



BOARD POLICY



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1. POLICIES RELATED TO AISV'S PHILOSOPHY AND OBJECTIVES

Contained herein are the policy statements formulated by the Board of Trustees of the American International School of Vilnius.

In addition to the adopted policies, the operation of the School is governed by and subject to all applicable standards from our accrediting agency and Lithuanian law.

1.1. AISV GUIDING STATEMENTS

AISV GUIDING STATEMENTS

OUR MISSION

Connect / *Suburti*
Inspire / *Įkvėpti*
Empower / *Suteikti galių*

OUR VISION

Prepared to realize our personal potential, pursue our passions and positively impact our ever-changing world.

Pasiruošę atskleisti savo asmeninį potencialą, siekti tikslų ir pozityviai veikti mūsų nuolat besikeičiantį pasaulį.

OUR VALUES

Empathy | Open-Mindedness | Curiosity |
Accountability | Perseverance

*Empatija | Atvirumas | Smalsumas |
Atsakomybė | Atkaklumas*

1.2. OFFICIAL LANGUAGE POLICY

AISV's instructional and operational language is English. Language teaching at AISV aims to develop students' ability to think, understand and communicate in English, Lithuanian, and another world language. In all classes, we explicitly teach language to promote cognitive growth, foster personal and cultural identity, and enrich international understanding.

AISV understands the value of maintaining Lithuanian as a mother tongue for Lithuanian

students to achieve the highest proficiency and success for our students.

The details of the AISV Language Policy are contained in the AISV Community Handbook.

1.3. NON-DISCRIMINATION POLICY

AISV is committed to maintaining a school that is free from unlawful discrimination and harassment of any student or employee based on that person's race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

1.4. CHILD PROTECTION POLICY

AISV believes all students have the right to be assured of safety and protection from harm while at school. Towards this end, the School has a duty and responsibility to create and sustain a school culture of awareness, prevention and responsiveness to child protection through the development and enforcement of a child protection policy and protocols related to child protection for AISV students, their families and visiting students. Further procedures related to child protection can be found in the AISV Child Protection Policy handbook.

1.5. GDPR COMPLIANCE POLICY

AISV handles all personal data according to the General Data Protection Regulation no. 679 / 2016 applicable in the European Union ("GDPR"). For these purposes, AISV acts as controller with regard to AISV employee, staff and parent personal data and the personal data of students ("Personal Data"), meaning AISV establishes the purposes and means of processing the Personal Data.

2. AISV ORGANIZATIONAL POLICIES



2.1. SCHEDULES OF INSTRUCTION

Length of School Year

The school year for students shall consist of no less than 170 and no more than 180 days and School will be in session from Monday through Friday, except when official school holidays have been scheduled.

2.2. SCHOOL OPERATING REGULATIONS

Campus Access

AISV's welcoming and friendly atmosphere is one of our hallmarks. However, in the interest of student safety and overall security of the school, access to AISV is limited. The procedures laid out in the AISV Community Handbook must be followed.

School Closings

The Director is authorized to announce the closing of School or transition to virtual learning if actual or potential hazards threaten the safety and well being of students and employees. The decision to close School shall be made by the Director, or in his/her absence, the Deputy Director in consultation with the School Board Chairperson, when practical.

Emergency Planning and Drills

The School's Emergency Policy Manual informs of all procedures used in emergencies at AISV.

3. AISV GOVERNANCE POLICIES



3.1. COMPOSITION AND POWERS OF THE GOVERNORS GENERAL MEETING

The Governors General Meeting is the owner of AISV, incorporated in the state of Delaware, United States of America, as provided in the AISV Articles of Association, and other legal documentation in American and Lithuanian law. The Governors General Meeting shall meet annually with the Chairperson of the School Board.

The Governors General Meeting is composed of three (3) members. Members are appointed by the Ambassador of the United States Embassy to Lithuania.

The Governors General Meeting has the power/authority to:

- amend and supplement the Articles of Association of the School,
- upon recommendation of the School Board, appoint and dismiss the Director of the School and fix his/her remuneration and other employment conditions,
- approve members of the School Board upon nomination by the Annual General Meeting,

- dissolve the AISV School Board,
- require an individual School Board member to resign from their position,
- approve the set of annual financial statements, annual report and audit statements

3.2. COMPOSITION AND POWERS OF THE SCHOOL BOARD

The School Board shall be a collegial governing body of AISV headed by the Chairperson. The School Board shall govern the fiduciary and long-term strategy of the School.

Legal status

AISV is a public institution (*viešoji įstaiga*, in Lithuanian).

Composition of the School Board

The School Board is composed of seven (7) voting members, and additional non-voting ex officio members.

The Ambassador of the United States Embassy in Vilnius shall nominate 3 candidates to the School Board:

2 Board members and a Chairperson. The designees of the American Embassy are ex officio members with full voting rights. The Ambassador of the American Embassy is the Chairperson of the School Board or shall appoint another American Embassy Official as Chairperson.

The other voting members of the School Board shall be nominated at the Annual General Meeting and approved by the decision of the Governors General Meeting.

The Director of the School, Deputy Director, Business Manager and the Board Secretary are non-voting members of the School Board.

School Board Powers, Rights and Duties

The role of the School Board is to safeguard and prepare for the School's future while ensuring that operations are consistent with the AISV Articles of Association, vision, mission, values and goals.

3.3. SCHOOL BOARD REGULATION

School Board Confidentiality

School Board members will sign a pledge agreement annually that includes confidentiality, conduct and agreements. All business conducted in executive sessions is strictly confidential. The minutes of regular School Board meetings are approved by the School Board, published, and available to the community (see Appendix B: AISV School Board Pledge).

School Board and Complaints (Proper Channels of Communication)

Parent complaints should follow the procedure as specified in the AISV Community Handbook under the heading, "Proper Channels of Communication (see Appendix A: Proper Channels of Communication)." Staff members who have complaints should review the AISV Grievance policy located in the AISV Employee

Handbook. If a complaint remains unresolved, they should be referred, in the first instance, to the Director. If a problem exists where a person is endangered and it directly involves the Director's actions, or the Director's actions are a breach of the school policy, it may be referred to the School Board.

Individual School Board Member's Authority and Obligations

Each School Board member is a representative of AISV and acts only upon the authority of the School Board itself and not as an individual. Individual members may only exercise authority through a School Board decision, except for the Chairperson who is empowered to act alone in cases of emergency or the need for a decision before a special School Board meeting can be held. In such cases, the Chairperson will submit such decisions to the full School Board at the next meeting for ratification.

School Board members must support the guiding statements, philosophy and educational goals of AISV and work towards achieving these goals. School Board members must support the view that excellence in education is achieved only through the development of policy influenced by the philosophy and educational goals of the faculty, as well as the recognition of the importance of the wishes of the parent community. It is further understood that School Board members shall:

- regularly attend School Board meetings and should remain until the end of the meetings,
- work in a spirit of cooperation among themselves and with the Director,
- strive for the ultimate good of AISV,
- sit on School Board committees as required,
- act as an advocate for AISV, its administration, faculty and staff in the community at large, and
- keep all executive sessions of School Board meeting proceedings in the strictest of confidence.

School Board Conflict of Interest

It is the responsibility of School Board members to make known to the School Board any circumstances that could involve a potential conflict of interest between themselves and the school.

Whenever the School employs an immediate family member of anyone serving on the School Board, it is the School Board member's duty to disclose the relationship. Whenever purchases of supplies, equipment, or services shall be made from those companies wherein the members of School Board work or hold a proprietary interest, the School Board shall be so informed by the member concerned.

When a conflict of interest arises, the concerned School Board members will remove themselves from the decisions or votes considering the relevant matter. The School Board recognizes service on the School Board, including as a voting or non-voting member, by more than one member of a family to be a potential conflict of interest.

School Board Member Compensation and Expenses

Members of the School Board shall receive no remuneration and shall not be liable for any action lawfully taken by them in that capacity. While an active School Board member, School Board members shall not be eligible to begin tuition reduction. However, School Board members who were on Tuition Reduction already remain eligible to continue to receive tuition reduction at the same rate. Members of the School Board shall be reimbursed for all necessary and legal expenses incurred in attending any conferences or in making trips on official business for the School when so authorized by the School Board. School Board liability insurance will be obtained at no cost to individual School Board members.

3.4. ELECTION OF SCHOOL BOARD MEMBERS

Nomination to the School Board

Any parent, legal guardian, Alumni or parent of an alumni who wishes to stand for election to the School Board may place his/her name in nomination; or another member of AISV community may place their name in nomination. Employees of the School may not serve on the School Board, however, their family members may.

To be eligible for nomination, a person must be in good financial standing with the school and support our guiding statements. Written nominations for School Board candidacy will be accepted prior to the Annual General Meeting (AGM), by a date determined by the School Board. All nominees may be subject to a background check. Announcement of School Board vacancies must be made at least 14 days prior to the AGM, preferably along with the official announcement of the AGM.

Voting Procedures

The election of School Board members will be by a simple majority of the votes cast by members of the Parent/Guardian Community. Each parent/legal guardian will have one vote. Voting will be conducted by an uninterested and neutral party. If candidates are running unopposed for the School Board, they will be the de facto new School Board members.

The election process for new School Board members will start in March, and the official certified election result will be announced at the AGM. Candidates will have the opportunity to present themselves to the community. The election will be held digitally.

Candidates will need to fill out the AISV School Board Application by the due date indicated on the application. Send in a recent picture of yourself and may or may not have a video to present themselves to the community. All the relevant information (ie. biography, photo and video) will be sent to

the community by email and through the weekly agenda.

In order to gain familiarity with School Board issues and procedure, newly elected members are strongly encouraged to attend School Board meetings and ancillary School Board functions as non-voting members up until the first School Board meeting in the following school year.

3.5. RESIGNATION AND REMOVAL OF SCHOOL BOARD MEMBERS

The School Board recognizes that all of its members serve AISV on a voluntary basis. Further, the School Board notes that over the period of service, School Board members may experience profound changes in the time they have available for School Board duties. It is also recognized that the workload of the School Board must be shared among its members and the inability of a member to actively participate will unduly restrict the School Board in its function.

Consequently, School Board members may resign and provision exists for the removal of School Board members not able to actively participate in School Board functions. School Board members may also be removed from their positions if they have acted in a manner detrimental to the welfare of the School.

If any member of the School Board is absent for three consecutive meetings, a majority of the members of the School Board may vote to declare his/her seat vacant. The School Board may also vote on asking the Governors General Meeting to remove a School Board member or asking him/her to resign. When the School Board meets to request a removal of a member or to request a resignation, at least six voting School Board members must be present (a quorum is not sufficient) and four of six members must vote supporting the removal request or the resignation request.

3.6. SCHOOL BOARD MEMBER DEVELOPMENT

New Member Orientation

The School Board realizes the importance of an orientation program for new School Board members. Under the guidance and direction of experienced School Board members, an external consultant and the Director, orientation will be provided to new School Board members as well as:

- An official letter of welcome.
- A copy of AISV Articles of Association and AISV School Board Policy Manual, AISV RE, UAB Articles of Association, a copy of the board liability insurance, and the organizational chart.
- A copy of, or a link to, all AISV handbooks.
- The Director and experienced School Board members should provide time to meet with the new members for orientation prior to the first official School Board meeting following the election of new members.
- A mandatory School Board orientation will take place yearly in August. School Board members can also request additional Professional learning throughout their time on the School Board.

