

INTERNATIONAL SCHOOL OF KRAKOW

School Board Policy Manual

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ISK School Board Policy Manual

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The School

The School	
Policy no.	1.1
Date Adopted	3/12/2013
Last Amended	
Last Reviewed	2/6/2017

1 The School

1.1 International School of Krakow Mission and Beliefs

1.1.1 Preamble

The International School of Krakow is an independent, not-for-profit foundation established in 1993 to provide a world-class, quality education of international standards with English as the language of instruction for children from 3 years old to university entrance. The International School of Krakow is an authorized International Baccalaureate World School accredited by the Council of International Schools in Europe and by the New England Association of Schools and Colleges in the United States.

1.1.2 Vision

To be an exemplary international school learning community.

1.1.3 Mission

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

1.1.4 Beliefs

As the International School of Krakow is an IB World School, accredited by the Council of International Schools and the New England Association of Schools and Colleges, the School will adopt their respective beliefs and standards.

1.1.6 Guiding Statements

1. We aim to provide children with an academically rigorous and intellectually stimulating environment, and to promote the development of creativity, critical thinking and problem-solving skills.
2. We aim to provide instruction geared to the individual needs of the student.
3. We nurture a learning environment based on trust, respect, integrity, responsibility and concern for others.

4. We offer an international curriculum that celebrates the rich and diverse backgrounds of our students and focuses on concepts common to us all.

The School	
Policy no.	1.2
Date Adopted	3/12/2013
Last Amended	
Last Reviewed	2/6/2017

1.2 School Legal Status

The International School of Krakow, existing at ul. Sw. Floriania 57, Lusina, Krakow 30-698 POLAND, exists under the auspices of the US Diplomatic Mission to Poland, the US Embassy in Warsaw and, by extension, US Consulate in Krakow. As such it is sponsored by the US Department of State Office of Overseas Schools. The approval and governance of the school policy will be vested in the Board of Directors (School Board).

1.2.1 Krakowska Fundacja Oswiatowa (KFO)

The Foundation under the name of the Krakowska Fundacja Oswiatowa (KFO) was established to support a high level of education for children of foreigners residing in Małopolska, especially in Krakow, who work in international enterprises or foreign offices and Polish citizens.

The Foundation operates on grounds of the provisions of the Law on Foundations of August 1, 2006. The Foundation shall realize its objectives via supporting the activity of the International School of Krakow and cooperating with this institution within the scope of educational programs and providing services on behalf of the International School of Krakow.

The School	
Policy no.	1.3
Date Adopted	3/12/2013
Last Amended	
Last Reviewed	2/6/2017

1.3 School Structure and Organization

1.3.1 The School Board

The Board is the governing body of the School. All matters that pertain to the making of policy for the School will rest with the School Board. The School Board’s primary responsibilities are to provide:

- Education for the Students
- Constructive work environment for the teaching and non-teaching staff
- Facilities for the operation of the School
- Financial leadership in all matters

See Section 2 “The School Board” for information on the composition and duties of the School Board.

1.3.2 The Director

The Director is the chief executive and administrative officer of the School. The Director is directly responsible to the School Board for the implementation of School Board decisions and policies and serves as a non-voting member of the School Board. Additional information about the duties, responsibilities, and evaluation of the Director may be found in Sections 2 “The School Board” and 4 “Personnel”. This School Board endows the School Director with powers to perform daily operations to ensure that the School provides a high quality education.

1.3.3 The Faculty and Staff

The Director is responsible for the employment and, when necessary, the dismissal of all School Personnel and shall in general exercise the employer’s rights in the school in accordance with the Policy Manual. School Personnel consists of the members of the Senior Leadership Team, Faculty and Support Staff. Information relating to the employment of Faculty and Support Staff may be found in Section 4 (“Personnel”).

1.3.4 The Students

It is the policy of the School Board that no person will be denied admission to the school because of nationality, race, or creed. Student applicants will be accepted for admission unless there is reason to believe that admission is not in the best interest of the applicant or the school.

