process of growth and development, the Governance Committee shall pursue and arrange opportunities for the continuing education of Trustees.

All Trustees must complete Child Protection training during the first six months of their mandate. This training will consist of a live training module provided by the Administration's Well-Being team and on-line training modules and annual updates in alignment with staff requirements.

(Revised March 2024; December 2022)

### **2.202 Board Member Compensation and Expenses**

Members shall receive no remuneration and shall not be liable for any action lawfully taken by them

in their capacity as members of the Board. Trustees may not receive any financial benefit from the school, including tuition discounts or other financial aid, and must fulfil any financial obligation to the school with regard to their child(ren)'s enrollment at ISP during their mandate as a Trustee. Trustees shall be reimbursed for all necessary and legal expenses incurred in attending any meeting or in making any trips on official business for the school, when so authorized by the Board of Trustees.

(Revised December 2022)

### **2.203 Resignation of Trustee**

Board membership ceases with the member's resignation or death. Any member may resign effective upon giving written notice to the President or the Board, unless the notice specifies a later time for the effective date of such resignation. Before submitting their resignation, Trustees must consider the impact of their departure from the Board and work with the Board President and Governance Committee Chair to mitigate negative effects. Any changes to the Board's membership will be reported to relevant authorities in accordance with applicable law and regulations.

(Revised May 2019, December 2022)

### **2.204 Removal from Office**

A Board member may be removed at any time with or without cause by a vote of two-thirds of the total number of members. Any officer or any member of any committee may be relieved of his/her duties at any time with or without cause by a majority vote of the total number of members. Any changes to the Board's membership will be reported to relevant authorities in accordance with applicable law and regulations.

(Revised May 2019, December 2022)

### **2.30 BOARD OFFICERS**

The Board shall approve specific procedures for the nomination and election of its officers. Their mandate will terminate at the end of the term in which they were elected. In case of renewal of the Board membership, the officers will need to be re-elected. Each Board officer may serve no more than 6 years. However, in exceptional circumstances 2 additional years may be approved by a unanimous vote of all Trustees. Board officers are expected to attend school functions and ceremonies as much as feasible.

(Revised December 2025)

The responsibilities of the various officers are as follows:

#### President

The President provides overall leadership to the Board of Trustees, ensures that the Board functions effectively, makes sound decisions, and upholds the organization's mission and values. The President is the primary public face of the Board and its interaction with the community. The President is the executive officer of the Board with the authority to act for it in major decisions, such as the purchase of property or the hiring of the Head of School.

#### Key Responsibilities of the President:

- presides over all Board meetings, including Open Sessions with the community, and the General Meetings of the ISP Association
- represents the ISP Association in all legal matters
- ensures that the work of the Board is completed in a timely manner in accordance with the needs of the school.
- works closely with the Head of School to ensure that ISP's policies support the strategic objectives of the school.
- acts as the main liaison between the Board and the head of school.
- conducts the yearly performance appraisal of the Head of School
- represents the organization at official functions and in the community.

- sits ex-officio on all Board committees.
- ensures Board decisions are implemented and followed up appropriately.
- ensures the Board works effectively as a team, leads the board in regular self-assessment and succession planning.
- is familiar with the workings of ISP, is able to think strategically and, with the aid of the Treasurer and Finance Director, has enough financial knowledge to evaluate the soundness of financial operations.

Skills/qualities:

Strong leadership quality, strategic thinker, ability to inspire, ability to listen, feedback & delegate, integrity & strong sense of ethics, organizational sensitivity, communication & networking skills, consensus building skills, ability to work in a multicultural environment.

(Revised December 2025)

Vice-President

The Vice President(s) support(s) the President and may be called upon to replace and assume the President's duties in their absence, in accordance with the ISP Association by-laws. They are involved and consulted on all major Board decisions and form, together with the Treasurer and Secretary, an Executive Committee to advise the President.

Key Responsibilities of the Vice President(s):

- assist(s) the President in carrying out Board responsibilities and strategic initiatives.
- preside(s) over meetings or represent the organization when the President is unavailable.
- ensure(s) smooth leadership transitions and continuity in governance, in the event of a sudden vacancy -whether temporary or permanent- of the position of President,.

Skills/qualities:

Leadership, strategic thinker, ability to collaborate effectively, integrity & strong sense of ethics, organizational sensitivity, communication & networking skills, ability to work in a multicultural environment. They should complement the President in expertise, interest and ability.

(Revised December 2025)

Treasurer

The Treasurer is the Chief Financial Officer of the Association and is responsible for the financial oversight of the organization, ensuring transparency, accountability, and sound fiscal management.

Key responsibilities of the Treasurer:

- oversees all financial matters of the organization, including budgeting, reporting, and audits and ensures that the Board's financial policies are being followed
- assists in the preparation of the annual budget and monitors it throughout the fiscal year
- oversees the annual financial audit and submits the balance sheets and annual accounts for the approval of the Association.
- chairs the Finance Committee and shall have such other powers and perform such other duties as may be prescribed by the Board.
- monitors compliance with financial policies, legal requirements, and best practices.
- guides the Board in understanding the financial implications of decisions.

Skills/qualities:

Financial literacy & understanding of nonprofit finance, analytical thinking, attention to detail, strong sense of ethics, decision making skills, risk management skills, communication skills, ability to work in a multicultural environment.

(Revised December 2025)

### Secretary

The Secretary ensures that Board records are accurate, accessible, and properly maintained. The Secretary is responsible for documentation, communication, and compliance with governance requirements.

Key responsibilities of the Secretary:

- is responsible for the minutes of the meetings of the Board and of the ISP Association
- maintains official records, including bylaws, policies, and membership lists
- ensures that information about Board activities is available in an appropriate and useful form to the community through the various communication channels in the school
- prepares Board meeting agendas, together with the President
- ensures that Board members are notified of upcoming meetings and are sent materials in advance
- ensures that the association's documentation meets legal and regulatory standards
- ensures historical archives of Board decisions and actions are maintained

Skills/qualities

Teamwork, organization skills, attention to detail, ability to feedback, communication & writing skills, ability to work in a multicultural environment.

(Revised December 2025)

## **2.40 BOARD COMMITTEES**

Absent an affirmative agreement, committees from the previous year and their existing missions will remain intact. The President will select the Committee chairs who will in turn select the Committee members. The President and the Head of School, or their designee, shall be regarded as ex-officio members of all committees. Committees shall meet at the call of their chairs. Each chair shall draw up objectives for that committee, which shall be agreed upon by the committee and submitted to the Board for approval each year. No committee shall have the power to act for the Board, except as the Board has specifically authorized such action. Committee recommendations shall be submitted to the Board as a whole. A committee may be dissolved at any time by a majority vote of the total number of members of the Board. The Board may establish such other committees, standing or temporary, as it may require for the better execution of its functions and duties. The appointment and function of temporary committees shall be the same as for standing committees. Temporary committees shall be dissolved automatically upon the completion of their specific assignment or they may be dissolved at any time by a majority vote of the total number of members of the Board. Non-Board members may be appointed to Board committees if their particular expertise will add substantially to the effectiveness of the committee; however they will act in a non-voting capacity.

(Revised May 2019, December 2022)

### **2.4011 Governance Committee**

The Governance Committee assists the Board in fulfilling its oversight responsibilities by ensuring board optimal composition and effectiveness. The Committee leads Board member recruitment, development and succession planning.

The Governance Committee shall:

1. Recruit and on-board new Board members,
2. Recommend Board member appointments and reappointments,
3. Conduct exit interviews with outgoing Board members,
4. Develop and review succession planning for Board members,
5. Promote Board member development,
6. Plan Board annual retreat,
7. Oversee Board and Committee evaluations.

(Revised October 2025)

#### **2.4012 Finance Committee**

The Finance Committee assists the Board in fulfilling its its fiduciary responsibilities by providing oversight to the School's financial planning and reporting, working with the Head of School and Finance Director to prepare the annual budget, to review the annual school budget and audited accounts, and to consider financial matters pertinent to the School.

The Finance Committee shall:

1. Meet regularly to consider financial matters and review the implementation of the budget, review the monthly financial statements and update the Board accordingly
2. Work with the Head of School and Finance Director in the development of the annual operating and capital budgets, and recommend them to the Board.
3. Review audited financial statements and ensure timely reporting to the Board and the Association.
4. Review and update the 5 year financial plan for the School
5. Receive and consider recommendations from School Leadership on salaries, budget matters, and other financial issues, and advise the Board accordingly.
6. Prepare and review ad hoc financial analyses as requested by the Board or necessitated by circumstances.
7. Review proposals for capital expenditures, ensuring alignment with strategic and financial priorities, and prepare them for presentation to the Board.

(Revised October 2025)

#### **2.4013 Strategy Committee**

The Strategy Committee assists the Board in fulfilling its strategic guidance responsibilities by planning strategic thinking processes and coordinating the strategic planning efforts of the Board and the Senior Leadership Team.

The Strategy Committee shall:

1. Meet regularly to coordinate the planning and execution of tasks required to fulfill the annual Board Goals
2. Work with the Head of School and the SLT team to fulfill the annual Board Goals
3. Identify data required to accomplish Board goals and ensure delivery to the Board
4. Prepare and deliver regular updates to the Board on the Board's Goals' progress
5. Coordinate with Governance Committee in planning for strategic retreat

(Adopted November 2025)

#### **2.4014 Facilities Committee**

The Facilities Committee assists the Board's strategic guidance of ISP's capital investments and facilities improvements by advising and providing oversight to the preparation of strategic facilities plans to ensure ISP's physical environment supports its mission and vision, and reflects its values and strategic goals. The Facilities Committee assists the Board's oversight of ISP's legal and regulatory compliance and mission alignment with regard to the school's physical plant.