School Board Training and Orientation

To function properly, all voting and non-voting members of the AISV School Board shall receive training throughout their service on the School Board. The School Board Chairperson or Director shall contribute all Board resources necessary to understand the Board's function and periodic training documents as needed to be functioning successfully. School Board Committee members may also contribute supplementary materials. Annually the School Board shall attend a training retreat or seminar.

School Board Self-Evaluation

The School Board shall conduct a self-evaluation twice a year as a recalibration tool and to identify areas of improvement in the governance function.

3.7. ORGANIZATION OF THE SCHOOL BOARD

School Board Officers

At the first School Board meeting of each school year, the School Board shall elect, by nomination and majority vote of the School Board members, its officers for the ensuing year. Such officers may include: Vice-Chair, Secretary, and others as determined by the School Board. The Board Chairperson is the American Ambassador or an appointee designated by him/her.

School Board Chairperson

The School Board Chairperson shall have regular meetings with the Director to coordinate preparation of the monthly School Board meeting agenda. In carrying out these duties, the Chairperson is guided by the policy resolutions of the School Board and is required to report to the School Board any actions taken and to appoint task forces.

School Board Vice Chairperson

The Vice Chair shall take the place of the Chairperson and fulfill the Chairperson duties, in his/her absence.

School Board Secretary

The School shall employ a School Board secretary to take minutes at School Board meetings and manage the School Board's ongoing affairs.

3.8. SCHOOL BOARD STANDING COMMITTEES

The School Board establishes standing committees to accomplish the wide scope of the School Board service and oversight, which takes place outside of regular School Board meetings. A voting School Board member must chair each standing committee. Standing committees will make recommendations to the full School Board to further the school's best interests. A motion is not necessary when business is brought forth by a committee recommendation.

The Chairperson may be an ex-officio member of all committees at his/her discretion. The Director shall be a member of all committees unless explicitly excluded by the School Board decision. AISV has the following standing committees:

1. Finance & Facilities committee
2. Governance committee
3. Futures committee

School Board Task Forces

The School Board may appoint task forces yearly to undertake special projects and make recommendations to the School Board. Examples of task forces are: Buildings & Grounds, Director Search, and Marketing. Members of the School Board shall normally constitute the task forces, but others may be asked to serve when the School Board approves. The membership may consist of School personnel and community members. The task forces will be dissolved at the completion of their assigned projects. The Chairperson may be an ex officio member of all committees at his/her discretion. The Director shall be a member of all committees unless explicitly excluded by the School Board decision.

3.9. SCHOOL BOARD-DIRECTOR RELATIONSHIP

The School Board will maintain a co-operative and effective working relationship with the Director.

The School Board will develop and maintain a clear written description of the duties and responsibilities of the Director. The School Board will maintain a written procedure on the evaluation of the Director and evaluate the Director on an annual basis; the School Board will work with the Director to set his/her goals for any School year no later than the November School Board meeting, conduct a mid-year assessment in January and prepare a written evaluation report in May.

3.10. SCHOOL BOARD MEETINGS

Regular School Board Meetings

The Chairperson shall ensure that the School Board meets as needed to achieve its goals and objectives over the course of a school year. A written schedule of regular meeting dates for the ensuing academic year shall be provided to each School Board member as part of the agenda packet for the September meeting.

Voting is by simple majority of the members present, if a quorum exists, with the Chairperson deciding a tie vote. A quorum for the School Board is a minimum of four voting members present at the School Board meeting.

Attendance at School Board meetings by persons other than Parents/Guardians and AISV staff will be by invitation of the School Board only.

Executive Session

The School Board, by the vote of a majority of members present, may during any regular or special meeting when a quorum is present, hold an executive session to discuss certain sensitive matters such as, but not limited to:

- legal discussions concerning the prosecution, defense, settlement or litigation of any judicial action or proceeding in which the School Board is a party,
- the appointment, employment, evaluation, assignment, duties, discipline or dismissal of the director, or to hear complaints and charges against the director,
- private consultations with the School Board's legal counsel,
- the purchase, exchange, lease or value of real property and negotiated contracts for prospective gifts or donations,

Only voting School Board members and those specifically invited by the School Board to attend shall be present at executive sessions.

Minutes taken during an executive session shall be held confidential in accordance with the School Board's policy on minutes. Members of the School Board shall be duty-bound to keep all matters discussed in executive session confidential.

School Board Meeting Agenda Preparation

The School Board meeting agenda is a powerful tool to guide the business of School Board meetings.

The School Board Chairperson and the Director will meet regularly to organize and/or formulate an agenda, which reflects the Director's input and the school's annual planning, operating, and fiscal schedule as well as standing Committee and Task Force Reports, School Board Motion and Action Tracking and Strategic Planning Updates.

The School Board Secretary shall distribute the agenda, written reports, supporting documents, and written proposals for School Board consideration to each School Board member at least five days prior to the meeting to allow them to add or modify items in the agenda. The final agenda will be presented 24 hours before the School Board meeting to all members. The School Board meeting minutes shall be published for the AISV community

in the Weekly Agenda. The School Board meeting minutes shall contain an overview of the main actions and decisions taken during the meeting.

A quorum is not sufficient for voting about matters not listed in the agenda. Spontaneous Matters may be voted on only if all School Board members are present and unanimously agree to put this issue to a vote, otherwise they shall be tabled for the following meeting.

Rules for Running AISV School Board Meetings

The rules for running AISV School Board meetings are decided yearly by the current School Board and are printed on every School Board meeting agenda. The School Board follows an adaptation of the book Robert's Rules of Order. The rules will be reviewed yearly during School Board governance training with guidance from a consultant.

Emergency Voting Procedure

School Board members may vote by written proxy when the School Board is deciding an issue of particular importance. In such cases, a majority of the members present at the meeting must agree to allow the proxy.

In special cases when it is impractical or impossible to arrange a School Board meeting, the Chairperson may request members to vote by email on a particular issue. Decisions of the School Board made in this way must be ratified at the next regular meeting of the School Board.

3.11. SCHOOL BOARD POLICY DEVELOPMENT

The School Board shall consider the development of new policies and policy changes as needed. The Director or any School Board member shall call to the School Board's attention all policies that are necessary, out of date or for other reasons appear to be in need of revision. The Policy Committee shall carry out new policy drafting and policy amendments.

An exceptional request by a non-School Board member for a policy review must be made in writing to the Chairperson and must cite the particular policy to be addressed. Notice of such requests shall be made at the following School Board meeting, and referred to the Policy Committee for further development.

In the Absence of Policy

In cases when action must be taken and the School Board has provided no guidelines in policy for such action, the Director shall have the power to act. His/Her decisions, however, shall be subject to review by the School Board at its next meeting. It shall be the duty of the Director to inform the School Board promptly of such action and of the possible need for policy.

3.12. INFORMATION REVIEWED BY THE SCHOOL BOARD

The School Board will periodically review information relating to all aspects of AISV, including information regarding: School finances; Significant curriculum developments; Issues related to personnel; On-going projects; Student enrollment; Student, parent and other surveys; Professional development.

4. AISV DIRECTOR POLICIES

Appointment of the School Director

The School Board shall select a qualified Director who is not a voting member of the School Board for a negotiated contract term not to exceed five years. The contract can be renewed at the option of the School Board thereafter.

The Director shall be a person of high educational attainment, of good moral character, and proven executive ability. The Director should have earned a Master's degree. A valid principal and/or qualifying certificate from an accredited and recognized institution of higher learning is desired. Ordinarily, the Director will have at least 2-3 years of successful administrative experience.

Early Termination of Contract

In the case that either party would choose to terminate an employment contract early, local Lithuanian law will be followed. In the best interest of the school's morale and the privacy of the parties involved, the matter shall be kept confidential until a mutual agreement has been reached concerning the method of communication to the AISV community.

4.1. DIRECTOR'S DUTIES AND RESPONSIBILITIES

Director's Job Description

The School Board approved job description for the Director shall be kept on file in the School Board Policy Manual and the Director's personnel file. The School Board shall review and renew approval of the job description prior to a director search or contract renewal to assure its relevance. The current Director job description can be found in Appendix C: Director's Job Description).

Director's Duties

The Director is the administrative head and senior professional of the American International School of Vilnius. He/She is responsible to the School Board for all aspects of the institution. The duties of the Director are spelled out in the Director's job description. He/She is the School's chief executive officer, and attends all meetings of the School Board except those in which the Director's own salary or employment is being considered. The Director is also a non-voting member of the Parent School Association.

Deputy Director's Duties

The Deputy Director is responsible to act on behalf of the school Director in the event of the Director's absence. Additionally, the Deputy Director is responsible for the oversight of curricular, co-curricular and extra curricular activities. The Deputy Director is responsible for supporting and carrying out the school's mission and vision. The Deputy Director operational responsibilities are articulated in a job description that is updated annually.

Financial Director's Duties

The School shall have a Director of Finance and Procurement that is under the supervision of the Director. An up to date, accurate job description will be maintained to reflect the operations and responsibilities of the position.

4.2. EVALUATION OF THE DIRECTOR

It is the responsibility of the School Board to maintain and assess the performance of the Director. One of the primary methods used in carrying out this responsibility is to work with the Director in improving the Director's effectiveness. The Governance Committee shall lead the process. The complete AISV Director's Evaluation process is in appendix D.

5. AISV BUSINESS POLICIES



5.1. SCHOOL BUILDINGS, GROUNDS AND INVENTORY

The Director will ensure School properties are maintained in good physical condition: safe, clean and as comfortable and convenient as the facilities will permit. The Director shall have the general responsibility for the care, custody and safekeeping of all School property. The director ensures the safety, security, maintenance and building projects for buildings and grounds.

5.2. FISCAL YEAR AND AISV BUDGET

The financial year of the school coincides with the school calendar year and lasts from August 1st until July 31st.

The preparation of the budget is ultimately the responsibility of the Director after consultation with the Finance Committee and representatives of the professional staff. An operating contingency of 2% or more shall be built into the budget yearly: (1) to avoid frequent increases in tuition rates, and (2) to ensure that funds are available for emergencies. The preliminary budget shall be

reviewed by the Finance Committee prior to its submission to the full School Board.

5.3. INCOME FROM TUITION AND FEES

Tuition and Fees

The School Board shall establish school fees each year as part of the budget preparation process. Tuition adjustments shall be recommended by the Finance Committee. The tuition shall be so calculated that, based upon the enrollment projections for the budget year, estimated total tuition income shall cover the school's total operating budget. The School Board will vote on a percentage of funds to be used each year for the Tuition Reduction program.

All tuition, enrollment, student support (when required) and bus fees shall be payable as set forth in the payment schedule developed by the Director and approved by the School Board. Charges for after-school activities, sporting events and extra-curricular activities shall be paid prior to the scheduled event or as they fall due. The administration with the approval of the School Board will set appropriate bus fees to support this service.

The enrollment of a student is a private contract between the parent and the School, regardless of any arrangement the parent may have with an employer concerning the payment of school fees. The parent or guardian remains responsible for the payment of all fees. All tuition payments must be in Euros in the form of bank transfers. No payment in cash is accepted. Any approved payment schedule for tuition shall be arranged through the business office.

