

International School of Curaçao

Board Policy Manual

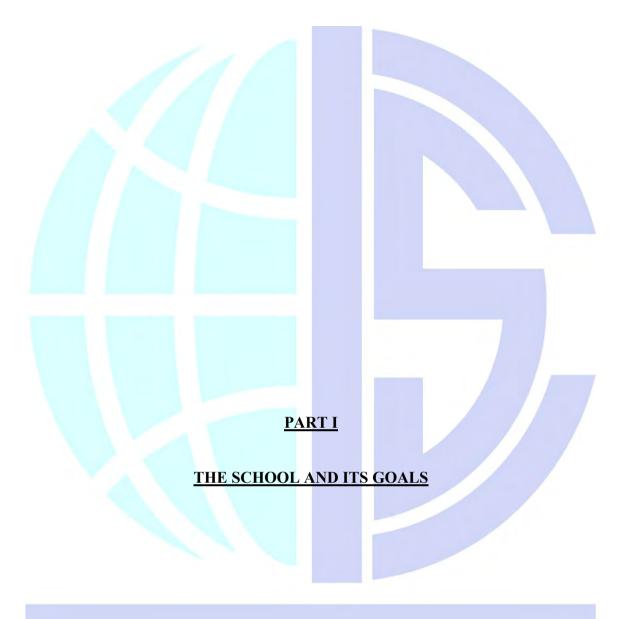
Reviewed and Revised December 12, 2023











International School of Curação

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		'abaal af
		school of
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SCHOOL LEGAL STATUS

The International School of Curação is a legally recognized foundation established in Curação. The school has been designated tax-exempt under Vol. 206 # 1056, dated 28 June 1971, in the Register of the Inspector of Taxes.

The International School of Curação operates under the laws of Curação and under its Articles of Incorporation. The laws and the Articles of Incorporation charge the foundation with the responsibility to finance, establish, organize, and maintain the school.

The Articles of Incorporation also confer on the Board the authority to develop policy and to make regulations for the transaction of school business and for the orderly administration of the affairs of the school system.

Governance of the school is delegated by the foundation to the Board of Directors.

Adopted: 25.04.1986 Amended: 17.11.1989

Amended: 25.05.2011

International School of

Cross Refs: 1.001 Articles of Incorporation (Dutch)

1.002 Articles of Incorporation (English)



GS/mg/2/5

Heden, vierentwintig juni negentienhonderd eenenzeventig, verscheen voor mij, Theodorus Josephus Maria de Rooij, candidaat notaris, wonende op Curacao, als aangewezen om hetambt uit te oefenen van Mr. Antonius Adrianus Gerard Smeets, notaris ter standplaats Curação, in tegenwoordigheid van de beide na te nos men getuigen:

mevrouw Mr. MARTINE HELENA GORDON-DE JONG, directrice van

naamloze vennootschappen, wonende op Guraçac,

De comparante verklaarde van haar vermogen af te zonderen een bedrag van eenhonderd gulden (F. 100.--), en dit te bestemmen tot het kapitaal van de na te noemen stichting, welke zij bij deze in het leven roept en waarvoor zij vaststelt de navolgende :-

Statuten NAAM ZETEL EN DUUR Artikal 1 1. De stichting is genaemd: "STICHTING INTERNATIONAL SCHOOL OF CURAÇÃO. Zij is gevestigă te Curação. 2. De Stichting wordt opgericht voor onbepaalde tijd. Artikel 2

1. De Stichting heeft ten doel het op Curaçac oprichten en in stand houden van instellingen van lager en middelbaar onderwijs passend in en aansluitend op andere dan Nederlands-Antilliaanse onderwijssystemen, zulks ten behoeve van zowel tijdelij op Curaçac verblijvende leerlingen als leerlingen voor wie uit de aard van hun nationaliteit of anderszins zulk onderwijs gewenst is.

2. De Stichting tracht haar doel te bereiken door onder de naam: "International School of Curação" een Engels-talige school te exploiteren en door alle andere wettige middelen.

Artikel 3

De middelen van de stichting bestaan uit:

het door de oprichtster als voormeld afgezonderde bedrag van senhonderd gulden (F.100.--) in contanten;

schoolgelden;

- hetgeen de stichting door erfstelling, legast of schenking of op enigerlei andere wijze verkrijgt;

- andere inkomsten.

BESTUUR

Artikel 4
De Stichting wordt bestuurd door een Read van bestuur, bestaands uit drie of meer leden. Het bestuur benoemt uit haar midden sen voorzitter, sen secretaris en sen ponningmeester en / Rechter in regelt onderling de verdeling van de bestuurstaken. Zerste Aanleg In één persoon kunnen meer dan één van de bovengenoemde functies

verenigd worden. De penningmeester legt uiterlijk in de maand mei aan de Raad van bestuur rekening en verantwoording af over het door hem in het voorafgaande kalenderjaar gevoerd beheer.

in regel 56
áén woord en

Artikel 5
daarvoor in de Het lidmaatschap van de Raad van bestuur eindigt door overplaats gesteldlijden van het bestuurslid, door ontslagname, door verklaring bovenstaande in staat van Taillissement, wanneer hem surséance van betaling vier woorden. wordt verleend, door onder curatelestelling, door ontslag door de rechtbank, alsmede door de be-Eindiging van de verelfening

der stichting na ontbinding-

Doorgenaald

in regel 56

Artikel 6 1. Wanneer te eniger tijd de hoedanigheid van bestuurslid voor een der leden van de Raad van bestuur een einde heeft ge-nomen, zal door de overblijvende bestuursleden ten spoedigste in de ontstane vacature worden voorzien door benoeming van een nieuw bestuurslid, die als zodanig dezelfde functie zal bekleden als degene in wiens plaats hij werd benoemd.

2. Bij. verschil van mening tussen de overblijvende bestuursleden omtrent de beroeming en voorts indien de overgebleven. bestuursleden zouden nalaten binnen redelijke termijn in de vacature(s) te voorzien, zal die voorziening geschieden door na te melden Ouder Raad_

 Wanneer te eniger tijd alle bestuursleden mochten komen te ontbreken wordt door de Rechter in het Gerecht in Eerste Aanleg in de benoeming van een nieuw bestuur voorzien, gehoord de na te melden Ouder Raad

Artikel 7

1. De voorzitter van de Raad van bestuur is belast met de uitvoering van de besluiten van de Raad. Hij vertegenwoordigt de stichting in en buiten rechte. Bij zijn ontstentenis of verhindering of verblijf buiten Curação, elsmede in gevallen, waar in strijd van belangen tussen hem en de stichting bestaat of zou kunnen bestaan - zulks ter beoordeling van de Raad van bestuur - komen deze bevoegdheden toe aan de secretaris en bij

ens ontstentenis, of verhindering of verblijf buiten Curação of tegenstrijdigheid van belangen als voormeld, aan de penningmeester.

2. De schriftelijke werklaring van de voorzitter of van een der overige leden van de Raad van bestuur in de gevallen waarin deze als voormeld de stichting vertegenwoordigt, dat de Raad van bestuur een bepaald besluit heeft genomen, heeft ten aanzien van derden te goeder trouw de kracht van een besluit, ook al zou dit in werkelijkheid niet genomen zijn.

BESTUURSVERGADERINGEN

1. De Raad van Bestuur vergadert zo dikwijls de voorzitter of, bij diens ontstentenis of verhindering of verblijf buiten Garação degene die hem als zodanig vervangt, ofwel ten minste twee leden van de Raad dit gewenst achten.

2. De secretaris convoceert de vergaderingen. Hij maakt van het ter vergadering verhandelde en beslotene notulen op, die door hem en de voorzitter worden ondertekend. Fungeert de recretaris als voorzitter, den geschiedt het notuleren door de enningmeester. Ieder lid van de Raad van bestuur heeft recht op een door de secretaris uit te reiken en door ham te ondertekenen kopie van de notulen.

3. De leden van de Raad van Bestuur zijn bevoegd zich door een schriftelijk gevolmachtigde ter vergedering te doen vertegenwoordigen.

Artikel 9 1. De Raad van bestuur is bevoegd zowel in als buiten vergadering besluiten te nemen. In het laatste geval is daartoe vereist dat alle leden van de Raad hun stem schriftelijk uitbrengen.

2. Besluiten worden genomen met gewone meerderheid van stemmen, behoudens het hierna in de artikelen 10 en 11 bepaalde.
3. De stemmingen geschieden mondeling, en indien bij stemming over personen de stemgerechtigde verklaart dit te verlangen, geschiedt de stemming schriftelijk. Stemmen bij acclamatie is geoorloofd indien geen der leden van de Raad zich daartegen ver-

4. Mocht bij stemming over personen bij eerste stemming geen meerderheid worden verkregen, dan zal een nieuwe stemming plaats hebben. Indien ook dan geen meerderheid verkregen wordt, zal bij een tussenstemming worden beslist tussen welke personen zal worden herstemd. Staken bij een tussenstemming of een herstemming de stemmen, dan beslist het lot-5. Indien een voorstel zaken betreft, wordt het bij staking van stemmen als verworpen beschouwd-STATUTENWIJZIGING De Raad van bestuur is bevoegd de statuten te wijzigen bij notariële akte. Het besluit daartoe zal slechts kunnen worden genomen met algemene stemmen in een vergadering van de Raad, waarin alle leden aanwezig of door een schriftelijk gevolmachtigde vertegenwoordigd zijn. ONTBINDING Artikel 11 1. De Raad van bestuur is bevoegd de stichting te ontbinden. Op het daartoe te nemen besluit is toepasselijk hetgeen in ar-tikel 10 van deze statuten is bepaald aangaande een besluit tot wijziging van de statuten-2. De stichting wordt bovendien ontbonden: door insolventie nadat zij in staat van faillissement is verklaard of door de opheffing van het faillissement wegens de toestand van de boedel; indien het doel van de statuten is bereikt of niet meer bereikt kan worden: - door rechterlijke uitspraak in de bij de wet genoemde gevaller VEREFFENING Artikel 12 De vereffening geschiedt door de Raad van bestuur.
 De stichting blijft na haar ontbinding voortbestaan indien en voor zover dit voor de vereffening van haar zaken no-3. Gedurende de vereffening blijven de bepalingen aan de statuten voor zoveel mogelijk en nodig van kracht-4. De Raad van bestuur bepaalt welke bestemming, na betaling van alle schulden aan de overgebleven bezittingen van de stichting zal worden gegeven met dier verstande, dat het salde moet worden bestend voor een deel, dat het doel van de stichting zoveel mogelijk nabij komt. Artikel 13 Zo dikwijls de Raad van bestuur het nodig oordeelt kan zij het advies van de Ouder Raad inwinnen. De Ouder Raad bestaat uit de Ouders van de leerlingen die, op het moment dat het advies wordt ingewonnen of een besluit wordt genomen, de "International School of Curaçao" bezoeken. Do beide ouders van een of meer leerlingen hebben tezamen recht op één stem in de Ouder Raad-De wijze waarop het advies wordt ingewonnen of het besluit wordt genomen wordt telkens vastgesteld door de Secretaris. met dien verstande dat indien één der Cuders schriftelijk de wens daartoe te kennen geeft, een vergadering bijeengeroepen zal moeten worden door de Secretaris. De convocatie geschiedt terminste één week vôor de datum van de vergadering. De leden 2 en 3 van artikel 8 en de leden 3.4 en 5 van artikel 9 zijn van overeenkomstige toepassing. Besluiten worden genomen met meerderheid van stemmen waarbij blanco en ongeldige stemmen als niet uitgebracht worden beschouwd.

Jula

SLOTBEPALING

Artikel 14.

In alle gevallen waarin door de statuten van de stichting niet is voorzien, beslist de Raad van bestuur.

Tenslotte verklaarde de comparante dat tot eerste leden van de Raad van bestuur worden benoemd:

de heer Terry D. Hansen, vice consul van de Verenigde
Staten van Amerika, mevrouw Jane F. Gomez Casseres, zonder beroep, en de comparante zelve, allen wonende op Curaçao, respectievelijk met de functies van voorzitter, penningmeesteresse en secretaresse.

De comparante en de getuigen zijn mij, waarnemend-notaris, bekend.

WAARVAN AKTE, opgemaakt in minuut, is verleden op Curaçao.

WAARVAN AKTE, opgemaakt in minuut, is verleden op Curaçao op de dag als in het hoofd van deze akte gemeld, in tegen-woordigheid van de dames Mr. Anne Cornélie van der Vlis, juridisch medewerkster en Jelly Heide-Pars, secretaresse, beiden wonende op Curaçao, als getuigen.

beiden wonende op Cureçao, als getuigen... Onmiddellijk na voorlezing is deze akte door de comparante, de getuigen en mij, waarnemend-notaris, ondertekend.



Curaçao

1.001 Articles of Incorporation Amended 1995 (Dutch)

DE ONDERGETERENDE:

mr Andreas Maria Petrus Eshuis, womende op Curacao, als aangewezen om het ambt uit te oefenen van mr Gerard Christoffel Antonius Smeets, notaris ter standplaats Curacac,

dat het navolgende de tekst is van de statuten van de Stichting "STICHTING INTERNATIONAL SCHOOL OF CURACAO", gevestigd te Curacao, Nederlandse Antillen, zoals deze thans van kracht zijn.

Curacao, 11 april 1995 MAAM ZZTEL EN DUUR

Artikel 1
1. Do stichting is Esnasnd: *SFICHTING INTERNATIONAL SCHOOL OF CURAÇÃO. Eij is gevestigd to Curação.

2. De Stichting wordt opgaricht voor onbepaalde tijd.

DOEL

Artikal 2

1. De Stichting heeft ten doel het op Curação oprichten en in stand houder van installingen van lagar en siddelbaar ondezwijs passend in en sansluitend op anders dan Nederlands-Antil-lisanse onderwijssystemen, sulks ten behoeve van zowel tijdelij: op Curação varblijvende leerlingen els leerlingen voor vie uit de merd van hun nationaliteit of anderezine zulk onderwijs gewenst is.

2. De Stichting tracht hear doel to bereiken door onder de naam: "International Echool of Curaçeo" sem Engels-Talige school

te exploiteren en door alle andere wettige middelen.

MIDDELEN Artikel 5

De middelen van de stichting bestsan uit:

- het door de oprichtster als voormeld afgezonderde bedrag van cenhonderd gulden (f. 400 .-) in contanten;
- schoolgelden:
- hetgeen de stichting door erfstelling, legant of schenking of op snigeriei andere wijze verkrijgt;
- andere inkomsten.

Artikel 4

De Stichting wordt bestuurd door een Reed van bestuur, be-staande uit drie of meer leden. Het bestuur benoemt uit haar midden een voorzitter, een secretaris en een penringmeester en regelt onderling de verdeling van de bestuurstaken. In een persoon kunnen meer dan een van de bovengenoemde functies verenigd worden. De penningmeester legt uiterlijk in de meand mei aan de Raad van bestuur rekening en verantwoording af over het door hem in het voorafgaande kalenderjaar gevoerd beheer.

Artikel 5 Het lidmastschap van de Raad van bestuur eindigt door over-lijden van het bestuurslid, door ontslagname, door verklaring in staat van faillissement, wenneer hen sursaance van betaling wordt verleend, door onder curatelestelling, door ontslag doorde Rechter in Berste Aanleg, alsrede door de be-Mindiging van de vereffening der stichting na ontbinding.

Artikol 6 1. Wannoer to eniger tijd de boedanigheid van bestuurslid voor een der leden van de Haad van bestuur een einde heeft genomen, sol door de overblijvende bestunraleden ten spoedigste

Heden, elf april negentienhonderd vijf en negentig, ----verscheen voor mij, Andreas Maria Petrus Eshuis, candidaat-notaris, wonends op Curacao, als aangewezen om het ambt uit te oefe-nen van mr Gerard Christoffel Antonius Smeets, -----notaris ter standplaats Curacao: ---of Curacao, en als zodanig gemelde Stichting op grond van artikel 7 lid 1 rechtsgeldig vertegenwoordigende. ------De comparante verklaarde: ----dat in de op negentien oktober negentienhonderd vier en negentig, te Curacao gehouden vergadering van de Raad van Bestuur van de op Curacao gevestigde Stichting: STICHTING INTERNATIONAL SCHOOL OF -CURACAO, mede in verband met een door alle bestuursleden ondertekende verklaring, met inachtneming van het bepaalde in artikel 10 van de statuten rechtsgeldig werd besloten om de statuten der ---vergadering, alsook uit een verklaring van het bestuur, van welke notulen en verklaring een kopie aan deze akte zal worden gehecht. Ter uitvoering van gemeld besluit verklaarde de comparante de --statuten van de stichting te wijzigen als volgt: ------Ben nieuw artikel 14 wordt bijgevoegd, terwijl artikel 14 wordt vernummerd in artikel 15. -----Artikel 14 luidt als volgt: -----"NON-DISCRIMINATIE BELEID VOOR DE INTERNATIONAL SCHOOL OF CURAÇÃO ------ Artikel 14 ------Geen enkele leerling of werknemer van, of sollicitant naar een -betrakking bij de International School of Curacao, zal op grond van leeftljd, ras, huidskleur, geslacht, godsdienst, land van --herkomst of gehuwde staat, worden uitgesloten van deelname in enigerlei onderwijsprogramma of -activiteit, danwel de voordelen --daarvan, of worden onderworpen aan discriminatie krachtens --welk(e) onderwijsprogramma of -activiteit dan ook." -----De comparante is mij bekend. --WAARVAN AKTE, in minuut verleden te Curacao, op de dag in het hoofd van deze akte vermeld. Nadat de inhoud van de akte ---zakelijk aan de comparante werd opgegeven, verklaarde de compa- rante van de inhoud der akte kennis te hebben genomen en op volledige voorlezing daarvan geen prijs te stellen. -------Vervolgens werd de akte na beperkte voorlezing door de comparante en mij ondertekend. -----(getekend door) P. Woerz; A.M.P. Eshuis. -----UITGEGEVEN VOOR AFSCHRIFT, door mij mr Andreas Maria Petrus Eshuis, candidaat-notaris, womende op Curação, als aangewezen om het ambt uit te oefenen van mr Gerard Cristoffel Antonius Smeets, notaris ter standplaats Curacao, op heden de elfde April negentienhonderd vijf en negentig.

in de ontstane vacature worden voorsien door benoeming van een nieuw bestuurslid, die als zodenig dezelfde functie zal bekleden

als degene in whene plasts hij word benoemd.

2. Bij verschil ven mening tussen de overblijvende bestuursleden omtrent de benoeming en voorts indien de overgebleven. bestuursleden souden nalaten binnen redelijke termijn in de vacature(s) to voorzien, sal die voorziening geschieden door na te melden Cuder Raad.