The Facilities Committee shall:

1. Advise school leadership on development of and updates to ISP's strategic facilities plans.
2. Review proposals for strategic investments in new facilities and infrastructure for mission alignment and suitability.
3. Review proposals for major improvements to existing facilities for mission alignment and suitability.

4. Advise school leadership on ongoing assessment of the condition and suitability of existing school facilities.
5. Provide oversight of ongoing facilities projects and advise the board and school leadership on adjustments to existing plans and priorities.
6. Coordinate with Finance and other committees where necessary to assess facilities-related projects.
7. Advise school leadership on the development of emergency preparedness plans as they relate to physical infrastructure.

(Revised November 2025)

#### **2.4015 Policy Committee**

The Policy Committee assists the Board in establishing and implementing mission-aligned Board procedures and School-wide policies, overseeing corporate governance practices, and ensures compliance with governance regulations and best practices.

The Policy Committee shall:

1. Conduct an annual audit of the Board Policy Manual to identify procedure and policy gaps and required updates.
2. Establish and implement a policy review cycle to ensure all Board policies and procedures are reviewed on a regular basis.
3. Conduct an annual audit of the ISP Association Bylaws to ensure best practices for school governance.
4. Coordinate with school leadership, other standing committees and trustees with relevant expertise to ensure all Board policies and procedures represent best practices.

(Adopted October 2025)

#### **2.402 Advisory Committees to the Board**

The Board may appoint such advisory committees as it may deem advisable and proper from time to time and shall define their functions and duties. Advisory committees may be created to serve as task forces for special purposes or to provide continuing consultation on a particular area of activity. The Board shall name the chairs and members of any advisory committee. The President and Head of School, or his/her designee, shall be regarded as ex-officio members of all advisory committees. Committees shall meet at the call of their chairs and each chair shall ensure that all members of the committee are thoroughly acquainted with the specific charge of the advisory committee and with any time schedules and reporting procedures as stipulated by the Board. Once an advisory committee's specific task has been completed, it shall automatically be dissolved upon the presentation of its final report. Advisory committees with a more open-ended assignment shall be subject to annual review and a decision shall be made after such review regarding the continuance of its assignment. Any advisory committee may be dissolved at any time by a majority vote of the total number of members of the Board. The Board shall carefully consider the recommendations made by any advisory committee. Any final decision of the Board must, however, be made on the basis of what, in its own judgment, will best serve the interests of ISP and the students.

### **2.50 BOARD MEETINGS**

#### **2.501 Regular Meetings**

The frequency, time and place of Board meetings shall be determined by the Board itself. The President chairs the Board meetings and determines the agenda after consulting other Trustees and the Head of School. During each meeting, the President requests the adoption of the minutes of the previous meeting, which must be signed by Trustees who were present at that meeting. The Board normally schedules a regular meeting once each month during the school year at a designated time and place and announces the calendar for regular Board meetings no later than at the beginning of

each school year. Ex-officio members may attend Board meetings, except for those meetings designated by the President as executive sessions.

(Revised December 2022)

### **2.502 Special Meetings**

The President may convoke special meetings of the Board with the appropriate notice. No business other than that stated in the convocation shall be transacted, unless all Board members are present and agree to transact other business.

### **2.503 Executive Sessions**

The Board may meet in executive session as convoked by the President or as requested by a majority of the Board members present. Executive sessions are convoked to consider sensitive matters that would not be proper to discuss in the general meeting. They may also be convened to deal with personnel, financial, legal or security matters, if such information should be kept confidential. These sessions may be attended only by voting Board members and by such other persons as the Board may specifically invite to attend. Each person attending an executive session is duty-bound not to divulge any information discussed or distributed during the session, unless the Board has given permission for such information to be divulged.

### **2.504 Agenda Preparation, Format and Dissemination**

For each meeting, the President shall prepare an agenda. Items may be proposed by Board members or the Head of School. Proposed agenda items should be submitted to the Head of School, with appropriate documentation, far enough in advance of the meeting for the Head of School to be able to include any relevant materials in the meeting packet. Whether a matter will be included in the draft agenda shall be a decision of the President. The Board may modify the agenda at the beginning of the meeting. Meeting materials, including the minutes of the previous meeting, the agenda and any relevant enclosures, shall be sent to all Trustees and other participants at least three working days in advance in order to permit all participants to prepare for the meeting. Matters appropriate for the agenda may arise before the meeting but after the meeting materials have been distributed. Such items may still be introduced at the meeting, but if the necessary background material is not available or if there is not enough time to study the matter adequately, subjects so introduced shall normally be referred for study and no final action taken until the next meeting. In urgent cases, decisions may be made at the same meeting during which such a matter is introduced, but only if there is unanimous consent among the members present that such quick action is necessary.

(Revised December 2022)

### **2.505 Rules of Order**

The Board should keep its meetings informal enough to allow for free discussion, yet sufficiently formal to enable it to conduct its business efficiently. The President shall, therefore, conduct meetings in an informal manner but any Trustee at his discretion may refer to the latest edition of Robert's Rules of Order to resolve a procedural point or to maintain an orderly and efficient meeting.

(Revised December 2022)

### **2.506 Quorum**

A simple majority of the total number of members shall constitute a quorum for any meeting. If a quorum is not attained, the only official action that may be taken is that of adjourning the meeting. By unanimous consent of the members present, the meeting may be continued as an informal work session, but no official business may be transacted in the absence of a quorum.

### **2.507 Voting Method**

Each member shall be entitled to one vote. Members shall vote in person and not by proxy. In the event of a tie vote, the President, or in their absence, the Senior Vice President present at the meeting shall have a casting vote.

(Revised December 2022)

### **2.508 Minutes**

Minutes shall be kept for all regular and special meetings and shall include not less than:

- the time, date and place of the meeting
- the Trustees and other participants present and absent
- all decisions taken at the meeting and a record of all roll call votes
- generally, the purpose or purposes for which any closed session was called.

Minutes are the responsibility of the Secretary. They shall be submitted to the Board for approval at the following meeting and shall be signed by Trustees who were present at that meeting. All minutes of the Board meetings are considered official records.

(Revised December 2022)

### **2.509 Public Attendance at Board Meetings**

So that the Board may fairly and adequately discharge its over-all responsibility, an Open Session may be held 30 minutes before each Board meeting. Members of the ISP community may raise questions or issues that concern them at the Open Session, but are requested to inform the Head of School no later than one week (seven days) before any meeting regarding the matters that they plan to raise.

(Revised May 2019, December 2022)

## **2.60 BOARD POLICY DEVELOPMENT**

The Board shall make such policies as it considers necessary to guide its own functions and those of the school, in conformity with the by-laws of the Association. The Board shall examine proposals for new or revised policies and shall consult as appropriate the Administration, professional staff, committees and/or other interested or knowledgeable sources.

A preliminary draft shall be formulated by the Administration and shall be presented to the appropriate Board Committee for its consideration. Proposals for new policies, or policy amendments, will be submitted in writing to the Board for approval at either a regular or executive session. As a guide for conduct and decision-making, Board policies shall be binding upon all stakeholders, including Board members, until formally amended or revoked by the Board.

After written policies are formulated and adopted, they shall be communicated to all concerned. The Policy Manual will be updated annually to include changes approved in the previous school year, with the updated version circulated to current members of the Board, and made accessible to parents and staff of ISP.

(Revised March 2022, December 2022)

### **2.601 Policy Review**

The Head of School is assigned the continuing task of bringing to the Board's attention policies that are out-of-date or that, for any other reason, appear to need revision. Approval of amendments, revisions or rescissions of policies shall be the sole responsibility of the Board.

Irrespective of ongoing policy additions or amendments, the Board will conduct a formal review of the Policy Manual per a Rolling Policy Revision Plan. Such a review will be managed by the Governance Committee.

(Revised March 2022, December 2022)

### **2.602 Administration in Policy Absence**

When action must be taken and the Board has provided no guidelines for such action, the Head of School shall have the power to act. It is the duty of the Head of School to inform the Board of the action and the potential need for a policy on the matter.

(Revised March 2022, December 2022)

**SECTION 3 - FISCAL MANAGEMENT**

(Full Section Reviewed in May 2023)

**3.10 ANNUAL BUDGET COMMUNICATION**

The Treasurer of the Board of Trustees shall annually present to the Association the operating and capital budgets for the fiscal year. The Treasurer shall also give a report on the previous fiscal year covering operating results, the amount of contributions made, the capital expenditures incurred, and the financial status of the Association as of the end of such fiscal year. Such a report may be accomplished through the presentation of a profit and loss statement for such prior year and a balance sheet as of the end of such fiscal year. These budgets and reports shall be filed with the records of the Association.

(Revised December 2021, May 2023)

**3.101 Fiscal Year**

The fiscal year of the Association, in accordance with the by-laws shall be from September 1st of each year to August 31st of the subsequent year.

**3.102 Budget Preparation**

The preparation of draft operating and capital budgets are the responsibility of the Head of School, assisted by the Finance Director, the Treasurer and the Board's Finance Committee, which has been established to consider financial matters. The Head of School shall involve the appropriate members of the Board, faculty and staff in determining the fiscal requirements of the school and shall be based on the specified staffing and expense levels. In addition to the operating and capital requirements, enrollment projections, tuition and fees shall be recommended as part of the budgeting preparation process. It is understood that only the Board as a whole shall have the power to act on such recommendations.

(Revised December 2021)

**3.103 Budget Deadline and Schedules**

The Head of School, in consultation with the Finance Director, will define the schedule and deadlines for the budget process to correspond with the Board's budget adoption deadline in advance of the Association's validation of the annual budget.

