

## APPENDIX A

Shishu Bharati Policies (in effect from 2021-22) Rev 13.0 05/17/2021

#	<b>POLICY &amp; DESCRIPTION</b>										
1	<p><b>Kindergarten Admission</b></p> <p>Any one who has completed five years of age by the date specified below of the current academic year is eligible for admission to KG in Shishu Bharati School. Children who have not completed 5 years of age by this date, but are enrolled in a Kindergarten program outside Shishu Bharati are eligible to attend KG in Shishu Bharati. These children will be admitted the following year into 1<sup>st</sup> grade in Shishu Bharati upon furnishing proof of admittance into 1<sup>st</sup> grade in local state-approved school. Failure to produce such proof will result in the children continuing another year in KG.</p> <p>Specified dates are:            9/1 for Massachusetts resident            9/30 for New Hampshire resident            12/31 for Rhode Island resident</p>										
2	<p><b>Admission to Culture and Language Levels</b></p> <p><b>Culture Level:</b> Shishu Bharati offers eight years of Culture curriculum to maximize the student's knowledge of Indian Culture. It is highly recommended that the parents and students review the curriculum at the time of registering. Shishu Bharati will place the students as follows:            Students in 1st, 2nd, 3rd, and 4th grade at regular school system will be admitted into the 1st, 2nd, 3rd, and 4<sup>th</sup> Level respectively in Culture at Shishu Bharati. First time students from the regular school grades 5th and higher will be admitted into no higher than 4th Level Culture in Shishu Bharati. Students may be admitted to a lower Culture Level if so desired by the parents after consultation with the Principal and Vice Principal of Culture.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Regular School Grade</th> <th style="text-align: center;">Shishu Bharati Level</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">First Grade</td> <td style="text-align: center;">Level 1</td> </tr> <tr> <td style="text-align: center;">Second Grade</td> <td style="text-align: center;">Level 2</td> </tr> <tr> <td style="text-align: center;">Third Grade</td> <td style="text-align: center;">Level 3</td> </tr> <tr> <td style="text-align: center;">Fourth Grade and Higher</td> <td style="text-align: center;">Level 4</td> </tr> </tbody> </table> <p><b>Language Level:</b> All new students will start at Level 1 in Language except when they successfully complete a placement test (see Policy# 4 below) to get into a higher level but not to exceed Level 3. Students must register for both Language and Culture classes. Returning students can take a placement test upon a recommendation from the teacher and approval by the Vice Principal to be placed in a higher Level than promoted.</p> <p>At school's discretion any student's admission may be refused or an already accepted registration may be denied with full refund.</p> <p>If the student is coming back after discontinuing for one or more academic years, he/she has to pass a placement test to the level they want to join in the language class.</p>	Regular School Grade	Shishu Bharati Level	First Grade	Level 1	Second Grade	Level 2	Third Grade	Level 3	Fourth Grade and Higher	Level 4
Regular School Grade	Shishu Bharati Level										
First Grade	Level 1										
Second Grade	Level 2										
Third Grade	Level 3										
Fourth Grade and Higher	Level 4										
3	<p><b>Examination and Promotion</b></p> <ol style="list-style-type: none"> <li>1. Student who scores 70% average in combined mid-term and final exams in each of Culture and Language classes will be promoted to the next higher Level.</li> <li>2. Student who is absent for the final exam/s with the prior approval of the Principal will be allowed to take the makeup test at a specified date or at the beginning of the next academic year.</li> <li>3. All tests that are not take-home assignments will be conducted on the premises</li> </ol>										

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	<p>of Shishu Bharati at the time specified on a Shishu Bharati working day. Exams cannot be held outside of Shishu Bharati premises.</p> <ol style="list-style-type: none"> <li>4. Class attendance of 70% or more is required to be promoted to the next higher Level.</li> <li>5. Students are expected to do all homework on time as required by teacher.</li> <li>6. Three consecutive student absences require prior written approval of the Principal and student's teachers. Any exception to this would require a meeting with the Principal before the student can resume attending the school.</li> </ol> <p>If the Principal cannot resolve it after consulting with the Education Council, the Principal will present it to the Shishu Bharati Executive committee.</p>