3. Wanneer te eniger tijd alle bestuursleden mochten komen te ontbreken wordt door de Sechter in het Gerecht in Eerste isnleg in de benoesing van een nieuw bestuur voorsien, gehoord

de na te melden Ouder Raad.

Artikel 7

- 1. De voorsitter van de Raad van bestuur is belast met de uitvoering van de besluiten van de Raad. Hij vertegenwoordigt de stichting in en buiten rechte. Bij zijn ombstentenis of verhindering of verblijf buiten Guraçao, alsmede in gevallen, waar-in strijd van belangen tussen hem en de etichting bestaat of zou kunnen bestaan - sulks ter beoordeling van de Raad van bestuur - komen deze bevoegdheden tos san de secretaris en bij diens ontstentenis, of verhindering of verbliff buiten Curação of tegenstrifdigheid van belangen als voormeld, san de penningmeester.
- 2. De schriftelijke verklaring van de voorsitter of van een der overige leden van de Raad van bestuur in de gevallen waarin deze als voormeld de stichting vertegenwoordigt, dat de Bagd van bestuur een bepaald besluit heeft genomen, hoeft ten senzien van derden te goeder trouw de kracht van een besluit, ook sl son dit in werkelijkheid niet genomen zijn. BESTUURSVERGADERINGEN

Artikol 8

1. De Read van Bestuur vergadert zo dikwijls de voorzitter of, bij diens outstentenis of verbindering of verblijf buiten Curação degene die hem als modanis vervengt, ofwel ten minste

twee leden van de Rand dit gewenst achten.

2. De secretaris convoceert de vergaderingen. Hij maakt van hot ter vergadering verhandelde en beslotene notulen op, die door hem en de voerzitter worden ondertekend. Fungeert de secreteris als voorzitter, dan geschiedt het notuleren door de penningmeester. Ieder lid van de Raad van bestuur heeft recht op een door de secreteris uit te reiken en door hem te ondertekenen kopie van de notulen.

3. De leden van de Baad van Bestemr zijn bevoegd zich door een schriftelijk gevolsachtigde ter vergadering te doen verte-

genwoordigen.

Artikel 3

1. De Read van bestuur is bevoegd movel in als buiten vergadering besluiten te nemen. In het laatste geval is daartoe vereist dat alle leden van de Raad hun stem achriftelijk uitbrenger.

2. Besluiten worden genomen met gewone meerderheid van stemmen, behoudens het hierns in de artikelen 10 en 11 bepsalde.
3. De stemmingen geschieden mondeling, en indien bij stemming over personen de stemgerechtigde verklaart dit te verlangen, goschiedt de stemming schriftelijk. Stemmen bij acclamatie is geoorloofd indien geen der leden van de Raad zich daartegen ver-

4. Mocht bij stemming over personen bij cerste stemming geen meerderheid worden verkregen, dan zal een nieuwe stemming plaats habben. Indien ook dan goan meerderheid verkregen wordt,



zal bij een tussenstemming worden beslist tussen welke personen ral worden herstend. Staken bij een tusmenstemming of een herstemming de stemmen, den beslist het lot.

5. Indien een voorstel zaken betreft, wordt het bij staking van stemmen als verworpen beschouwd.

STATUTEWIJZIGING Artikel 10

De Read van bestuur is bevoegd de statuten te wijzigen bij notariele akte. Het besluit daartoe zal slechts kunnen worden genomen met algemene stemmen in sen vergadering van de Rasd, wearin alle leden sanwezig of door een schriftelijk gevolsachtigde vertegenwoordigd sijn.

OMTRINGING Artikel 11

1. De Raed van bestuur is bevoegd de stichting te ontbinden. het daartee te nemen besluit in toepasselijk hetgeen in ertikel 10 ven deze statuten is bepasld sangaande een besluit tot wijziging van de statuten.

2. De stichting wordt bovendien ontbonden:

- door insolventie madet zij in staat van faillissement is verklaard of door de opheffing van het faillissement wegens de toestand van de boedel;

- indien het doel van de statuten is bereikt of niet meer bereikt kan worden;

- door rechterlijke uitspraak in de bij de wet genoemde gevaller VEREFFERING

artikel 12

1. Le vereffening geschiedt door de Raed van bestuur. 2. De stichting blijft ne hear ontbinding voortbesteen indien en voor zover dit voor de vereffening van haar zaken nodig is.

3. Gedurende de vereffening blijven de bepalingen aan de

statuten voor seveel mogelijk en modig van kracht.

4. De Read van bestuur bepealt welke bestemning, na betaling van alle schulden aan de overgebleven bezittingen van de stichting sal worden gegeven met dien verstande, dat het seldo most worden bestend voor een doel, dat het doel van de stichting zovesl mogelijk nabij komt.

OUDER RAAD Artikel 13

Zo dikwijls de Read van bestuur het nodig oordeelt kan zij het advies van de Guder Raad inwinnen. De Guder Raad bestaat uit de Cuders van de leerlingen die, op het soment dat het ad-vias wordt ingewonnen of een besluit wordt genomen, de "International School of Curação" bezoaken. De beide ouders van een of neer learlingen hebben tegamen recht op éen stem in de Ouder Hasd. De wijze waarop het advies wordt ingewonnen of het besluit wordt genomen wordt telkene vastgesteld door de Secreteris. met dien verstande dat indien één der Cuders schriftelijk de wens daartoe te kennen geeft, een vergadering bijeengeroepen sal moeten worden door de Secretaris. De convocatie geschiedt tenminste Sen week voor de datum van de vergadering. De leden 2 en 3 van artikel 5 en de leden 3.4 en 5 van artikel 9 mijn van overeenkomstige tospassing. Besluiten worden genomen met meerderheid van stemmen waarbij blanco en ongeldige stemmen els niet uitgebracht worden beschouwd.

NON-DISCRIMINATIE BELEID VOOR DE INTERNATIONAL SCHOOL OF CURAÇÃO

Geen enkele leerling of werknemer van, of sollicitant naar een betrekking bij de International School of Curacao, zal op grond van leeftijd, ras, huidskleur, geslacht, godsdienst, land van herkomst of gehuwde staat, worden uitgesloten van deelname in enigerlei onderwijsprogramma of -activiteit, danwel de voordelen daarvan, of worden onderworpen aan discriminatie krachtens welk(e) onderwijsprogramma of -activiteit dan ook.

SLOTBEPALING Artikel 15

In alle gevallen waarin door de statuten van de stichting niet is voorzien, beslist de Raad van Bestuur.

1.002 Articles of Incorporation 1971 (English)

Antide 1.102

Today, the 24th day of June, 1971, appeared before me, Theodorus Joseph Maria de Rooy, candidate notary, residing in Curacao, designated to execute the offic of Mr. Antonius Adrianus Gerard Smeets, Notary in Curacao, in the presence of both witnesses to be mentioned later:

Mrs. Martine Helena Gordon - de Jong, director of commencies, residing in Curaca

Mrs. Martine Helena Gordon — de Jong, director of companies, residing in Curace The appearer stated to sequester from her assets the sum of one hundred guilder (fl.100.—) and to designate this amount is the capital of the foundation to be mentioned later, which she founds by these presents and for which she establish the following:

ARTICLES

NAME, DOMICILE AND DURATION

Article 1

- The foundation is named: "Foundation International School of Curacao".
 It is established in Curacao.
- 2. The foundation is established for an unlimited period.

OBJECTIVES

Article 2

- The foundation has the objective to establish and maintain in Curacao institutof elementary and secondary education, which match and correspond to education systems, other than those provided for in the Netherlands Antilles, and such behalf of students, who are temporarily resident in Curacao and in behalf of students for whom because of their nationality or otherwise such education is desirable.
- The foundation endeavours to attain its objective by maintaining an englishlanguage school under the name: "International School of Curacao", and by all other legitimate means.

MEANS

Article 3

The means of the foundation consist of:

- tuition moneys;
- what the foundation acquires through inheritance, legacy or donation or in any other way;
- other income.

BOARD

Article 4

The foundation is managed by a Board, consisting of three or more members. The Boundarian out of its membership a president, a secretary and a treasurer, and a arranges among its members the distribution of the offices. More than one of the above-referenced offices can be combined in one person. The treasurer will account to the Board regarding the management over the prior calendar year in the month (May at the latest.

Article 5

The membership of the Board terminates through death of a member, by resignation,

- 2 -

through bankruptcy, through moratorium, by being put in ward, through discharge by the court, and also after the winding up of the affairs of the foundation af dissolution.

Article 6

 If at any time a member of the Board has ceased to be a member of the Board, the remaining members will fill the vacancy as soon as possible by appointing a new member, who as such will hold the same office as the member he replaces

2. In case of a dispute among the remaining members regarding the appointment ar also if the remaining members fail to fill the vacancy(ies) within a reasonat period of time, this will be effected by the Parent Organization to be mentic later in these Articles.

 If at any time all members should bemissing the court will appoint a new Boar after having consulted with the Parent Organization.

Article 7

1. The president of the Board is in charge of the execution of the decisions of the Board. He represents the Foundation at law and otherwise. In his absence or prevention or stay outside Curacao, and also in the instanc where there is a conflict of interest between him and the foundation, or such conflict could insist — such at the discretion of the Board — such powers will devolve on the secretary, and in his absence, or prevention or stay outside

Curacao or conflict of interest as abovementioned, to the treasurer.

2. The written statement by the president or by any of the other members of the Board in the abovementioned instances whereby this member represents the foun that the Board has made a certain decision, carries the force of a decision w regard to third parties in good faith, even if such decision should not have made in reality.

BOARD MEETING

Article 8

 The Board meets as often as the president, or in his absence or prevention or stay outside Curacao, the member who deputizes for him, or at least two member of the Board deem fit.

2. The secretary calls the meetings. He prepares minutes of what is discussed and decided at the meeting, which minutes will be signed by him and the president. If the secretary acts as president the minutes are prepared by the treasurer. Each member of the Board is entitled to a copy of the minutes which has been signed by the secretary.

3. The members of the Board can be represented at a meeting by a written proxy.

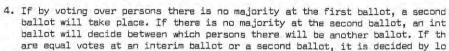
Article 9

1. The Board is entitled to make decisions at a meeting and without a meeting. Ir the latter case it is required that all members of the Board cast a written \vee c

 Decisions are taken with simple majority of votes, with the exception of what is defined in article 10 and 11.

3. Votes are taken orally, and if by voting over persons, the person entitled to vote requires such, written votes are taken. Vote by acclamation is permitted, if none of the members of the Board objects.





5. A proposal with respect to business is considered rejected by equal votes.

AMENDMENT OF ARTICLES

Article 10

The Board is authorized to amend the Articles by notarial deed. A decision to the end can only be taken by unanimous vote at a meeting of the Board where all members present or represented by written proxy.

DISSOLUTION

Article 11

- The Board is authorized to dissolve the foundation. The provisions as definer in Article 10 as to a decision to amend the articles, are appropriate to a dec to that end.
- 2. The foundation is also dissolved:
 - through insolvency after bankruptcy or by cancellation of the bankruptcy because of the condition of the estate;
 - if the objective of the articles has been attained or cannot be attained any more;
 - by court decision in the instances enumerated in the law.

SETTLEMENT

Article 12

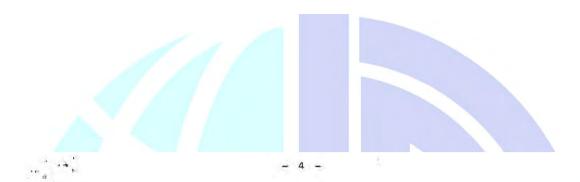
- 1. Settlement is by the Board.
- The foundation remains in existence after dissolution, if and in so far as this is required for settlement.
- During settlement the stipulations of the articles remain in effect as much as possible and necessary.
- 4. The Board decides on the u s e of the remaining assets of the foundation after all liabilities have been paid, provided that the surplus must be emplo for a cause, which approximates as much as possible the objective of the foundation.

PARENT ORGANIZATION

Article 13

As often as the Board deems necessary, it can request the advice of the Parent Organization. The Parent Organization consists of the parents of the students who attend the International School of Curacao, at the time that the advice is requested or a decision is taken.

Both parents together of one or more students have one vote in the Parent Organi; The manner in which an advice is requested or a decision is taken is determined each time by the Secretary, provided that a meeting must be called by the Secretariation one of the parents so requests in writing. Notice of the meeting is given at least one week before the date of the meeting. Paragraphs 2 and 3 of article 8 are paragraphs 3, 4 and 5 of article 9 are correspondingly applicable. Decisions are



taken by majority vote whereby blanco and invalid votes are considered as not c

CONCLUDING PARAGRAPH

Article 14

In all cases where the Articles of the Foundation do not provide for, the Board decides.

Finally the appearer stated that the first members of the Board shall be:
Mr. Terry D. Hansen, vice consul of the United States of America, Mrs. Jane F.
Gomes Casseres, without occupation, and the appearer herself, all residing in
Curacao, respectively with the offices of President, Treasurer and Secretary.
The appearer and the witnesses are known to me, substitute notary.

In witness whereof this deed has been executed in Curacao on the date mentioned in the caption in the presence of Mrs. Anne Cornélie van der Vlis, attorney—at—and Jelly Heide—Pars, secretary, both residing in Curacao, as witnesses. Immediately after having been read aloud, this deed has been signed by the appethe witnesses and me, substitute notary.

w.s. Martine H. Gordon, Anne C. van der Vlis, J. Heide-Pars, T.J.M. de Rooy.

Registered in Curacao in Volume 206, number 1056, dated June 28th, 1971. The Inspector of Taxes, K. Senior.

1.002 Articles of Incorporation Amended 1995 (English)

The person appearing stated:----that in the meeting of the Board of Directors of the Stichting: ---- STICHTING INTERNATIONAL SCHOOL OF CURACAO, held in Curacao on the --- nineteenth of October nineteen hundred and ninety-four, in Curacao, - also in connection with a declaration signed by all board members, --with due observance of the provisions of article 10----of the articles of the association it was legally decided to changethe statutes of the foundation in accordance with the following. ----The minutes of the proceedings discussed at the meeting, as well as a statement from the board, of the minutes and statement of which a copy will be attached to this deed will appear of the said resolution. ----In implementation of the said decision the person appearing declared- to amend the statutes of the foundation as follows:-A new Article 14 is added, while Article 14 becomes renumbered in----Article 15. "NON-DISCRIMINATION POLICY FOR INTERNATIONAL SCHOOL OF CURACAO -----Article 14-----No student, employee of, or applicant for a position at the -------International School of Curacao, will under ----of age, race, skin color, gender, religion, country of----country of origin or married state are excluded from participation in any educational program or activity, or the benefits thereof, or be-- subject to discrimination under any educational program or activity." The person appearing is known to me. ------OF WHICH DEED, in minute past in Curacao, on the day in the head of---this deed. After the contents of the deed was reported to the person appearing before me she stated that she had taken note of the contents of the deed and did not need a complete reading thereof. Subsequently, the deed was -after limited reading by the person----appearing before me it was signed by both of us.-(signed by) P. Woerz; A.M.P. Eshuis.----

ISSUED FOR COPY, by me Mr. Andreas Maria Petrus Eshuis, candidate-notary, living on Curacao, as designated to exercise the office of Mr. Gerard Cristoffel Antonius Smeets, civil-law notary at the location--- -Curacao, currently the eleventh of April nineteen hundred and ninety five.

SIGNATURE AND STAMP

THE UNDERSIGNED:

Mr. Andreas Maria Petrus Eshuis, living on Curacao, as designated to exercise the office of Mr. Gerard Christoffel Antonius Smeets, civil-law notary at the location Curacao,

DECLARES:

that the following is the text of the articles of association of the Foundation "STICHTING INTERNATIONAL SCHOOL OF CURACAO", established in Curacao, Netherlands Antilles, as they are currently in force.

Curacao, April 11, 1995

SIGNATURE AND STAMP

NAME ADDRESS AND DURATION Article 1

- 1. The foundation is called "STICHTING INTERNATIONAL SCHOOL OF CURACAO. It is located in Curacao.
- 2- The Foundation is established for an indefinite period.
 PURPOSE

Article 2

1. The aim of the foundation is to be a sustainable educational institution which provides primary and secondary education that follows a curriculum other than the education systems on the Netherlands Antilles. This for the benefit of both temporary

pupils residing on Curacao or because of the nature of their nationality otherwise so requires.

2. The Foundation endeavors to achieve its goal under the name: "International School of Curacao" to operate an English language school and other lawful means.

RESOURCES

Article 3

The resources of the foundation consist of:

- the amount set aside as aforementioned by the founder of one hundred guilders (F.100.--) in cash;
- school fees;
- that which the foundation obtains through inheritance, bequest or

donation or in any other way;

- other incomes.

GOVERNANCE

Article 4

The Foundation is managed by a Board of Directors consisting of three or more members. The board appoints from its midst a chairman, a secretary and a treasurer and arranges the division of the board tasks among themselves. A board member could manage more than one of the abovementioned functions. The treasurer submits -to board members- at the latest in May account and accountability for the management conducted by him in the previous calendar year.

Article 5

The term of office of the Board of Directors ends upon the death of the board member, resignation, due to bankruptcy by declaration, suspension of payment, have been placed under guardianship, when a moratorium of payment is granted, by placing under guardianship,

by dismissal by the court of first instance, as well as by the termination of the liquidation of the foundation after dissolution.

Article 6

- 1. When at any time the status of board member for one of the members of the council comes to an end, an emergency meeting will be called by the remaining board members.
- The vacant position will be filled by appointment of a new member "who will occupy the same position as the one he/she is replacing.
- 2. in the event of a difference of opinion between the remaining board members about the appointment and furthermore if the remaining board members fail to fill the vacancy(s) within a reasonable period, this provision will be decided by a parent council.
- 3. If at any time all the members were to be missing, the judge in the Court of First Instance will provide for the appointment of a new board after hearing a parent council.

Article 7

- 1. The president of the Board of Directors is responsible for the implementation of the decisions made by the Board. He represents the foundation in and out of court. In the absence or hindrance or due to a stay out of Curacao, as well as in cases where there is or may be a conflict of interest between him and the foundation -and at the discretion of the board of directors- these powers will pass to the secretary and in the event of the absence of the secretary or impediment or stay outside Curacao or conflict of interest as mentioned above to the treasurer.
- 2. A written statement of the chairman or one of the other members of the board of directors, in the cases in which he represents the foundation as aforementioned, that the board of directors has taken a specific decision, has the power of good faith towards third parties, a decision, even if in reality it was not made

BOARD MEETINGS

Article 8

- 1. the board of directors meets as often as the chairman or, in the event of his absence, impediment or stay outside curacao, the person who replaces him as such, or at least two members of the board consider this desirable.
- 2. The secretary convenes the meetings. Takes minutes of the convened meetings and prepares the agendas for future meetings, which are signed by the chairman and him/herself. In the case where the secretary needs to substitute the president of the board then the minutes will be prepared by the treasurer. Each member of the board of directors has the right to receive a copy of the minutes to be issued by the secretary and signed by him/her.
- 3. the members of the board of directors are authorized to be represented at a meeting by an authorized in writing proxy.