(Revised December 2021)

**3.104 Budget Adoption**

Operating, revolving account, and capital budgets shall be reviewed by the Finance Committee and recommended to the Board prior to adoption by the Board. The Board shall approve major capital expenditures exceeding €100,000.

(Revised December 2021)

**3.105 Periodic Budget Reconciliation and Reporting**

The Head of School is responsible for establishing fiscal procedures and controls to ensure that expenditures are based on the approved budget. Monthly financial reports are to be provided to the Treasurer, who is responsible for presenting to the Board a detailed monthly review of the financial status of ISP. Reporting a revised budget to the Association is required when the forecast would have a material negative effect on the school's ability to deliver its high quality education program.

(Revised December 2021)

**3.106 Budget Oversight**

Once the annual budget is approved, the Head of School is authorized to approve expenses in accordance with the budget. Every effort shall be made to keep actual expenses within approved budget line items. However, the Head of School has discretion to transfer amounts between budget

categories when needed, provided such transfers do not exceed an amount equivalent to more than 1% of the operating budget. Any variances from the approved budget categories shall be reported by the Head of School to the Finance Committee and the Board. It is the intent of the Board that funds only be expended within the limit of the overall operating or capital budget as adopted, and in accordance with accepted budgeting and accounting procedures. In the event expenses for a given fiscal year are forecast to exceed that year's approved overall budget expense level, the Board must approve a revised forecast before such expenses are incurred by the school.

(Adopted December 2021, Revised May 2023)

### **3.107 Long-Term Financial Plan**

Appropriate procedures shall be established to plan school fiscal requirements for the ensuing five years. The Long-Term Financial Plan is a rolling five-year plan, reviewed annually by the Finance Committee. Future requirements for operating expenses, capital expenditures, staffing levels and salaries, revolving account income and expenses and any capital building reserves shall be established. Realistic projections of student enrollment for these years shall also be made, based on previous enrollment trends, the number of returning students, staffing levels, school capacity and overall market conditions.

(Adopted December 2021)

### **3.20 DEPOSITORY OF FUNDS AND AUTHORIZED SIGNATURES**

All moneys and other valuables belonging to the Association shall be deposited in the name of and to the credit of the Association in such depositories as may be designated by the Board. One or more banks, trust companies or insured savings and loan associations shall be selected by the Administration and approved by the Board to serve as the depository or depositories of the school funds. The Board may also approve the establishment of accounts to invest funds not immediately needed for the operation of the school. The Treasurer shall monitor the yield on such investment accounts and ensure that the school's funds are invested securely and on terms most favourable to the school.

### **3.30 INCOME FROM TUITION AND FEES**

The Board shall set the tuition and other school fees for each year based on the estimated student enrollment, operating, revolving and capital requirements, available financial resources and budget requirements. In order to supply the Board with the necessary background data, the Finance Director, with the aid of the Administration, shall compile figures on enrollment projections, staff salaries, inflation, and the ISP's financial status in general in proposing the next year's tuition schedule for Board approval. The Board shall set such additional fees and charges as may be required to operate the ISP programs at a level to meet the school's educational philosophy and instructional goals. The Administration shall develop and the Board shall review the rules and procedures for the payment of tuition and other fees set by the Board. Before a student is admitted, parents shall be fully advised of any fees that will be charged and a contract setting forth the terms of their child(ren)'s enrollment shall be signed. Tuition and other fees shall be reviewed annually by the Board. The Head of School shall have the authority to decide which parents must abide by ISP's payment schedule, but shall not have the authority to make changes in the fee structure. Please also see: ISP Tuition Payment Policy.

(Revised May 2019, May 2023)

### **3.301 Tuition Payment and Schedules**

Once a child is accepted for entry into the International School of Paris, it is the policy of the school to require that the parents agree to specific terms under which they are responsible for the payment of all applicable fees as stated in the currently approved tuition and fee schedule. An agreement to that effect will be signed by the parents. All tuition and fees are payable in advance in accordance with a billing schedule developed by the administration and approved by the Board.

### **3.3011 Tuition Waiver for Staff Members**

It is the policy of ISP to extend tuition waivers to children of staff to the greatest extent allowable while complying with the Board's fiduciary duty to ensure the school's financial future.

The board will review the staff tuition waiver policy every two years, or more often as deemed necessary, with the intent of expanding the scope of waivers whenever possible.

(Revised May 2019)

(See Appendix C: Staff Child Tuition Policy (Adopted Jan 2020, revised May 2022 & Nov 2023)

### **3.3012 Non-Payment of Tuition and Fees**

ISP requires that all tuition and fees be paid on or before the dates mentioned in the contract signed by the parents upon their child(ren)'s acceptance by the school. The Business Office shall keep a tight control over such payments and shall make a maximum effort to collect all overdue bills. Whenever a student's tuition or fees remain unpaid within a reasonable period after a billing invoice has been presented, the student, after due warning, may be denied admission to classes. The Head of School is authorized to use his/her discretion concerning the application of this policy, but must inform the Board of any exceptions. While tuition or other fees remain unpaid, the school may withhold all student transcripts, reports and other records from the parents. Upon full payment of all outstanding fees, the parents shall be given their child(ren)'s records.

(Revised May 2023)

### **3.3013 Refunds of Tuition and Fees**

Refunds of tuition shall be handled in accordance with the terms of ISP's tuition and fee schedules. Exceptions to these schedules shall not normally be granted. The Board, however, may consider each case on its own merits and hardship cases may be submitted to the Board through the Head of School.

## **3.40 INCOME FROM SOURCES OTHER THAN TUITION AND FEES**

The school can develop other sources of income from activities in line with its mission and in accordance with French fiscal and social laws regarding not for profit organizations.

### **3.401 Aid and Grants to the School**

The Board may accept funds from governmental, foundation or private sources and shall comply with the conditions and requirements connected with the acceptance and use of such funds. ISP shall actively seek funding for special programs and projects from appropriate governmental agencies, foundations or private sources.

## **3.50 ACCOUNTING AND REPORTING**

The Treasurer is the chief financial officer of the Association and must ensure that the accounts and transactions are organized correctly and legally. He/she is responsible for presenting the current financial status of the school to each general meeting of the Board and to the Association at the General Meeting.

### **3.501 Audits**

The Board shall require annual audits of the school's financial records. The Finance Director, under the general oversight of the Treasurer, shall provide all documentation and assistance required by the auditors.

The results of the audits shall be submitted to the Board at a regular meeting as soon as possible after the close of the school's fiscal year so that the relevant data is available to the Board well in advance of the Association's General Meeting. After the Board has voted to accept the audit as

submitted, the audited accounts shall be presented at the Association's General Meeting.

(Revised May 2023)

### **3.60 PURCHASING AUTHORITY**

The budget approved by the Board shall serve as the controlled spending plan for the ensuing school year. The Head of School is authorized to make expenditures and commitments on behalf of the school in accordance with the approved budget following Board Policy. The Head of School and the Finance Director are also authorized to make expenditures and commitments approved by special Board action.

(Revised May 2022)

#### **3.601 Purchasing Procedures**

It is the policy of the Board of Trustees to ensure that clear purchasing procedures exist for the provision of goods and services. It shall be the responsibility of the Finance Director, assisted by appropriate staff, to ensure that detailed purchasing, delivery, and stock control procedures are established and followed within the school.

(Revised May 2022)

#### **3.602 Bids and Quotations**

In procuring goods and services for the school, every effort will be made to do so at the lowest price possible within the constraints of quality of goods or services, location of goods, time limitations of procurement, environmental and social considerations, and the past history of the vendor.

Competitive bidding is not required on all purchases. Quotations will be obtained before purchase when the procurement time limitations permit. When a new category of goods or services is to be obtained, bids and/or quotations from at least two vendors will be obtained unless other specific directions are given by the Board or the Head of School. When a historically acceptable vendor is used to supply existing categories of goods or services repeatedly, a second bid or quotation will be sought periodically to ensure that the school is continuing to receive the best value for the money spent. Purchases costing more than 15,000 Euros requires three competitive bids or quotations.

(Revised May 2022)

#### **3.603 Vendor Relations - Conflict of Interest**

No favoritism will be extended to any vendor. No person officially connected with or employed by the school will be an agent for, have any pecuniary or beneficial interest in, or receive any compensation or reward of any kind from, any independent vendor for sale of supplies, materials, equipment, or services. However, because of our location and the expertise that may exist among Board members, staff, and their families at any given time, such persons may be vendors for the sale of services or goods to the school in compliance with the Board policies and with disclosure of the potential conflict of interest.

(Revised May 2022)

### **3.70 DISBURSEMENT OF FUNDS**

Within the approved budget, the Finance Director, in consultation with the Head of School as required, has standing delegation to make payments.

(Revised May 2022, May 2023)

#### **3.701 Payment of Invoices**

Invoices will normally be paid according to the school's standard terms of payment as defined in the Business Office's procedures. In accordance with the Association's by-laws, all 'cheques', drafts, or orders for the payment of money shall be signed by any two of the President, Treasurer, Head of School and Finance Director, pursuant to authority delegated by the President, and by such other officials or agents as the Board of Trustees may designate.

(Revised May 2022)

**3.702 Expense Reimbursements**

The school reimburses Board members and staff for expenses incurred on behalf of the school, upon submission and approval of an expense report as defined in the Business Office procedures. All claims for approved expense reimbursements must be supported by the appropriate vouchers or receipts as may be required by the business office.

(Revised May 2022)

**SECTION 4: FACILITIES & INFRASTRUCTURE MANAGEMENT**

(Full Section Reviewed in May 2024)

**4.10 FACILITIES EVALUATION AND PLANNING**

The school strives to provide school facilities that offer the best possible safe, secure, and sustainable environment for learning and teaching, within the limitations of the budget and as appropriate to the population of the school.