Information relating to the students may be found in the section of the policy manual entitled “The Students.”

1.3.5 The Parents

The School Board encourages the active cooperation and participation of the parents in the school. In order to facilitate the participation of the parents, the School Board established the Parent-Teacher Association (PTA). All Parents/Guardians, and Faculty are automatically members of the PTA. PTA Steering Committee Guidelines may be found in the appendix of the School Board Policy Manual.

The School	
Policy no.	1.4
Date Adopted	3/12/2013
Last Amended	
Last Reviewed	2/6/2017

1.4 Schedules of Instruction

1.4.1 School Calendar

The School Director is responsible for developing and submitting a recommended calendar to the School Board for approval no later than the January School Board meeting each year. This calendar will be set to maximize ideal conditions for student learning and will take into consideration Faculty needs for professional development. It will, additionally, meet the following minimum requirements:

- A. It will include 179 school days. Half days may be scheduled to meet school needs and will be counted as a day in terms of the 179 school day requirement.
- B. Students will not attend school on legal Polish holidays, which fall on a weekday.

1.4.2 School Day

A school day is defined as a weekday in which students receive formal instruction or participate in school-sponsored field trips. The regular school day will be as follows:

Early Years – Grade 12 8:30 to 3:30 (students may be dropped off between 8:15 and 8:30)

Half-days may be scheduled to meet school needs. The school must be in session for at least three hours during a half-day. The Director or his/her designate is responsible for arranging the schedule of classes.

1.4.3 School Week

School will be in session Monday through Friday.

The School	
Policy no.	1.5
Date Adopted	3/12/2013
Last Amended	
Last Reviewed	2/6/2017

1.5 Emergency Plans

The Director will adopt proper procedures to provide for the safety of the children and personnel of the school in emergencies (i.e. fire, earthquake, and bomb threat). The Director will review emergency plans on a regular basis.

1.5.1 Emergency Closing

The Director is authorized to announce the closing of school if actual or potential hazards threaten the safety and well being of students and employees. The decision to close school will be made by the Director. In Director's absence, the Acting Director will announce the closing of school.

1.5.2 Make-Up Days

There are three reserve emergency closing days built into the 179 day calendar. From one to three of these days can be used for emergency closings without any changes to the calendar. However, should extreme circumstances cause the number of school days to fall below the minimum of 175, each day below the minimum will be made up by reducing the spring break by a corresponding number of days or scheduling classes on Saturdays.

Should the number of school days fall below 171, the School Board shall decide if and how the remaining days should be made up.

1.5.3 Announcement Of Make-Up Days

The Director is responsible for communicating School Board policies related to emergency closings and make-up days early in the academic year. Additionally, after the fourth day of emergency closing, the Director will immediately inform the school community of the schedule of possible make-up days

Appendices

Letter from United States Department Office of Overseas School

KFO By-Laws

PTA Steering Committee Guidelines

The School Board

Policy no.	2.1
Date Adopted	10/30/2000
Last Amended	5/11/2013

2. The School Board

2.1 The School Board

2.1.1 Powers and Duties of the Board

Authority:

The School Board 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 light of the goals of the school.

Responsibilities:

The Board 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 Director and his/her staff, who shall be held responsible for the effective administration and supervision of the entire school system.

Matters concerning application of policy shall first be brought before the Director for investigation before being submitted to the School Board.

Among the specific functions exclusively reserved to the Board are the following:

A) Exercise legislative authority over the school

The Board holds all legal authority over matters pertaining to the school. These powers include the authority to:

- Enter into negotiations and contract
- Perform the other duties described below

B) Determine and amend policies by which the school operates

The Board concerns itself primarily with the development of policies while the execution of policies is an administrative task to be performed by the Director and staff. Policies should be broad enough to allow discretionary action by the Director yet narrow enough to give clear guidelines.