4	<p><b>Placement Test and Retest</b></p> <p><b>Placement Test:</b> Every new student is placed in Level 1 of Language of their choice. If the student has higher proficiency in the language, he/she can request, at the time of registration, for placement test for the desired Level. The placement test will be conducted at a specified date at the beginning of the academic year.</p> <p><b>Retest:</b> The students who have missed the final exams with the prior approval of the Principal, and the students who are recommended for retest by the teacher, are eligible for retest at the beginning of the next academic year. The student who is eligible for retest remains in the same Level when he/she returns the following year until he/she successfully passes the retest. The retest will be conducted at a specified date at the beginning of the academic year.</p> <p>Placement Tests &amp; Retests that are not take-home assignments will be conducted on the premises of Shishu Bharati at the time specified on a Shishu Bharati working day. Exams cannot be held outside of Shishu Bharati premises.</p>
5	<p><b>Graduation Criteria</b></p> <p>A student must have studied in Shishu Bharati School for a minimum period of <b>five</b> years in order to be eligible for graduation. The graduation policy requirements are:</p> <ol style="list-style-type: none"> <li>1. <b>Culture Program:</b> Successful completion of Levels 4, 5, 6, 7 and 8.</li> <li>2. <b>Language Program:</b> Successful completion of minimum proficiency level of Language Level 6 to accommodate students who joined Shishu Bharati in Culture Level 3 or 4.</li> <li>3. Students, who have <b>not</b> completed Culture Level 8 but have completed Language Level 6, must continue to take the higher Level language classes till the Culture Level 8 is completed.</li> <li>4. Students, who have completed culture Level 8 and have <b>not</b> completed language Level 6, should continue with higher Level languages until Language Level 6 is complete.</li> </ol>
6	<p><b>Transfers from one branch to another</b></p> <ol style="list-style-type: none"> <li>1. Transfers of students from one branch of Shishu Bharati to another will be restricted to the first four weeks after the school opens.</li> <li>2. The branch of the school, to which the student is requesting the transfer, has the discretion of final decision based on class size, teachers availability, and over all student population.</li> <li>3. The Principals of both branches should approve the request prior to the student's transfer.</li> </ol>
7	<p><b>Drop-Out</b></p> <ol style="list-style-type: none"> <li>1. The notification of withdrawal of any enrolled child's current academic year registration is to be made in writing or email to the respective branch's Director of</li> </ol>

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	<p>Administration. The withdrawal will be considered effective on the day of the receipt of the notification.</p> <ol style="list-style-type: none"> <li>2. Shishu Bharati School will refund all but \$75.00 tuition fee if a child is withdrawn on or before October 31<sup>st</sup> of the academic year.</li> <li>3. No tuition fees will be refunded after October 31<sup>st</sup> of the academic year.</li> <li>4. Any refund of tuition due, based on above policy, will be mailed to the parent's mailing address on file in the registration system.</li> </ol>
<b>8</b>	<p><b>Academic Year</b></p> <p>Start and end of school year will generally coincide with the public school system of the town where the school is located. There will be at least 33 weeks in the SB school year. Holidays will generally coincide with the public school system where the school is located. There will be Mid-Term and Final Examinations (or projects/presentations in lieu of Mid-Term and Final examinations in the case of certain Culture classes) in an academic year, except for the KG Level.</p>
<b>9</b>	<p><b>School Cancellation</b></p> <p>Shishu Bharati School may be canceled for any one of the following reasons:</p> <ol style="list-style-type: none"> <li>1. Inclement weather</li> <li>2. Host school closure on a given Sunday</li> <li>3. Any other unforeseen situation</li> </ol> <p>The Principal of the branch will initiate a request for closing the school branch to the President of Shishu Bharati. Any Shishu Bharati branch closing for the above reasons would be collectively approved by Shishu Bharati Officers, namely President, Secretary, and Treasurer. Shishu Bharati will announce the decision on it's website by 8:00am on Sunday of the affected school day.</p>
<b>10</b>	<p><b>Safety Policy</b></p> <p>All Shishu Bharati teachers and administrators will familiarize themselves with the Fire Exits and Evacuation Plans posted in the classrooms and other areas. Shishu Bharati will not be liable for any personal injuries or property damages. Each branch will make students, teachers, parents and volunteers aware of safety issues.</p>