The Board specifically supports these aims by:

- Providing strategic guidance for the acquisition and renovation of buildings that accommodate the evolution of the school's organizational and instructional needs in support of ISP's philosophy and strategic direction.
- Promoting a safe and healthy school environment by monitoring safety aspects related to facilities usage and renovation.
- Providing an inclusive environment, within the practical limitations of the physical plant and financial resources.
- Ensuring that the school prioritizes designs and equipment that lend themselves to low maintenance costs and the conservation of energy.

The Head of School is responsible for evaluation inspections of the existing facilities and planning for major rehabilitation or remodelling. Based on this evaluation and the professional recommendations of the Head of School, the Facilities Committee shall consider proposals for major capital improvements. The Facilities Committee may request that specific options be suggested.

(Revised May 2024)

**4.20 SCHOOL BUILDINGS AND GROUNDS**

The Board recognizes that the education of children depends upon many factors, including a proper physical environment that is clean, safe, attractive, pleasant, sustainable, and functional. The Board strives to ensure a physical plant that satisfies high standards for all school operations and for the educational program in general, within the limitations of the school's financial resources and in proportion to its present and projected enrollment.

(Revised May 2024)

**4.201 Emergency Procedures and Risk Assessment**

The school will have an Emergency/Crisis Management Handbook adhering to required local emergency regulations and procedures which will be updated annually. The administration shall ensure that the school is inspected according to local regulations for potential fire and other hazards. The school will have accident/illness, field trip, and risk assessment procedures in place that are regularly updated and communicated to staff.

(Revised May 2024)

**4.30 STUDENT TRANSPORTATION**

The school will provide an as needed bus service to enable parents to send their primary school children to school by bus and to have them returned home in the same way. This bus service should be self-supporting and generally available for students who live within a reasonable distance from the school. The service will be outsourced and available to students living in the Paris area and the nearby suburbs. Details of the bus service, pick up/drop off locations, day-to-day operations, and the bus fees will be communicated by the school. Bus transportation for off-site activities is provided as part of the educational program under the direction of the supervising faculty member.

(Revised May 2024)

**4.301 Student Conduct on School Buses**

The school will ensure that expectations of student conduct on school buses is written in the

divisional parent/student handbooks.

(Revised May 2024)

#### **4.40 INSURANCE MANAGEMENT**

ISP shall arrange for adequate insurance coverage for its buildings and grounds, its employees and students and for any liabilities that ISP, its employees or Board trustees may have under the applicable laws. The Finance Director shall ensure that proper insurance coverage is maintained. The Finance Committee shall periodically review the school's entire insurance package.

(Revised May 2024)

#### **4.50 DATA PROTECTION**

The International School of Paris understands the importance of privacy and data protection and will have policies and procedures in place that are compliant with the General Data Protection Regulations (GDPR).

These procedures are intended to inform all individuals who share data with the school how the data is processed and why it is collected, including our lawful basis for collecting and processing personal data. These procedures will also indicate how the data is stored securely, for how long and who has access to the data. An individual's rights over their data and who to contact should they have concerns about data protection or the school privacy policy itself will be indicated in these procedures.

(Adopted May 2024)

**SECTION 5: PERSONNEL**

**5.10 STAFFING PHILOSOPHY AND GOALS**

It is a policy of the Board of Trustees to staff the School with the best-qualified and properly credentialed personnel and to use administrative, teaching, and non-instructional staff according to their training and skills, the needs of the School, and the terms of employment as specified in employment contracts and applicable labor laws. For additional information please consult the Staff Handbook Personnel Selection.

**5.20 STAFF ETHICS AND CONFLICTS OF INTEREST**

**5.201 Personnel Records**

Personnel records will be maintained in the administration office. They will be available only for official use by the Head of School and his authorized staff and for inspection (without prior Head of School or legal authorization) by accrediting or other agencies who have a legitimate need to verify an employee's training and experience, or who have legal power to subpoena such records. Individual members of the Board will not have access to the records of individual employees, unless a legitimate "need to know" can be demonstrated, and unless the entire Board or the Head of School considers such access necessary and justified. The employee himself will have full access to his own records, during regular business hours and with reasonable advance notice to the office. Only pre-employment recommendations and other confidential papers intended for pre-employment evaluation will be kept confidential, and will not be made available to the employee. The employee will be allowed to verify the contents and accuracy of his own employment and evaluation records. If any question arises that cannot be resolved by a simple factual correction, the employee may ask his supervisor or the Head of School to review the matter. Personnel records will not be made available to anyone outside the school, with the exception of accrediting or legal agencies, as described above, and will not be sent to other schools or institutions without the written request and permission of the employee. Personnel records of former employees will be kept on file indefinitely.

**5.202 Reserved (through amendment May 20, 2019)**

**5.203 Policies on Serious Infectious Illnesses**

The well-being of all members of the ISP community is of the utmost priority and at the heart of all school operations and policies. It is the policy of ISP not to discriminate against any prospective or existing employee or student on the basis of health in accordance with all applicable labor, health and safety laws and regulations.

(Revised May 2019)

**SECTION 6: INSTRUCTIONAL PROGRAM**

(Full Section Reviewed in January 2026)

**6.10 EDUCATIONAL GOALS AND OBJECTIVES**

It is the policy of the Board to ensure all ISP operations align with and support the school's Vision, Mission, Guiding Statements.

In accordance with ISP's Mission, all educational activities will align with the International Baccalaureate curriculum (PYP, MYP and DP) and Approaches to Teaching and Learning. The instructional program will focus on fostering the IB Learner Profile attributes and student success.

The ISP curriculum and related programs will provide an inquiry-based, concept-driven education that embraces the diversity of our community and supports the learning needs of our students, consistent with ISP's High Quality Learning Definition.

The Board entrusts the Head of School to develop a school-wide instructional program consistent with this policy, and to document and communicate that program to the school community.

(Revised January 2026)

**6.20 HIGH QUALITY LEARNING DEFINITION**

High quality learning is a social and experiential practice. It sparks students' curiosity and stimulates their natural creativity. It inspires them to strive for excellence, and to take ownership of their own inquiry and research. It shapes the learner and the learning community, nurturing growth and new understandings.

(Adopted December 2021)

**6.30 GLOBAL LANGUAGE LEARNING**

ISP recognizes language learning as critical to meeting our educational commitments. English is the primary language of instruction at ISP. Our curriculum will require all students with instruction in English language skills, including assistance and immersion as required for English language learners. We require instruction in French language skills for students up to Grade 10.

Additionally, ISP recognizes the importance of the development of home languages to students' understanding of self and to our multicultural community's vibrancy. Thus, ISP will provide our students with appropriate resources for development and exploration of their home languages.

(Adopted January 2026)

**6.40 ACADEMIC INTEGRITY**

ISP views academic integrity as key to supporting and developing the IB learner profile. This commitment will be reflected in academic integrity policies and practices that emphasize learning the important value of creating one's own work, properly attributing the work of others, behaving with integrity in academic activities, and working collaboratively with others in a way that honors the contributions of all.

To foster a shared culture of trust, ISP will ensure that expectations around academic integrity are clearly and consistently communicated to students, staff, and families. Furthermore, all staff members are expected to model these principles in their own professional practice.

(Adopted January 2026)

**6.50 ACADEMIC FREEDOM**

ISP provides a learning environment that protects the right of students and educators to engage in the investigation of complex issues in a manner consistent with the school's Guiding Statements and the IB Learner Profile.

ISP will ensure that all topics are introduced with pedagogical purpose and discussed with open-mindedness and sensitivity and that the learning environment allows students to respectfully express differing opinions and perspectives.

(Adopted January 2026)

**6.60 PROGRAM REVIEW**

ISP will periodically and systematically evaluate its academic programs to ensure compliance with its stated goals and delivery of a high quality learning experience to all students.

(Adopted January 2026)

## **SECTION 7: STUDENTS**

(Full Section Reviewed in December 2023)

### **7.10 RESPONSIVE AND FAIR EDUCATIONAL OPPORTUNITIES**

The Board and the Administration believe that each student should be given the opportunity to grow and achieve as much as they can. ISP shall therefore foster an environment that provides equal educational opportunities for all students. Educational programs and services shall not discriminate against any person for reasons such as race, color, ethnicity, caste, religion, gender identity, gender expression, sexual identity, national origin, citizenship status, socioeconomic status, age, language, or ability.

(Revised December 2023)

### **7.101 DIVERSITY, EQUITY, INCLUSION AND JUSTICE/BELONGING**

The ISP Board and Administration will ensure all programs and services promote global citizenship and intercultural understanding at ISP and enable our students to explore and celebrate differences and similarities to create an inclusive culture that can engage globally. All ISP community members share a responsibility to act individually and collectively to create a fair and sustainable world by promoting effective communication and focusing on the development of identity, and the appreciation of other cultures.

(Adopted December 2023)

### **7.102 GENDER INCLUSION**

In furtherance of responsive and fair educational opportunities, the Board of Trustees and Administration believe that regardless of gender or gender identity:

- All community members deserve to be treated with dignity and respect
- All community members should be allowed and encouraged to grow in their understanding of themselves
- All community members should respect the gender identity of others
- All students deserve equal opportunity in their learning experiences
- All students deserve to learn in a welcoming, safe and supportive environment.

ISP will take a proactive approach to ensure all policies and procedures adhere to these principles and allow the school to address individual needs as required. ISP will provide staff with sufficient guidance and training to support decision-making in alignment with the same.