Article 9

- 1. The board of directors is authorized to take decisions both in and outside a meeting. In the latter case, it is required that all members of the council vote in writing.
- 2. Resolutions are passed by a simple majority of votes, except as provided in Articles 10 and 11 below.
- 3. Votes shall be taken orally, and if the person entitled to vote declares this to be required in person, the vote shall be taken in writing. Voting by acclamation is permitted if none of the members of the council objects to this.
- 4 In the case that no majority is obtained on the first vote then a new vote will take place. If a majority is not obtained either, when revoting, it will be decided, in an interim vote, between which persons will be voted again. In the case of absence of votes in an interim vote or revote, then fate decides.
- 5. If a proposal concerns business, it will be considered rejected in the event of a tie.



AMENDMENT OF THE STATUTES

Article 10

The Board of Directors is authorized to amend the articles of association by notarial deed. The decision to that effect can only be taken by unanimous vote in a meeting of the Board, in which all members are present or represented by a proxy authorized in writing.

DISSOLUTION

Article 11

1. The board of directors is authorized to dissolve the foundation. The provisions of article 10 of these articles of association regarding a resolution to amend the articles of association are applicable to the resolution to be adopted for this purpose.

The foundation is also dissolved:

- through insolvency after it has been declared bankrupt or through the winding up of the bankruptcy due to the condition of the estate;
- if the purpose of the articles of association has been achieved or can no longer be achieved;
- by court order in the cases specified by law

LIQUIDATION

Article 12

- 1. Liquidation shall be effected by the Board of Directors.
- 2. The foundation will continue to exist after its dissolution If and insofar as this is necessary for the liquidation of its affairs.
- 3 During the liquidation, the provisions of the articles of association remain in force as far as possible and necessary.
- 4. The board of directors determines which destination, after payment of all debts, will be given to the remaining assets of the foundation, on the understanding that the balance must be intended for a purpose that comes as close as possible to the purpose of the foundation.

PARENT COUNCIL

Article 13

As often as the board of directors considers it necessary, it may seek the advice of the Parent Council. The Parent Council consists of the parents of the students who, when the advice is sought or a decision is taken, are attending the "International School of Curacao".

Both parents of one or more pupils are jointly entitled to one vote in the Parent Council.

The manner in which the advice is obtained or the decision is taken is always determined by the Secretary, on the understanding that if one of the parents expresses his wish to do so in writing, a meeting must be convened by the Secretary. The convocation takes place at least one week before the date of the meeting. Paragraphs 2 and 3 of article 8 and paragraphs 3.4 and 5 of article 9 apply mutatis mutandis.

Decisions are taken by a majority of votes, with blank and invalid votes considered not cast.

$\frac{\texttt{NON-DISCRIMINATION POLICY FOR INTERNATIONAL SCHOOL OR}{\texttt{CURACAO}}$

Article 14

No student, employee of, or applicant for employment with the International School of Curacao, will be excluded from participation in any educational program or activity on the basis of age, race, color, gender, religion, country of origin or state of marriage, or its benefits, or be subject to discrimination under any educational program or activity.

FINAL PROVISION

Article 15

In all cases not provided for by the articles of association of the foundation, the Board of Directors decides.

ARTICLE 1.10

EDUCATIONAL PHILOSOPHY AND GOALS

The International School of Curação endeavors to create an environment in which each child can successfully gain knowledge, acquire fundamental skills, develop analytical thinking skills, and social skills to the best of his/her individual abilities. These attributes lead to wise decision making which is essential to living constructively and creatively in a transient and democratic society.

Each child deserves multiple opportunities to acquire these essential skills.

To these ends, the school shall provide for differences in language proficiency, learning levels, and learning styles. The school strives to instill in each student the desire and the ability to

continue learning independently. Positive character development is fostered through developing respect both for self and for others and for cultural diversities.

Self-esteem, pride, and a sense of well-being are accomplished through the mutual efforts of home and school. Education should be a cooperative effort between both parties to maximize the total development of the child.

Adopted: 03.03.1987

Amended: 27.11.1989

Amended: August 2001

Cross Ref: article 1.20 Mission Statement

International School of Curação

ARTICLE 1.20 Mission Statement

MISSION STATEMENT

ISC VISION & MISSION

Our Vision:

Learning for Global Citizenship.

Our Mission:

Cultures, Creativity, Knowledge

At ISC our students...

(Cultures)

- are empowered to contribute to societal well-being through the understanding of different cultures, values, attitudes, and concepts.
- understand that cultural differences contribute to diversity in people's thinking.
- acknowledge that culture inherently develops different mindsets and creates diversity
- use culture to create awareness, understanding and appreciation of the arts.

(Creativity)

- engage in activities that express their creativity.
- are constantly creating something new and valuable.
- live each day by being creative in dealing with their surroundings.
- use creativity to foster resilience as a way of coping with one's world.
- are open to creating new experiences or unusual ideas that usher in the joy of living.
- use creativity to step out of their comfort zone.
- understand that creativity is a skill that helps develop an idea, a process or product (Knowledge)
 - acquire knowledge and understanding to think critically about global, regional, national and local issues.
 - acquire knowledge to thrive in this world.
 - use acquired knowledge to sharpen reasoning, problem-solving skills and self-empowerment.
 - use acquired knowledge not only to understand themselves better but understand others and appreciate them for who they are.
 - use knowledge to determine right from wrong.
 - use knowledge to protect their own well-being.

ISC has pledged to achieve this by providing a high quality English medium education using United States and internationally recognized standards.

Amended: 25.05.2011

1.08.2022

HOST COUNTRY GOVERNMENT RELATIONS

The Board, Administrator and faculty seek to foster positive relationship between the school and the government, schools, and University of Curação. In order to foster this relationship, the Administrator, the staff and the various committees established by the Board of Directors are directed to take the initiative in establishing positive contacts with such officials.

Adopted: 25.04.1986

Amended: 25.05.2011

International School of Curação

COMMUNITY INVOLVEMENT

Residents of the community who are especially qualified because of training, experience, or personal characteristics may be requested by the Board of Directors to take an active part in school affairs.

Such persons, when not connected to the school as Board Members or employees, may be invited to advise or assist, individually or in groups.

The Board invites such assistance in specific cases after consultation with the Administrator. The Board and the staff shall give substantial weight to the advice which they receive from individuals and community groups interested in the school. However, the Board of Directors and staff shall use their own best judgment in arriving at decisions.

Adopted: 25.04.1986

Amended: 27.11.1989

International

Cross Refs: 2.202 Advisory Committees to the Board

8.00 Community Relations goals

Curaçao

STAFF INVOLVEMENT IN DECISION MAKING

It is the policy of the Board of Directors to encourage employee participation in decision-making for the school.

In the development of regulations and arrangements for the operation of the school system, the Administrator shall include at the planning stage whenever feasible those employees who will be affected by such provisions.

The professional staff shall be given full opportunity and encouragement to contribute in curriculum development and in the development of policies and regulations pertaining to the instructional program.

The Administrator shall develop with employees' channels for the ready intercommunication of ideas and feelings regarding the operation of the school. He/she shall weigh with care the counsel given and shall inform the Board of all such counsel in presenting recommendations for Board action.

Adopted: 25.04.1986

Amended: 27.11.1989

Cross Refs: 6.10 Evaluation of Instructional Program

STUDENT INVOLVEMENT IN DECISION MAKING

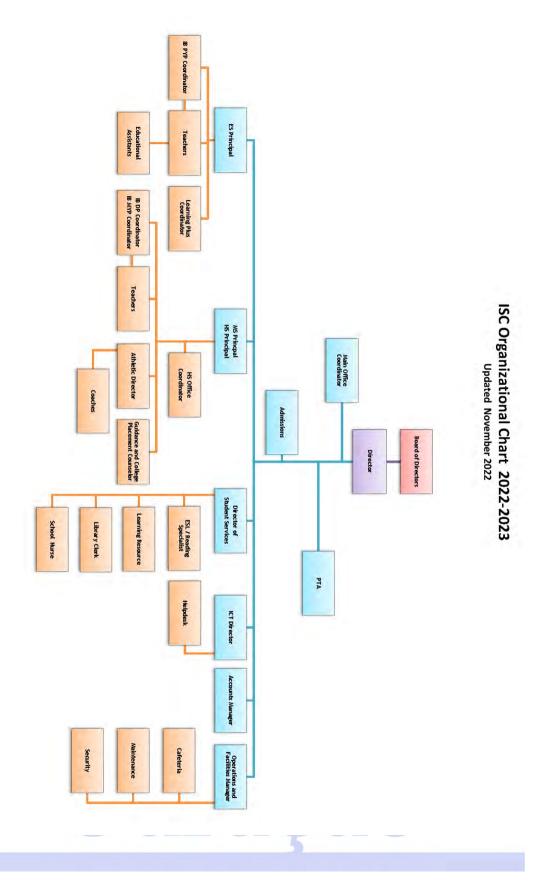
The Board of Directors shall consider student opinions in establishing policies, particularly those in the area of student privileges and other areas of special importance to students.

The Administrator shall set up channels of communication with students (for example, via the Student Council) through which the students may voice their views and suggestions on school regulations and programs.

Adopted: 25.04.1986

International School of Curação

SCHOOL ORGANIZATION



Adopted: 25.04.1986

Amended: 27.11.1987 Amended: 30.10.2000 Amended: 01.01.2006 Amended: 12.07.2007

25.05.2011 01.08.2012 04.11.2014



International School of Curação

Article 1.301

LEVELS OF INSTRUCTION

The International School of Curação offers coeducational education based on a written school curriculum based on the best U.S. and international school standard to children of Americans, foreign nationals, and host country citizens who desire a multi-cultural education in the English language.

The grade structure is as follows:

Kindergarten: 3, 4 and 5 year old

Grades 1-5: Elementary

Grades 6-8: Middle School

Grades 9-12: High School

Adopted: 24.04.1986

Amended: 27.11.1989

Amended: 29.05.1990

Amended: 27.10.2000

Amended: August 2001

Amended: 25.05.2011

Amended: 21.01.2020

School of

Cross Refs: 1.20 Mission Statement

Curaçao

Article 1.302

SCHOOL ADMINISTRATOR'S POWERS AND DUTIES

The chief executive officer of the school shall be called "Administrator" for the purposes of this Policy Manual.

The Administrator shall be responsible for the overall planning, operation and performance of the school subject to the directives and policies of the Board, and shall receive such compensation, as the Board shall allow.

The Board of Directors recognizes the Administrator as its chief executive officer, and charges him/her with the administrative functions of operating the total school program. The Administrator's duties shall be clearly defined by the Board in a job description. The Administrator shall be responsible only to the Board, and only to the Board as an officially convened body. The Administrator is not responsible to any individual Board member or Board committee.

As the chief administrative and supervisory officer of the school, the Administrator is directly responsible to the Board for the execution of Board policies, for the efficient observance of regulations by all employees, for administration and supervision of the work of the school's programs, and for all other educational, social and recreational activities connected with the school.

The Administrator is an ex-officio invited guest at Board meetings. He/she shall attend all meetings of the Board, except those regarding his salary, tenure and performance.



Article 1.302

In addition to the above, the Administrator shall direct the school's day-to-day operation, in conformity with the principles laid down in the Articles of Incorporation of the foundation, Board policies, and administrative regulations.

Adopted: 25.04.1986

Amended: 05.05.1986

Amended: 27.11.1989

Cross Refs: 2.203 Board – Administrator Relationship

International School of Curação

ADMINISTRATOR'S SELECTION AND APPOINTMENT

The Board shall appoint an Administrator qualified according to U.S. accreditation standards for a contract term determined by the Board, which term shall end on the last day of the school fiscal year. The contract may be renewed at the mutual agreement of the Board and the Administrator. This agreement for renewal shall be concluded no later than March 1st.

The Administrator shall be a citizen of the United States of America or hold a graduate degree either from an institution approved by a U.S. regional accrediting agency or from an institution outside the United States approved by the accrediting agency's Committee on Latin American Schools. The Administrator must have served at least three years as a professional educator. The Administrator shall have earned at least 18 semester hours of graduate credit in school administration and/or supervision either as a part of the required graduate degree or in addition thereto.

In the event that a vacancy occurs in the office of the Administrator, the Board shall promptly fill such vacancy either by appointment of an acting Administrator (until the last day of the current school year), or by appointment of a new Administrator.

Adopted: 25.04.1986

Amended: 27.11.1989

Amended: 12.08.2002

School of

Curaçao

EVALUATION OF SCHOOL ADMINISTRATOR

The Board shall evaluate the Administrator.

The objectives of the evaluation are:

- 1. to be aware of the effectiveness of the work being carried out by the Administrator;
- 2. to assist the Board in becoming more aware of the Administrator's strengths and weaknesses;
- 3. to help the Administrator become more effective;
- 4. to determine future employment circumstances.

At least one evaluation per year will take place. The Board will carry out the evaluation. A copy of the evaluation will be shown to the Administrator at the earliest possibility.

If the Board is concerned with the overall effectiveness of the Administrator, the Board will notify the Administrator at the earliest opportunity either in writing, or at the next Board meeting.

Adopted: 25.04.1986

Amended: 27.11.1989

Amended: 12.08.2002

Cross Ref: 2.203 Board – Administrator Relationship

ARTICLE 1.302.3

ADMINISTRATOR'S TERMINATION OF APPOINTMENT

Should the Board decide <u>not</u> to renew the Administrator's contract, following inadequate performance or neglect of duties, negative evaluation, or for any other reason as determined by the Board, the Administrator shall be so informed in writing not later than three months before termination of his/her contract.

Grounds for immediate dismissal are outlined in the Civil Code of Curação.

Adopted: 25.04.1986

Amended: 27.11.1989

Amended: 25.05.2010

International

Refs: Civil Code of Curação

Curaçao

ARTICLE 1.40 SCHEDULES OF INSTRUCTION

ARTICLE 1.401

STUDENT SCHOOL CALENDAR

The school calendar adopted annually by the Board shall strive to provide a minimum of 180 days when school is actually in session.

On or before its regular April meeting, the Board shall adopt the school calendar for the ensuing school year. The Administrator shall submit a recommended calendar to the Board in advance of the meeting.

The school year for students will normally begin in August and continue until the middle of June. Provision shall be made for holiday periods in October, December and March/April and shall include appropriate local holidays.

Local holidays

Bonaire Regatta	October	optional
DOMAILE NEgatia	CCLODE	ODUOHAI

Christmas obligatory (Dec. 25 and 26)

Good Friday obligatory

Easter Monday obligatory

Ascension Day obligatory

King's Day obligatory (April 27)

Labor Day obligatory (May 1)

Flag Day obligatory (July 2)

Curação Day obligatory (Oct. 10)

Adopted: 25.04.1986

Amended: 27.11.1989

Amended: 27.10.2000

Amended: 1.08.2005

Amended: 10.10.2010

ARTICLE 1.402

SCHOOL DAY

The Administrator shall arrange and schedule the school day so as to offer the greatest educational return for time spent, within the limitations of the school facilities.

To attain optimum time use for each student, variations in the daily schedule may be arranged to enable individual students or groups of students to receive special instruction.

Adopted: 25.04.1986

International School of Curação

ARTICLE 1.403

EMERGENCY CLOSING AND MAKE-UP OF CLOSING DAYS

The Administrator is authorized to announce the closing of the school if actual or potential hazards threaten the safety and well-being of students and employees. The decision to close the school shall be made by the Administrator and his/her designee upon consultation with members of the Board of Directors (whenever feasible), professional staff and/or community agencies responsible for the safety and well-being of the community.

Instructional days lost due to emergency closings may be rescheduled through extended days, or an extended school year by order of the Board of Directors.

The required annual number of teaching days shall be reduced only in extraordinary circumstances, and only with Board approval.

Adopted: 25.04.1986

Amended: 23.05.1986

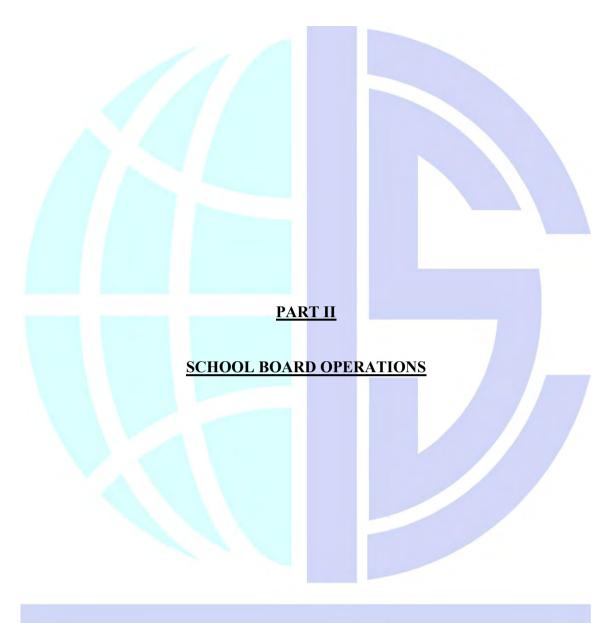
Amended: 27.10.2000

Amended: 25.05.2011

International

Cross Refs: 1.401 Student School Calendar

4.012 Emergency Closings



International School of Curação

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International School of Curação

SCHOOL BOARD POWERS AND DUTIES

The Board of Directors exercises legislative authority over the school in accordance with applicable laws. It determines policy, delegates executive, supervisory, and instructional authority to its employees, and appraises the results achieved in the light of the goals of the school system.

The Board of Directors shall concern itself primarily with broad questions of policy and with the appraisal of results, rather than with administrative details. The application of policies is an administrative task to be performed by the Administrator, who shall be held responsible for the effective administration and supervision of the entire school system.

All matters to be considered by the Board of Directors shall be submitted to the Administrator. If these matters require Board action, the Administrator shall present them to the Board of Directors.