<b>11</b>	<p><b>School's policy regarding Allergies and Special needs</b></p> <ol style="list-style-type: none"> <li>1. If a student has any food allergy, he/she may bring food from home. Ingredient labels from packets of food disbursed by Shishu Bharati are available for parents to check the contents of, and it is the parent's responsibility to assure that the child does not partake of any food or material that he/she may be allergic to.</li> <li>2. Shishu Bharati is not to be held responsible for and assumes no liability for any allergic reaction a student may have due to food or other material regularly used by Shishu Bharati.</li> <li>3. If a student has a pre-existing medical or other condition requiring special attention, at least one parent/guardian of the child is required to stay on school premises during the school hours to administer any special care that the child may need. Shishu Bharati is not to be held responsible for and does not assume any liability for special needs of the student.</li> </ol>
<b>12</b>	<p><b>School's liability to any injury or sickness</b></p> <ol style="list-style-type: none"> <li>1. Liability Insurance should be obtained for every branch to cover the injury and property damages on the premises.</li> <li>2. Single event liability insurance should be obtained for off-site activities, such as, field day, field trips, celebration of Indian festivals when held away from the primary facility.</li> </ol>

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	<p>3. It is recommended that each student enrolled in Shishu Bharati have Health/Medical Insurance coverage; otherwise, the parent/guardian of the student accepts full responsibility, financially or otherwise, for any sickness or injury incurred by the student.</p>
<b>13</b>	<p><b>Photo and Video Policy</b> Any photo or video taken by Shishu Bharati Executive Committee Member or their assignee with the permission of Shishu Bharati Executive Committee for educational purposes in the classroom or at Shishu Bharati functions may be displayed at Shishu Bharati Website and/or in Shishu Bharati publications.</p>
<b>14</b>	<p><b>Student Conduct</b></p> <ol style="list-style-type: none"> <li>1. Shishu Bharati is conducted on Sundays from 10:00 AM to 12:30 PM.</li> <li>2. All students are expected to be present at the assembly. Any important messages and upcoming events are announced in the assembly.</li> <li>3. Shishu Bharati encourages mutual respect throughout the school community.</li> <li>4. Acts of vandalism, destruction and theft of school property will not be tolerated at any time.</li> <li>5. Acts of aggression, verbal or physical, against any school personnel or fellow students will not be tolerated at any time.</li> <li>6. Violation of school rules by any student shall result in a conference with student's parent(s) and the Principal or Executive Committee Member, and appropriate action will be taken.</li> <li>7. Students are restricted from using any electronic or other devices (such as cell phones, ipods etc.) that may create distraction or disruption in the classroom.</li> </ol>
<b>15</b>	<p><b>Dress Code Guidelines</b></p> <p>Dress should be appropriate for normal school activities; it should reflect pride and respect in one's self as well as our school. Dress and appearance which cause disruption of the educational process or present safety problems shall not be permitted. When the dress or appearance of a student disrupts the teaching-learning process, the principal has the authority to ask the student to change his or her dress item.</p>
<b>16</b>	<p><b>Late arrival and early leaving</b></p> <ol style="list-style-type: none"> <li>1. If a student arrives late by 5 minutes or leaves 5 minutes early, it is considered tardy. A student marked tardy three times will be marked absent for one class.</li> <li>2. If a student is to be taken out of class early for any reason, the parent/guardian has to sign an "Early Dismissal" log before the student can be taken out of class by the school administrator.</li> </ol>
<b>17</b>	<p><b>Students/Parents Grievances</b></p> <p>Any student or parent can file a grievance regarding the education or school policy by following the guidelines described below:</p> <p><b>Education related matters:</b></p> <ol style="list-style-type: none"> <li>1. Bring up your concern, one-on-one, verbally to the teacher responsible for the subject.</li> <li>2. If you are not satisfied with the response, discuss it with the Vice Principal of Language or Culture, one-on-one, as appropriate. The names and telephone numbers of the Vice Principals are available in this handbook.</li> <li>3. If the issue is still not resolved, bring it up to the Principal, one-on-one, to resolve it.</li> </ol>

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	<p>4. If you are still not satisfied, please submit it in writing to any Shishu Bharati Executive Committee Member. The Executive Committee will make every effort to get back to you with the final decision within three weeks with the school decision.</p> <p><b>Policy or Procedural matters:</b></p> <ol style="list-style-type: none"> <li>1. Bring up your concern verbally, one-on-one, to any Shishu Bharati Executive Committee Member.</li> <li>2. If you are still not satisfied, submit it in writing to any Shishu Bharati Executive Committee Member. The Executive Committee will make every effort to get back to you with the final decision within two to three weeks with the school decision.</li> </ol>