Late and Non-Payment of Tuition and Fees

Individual families are responsible to make tuition payments on time regardless of the arrangement the parent may have with their employer.

If a tuition fee invoice is overdue for more than 30 days, families will be contacted and late fee invoices will be issued. A late fee of 0.1% per day will be assessed for each day invoices are overdue. If tuition fee invoices are overdue for a 60 day period, the School will initiate legal proceedings and the School has the right to deny school attendance for the child(ren).

Refund of Tuition

In the case where students leave during the School year, the tuition paid for the current quarter is not reimbursed. After April 15th, tuition for the entire year is due to the School. For all further information about tuition please refer to Appendix E: Enrollment Agreement.

5.4. BAD DEBTS

The School will use all means necessary in order to collect debt owed to the School in a timely manner. In rare cases when debt cannot be collected, the School will adhere to current accounting practices and local law of reporting the loss in the School financial statements.

5.5. INCOME FROM SOURCES OTHER THAN TUITION AND FEES

Gifts and Grants to AISV

On behalf of the School, the Director or the School Board may accept gifts and funds, complying with the conditions and requirements connected with the acceptance and use of grants. Grants that are not in keeping with the AISV Mission Statement, or that could compromise the School in any way will not be accepted. The Director, on behalf of the School Board, will gratefully acknowledge accepted gifts and bequests in writing.

Fundraising

At times, it becomes necessary for the School to raise funds for a specific purpose that is not provided for by regular school funds. Fundraising is any activity, permitted under School Board policy, to raise money or other resources that is approved by the school administration and supported by the School Board.

5.6. ACCOUNTING AND REPORTING

Individual School Accounting and Reporting

The Director is responsible for ensuring the School has an up to date, functioning accounting system and that it follows all applicable accounting rules as established in accordance with Lithuanian law. The Accounting and Financial Handbook will be reviewed as needed by the Finance committee.

Fiscal Management

The School is a not-for-profit organization. The School's fiscal governance shall be managed by or under the direction of the School Board in a manner that is prudent and transparent. In the execution of this



responsibility, the School Board shall fulfill or oversee the fulfillment of the following:

Advance financial planning through both long-term (up to five years) and short-term cash forecasts and appropriate budgeting of income and expenditures; Establishment of sound ethical fiscal values; Implementation of appropriate fiscal risk management processes; Application of internationally acceptable accounting policies in the preparation of the School's annual financial statements; Contingency planning that endeavors to maintain the continued operation of the school; Design, implementation and maintenance of an effective system of internal control; and Maintenance of adequate accounting records that is sufficient to show and explain the School's transactions and disclose with reasonable accuracy at any time the financial position of the School.

Audits

The Director of Finance and Procurement will tender an independent audit firm of accountants and present the results of the tender along with recommendation to the Governors General Meeting and the Finance Committee of the School Board. Based on the

recommendation of the Governors General Meeting and the Finance Committee, the School Board will approve an independent accountant or audit firm to carry out the financial audit of school accounts as required by AISV Articles of Association and/or Lithuanian law. The fee for their services will be approved by the Director.

The audit will consist of the AISV annual financial statements examination. If there are any significant internal control issues, the auditors will make any comments necessary for desirable improvements in internal controls and accounting procedures. These comments are replied to by the Director and his/her professional staff to ensure the agreed upon improvements are understood. The comments and replies along with a detailed report are submitted to the Governors General Meeting and the Finance Committee of the School Board for review at the November meeting.

The audit results and annual audited financial statements are presented to the School Board for approval upon completion at the following School Board meeting. The audited financial statements of the School will be presented to the AISV Community at the Annual General Meeting.

6. AISV POLICIES

6.1. EVALUATION OF INSTRUCTIONAL PROGRAM

The Director and faculty shall regularly evaluate the education program on the basis of results obtained from standardized tests or other metrics. Such evaluation may lead to recommendations for modifications of practice or changes in content and new courses.

AISV will provide an educational program, which promotes high achievement for all AISV students, within the parameters of the School mission.

As part of the policy, AISV will maintain at all times a challenging, engaging and coherent written curriculum and monitoring system which addresses the needs of all learners.

AISV will maintain a comprehensive plan for the assessment of student learning.

AISV's educational programs and their implementation will reflect a thorough understanding of the learning process.

AISV will accept children without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

AISV will admit students based on its evaluation of the potential of the applicant to benefit from the educational services available at AISV and the School's capacity to meet the educational needs of the applicant.

AISV will maintain accredited status with a reputable US accrediting agency.

6.2. INSTRUCTIONAL ARRANGEMENTS

Student-Teacher Ratio and Class Size

All Lower School classrooms will have a teacher and support from a learning assistant

to ensure optimal learning conditions. The following class sizes are ultimate class size but can be changed in consultation with the administration and the School Board:

- Pre-Kindergarten 3: The maximum student-teacher/learning assistant ratio is 12:2.
- Pre-Kindergarten 4: The maximum student-teacher/learning assistant ratio is 16:2.
- Lower School (Kindergarten – Grade 5): The maximum student-teacher/learning assistant ratio is 20:2.
- Middle School, High School (Grades 6-12): The maximum student-teacher ratio is 22:1.

Should the student-teacher ratio exceed 22:1 within any given class on the Middle/High School level, the Director in collaboration with the School Board may request approval to open a new class or seek the best alternative solution.

If the class size is four or fewer, the Director shall give consideration to combining said class with another. The Director at his discretion may at any time limit the size of a class if the physical size of the classroom presents safety or educational concerns.

School Volunteers

The School Board recognizes the value of positive and supportive involvement of parents and community volunteers in the life of the School. The School Board also encourages parents and local community members to be guest speakers, aides, advisors, etc. in academic and activities programs. Volunteers are required to submit the results of a background investigation depending on the length of and nature of their involvement in the school. The School will ensure all personnel who volunteer at AISV will be required to complete a child safety education course covering appropriate best practices of child protection.

7. AISV STUDENT POLICIES



7.1. STUDENT ADMISSION

The Director and the professional staff shall determine admission to the School. AISV does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law, and welcomes learners from a diverse range of national, cultural and educational backgrounds and abilities.

Admission Requirements

All current admission requirements must be met before a student may be officially enrolled at AISV. See the AISV website and/or the AISV Community Handbook for specific requirements. In some cases, the Admissions Officer may request additional information, test results, etc. If information is withheld or not provided, AISV reserves the right to decline enrollment or to terminate the enrollment agreement (See Appendix D: Priority for Admission and Appendix E: Enrollment Agreement).

Entrance Age

Entrance age requirements must be attained on or before November 1st of the school year. Children who have attained the age of three may be eligible for admission to pre-kindergarten as long as they are to some extent potty-trained. If space allows, two-year-olds may be considered for admission with the condition that they stay in pre-kindergarten 3 for two years. Pre-kindergarten 4 students must be at least four years old by November 1st of the academic year and they must be toilet-trained. At the age of five, children may be eligible for admission to kindergarten and at the age of 6 to grade one.

7.2. STUDENT BEHAVIOR MANAGEMENT

The details of conduct and behavior expectations and corresponding consequences are found in the AISV Community Handbook.

Termination of the Student Enrollment Agreement

The School Board, upon the recommendation of the Director, may terminate the enrollment agreement of a student for specific reasons as outlined in the agreement, and in accordance with the Lithuanian laws for education (see Appendix E: Enrollment Agreement).

7.3. STUDENT HEALTH SERVICES

The AISV Nurse's Office is staffed daily with a licensed nurse during school hours (except when the Nurse is attending to ill patients, or conducting other duties as necessary). Guidelines for health services and established procedures are published in the AISV Community Handbook, available online.

7.4. STUDENT RECORDS

Student records are defined to be official records, files and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for School use or

to be available to parties outside the School. All student records are secured in accordance with GDPR and local Lithuanian privacy laws.

School personnel having access to the data are defined as any person or persons under contract to the School and directly involved in teaching children or administrative staff designated by the Director. The School shall have a confidentiality policy for staff covering, at a minimum, student records. The confidentiality policy can be found in the AISV Employee Handbook.

In addition, student transfer records will be given to parents at the time of the student's withdrawal from School, provided all School accounts have been settled.

Appendices:

Appendix A: Proper Channels of Communication

Appendix B: AISV School Board Pledge of Confidentiality

Appendix C: AISV Director's Job Description

Appendix D: AISV Priority for Admission

Appendix E: AISV Enrollment Agreement

APPENDIX A: PROPER CHANNELS OF COMMUNICATION

The progress and well-being of all students are the primary concern of the school administration and faculty. The school aims to resolve questions of policy, general school matters, and individual students' issues through the appropriate channels of communication. Parents may be uncertain about how to make their views known to the School and to the School Board. To assist these parents, we would like to outline the various channels of communication that are open to them.

1. When the problem concerns the child and his/her work at school, the first person for the parent to see is the teacher concerned. Parents should make an appointment with their child's teacher by calling the School.
2. Problems which cannot be resolved through a conference with the teacher or teachers concerned, or questions of a more general nature concerning the operation of the School and its programs may be discussed with the Divisional Leader. Appointments may be arranged by calling the school.
3. The Director is the agent of the School Board and is the normal channel of communication between the School Board and the parents. Questions about school policy should be directed to the Director.

4. If a problem exists where a person is endangered and it directly involves the Director's actions, or the Director's actions are a breach of the school policy, it may be referred to the School Board. Communications directed to the School Board should be addressed to the Chairperson of the School Board.

The progress and well-being of all students are the primary concern of the school administration and faculty. The school aims to resolve questions of policy, general school matters, and individual students' issues through the appropriate channels of communication. The faculty and the administration of the American International School of Vilnius are deeply concerned with the welfare and progress of your children. If a problem exists, please give us a chance to solve it. We are always happy to discuss questions of policy and general school matters as well as the progress of individual pupils.

APPENDIX B: AISV SCHOOL BOARD PLEDGE OF CONFIDENTIALITY

AISV School Board Member Pledge

I,, recognize the important responsibility I am undertaking in serving as a member of the School Board at the American International School of Vilnius (AISV). I acknowledge that my role is to: implement the school’s mission, vision, and values through strategic goals; ensure the school’s financial stability, current and future; and follow the school’s Articles of Association and the Board Policy Manual.

I Pledge To:

- Make all decisions according to the established Mission, Vision and Values of the school. The school-wide perspective will guide my decision making. I will strive to avoid personal bias or vested interest. I will do all this with integrity, collegiality and care.
- Establish as a high priority my attendance at all meetings of the School Board and the committees on which I serve and be prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
- Make every effort to represent the School Board at community events and to fully participate in the annual School Board Self-Evaluations, the Annual School Board Retreat and any other School Board activities and training that are meant to enhance my knowledge and skills as a School Board member.
- Understand that I shall maintain appropriate confidentiality at all times, including any information (written, verbal, or other forms) about other School Board members, students, families, employees and other associated organizations, as well as any other information that is confidential.
- Do nothing to violate the educational and nonprofit character of the School, avoiding any conflicts or perceived conflicts of interest. This includes using my position for the advantage of my family, friends and business associates. If such a conflict does arise, I will declare that conflict to the School Board and refrain from voting on matters in which I have a conflict.
- Work with members of the School Board to reach consensus, even when unanimity does not occur. I will support in a positive manner all actions taken by the School Board, even when I am in a minority position on such actions.
- Perform my duties as a School Board member only when working in concert with the full School Board or when I have been delegated by the full School Board to do so.
- Understand the School Board’s role to be the development of policies and of institutional plans and to be different from the role of the Director, who determines the means of implementing these policies and plans. With the other School Board members, I will delegate authority for the administration of the School to the Director.