Adopted: 25.04.1986

Amended: 27.11.1989

International

Cross Refs: 1.001 Articles of Incorporation

1.002 Articles of Incorporation

CODE OF CONDUCT FOR BOARD MEMBERS

The following code of conduct¹ shall be distributed to all Board Members on taking up office:

As a member of the Board of Directors, I shall do my utmost to represent the interests of the school community by adhering to the following commitments:

- I shall serve all members of the school community honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
- 2. I shall avoid any conflict of interest or the appearance of impropriety, which could result from my position, and shall not use board membership for personal gain or publicity.
- 3. I shall recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
- 4. I shall take no private action that might compromise the board or administration and shall respect the confidentiality of privileged information.
- 5. I shall abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
- 6. I shall encourage and respect the free expression of opinion by my fellow board members and others who seek a hearing before the board.
- 7. I shall be involved and knowledgeable about not only local educational concerns, but also about issues affecting international schools in general.

School of Curacao

¹ Adapted from "Effective Schools through Effective Management" by Frederic H. Genck and Allen J. Klingenberg, pub. Illinois Association of School Boards, 1978.

Article 2.001

In addition, I shall encourage my Board of Directors to pursue the following goals:

- 1. The development of educational programs which meet the individual needs of every student, regardless of ability, race, creed, or social standing.
- 2. The development of procedures for the regular and systematic evaluation of programs, staff performance, and board operations to ensure progress toward educational and fiscal goals.
- 3. The development of effective school board policies which provide direction for the operation of the school and delegate authority to the Administrator for their administration.
- 4. The development of systematic communications which ensure that the school board, administration, staff, students and community are fully informed and that the staff understands the community's aspirations for its school.
- 5. The development of sound business practices, which ensure that every guilder spent, produces maximum benefits.

Adopted: 27.11.1989

Cross Refs: 1.001 Articles of Incorporation (Dutch)

1.02 Articles of Incorporation (English)

2.002 Individual Board Member Authority

2.003 Board Members Conflicts of Interest

2.101 Board Member Orientation and Development

2.203 Board/Administrator Relationship

2.40 Board Policy Development

INDIVIDUAL BOARD MEMBER AUTHORITY

The President of the Board represents the Foundation at law.

All decisions at a meeting are taken by a simple majority of votes of members present or represented by proxy, with the exception of a decision to amend the Articles of Incorporation and a decision to dissolve the Foundation, which must be taken by the unanimous vote of all Board Members.

The Administrator is not responsible to any individual Board Member or Board Committee.

Adopted: 25.04.1986

Amended: 27.11.1989

International

Cross Refs: 1.001 Articles of Incorporation

1.002 Articles of Incorporation

2.204 Board – Administrator Relationship

BOARD MEMBERS CONFLICTS OF INTEREST

Whenever purchases of supplies, equipment, or services shall be made from those companies wherein the members of the Board of Directors work or hold a proprietary interest, the Board shall be so informed.

If a member of the immediate family of any Board Member shall be employed in any continuing capacity at the school, the Board shall be so informed of the relationship.

In the case where a teacher or spouse of a teacher is elected to the office of President of the P.T.A., the President of the P.T.A. may not attend or vote at meetings of the Board of Directors.

Husband and wife may not hold office on the Board at the same time.

Adopted: 25.04.1986

Amended: 17.06.1986

Amended: 27.11.1989

International

Cross Ref: 8.40 Parent Teacher Association

ELECTION OF BOARD MEMBERS

2.1 ISC Board

The Board of Directors is the principle governing body of the International School of Curaçao. The policies concerning responsibilities, selection, and voting requirements are given below.

2.1.1 Responsibility

The ISC Board is responsible for the following:

- Setting all school policies
- Hiring, supervising and evaluating the Administrator of ISC
- Ensuring fiscal integrity of the school this includes setting the school budget, inclusive of setting school tuition rates and other fees, and setting operating expenses
- Causing the financial records of ISC to be audited annually
- Selecting new Board members
- Serving as the apex body for deciding on any appeals from decisions of the Administrator
- Ensuring that the school is run in accordance with Board policy
- Assisting the Administrator on request

2.1.2 Membership

There shall be six (6) voting members on the Board, who each shall be appointed for terms of three (3) years, plus a voting Chairperson, who shall be appointed for a term of four (4) years (see section 2.1.4 below). New Board members shall be selected by the current Board in a staggered fashion: two new Board members every year, with the longest-serving Board members being replaced by such two new Board members. In the event that a Board member is unable to fulfill his/her term, the current Board shall appoint a new Board member to fill the vacated position. The replacement Board member can be selected for another full term of three years at the end of the term of the original Board member if the replacement Board member has served for less than two years.

The Board also shall have two ex-officio, non-voting members, being the Administrator and the representative of the American Consulate of Curação.

Board members are eligible to serve a maximum of two (2) consecutive full terms of three (3) years. Prior to the end for the first term, the Board must express interest in retaining the member for a second term. Should the board member elect not to serve a second term, notification shall be given prior to the last meeting of the school year.

2.1.3 Board member selection will be handled in the following manner:

• The Board should do an annual gap analysis of exactly which skill sets are already on the Board and which ones are missing or are likely to rotate off the board within a short time. While there are numerous necessary skills that universally apply to independent schools — financial acumen and legal expertise are two examples —

- other skills come into play at specific times, such as architectural and curricular competence. This sort of profiling should precede each Board member selection cycle and can inform the nomination of prospective members.
- In light of the foregoing, the current Board members should make recommendations/nominations for potential new Board members on an annual basis. Ideally, new potential members are identified well in advance of actual selection, as part of prudent succession planning. The nominations should be by majority vote and at least two or three candidates should be identified.
- Once nominees are identified, the Board Chairperson shall solicit interest from the nominees and determine if they wish to join the Board; if insufficient nominees are interested, then the sitting Board shall begin the nomination process anew.
- Potential Board members who fulfill needed skill sets shall be asked to become
 members of pertinent Board committees by the Board Chairperson before joining the
 Board to determine if such potential members truly bring value to the table. Value
 includes not just technical or subject matter expertise, but the ability to work within
 committee processes and a team environment.
- Once candidates have been vetted via participation in Board committees, if the candidates are acceptable by majority vote of the Board, then the Board shall appoint the approved candidates as new members. If more approved candidates are available than there are Board positions available, then the best candidates shall be selected by the Board based on near-term needs, with remaining candidates being eligible for the next Board member selection cycle. In the event that insufficient candidates are acceptable to the current Board to fill available Board member positions, then the Board may appoint alternative candidates using other criteria, by majority vote.

2.1.4 Board Chairperson

Every four years, the Board shall elect a current Board member, or a former Board member that has served at some point in the immediately prior six-year period, as the Chairperson. The election will be by majority vote of the Board. In selecting a Chairperson, the Board members should consider the ability of the candidate to build consensus and work as a team leader, as well as whether the candidate has the operational and financial experience to lead ISC. A candidate must have served at least two years as a Board member to be eligible as the Chairperson. If the Chairperson is selected from the current Board, the Chairperson's Board membership shall automatically be extended by four years in order for a full term to be accommodated. Upon selection of a new Chairperson, the Board shall fill any vacancy created in the Board membership in accordance with the process described above. Board Chairpersons may not serve for more than one term.

Adopted: 05.05.1986

Amended: 27.11.1989

Amended: 19.04.2016

Amended: 21.01.2020



1.002 Articles of Incorporation (English)

2.001 Code of Conduct for Board Members

2.101 Board Members Orientation and Development

International School of Curação

BOARD MEMBER ORIENTATION AND DEVELOPMENT

The Board realizes the importance of an orientation program for new Board Members. Under the guidance and direction of experienced Board Members and the Administrator, orientation will be provided to new Board Members through activities such as these:

- 1. They will be extended an official letter of welcome.
- 2. They will be provided with a Code of Conduct for Board Members.
- 3. They will be provided with a copy of the Articles of Incorporation.
- 4. They will be provided with a copy of the International School of Curação Policy Manual.
- 5. They will be provided with a copy of the previous year's minutes and information on school enrollments, qualification of teachers, buildings, instructional program, etc.
- 6. They will be provided with current copies of school budgets and financial statements.

Adopted: 05.05.1985

Amended: 27.11.1989

International

Cross Refs: 1.001 Articles of Incorporation (Dutch)

1.002 Articles of Incorporation (English)

2.001 Code of Conduct for Board Members

BOARD MEMBER COMPENSATION AND EXPENSES

Members of the Board of Directors shall receive no remuneration, and shall not be liable for any action lawfully taken by them in that capacity.

Members of the Board of Directors shall be reimbursed for all necessary and legal expenses incurred in attending any meetings or in making any trips on official business for the school when so authorized by the Board.

Adopted: 05.05.1986

International School of Curação

ARTICLE 2.103/2.104

BOARD MEMBERS: RESIGNATION OF BOARD MEMBERS TERMINATION OF OFFICE REMOVAL FROM OFFICE

Board membership terminates through death of a member, by resignation, through bankruptcy, through moratorium, by being placed under legal control, through discharge by the Court, and also after winding up the affairs of the Foundation after dissolution.

Adopted: 05.05.1986

International

Cross Refs: 1.001 Articles of Incorporation (Dutch)

1.002 Articles of Incorporation (English)

2.002 Individual Board Member Authority

ORGANIZATION OF THE BOARD/BOARD OFFICERS

The Board shall consist of no fewer than three members. The Board shall nominate from among its members:

- a president
- vice president
- a secretary
- a treasurer
- The Administrator (ex-officio)

The President represents the Foundation at law. In his/her absence the Vice President fulfills his/her duties. The Treasurer accounts to the Board once a year regarding financial management. The Secretary calls the Board Meetings and prepares the minutes.

In addition, the following members may be selected to serve on the Board:

- P.T.A. President
- Liaison with local government
- Liaison with U.S. Consulate-General
- Any other members that the Board deems fit.

Ex-officio members do not have the right to vote.

Adopted: 05.05.1986

Amended: 27.11.1989

Amended: 25.05.2011

Cross refs: 1.001 Articles of Incorporation (Dutch)

1.002 Articles of Incorporation (English)

1.301 School Organization

2.003 Board Members Conflict of Interest

2.204 Board – Administrator Relationship

9.10 U.S. Govt. Relations

BOARD SUBCOMMITTEES

The Board shall, when necessary, appoint a subcommittee from its own members to provide counsel concerning a particular subject.

The terms of reference shall be clearly identified.

Adopted: 05.05.1986

International School of Curação

ARTICLE 2.201.1

BOARD EXECUTIVE COMMITTEE

The Board of Directors shall nominate an executive committee to take decisions between regular meetings.

The Board Executive Committee shall consist of the President, Vice President, Treasurer and the Secretary.

Should one Executive Committee member be absent, the remaining members shall nominate an alternative member from among the remaining Board Members.

All decisions taken by the Executive Committee must be unanimous.

The Board at the following regular Board meeting shall ratify all decisions taken by the Executive Committee.

Adopted: 11.05.1987 Amended: 27.11.1989

International

Cross Ref: 2.201 Board Subcommittees

ADVISORY COMMITTEES TO THE BOARD

The following policies shall govern the appointment and functioning of advisory committees:

- Advisory committees may be created by the Board to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there shall be no standing overall advisory committee to the Board.
- 2. The composition of task forces and any other advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee; members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
- 3. The Board shall make appointments to such committees; the Board upon recommendation of the Administrator shall make appointment of staff members to such committees.
- 4. Tenure of committee members shall be at the discretion of the Board.
- 5. Each committee shall be clearly instructed as to:
 - a. the length of time each member is being asked to serve;
 - b. the service the Board wishes the committee to render; the extent and limitations of its responsibilities;
 - c. the resources the Board will provide;
 - d. the approximate dates on which the Board wishes to receive major reports;
 - e. Board policies governing advisory committees and the relationship of these committees to the Board as a whole, individual Board Members, the Administrator, and other members of the professional staff;
 - f. Responsibilities for the release of information.

ARTICLE 2.202

- 6. Recommendations of committees shall be based on research and fact.
- 7. The Board of Directors possesses certain powers and prerogatives which cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Board for action.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

Adopted: 05.05.1986

International School of Curacao

BOARD'S LEGAL COUNSEL

The President of the Board of Directors represents the foundation at law.

The Board is empowered to hire the services of a legal attorney should the need arise.

Adopted: 05.05.1986

International

Cross Refs: 1.001 Articles of Incorporation (Dutch)

1.002 Articles of Incorporation (English)

BOARD-ADMINISTRATOR RELATIONSHIP

The Board believes that the legislation of policies is the most important function of a school board and that the execution of the policies should be the function of the Administrator.

Delegation by the Board of its executive powers to the Administrator provides freedom for the Administrator to manage the school within the Board's policies and frees the Board to devote its time to policy-making and appraisal.

The Board holds the Administrator responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the Board informed about school operations and problems.

The Board shall strive to procure, when a vacancy exists, the best professional leader available for the head administrative post then the Board as a whole and individual members will:

- 1. Give the Administrator the full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results.
- 2. Act only upon recommendation of the Administrator in matters of employment or dismissal of school personnel.
- 3. Present personal criticism of any employee directly to the Administrator.
- 4. Hold all meetings of the Board in the presence of the Administrator, except those pertaining to the Administrator's performance and contract.



5. Refer all complaints, criticisms, and requests routinely to the Administrator and discuss them only at a regular meeting after failure of administrative solution.

The Board shall devote part or all of one meeting, at least annually and at least six months prior to the expiration of the Administrator's contract, to a discussion of the working relationship between the Administrator and the Board.

Adopted: 05.05.1986

Amended: 27.11.1989

International

Cross Ref: 1.302 School Administrator's Powers and Duties

1.302.2 Evaluation of School Administrator

2.001 Code of Conduct for Board Members

BOARD MEETINGS

The President shall ensure that the Board of Directors meets at least 10 times in the course of one calendar year at intervals of approximately one month.

Board meetings are not open to the public, but, at the discretion of the Board, individuals may be invited to attend.

An open Board meeting may be held once a year. If deemed necessary, additional open Board meetings may be scheduled during the year, at the discretion of the Board.

Adopted: 05.05.1986

Amended: 27.11.1989

Amended: 12.08.2002

International

Cross Ref: 8.10 Public Attendance at Board meetings.

SPECIAL BOARD MEETINGS

The President may convene special meetings of the Board of Directors when intensive consideration of a timely subject is desirable or to allow time for special Board study. Special meetings shall not be open to the public.

Apart from meetings convened by the President, the Board may meet in special meetings at the request of at least two members. The request shall indicate the subject(s) proposed for discussion and the date proposed for such meetings.

Notice of special meetings called by the President may be given orally at a regular meeting (in which case the Secretary shall ensure that absent members are notified), or in writing.

No business other than that stated in the call of the meeting shall be transacted unless all members are present and agree to consider and transact other business.

Adopted: 05.05.1986

International

Cross Ref: 1.001 Articles of Incorporation (Dutch)

1.002 Articles of Incorporation (English)



AGENDA PREPARATION, FORMAT AND DISSEMINATION

The Secretary of the Board shall prepare the agenda, in consultation with the Administrator and the Board President, for each regular meeting.

Agenda items proposed by the P.T.A., student council and parents of students should be submitted in writing to the Administrator with appropriate documentation, at least seven days prior to the meeting at which the item is to be discussed.

The meeting materials shall contain the following:

Part I The agenda

Part II The Administrator's memorandum for each agenda item

Part III The annexes. Each annex shall bear a date and the name of the person who

prepared it.

It is recognized that subjects appropriate for the agenda will sometimes develop before the meeting but after the delivery of the meeting materials. The agenda will permit introduction of such subjects, but in the absence of necessary background material or for lack of time to study material introduced at the meeting, subjects so introduced will normally be held over for consideration at the next meeting. Final action can be taken on such subjects at the meeting in which they are first raised <u>only</u> if there is unanimous consent to suspend the rules.

The Administrator shall distribute related materials to each Board Member at least <u>five</u> days before the meeting.

Adopted: 05.05.1986

Amended: 27.11.1989

Amended: 12.08.2002

VOTING METHOD

- 1. The Board is entitled to make decisions at a meeting and without a meeting.
- 2. Decisions are taken with a simple majority of votes of members present or represented at the meeting, with the exception of items 5 and 6 below.
- 3. Votes are taken orally. However, when voting on persons, any person entitled to vote may require that written votes are cast.
- 4. Voting by acclamation is permitted, if none of the Board Members objects.
- 5. If, when voting on persons as to who should fill a Board vacancy or function, there is no majority at the first ballot, a second ballot will take place. If there is no majority at the second ballot, an interim ballot will determine which persons there will be in the final vote. If there are equal votes at an interim ballot, or the final ballot, it will be decided by lot.
- 6. The following decisions may only be taken by a unanimous vote of all Board Members:
 - A decision to amend the Articles of Incorporation.
 - A decision to dissolve the Foundation.
- 7. A written proxy can represent members of the Board at a meeting.

Adopted: 05.05.1986

Amended: 27.11.1989

Cross Ref: 1.001 Articles of Incorporation (Dutch)

1.002 Articles of Incorporation (English)

MINUTES

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

- 1. A statement of the time, date and place of the meeting.
- 2. The members present and members absent.
- 3. Any decisions made at the meeting, and record of all roll call votes.

Minutes shall be approved by the Board and signed by the Secretary and the President at the subsequent regular meetings.

The Board Secretary shall retain minutes.

Adopted: 05.05.1986

International School of Curação

PUBLIC ATTENDANCE AT BOARD MEETINGS

Citizens desiring to address the Board shall make the general subject matter of the request known to the Administrator, in writing, in time to permit him/her to include the item on the agenda. This request should be submitted when possible at least 10 days prior to the meeting. This will give the Board an opportunity to consider proposed statements and requests.

If the Board decides to grant a hearing, any person addressing the Board shall identify him/herself by name and address. The number of persons addressing the Board on any subject, the order in which they shall address the Board, and the length of time to be allotted to each shall be determined by the presiding officer of the Board; and it shall be the right of the presiding officer to bring any such presentation or discussion to a close when, in the judgment of the presiding officer, the orderly conduct of business before the meeting so requires.

Complaints about staff members or instructional materials shall not be brought before the Board unless they have first been pursued through regular administrative channels.

Adopted: 05.05.1986

International

Cross Ref: 8.10 Public Attendance at Board Meetings

School of Curação

RELEASE OF MEETING INFORMATION

It is the responsibility of the Administrator to ensure that those decisions taken by the Board of Directors at their meetings, whether Regular or Special Meetings, be brought before the appropriate persons or authorities for action, unless the Board specifically designates an alternative channel of communication.

Adopted: 05.05.1986

International School of Curação

BOARD POLICY DEVELOPMENT

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connect with, the school.

The policies of the Board are framed and are meant to be interpreted in terms of the laws of Curação and/or the Articles of Incorporation. The policies are also framed, and are meant to be interpreted, in terms of those educational objectives, procedures, and practices, which are broadly accepted, by leaders and authorities in the educational field.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions and additions to the policies of present and future Boards. The Board welcomes suggestions for ongoing policy development.