18	<p><b>Donations to Shishu Bharati School</b></p> <ol style="list-style-type: none"> <li>1. Tuition fee is not considered a donation to the school.</li> <li>2. Cash donations that do not seek either personal or commercial benefit, will be accepted and they are tax deductible.</li> <li>3. Any non-cash donations will be accepted as needed basis at no cash value.</li> <li>4. Any exception to this policy has to be approved by the Treasurer.</li> </ol>
19	<p><b>Curriculum Matters</b></p> <ol style="list-style-type: none"> <li>1. The Principal of each Shishu Bharati branch, with the help of Vice Principals, is responsible for maintaining the integrity of the curriculum.</li> <li>2. Teachers must adhere to the language and culture curriculum published in the Hand Book.</li> <li>3. Vice Principals must review the Curriculum status with the Language and Culture teachers during the months of September, December, and March.</li> <li>4. It is recommended that once every four weeks, teachers will communicate with their students' parents about the class progress.</li> </ol>
20	<p><b>Starting a New Language Program</b></p> <p>Any Indian language program can be started at Shishu Bharati if:</p> <ol style="list-style-type: none"> <li>1. There are at least 5 students who are interested in learning this language</li> <li>2. A committed teacher is available</li> <li>3. A classroom is available</li> </ol> <p>The decision to begin a new language has to be approved by the Executive committee and the Education Council.</p>
21	<p><b>Special Programs</b></p> <p>Shishu Bharati celebrates several major Indian Cultural programs throughout the year, approved by the Executive Committee, as a part of the Culture Curriculum. The Special Programs team will select one or two programs from above to celebrate together by all branches, plan the content, budget, dates, and venues (facilities) and propose it to the Executive Committee for its approval months in advance of the program. The Special Programs Subcommittee is responsible for the content and execution of these celebrations, working with the Principal, Vice Principals and teachers of each branch.</p>
22	<p><b>Library Material Selection Process</b></p> <p>Principal of each Shishu Bharati branch will be responsible for the selection of Library material (books and audio visual aids). Library material selection will be guided by Shishu Bharati Vision and Mission and will support the Shishu Bharati curriculum. Any teacher, Vice Principal, and Executive Committee Member can recommend books for the library. The Principal will appoint a Library Material Selection Committee. This committee will review every piece of Library material recommended and make a final recommendation to the Principal prior to its procurement.</p>
23	<p><b>Administrative matters</b></p>

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	<ol style="list-style-type: none"> <li>1. Announcements at school Assembly, the school website and/or e-mails will be the primary tools used by school Administration at each branch to communicate important administrative and school matters to that branch's Shishu Bharati community.</li> <li>2. The Shishu Bharati school community at each branch is requested to use e-mail as the primary tool for communication of important matters to the Shishu Bharati Administration. Such e-mail address will be made available.</li> </ol>
<b>24</b>	<p><b>Shishu Bharati Database</b></p> <ol style="list-style-type: none"> <li>1. Shishu Bharati Database contains information about registered Students, their Parents, Teachers and Administrators (Officers, Directors and Volunteers) and is stored on a secured server controlled by the company contracted by Shishu Bharati. The database contains Names, Addresses, Telephone Numbers and Email Addresses of the above-mentioned persons. In addition, it also stores the school related information such as Levels, Examination Records and Teacher's and Administrator's Comments. The database is managed and controlled by the person/s designated by the President of Shishu Bharati.</li> <li>2. The data is obtained through the registration process via parents and/or administrators entering it in the on-line system. It is used for the educational and official purposes by the Teachers and School Administrators. Any commercial use of this data is strictly prohibited.</li> <li>3. Standard security methods such as Password Protection, User Level Access Control are used to make sure that the data is protected from unauthorized access and usage. The contracted company is responsible for backing up this data both on-line and off-line on a daily incremental backup and once-a-week full backup schedule.</li> </ol>