If for any reason, I find myself unable to carry out the above duties as best I can, I agree to resign my position as a School Board member.

School Board member signature

Date

APPENDIX C: AISV DIRECTOR'S JOB DESCRIPTION



The Director should have extensive experience in teaching, administration, leadership, and marketing strategies for a growing school in a newly emerging competitive environment. The Director is expected to articulate a clear vision for the future that is in line with the American International School of Vilnius (AISV) vision, mission, and values. The Director is expected to embody, manifest, advocate for, and model the AISV vision, mission and values while creating and overseeing a professional learning community for both students and staff.

The Director is entrusted to offer sound, experienced, and grounded leadership to AISV for the duration of the employment contract. The Director is expected to communicate regularly and in a transparent manner with the School Board, faculty and staff, and the various local and international constituencies of the AISV community. Responsibilities of the Director include (but are not limited to) the following:

1. As an ex officio member of the School Board, represent the School Board in its relations with the faculty, staff, students, and the stakeholders of AISV.
2. To provide a strategic vision, with various scenarios and possibilities, as the School

Board focuses on its generative work regarding the future sustainability and fiscal health of the school.

3. To work with the School Board, its Chairperson, and its committees in carrying out established school policies; to regularly review policies and make recommendations for changes in accordance with the School Board Policy Manual; to attend School Board meetings; to prepare reports and the annual calendar; to maintain School Board records; and to keep School Board members informed on all aspects of the school's operation.
4. Work to ensure growth in student numbers for the sustainability of the school.
5. To ensure that the facilities and resources of the campus have the necessary space and technologies to support the desired learning environment as the student population grows.
6. The Director shall recruit and hire properly qualified persons to serve as members of the faculty and administration.
7. The Director shall have direct supervision of the faculty and staff; handling all matters regarding staff employment, motivation, retention, development & mentorship, and dismissal of local and foreign personnel. The Director shall manage job assignments, scheduling, and performance evaluations of

the staff, as well as orientation and training. The Director shall ensure proper preparation of employee handbooks and maintenance of personnel records.

8. The Director shall hold regular meetings with the faculty and staff and see that the policies of the School Board are understood and followed.

9. To monitor and address all matters of school climate and culture.

10. To supervise all programs of the school (academic, athletic, extracurricular); to monitor curriculum, grading, testing, and reporting to parents; to prepare for, and conduct, periodic program evaluations; to submit reports to external agencies as required; to establish disciplinary policies and communicate expected standards of conduct.

11. To supervise, mentor, and evaluate the Deputy Director in the duties of administration, classroom support, student learning, teacher evaluation and development, and parent relations; To supervise and evaluate the Business Manager by working in conjunction with the Finance Committee and the School Board in preparing a budget; by seeing that AISV operates within budget guidelines and ensures efficient use of AISV's financial resources; by monitoring income, expenditures, collections, and cash flow; by ensuring that independent qualified auditors provide annual audit report; by maintaining appropriate financial records; by overseeing the employee benefit program.

12. To supervise and evaluate the Admissions Director in determining programs for the recruitment of students, including marketing and outreach, information dissemination, applicant testing, screening, and interviews and acceptance decisions, and the facilitation of student adjustment to AISV.

13. To supervise and/or assist with all other aspects of the school's operation, including (but not limited to) preparation and implementation of emergency procedures for the school; security and safety; facilities maintenance and operation, building and grounds projects, food service, transportation, summer programs, development and

fundraising, college preparation, and alumni affairs. To support, through participation, the PSA and Student Council programs and to attend and set a welcoming tone at student functions and community events.

14. To represent AISV in the media; in its relations with local government, international diplomats, and local charitable, philanthropic, and business community organizations; in the CEESA community, international educational organizations, local Lithuanian education facilities, and accrediting agencies.

The Director has the right:

1. To receive remuneration for work in accordance with the terms of the employment contract.
2. To request direction and guidance from the Governors General Meeting, the School Board Chairperson, and/or the School Board whenever needed.

The Director is held accountable for:

1. Unsatisfactory work ethics.
2. Use of professional authority for private purposes.
3. Unauthorized disclosure of confidential information.
4. Violation of labor laws and internal school policies and regulations.
5. Maintaining leadership over and ensuring appropriate accreditation of the school.
6. Ensuring a smooth and reliable transition to any newly appointed School Director at the end of the current Director's Employment Agreement.

Required Qualifications:

1. Master's degree and minimum 2 years relevant experience.
2. Extensive educational experience in teaching, administration, and leadership.
3. Experience in identifying resources, recruiting, retaining, and motivating an international faculty, personnel management, developing curriculum, and working with school boards.

APPENDIX D: AISV DIRECTOR'S EVALUATION



AISV Director Evaluation Protocol Proposed (2021-22)

Evaluation Tools: CIS Faculty, Staff, and Parent Survey and the AISV Director Evaluation Survey by the Board (completed twice per school year).

Director's Goals Evaluation: The director will provide information and data to the Board Chair based on the approved Director's Goals for the specific school year. This will enable the Board to complete the AISV Director Evaluation Survey. Information and data may include:

1. Working with the Board
 - a. Board Survey results
2. Representing the school
 - a. CIS Faculty, Staff, and Parent Survey
3. Leading
 - a. Strategy: Progress toward short- and long-term goals
 - b. Human Resources: Staff retention; opportunities for professional development

- c. Resource Management: Budget and finances

- d. Academics: IB program data; MAP scores YoY or fall to spring; high school tests and/or university acceptances

4. Accomplishing established goals and objectives. The goals are determined at the start of each new school year and are based on the 4 AISV strategic priorities.

- a. Learning
 - b. Leadership
 - c. Community
 - d. Facilities

AISV Director Evaluation Survey: This instrument evaluates the criteria above (see below).

August/September:

1. Discuss goals and set Board goals based on the Strategic Plan.
2. The Board Chair forms an evaluation/compensation committee of 3 members, including the Chair. This is usually comprised of the Governance Committee.



October:

1. Director’s Goals: Director identifies 3–5 goals for the year. It is anticipated that most will be clearly measurable in quantifiable terms.
 - a. Board reviews with Director prior to Board approval
 - b. Director presents it to the Board for final approval. Note: The Director will periodically update the Board during the year on progress towards approved goals.

January/February:

AISV Director Evaluation Survey given to Board members for a mid-year assessment.
 Mid-Year Director’s Evaluation Goals Review: The Committee meets to discuss with the Director how the Director’s goals are being met and any areas for development.

March:

The CIS Faculty, Staff, and Parent Survey is sent out in March. Information to be reviewed by Board.

May:

1. The Director’s Goals Evaluation is sent to all Board members, along with the AISV Director Evaluation Survey, which is to be completed by the Board members.

2. Executive Session (Director not present): The Committee discusses all information and data collected with the Board, including the Director’s bonus.
3. Final Appraisal Meeting: The Committee will meet with the Director to discuss his or her progress against the Director’s Goals Evaluation and AISV Director Evaluation Survey. The differences, if any, should be discussed.

June:

1. Write Up Appraisal Summary: The Board Chair should undertake a formal write up of the summation of Committee recommendations and commendations for the Director, including areas for development. The Chair presents the written response to the Director, so that the same Board that has worked with the Director completes the evaluation.
2. Final Committee Meeting: The Committee will agree with the Director to next year’s compensation terms and/or 2 or 3-year extension according to the Director’s contract.

Note: In a transition year where there is a change in Director, this process may be revised as necessary.

AISV DIRECTOR EVALUATION SURVEY

Please respond to the following items regarding the effectiveness of the head of school on the following items:

	Not at all effective	Effective	Less effective	Highly effective	Extremely effective
Working with the board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates meaningfully in board discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates well with the board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informs the board of independent school best practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generates meaningful ideas for board consideration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides appropriate support to the board in Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Representing the school					
Appearance is appropriately professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriately visible at school functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriately visible in the non-school community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains an appropriately positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates well with the school community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leading					
Is mission focused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administers board policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Executes the duties of Head of School ethically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays stewardship with school resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides leadership for academic programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides leadership for co-curricular programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides leadership for fund raising activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides leadership for campus operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accomplishing established goals and objectives					
Goal 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goal 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goal 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide additional comments related to the head's effectiveness during the past year

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APPENDIX E: AISV PRIORITY FOR ADMISSION

Priority for Admission

The American International School of Vilnius provides an American and International Baccalaureate University preparatory curriculum and serves a diplomatic, permanent resident, and multinational business community.

The School shall offer admission to students from that community provided that:

- All admissions criteria have been satisfied,
- The ability to profit from the school's demanding curriculum of university preparation has been demonstrated.
- Any pre-existing enrollment stipulations have been met and, in the case of returning students, all tuition and fees have been received by the deadline established by the school.

In the event that the number of qualified applicants exceeds the available spaces, the following order of priority will determine acceptance for available seats in each class:

First Priority

1. All returning students with successful academic and behavioral performance,
2. All students who are dependents of the US Government or its agencies,
3. Dependents of faculty members who are permitted to attend the school.

Second Priority

Students who have sibling(s) enrolled at AISV in good standing.

Third Priority

1. Students who have a verifiable requirement for an American and/or International Baccalaureate university preparatory curriculum. Students' "verifiable need" may be defined as:
 2. Students who are US citizens whose parent(s) are employee(s) of American multinational business firms.

3. Students who are third country nationals whose parent(s) are employee(s) of American multinational business firms.

4. Students where both parents and child have US citizenship and the child has had either previous schooling in the United States, Canada or equivalent, in an international English-speaking school or a British accredited overseas school and has English language proficiency.

5. Students where one parent and child have US citizenship and the child has had previous schooling in the United States, Canada or equivalent, in an international English-speaking school or a British accredited overseas school and has English language proficiency.

6. Students who have US citizenship; who have English language proficiency; and who have had previous schooling in the United States, Canada or equivalent, in an international English-speaking school or in a British accredited overseas school.

7. Students whose parents have US citizenship but the child requires ESL support.

Fourth Priority

Students whose parent(s) are employee(s) of third country diplomatic or multinational business firms with or without English language proficiency.

Fifth Priority

1. Host national or other permanent residents residing in Vilnius who have relatives enrolled at AISV.
2. Dependent(s) of a half-time or full-time faculty member who does not have contractual provisions for their child to attend but has petitioned and obtained authorization to have their child(ren) enrolled.

Sixth Priority

All others seeking entry to AISV.

APPENDIX F: AISV ENROLLMENT AGREEMENT

PRIĖMIMO Į MOKYKLĄ SUTARTIS

Nr., Vilnius

BENDROSIOS SĄLYGOS

Viešoji įstaiga Tarptautinė Amerikos mokykla Vilniuje (AISV), juridinio asmens kodas 111968960, buveinės adresas Subačiaus g. 41, LT-11350 Vilnius, Lietuva (toliau – „Mokykla“), atstovaujama Mokyklos direktoriaus **Stephane Ruz**, ir

Moksleivio vardas ir pavardė

.....