(Adopted March 2024)

### **7.20 ADMISSION AND PLACEMENT OF STUDENTS**

ISP is an inclusive, English language International Baccalaureate World School which seeks to actively recruit and retain students for whom an International Baccalaureate education will address and provide growth for their unique learning profile. The school places a heavy emphasis on the importance of global citizenship and the role of student well-being in embracing change and developing new tools and resources needed to live productively and sustainably. This is especially pertinent in community relations, both on an intra-campus level as well as in coordination with our local host city and country in Paris, France.

The school's Admissions Policy is driven by its Guiding Statements for inquiry, innovation and learning, and its High Quality Learning Definition, which aligns with its programme design for learning for complexity and challenge within a diverse and highly connected global world.

(Revised December 2023)

### **7.30 STUDENT CONDUCT**

In building a culture of inclusion, ISP stands firmly against words and actions that reinforce harmful and oppressive systems. The school believes in embracing diversity as indicated in our guiding statements. We explore and celebrate differences and similarities to create an inclusive culture that can engage globally. Hence, at ISP, students, and their families, are expected to commit to upholding our values in words, actions, and behaviors in themselves and those around them. They also commit to standing against harmful or abusive targeting of any person and commit to learning, growing, and listening to others in order to help make ISP the welcoming and inclusive community we strive to be.

Members of our community are held accountable for their words, actions, and behaviors as a member of the ISP community based upon the procedures outlined in the various handbooks.

(Revised December 2023)

### **7.40 STUDENT INSURANCE PROGRAM**

The school will maintain adequate levels of insurance for students to participate in on-site and off-site activities sponsored by the school.

(Revised December 2023)

### **7.50 CHILD PROTECTION AND SAFEGUARDING**

The International School of Paris is committed to providing a safe and stimulating environment that promotes the social, physical and ethical development of each child. All members of the ISP community must therefore act in the best interests of the children in our care. This includes:

- Supporting each child's development in ways that foster security, confidence and independence
- Providing an environment in which children and young people feel safe, secure, valued and respected, including feeling confident to approach adults if they are in difficulty
- Raising awareness of all adults and educating all children in the ISP community regarding the need to safeguard children, including their responsibilities in identifying and reporting possible cases of abuse or neglect
- Providing a systematic means of monitoring and supporting children who may be at risk
- Maintaining a structured procedure for all members of the school community to report suspected abuse or neglect and communicating clearly where and how to report such concerns
- Developing and maintaining effective working relationships with other agencies responsible for the care of children and families
- Ensuring that all staff and volunteers at ISP who have access to children have been checked for suitability, including verification of their identity, police background checks and qualifications.

Training for staff, students and parents will be ongoing in this area and a specific action plan of development policies and practices will be undertaken annually.

(Revised May 2019; December 2023)

## **SECTION 8: SCHOOL-COMMUNITY RELATIONS**

### **8.10 COMMUNITY RELATIONS GOALS**

The Board and the Administration believe that parents are entitled to be well informed about the school, the way in which their children are being educated and the way ISP funds are spent. They endorse a policy of open communications between ISP and the parents and seek ways to keep the parents continually informed about the school's services, accomplishments, problems and goals.

#### **Communications to Parents and Community**

The President is the official spokesperson for the Board. The Head of School, as the chief administrative officer and educational leader of the school, is the official spokesperson for educational and personnel aspects of ISP operations. In matters restricted to a particular class or program, the Head of School delegates this responsibility to the staff in charge of such a class or program. As the overall responsibility for communications remains with the Head of School, staff should keep him/her fully informed.

#### **Communications from Parents and Community**

ISP welcomes debate, questions, suggestions and constructive criticism on the premise that the active interest of the community in ISP affairs can only benefit the school. On routine matters, parents should communicate directly with the classroom teachers or specialists. On matters of importance, parents are first asked to contact the respective principal. Appointments for personal conferences may be made through the school office. All matters pertaining to administrative affairs should be addressed, in the first instance, to the Business Manager who may refer a matter to the Head of School or a designee, should that be necessary.

(Revised May 2019)

#### **Relations with the Community At Large**

It is the policy of the school to develop the best possible relations between it and the community (both French and internationally) and to review periodically what is being done to achieve this objective. All members of the ISP community are encouraged to take personal action to promote the school's image in the public eye.

### **8.20 COMMUNITY AND PARENTS INFORMATION PROGRAM**

The school will do its best to keep the community and the parents informed about the affairs of the school. To achieve this, the Board of Trustees authorizes the Head of School to:

1. Prepare (or supervise the preparation of) informational materials, such as newsletters, articles for periodicals, catalogues, brochures, special pamphlets, and similar materials.
2. Organize "Open House" evenings which provide an opportunity for parents to see what the school is doing.
3. Establish working relationships with the newspaper and other media so that news stories about school events can be widely and regularly disseminated.

#### **Access to School Documents and Records**

It is the policy of ISP to ensure maximum transparency while protecting privacy and confidentiality necessary to ensure the well-being of all students and community members and the operational needs and best interests of ISP as a whole. ISP will ensure compliance with all relevant laws and regulation relating to public and non-public record-keeping. Confidential records of the school, such as student and personnel records and financial accounts, are not open to public inspection. The principal will seek to answer legitimate questions from the public without violating the confidentiality of closed records. Those school records that are open to the public, for example, minutes of Board of Trustee meetings, will be available at the school office during regular business hours. The public is requested to let the office know in advance of an intention to review open records, so that staff may be on hand to help.

(Revised May 2019)

**8.201 Events to Welcome and Inform Families**

At the beginning of each year, ISP will hold events to inform the parents of the educational program for the year, and of the priorities of the staff, the administration, and the Board. The events will provide parents an opportunity to meet teachers and other staff members and ask questions about the educational program. These events will be organized to ensure maximum participation by parents. The purpose of this evening is not to discuss the progress of individual children.

(Revised May 2019)

**8.30 RESERVED (THROUGH AMENDMENT MAY 20, 2019)**

**8.40 PARENT INVOLVEMENT IN DECISION MAKING**

Parent participation in the affairs of the school is essential if the school is to attain and sustain the high level of educational excellence our students deserve. The Board encourages all ISP parents to attend school events and participate in PTA activities (see Section 1.203). Parents with specific concerns should first contact the school Principal or Head of School. As members of the ISP Association, parents are also invited to address the Board directly in accordance with Section 2.509 Public Attendance at Board Meetings.

(Revised May 2019)

**8.401 Parent Teacher Association**

The Board recognizes the ISP Parent Teacher Association (PTA) as a vital way parents take part in the life of the school and support the community and the learning environment. The Board's aims in doing so are (1) to improve communications between parents, administrators, teachers, and Board members; (2) to seek ways to enrich the student curriculum through sponsorship of field trips, guest speakers, and social events; and (3) to provide support for the school's fundraising efforts.

## APPENDIX A

### **STATUTS DE L'ASSOCIATION « ECOLE INTERNATIONALE DE PARIS »** **« INTERNATIONAL SCHOOL OF PARIS »**

#### **Article 1 : FORME JURIDIQUE ET DURÉE DE L'ASSOCIATION**

Il est fondé entre les adhérents aux présents statuts une association régie par la loi du 1er juillet 1901 et le décret du 16 Août 1901, ayant pour nom : « ECOLE INTERNATIONALE DE PARIS » (« INTERNATIONAL SCHOOL OF PARIS »).

#### **Article 2 : OBJET SOCIAL**

L'Association a pour objet:

- A) Éduquer pour préparer à la complexité, telle est la philosophie de l'International School of Paris. En tant qu'école chef de file du Baccalauréat International en France, la mission de l'International School of Paris est de préparer ses élèves à s'impliquer et à réussir dans un monde complexe. L'École crée un environnement motivant où le programme de l'Organisation du Baccalauréat International est enseigné en anglais.
- B) L'International School of Paris valorise entre autres les activités sportives, artistiques et sociales et encourage la participation aux compétitions scolaires.
- C) L'Association peut également développer toute activité éducative ou de formation au profit d'enfants et d'adultes.

Elle peut réaliser toute opération ayant un lien direct ou indirect avec l'objet précité.

#### **Article 3 : SIÈGE SOCIAL**

Le siège social est fixé 6, rue Beethoven 75016 Paris.

Il pourra être transféré par décision de l'Assemblée Générale sur proposition du Conseil d'Administration.

#### **Article 4 : MEMBRES DE L'ASSOCIATION**

- A) Sont membres de l'Association :
  - Les parents d'élèves (ou le responsable légal de l'élève s'il est autre) suivant actuellement leur scolarité au sein de l'International School of Paris ;
  - les membres du Conseil d'Administration en cours de mandat ;
  - ainsi que toute autre personne ayant exprimé le souhait de soutenir l'Association et qui est agréée par le Conseil d'Administration. Les dossiers de ces autres personnes seront répertoriés.
- B) La qualité de membre se perd :
  - par la démission,
  - pour les parents d'élèves (ou le responsable légal de l'élève s'il est autre), à la fin de leur scolarité au sein de l'International School of Paris,
  - par le décès,
  - par la radiation pour non-paiement des sommes dues à l'Association prononcée par le Conseil d'Administration,
  - par l'exclusion pour motif grave prononcée par le Conseil d'Administration, l'intéressé ayant été préalablement invité par lettre recommandée avec accusé de réception à se présenter devant le Conseil d'Administration pour fournir toutes explications sur les faits qui lui sont reprochés.