The main responsibilities of the Board are:

- Set and amend policy
- Review the policy manual regularly
- Ensure that policies are in accordance with the By-Laws, the school's mission and aims
- Recommend changes to the By-Laws

C) Ensure effective leadership of the school and evaluate the results based on the goals and policies of the school

Because the execution of policy is an administrative task performed by the Director and Staff, the Board is responsible to:

- Recruit a qualified Director
- Negotiate and enter into a contract with a Director for an initial term of three years and renegotiate the contract for additional terms thereafter
- In conjunction with the Director, establish Director goals and duties
- Ensure that policies are applied appropriately
- Work cooperatively with the Director in achieving the goals of the school
- Set the criteria with the Director by which his/her performance will be assessed and appraise performance through annual evaluation
- Renegotiate the Director's goals and duties, based on evaluation results
- Dismiss the Director

D) Delegate executive, supervisory, and instructional authority to its employees

The Board is responsible for legislating policies of the school, which authorize discretionary administrative powers to the Director. The Director is held accountable for the implementation of these policies.

E) Oversee fiscal matters pertaining to the overall operation and physical structure of the school

The Board makes financial decisions related to the operation of the school and ensures the sound financial condition of the school. Specifically, the Board will:

- Approve the school's operational budget
- Set tuition and other fees
- Approve investments and loans
- Approve salary scales and benefits of school personnel
- Approve an auditing firm for annual audits
- Review annual audits of the school's finances

Audits

The Board shall engage an authorized public accountant or firm of authorized public accountants to make an annual examination of all financial books and documents of the school, and to render its report to the Finance Committee by the end of the year. The Treasurer will then report to the Board concerning the findings of the audit for final approval.

F) Provide an environment which is conducive to achieving high educational standards

The Board is responsible for providing a safe and effective educational environment for the students. In order to do this, the Board has the authority and responsibility to:

- Approve permanent major changes to the school's facilities
- Procure and approve new facilities
- Approve the school calendar
- Approve major changes to the curricular programs of the school
- Set and/or amend policies affecting the well being of the students.

G) Organize and manage itself to fulfill its responsibilities

To accomplish this, the Board is responsible to:

- Organize training for its members that encourages positive Board practices;
- Set annual goals for itself that meet school needs;
- Evaluate its own performance annually;
- Use Board evaluation results to set goals for the following year.

The School Board	
Policy no.	2.1.2
Date Adopted	10/30/2000
Last Amended	6/13/2017
Last Reviewed	6/13/2017

2.1.2 Selection of Board Members, Appointment, Terms

Elections and Appointments to the Board

The Consul General (or his/her designee) and one other representative from the US Consulate General shall serve on the Board for the length of their duty in Krakow. All other Board members will be appointed or elected for three-year terms. The Director of the school shall likewise serve for the length of his/her tenure at the school. The teacher representatives shall serve for at least one year and can be reappointed by the teachers for additional terms.

The two appointed members will be nominated and confirmed by a simple majority of the sitting Board members. They will be replaced or re-appointed at the expiration of their three-year term. If an appointed member should vacate his/her position before the term expires, a new member will be appointed, either from among the elected members of the Board, or from the community at large, for a term not to exceed three years.

Elections for the remaining five positions will take place in the spring, with no more than three positions to be filled in any one election.

If a vacancy among elected positions occurs during the school year, the Board may nominate and appoint by majority vote a new member to serve until the next election is held, or longer, until the end of the term of the vacating member, at the discretion of the Board.

Vacancies of elected members occurring at the end of the school year will be filled by election.

The Board may extend the term of elected members by one year in order to prevent an election with more than three positions to be filled.

Election Procedures

In order to guarantee transparency and accountability in the election of candidates to the ISK Board of Trustees, the election will be conducted according to the following guidelines:

Each ISK household receives one ballot.

Households may cast their vote for only one candidate.

Please keep in mind that ballots showing votes for more than one candidate will be considered spoiled.

An independent election committee made up of at least three members of the ISK community

(excluding members of the Board of Trustees and ISK staff, who may not serve on the election committee) will oversee the voting process and will ensure the confidentiality and anonymity of votes.

Ballots can be returned by a parent in person to the ISK front office or with a student.