Gimimo data

.....

Moksleivio vardas ir pavardė

.....

Gimimo data

.....

Moksleivio vardas ir pavardė

.....

Gimimo data

.....

SUDARO šią Priėmimo į mokyklą sutartį (toliau – Sutartis) 2022–2023 mokslo metams, kurie prasideda 2022 m. rugpjūčio mėn. ir baigiasi 2023 m. birželio mėn. **Būtina Sutarties sudarymo sąlyga yra Moksleivio/ės/ių priėmimas į Mokyklą, ir Sutartis įsigalioja tą dieną, kai ji pasirašoma Mokyklos direktoriaus** (kaip nurodyta toliau). Ši Sutartis yra sudaroma vieneriems mokslo metams ir kiekvienais metais yra atnaujinama abipusiu šalių susitarimu.

Bet kokios paraiškos dėl Moksleivio/ės/ių priėmimo į Mokyklą bus laikomos negaliojančiomis ir Mokykla gali nesvarstyti Moksleivio/ės/ių priėmimo į Mokyklą, jei negaus šios Sutarties (tinkamai pasirašytos) iki 2022 m. gegužės 10 d.

ENROLLMENT AGREEMENT

No., Vilnius

GENERAL TERMS AND CONDITIONS

Public Institution The American International School of Vilnius (AISV), legal entity code 111968960, having its registered office at Subačiaus St. 41, LT-11350 Vilnius, Lithuania (hereinafter referred to as the “School”), represented by the Director of the School **Stephane Ruz**, and

Student’s name

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Date of birth

.....

Student’s name

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Date of birth

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Student’s name

.....

Date of birth

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ARE ENTERING into this Enrollment Agreement (hereinafter referred to as the “Agreement”) for the School year 2022–2023 (starting in August 2022 and ending in June 2023). **This Agreement is subject to Student(s) being admitted to the School and shall take effect on the day of signature by the School Director** (as indicated herein below). This Agreement is concluded for one school year and is renewed annually by mutual agreement between the parties.

Any applications for the Enrollment of Student(s) at the School shall be considered null and void and Enrollment and admission of Student(s) to the School may not be considered by the School if the School does not receive this Agreement properly signed by May 10, 2022.

Priėmus Moksleivj/ę/ius į Mokyklą, atsižvelgiant į Moksleivio/ės/ių amžių ir sugebėjimus, Mokykla įsipareigoja teikti priešmokyklinį, ikimokyklinį, pradinį, pagrindinį, vidurinį ir papildomą ugdymą (jei taikoma), vadovaudamasi Mokyklos valdybos patvirtinta Mokyklos ugdymo programa. Mokyklos vykdomos formaliojo švietimo programos remiasi Jungtinių Amerikos Valstijų ir Tarptautinio Bakalaureato organizacijos formalaus švietimo programomis ir akademiniiais standartais.

Moksleiviai, jų tėvai, globėjai ir kiti Sutartį pasirašę asmenys privalo laikytis galiojančių Mokyklos taisyklių ir nuostatų, nurodytų aktualiame Mokyklos taisyklių leidinyje (*Community Handbook*) ir valdybos tvarkose (*Board Policy Manual*). Šioje Sutartyje neišvardinti Mokyklos ir Moksleivio/ės/ių įsipareigojimai yra reglamentuojami Mokyklos taisyklių leidinyje (*Community Handbook*), valdybos tvarkose (*Board Policy Manual*) ir kituose Mokyklos dokumentuose (įstatuose, AISV valdybos darbo reglamente (AISV Board Regulations) ir kt.), su kuriais pasirašantys asmenys privalo susipažinti pasekdami aktyvia nuoroda mokyklos tinklalapyje www.aisv.lt arba atvykę į Mokyklą. Mokykla pasilieka teisę keisti Mokyklos taisykles, nuostatus ir tvarką, kai tai būtina pasikeitus taikytiniems teisės aktams ar iš esmės pasikeitus aplinkybėms, susijusioms su teisių ir pareigų pagal šią Sutartį įgyvendinimu. Moksleiviai, jų tėvai, globėjai ir kiti Sutartį pasirašę asmenys bus informuojami apie tokius pakeitimus ne vėliau kaip prieš 1 (vieną) mėnesį iki tokio pakeitimo dienos šioje Sutartyje nurodytu el. paštu. Sutartį pasirašęs asmuo turi teisę vienašališkai nutraukti šią Sutartį, jei nesutinka su pakeitimais, pateikęs įspėjimą apie Sutarties nutraukimą likus ne mažiau kaip 2 (dviem) savaitėms iki numatomos taisyklių, nuostatų ir tvarkos pakeitimo dienos.

Pasirašydami šią Sutartį, Moksleivis/ė/iai ir jų tėvai, globėjai ar kita Sutartį pasirašiusi šalis, patvirtina, kad jie susipažino su Mokyklos valdybos patvirtinta Mokesčių už mokslą mokėjimo tvarka (žr. šios Sutarties 5-7 psl. žemiau), ir besąlygiškai sutinka sumokėti Mokyklai visus reikalingus mokesčius (arba įsipareigoja užtikrinti, kad atitinkami mokėjimai būtų atlikti) žemiau nurodytomis apmokėjimo sąlygomis. Mokyklos valdybos tvirtinama Mokesčių už mokslą mokėjimo tvarka yra laikoma sudėtine šios Sutarties dalimi.

If the Student(s) is (are) admitted to the School, depending on the age and ability of the Student(s), the School undertakes to provide the Student(s) with pre-school, elementary, secondary, and additional (if applicable) education in accordance with the School curriculum as approved by the School Board. The curriculum of formal education carried out by the School shall be based on US and International Baccalaureate Organization educational programs and academic standards of formal education.

Students, their parents or guardians and any other signatory of the Agreement are bound by the rules and regulations of the School in effect and outlined in the latest edition of the Community Handbook and Board Policy Manual. The obligations of the School and/or Student(s) not listed in this Agreement shall be also governed by the Community Handbook, Board Policy Manual and other documents of the School (Articles of Association, AISV Board Regulations, etc.), to which the undersigned must familiarize themselves by following the active link on www.aisv.lt or upon arrival at the School. The School reserves the right to amend the School rules, regulations and policies, as necessary in the event of a change in the applicable law or a material change in circumstances relating to the exercise of rights and obligations under this Agreement. Students, their parents, guardians and other undersigned persons will be informed about such changes not later than 1 (one) month before the date of such change by email specified in this Agreement. The undersigned has the right to unilaterally terminate this Agreement if he/she does not agree with the amendments by giving notice of termination of the Agreement at least 2 (two) weeks before the scheduled effective date of the amendment of the rules, regulations and procedures.

By signing this Agreement the Student(s) and his/her/their parents, guardians or any other signatory of this Agreement acknowledge that they have read the terms and conditions set in the Tuition Fees and Payments Policy (see pages 5-7 of this Agreement below) as approved by the School Board and unconditionally agree to pay the applicable fees (or undertake to ensure that applicable fees were paid) to the School in accordance with the payment terms as specified herein below. Tuition Fees and Payments Policy as approved by the School Board is an integral part of this Agreement.

Jei Moksleivis/ė/iai bus priimti į Mokyklą 2022–2023 mokslo metams, žemiau pasirašiusi šalis pasirenka apmokėti rugpjūčio mėnesį išrašytą sąskaitą **(prašome pažymėti vieną iš pateiktų mokėjimo variantų):**

- vienkartinis apmokėjimas (mokama visa suma)
 apmokėjimas kas pusmetį (mokama du kartus per metus)
 apmokėjimas kas trimestrą (mokama tris kartus per metus)

Žemiau pasirašiusi šalis pageidauja, kad sąskaitos-faktūros už mokesčius už mokslą būtų adresuojamos šiam asmeniui/jmonei:

Asmens vardas/jmonės pavadinimas

.....
Asmens kodas/juridinio asmens kodas (jei aktualu)

.....
PVM mokėtojo kodas (jei yra)

.....
Asmens pilietybė

.....
Asmens paso numeris

.....
Nuolatinė gyvenamoji vieta/registruota buveinė (gatvė, miestas, pašto kodas, šalis)

.....
Telefono Nr.

.....
El. paštas

.....
Kontaktinis asmuo dėl sąskaitų-faktūrų išrašymo

.....
Žemiau pasirašiusi šalis sutinka su aukščiau paminėtomis sąlygomis ir prisiima visišką atsakomybę už visus mokėjimus Mokyklai, nepaisant apmokėjimo dalies (jei tokia būtų), kurią sumokėjo bet kuri kita šalis. Žemiau pasirašiusi šalis prisiima visišką atsakomybę už visus mokėjimus Mokyklai ir tuo atveju, jeigu aukščiau paminėtas asmuo/jmonė (gavęs/gavusi Mokyklos sąskaitą) neatlieka Mokyklai mokėjimų per 10 (dešimt) dienų nuo dienos, kai mokėjimai turėjo būti atlikti.

If the Student(s) is (are) admitted to the School as of the School year 2022–2023, the undersigned chooses to be pay the invoice that will be issued in August by **(please tick one of the following terms of payment):**

- single payment
 semi-annual payment
 Trimester payment

The undersigned hereby requests that the tuition invoices be addressed to the following individual/company:

Name of individual/company

.....
Individual ID number/company code (if applicable)

.....
VAT payer code (if applicable)

.....
Citizenship of the individual

.....
Passport No. of the individual

.....
Permanent place of residence/registered address (Street, City, Country; Postal code)

.....
Telephone No

.....
E-mail

.....
Contact person for invoice issuance purposes

.....
The undersigned agrees to the above and accepts full responsibility for all payments to the School regardless of the portion, if any, paid by any other party. The undersigned also assumes full responsibility for all payments to the School in case the above mentioned individual/company (invoiced by the School) fails to make payments to the School within 10 (ten) days as of the day the payments are due.

Ankstesnė Moksleivio/ės/ių mokymosi veikla ir elgesys

Žemiau pasirašiusi šalis patvirtina, kad supranta ir sutinka su tuo, jog Moksleivio/ės/ių priėmimas į Mokyklą priklauso nuo to, ar Moksleivis yra tinkamai įvykdęs jo/jos/jų dabartinėje mokymo įstaigoje keliamus akademinis reikalavimus, ir nuo teigiamo Moksleivio elgesio įvertinimo. Žemiau pasirašiusi šalis pareiškia, kad kreipimosi į Mokyklą dėl moksleivio priėmimo metu Mokyklai pateiktuose dokumentuose buvo nurodyta visa informacija apie Moksleivio/ės/ių ankstesnę mokymosi veiklą ir elgesį. Žemiau pasirašiusi šalis patvirtina, kad supranta ir sutinka, jog netikslios ar klaidingos informacijos apie moksleivio ankstesnę mokymosi veiklą ir elgesį pateikimas gali lemti šios Sutarties nutraukimą nesibaigus mokslo metams.