## Article 5 : LE CONSEIL D'ADMINISTRATION

### A) COMPOSITION DU CONSEIL D'ADMINISTRATION

1. L'Association est dirigée par un Conseil d'Administration, de 7 membres au minimum et de quinze membres au maximum.
2. Le Conseil d'Administration déterminera le nombre des membres le composant au regard du nombre total des inscriptions et du nombre et de la taille des différentes nationalités à faire représenter au Conseil d'Administration.
3. Les membres du Conseil d'Administration sont élus comme suit :
  - Entre deux et six membres sont élus par l'Assemblée générale
  - jusqu'à neuf membres sont cooptés par le Conseil d'Administration

En cas de vacance d'un poste d'administrateur élu portant le nombre d'administrateurs élus à moins de deux, la prochaine assemblée générale complétera le Conseil d'administration. L'existence d'un poste vacant n'a pas d'incidence sur la régularité des décisions prises en Conseil d'administration.

4. Les salariés de l'Association et leurs conjoints n'ont pas le droit de se présenter comme candidat au Conseil.
5. Une famille ne peut avoir plus d'un membre au Conseil d'Administration.
6. Le Président peut inviter un membre de l'administration, un enseignant ou toute autre personne à participer au Conseil. Ces personnes ont le droit de participer aux débats mais n'ont pas le droit de vote.

### B) ELECTION ET RÉVOCATION DES MEMBRES ÉLUS DU CONSEIL D'ADMINISTRATION

1. S'il n'y a qu'un seul candidat pour un poste vacant; ou un nombre similaire de candidats et de postes vacants, chaque candidat doit recevoir la majorité des votes exprimés en faveur de sa candidature.
2. Si plusieurs candidats se présentent à un poste unique ; le candidat ayant reçu le plus de votes est élu.
3. En cas de plusieurs postes vacants et d'un nombre de candidats supérieur à celui des postes vacants, les candidats ayant reçu le plus de votes sont élus aux postes vacants (en cas d'égalité, un tirage au sort est effectué à pile ou face par le Président du Conseil d'Administration).
4. L'Assemblée générale de l'Association peut discrétionnairement révoquer les administrateurs qu'elle a élus de leur mandat d'administrateur. Cette révocation nécessite une majorité des deux tiers des membres de l'Association.

### C) MANDAT DES MEMBRES DU CONSEIL D'ADMINISTRATION

1. Le mandat des membres du Conseil est de trois ans à compter de la date de leur élection ou de leur cooptation au sein du Conseil.
2. Le Conseil d'Administration peut prolonger la durée du mandat d'un membre élu par l'Assemblée générale jusqu'à la réunion suivante de l'Assemblée Générale.
3. Le mandat d'un membre du Conseil peut être renouvelé, soit par élection de l'Assemblée générale, soit par cooptation par le Conseil d'Administration
4. Si lors d'un renouvellement d'administrateur, le Conseil compte déjà trois membres ayant effectué plus de deux mandats consécutifs, aucun autre administrateur ayant déjà effectué deux mandats

consécutifs ne pourra être coopté à nouveau; sauf à être soit réélu par l'Assemblée, soit re-coopté à l'unanimité par un vote du Conseil.

#### D) MEMBRES DU BUREAU DU CONSEIL D'ADMINISTRATION

1. Le Conseil d'Administration choisit parmi ses membres un Bureau composé de :
  - Un Président
  - Un ou plusieurs Vice-Présidents
  - Un Secrétaire
  - Un Trésorier
2. Deux fonctions peuvent être tenues par la même personne. Chaque membre du Bureau dispose des pouvoirs définis à l'article 6 ci-après. Le Bureau n'est pas un organe collégial de décisions.

#### E) RÉVOCATION D'UN MEMBRE DU CONSEIL D'ADMINISTRATION OU BUREAU

1. Tout membre du Conseil peut être révoqué de ses fonctions à tout moment avec ou sans motif par un vote des deux tiers des membres du Conseil d'administration (à l'exclusion du membre en considération qui ne vote pas et qui n'est pas pris en compte pour le calcul de la majorité).
2. Tout membre du Bureau ou tout membre d'un comité peut être révoqué de ses fonctions par le Conseil.

#### F) FONCTIONS ET TÂCHES DU CONSEIL D'ADMINISTRATION

1. Le Conseil d'Administration peut prendre toutes les décisions qui ne sont pas réservées à l'Assemblée Générale par les présents statuts, y compris toutes décisions concernant l'achat, la vente et le financement de tout bien immobilier.
2. Le Conseil d'Administration choisit le Directeur de l'École et détermine ses fonctions sous forme de description écrite de poste.
3. Les Membres de l'Association et les salariés seront informés de la situation de l'école par rapport aux objectifs du Conseil d'Administration et des données financières en réunions plénières présentées par le Conseil d'Administration.

#### G) RÉUNIONS DU CONSEIL D'ADMINISTRATION

1. Le quorum de chaque réunion du Conseil d'Administration est fixé à 50% des membres du Conseil présents physiquement ou par mode de conférence audio- visuelle ou tout autre procédé de télécommunication permettant des débats. Si le quorum n'est pas atteint lors d'une réunion, celle-ci doit être ajournée et reportée.
2. Tout membre présent du Conseil d'Administration dispose d'une voix. Les décisions sont adoptées à la majorité simple des suffrages exprimés des membres présents, physiquement ou par mode de conférence audio- visuelle ou tout autre procédé de télécommunication permettant des débats.

#### H) RÉMUNÉRATION DES MEMBRES DU CONSEIL D'ADMINISTRATION

Les membres du Conseil d'Administration ne peuvent recevoir aucune rétribution en raison des fonctions qui leur sont confiées. Seuls des remboursements de frais sont possibles et doivent faire l'objet d'une décision préalable et expresse du Conseil d'Administration qui en validera *a posteriori* le montant suivant les justifications produites.

## **Article 6 : MEMBRES DU CONSEIL D'ADMINISTRATION**

### **A) LE PRÉSIDENT**

1. Le Président de l'Association préside les réunions du Conseil et de l'Assemblée Générale qui ont lieu, sauf décision contraire du Conseil.
2. Il peut convoquer toute réunion du Conseil d'Administration ou Assemblée Générale qu'il jugera nécessaire.
3. Il détermine l'ordre du jour des réunions du Conseil d'Administration en fonction des propositions des membres du Conseil : à chaque réunion, il expose la situation de l'Association et demande l'approbation des procès-verbaux des réunions précédentes, qui devront être signés par les membres présents à la réunion.
4. Le Président représente l'Association dans tous les actes de vie civile : il ordonnance les dépenses.
5. Le Président représente en Justice l'Association. Il agit en Justice tant en demande qu'en défense sans mandat préalable du Conseil d'Administration ou de l'Assemblée Générale. Il rend compte du déroulement des procédures devant le Conseil d'Administration.

### **B) LE VICE PRÉSIDENT**

1. Le Vice-Président remplace le Président en cas d'absence ou d'incapacité de ce dernier.
2. S'il y a plus d'un vice-président, celui qui a occupé le poste le plus longtemps assurera l'intérim.

### **C) LE TRÉSORIER**

1. Le trésorier est le responsable financier de l'Association. Il doit s'assurer que les comptes sont tenus et les transactions effectuées correctement et en toute légalité. Les comptes sont mis à disposition de tous les membres du Conseil d'Administration qui en font la demande.
2. Le trésorier peut procéder à toutes transactions financières autorisées par le Conseil à la majorité. Il prépare le budget de l'Association, le soumet à l'approbation du Conseil d'Administration, le communique à l'Assemblée Générale, le fait exécuter et en contrôle l'exécution avec le comptable et le Commissaire aux comptes de l'Association.

### **D) LE SECRÉTAIRE**

Le Secrétaire est responsable des procès-verbaux des réunions du Conseil d'Administration et de l'Assemblée Générale, ainsi que des différents documents concernant l'Association.

## **Article 7 : COMPTABILITÉ FINANCIÈRE**

A) L'exercice comptable de l'Association est du 1<sup>er</sup> septembre au 31 août de l'année suivante.

B) Les paiements émis par l'Association doivent être signés systématiquement conjointement par deux personnes dans la liste des personnes suivantes conformément aux spécifications et aux montants précisés dans la procédure d'achat approuvée par le Conseil d'Administration :

- le Président
- le Trésorier
- le Directeur
- le Responsable Administratif et Financier
- ou toutes autres personnes désignées par procuration par le Conseil d'Administration.

## Article 8 : MODIFICATION DES STATUTS

Les statuts de l'Association peuvent être modifiés sur proposition du Conseil d'Administration par un vote à la majorité simple des suffrages exprimés des membres présents lors d'une Assemblée Générale.

## Article 9 : ASSEMBLEE GENERALE

A) Le Conseil d'Administration, par l'intermédiaire du Président, convoque une Assemblée Générale au moins une fois par année académique à tout moment, ou après réception par le Conseil d'Administration d'une demande écrite signée par des membres de l'Association représentant au moins un vingtième des voix des membres l'Association, il rend compte lors de cette Assemblée Générale de ses activités et des résultats de l'exercice écoulé.

B) L'Assemblée Générale:

1. Approuve les comptes de l'exercice précédent;
2. Valide le budget
3. Délibère sur les questions mises à l'ordre du jour par le Conseil d'Administration, ou par un vingtième des membres de l'Association Les demandes d'inscription d'un point à l'ordre du jour par les membres doivent parvenir au Président de l'association au moins un mois avant la date de l'Assemblée Générale.
4. Elit les membres du Conseil d'Administration présentés par le Conseil d'Administration

C) Les Assemblées Générales de l'Association peuvent se tenir en présentiel ou par mode de conférence audiovisuelle ou tout autre procédé de télécommunication ou une combinaison des modes permettant les débats et la consultation de documents.

D) Le Conseil d'Administration détermine l'ordre du jour des Assemblées Générales, y compris toutes les questions posées par écrit par les membres de l'Association représentant au moins un vingtième des droits de votes.