Adopted: 05.05.1986

Amended: 27.11.1989 Amended: 25.05.2011

International

Cross Ref: 1.001 Articles of Incorporation (Dutch)

1.002 Articles of Incorporation (English)

PRELIMINARY DEVELOPMENT OF DRAFT POLICIES

The Board of Directors is the legislative body, which determines all questions of general policy to be employed in the conduct of the school.

Proposals regarding school policies and operations may originate at any of several sources: a parent, an interested member of the community, a professional employee, a Member of the Board of Directors, a member of the management team, the Administrator, a professional consultant, a civic group, administrative staff, etc.

The Administrator shall examine proposals for new or revised policies, and shall consult, as appropriate, the professional staff, study committees, and/or other interested or knowledgeable sources. A preliminary draft shall be prepared by the Administrator, and shall be presented to the Board for its consideration.

Action on such proposals, whatever their source, is taken finally by the Board of Directors.

Adopted: 05.05.1986

Amended: 27.11.1989

International School of Curação

POLICY ADOPTION AND DISSEMINATION

Policies introduced and recommended to the Board shall not be adopted until a subsequent meeting. Thus, time shall be given to permit further study and also to give opportunity for interested parties to react. However, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

After written policies are formulated, adopted, or amended, the most recent revision shall be placed on the school's website and announced to Board Members and the school's faculty and staff.

Adopted: 05.05.1986

Amended: 21.01.2020

International School of Curacao

BOARD REVIEW OF ADMINISTRATIVE PROCEDURES (and Approval for Issuance)

The Board reserves the right to review administrative regulations at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies adopted by the Board. The Board will be provided upon request with copies of regulations issued by the Administrator.

Regulations need not be reviewed by the Board in advance of issuance except as required by law or when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

Adopted: 05.05.1986

Amended: 27.11.1989

International School of Curação

ARTICLE 2.404

POLICY REVIEW AND EVALUATION/MANUAL ACCURACY CHECK

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board shall review its policies continuously.

The Board shall evaluate how the policies are executed by the school staff and shall weigh the results. It shall rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Administrator is given the continuing commission of calling to the Board's attention all policies that are out of date or for other reason appear to need revision.

The Board directs the Administrator to recall all policy and regulations manuals periodically for administrative updating and Board review.

Adopted: 05.05.1986

ARTICLE 2.405

ADMINISTRATION IN POLICY ABSENCE

In cases when action must be taken and the Board has provided no guidelines for such action, the Administrator shall have the power to act.

The Administrator's decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Administrator to inform the Board promptly of such action and of the need for policy.

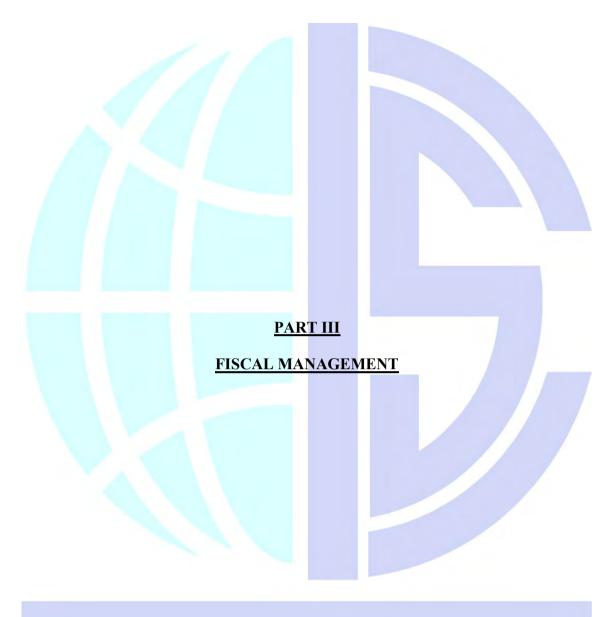
Adopted: 05.05.1986

ARTICLE 2.406

SUSPENSION OF POLICIES

The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by a majority vote of Board Members present at any regular or special meeting.

Adopted: 05.05.1986



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School of

Curaçao

ANNUAL OPERATING BUDGET

The Administrator, with the assistance of the Treasurer and as appropriate, the Finance Committee, shall submit a draft budget and schedule of tuition and fees for the coming fiscal year, to the board of Directors on or before the April Board meeting each year.

The format of the budget shall include all standard and customary material detail in accordance with the financial statements and such additional information as shall be requested, from time to time, by the Board.

Formal adoption of a budget and schedule of tuition and fees for the coming school year by the board will occur prior to the end of the preceding school year and amended in a timely fashion as necessary to reflect any material changes.

Adopted: 23.05.1986

Amended: 05.03.1990

Amended: 12.08.2002

Amended: 25.05.2011

FISCAL YEAR

The fiscal year of the International School of Curação shall run from August 1st to July 31st.

Adopted: 23.05.1986

PERIODIC BUDGET RECONCILIATION

The board will determine, in conjunction with the Administration, the periodicity and information contained in interim financial report and budget reconciliations to be presented to the Board.

Adopted: 23.05.1986

Amended: 05.03.1990

Amended: 25.05.2011

Cross Ref: 3.00 Annual Operating Budgets

3.202 Tuition and Schedule of Payments

School of

Curaçao

DEPOSITORY OF FUNDS/AUTHORIZED SIGNATURES

Bank accounts shall be maintained as determined by the Board of Directors.

To ensure that proper banking principles are adhered to, all checks shall bear two signatures, as follows:

Two Board Members

OR

An Officer of the board plus the Administrator or the Account Manager

for amounts exceeding ANG. 5000, 00.

And the Administrator plus the Account Manager for amounts up to ANG. 5,000.-

Any material negotiations regarding capital investment, the acquisition or disposition of real estate, loans, overdrafts or material financial commitments must be approved by the Board of Directors.

Adopted: 23.05.1986

Amended: 13.02.1989

Amended: 05.03.1990

Amended: 25.05.2011

Amended: 15.09.2015

ARTICLE 3.20 INCOME FROM TUITION AND FEES

ARTICLE 3.201

ENROLLMENT FEES

The Enrollment Fees shall be waived for the first child of full-time employees of the International School with any additional children paying the Enrollment Fees.

Students of part-time employees of the International School may be allowed reductions in Enrollment Fees at the discretion of the Board.

Adopted: 23.05.1986

Amended: 12.08.2002

Amended: 1.08.2003

Amended: 25.05.2011

ARTICLE 3.201.1

CAPITAL LEVY CERTIFICATE

A Capital Levy Certificate (CLC) is issued by the school in the name of a specific pupil and guarantees a place at the school; provided the student's academic level is sufficient to enter the school and that the student remains in good standing, both in academic and disciplinary matters.

CLCs are a once only payment required for children whose fees are paid by the organization employing the pupil's mother/father/legal guardian. Revenues from CLCs are to be used only for capital expenditures, not for the day-to-day running of the school.

CLCs are established by the Board of Directors and are non-transferrable and non-refundable.

Adopted: August 2001

Amended: 12.08.2002

Amended: 11.12.2023

TUITION AND SCHEDULE OF PAYMENT/NON-PAYMENT OF TUITION/ REFUNDS OF TUITION

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

The annual tuition fee assessment per pupil shall be payable annually, or in periodic installments during the school year, on the dates established by the Board of Directors pursuant to the schedule of tuition and fees. The Board may, at its sole discretion, declare an additional assessment as deemed appropriate in extraordinary circumstances.

If tuition is not paid on time, the ISC reserves the right to refuse admission to class.

Children of full-time expatriate faculty members shall receive the following benefits:

1st Child (oldest): Free enrollment, tuition and all other fees

2nd, 3rd and 4th children: Free tuition

3rd child and on receives applicable discount on enrollment fees

Children of full-time local faculty members shall receive the following benefits following their first year of employment:

70% tuition discount per child.

Families with five or more children in school will receive a discount on enrollment and tuition payment equivalent to one enrollment and tuition applicable to the lowest tuition and fee charge.

Adopted: 23.05.1986

Amended: 02.06.1986

Amended: 05.03.1990

Amended: 12.08.2002

Amended: 01.08.2004

Amended: 25.05.2011

Amended: 21.05.2013 Amended: 09.04.2014

Amended: 10.11.2015

Cross Ref: 3.002 Periodic Budget Reconciliation

ARTICLE 3.20315

BUILDING LEVY

The Building Levy is a once only payment per family made at the time of entry of a new student to the ISC.

Students of full-time professional staff of the International School pay no Building Levy.

Adopted: 23.05.1986

Amended: 05.03.1990

Amended: 12.08.2002

Amended: 1.08.2003

ARTICLE 3.30 INCOMES FROM SOURCES OTHER THAN TUITION

ARTICLE 3.301

FUND RAISING

All plans for the solicitation of funds or for donations in kind made in the name of the school or its organizations must have the Administrator's approval.

Major fund-raising campaigns must also have the approval of the Board.

Adopted: 23.05.1986

Amended: 05.03.1990

International School of

Cross Ref: 3.302 Gifts and Bequests

GIFTS AND BEQUESTS

The Board of Directors may accept on behalf of and for the school any bequest or gift of money or property for a purpose deemed by the Board to be suitable, and may utilize such money or property so designated.

Adopted: 23.05.1986

Amended: 25.05.2011

Cross Ref: 3.301 Fund Raising

ACCOUNTING AND REPORTING

The accounting systems are seen by the Board of Directors as an essential tool in guiding the sound financial management of the school.

- 1. The Treasurer shall be consulted on all matters concerning the development of accounting policies and procedures.
- 2. The Administrator shall be responsible for the adherence to these accounting policies and procedures.
- 3. The Administrator shall immediately report to the Treasurer any anomalies in the account procedures.

Adopted: 23.05.1986

Amended: 05.03.1990

Amended: 25.05.2011

Cross Ref: 3.10 Depository of Funds/Authorized Signatures

School of Curação

AUDIT

An independent firm shall be employed to audit all accounts as soon as possible after the close of each fiscal year, and to prepare a report for the Board of Directors.

Adopted: 23.05.1986

Amended: 25.05.2011



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ARTICLE 4.00 SCHOOL BUILDINGS AND GROUNDS

- 4.001 Emergency Plans
- 4.011 Accident Prevention and Reports
- 4.012 Emergency Closings

ARTICLE 4.10 INSURANCE MANAGEMENT

SCHOOL BUILDINGS AND GROUNDS

It shall be the policy of the Board to maintain school properties in good physical condition: safe, clean, and sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The Administrator shall have the general responsibility for the care, custody and safekeeping of all school property. He/she shall establish such procedures and employ such means as may be necessary to discharge this responsibility.

Adopted: 23.05.1986

Amended: 25.05.2011

EMERGENCY PLANS

The Administrator shall prepare a Crisis Handbook to provide definition, guidance and implementation mechanisms and procedures to provide for the safety of the children and personnel of the school in emergencies. The Crisis Handbook shall be approved by the Board and reviewed as is deemed necessary and appropriate.

Adopted: 23.05.1986

Amended: 25.05.2011

ACCIDENT PREVENTION AND REPORTS

The health and safety of students and personnel in school shall be the first concern of all employees. The Administrator is responsible for the health and safety of employees and students under his/her jurisdiction; he/she is expected to take every safety precaution within his/her power and to report to the Board any dangerous condition not within his/her control. All reasonable care will be taken to prevent accidents to students and staff members, by ensuring that buildings, grounds and equipment are well maintained.

Adopted: 23.05.1986

Amended: 05.03.1990

Amended: 12.08.2002

Cross Ref: 4.202 Students Transportation and Insurance

4.10 Insurance Management

5.203 Fringe Benefits – Support Staff

EMERGENCY CLOSINGS

The Administrator is authorized to announce the closing of the school if actual or potential hazards threaten the safety and well-being of students and employees. The decision to close the school shall be made by the Administrator or his/her designee upon consultation with Members of the Board of Directors (when feasible), professional staff and/or community agencies responsible for the safety and well-being of the community.

Instructional days lost due to emergency closings may be rescheduled through extended days, or an extended school year, by order of the Board of Directors.

The required annual number of teaching days will be reduced only in extraordinary circumstances, and only with Board approval.

Adopted: 23.05.1986

INSURANCE MANAGEMENT

The School shall maintain adequate levels of insurance against losses through fire, theft, accidents and other risks as the Board sees fit. The Board shall determine the appropriate levels of insurance coverage.

Adopted: 23.05.1986 Amended: 05.03.1990 Amended: 12.08.2002 Amended: 25.05.2011

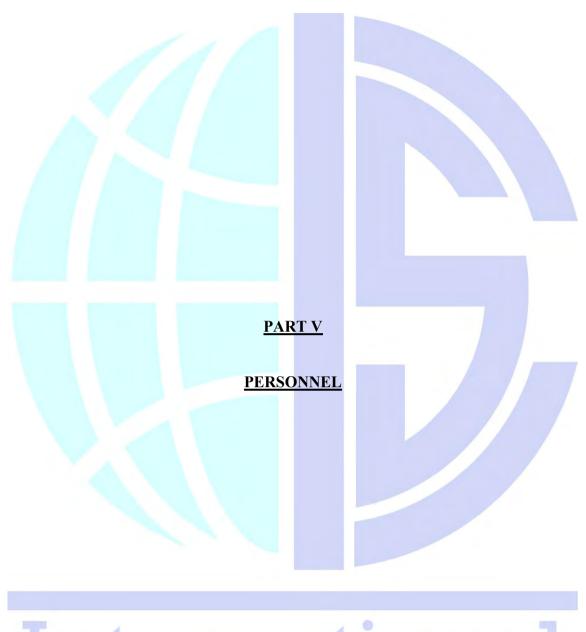
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Cross Ref: 4.00 School Buildings and Grounds

4.001 Emergency Plans

4.011 Accident Prevention and Reports

Curaçao



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ARTICLE 5.00 STAFFING PHILOSOPHY AND GOALS

5.01 Equal Opportunity Employment

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- 5.101 Staff Conflicts of Interest
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ARTICLE 5.20 PROFESSIONAL STAFF & SUPPORT STAFF

POLICIES

- 1.201 Professional Staff Evaluation
- 1.202 Tutoring for Pay
- 1.203 Support Staff Fringe Benefits

STAFFING PHILOSOPHY

The Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board recognizes and supports the principle of fairness in all matters of employment.

The Board is committed to providing a highly competent, well-trained staff, able to fit each discipline and area of responsibility into a balanced, well-run school program.

Duties of school employees shall be outlined by the Administrator and approved by the Board. Arrangements shall be made for the regular evaluation of all staff. The Board's specific personnel goals are:

- 1. To conduct an evaluation program that will contribute to the improvement of staff performance;
- 2. To develop and manage a staff compensation program that will attract and retain the best employees;
- 3. To provide an in-service training program for all employees which will improve their performance and their chances for retention and promotion;
- 4. To recruit, select, and hire the best qualified people to staff the school system;



5. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction; and

6. To use staff talent as effectively and economically as possible, for the benefit of the total school program.

Adopted: 17.11.1986

Amended: 25.04.1990

Amended: 25.05.2011

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the Board of Directors that no person shall, on the basis of race, color, creed, religion, sex, age or national origin be denied the benefits of, or be subject to discrimination in, any educational program or activity. This includes employment, retention and promotion.

The Administrator shall investigate any complaints which may be brought against the school in regard to alleged discriminatory action.

Adopted: 17.11.1986

STAFF RIGHTS AND RESPONSIBILITIES

The effectiveness of the educational program is determined by the degree to which the teacher discerns and ministers to the needs, interests, and abilities of the students. This Board considers the teacher the key personality contributing to the success of the students in the school.

As members of a profession, teachers should realize that there will be occasions, beyond the normal school day, when their services will be needed for various educational activities. They may be requested to participate in such in-service activities as curriculum improvement, study programs, school community projects, and extra-curricular activities.

Since the Administrator is the recognized professional leader of the school, it is with him/her that teachers should discuss their organizational, administrative, and instructional problems. Teachers should likewise encourage parents to discuss with them matters pertaining to the individual classroom situation prior to conferring with the Administrator. It is the desire of the Board of Directors that all matters be discussed and problems solved by those immediately concerned and are taken to higher authority only when adequate resolution cannot be obtained otherwise.

Only necessary reports will be required. All personnel have an obligation to keep complete and accurate records and to submit them promptly when due.

Adopted: 17.11.1986

Amended: 25.05.2011

Cross Ref: 5.101 Staff Conflicts of Interest

6.001 Academic Freedom

STAFF CONFLICTS OF INTEREST

Employees shall not at any time engage in any employment that would affect their usefulness as employees in the school, would make time and/or energy demands upon the individuals which could interfere with their effectiveness in performing their contractual duties, would compromise or embarrass the school, would adversely affect their employment status or professional standing, or would in any way conflict with or violate professional ethics.

Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties.

Employees shall not sell any books, supplies, musical instruments, or equipment to any student or to the parents or guardian of a student unless prior approval has been received from the Administrator.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, no administrator shall be responsible for the supervision and/or evaluation of a relative.

Recognizing that a situation could arise where the spouse of the Administrator is employed as a teacher, the Board of Directors will appoint a third party to carry out the evaluation.

Adopted: 17.11.1986

Cross Ref: 5.102 Staff Gifts and Solicitations

5.202 Tutoring for Pay

STAFF GIFTS AND SOLICITATIONS

The Board of Directors discourages staff from accepting excessive gifts.

Adopted: 17.11.1986

Amended: 25.05.2011

International

Cross Ref: 7.503 Student Gifts and Solicitations

Curaçao

ARTICLE 5.20 PROFESSIONAL STAFF & SUPPORT STAFF POLICIES

ARTICLE 5.201

PROFESSIONAL STAFF EVALUATION

The Board of Directors recognizes that good teaching is the most important element in a sound educational program and that teacher appraisals must be done as one means of insuring high quality of instruction.

The Board of Directors delegates to the Administrator the responsibility for developing and implementing a continuing system-wide program for evaluation.

International

Adopted: 17.11.1986

Amended: 25.04.1990

Amended: 25.05.2011

Cross Ref: 5.101 Staff Conflicts of Interest

TUTORING FOR PAY

Professional responsibility requires that instructors make themselves available during the school day for student conferences and extra help outside of the regular class periods for the subjects taught. No reimbursement may be accepted for such extra help during the regular school day.

Teachers or counselors may recommend to parents that a student receive tutorial assistance outside of school hours. Providing such tutorial assistance is the responsibility of the parents.

The Administrator may assist, when requested by the parents, in arranging for tutorial instruction and in suggesting possible tutors. A student's school instructor may not act as the student's tutor outside of school hours without prior approval of the Administrator.