<b>25</b>	<p><b>Shishu Bharati Ethics</b></p> <p>Shishu Bharati is a non-profit school that offers a broad spectrum of educational programs in the languages and cultures of India for students of all ages. The school's objective has been to develop a sense of well-informed cultural pride in the students by exposing them to the Indian arts, customs, languages, history, geography, and current events.</p> <ol style="list-style-type: none"> <li>1. In keeping with the secular underpinnings of India's democratic principles, Shishu Bharati will strive at all times to maintain a secular approach in its curriculum and programming. India has multitudes of religions, creeds and cultural traditions. Teachers, Directors, Officers and Volunteers are strongly urged to design curriculum programming and special events that provide exposure to the diversity in the Indian subcontinent.</li> <li>2. Teachers, Directors, Officers, and Volunteers may not solicit services, fliers, or tickets for services at Shishu Bharati without prior approval from the Executive Committee Members of Shishu Bharati. Any attempt to solicit or advertise services, programs, and/or events without prior approval from the Executive Committee Member is not acceptable.</li> <li>3. Teachers, Directors, Officers or Volunteers have a responsibility to Shishu Bharati and will not derive any personal profit or gain, indirectly or directly, by reason of his or her participation with Shishu Bharati. Each individual shall disclose to Shishu Bharati any personal interest which he or she may have in any matter before Shishu Bharati. These matters include but are not limited to doing business with Shishu Bharati, any arrangement, agreement, investment, or any activity with any vendor, supplier, or other party. With regard to any matter that may result in any personal profit or gain, indirectly or directly by reason of his or her participation with Shishu Bharati, he or she shall not participate in the decision affecting Shishu Bharati and the decision must be made by the majority of the Executive Members.</li> <li>4. Teachers, Executive Committee Members, Volunteers, and the Shishu Bharati</li> </ol>



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	Community have a responsibility to Shishu Bharati and will not accept payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction or program with Shishu Bharati.
<b>26</b>	<p><b>Publication by Teacher/Administrator</b></p> <p>1. Any material developed by Shishu Bharati teacher and/or administrator for educational and/other purposes that uses Shishu Bharati name, resources and/or finances is a property of Shishu Bharati and is for Shishu Bharati use ONLY.</p>
<b>27</b>	<p><b>School Facilities Management</b></p> <p>1. Facilities capacity needs analysis for the next academic year should be completed by April of the current academic year. The analysis should include:</p> <ul style="list-style-type: none"> <li>• Projected growth</li> <li>• Commitment from the current rental school Management</li> <li>• Budget constraints</li> <li>• Number of class rooms, auditorium for assembly, space for cafeteria, parking</li> <li>• Storage facility, room for library</li> </ul> <p>2. There should be a written rental contract (preferably, multi year) with the rental School Management.</p> <p>3. Sufficient liability insurance should be obtained to satisfy the contract.</p> <p>4. The School facility should be maintained in accordance with the rental agreement, when the Shishu Bharati School is in session. No unauthorized solicitation during the Shishu Bharati school session is permitted on the school premises, including one hour before and after the school hours.</p> <p>5. Any organization or individual associated with political, religious, or commercial activity will not be permitted to the Shishu Bharati school premises explicitly for those purposes.</p> <p>6. Each Shishu Bharati school branch will designate a single point of contact for the management of school facility.</p> <p>7. Every school facility coordinator should keep a current list of all assets, including all the library equipment, computers, printers, sound system, cabinets, projectors, videos cameras, digital cameras, books, and any other school related items. The list should identify the cost basis of these assets. A copy of the list should be provided to the Shishu Bharati Treasurer.</p>
<b>28</b>	<p><b>Budget Planning Process</b></p> <p>1. Every fiscal year (Fiscal year starts on July 1st), each Shishu Bharati Branch should put together a budget by July end for the following academic year.</p> <p>2. The Director of Administration, in consultations with Education Council (Principal, Vice Principals, and Director of Administration), is responsible for preparation and delivery of the coming year's budget to the Shishu Bharati School Treasurer.</p> <p>3. Shishu Bharati branch budget includes:</p> <ul style="list-style-type: none"> <li>• Projected Students population (income)</li> <li>• Estimated donation (income)</li> <li>• Teachers reimbursement and facilitation expenses</li> <li>• Facility rental and custodial expenses</li> <li>• Stationary, supplies, and printing expenses</li> <li>• Special Programs expenses</li> <li>• Library expenses</li> <li>• Refreshment expenses</li> </ul>