E) La convocation à toute Assemblée Générale mentionnant l'ordre du jour sera envoyé par e-mail à tous les membres de l'Association en utilisant les coordonnées que chaque membre fournit à l'Association. La convocation doit être envoyée au moins quatorze jours avant la date fixée pour la réunion. Ce délai est réduit à sept jours en cas de convocation d'une seconde réunion, la première n'ayant pas atteint le quorum.

F) Le quorum nécessaire à la tenue de l'Assemblée générale nécessite la réunion de personnes réunissant à eux tous au moins 10 droits de vote. Ces 10 droits de vote ne peuvent appartenir ni à des personnes membres du Conseil d'Administration, ni à des salariés de l'Association, ni à leurs conjoints (le terme conjoint incluant dans le cadre du présent Article toute personne titulaire de l'autorité parentale envers un enfant dont l'un des parents ou tout autre responsable légal est, soit membre du Conseil d'Administration, soit salarié de l'Association). Si le quorum n'est pas atteint, l'Assemblée Générale est ajournée et une nouvelle Assemblée Générale est convoquée, cette dernière ne nécessite aucun quorum.

G) Les résolutions sont adoptées à la majorité simple des suffrages exprimés. Le vote peut se dérouler à l'aide d'un système électronique sécurisé et en ligne, et doit se terminer lors de l'Assemblée Générale au cours de laquelle le sujet de décision est présenté. La participation à une Assemblée Générale n'est pas requise pour exercer un vote sur toute question présentée à cette assemblée. Le Conseil peut établir des procédures de pré-inscription des membres pour assurer la sécurité du scrutin.

H) L'Assemblée Générale comprend les parents d'élèves (ou leur responsable légal) scolarisés dans l'école. Ils disposent ensemble d'une voix pour chacun de leur(s) enfant(s) scolarisé(s). Le(s) droit de vote(s) est (sont) exprimé(s) par l'un ou l'autre parent. Les autres membres de l'Association disposent d'un droit de vote chacun.

## **Article 10 : RESSOURCES**

Les ressources de l'Association comprennent :

- les droits d'inscription et d'enseignement
- les dons manuels
  
- les activités annexes liées à l'enseignement
- les cotisations des membres
- et toutes les autres recettes autorisées par la réglementation en vigueur.

## **Article 11 : DISSOLUTION**

A) L'Assemblée Générale, appelée à se prononcer sur la dissolution de l'Association, qui doit être convoquée spécialement à cet effet, doit comprendre au moins la moitié plus un membre en exercice.

B) Si ce quorum n'est pas atteint, l'Assemblée peut être convoquée de nouveau, à quinze jours au moins d'intervalle, et peut délibérer et prendre une décision.

C) En cas de dissolution prononcée par les deux tiers au moins des membres présents à l'Assemblée Générale, sont désignés un ou plusieurs liquidateurs ; ceux-ci réalisent les opérations de liquidation et attribuent l'actif net à un ou plusieurs établissements analogues définis par l'Assemblée Générale.

Paris, le 13 février, 2023

La présidente  
Nathalie Courtel

## **APPENDIX A**

### **BY-LAWS OF**

### **THE INTERNATIONAL SCHOOL OF PARIS (English Version - Unofficial)**

#### **Article 1: CREATION OF THE ASSOCIATION**

The signers of these By-Laws hereby create an association governed by the law of July 1, 1901 and the decree of August 16, 1901, with the name of ECOLE INTERNATIONALE DE PARIS (INTERNATIONAL SCHOOL OF PARIS).

#### **Article 2: EDUCATIONAL VISION AND MISSION**

The Association's goals:

- A) The Vision of the International School of Paris (ISP) is 'Educating for Complexity'. As the leading International Baccalaureate school in France, the Mission of ISP is to prepare its students to engage with and succeed in a complex world. The school creates a challenging and motivating environment where the programme of the International Baccalaureate Organisation is taught in English.
- B) ISP encourages sporting, artistic and social activities, among others, as well as participation in scholastic competitions.
- C) The Association may also develop any other academic or training activity for the benefit of children and adults. It may also carry out any activity that is directly or indirectly related to its Mission.

#### **Article 3: SEAT**

The seat is located at 6 rue Beethoven, 75016 Paris. The Association may change the seat upon the recommendation of the Board of Trustees (Board).

#### **Article 4: ASSOCIATION MEMBERSHIP**

- A) The members of the Association are:
  - The parents (or the legal guardians) of the students who are currently studying at ISP;
  - The members of the Board during their mandate;
  - Any other interested person(s) whom the Board has approved. The curricula vitae of those persons are maintained at ISP.
- B) Membership in the Association is lost:
  - by resignation;
  - for the parents (or legal guardians) of the students, when the students have finished their schooling at ISP;
  - by death;
  - by the failure to pay the fees of the Association, as set by the Board of Trustees;
  - by removal for serious cause, as decided by the Board. The person in question shall be invited, by registered letter with notice of receipt, to meet with the Board and shall be given the opportunity to be provided an explanation regarding the reasons for the removal.

#### **Article 5: THE BOARD OF TRUSTEES**

##### **A) BOARD COMPOSITION**

- 1) The Association is governed by a Board of Trustees, which has a minimum of seven and no more than 15 members.

- 2) The Board shall determine the number of its members taking into account the total number of enrollments and the number and size of the different national groups represented at ISP.
- 3) The members of the Board of Trustees are elected as follows:
  - Between two and six members are elected by the Association;
  - Up to nine members are elected (co-opted) by the Board of Trustees.
- 4) The employees of the Association and their spouses are not permitted to become a member of the Board of Trustees.
- 5) No single family may have more than one member serving on the Board of Trustees.
- 6) The Board may invite a member of the administration, a teacher or any other person to participate at the Board. These persons have the right to participate in the debates but not the right to vote.

#### B) TRUSTEE ELECTIONS

- 1) If there is only a single candidate per vacancy, or the same number of candidates as the number of vacancies, then each candidate must receive a majority of the votes cast, in favour of his or her candidacy.
- 2) If there is more than one candidate for a single vacancy, the candidate having received the most votes cast is elected.
- 3) If there are several vacancies and more candidates than the number of vacancies, the candidates receiving the most votes will fill the open vacancies (in the case of a tie, a coin toss performed by the President of the Board of Trustees will determine the successful candidate).
- 4) The Association may, with or without reason, revoke the functions of its elected Board members. Any such removal shall be subject to a two-thirds vote of the Association.

#### C) TRUSTEE MANDATE

- 1) The term of the mandate for the Trustees is three years from the time of their election or co-option.
- 2) The Board of Trustees is able to extend the term of a Board member who has been elected by the Association until the next General Meeting.
- 3) The mandate of a Board member can be renewed, either by election at a General Meeting or by co-option by the Board.
- 4) In the event there are three Trustees serving a third consecutive term or more, no other Trustee may serve a third consecutive term or more unless co-opted by a unanimous vote of the Board or elected by the Association.

#### D) BOARD OFFICERS

- 1) The Board shall elect the following officers from among its members:
  - President
  - One or more Vice-Presidents
  - Secretary
  - Treasurer
- 2) A member of the Board may hold more than one office. Each officer has the powers as described in Article 6 below. The officers are not a collegial body empowered to make decisions.

#### E) REVOCATION OF TRUSTEE FUNCTIONS

- 1) Any member of the Board may have his or her functions revoked at any given moment, with or without reason, by a two-thirds vote of the members of the Board (excluding the member in question; he or she may not vote and will not be counted when calculating the number of votes required for a majority).
- 2) Any officer of the Board or committee member may also be revoked of his / her functions by the Board.

#### F) FUNCTIONS AND DUTIES OF THE BOARD

- 1) The Board may take any decision that is not reserved to the Association under these By-Laws, including all decisions regarding the purchase, sale and financing of any property.
- 2) The Board appoints the Head of School of ISP and determines the functions of the position, which are then detailed in a written job description.
- 3) The members of the Association and ISP employees are to be informed of the school's situation in relation to its mission and the financial situation, in General Meetings convoked by the Board.

#### G) BOARD MEETINGS

- 1) The quorum of each meeting of the Board of Trustees shall be one-half of its members physically or electronically present, including by the use of tele- and/or video-conferencing technology. If the quorum is not attained, the meeting shall be adjourned and a later date set.
- 2) Each Board member represents one vote. Decisions shall be adopted by a simple majority of the members physically or electronically present, including by the use of tele- or video-conferencing technology.

#### H) TRUSTEE COMPENSATION

The Board members may not receive any compensation for their services on the Board. They may, however, be reimbursed for expenses, subject to the prior and express authorisation of the Board, which shall approve, a posteriori, the amount based on the receipts presented.

### **Article 6: BOARD OFFICERS**

#### A) THE PRESIDENT

- 1) The President of the Association presides over the meetings of the Board and of the Association, unless there is a decision to the contrary by the Board.
- 2) The President may convene any meeting of the Board or General Meeting of the Association that he/she deems necessary.
- 3) The President determines the agenda of the meetings of the Board based on suggestions from the Board trustees. At each meeting, he/she will provide an update on the school and request the adoption of the minutes of the previous meeting, which are to be signed by the members present at that meeting.
- 4) The President shall represent the Association at all activities of a civil nature. He/she edicts the expenses.
- 5) The President shall represent the Association in all legal matters. He/she shall act either as a plaintiff or defendant without the necessity of a previous authorisation from the Board or the Association. He/she shall inform the members of the Board on any such developments.

## B) THE VICE PRESIDENT

- 1) The Vice-President shall replace the President in case of his/her absence or incapacity.
- 2) If there is more than one Vice President available, the one who has held the office longer shall preside.