Ballots will be accepted until a date and time determined by the Board Chair.

Ballots will be counted by the election committee at an open, public meeting in the ISK MPR at a date and time determined by the Board Chair.

The candidate (s) with the largest number of votes will be elected to the ISK Board of Trustees.

In the event of a tie, the School Board will decide how to resolve the tie.

The election committee will announce to the Board Chair the winners of the election when all ballots are verified and counted.

The School Board	
Policy no.	2.1.3
Date Adopted	6/16/2009
Last Amended	3/10/2015
Last Reviewed	3/10/2015

2.1.3 Board member conflicts of interest

To avoid conflicts of interest:

- The Board prohibits the purchase of goods or services from a company in which a Board member has any financial interest. Exceptions to this rule shall require the Director's recommendation and an affirmative vote from a majority of Board members, with the concerned Board member(s) abstaining from voting and the discussion of the matter.
- Individual Board members shall not influence the hiring of school personnel.
- The Board member is expected to excuse him/herself on the voting on any issue where there might be a personal conflict of self-interest.
- A Board member may not take part in any policy decision or discussion that explicitly involves in any way the immediate family of the Board member.
- A Board member is required to inform the Board of any business association they have with the School.
- Board members are required to inform the Board of any other association or situation that may be perceived as a conflict of interest.

The Board Chair will have the final decision to determine whether or not an actual or appearance of a conflict of interest exists.

If there is a conflict of interest, a Board member can be asked by the Board to:

- a. Refrain from participating in discussions and voting on issues related to the organization, business or individual with whom the member has association.
- b. Leave Board meetings during discussions and voting on issues related to the organization, business or individual with whom the member has association.
- c. Resign from the Board because of the association.

The School Board	
Policy no.	2.1.4
Date Adopted	1/17/2005
Last Amended	5/13/2013
Last Reviewed	3/10/2015

2.1.4 Board Member Code of Conduct

Each member of the ISK Board adheres to the following code of conduct.

As a member of the ISK Board of Directors,

- I shall do my utmost to represent the community interest in education by adhering to the following commitments.
- I shall avoid any legal conflict of interest or the appearance of impropriety that could result from my position, and shall not use my Board membership for personal gain.
- I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by majority vote of the Board at a noticed Board meeting.
- I shall take no private action that might compromise the Board or administration and shall respect the confidentiality of privileged information.
- I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board.
- I shall represent all school constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan groups.

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

The School Board	
Policy no.	2.1.5
Date Adopted	10/30/2000
Last Amended	
Last Reviewed	3/10/2015

2.1.5 Board Member Compensation and Expenses

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

- Board liability insurance will be obtained from a United States insurer, at no cost to individual Board members.

The School Board	
Policy no.	2.1.6
Date Adopted	5/13/2013
Last Amended	
Last Reviewed	

2.1.6 Policy adoptions, amendment and review

The adopted policies of the Board shall be considered an addendum to the By-Laws and shall be established as provided in the By-Laws.

Adoption of new policies is solely the responsibility of the Board.

Any member of the Board or a parent with children in the school may make proposals for new policies or revisions of current policies in writing. Such policies shall be presented to the Board through the Director or Board Chairman. Except in cases of emergency, the adoption of Board policies and amendments will follow the sequence below.

1. Reading of the proposed or revised policy as an item of information. Board members and other attendees at the meeting may comment.
2. The Board Chairperson shall refer the policy/change to the appropriate committee for review and recommendation.
3. Committee(s) shall forward their comments and recommendations to the Governance Committee.
4. The Governance Committee shall consider the proposal in light of other Board Policies, the By-Laws of the school. The committee shall then forward the policy/change to the Board with a recommendation to pass, not pass, or pass with conditions, recommendations and references to other policies that would require amending.
5. All policy/change proposals must be reviewed and presented to the Board with recommendations. A committee does not have the authority to “kill” a proposal.
6. The Board will take official action on the proposal at its next regular meeting after the receipt of a final draft.