Academic and behavioral history of Student(s)

The undersigned understands and agrees that Enrollment of the Student(s) depends on the satisfactory completion by the Student of all academic requirements in his/her current school and to an acceptable behavioral record. The undersigned represents that all details pertaining to Student(s) academic and behavioral history have been disclosed to the School in the documents filed with the School during the application process. The undersigned understands and agrees that failure to disclose true and accurate information can result in termination of this Agreement during the school year.

Sutarties keitimas

Mokykla gali keisti šios Sutarties sąlygas, kai tai būtina pasikeitus aplinkybėms, susijusioms su teisių ir pareigų pagal šią Sutartį įgyvendinimu. Moksleiviai, jų tėvai, globėjai ir kiti Sutartį pasirašę asmenys bus informuojami apie tokius pakeitimus ne vėliau kaip prieš 1 (vieną) mėnesį iki tokio pakeitimo dienos šioje Sutartyje nurodytu el. paštu. Sutartį pasirašęs asmuo turi teisę vienašališkai nutraukti šią Sutartį, jeigu pakeistos sutarties sąlygos nebėra priimtinos, pateikęs įspėjimą apie Sutarties nutraukimą likus ne mažiau kaip 2 (dviem) savaitėms iki numatomos pakeitimo įsigaliojimo dienos.

Jei Sutartis sudaroma anksčiau nei likus 6 (šešiams) mėnesiams iki mokslo metų pradžios ir Mokykla dar nėra paskelbusi patvirtintų ateinančių Mokslo metų kainų, Mokykla gali keisti paslaugų kainas šiame Sutarties skyriuje nustatyta tvarka. Jei Sutartis pasirašoma tuo metu, kai Mokykla jau yra paskelbusi patvirtintas ateinančių mokslo metų kainas, Mokykla įsipareigoja paslaugų kainų nekeisti iki mokslo metų pabaigos.

Šioje Sutartyje yra nurodytos kainos už mokslą 2022-2023 mokslo metais, kurios galios iki mokslo metų pabaigos. Šios Sutarties pasirašymo metu paslaugų kainos už 2023-2024 mokslo metus nėra patvirtintos. Patvirtintos kainos už 2023-2024 mokslo metus bus paskelbtos iki 2023 m. kovo 1 d. bei bus taikomos nuo 2023-2024 mokslo metų pradžios.

Amendment of Agreement

The School may amend the terms and conditions of this Agreement when necessary due to a change in circumstances related to the exercise of rights and obligations under this Agreement. Students, their parents, guardians and other undersigned persons will be informed about such amendments at least 1 (one) month before the effective date of such amendment by email specified in this Agreement. The undersigned has the right to unilaterally terminate this Agreement by giving a notice of termination at least 2 (two) weeks before the intended date of the entry into force of such amendment, if the amended terms and conditions of the Agreement are no longer acceptable to the undersigned.

If the Agreement is concluded earlier than 6 (six) months before the beginning of the School year and the School has not yet announced the approved prices for the services for the upcoming School year, the School may change the prices of the services under the procedure established in this Section of the Agreement. If the Agreement is signed after the School has published the approved prices of the services for the upcoming School year, the School undertakes not to change the prices of the services until the end of the School year.

This Agreement includes tuition prices for the School year 2022-2023 that will apply until the end of the School year. At the time of signing this Agreement, the service prices for the School year 2023-2024 have not yet been approved. Approved prices for the School year 2023-2024 will be announced by March 1st, 2023 and will apply from the beginning of the School year 2023-2024.

Sutarties nutraukimas

Sutartis pasibaigia, kai šalys įvykdo savo įsipareigojimus arba kai sutartis yra nutraukta. Sutartis gali būti nutraukta abipusiu šalių susitarimu arba vienašališkai.

Mokykla gali nutraukti šią Sutartį pateikus rašytinį pranešimą prieš 5 (penkias) dienas iki sutarties nutraukimo žemiau pasirašiusiai šaliai arba kitam Moksleivio/ės atstovui, jei Moksleivio/ės elgesys kelia grėsmę kitiems moksleiviams arba kitiems Mokyklos bendruomenės nariams, įskaitant bet neapsiribojant šiais atvejais:

- ginklų laikymas/turėjimas Mokyklos teritorijoje (žr. Valdybos tvarką 9.3 „Ginklų turėjimo politika“);
- nelegalių narkotinių medžiagų vartojimas, laikymas ar platinimas Mokyklos teritorijoje (žr. Valdybos tvarką 9.3 „Nelegalių narkotinių medžiagų politika“);
- alkoholinių gėrimų vartojimas, laikymas ar platinimas Mokyklos teritorijoje (žr. Valdybos tvarką 9.3 „Alkoholio politika“);
- nusižengimas akademinio sąžiningumo nuostatoms (pavyzdžiui, sukčiavimas, nusirašinėjimas, bet kokio pobūdžio plagijavimas) (žr. Valdybos tvarką 9.3 „Akademinio sąžiningumo politika“), taip pat patyčios, akivaizdus pedagogų neklausymas, trukdymas pamokai, neleistino turinio internete žiūrėjimas ir/ar rodymas, tyčinis Mokyklos inventoriaus gadinimas, kai toks pažeidimas daromas piktybiškai, pasikartojančiai ir kelia pavojų kitų moksleivių gerovei, ir kiti tyčiniai nusižengimai, dėl kurių gali nukentėti kiti moksleiviai arba Mokyklos bendruomenės nariai.

Netikslios ar klaidingos informacijos apie moksleivio ankstesnę mokymosi veiklą ir elgesį pateikimas taip pat gali lemti šios Sutarties nutraukimą nesibaigus mokslo metams.

Šiais atvejais sumokėtas mokestis ir visos tikslinės lėšos (įmokos) yra negražinamos.

Pažangumo pažymėjimai

Žemiau pasirašiusi šalis sutinka, kad Moksleivio/ės/ių pažangumo pažymėjimai bus išduoti tik po to, kai bus sumokėti visi mokesčiai už mokslą ir įvykdyti visi kiti įsipareigojimai. Žemiau pasirašiusiai šaliai yra žinoma ir ji sutinka su tuo, kad Mokykla išduoda Moksleivio/ės/ių pažangumo pažymėjimus anglų kalba. Esant pageidavimui, Mokykla gali pasirūpinti Moksleivio/ės/ių pažangumo pažymėjimo vertimu iš anglų kalbos į lietuvių kalbą.

Termination of Agreement

The Agreement ends when the parties fulfill their obligations or when the Agreement is terminated. The Agreement may be terminated by mutual agreement of the parties or unilaterally.

The School may terminate this Agreement by serving the undersigned or another representative of the Student a written notice 5 (five) days in advance of such termination in case the behavior of the Student poses a threat to other students or other members, including but not limited to the following cases:

- possession of weapons on campus (see Board Policy 9.3 “Possession of Weapons Policy”);
- possession, sale or use of an illicit drugs on campus (see Board Policy 9.3 “Illegal Drug Policy”);
- the possession, sale or consumption of alcoholic beverages on campus (see Board Policy 9.3 “Alcohol Policy”);
- breach of academic honesty (for example, cheating, plagiarism of any kind) (see Board Policy 9.3 “Academic Integrity Policy”), as well as bullying, obvious disobedience of teachers, obstruction of the lesson, viewing and/or displaying unauthorized content on the Internet, intentional damage to School inventory, when such violation is malicious, repetitive and endangers the well-being of other students, and other intentional misconduct that may affect other students or members of the School community.

Failure to disclose true and accurate information about Student’s academic and behavioral history can also result in termination of this Agreement during the school year.

In such cases, tuition fee paid as well as any and all special purpose funds (payments) are not reimbursed.

Academic records

The undersigned agrees that no academic record of the Student(s) will be released until the overdue tuition payments are made in full and all other obligations are met. The undersigned is aware and agrees that the School issues the Student(s) academic records in English language only. Should a need arise, the School may arrange the translation of academic records of the Student(s) from English to Lithuanian.

Mokesčių už mokslą mokėjimo tvarka

1. Tikslinės lėšos (įmokos):

1.1. Registracijos mokestis: registracijos mokestis yra Mokyklos valdybos nustatyta vienkartinė **350 eurų** dydžio tikslinė įmoka (lėšos), skiriama padengti išlaidas, susijusias su stojančių mokinių testavimu ir priėmimo dokumentų tvarkymu. **Jis mokamas pateikus naujo Moksleivio paraiškos formas.** Registracijos mokesčio sumokėjimas negarantuoja, kad vaikas bus priimtas į Mokyklą.

1.2. Priėmimo mokestis: vienkartinis **2150 eurų** mokestis, mokamas vieną kartą už kiekvieną naują priimtą mokinį. Šis mokestis skirtas padengti išlaidoms, susijusioms su pirmą kartą priimamu moksleiviu.

Už darželį lankančius vaikus registracijos ir priėmimo mokesčiai išskaidomi ir mokami per dvejus pirmuosius darželio lankymo metus po 1250 eurų.

1.3. Kapitalo mokestis: kapitalo mokestis yra metinis tikslinis **2000 eurų** įnašas, skiriamas ir naudojamas AISV vykdomai švietimo veiklai, kaip visuomenei naudingai veiklai, finansuoti (įskaitant, bet neapsiribojant, AISV materialinės bazės gerinimui ir atnaujinimui, naujų mokymo metodų diegimui ir mokytojų kvalifikacijos kėlimui, švietimo veiklos tikslams naudojamo turto įsigijimui, remontui ir/ar renovacijai ir kitiems su AISV vykdoma švietimo veikla susijusiems tikslams). Mokamas kiekvienų mokslo metų pradžioje.

Depozitas: Tam, kad būtų užtikrinta vieta kitiems mokslo metams, tęsiantys mokslus Mokykloje moksleiviai ir visi nauji į Mokyklą priimti moksleiviai turi sumokėti depozitą. Sumokėtas depozitas yra įskaitomas į **paskutiniojo lankyto ketvirčio** apmokėjimą už mokslą.

Depozito dydžiai:

Darželis 2–4 metų vaikams: 1000 Eurų
Parengiamoji grupė – 12 klasė: 2500 Eurų

Tarptautinio Bakalaureato DP baigiamųjų egzaminų mokestis: Tarptautinio Bakalaureato 12 klasės moksleiviai sumoka už baigiamuosius egzaminus pagal mokyklos išrašytą sąskaitą-faktūrą. Mokestis už baigiamuosius egzaminus negali būti didesnis kaip 700 eurų.

Tuition Fees and Payments Policy

1. Special purpose funds (payments):

1.1. Application fee: An Application Fee is a one-time **350 Euro** special purpose payment established by the School Board, which is used to cover the costs of processing application materials and testing of new applicants. It is payable upon receipt of a new student's **application form**. Payment of the application fee does not guarantee that a child will be admitted.

1.2. Admissions fee: All newly admitted students to AISV are charged a one-time **2,150 Euro** admissions fee. This is a one-time fee to cover all costs associated with first time admission to the school.

For Pre-K students the application and admission fees are payable in two installments - 1250 Euro first year and 1250 Euro second year of their attendance at school.