## C) THE TREASURER

- 1) The Treasurer is responsible for the finances of the Association. He/she must ensure that the accounts are kept and all transactions are correct and legal. The accounts are made available to any member of the Board who so requests.
- 2) The Treasurer may carry out any financial transaction authorised by a majority vote of the Board. He/she shall prepare the budget of the Association, submit it for the approval of the Board, communicate it to the Association, execute it and control its execution with the Director of Finance and the auditors of the accounts of the Association.

## D) THE SECRETARY

The Secretary is responsible for the minutes of the meetings of the Board and of the Association, as well as other documents concerning the Association.

### **Article 7: FINANCIAL ACCOUNTING**

- A) The accounting year of the Association runs from September 1 to August 31 of the following year.
- B) The payments issued by the Association must be signed jointly by two of the following persons in compliance with the specifications and amounts laid out in the Purchasing Policy approved by the Board of Trustees:
  - the President
  - the Treasurer
  - the Head of School
  - the Finance Director
  - any other person designated by the Board.

### **Article 8: AMENDMENT**

These By-Laws may be amended, upon the recommendation of the Board, by a vote of a simple majority of the valid votes cast by Association members during a General Meeting.

### **Article 9: GENERAL MEETINGS OF THE ASSOCIATION**

- A) The Board President shall convene a General Meeting at least once per academic year at any time, or following receipt by the Board of a written request signed by Association members representing at least one-twentieth of the votes of the members of the Association, to inform the Association of its activities and the financial results achieved.
- B) At a General Meeting, the Association:
  - 1) Approves the audited accounts of the previous year;
  - 2) Validates the budget for the coming year;
  - 3) Debates matters placed on the agenda by the Board or by a petition of Association members representing one-twentieth of the votes of the Association, submitted to the President at least one month before the date of the meeting;
  - 4) Elects Trustees when presented with candidates by the Board.

- C) General Meetings of the Association may be held in person or by electronic means or a combination of both. Electronic means must provide each Association member the ability to review any documents presented at the General Meeting and participate fully in any discussion or debate.
- D) The Board shall determine the agenda for General Meetings, including any matters requested in writing by Association members representing at least one-twentieth of the votes of the Association.
- E) A provisional agenda serving as notice of any General Meeting shall be sent via e-mail to all Association members using the contact information each member provides to the school. The notice shall be sent at least fourteen days before the date appointed for the meeting, with the exception of a re-convened meeting, for which notice shall be sent as soon as possible.
- F) The quorum for holding a General Meeting constitutes at least 10 votes that are held by members other than Trustees, staff members of the Association or their spouses (the term "spouse" includes, for the purposes of this Article, all parents or guardians of a child who has a Board member or a staff member of the Association as a parent or guardian). If a quorum is not attained, the General Meeting will be adjourned and a new General Meeting will be convened, where no quorum is required.
- G) Decisions are taken by a simple majority of the votes cast by Association members. Voting may be conducted using a secure online voting system, and must conclude at the General Meeting at which the matter for decision is presented. Attendance at a General Meeting is not required to exercise a vote on any matter presented at that meeting. However, the Board may establish member pre-registration procedures to ensure balloting security.
- H) Association members who are parents of ISP students have one vote for each student enrolled. The right to vote may be exercised by either parent. All other Association members have one vote each.

## **Article 10: REVENUES**

The revenues of the Association are:

- tuition and registration fees
- donations
- other activities linked to teaching and learning
- dues of the members
- any other income authorised by the rules in force

## **Article 11: DISSOLUTION**

- A) Any meeting of the Association, convened to determine its dissolution, must be especially convened for this purpose and must include a minimum of a half of the Association's membership.
- B) If this quorum is not attained, the meeting may be reconvened after a period of at least 15 days, and the Association may then debate and make a decision.
- C) In the event that a minimum of two-thirds of the members present at a meeting decide to dissolve the Association, one or more liquidators shall be designated to liquidate the assets of the Association and to donate any net assets to one or more similar institutions as chosen by the Association.

Paris, 13 February 2023

The President  
Nathalie Courtel

**APPENDIX B: BOARD CODE OF CONDUCT AND TERMS OF REFERENCE**

**ISP Board of Trustees  
Code of Conduct & Terms of Reference**

Approved - 23 January 2023

**Code of Conduct**

Trustees of the International School of Paris play a very significant role in shaping the school and its future. It is therefore important that each Trustee be clear about the responsibilities and expectations of the role.

Trustees represent the interests of the school at all times, in public and in private, and must be cognizant of the impact of their words and deeds on the reputation of the school and the respect of all stakeholders. They should strive to demonstrate the attributes of the IB Learner Profile (Appendix 1) and act as models of conduct to the community.

An individual Trustee has no legal powers. It is the full Board that has the power, pursuant to the association's bylaws, to govern the association and act on its behalf.

This ISP Board Code of Conduct is intended as the Board's own guide to its expectations of Trustees. Trustees make a personal commitment to the Code by signing this document signifying agreement to seek to uphold the principles of the Code, in both letter and spirit.

Trustees are expected to:

- Act with honesty, integrity
  - Do not use Board membership for political, personal, or financial advancement.
  - Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.
- Be accountable for their actions and decisions
  - Retain independent judgment and refuse to surrender that judgment to groupthink
  - Do not shy away from hard questions
- Exercise due care and diligence
  - Be informed about educational issues through individual study and by participating in Board development opportunities.
  - Develop an understanding of the school's approach to education and its Strategic Plan to become a spokesperson for the school's way of teaching/learning.
  - Be aware of and comply with relevant laws and regulations as well as with the Board's Policy manual
- Avoid conflicts of interest and act in good faith in the best interests of the school
  - Make balanced and informed decisions without being influenced by personal interest
  - Avoid any situation where duty to the ISP Board may conflict, or appear to conflict with personal interests or loyalty to a special interest group, including any relationships that could adversely affect a Trustee's objective judgment with respect to the business of the school, or otherwise diminish the interest of the school
  - Consider the needs of the community as a whole and recognize the perspectives of all stakeholder groups.
  - Agree to recuse and remove oneself from Board deliberation and votes when necessary to avoid the appearance of conflict of interest.
- Use their position and information appropriately

- Refrain from overstepping their powers
- Maintain confidentiality of all sensitive Board deliberations, and of all information and discussions conducted in executive sessions.
- Publicly support Board decisions regardless of personal views on the relevant issue. Outside the Boardroom we speak with one voice.
- Support new school Trustees by sharing their experience and knowledge
- Voice opinions respectfully and maintain good relations with other Trustees, administrators, school staff, and members of the public.

### **Terms of Reference**

Article V of the ISP Association Bylaws (Appendix 2) and Section 2.101 of the ISP Board Policy Manual (Appendix 3) establish the actions for which the Board is responsible. All Trustees must be familiar with and understand these responsibilities and act to ensure they are accomplished in an appropriate time and manner. In doing so, the Board demonstrates that ISP is a well-run, effective institution that complies with all legal and regulatory requirements. The Board also ensures appropriate accountability to ISP Association members, and within the organization.

Each Trustee has the following individual responsibilities:

#### **Trustee Responsibilities to the Board**

- Attend all regularly scheduled Board and Committee meetings, insofar as possible, as well as Association General Meetings. When unable to attend, provide regrets in a timely manner and provide input on meeting agenda items to the Board President or relevant Committee Chair.
- Participate as a member of at least one Board committee.
- Participate actively in deliberations of the Board and Board committees:
  - review advance materials provided about the issues to be considered on each agenda;
  - be sure to fully understand the issues and facts; if not, ask questions;
  - ask the Board to seek expert advice where required for full and informed consideration of an issue (e.g., from a lawyer, financial adviser, educational specialist, or other expert);
  - respect others ideas and cultures;
  - candidly present personal opinions, and listen openly;
  - consider the needs of the entire community and vote for what best furthers the vision and mission of the school;
  - make independent decisions on individual voting preferences;
  - take responsibility to ensure these protocols are respected and followed by other Trustees.
- Attend and participate in the Board's Annual Retreat, actively participate in Board self-assessment activities, and seek out professional development opportunities that will enhance the Board's expertise and performance;
- Act only as a member of the Board. Unless otherwise authorised by the Board, Trustees do not have any individual authority.
- Maintain a priority Board focus on achieving ISP's Mission and Vision and ensuring efficient use of resources.

#### **Trustee Responsibilities to the Administration**

- Recognize that a Trustee's responsibility is to see that the school is well run, but not to get

involved in its management.

- Provide policy support for the Head of School and all staff in the performance of their duties.
- Maintain open and candid communication with the Head of School.
- Stay adequately informed about school operations through regular written and oral reports provided by the Head of School and request further information or clarification when necessary.
- Seek recommendations and input from the Head of School when considering issues.
- Refer complaints, requests, and concerns to the Head of School or other appropriate staff members.
- Refrain from giving directives to any school employee, publicly or privately, and refer issues regarding school operations to the Head of School in accordance with Board policies and decisions.
- Hold the Head of School accountable by jointly creating and reviewing job goals and performance standards, and participate in the annual performance appraisal; provide the Head of School with feedback and support to help achieve the goals and standards.

**Trustee Responsibilities to the Community**

- Attend significant school events, such as Graduation ceremonies and events to welcome new families, to provide a visible Board presence and raise awareness of the Board’s role within the community.
- Encourage collaboration between the school and community.

*I agree to abide by the principles outlined in this Code of Conduct and will do everything in my power to work as a productive member of the ISP Board of Trustees.*

\_\_\_\_\_

Trustee

\_\_\_\_\_

Date

**Appendix 1.** IB Learner Profile

**Appendix 2.** Bylaws Article 5

**Appendix 3.** Board Policy Manual Section 2.101

**APPENDIX C: STAFF PARTICIPATION ON THE BOARD POLICY**

This appendix is available to ISP staff via the staff intranet.