The formal adoption of policies will be recorded in the minutes of the Board meeting. Only those written statements so adopted and so recorded will be regarded as formal policy of the Board. Policies will be effective immediately upon adoption, unless a specific effective date is provided in the motion to adopt.

The School Board	
Policy no.	2.1.7
Date Adopted	11/18/2008
Last Amended	10/14/2014
Last Reviewed	3/10/2015

2.1.7 Organization of the Board

The Board is composed of maximum nine voting members, including officers, and additional non-voting ex-officio members. The board structure is to be made up of the following:

Voting Members

Chair: US Consul General in Krakow or his/her designee

Vice-Chair: Elected by current Board at second meeting of school year

Treasurer: Elected by current Board at second meeting of school year

Secretary: Elected by current Board at second meeting of school year

Up to 5 additional voting members

Non-Voting Members (ex-officio)

Director

Business Manager

Student Council Representative

The US Consul General in Krakow (or his/her designee) is the Chairperson of the Board and a full voting member.

The Board may appoint a note taker to record the minutes for approval by the Board.

The Director of the School shall be an ex-officio member of the Board with no voting rights. The Business Manager shall also be an ex-officio member of the Board with no voting rights.

PTA Representatives, members of the Senior Leadership Team and Teacher Representatives shall be ex-officio members of the Board with no voting rights and may regularly attend the Open Session.

The Senior Leadership Team works to advise and inform the board on academic and operational matters within the school.

The School Board	
Policy no.	2.1.8
Date Adopted	12/15/2005
Last Amended	3/10/2015
Last Reviewed	3/10/2015

2.1.8 Duties

Duties of the Board Officers

The duties of the Chairperson are as follows:

- To call meetings of the Board.
- To preside at meetings of the Board.
- On behalf of the Board to sign contracts, leases, and other documents as authorized by the Board, or to designate another US Consulate General official to perform this duty in his/her place.
- To conduct correspondence on behalf of the Board. To represent the Board and School in its relations with the School Association, the US Consulate General, the Department of State, and the Polish authorities.
- To settle all minor policy matters which arise between meetings. In carrying out these duties, the Chairperson is guided by the policy resolutions of the Board and is required to report to the Board any actions taken.
- To prepare meeting agendas in consultation with the Director.

The duties of the Vice-Chair are as follows:

- The Vice-Chair will perform all duties of the Chair in the Chair's absence.
- Other duties of the Vice Chair will be negotiated between the Chair and Vice-Chair.

The duties of the Secretary are as follows:

- To notify the Board members of meeting dates, times and locations.
- To prepare and distribute minutes of the meetings.

The duties of the Treasurer are as follows:

- To assure that proper accounting is made for all funds.
- To cooperate with the Director in preparing the School budget.
- To submit such financial reports to the Board as the Board may require.

The School Board	
Policy no.	2.1.9
Date Adopted	5/13/2013
Last Amended	10/14/2014
Last Reviewed	3/10/2015

2.1.9 Board Sub-Committees:

The Board must have a minimum of three standing sub-committees each year:

- 1) Governance, 2) Finance and 3) Building and Grounds

In addition to these standing committees, the Board may appoint ad hoc sub-committees to undertake special projects and make recommendations to the Board.

The School Board	
Policy no.	2.1.10
Date Adopted	
Last Amended	3/10/2015
Last Reviewed	3/10/2015

2.1.10 Operation of the Board

Meetings:

The Board holds regular meetings, as designated in the school calendar approved by the Board. Additional meetings may be called by the Chairperson, or upon the request of at least three members. The Board, by the votes of a majority of the Members present, may during any regular or special meeting when a quorum is present, hold an executive session to discuss certain sensitive matters.

- Quorum:** A majority of the voting members of the Board constitute a quorum.
- Executive Sessions:** The Board may also meet in executive or closed sessions according to the guideline outlined in the Board Statement of Principles for Executive Sessions.
- Order:** Meetings are conducted in accordance with Robert's Rules of Order Revised, except as they conflict with the rules contained in this Board Policy Manual. In such cases, the rules of the Board Policy Manual prevail.