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	<p>4. The Shishu Bharati School Treasurer will:</p> <ul style="list-style-type: none"> <li>• Review the budgets with the respective Director of Administration of the Shishu Bharati branch.</li> <li>• Compile and consolidate the budgets with his/her recommendations to Shishu Bharati Executive Committee.</li> <li>• Provide the consolidated budget to Shishu Bharati Executive Committee at least two days prior to the Executive Committee review meeting.</li> <li>• Get budget approved by the Executive Committee before end of August.</li> </ul>
<b>29</b>	<p><b>Purchasing</b></p> <ol style="list-style-type: none"> <li>1. This policy applies to all non-budgeted items.</li> <li>2. For purchase of any non-budget items, the following are the approval limits: <ul style="list-style-type: none"> <li>• The Director of Administration of a Shishu Bharati branch can approve purchase of an item or invoice up to \$250.00.</li> <li>• For purchase of an item or invoices in amount more than \$250.00 but less than \$1000.00, any one of the Officers of Shishu Bharati (President, Secretary, and Treasurer) is eligible to approve.</li> <li>• For purchase of an item or invoices in amount more than \$1000.00 but less than \$2500.00, approval of all Officers of Shishu Bharati (President, Secretary, and Treasurer) is required.</li> <li>• For purchase of an item or invoices in amount more than \$2500.00, approval of the Executive Committee of Shishu Bharati is required.</li> </ul> </li> </ol>
<b>30</b>	<p><b>Fund Raising</b></p> <p>Shishu Bharati holds Fund Raisers from time to time to raise funds for the school. The funds are used for the current operations and future growth of the school. The Fund-raising program must present different aspects of Indian Culture and be educational and entertaining.</p> <p>Once the Shishu Bharati Executive Committee decides to hold the Fundraising program during a specific year, it is the responsibility of the Fundraising subcommittee to propose a preliminary format, content and implementation of the Fundraising program to the Executive Committee for its approval.</p> <p>Upon approval, a Fundraising program team is assembled to come up with a detailed plan and to implement it. Shishu Bharati will follow high standards and values throughout the planning, organizing and implementing of the Fund Raiser. Shishu Bharati will strictly not raise funds through any political or religious programs. The cash donations made for the Fund Raiser are tax deductible.</p>
<b>31</b>	<p><b>Teacher Selection</b></p> <ol style="list-style-type: none"> <li>1. Teacher selection will be through an interview process.</li> <li>2. School Principal, on the recommendation of Vice Principals, will be the final authority in selecting the teachers.</li> <li>3. The Selection criteria includes, not necessarily limited to: <ul style="list-style-type: none"> <li>• Capable and knowledgeable to teach the subject</li> <li>• Motivated to Volunteer</li> <li>• Makes commitment at least for an academic year</li> <li>• Aligned with the Shishu Bharati Vision and Mission</li> </ul> </li> </ol>
<b>32</b>	<p><b>Teachers/Volunteers Training</b></p> <p>Shishu Bharati Volunteers will be trained in the following areas:</p> <ol style="list-style-type: none"> <li>1. Shishu Bharati Vision and Culture</li> <li>2. Shishu Bharati Mission and goals</li> </ol>



#	<b>POLICY &amp; DESCRIPTION</b>
	<ol style="list-style-type: none"> <li>3. Shishu Bharati Policies/Procedures</li> <li>4. Subject Matter/Curriculum</li> <li>5. Teaching Techniques</li> </ol>
<b>33</b>	<p><b>Teacher Absence</b> In case of anticipated absence by a teacher, he/she is requested to notify the Principal or respective Vice Principal at least 1 week in advance and provide the teaching instruction for the substitute teacher.</p>
<b>34</b>	<p><b>Teacher Reimbursement</b> Teachers and substitute teachers will be reimbursed as lead teacher or assistant teacher for teaching the classes. Reimbursements are made for voluntary time, effort, and material used in teaching at Shishu Bharati. They are not to be considered as wages. The Principals and Vice Principals at each branch are responsible for keeping track of the number of classes that teachers in the respective branches have taught during the academic year.</p>
<b>35</b>	<p><b>Teachers’/Volunteers’ Expense Reimbursement</b> All expenses are pre-approved by Principal of each branch. If prior approval cannot be obtained, then expenses, under the limit of \$25.00 per event, that are incurred in good faith, will be reimbursed. Receipts for all expenses should be submitted promptly (within 1 month of incurrence) to the above named individual (or their backup). Each receipt should clearly show the name of individual incurring the expense, date, and specific purpose of expense. All approved expenses will be reimbursed within 4 weeks after submission of receipt.</p>