Adopted: 17.11.1986

Amended: 25.04.1990

Amended: 25.05.2011

Cross Ref: 5.101 Staff Conflicts of Interest

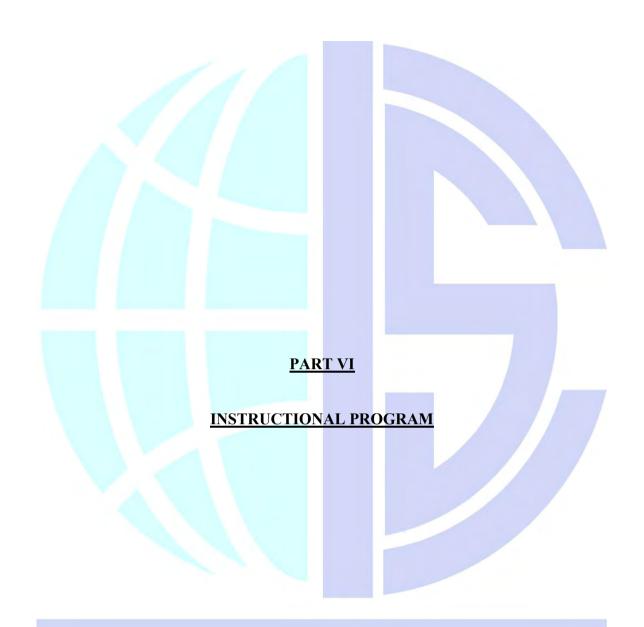
School of

Curaçao

SUPPORT STAFF FRINGE BENEFITS

Benefits in addition to basic salary are recognized by the Board as an integral part of the total compensation plan for staff members.

Adopted: 18.11.1987



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		PEOPLE

ARTICLE 6.60 CEREMONIES AND OBSERVANCES

International School of Curação

STATEMENT OF GOALS

The school strives to coordinate and develop effective instruction with all school related personnel by following these goals:

- 1. The school shall meet or exceed U.S. and international accreditation standards at all times.
- 2. Instruction shall be guided by a written school curriculum based on the best U.S and international school standards.
- 3. The school holds high expectations for student learning through the development of efficient classroom teaching practices.
- 4. Standards for classroom behavior are explicit and developed through positive personal interaction between administrators, students, and teachers.
- 5. Provision shall be made to employ experienced personnel to assure that all students achieve proficiency in the English language.

Adopted: 03.03.1987

Amended: 27.11.1989

Amended: August 2001

Cross Refs: 1.20 Mission Statement

6.10 Evaluation of Instructional Program

7.30 Student Discipline/Behavior

9.20 U.S. Accrediting Agencies

ACADEMIC FREEDOM

Academic freedom may be defined as the right of qualified scholars in their own field of expertise to pursue the search for truth in its many forms and to make public their methods and findings. It is the right of qualified teachers to encourage freedom of discussion of controversial questions in the classroom, and to develop in students a love of knowledge and a desire to search for truth. The teachers should keep in mind that academic freedom is not a guaranteed political right, but rather a necessary condition for the successful practice of the academic profession in a free society.

While the Board intends to protect teachers from any censorship or restraint that interferes with their obligation to pursue truth in fulfilling their classroom duties, it also expects that controversial issues will be presented in a fair and unbiased manner, and that the maturity and intellectual grasp of students shall be taken into account.

Adopted: 16.03.1987

International

Cross Ref: 1.20 Mission Statement

6.00 Statement of Goals

Curaçao

CROSS-CULTURAL LEARNING OPPORTUNITIES

The International School is international, not only in enrollment and teaching staff, but in its outlook and aims, one of which is to foster in young people an attitude of pride in and respect for one's own country while developing an open-minded understanding of the cultures of others.

Students who do not speak English upon entering the school shall receive instruction in English as a Second Language.

The Board recognizes the exceptional opportunities for learning and growth that young people gain from living in an international setting. Every effort shall be made to take advantage of these opportunities, socially and culturally; the Board shall support special programs and events that promote cross-cultural understanding, especially the culture of the host country.

In addition, the award for international understanding will be bestowed on an upper school student most worthy of this honor.

Adopted: 16.03.1987

Amended:

29.05.1990

EVALUATION OF INSTRUCTIONAL PROGRAM

The Board of Directors expects its faculty and administration regularly to evaluate the education program. Outside agencies may be invited to participate appropriately. Such evaluation may be expected to lead to recommendations for modifications of practice, changes in content and new courses. These will be brought to the Board for approval.

Adopted: 16.03.1987

Amended: 13.06.1990

Amended: 25.05.2011

Cross Ref: 6.20 Curriculum Design

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CURRICULUM DESIGN

The Administrator, working with the professional staff, shall be responsible for designing a curriculum for the school within the guidelines established by the Board of Directors.

Proposed changes in the curriculum which have a financial impact on the budget shall be explained to and approved by the Board before they are implemented.

Adopted: 16.03.1987

Amended: 12.01.1988

Amended: 29.05.1990

International School of Curação

PLACEMENT AND CLASS SIZE

Individual testing and/or review of previous school records will determine appropriate grade placement. Factors considered include admission test scores, academic ability, English fluency, physical and social maturity and age.

The maximum class size is 20 students. However, <u>Enrollment is cut off at 18, with consideration for incoming expatriate students to reach the maximum size</u>. Should it be necessary to overfill a class, or classes, educational assistants or additional teachers will be hired to accommodate them, in accordance with accreditation standards. Any decision to overfill a class is subject to Board approval.

Adopted: 11.05.1987

Amended: 01.08.1989

Amended: 29.05.1990

Amended: 10.06.1992

Amended: 12.08.2002

Amended: 25.05.2011

Amended: 10.11.2015

Cross Ref: 6.402 Promotions and Retention of Students

7.10 Admissions Policy/Registration Procedure

6.30 Placement and Class Size

ARTTICLE 6.40 ACADEMIC ACHIEVEMENT

ARTICLE 6.401 GRADING SYSTEMS

It is the philosophy of this Board that students will respond more positively to the opportunity for success than to the threat of failure. The school shall seek, therefore, to make achievement both recognizable and possible for students.

The Administrator and teaching staff shall devise, and the Board shall approve, a grading system for use throughout the school.

The Board recognizes that any grading system, however carefully devised and applied, is subjective; but the Board urges all teachers to conduct student evaluations as objectively as possible.

Adopted: 16.03.1087

International School of Curação

PROMOTION AND RETENTION OF STUDENTS

For a student to repeat a grade requires the joint decision of the classroom teacher or subject teachers, and the Student Support Team. The recommendation of the foregoing is presented to the parents.

If a student is to be retained, factors to be considered include academic results and academic ability, physical, social and emotional maturity and age; enrollment in support classes; extenuating circumstances.

In grades, 6 - 12 students are promoted based on individual courses. Failures in two core subjects (English, Mathematics, Science or Social Studies) normally lead to retention.

Students may not be promoted or receive academic credit if they have been absent for more than 20 days in the school year. The calendar is given in advance, so parents can plan their vacations accordingly.

All factors will be taken into consideration and students will be reviewed on an individual basis.

Adopted: 07.04.1987

Amended: 01.06.1987

Amended: 29.05.1990

Amended: 12.08.2002

Amended: 25.05.2011

Cross Ref: 6.30 Placements and Class Size

7.10 Admissions Policy/Registration Procedure

GRADUATION REQUIREMENTS

Graduation from the school means that the student has satisfactorily completed the prescribed course of study.

A student must complete the following course work for graduation:

English	4 credits
Math	3 credits
Science	3 credits
History	3 credits
Foreign Language	2 credits
Fine Arts	1 credit (music, art or drama)
PE/Health	2 credits
Other classes	6 credits

24 credits total

High School students need to complete a total of two years or 12 credits at the International School of Curação in order to be eligible for an International School of Curação High School Diploma.

International

Adopted: 16.03.1987 Amended: 09.02.1998 Amended: 28.02.2001 Amended: 01.08.2002 Amended: 24.08.2006 Amended: 18.04.2017



TEACHER AIDES, VOLUNTEERS, COMMUNITY RESOURCE PEOPLE

On the recommendation of the teachers, and with the approval of the Administrator, teacher aides and volunteers may be introduced into the classroom situation. Teacher aides, volunteers and community resource people will at all times be responsible to the teachers whom they are assisting, and will not be allowed to give instruction to students without a qualified teacher being present.

Adopted: 16.03.1987

International School of Curação

CEREMONIES AND OBSERVANCES

Commemoration of special days and events shall be arranged so that the observance of these occasions is a valuable part of the school program.

Adopted: 16.03.1987

International

Cross Ref: 1.401 Student School Calendar

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7.504 Community Activities involving Students (also 9.404)

ARTICLE 7.60 STUDENT RECORDS



RESPONSIVE AND FAIR EDUCATIONAL OPPORTUNITIES

It is the policy of ISC that no person shall on the basis of race, color, creed, religion, sex or national origin be denied the benefits of, or be subject to discrimination in, any educational program or activity.

Adopted: 25.04.1987

International School of Curação

ADMISSIONS POLICY/ENROLLMENT PROCEDURE

Parents may register children any time throughout the year. However, students may be admitted to the school only if there is a vacancy at the proper grade level. No new students will be accepted for a current academic year after May 1. An admissions fee is charged. Admission's procedure is overseen by the Director of Admissions and the Administrator.

- A. Admission to the International School is open to all based on proper age documentation, passport or birth certificate, achievement tests, recommendations and receipt of complete transcripts of previous school records, including any psychological or other social or behavioral testing. Telephone contact will be made with the previous Principal and/or teacher whenever possible.
- B. Application and testing does not automatically imply admission acceptance.
- C. Students in, K4 and K5 must be 4 and 5 respectively by the 15th of October. Entry for Grades 1 upwards is expected to follow successive age-grade patterns unless admissions placement determines otherwise. Projected age at completion of 12th grade must be under 20 years.

International School of Curação

- D. The maximum class size is 20 students. However, <u>Enrollment is cut off at 18, with consideration for incoming expatriate students to reach the maximum size</u>. Should it be necessary to overfill a class, or classes, educational assistants or additional teachers will be hired to accommodate them, in accordance with accreditation standards. Any decision to overfill a class is subject to Board approval.
- E. Readmission to ISC following withdrawal after two months will be subject to the rules of the admissions policy.

Conditional Admission and Probation Policies:

1. Conditional Admission

Students are granted "conditional" admission by the Administrator or the High School Principal so that the student entering ISC can be further evaluated throughout the school year.

- 1.1 A student on "conditional" admission is allowed to take part in all school activities including field trips, assemblies, conferences, and extra-curricular activities.
- 1.2 After reviewing a student's records for admission to ISC, there may be a need to place the student on "probation" for the first semester. This "probation" may be for academic, attendance or discipline. Our policy states that these students are admitted under a "conditional" basis and that they will receive a letter explaining the student's admission status. These students, because of one or more deficiencies will be held to stricter standards be reviewed at the end of each quarter.
- 1.3 At the end of the school year, the status of the student is reviewed. If he/she is below minimum standards required by the school, he/she may be asked to be withdrawn from ISC.

2. Academic Probation

In order to continue their education at ISC, students are expected to remain in good standing in the academic, social, and personal growth areas. Students who do not demonstrate a consistent commitment to growth in these areas will be required to continue their education elsewhere.

- 2.1 A student who drops below a 70% quarter average or receives a failing grade in two subjects or more during any quarter will lose good standing and be placed on academic probation.
- 2.2 A student, who is placed on academic probation and fails two or more core subjects at the end of the school year, will be recommended to the Board of Directors for withdrawal.
- 2.3 During the time that a student is on Academic Probation, the student is prohibited from participation in any extracurricular activities, including athletics, conferences, and any other activity where the student will be representing the school.
- 2.4 An F grade at the end of the school year means a loss of 1.0 unit of credit and might impair the ability of the student to pass to next year and ultimately to graduate.

Adopted: 07.04.1987

Amended: 29.05.1990

Amended: 10.06.1992

Amended: 17.05.2002

Amended: 12.08.2002

Amended: 01.08.2006

Amended: 25.05.2011

Amended: 21.01.2020

Cross Ref: 3.201 Enrollment Fees

STUDENTS RIGHTS AND RESPONSIBILITIES

Education is a disciplined process. To fulfill the stated purpose of the school, civilized principles of conduct and self-discipline must be encouraged and, for school premises and school functions, certain rules of conduct must be established and enforced. The Administrator is charged with this responsibility within the spirit of the principles set forth in this policy. The Board of Directors recognizes that implementing this policy calls for sensitive, tolerant, intelligent action on the part of the school staff.

Student Rights

Each student in the school has the right:

- 1. to be provided with a classroom atmosphere most conducive to learning;
- 2. to have a teacher who will provide positive support of the student's appropriate behavior and to limit the student's inappropriate behavior;
- **3.** to be secure and safe in his/her person and property;
- 4. to be treated with respect, courtesy and consideration by every student, teacher, administrator and adult in the school;
- 5. to know what the rules of student behavior are:
- 6. to benefit from and be recognized for his/her own efforts.
- to appeal decisions of teachers and Administrator in a known, specific, and orderly way.
 - The appeal procedure shall be as follows:
 - 1. Decisions made by teachers or other staff members may be appealed to the school Administrator.
 - 2. The order of appeal shall be followed strictly in every case.

Student Responsibilities

The school requires adherence to certain basic patterns of social behavior. This applies not only to classroom and campus events, but also to school-sponsored activities.

Specifically students will:

- 1. be free of alcohol, drugs, tobacco products, and weapons;
- 2. arrive at school and class on time;
- 3. be on campus during designated hours unless official permission is granted by the Administrator;
- 4. refrain from plagiarism and copying. A student who knowingly and deliberately uses words or thoughts of another without acknowledging the source is committing plagiarism, a serious offence;
- 5. abide by instructions and requests of school personnel;
- 6. use appropriate language, behavior and attire;
- 7. treat others with courtesy and respect, without inflicting physical or emotional harm;
- 8. be honest and trustworthy;
- 9. respect school property and that of others.
- > Public display of affection is not allowed.
- ➤ General classroom management rules and expectations are set by each teacher who is instructed to enforce good discipline at all times.
- ➤ It is of utmost importance that all groups involved acknowledge and agree on the basic concepts involved.



The Board of Directors wishes that the subject of conduct, behavior, rights and responsibilities could be seen as a cooperative venture between staff, students and parents.

Adopted: 29.05.1990

Amended: August 2000

Amended: 12.08.2002

Amended: 25.05.2011

Cross Ref: 1.20 Mission Statement

7.201 Student Due Process Rights/Suspension

7.301 Disciplinary Procedures

9.00 Host Country Law Enforcement Agencies Relations

Curaçao

STUDENT DUE PROCESS RIGHTS/SUSPENSION/PROBATION

Students must know what conduct is appropriate and what is forbidden. Therefore, the rules and regulations of the School Board governing student conduct shall be distributed to the students.

Prior to any suspension, the Administrator shall:

- 1. Advise the student in question of the particular misconduct, and the basis of the accusation:
- 2. Provide the student with an opportunity to explain his/her version of the behavior, and,
- 3. Immediately remove from the school premises without benefit of the above procedures any student whose continued presence in the school poses a danger to persons or property or an ongoing threat of disruption to the academic process.

Parents may be called to take the student home, with a parent-teacher planning conference required before admission.

The Administrator is authorized by the Board of Directors to suspend a student for up to three days for serious misbehavior or infraction of rules, pending Board review. Such behavior may be cause for consideration of disenrollment. Immediate referral to the Board of Directors is made in any such event, with parents also immediately so advised. Suspended time may not be made up, including exams.

Discipline Probation

Students on Discipline Probation may not receive more than **three** Student Behavior Referrals in a semester.

3.1 More than three referrals would lead to a disciplinary conference with Director, and/or High School Principal, Guidance Counselor, Parents, and student.

ARTICLE 7.201

- 3.2 Referrals may lead to suspension, depending on the severity of the student's actions. After three suspensions, a student will be reviewed for possible expulsion.
- 3.3 The parents and student will sign a disciplinary contract outlining the conditions of probation and the consequences of further violations.
- 3.4 In addition to the terms of the probation, the student may also be required to successfully complete other conditions as determined by the Director and/or High School Principal.

Attendance Probation

Students on Attendance Probation will be notified after five days of absence in the first semester.

- 4.1 A letter will be sent regardless of the reason for the absences. Absences from school are often closely related to academic difficulties.
- 4.2 After **ten** days of absence in the first semester, the school will require medical verification for each subsequent absence for the remainder of the first semester. Failure to comply will mean the absence is unexcused.
- 4.3 Excessive non-excused absences (20 absences or more) might result in expulsion or has to repeat the year.
- 4.4 Each student is permitted five tardies per quarter due to transportation reasons. Tardies in between classes are not acceptable.

Adopted: 29.05.1990 Amended: 12.01.1998 Amended: 12.08.2002 Amended: 01.08.2006 Amended: 25.05.2011

Cross Ref: 7.30 Student Discipline and Behavior

7.301 Disciplinary Procedures

7.302 Harassment

STUDENT DISCIPLINE/BEHAVIOR

The following guides to good discipline are recommended:

- 1. Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and busy doing something constructive rather than punishing them for doing things that are anti-social.
- 2. Good discipline is always fair, dignified, and in good temper.
- 3. Conferences with teachers, Administrator and parents should be used as necessary to bring about acceptable classroom behavior.

Students are expected to be courteous and respectful to faculty, staff and other students, with particular consideration toward younger children.

School is a place of learning. Any behavior that interferes with this basic purpose will not be tolerated. Problems will be dealt with by the teacher or by the teacher and the Administrator if severe or persistent. Parental cooperation with the aims of the school is expected.

No corporal punishment is allowed at school. Should disruption or misbehavior occur in the classroom or on the school grounds, the student concerned will be removed from the classroom and/or isolated from the rest of the school. Parents may be called to take a student home, with a parent-school planning conference required before readmission.

The International School assumes that parents share responsibility for the proper conduct of their children at school.

Adopted: 29.05.1990

Cross Ref: 7.20 Student Rights and Responsibilities

7.201 Student Due Process Rights/Suspension

DISCIPLINARY PROCEDURES

Certain actions disrupt the life of the school or threaten the common good. Some are very serious, even dangerous, others are less serious and some are merely annoying.

Following a discipline infraction, several of the following actions will be considered:

Automatic and immediate expulsion in the following cases:

- Possession, sale or use of illegal drugs at school or school functions;
- Possession of a firearm at school;
- Conviction of a felony;
- Spreading racial, ethnic or religious hatred or the use of fascist symbols.
 All expulsions are subject to Board confirmation.