Annual General Meeting:

The Board may hold public meetings during the school year to which all parents and other interested parties are invited. At these meetings, instead of the normal order of business, the Chairperson and the Director report to the parents on the state of the School and plans for the future. An opportunity is given for those attending the meeting to raise questions.

Board Statement of Principles for Executive Sessions

I. This statement is meant to guide and inform successive Board Chairs and Board members. The Board recognizes that our by-laws provide for executive sessions under the following conditions:

- Subsequent to a request by three or more members of the Board;
- At the discretion of the Board Chair

II. The Board wishes to promote a culture of openness, transparency, and accountability in its oversight and decision-making process. Consequently, the Board is in favor of expanding the number and scope of decisions made in public.

III. The Board also wishes to promote a culture of collegiality, honesty, and open dialogue and believes that these ends sometimes require meetings in executive session.

IV. The Board wishes to preserve the option of executive sessions and to that end collectively expresses its preference that motions for executive session be recognized by the Board Chair in open meeting as a point of personal privilege.

V. The Board and its current Chair are in agreement that the Board Chair should exercise the Chair's discretionary prerogative to call executive sessions when appropriate, taking care to preserve our interests in transparency, accountability, collegiality, and frank, open dialogue.

Board Meeting Agendas:

- The Chair or his/her designee, taking into consideration any suggestions made by Board Members, prepares meeting agendas.
- Once a Board meeting agenda has been finalized, new items will not be added to that agenda unless they are of a critical/emergency nature.
- To help ensure relevant information has been referenced so that Board members can prepare adequately for meetings, policy numbers will be referenced in relationship to agenda items.
- When a new topic surfaces during the discussion of another topic in a Board meeting, the new topic will be scheduled for a later meeting so that appropriate information can be gathered and the Board is fully prepared to discuss the topic.

Preparation for Board Meetings:

- The full Board's meeting time is precious. The Board's interest is to conduct its work both effectively and efficiently.
- Board members are expected to prepare for meetings of the full Board by reading relevant material and forwarding important questions to committees in advance of the full Board meeting. If a member does not prepare for a meeting, they agree not to slow down the Board's work process by asking questions that would have been answered by appropriate preparation.
- If Board members are not properly prepared for Board meeting discussions (that is, having read relevant materials, being familiar with Board policy, etc.), they agree not to open issues for discussion in lieu of having prepared.
- To help reinforce these procedures becoming habitual, the Board will allocate 10 minutes for reflection and self-evaluation at the close of Board meetings.

Board Meeting Minutes:

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

- Statement of the time, date, and place of meeting.
- The members present at the meeting and record of all call votes.
- For closed sessions, the purpose or purposes for which the closed session was held.
- Person who recorded the minutes (normally the Secretary).

The Board shall approve minutes. The minutes, once approved, are binding. The Board may hold public meetings during the school year to which all parents and other interested parties are invited. At these meetings instead of normal order of business, the Chair and the Director report to the parents on the state of the School and plans for the future. An opportunity is given for those attending the meeting to raise questions.

Sub-Committee Work:

- The sub-committee structure is designed to explore topics and develop recommendations to the full Board while working in smaller and more specialized teams.
- Sub-committee chairs will prepare an agenda for each sub-committee meeting and will write up minutes of each sub-committee meeting.
- All agendas, meeting dates and locations for sub-committee work will be shared with all Board members. Those interested in the work of a sub-committee are welcome to join a sub-committee and participate in its work. This will allow those with the greatest interest in a topic to be involved in more detailed work on a topic.
- Sub-committee members are expected to prepare for sub-committee meetings by reading relevant material in advance of the meeting, and to follow the same principles as outlined above under “Preparation for Board Meetings.”
- As work moves from the sub-committee to the full Board, reports and background material will be sent directly to the full Board at least one week in advance of a Board meeting.
- Board members who have not participated in the sub-committee are expected to review background material and if they have questions that would be essential to address before taking the vote on a recommendation or decision, they should forward those questions to the sub-committee chair at least three days prior to the scheduled Board meeting. This will allow sub-committee members to be prepared to address those questions during the full Board meeting.