<b>36</b>	<p><b>Student Volunteer Selection</b></p> <ol style="list-style-type: none"> <li>1. Student Volunteers must be 14 years or older by December 31st of the academic year. The selection is based on first-come first-served basis.</li> <li>2. The student must complete Shishu Bharati Student Volunteer Registration Form.</li> <li>3. Shishu Bharati graduates shall get preference in the selection.</li> <li>4. In classrooms, student volunteers under the age of 18, can only be assistants in the presence of teachers.</li> <li>5. Student Volunteer should commit to serve for at least one academic year and should have parent/guardian’s approval in writing.</li> <li>6. Principal working with the Vice Principals and Directors of Administration will make the appropriate placement for the student volunteers.</li> </ol>
<b>37</b>	<p><b>Shishu Bharati Email Accounts for Shishu Bharati Teachers and Staff members</b> Shishu Bharati will provide a mail-server to facilitate official electronic communication among its personnel (officers, directors, teachers, volunteers, etc), provided school finances permit such a service.</p> <ol style="list-style-type: none"> <li>1. This mail-server will be controlled and maintained by the person designated by the President.</li> <li>2. SB personnel are responsible for maintaining the confidentiality of their password and account, and are fully responsible for all activities that occur under their password or account.</li> <li>3. The school will communicate with its personnel through this email service, i.e., all official correspondence (announcements, instructions, etc.) from the school will be sent to the Shishu Bharati email addresses. Therefore, all personnel are encouraged to use their SB email account or redirect the mail to their personal email account.</li> <li>4. SB personnel are urged to use professional and civil language in all their email</li> </ol>

#	<b>POLICY &amp; DESCRIPTION</b>
	<p>communications.</p> <p>5. SB will not actively monitor email communication among its personnel. However, it should be remembered that all email communication is saved on the server and hence is available for review, e. g., by law-enforcement officials.</p> <p>6. SB will not sell or distribute its email-address database for commercial or any other purposes. The email service will be used strictly for official purposes.</p>
<b>38</b>	<p><b>Request for Presentation and/or Collaboration at/with Shishu Bharati</b></p> <p>Shishu Bharati's mission is to develop and nurture a high quality and highly respected, completely voluntary institute that will educate and enlighten children and adults with the knowledge related to Indian Culture and Indian Languages.</p> <p>Any Non-profit Organization, Institution or Entity interested in promoting the above mission may request for the presentation and/or collaboration at/with Shishu Bharati by contacting any of the Executive Committee members of Shishu Bharati. The request will be made by filling out a form 'Request for Presentation and/or Collaboration at/with Shishu Bharati' available at Shishu Bharati website. There will be no more than one request accepted per week.</p> <p>The Executive Committee member will present the request to the Presentation Approval committee comprising of the Officers, all Principals and all Directors of Administration of Shishu Bharati School.</p> <p>The Presentation Approval committee will review the request with Shishu Bharati's mission in mind and approve or disapprove accordingly.</p>
<b>39</b>	<p><b>Create a new Policy</b></p> <ol style="list-style-type: none"> <li>1. Only an Education Council member or an Executive Committee Member of Shishu Bharati can make a request for the creation of a new policy. This must be communicated in writing to the Policy Subcommittee.</li> <li>2. The Policy Subcommittee will review the need for the new policy. If convinced that all the existing policies do not cover the aspects pointed out in the proposal, the subcommittee will approve it, reword it if necessary, get consensus from the Education Council of all branches and then pass on its recommendations to the President.</li> <li>3. The President will present it to the Executive Committee. With the majority approval, it will be added to the Shishu Bharati policies.</li> </ol>
<b>40</b>	<p><b>Policy Amendment</b></p> <ol style="list-style-type: none"> <li>1. The need to amend a specific policy can be brought up by any Shishu Bharati member from any of the Shishu Bharati branches. The Education Council at that branch will deliberate to ascertain the need. Once convinced that the policy change is needed, the Education Council will present a draft of the policy change, in writing, to the Policy Subcommittee.</li> <li>2. The Policy Subcommittee will review the proposed amendment, reword it if needed, get consensus from the Education Councils of all branches and then present it to the President.</li> <li>3. The President then will seek the approval of the Executive Committee to amend the policy. With the majority approval, the amended policy goes into effect.</li> </ol>