Out-of-school suspension or expulsion in the following cases:

- Theft;
- Serious physical assault;
- Possession or use of alcohol at school or a school function;
- Possession of weapons other than a firearm at school;
- Behavior seriously interfering with the learning of others.

Out-of-school suspension or detention in the following cases:

- Insubordination: not following directions of a staff member;
- Gambling;
- Harassment, intimidation, bullying, verbal or physical threat of student, teacher or other person;
- Fighting;
- Cheating or plagiarism (copying the work of someone else without giving them credit);
- Leaving campus without permission;
- The use of tobacco on campus or in view of campus.

Vandalism:

- A vandal will clean part of the school;
- Repeated vandalism will result in an out-of-school suspension.

Disruption of Class:

Disruption of class is a form of theft. It robs other students of learning. The school will not tolerate continuing disruption of work in a class. A disruptive student may be:

- Removed from class:
- Be sent to the administration;
- Be placed in detention;
- Be placed in in-school suspension;
- Be permanently removed from the course.

Cutting a scheduled class while in school:

First offense: Parents and Guidance Counselor will be notified

in every case.

Second to fifth offense: In-school suspension.

• After the fifth offense: The Administrator may recommend expulsion

for the year.

Cut classes are not cumulative from trimester to trimester.

Unexcused lateness to class:

- After the second tardy, the guidance counselor will be notified;
- After the fourth tardy, a letter will be sent home;
- After the fourth tardy, parents will be informed by phone that one more subsequent tardy will result in a one day in-school suspension.

Tardiness is not cumulative from trimester to trimester.

Students arriving late to school should report immediately to their class.

Gum chewing:

- Is not permitted in classrooms or school property;
- A student who gets gum on furniture will be asked to clean gum from many pieces of furniture.

Adopted: August 2001

Amended: 17.06.2014

Cross Ref: 7.20 Student Rights and Responsibilities

7.201 Student Due Process/Suspension

7.30 Student Discipline/Behavior

7.302 Harassment

9.00 Host Country Law Enforcement Agencies Relations

HARASSMENT

Policy/Procedure on Harassment, Intimidation and Bullying

The International School of Curação (ISC) does not tolerate any behavior within the learning community, which a reasonable person would objectively find intimidating, degrading or humiliating to others based on all relevant facts and circumstances of each case.

Harassment (Racial, Religious, National Origin, Ethnic, and Gender):

Is intimidation, humiliation, or degradation of an individual or group on the basis of race, religion, national origin, ethnicity or gender. These forms of harassment will not be tolerated and will result in appropriate disciplinary action.

Any student, teacher or personnel who has been or is being subject to harassment by a member of the ISC community, should report such incident immediately to the Director. The incident will be promptly investigated for its validity and if deemed appropriate, action will be taken.

Sexual Harassment:

Are unwanted sexual advances and other verbal, visual, physical conduct or any other behavior of a sexual nature that is intimidating, hostile, degrading, or offensive so that a reasonable person would objectively feel uncomfortable and possibly threatened. ISC recognizes that healthy social and personal relationships among students include dating and courting behaviors. However, sexual comments, gestures, or other forms of expression that a reasonable person would objectively find intimidating, degrading, or offensive will not be tolerated.

There are several types of sexual harassment;

- Quid Pro Quo: someone with power uses that power improperly to gain an advantage over someone else.
- Peer to Peer: someone harasses an equal.
- Hostile Environment: persistent and calculated behavior in which a reasonable person would objectively find unreasonable and in which an unpleasant place to learn has been produced because of things said or done to others.

ARTICLE 7.302

Bullying:

Bullying is unprovoked behavior meant to dominate, hurt or exclude others.

- It is done repeatedly over time
- Through physical / verbal / social actions
- There is an inequality:
 - Two or more against one
 - Shy versus outspoken
 - Older versus younger
- * If the incident does not have these three criteria, it is not bullying; it is then a fight or disagreement.

Informal Complaint Process:

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At each school level, programs shall be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements.

Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to- face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator reviewing the harassment, intimidation and bullying policy without identifying the complainant.

Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the school believes the complaint needs to be more thoroughly investigated.



Formal Complaint Process:

Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Conscientious efforts should be made to increase the confidence and trust of the person making the complaint and to protect his/her privacy to the extent that is legally permissible.

A student should never be promised confidentiality, but school employees should work with the complaining student in deciding who must know and how and when they will be told about the incident. Student complainants and witnesses may have a parent or trusted adult of their choice with them, if requested, during any school-initiated investigatory activities.

The director or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the school needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint.

The following process shall be followed:

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The complained officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the school needs to draft a formal complaint based upon the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. In addition, the School may take immediate steps, at its discretion, to protect the complaining student, alleged harasser, witnesses, and school employees pending completion of an investigation of alleged harassment and may make any appropriate referrals for assistance, including but not limited to counseling, rape crisis intervention, etc.
- E. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the director shall take further action on the report.
- F. The director or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within 15 days, stating:
 - 1. That the school intends to take corrective action; or
 - 2. That the investigation is incomplete to date and will be continuing; or
 - 3. That the school does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.

G. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than 5 school days after the director's written response, unless the accused is appealing the imposition of discipline and the school is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

Orientation Process:

A fixed component of all school orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities. The school shall conspicuously post this policy against harassment, intimidation and bullying at the school, in a place accessible to students, faculty, administrators, employees, parents and members of the public. The notice shall include the name, mailing address, email address, and telephone number of the compliance officer.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, its devastating emotional and educational consequences, and their rights and responsibilities under this and other policies, and rules at student orientation sessions and on other appropriate occasions, which may include parents.

In addition, multicultural education programs must be developed and implemented for faculty, staff and students to foster an attitude of understanding and acceptance of individuals from a variety of cultural, ethnic, racial and religious backgrounds. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

School of

ARTICLE 7.302b

ISC CHILD PROTECTION POLICY

<u>Purpose</u>

The purpose of this policy is to protect children whose health and welfare may be jeopardized by abuse or neglect. It is further the purpose of this policy to make clear to all employees that it is not their role to be investigator, judge and jury in cases of suspected abuse or neglect. Rather, it is the role of employees to be faithful and timely reporters of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained and experienced investigators.

Every student should feel safe and protected from any form of abuse which includes any kind of neglect, non-accidental physical injury, sexual exploitation – including exposure to sexually explicit material in any form - or emotional mal-treatment.

The I.S.C is committed to safeguarding and promoting the welfare of our students.

The I.S.C. will take all reasonable measures to:

- 1. Ensure that safe recruitment procedures are practiced in checking the suitability of staff to work with students
- 2. Protect each student from any form of abuse, whether from an adult or another student
- 3. Be alert to signs of abuse both in the School and from outside
- 4. Deal appropriately with every suspicion or complaint of abuse (see next section)
- 5. Support students who have been abused in accordance with their needs/child protection plan
- 6. Be alert to the medical needs of students with medical conditions
- 7. Take all feasible steps to ensure that the School premises are as secure as circumstances permit.
- 8. Operate clear and supportive policies on drugs, alcohol, and substance misuse in accordance with I.S.C's policies
- 9. Every complaint or suspicion of abuse from within or outside the I.S.C. will be taken seriously.

The Designated Compliance Officer

The I.S.C. has appointed the school's counselor with the necessary status (**Designated Compliance Officer**, hereinafter referred to as Compliance Officer) to be responsible for matters relating to child protection and welfare. The main responsibilities of the Compliance Officer are:

- 1. To be the first point of contact for parents, students, teaching and non-teaching staff and external agencies in all matters of child protection.
- 2. To co-ordinate the child protection procedures at the I.S.C.
- 3. To maintain an ongoing training program for all employees.
- 4. To monitor the keeping, confidentiality and storage of records in relation to child protection.

The Compliance Officer at the I.S.C. may be contacted on the school number (5999) 737-3633 or at complianceofficer@isc.cw. The Compliance Officer will:

- 1. Advise and act upon all suspicion, belief and evidence of abuse reported to her.
- 2. Keep the Director informed of all actions.
- 3. Coordinate with the proper authorities on behalf of the school.

Types of Abuse

- 1. Abused or neglected child means a child under the age of eighteen whose physical health, psychological growth and development or welfare is harmed or at substantial risk of harm by the acts or omissions of the child's parent or other individual who may be responsible for the child's welfare (e.g. guardian, foster parent, stepparent, teacher, etc.), or in the case of sexual abuse, of any individual. Harm can be caused by the actual infliction of harm, including physical injury or emotional maltreatment, by allowing such harm to occur, by failing to provide the child with adequate food, clothing, shelter or health care, or by abandonment of the child.
- 2. **Sexual abuse** means any act by a person involving sexual molestation or exploitation of a child including but not limited to incest, prostitution, rape, sodomy, or any lewd and lascivious conduct involving a child. Sexual abuse also includes the aiding, abetting, counseling, hiring, or procuring of a child to perform or participate in any photograph, motion picture, exhibition, show, representation, or other presentation which, in whole or in part, depicts sexual conduct, sexual excitement or sadomasochistic abuse involving a child. Involuntary exposure to sexually explicit material in any form is also considered sexual abuse.
- 3. The I.S.C. is also alert to the possibility of students harming themselves, for example through cutting, burning, or misuse of substances as well as forms of self-harm related to anorexia and bulimia.

Duty of Employees

- 1. Every employee of the I.S.C. is obligated:
 - a. To protect students from abuse.
 - b. To be aware of the school's child protection procedures and to follow them.
 - c. To keep a sufficient record of any complaint, conversation or event.
 - d. To report any matters of concern to the Compliance Officer *immediately*.

Procedures

- 1. Initial complaint: a member of staff suspecting or hearing a complaint of abuse:
 - a. Must listen carefully to the student and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place.
 - b. Must not ask leading questions that is a question which suggests its own answer.
 - c. Must reassure the student but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Compliance Officer who will ensure that the correct action is taken.
 - d. Must keep a sufficient written record of the conversation. The record should indicate the date, time, and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Compliance Officer *immediately*.
 - e. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

2. Reporting

a. All suspicion or complaints of abuse must be reported to the Compliance

Officer. In her absence, all suspicion or complaints must be reported to the Director *immediately*.

3. The director or compliance officer may conclude that the School needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint.

The following process shall be followed:

- 1. The compliance officer shall investigate all formal, written complaints of abuse, harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- 2. In addition, the School may take immediate steps, at its discretion, to protect the complaining student, alleged harasser, witnesses, and school employees pending completion of an investigation of alleged harassment and may make any appropriate referrals for assistance, including but not limited to counseling, rape crisis intervention, etc.
- 3. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the director shall take further action on the report.

Allegations against Staff

The School has procedures for dealing with allegations against staff that aim to strike a balance between the need to protect students from abuse and the need to protect staff from false or unfounded allegations. Suspension will not necessarily be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:

- 1. The safety and welfare of the students or student concerned; and
- 2. The need for a full and fair investigation

Whistleblowing

All staff members are required to report to the Compliance Officer any concern or allegations about school practices or the behavior of colleagues which are likely to put students at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

Informing Parents

Parents will normally be kept informed of any action to be taken under these procedures. However, there may be circumstances when the Compliance Officer will need to consult the proper authorities before discussing details with parents.

Confidentiality and Information Sharing

The School will keep all child protection records confidential, allowing disclosure only to those who need information in order to safeguard and promote the welfare of the student. The School will cooperate with police and social services to ensure that all relevant information is shared for the purposes of child protection investigations.

Orientation Process

A fixed component of all school orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information

on recognizing and preventing harassment, abuse, intimidation or bullying. Staff shall be fully informed of the complaint processes and their roles and responsibilities under the policy and procedure.

Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of abuse, harassment, intimidation or bullying. Employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities. The school shall clearly post this policy against harassment, intimidation and bullying at the school, in a place accessible to students, faculty, administrators, employees, parents and members of the public. The notice shall include the name, mailing address, email address, and telephone number of the compliance officer.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, abuse, intimidation, and bullying, its devastating emotional and educational consequences, and their rights and responsibilities under this and other policies, and rules. This information will be shared at student orientation sessions and/or on other appropriate occasions, which may include parents.

In addition, multicultural education programs must be developed and implemented for faculty, staff and students to foster an attitude of understanding and acceptance of individuals from a variety of cultural, ethnic, racial and religious backgrounds. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, abuse, intimidation and bullying.

Adopted: 01.08.2001

Amended: 12.08.2002

Amended: 16.08.2006

Amended: 17.06.2014

Cross Ref: 7.20 Student Rights and Responsibilities

7.30 Student Discipline/Behavior

7.301 Disciplinary Procedures

9.00 Host Country Law Enforcement Agencies Relations

ARTICLE 7.40

STUDENT SERVICES/

STUDENT SAFETY, HEALTH AND WELFARE

The safety of students shall be ensured through close supervision of students in all school buildings and all school grounds and through special attention to the following:

- 1. Maintaining a safe school environment;
- 2. Safe practices on the part of the school personnel and students, particularly in those areas of instruction of extracurricular activities which offer special hazards;
- 3. Safety education for students as relevant to particular subjects, such as laboratory courses in science, and health and physical education;
- Prompt and competent first-aid care for children in case of accident or sudden 4. illness.

The Administrator shall develop safety regulations pertinent to these points, as well as other situations in which student safety requires special supervision and protection by the school. These shall include precautions at dismissal and instruction for safety on the way home from school.

Adopted: 19.05.1990 Cross Ref: 4.103 Emergency Plans 7.401 Student Welfare & Safety 7.402 Student Health Services

ARTICLE 7.401 STUDENT SAFETY

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Policy

It is the policy of the ISC to ensure that all employees report suspected child abuse and/or neglect.

Purpose

The purpose of this policy is to protect children whose health and welfare may be jeopardized by abuse or neglect. It is further the purpose of this policy to make clear to all employees that it is not their role to be investigator, judge and jury in cases of suspected abuse or neglect. Rather, it is the role of employees to be faithful and timely reporters of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained and experienced investigators.

Definitions

- 1. *Immediately* means as soon as the abuse or neglect is suspected but in no case later than 24 hours after such abuse or neglect is suspected.
- 2. Suspected means the employee has reasonable cause to believe such abuse or neglect occurred. This does not mean that the employee must be convinced the abuse or neglect occurred. Doubts the employee may have shall be resolved in favor of reporting the suspicion. Further, the employee shall not refrain from making a report under this policy, (a) for the reason that there may be retaliation against the child because, (b) the employee has a confidential relationship with the child, (c) or for any other reason no matter how well-intentioned.
- 3. **Report** means an oral or written description of the suspected abuse or neglect. If the report is made orally, the reporter should note in writing the person to whom the report was made, when the report was made, and have the report signed for acknowledgement. A report made shall contain the following:
 - o the name and address of the reporter
 - o the name and address, if known, of the child and the child's parents or other persons responsible for the child's care
 - o the age of the child
 - the nature and extent of the child's injuries together with any evidence of previous abuse or neglect of the child or the child's siblings
 - o any other information the reporter believes might be helpful

ARTICLE 7.401 GUITACAO

4. Abused or neglected child means a child under the age of eighteen whose physical health, psychological growth and development or welfare is harmed or at substantial risk of harm by the acts or omissions of the child's parent or other individual who may be responsible for the child's welfare (e.g. guardian, foster parent, stepparent, teacher, etc.), or in the case of sexual abuse, of any individual.

Harm can be caused by the actual infliction of harm, including physical injury or emotional maltreatment, by allowing such harm to occur, by failing to provide the child with adequate food, clothing, shelter or health care, or by abandonment of the child.

5. **Sexual abuse** means any act by a person involving sexual molestation or exploitation of a child including but not limited to incest, prostitution, rape, sodomy, or any lewd and lascivious conduct involving a child. Sexual abuse also includes the aiding, abetting, counseling, hiring, or procuring of a child to perform or participate in any photograph, motion picture, exhibition, show, representation, or other presentation which, in whole or in part, depicts sexual conduct, sexual excitement or sadomasochistic abuse involving a child.

Availability of Policy

This policy shall be provided each year to the parents of students in attendance at ISC and to each employee of the School including substitute teachers.

Adopted: 19.05.1990 Amended: 01.08.2006

Cross Ref: 4.001 Emergency Plans

7.402 Student Health Services

School of Curação

STUDENT HEALTH SERVICES

The purpose of the school health program shall be to supplement the efforts and guidance of parents in educating students in regular health care.

The objectives of the school health program are:

- 1. To promote good health habits among students;
- 2. To stimulate a sanitary and healthy environment in school;
- 3. To assist in detecting (and recommending correction for) medical, physical, and physical handicaps of students.

Health Records

Health records shall be maintained by the nurse and kept in the student's cumulative record file.

Communicable Diseases

Students showing symptoms of a communicable disease, an infectious condition, or illness or disability of a serious nature shall be referred to the parents or guardians who will be requested to remove the child from school immediately and seek professional advice.



Accidents

In the case of an accident occurring to a child during school hours, appropriate action will be taken according to the instructions issued by the parents on the emergency form. Students are insured against accidents occurring on school property and on field trips during school hours.

Adopted: 29.05.1990

Amended: 25.05.2011

Amended: 21.01.2020

Cross Ref: 4.011 Accident Prevention and Reports

4.10 Insurance Management

STUDENT ORGANIZATIONS AND CLUBS

Student organizations and clubs may be initiated by the teachers or students with the approval of the Administrator. The aims of the organization or club must be clearly defined, and shall be consistent with the philosophy and/or instructional goals of the school.

Adopted: 29.05.1990

International

Cross Ref: 7.501 Student Activities Funds and Fund Raising

7.502 Student Social Events and Performances

7.503 Student Gifts and Solicitations

Curaçao

STUDENT ACTIVITIES FUNDS AND FUND RAISING

Should the management of the student organization or club involve funds, a student treasurer shall be elected to receive and disburse all money, as approved by the Administrator.

Major fund-raising projects are not to be undertaken by student organizations or clubs.

Adopted: 29.05.1990

International

Cross Ref: 3.301 Fund Raising

7.50 Student Organizations and Clubs

Curaçao

STUDENT SOCIAL EVENTS AND PERFORMANCES

The Board of Directors recognizes that worthy and appropriate educational values accrue from student participation in civic and community affairs. Teachers will be encouraged to provide students for public performances when:

- 1. Such performances fit both the aims of the school and the needs of the students;
- 2. Such performances are free from the kinds of appeals and pressures that limit the best development of participants;
- 3. No student is excluded because of race, color or creed;
- 4. Such performance is appropriate to the age group.

Students may perform where admission fees are charged only if the proceeds are used for charitable, educational, or civic purposes. Payment for performances may be accepted by the school but not by individual students. Costs directly related to performances, the supervision of the students, and liability protection for the participants will be the responsibility of the school system.