The School Board	
Policy no.	2.1.11
Date Adopted	
Last Amended	
Last Reviewed	3/10/2015

2.1.11 Communication between Board, Parents and Other Stakeholders, and Director

Board members are sometimes approached by parents with questions or concerns about events at the school. The Board members' interest is to be responsive to stakeholders but not become involved in solving operational concerns, which are the responsibility of the Director. Parents and other stakeholders sometimes seek Board members' help in addressing concerns because they do not fully understand the Board's role. These interactions are an opportunity for Board members to educate stakeholders on the Board's role and the division of responsibilities between the Board and the Director.

When parents and other stakeholders do not know the appropriate channel for addressing their concerns, Board members will direct them to the appropriate person, given their concern. This is the person closest to the issue and with the authority to address the issue. For classroom issues, this will be the teacher.

If an issue comes up repeatedly, or is considered "mission critical," the Board member will take the additional step of alerting the appropriate member of the Senior Leadership Team because a more systemic solution may be needed. If in doubt about whether an issue reaches this threshold, Board members will share the information with other Board members and/or Senior Leadership Team members. When information is shared in this way, it will be helpful to provide concrete data (for example, number of people expressing concern) as opposed to generalizations and reactions.

The Director will work proactively to ensure that the Board has the information needed to respond when events are likely to generate questions.

The School Board	
Policy no.	2.2
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

2.2 Administration Organization

The School Board approves all administrative positions in ISK. The number of such positions shall be sufficient to promote the attainment of the school goals.

In each case, the School Board will approve of the broad purpose and function of the position, accept a statement of position qualifications as recommended by the Director, and delegate to the Director the task of writing, or causing to be written, a description of responsibilities.

The Director should reflect high standards inherent in accredited international schools.

An organizational chart for the school shall be prepared by the Director, and approved by the School Board to determine clearly the responsibilities of the employees within the school organization. The organizational chart shall be kept up to date, and changes shall be approved by the School Board.

The School Board	
Policy no.	2.2.1
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

2.2.1 Line of Responsibility

Each employee in the school is responsible to the Director. The Director is responsible to the Chairperson of the ISK School Board.

All employees shall have the right to appeal any decision made by the Director through appropriate successive steps in accordance with the Grievance procedure established by the School Board.

The School Board	
Policy no.	2.2.3
Date Adopted	5/09/2006
Last Amended	
Last Reviewed	5/13/2013

2.2.3 ISK – KFO Relations

The ISK Board shall work in concert with the Kraków Fundacja Oświatowa (KFO) to ensure all necessary functions are executed to provide for a stable and prosperous ISK.

The School Board	
Policy no.	2.3
Date Adopted	5/13/2013
Last Amended	
Last Reviewed	

2.3. School Director

2.3.1. Board and School Director relationship

The development of policy is a function of the Board while the execution of the policies is the function of the Director.

Delegation by the Board of its executive authority to the Director should provide freedom for the Director to manage the school within the Board's policy framework and should free the Board to devote its time to policy-making and appraisal of results.

The Board holds the Director 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 as a whole and individuals as members of the Board will:

- Give the Director full administrative authority and hold the Director accountable for acceptable results;
- Act on recommendations from the Director in matters related to personnel grievances;
- Hold all legal meetings of the Board in the presence of the Director, except those pertaining to the Director's performance and contract or those of his/her family;
- Refer all complaints, criticisms, and requests to the Director and discuss them only at a regular meeting after failure of administrative solutions;
- Present personal criticisms of any school employee directly to the Director.

The Director shall provide a written report to the Board at each Board meeting. The Director's report shall follow a standard format that mirrors the policy manual and the Director's performance objectives.

The Director's report to each Board meeting should include a report on student tracking of academic and social issues at the elementary and secondary levels.