1.3. Capital fee: an annual capital fee of **2,000 Euro** special purpose contribution, which is allocated and used for the purpose of financing of educational activities (as activities beneficial to the society) carried out by AISV (including, but not limited to, for the betterment and renewal of the AISV material basis, implementation of new teaching methods and professional development of teachers, acquisition, repairs and/or renovation of assets used for the purposes of educational activities and other aims related to the educational activities carried out by AISV). Payable at the beginning of each school year.

Deposit: All students continuing their studies at AISV as well as newly admitted students will be required to pay a **deposit** to guarantee placement for the following year. The deposit will be credited towards **the last attended quarter's** tuition fee.

Deposit fees:

Pre-Kindergarten ages 2-4: 1000 Euro
Kindergarten – Grade 12: 2500 Euro

International Baccalaureate DP final exams fee: International Baccalaureate 12 grade students are subject to the IB final exams fee. The final exams fee is payable to the school based on the invoice and should not exceed 700 Euro.

2. AISV metinis mokestis už mokslą 2022-2023 mokslo metais:				2. AISV Annual Tuition Fees for the 2022-2023 School Year:			
Programa	Kasmetinis kapitalo mokestis	Metinis mokestis už mokslą	✓	Program	Annual Capital Fee	Annual Tuition Fee	✓
Darželis 2-4 metų vaikams: Pilna diena (8.30-15.30 val.)	€ 2000	€ 7 484		Pre-Kindergarten age 2-4 Full day (8.30 a.m.- 3.30 p.m.)	€ 2,000	€ 7 484	
Parengiamoji grupė - 5 klasė	€ 2000	€ 16 239		Kindergarten - Grade 5	€ 2,000	€ 16 239	
6-8 klasės	€ 2000	€ 17 644		Grades 6-8	€ 2,000	€ 17 644	
9-10 klasės	€ 2000	€ 18 994		Grades 9-10	€ 2,000	€ 18 994	
11-12 klasės	€ 2000	€ 19 609		Grades 11-12	€ 2,000	€ 19 609	
Prailgintos dienos grupė (skirta darželio - 3 kl. moksleiviams)		€ 850		Extended day program (for Pre-K- Gr. 3 students)		€ 850	

Mokykla gali išrašyti sąskaitas už papildomas mokymo programas, kurios nenustatytos standartiniame mokymo plane, taip pat už sporto renginius, ekskursijas, popamokinės veiklos būrelius bei pavezėjimo iš/į namus transporto paslaugą.

Už specialiąją mokymo(si) pagalbą taikomi papildomi mokesčiai visiems tokią pagalbą gaunantiems moksleiviams.

2022-2023 taikomi įkainiai už specialiąją mokymo(si) pagalbą:

- Intensyvi anglų kalbos pagalba EAP (teikiama pagal WIDA testo rezultatus Tier 1 moksleiviams) - 1500 Eurų vienkartinis mokestis;
- Vidutinio intensyvumo IEP/ILP pagalba + pagalba klasėje 1-3 kartus per savaitę - 3000 Eurų/ per metus pagal poreikį;
- Intensyvi IEP/ILP pagalba + pagalba klasėje 3-5 kartus per savaitę - 5000 Eurų mokestis per metus pagal poreikį;
- Intensyvi specializuota/ individualizuota pagalba - priklausomai nuo poreikio - 16,000-21,000 Eurų per metus;
- Pagalbinės technologijos - priklausomai nuo pobūdžio/ pagal poreikį.

Charges for the programs and classes in addition to standard course offerings as well as charges for sporting events, field trips, extra-curricular activities and door-to-door school bus service **may be invoiced to parents.**

Learning support fees are in addition to regular tuition and school expenses for all students receiving support.

2022-2023 Fee Schedule for Learning Support:

- English for Academic Purposes EAP (pull out based on WIDA test results for Tier 1 students) - 1500 Euro/ one time fee;
- Moderate IEP/ILP + classroom support 1-3 times/week - 3000 Euro / per year as needed;
- Intensive IEP/ILP + classroom support 3-5 times/week - 5000 Euro/ per year as needed;
- Intensive (specialized, individualized) - TBD (16,000-21,000 Euro per year);
- Assistive technology - TBD/ by case.

Apmokėjimo terminai: Mokėti už mokslą galima kas ketvirtį, pusmetį arba už visus metus į priekį (kaip šeimos yra nurodžiusios Priėmimo į mokyklą sutartyje). Jei mokama kas ketvirtį, apmokėjimas turi būti gautas iki ketvirčio pradžios iki sąskaitoje-faktūroje nurodytos datos. Jei mokama už pusmetį, mokesčiai turi būti sumokėtas iki pirmojo ir trečiojo ketvirčio pradžios iki sąskaitoje-faktūroje nurodytos datos. Jei mokama už visus mokslo metus, mokesčiai turi būti sumokėti iki pirmojo ketvirčio pradžios iki sąskaitoje-faktūroje nurodytos datos.

Moksleivio/ės/ių tėvai, globėjai ar kita Sutartį pasirašiusi šalis yra atsakingi už mokesčių už mokslą sumokėjimą laiku nepaisant šeimos susitarimo su finansuojančia organizacija/darbdaviu. **Tuo atveju, jei mokesčiai už mokslą yra nesumokamas per 30 dienų nuo sąskaitoje nurodytos datos, mokykla susisieks su įsiskolinusia šeima ir tokiai šeimai taikoma 0,1 % delspinigiai už kiekvieną vėluojančio mokėjimo dieną.** Jei mokesčių už mokslą ar kitą mokyklos mokesčių vėluojama apmokėti 60 dienų, Mokykla gali kreiptis į Lietuvos Respublikos teismus dėl priverstinio skolos išieškojimo.

Tinkamas mokesčių už mokslą mokėjimas yra būtina sąlyga priėmimo į mokyklą sutarties sudarymui kitiems mokslo metams.

Naujiems moksleiviams, pradėjusiems mokytis jau prasidėjus mokslo metams, sąskaitos-faktūros už mokslą išrašomos remiantis proporcingumo principu.

Atsiskaitymo valiuta: Mokesčiai už mokslą mokamas eurai. Atsiskaitoma pavedimu per banką.

Mokesčio ir tikslinių lėšų (įmokų) grąžinimas aptartas Sutarties Specialiosiose sąlygose.

Jeigu dėl Lietuvos Respublikos Vyriausybės paskelbtos ekstremalios situacijos ar karantino, kitų valstybės arba savivaldybės institucijų ar jų įgaliotų asmenų priimtų sprendimų arba kitų nuo Mokyklos nepriklausančių aplinkybių Mokyklos švietimo veikla tiesiogiai įstaigoje yra sustabdyta ar kitaip apribota ir dėl to **Mokykla švietimą organizuoja nuotoliniu būdu, tokiu atveju mokesčio už mokslą dydis nėra mažinamas ir yra mokamas pagal šioje Sutartyje nustatytą tvarką.**

Terms of Payment: Payments for tuition can be made quarterly, semi-annually or annually (as indicated by the families in the applicable Enrollment Agreement). If paid quarterly, it should be received prior to the beginning of the quarter by the date indicated in the invoice. If paid semi-annually, the fees are due prior to the beginning of the first quarter and the third quarter by the date indicated in the invoice. If paid annually the fees are due prior to the beginning of the first quarter by the date indicated in the invoice.

Parents, guardians of the Student(s) or any other signatory of this Agreement are responsible to make tuition payments on time regardless of the arrangement the parent may have with their employer. **If tuition and other school fees are overdue for more than 30 days after the due date indicated in the invoice, families will be contacted and late fee invoices will be issued. A late fee of 0.1% per day will be assessed for each day overdue.** If tuition or other school fee invoice is overdue for a 60 day period, the School may bring an action before the courts of the Republic of Lithuania and initiate enforcement proceedings.

Appropriate payment of tuition fees is an essential condition for conclusion of Enrollment Agreement for the following school year.

New students entering after the school year has commenced will be invoiced for tuition on a pro rata basis.

Payment Currency: All tuition payments must be made in Euros by wire.

Reimbursement of tuition fees and special purpose funds (payments) is established in the Special Terms and Conditions to this Agreement.

If due to an extreme situation or a quarantine declared by the Government of the Republic of Lithuania, due to the decisions adopted by other government or municipal institutions or their authorized persons or due to other circumstances which are beyond the School's control, the School's educational activities are suspended or otherwise restricted, the School can organize education remotely and provide some form of distance learning. In such a case, the Tuition fee shall not be reduced and shall be paid fully according to the terms and conditions established in this Agreement.

Jei dėl kurios nors priežasties Mokykla būtų priverstinai uždaryta, mokestis už likusią semestro dalį bus gražintas remiantis proporcingumo principu po to, kai bus įvykdyti visi finansiniai įsipareigojimai.

Šeimoms, kurios neatsiskaitę už mokslą, moksleivio pažangumo pažymėjimai nebus išduodami.

PVM ir atskaitymai: Mokestis už mokslą neapmokestinamas pridėtinės vertės mokesčiu (PVM). Vadovaudamasi galiojančiais Lietuvos PVM įstatymais, kurie numato, kad švietimo paslaugos (įskaitant papildomą ir ikimokyklinį ugdymą) Lietuvoje nėra apmokestinamos PVM, mokesčio dydį nustato Mokyklos valdyba. Jei pasikeitus Lietuvos PVM įstatymams arba juos kitaip interpretuojant, Mokykla privalėtų apskaičiuoti savo teikiamų švietimo paslaugų PVM, šeimos įsipareigoja Mokyklai sumokėti PVM papildomai (prie mokesčio už mokslą).

Mokykla iš sąskaitų-faktūrų mokėtojo turi teisę gauti pilną mokestį už mokslą. Mokėtojas įsipareigoja sumokėti visus banko mokesčius ar kitus priklausančius mokesčius.

2022–2023 mokslo metų kalendorius yra skelbiamas mokyklos tinklalapyje www.aisv.lt

AISV banko sąskaitos duomenys:

VšĮ Tarptautinė Amerikos Mokykla Vilniuje
Subačiaus g. 41, 11350 Vilnius;
Įmonės kodas: 111968960
Luminor Bank AS; banko adresas:
Konstitucijos pr. 21A, LT-03601, Vilnius, Lietuva
Sąskaitos numeris (IBAN):
LT45 4010 0510 0219 5472
Banko kodas: 21400; SWIFT: AGBLLT2X

Mokėdami už mokslą, nurodykite sąskaitos-faktūros numerį bei vaiko vardą ir pavardę. Visas banko išlaidas apmoka mokėtojas.

In the event of a forced closure of the School for any reason, tuition fees for the remainder of the semester will be reimbursed on a prorated basis after all other financial obligations have been met.

Transcripts and/or school report cards will not be issued to families until the due fees are settled.

VAT & Withholding: The tuition fees are exclusive of any value added tax (VAT) and are set by the School Board with regard to the currently effective Lithuanian VAT legislation, which provides that educational services (including additional and pre-school educational services) are exempt from VAT in Lithuania. If due to changes in Lithuanian VAT legislation or its interpretation, the School would be obligated to assess VAT on the value of its educational services, the families undertake to pay such VAT amounts in addition to the School tuition fees.

The School is entitled to receive tuition fees clear from any withholding tax or any other tax to be withheld (deducted from the amounts payable) by the payer of the School invoices. The payer of the School invoices undertakes to pay all bank transfer fees or other taxes mandatory under applicable laws.

