

Mission Statement

The International School of Kraków is dedicated to excellence in the intellectual and personal development of tomorrow's world citizens.

The International School of Krakow

Sub Committee Policy Manual

Curriculum Committee (CC)

The Curriculum Committee is a standing Committee and accountable to the Director.

Membership

- The Curriculum Committee will consist of School administration, faculty members (from each School division, when possible), and volunteers interested in improving the program's delivery.
- Members of the Curriculum Committee work on a voluntary basis.
- The Chair of the Curriculum Committee is elected from among its members.
- The Director may appoint one or more members to serve on the Curriculum Committee on behalf of the School.
- Interested volunteers from ISK's community groups (i.e. parents, students, faculty, and administration) will be invited to select representatives to attend CC meetings. For example, those with specific national interests or pedagogical drive whose interests support the mission of the CC.

The Committee's Function for ISK

- The Committee supports and assists the Director of ISK in the constant evaluation, revision and improvement of ISK instructional program in line with the school's philosophy, objectives and policies.
- The Committee evaluates curriculum for each grade level and ongoing support for students and teachers
- The Committee provides a support system for teachers in the form of assistance with resources, delivery, improvements, etc.
- The Committee may facilitate meetings, as requested, with parents (incoming or existing) concerned with course work.
- The Committee acts as a link between the Administration, faculty and parents in School curricular issues, promotes ISK curriculum, considers all curricular related proposals, proposes solutions to criticism received.
- The Committee makes recommendations as to the design of instructional facilities in ISK's ongoing quest for high-quality educational delivery.

Guiding Principles - The International School of Krakow will provide -

• An academic program of high standards that promotes excellence • An atmosphere of care, support and mutual respect • A faculty of the highest quality • A strong co-curricular program • A focus on the skills for success in a changing multicultural environment • An emphasis on the whole child • A variety of opportunities for parent communication and involvement

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- The Committee is concerned with resources and support services facilitating implementation of academic programs.
- The Committee works with the Director to address any curricular issues.
- The Committee reviews and evaluates existing courses & programs (e.g. textbooks, series, standards, schemes of work, etc.). In addition, the committee proposes changes to or elimination of ill suited courses &/or programs and may be involved in the development of new courses &/or programs.
- The Committee may, at the discretion of the Director, facilitate meetings, as requested, with parents (incoming or existing) concerned with course work.
- The Committee will serve as the external auditor for Rubicon Atlas.

Processes and Procedures

- The Committee will meet at least once monthly to ensure continuous work process of the Committee.
- The Curriculum Committee will report to the Director as requested or as needed according to determinations/conclusions deemed valuable by the CC.
- Final decisions regarding alterations to existing policy/ programs/ curriculum will be made by the Director.
- The chair of the CC maintains a good working relationship and a clear channel of communication with the Director.
- The establishment and maintenance of appropriate work processes (agenda, minutes, # of meetings, reporting, communication, etc.) is the responsibility of the Committee's Chair.
- In the absence of the elected Chair, his/her designate will preside.

General Rules of Conduct

- The Committee respects all policies and procedures of the School and its affiliates: KFO (Krakow Fundacja Oswiatowa), KISA (Krakow International School Association)
- A Confidentiality Agreement must be signed by any person wishing to participate in a School committee.

Last Revised October 13, 2009

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