Approval of all public performances may be given by the Administrator when the above criteria have been met.

Adopted: 29.05.1990

School of

Curação

STUDENT GIFTS AND SOLICITATIONS

Where a student feels a spontaneous desire to present a gift to a staff member, the gift should not be elaborate or unduly expensive. The Board of Directors shall consider as always welcome (and in most circumstances more appropriate) the writing of letters to staff members expressing gratitude or appreciation.

Adopted: 29.05.1990

International

Cross Ref: 5.102 Staff Gifts and Solicitations

7.501 Student Activities Funds and Fund Raising

COMMUNITY ACTIVITIES INVOLVING STUDENTS

The International School of Curação Community Service Program is a natural adjunct to the classroom learning experience. Students who are involved in the community learn a powerful and necessary lesson. Teaching children how to live in a community where the needs of their fellow man matter is what education in a democracy is all about. People must balance their own needs with the needs of others.

The school aims to provide students with a specific means to give something back to their community. The school is teaching them that they can make a difference. Involvement in the school's community service program raises self-esteem, promotes cooperation, and teaches citizenship. Community service fosters a sense of pride and purpose in school, providing real life experiences and an alternative learning style for children. The school strives to continually improve its relationship with the community, and realizes that knowledge must be integrated with action to produce citizens fully participating in the responsibilities of our community.

Adopted: 29.05.1990 Amended: 12.08.2002

International

Cross Ref: 6.002 Cross Cultural Learning Opportunities

Curaçao

STUDENT RECORDS

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's record, and intended for school use or to be available to parties outside the school or school systems; specifically including, but not necessarily limited to:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized test scores)
- Attendance data
- Scores of standardized intelligence, aptitude and psychological test
- Interest inventory results
- Health data
- Family background information
- Teacher or counselor ratings and observations
- Verified reports of serious or recurrent behavior patterns.

The intent of this policy is to establish procedures for granting request of parents for access to their child's records, use of those data, and procedures for their transmittal within 45 days or sooner if practical.

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the Administrator maintaining those records within this school system.

The parent or legal guardian will, upon written request to the Administrator maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data and, if a difference of opinion is noted, shall be permitted to file a letter stating their position. If further challenge is made to the record, the normal appeal procedures established by the school policy will be followed.

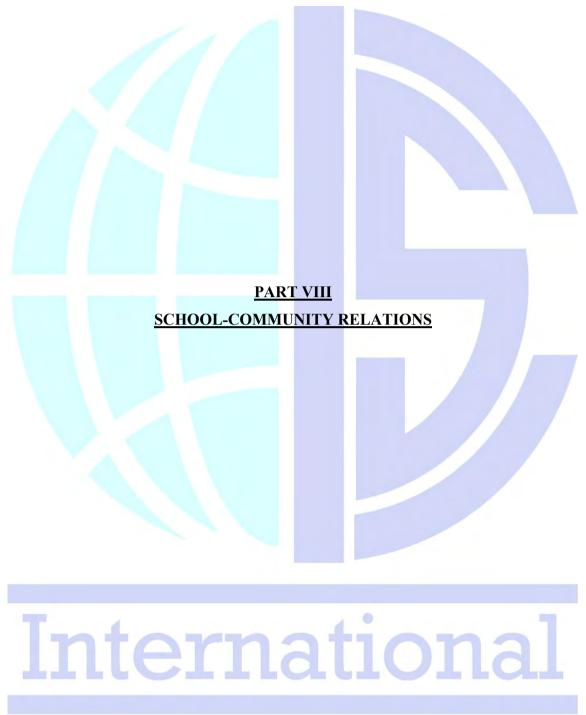
2. School personnel having access to those data are defined as any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the school.

B. Release of Information Outside the School

- 1. To release students' records to other school(s) in which the student intends to enroll, the parents or legal guardian must sign a release form. They will receive a copy of such information, if it is requested in writing, and shall have the opportunity to challenge that record as described above.
- 2. To release student records to other persons or agencies, written consent shall be given by the parent or legal guardian. This consent form will state which records shall be released and the reason for the release. A copy of the student record being sent will be made available to the person signing the release forms if he/she so desires
- 3. Student records will be furnished in compliance with judicial orders, or pursuant to any lawfully issued subpoena if the parents, legal guardian, and students are notified in advance.
- 4. All authorizations for release of information will be filed in the student cumulative folder.

Adopted: 29.05.1990

Amended: 25.05.2011



INDEX

ARTICLE 8.00 COMMUNITY RELATIONS GOALS

ARTICLE 8.10 PUBLIC ATTENDANCE AT BOARD MEETINGS

(also 2.305)

ARTICLE 8.20 GIFTS AND BEQUESTS

ARTICLE 8.30 COMMUNITY COMPLAINTS ABOUT

SCHOOL STAFF/

COMMUNITY COMPLAINS ABOUT CURRICULUM

OR MATERIALS

ARTICLE 8.40 PARENT-TEACHER ASSOCIATION

8.401 By-Laws of the International School of Curação P.T.A.

ARTICLE 8.50 COMMUNITY USE OF SCHOOL FACILITIES

COMMUNITY RELATIONS GOALS

The Board of Directors believes the public is entitled to be well informed about the school, and that a well-informed public is more likely to support the school. Therefore, communication between the school and the public should be encouraged.

Communications to the Public

- 1. The Administrator shall keep the public informed of the goals, program and achievements of the school by appropriate means of communication.
- 2. The Board shall initiate all public communications concerning the need for major fund-raising and the financial situation of the school.
- 3. The exchange of information between the ISC and local educational establishments shall be fostered to improve understanding on both sides.

Communications from the Public

- 1. The Board of Directors and the Administrator welcome discussion, questions, suggestions, compliments and constructive criticism concerning the school.
- 2. Individual educational concerns should properly be discussed between parent and teacher; then, if necessary, with the Administrator.

Adopted: 06.06.1990

Amended: 12.08.2002

Cross Ref: 1.201 Host Country Government Relations

1.202 Community Involvement

3.301 Fund Raising

6.002 Cross Cultural Learning Opportunities

8.30 Community Complaints about the School

PUBLIC ATTENDANCE AT BOARD MEETINGS

Citizens desiring to address the Board shall make the general subject matter of the request known to the Administrator, in writing, in time to permit him/her to include the item on the agenda. This request should be submitted when possible at least 10 days prior to the meeting. This will give the Board an opportunity to consider proposed statements and requests.

If the Board decides to grant a hearing, any person addressing the Board shall identify him/herself by name and address. The number of persons addressing the Board on any subject, the order in which they shall address the Board, and the length of time to be allotted to each shall be determined by the presiding officer of the Board; and it shall be the right of the presiding officer to bring any such presentation or discussion to a close when, in the judgment of the presiding officer, the orderly conduct of business before the meeting so requires.

Complaints about staff members or instructional materials shall not be brought before the Board unless they have first been pursued through regular administrative channels.

Adopted: 05.05.1986

International

Cross Ref: 2.30 Board Meetings

2.305 Public Attendance at Board Meetings

8.30 Community Complaints about School Staff/Community

Complaints about Curriculum or Materials

GIFTS AND BEQUESTS

The Board of Directors may accept on behalf of and for the school any bequest or gift of money or property for a purpose deemed by the Board to be suitable, and may utilize such money or property so designated.

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

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

- 1. It must have a purpose consistent with those of the ISC.
- 2. It must not lead to, or involve, unacceptable costs to the ISC.
- 3. It must place no restrictions on the school program.
- 4. It must not be inappropriate or harmful to the best education of students.
- 5. It must not imply endorsement or any business or product.
- 6. It must not be in conflict with any provision of ISC policy or public law.

A letter of appreciation signed by the Administrator or the President of the Board shall be sent to the donor.

Adopted: 23.05.1986

Cross Ref: 3.301 Fund Raising

3.302 Gifts and Bequests

COMMUNITY COMPLAINTS ABOUT SCHOOL STAFF,

CURRICULUM OR MATERIALS

School Personnel

Constructive criticism of the School is welcome when it is motivated by a sincere desire to

improve the quality of the educational program and to equip the school to perform its task more

effectively.

The Board of Directors places trust in its employees and desires to support their actions in such

a manner that employees are freed from unnecessary, spiteful, or negative criticism and

complaints. Whenever a complaint is made directly to the Board of Directors as a whole or to

a Board member as an individual, it shall be referred to the Administrator for study and possible

solutions.

The Administrator shall establish procedures for handling complaints when they are received.

The Board of Directors will hear cases not resolved at a hearing held by the Administrator,

only if the proper channel of communications has been observed.

Instructional Materials

It is recognized that opinions differ concerning appropriateness of instructional materials.

Occasionally an individual or group may find instructional materials used in the school in

conflict with their views.

Whenever a complaint is made directly to the Board of Directors as a whole or to a Board

member as an individual, it shall be referred to the Administrator for study and possible

solution. The Administrator shall establish procedures for handling any such complaints when

they are received.

Adopted: 0

06.06.1990

Amended:

25.05.2011

Cross Ref:

6.20 Curriculum Design

8.00

Community Relations Goals

8.10

Public Attendance at Board Meetings

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PARENT TEACHER ASSOCIATION

The Parent Teacher Association is governed by Article 13 of the Articles of Incorporation of the International School of Curação (28.06.1971), and by the By-Laws of the International School of Curação P.T.A.

The By-Laws of the Parent Teacher Association follow as Regulations to this Article (9.601).

The Parent Teacher Association shall be considered an auxiliary to the school, and not as an "outside" group. The Parent Teacher Association shall not be involved in the running of the internal affairs of the school but will seek to guide the parents through the established appropriate channels of communication.

The Parent Teacher Association shall hold its regular meetings in the school building, and it shall be the duty of the Administrator and the teachers of the school to further the work of parents in every way possible.

The Parent Teacher Association will liaise closely with the Administrator when fixing dates for Parent Teacher Association meetings, and all other Parent Teacher Association activities.

Adopted: 13.06.1990

Cross Ref: 1.001 Articles of Incorporation of the ISC (Dutch)

1.002 Articles of Incorporation of the ISC (English)

1.30 School Organization

2.003 Board Members Conflicts of Interest

8.401 By-Laws of the Parent Teacher Association

BY-LAWS OF THE INTERNATIONAL SCHOOL OF CURAÇAO P.T.A.

ARTICLE I

Name

The name of this organization shall be the Parent Teacher Association of the International School of Curação.

ARTICLE II

Purpose

To provide closer affiliation between parents, students and teachers in the educational development of the students.

ARTICLE III

Principles

Section 1: The program of this Association shall be educational and social and shall be developed through committees.

Section 2: The Association shall seek to guide the parents through the established appropriate channels of communication and will not seek to direct the administrative activities of the school or to control its policies.

Section 3: The Association may cooperate with organizations or agencies in educational programs, provided no commitments which bind the member groups are made without the approval of the Director.

Section 4: The Association will bring into closer relation, the home and school, so that parents and teachers may cooperate intelligently in the education of children and youth.

ARTICLE IV

Membership and Dues

Section 1: Any parent or guardian having a child at the International School of Curaçao who is interested in the objectives of the Association and willing to abide by its By-Laws and policy may become a member upon payment of dues as provided in the By-Laws of the Association. Representatives of the School Administration and Faculty shall be considered full voting members of the Association.

Section 2: The annual dues shall be paid per family membership per year. Families joining the International School of Curaçao during the school year shall pay reduced fees. The amount of the dues shall be determined at the Annual Meeting on the recommendation of the Executive Committee.

ARTICLE V

Election of Officers

Section 1: The officers, as provided in Policy, of the Association shall be elected by ballot, annually. When two or more persons are nominated for one office, the person receiving the highest number of votes will be elected for that office. However, if there is but one candidate for any office, by motion from the floor, the election may be by voice vote.

Section 2: Term of office of each elected officer shall be for one year. Election for office shall be held annually at the Annual Meeting. Incumbents may run for re-election annually.

Section 3: Nomination of Members of the Executive Committee: Members may submit their nominations to the P.T.A. Executive Committee in writing one month prior to the Annual Meeting which shall be held in May. Nominations shall also be called for from the floor. Nominees shall give their consent prior to the ballot being cast.

Section 4: Vacancies occurring in an office shall be filled for the unexpired term by a person elected by a majority vote of those Members present at the next Regular Meeting. A majority shall constitute two thirds of those present. In case a vacancy occurs in the office of President, the Secretary shall serve notice of the election.

ARTICLE VI

Meetings

Section 1: Regular Meetings shall be held on a quarterly basis at a minimum. The date and time will be announced by the P.T.A. Executive Committee. The May meeting will be the Annual Meeting of the Association. The President shall prepare an Agenda, in consultation with the Secretary, for each Regular Meeting. The Agenda will be posted on the P.T.A. Bulletin Board five days prior to the meeting. Agenda items proposed by the Members should be submitted in writing to the President with appropriate documentation, at least seven days prior to the meeting at which the item is to be discussed. Business presented at the meeting will be discussed but not voted upon.

Section 2: At the Annual Meeting an Activities Report and Treasurer's Report shall be received and officers elected and installed.



- Section 3: Executive Meetings may be called by the Executive Committee, three days notice having been given. A majority of the Executive Committee members shall constitute a quorum. Meetings of the Executive Committee may be called by the President or by a majority of the Members of the Executive Committee. An Agenda shall be prepared by the President, in consultation with the Secretary and distributed to the Executive Committee three days prior to the Meeting. Business presented at the Meeting will be discussed but not voted upon. A report of decisions made shall be given at the next Regular Meeting.
- **Section 4:** The previous year's audited annual financial report will be presented at the Meeting by the new Treasurer.
- **Section 5:** The privilege of holding office, making motions, debating and voting shall be limited to Members of the Association whose dues have been paid 24 hours prior to the meeting. Each parent and guardian joining the P.T.A. is entitled to cast one vote. Faculty members are eligible to case one vote each.
- **Section 6:** Except as otherwise provided in these By-Laws, all resolutions of the Members may only be adopted at Annual or at Regular Meetings of Members at which at least one third of the Members are represented. All resolutions of Members shall be adopted by an absolute majority of votes cast.
- **Section 7:** If the required number of Members is not represented at any Annual or Regular Meeting, a second Meeting shall be convoked in thirty minutes after the first Meeting at which valid resolutions may then be adopted by absolute majority of Members in attendance.
- **Section 8:** Financial goals and commitments must be established within the first three months of the school year. Financial goals must be for the enrichment of the students. Donations must be approved by a quorum as outlined in Article VI, Sections 6 and 7.

ARTICLE VII

Executive Committee

Section 1: There shall be seven voting members of the Executive Committee. They shall be the President, Vice-President, Secretary, Treasurer, two Members and a Representative from the Faculty. The Faculty Representative shall be chosen from the Faculty by the Faculty.

School of Curaçao

ARTICLE VIII

Committees

Section 1: Standing and special committees shall be created by the Executive Committee as required to promote the objectives and interests of the Association. Chairmen shall be appointed by the Executive Committee.

Section 2: Committee projects and expenditures must be approved by the Executive Committee.

ARTICLE IX

Amendments

Section 1: Resolutions to amend the By-Laws of this Association may only be adopted at an Annual or Regular Meeting of Members at which at least one third of the Members are represented. All such resolutions shall be adopted by an absolute majority of votes cast.

Section 2: A second meeting shall be convoked in 14 days after the first meeting at which amendments may be adopted by absolute majority of members in attendance. Notification of the Meeting shall be given in writing seven days prior to the meeting, together with proposed changes of the By-Laws to the membership.

POLICY

Article I - Officers

The officers of this Association shall be a President, a Vice President, a Secretary and a Treasurer.

Article II - Duties of Officers

Section 1: The President shall preside at all Meetings of the Association, shall be a member ex-officio of all committees and shall perform all other duties usually pertaining to the office.

Section 2: The Vice-President shall act as aide to the President and shall perform the duties of the President in the absence of that officer.

Section 3: The Secretary shall keep a correct record of all Meetings of the Association and perform such other duties as may be delegated to him/her.

Section 4: The Treasurer shall receive all monies of the Association; shall keep an accurate record of receipts and expenditures and shall pay out funds only as authorized by the Association. The Treasurer shall present a statement of account at every Meeting of the Association and at other times when requested by Executive Committee and shall make a full report at the first Meeting of the school year which shall be called "Back to School Night". The Treasurer's accounts shall be audited annually during the summer by a qualified auditor who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the

end of the report. The auditor shall be appointed by the Executive Committee at least two weeks before the end of the school year.

Section 5: All officers must deliver to their President all official material within five days before the closing of the school year with the exception of the Treasurer's material which will be delivered to the President on completion of the annual audit by 1st September. The President shall hand over the Treasurer's material within five days of receipt of the audit report.

Section 6: In the event of the dissolution of this P.T.A., its assets shall be given to the Foundation of the International School of Curação.

Article III

The rules contained in Robert's Rules of Order Revised shall govern this Association in all cases in which they apply and in which they are consistent with these By-Laws and the Policy of the Association.

Revised: 01.08.1997 Amended: 23.08.2016

COMMUNITY USE OF SCHOOL FACILITIES

Community groups may be permitted to use school facilities for worthy purposes, provided that such uses do not contravene Board policies, do not interfere with the school program, and do not impose unwarranted burdens on school personnel.

The Administrator is authorized to establish regulations for such use and to give specific permission for each case.

The rental fee to be charged for the use of the facilities shall be established by the Board of Directors.

Adopted: 06.06.1990

Amended: 25.05.2011



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ARTICLE 9.00

HOST COUNTRY LAW ENFORCEMENT AGENCIES RELATIONS

It is the duty of the Board of Directors to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility school officials shall observe the following:

- 1. A student in school may not be interrogated by any authority without the knowledge of the school official.
- 2. Any interrogation must be done in private with an official school representative present.
- 3. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.
- 4. If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible.

Adopted: 06.06.1990
International
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ARTICLE 9.10

U.S. GOVERNMENT RELATIONS

The Board of Directors will be responsible for fostering good relations with the U.S. Government via the U.S. Consulate-General in Curação. To this end, a member of the U.S. Consulate-General will be a member of the Board of Directors for liaison purposes.

The Administrator is encouraged to further any activity with the U.S. Consulate-General that is beneficial to the school's program.

Adopted: 06.06.1990

International

Cross Ref: 2.20 Organization of the Board/Board Officers

Curaçao

ARTICLE 9.30

U.S. ACCREDITING AGENCIES

It shall be the policy of the Board to seek the highest status of membership for its school in a highly recognized and reputable U.S. accreditation agency and to cooperate in their evaluations of the school system and considering its recommendations for accreditation standards.

Adopted: 06.06.1990

Amended: 18.04.2017