School year 2022–2023 calendar is posted on the official school website at www.aisv.lt

Money Transfer Information:

VšĮ Tarptautinė Amerikos mokykla Vilniuje
Subačiaus g. 41, 11350 Vilnius;
Enterprise code: 111968960
Bank name: Luminor Bank AS; banko adresas:
Konstitucijos pr. 21A, LT-03601, Vilnius, Lietuva
Sąskaitos numeris (IBAN):
LT45 4010 0510 0219 5472
Banko kodas: 21400; SWIFT: AGBLLT2X

Please quote your child's name and invoice number on transfer documents. It is the family's responsibility to cover any bank transfer fees when wiring money.

Kitos nuostatos

Šioje Sutartyje pateikti asmens duomenys tvarkomi vadovaujantis AISV Privatumo politika. Jeigu turite klausimų dėl to, kaip AISV tvarko Jūsų asmens duomenis, susisiekite telefonu +370 5 212 10 31, el. paštu hro@aisv.lt arba raštu, adresu Subačiaus g. 41, Vilnius LT-11350, Lietuva.

Šiai Sutarčiai taikomi Lietuvos Respublikos teisės aktai. Iš šios Sutarties kylantys ginčai bus sprendžiami Lietuvos Respublikos teismuose.

Tuo atveju, jeigu tam tikros šios Sutarties nuostatos, visa apimtimi ar iš dalies, būtų pripažintos negaliojančiomis ar netaikomomis, tai neturės neigiamos įtakos kitų šios Sutarties nuostatų galiojimui ir įgyvendinimui.

Ši Sutartis sudaroma dviem vienodais egzemplioriais lietuvių ir anglų kalbomis, po vieną kiekvienai šaliai. Esant neatitikimų tarp tekstų lietuvių ir anglų kalbomis, tekstas lietuvių kalba turės pirmenybę.

Sutarties šalių parašai:

Viešosios įstaigos Tarptautinė Amerikos mokykla
Vilniuje direktorius

Stephane Ruz

.....
(parašas)

.....
(data)

.....
Sutartį pasirašantis asmuo yra Moksleivio/ės/ių

.....
(vienas iš tėvų / globėjas / kita - nurodykite)

.....
(vardas, pavardė)

.....
(parašas)

.....
Su AISV taisyklių leidiniu (Community Handbook) ir valdybos tvarkomis (AISV Board Policy Manual) susipažinau.

.....
(tėvų parašas)

Pasirašytą sutartį pristatykite į Mokyklos raštinę, kurios adresas: Subačiaus g. 41, Vilnius; tel. +370 5 212 10 31 arba siųskite skanuotą šiuo adresu: admissions@aisv.lt.

Priedama:

1) Specialiosios sąlygos

Other provisions

The personal data provided in this Agreement is processed in accordance with AISV Privacy Policy. If you have any questions related to AISV procedures for processing personal data, please contact us via phone +370 5212 10 31, e-mail hro@aisv.lt or in writing at Subačiaus str. 41, Vilnius LT-11350, Lithuania.

This Agreement shall be governed by the laws of the Republic of Lithuania. Disputes arising out of this Agreement shall be settled in the courts of the Republic of Lithuania.

If any provision of this Agreement proves to be, whether in full or in part, invalid or inapplicable, it shall not affect the validity and enforceability of the remaining provisions of the Agreement.

This Agreement is concluded in two counterparts in Lithuanian and English, one for each party. In case of discrepancies between the Lithuanian and English texts, the text in Lithuanian shall prevail.

Signatures of the parties of the Agreement:

Director of the Public Institution The American International School of Vilnius

Stephane Ruz

.....
(Signature)

.....
(Date)

.....
The signatory of this Agreement is

.....
(parent / guardian / other - please specify)

.....
(name, last name)

.....
(signature)

.....
I have read the latest edition of the AISV Community Handbook and Board Policy Manual.

.....
(Parent's signature)

Please deliver the signed agreement to the school's office on Subačiaus 41, Vilnius, tel. +370 5 212 10 31; or send scanned by e-mail to admissions@aisv.lt

Annexed:

1) Special Terms and Conditions

Priedas Nr. 1

prie Priėmimo į mokyklą sutarties Nr.

SPECIALIOSIOS SĄLYGOS

Specialiosios sąlygos yra Sutarties dalis, kurioje nurodytos Šalių iš anksto aptartos ir individualiai suderintos specialiosios Sutarties sąlygos.

Mokesčio už mokslą ir tikslinių lėšų (įmokų) grąžinimas

1. Mokesčio už mokslą grąžinimas: Moksleiviu/i/iams išvykstant ir/ar nelankant mokyklos nesibaigus mokslo metams, mokestis už mokslą taikomas bei grąžinamas vadovaujantis šia tvarka:

1.1. Nutraukus Sutartį pirmo mokslo metų ketvirčio eigoje arba po jo iki antro ketvirčio pradžios (pagal Sutartyje nurodytas mokslo metų ketvirčių pradžios ir pabaigos datas), taikoma 25% metinio mokesčio už mokslą;

1.2. Nutraukus Sutartį antro ketvirčio eigoje arba po jo iki trečio ketvirčio pradžios (pagal mokyklos kalendoriuje nurodytas mokslo metų ketvirčių pradžios ir pabaigos datas) – taikoma 50% metinio mokesčio už mokslą;

1.3. Nutraukus Sutartį iki kovo 15 d. – taikoma 75% metinio mokesčio už mokslą;

1.4. Nutraukus Sutartį vėliau nei kovo 15 d. – taikomas mokestis už pilnus mokslo metus.

Šiame punkte nurodyto dydžio metinis mokestis už mokslą taikomas nepriklausomai nuo atitinkamą mokslo metų ketvirtį Mokyklą lankytų dienų.

Jeigu nutraukiant Sutartį yra sumokėta didesnė metinio mokesčio už mokslą dalis nei nurodyta 1 punkte, grąžinama suma apskaičiuojama iš sumokėtos mokesčio už mokslą sumos atėmus atitinkamą 1 punkte nurodytą taikomą metinio mokesčio už mokslą dydį. Tikslinės lėšos (įmokos) į grąžintiną sumą nėra įskaičiuojamos. Jeigu už Moksleivį sumokėta mažesnė metinio mokesčio už mokslą dalis nei nurodyta 1 punkte, taikomos sumos dydis apskaičiuojamas iš 1 punkte numatyto taikomo metinio mokesčio už mokslą dydžio atėmus sumokėtos įmokos dydį.

Annex No 1

to the Enrollment Agreement No.

SPECIAL TERMS AND CONDITIONS

The Special terms and conditions are a part of the Agreement, which contains the special terms and conditions of the Agreement discussed in advance and individually agreed by the Parties.

Reimbursement of Tuition Fees and Special Purpose Funds (Payments)

1. Reimbursement of tuition fees: In case a student leaves or does not attend the School during the school year, the tuition fees are applied and reimbursed in accordance with the following procedure:

1.1. Upon termination of the Agreement during or after the first quarter of the school year until the beginning of the second quarter (according to the start and end dates of the quarters of the school year specified in the Agreement), 25% of the annual tuition fee shall apply;

1.2. Upon termination of the Agreement during or after the second quarter until the beginning of the third quarter (according to the dates of the beginning and end of the quarters of the school year specified in the school calendar) – 50% of the annual tuition fee shall apply;

1.3. Upon termination of the Agreement before March 15th – 75% of the annual tuition fee shall apply;

1.4. Upon termination of the Agreement later than March 15th – the full year's tuition is due.

The annual tuition fee in the amount specified in this Clause shall apply regardless of the days attended the School during the relevant quarter of the school year.

If upon the termination of the Agreement a bigger part of the annual tuition fee has been paid than specified in Clause 1, the refundable amount shall be calculated by deducting the respective applicable annual tuition fee amount specified in Clause 1 from the amount of paid tuition fee. Special purpose funds (payments) are not included in the refundable amount. If a smaller part of the annual tuition fee has been paid for the Student than specified in Clause 1, the applicable amount of an annual tuition fee shall be calculated by deducting the paid fee from the amount of the applicable annual tuition fee provided for in Clause 1.

Aš patvirtinu, kad Specialiųjų sąlygų 1 p. nuostatos buvo iš anksto su manimi aptartos ir individualiai suderintos:

.....

(vieno iš tėvų vardas, pavardė, parašas)

2. Tikslinių lėšų (įmokų) grąžinimas: Šalys susitaria, kad nutraukus Sutartį šios sumokėtos tikslinės lėšos (įmokos) nebus grąžinamos:

2.1. Registracijos mokestis: vienkartinė **350 eurų** dydžio tikslinė įmoka (lėšos);

2.2. Priėmimo mokestis: vienkartinis **2150 eurų** mokestis;

2.3. Kapitalo mokestis: metinis tikslinis **2000 eurų** dydžio įnašas;

2.4. Depozitas: metinis tikslinis **2500 eurų** dydžio mokestis.

Aš patvirtinu, kad Specialiųjų sąlygų 2 p. nurodyti negrąžintinų sumų dydžiai nutraukus Sutartį buvo iš anksto su manimi aptarti ir individualiai suderinti, bei sutinku šias sumas laikyti minimaliais Mokyklos nuostoliais dėl Sutarties nutraukimo:

.....

(vieno iš tėvų vardas, pavardė, parašas)

Sutarties šalių parašai:

Viešosios įstaigos Tarptautinė Amerikos mokykla
Vilniuje direktorius

Stephane Ruz

.....
(parašas)

.....
(data)

Sutartį pasirašantis asmuo yra Moksleivio/ės/ių

.....
(vienas iš tėvų / globėjas / kita - nurodykite)

.....
(vardas, pavardė)

.....
(parašas)

Pasirašytą sutartį pristatykite į Mokyklos raštinę, kurios adresas: Subačiaus g. 41, Vilnius; tel. +370 5 212 10 31 arba siųskite skanuotą šiuo adresu: admissions@aisv.lt.

I hereby confirm that provisions under Clause 1 of Special Terms and Conditions have been discussed with me in advance and individually reconciled:

.....

(Parent's name, surname, signature)

2. Reimbursement of special purpose funds

(payments): the Parties agree that upon the termination of the Agreement, the following paid funds (payments) will not be refunded:

2.1. Application fee: a one-time special purpose payment of **350 Euro**

2.2. Admissions fee: a one-time admissions fee of **2,150 Euro**

2.3. Capital fee: an annual special purpose capital fee of **2,000 Euro**

2.4. Deposit: an annual special purpose deposit of **2,500 Euro**

I hereby confirm that the amounts established in Clause 2 of Special Terms and Conditions, which will not be refunded upon the termination of the Agreement, has been discussed with me in advance and individually reconciled, and I agree that these amounts correspond to the minimum potential damage the School may incur as a result of termination of the Agreement:

.....

(Parent's name, surname, signature)

Signatures of the parties of the Agreement:

Director of the Public Institution The American International School of Vilnius

Stephane Ruz

.....
(Signature)

.....
(Date)

The signatory of this Agreement is

.....
(parent / guardian / other - please specify)

.....
(name, last name)

.....
(signature)

Please deliver the signed agreement to the school's office on Subačiaus 41, Vilnius, tel. +370 5 212 10 31; or send scanned by e-mail to admissions@aisv.lt