The nature of the Board and Director relationship will be examined as part of both the Director evaluation and the Board self-evaluation.

The School Board	
Policy no.	2.3.2
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

2.3.2 Qualifications of the Director of the School:

The minimum educational requirement shall be a Master's Degree plus three years' experience in school administration unless otherwise approved by the Board.

The Director shall direct the school's day-to-day operation in conformity with the principles established in the School Board policies and administrative rules.

The Director shall:

1. Establish and maintain high educational standards and practices.
2. Determine admissibility and placement of prospective students.
3. Maintain proper discipline within the school.
4. Supervise and evaluate teaching personnel, administrative and other staff.
5. Report to the School Board.

The School Board	
Policy no.	2.3.3
Date Adopted	3/31/1998
Last Amended	5/13/2013
Last Reviewed	5/13/2013

2.3.3 Functions/Responsibilities

The Director is responsible for administering ISK within the limits imposed by the School Board policies and established procedures. The Director is responsible for the selection and assignment of all school employees, the management of the facilities, the administration and supervision of the education program and the maintenance of school community relations.

Authority

The Director is given the authority by the School Board to supervise all activities under the control of the School Board defined by school policies. The Director is ultimately responsible for his/her actions to the School Board. S/he may delegate to members of the staff portions of these responsibilities (with appropriate authority,) but cannot relinquish overall final accountability for all results.

The Director shall prepare and submit to the School Board recommendations relative to all matters requiring action by the School Board Committee. S/he shall place before the School Board necessary and helpful facts, information and reports; and on matters requiring assistance of any outside consultants, s/he shall be responsible for making available the advice of qualified persons.

S/he shall at all times keep the Board informed relative to the activities and the educational philosophy and practices in the school.

Relation to the Staff

Appointment of Staff - The Director shall appoint competent teachers and other employees for the school. The appointment of the staff shall be made by the Director, subject to applicable policies and regulations.

Assignments and Transfers - The Director shall make such transfers in assignment of employees as the interest of the school may require, reporting the action to the School Board for information and record.

Staff Evaluation - The Director shall oversee evaluation of all staff members.

Resignations - The Director is authorized to request the resignation of staff members and to act upon resignations submitted by staff members for other than emergency reasons during the school year. In every case, The Director shall inform the School Board of his/her intentions prior to his/her actions.

Dismissals - The Director is authorized to terminate the contract of any teacher whose service is unsatisfactory. In every case, The Director shall inform the School Board of his/her intentions prior to his/her actions.

Non-renewal of Contract - In cases of non-renewal of contract The Director shall inform the School Board of his/her intentions prior to his/her actions.

Staff Communications to the School Board – Except in cases covered by the School’s Grievance Policy, official communications to the School Board or to any committee of the School Board from staff members shall be submitted through The Director. All such communications shall be referred to the School Board or appropriate committee at the next regular meeting or as defined in School Grievance Policy.

Meetings of Employees - The Director shall hold such meetings of teachers and other employees of the school as deemed necessary for the discussion of matters concerning the improvement and welfare of the school.

Relation to the Community

The Director shall keep the school community informed about modern educational practices, educational trends and the practices and problems in the school.

General Responsibilities

The School Board expects The Director to provide professional guidance in research, evaluation, planning and policy development.

Study of Education - The Director shall keep him/herself informed by advanced study, by visiting school systems in other cities, by attendance at educational conferences, and by other means, relative to modern educational thought and practices. S/he shall keep the School Board informed concerning educational trends.

School Board - The Director shall continuously study problems confronting the school, and, from time to time, shall present to the Board factual data with proper evaluation relative to such problems. Together with the staff, s/he shall continuously study and revise all curriculum guides and courses of study.

School Buildings and Sites - The Director shall make recommendations with reference to the improvements, alterations or changes in the buildings and to the kind of equipment used.

Curriculum and Textbook Adoption - Consistent with the stated goals and objectives of the school and subject to such specific decisions as the School Board may take, The Director shall be responsible for the adoption of all courses of study, curriculum guides, major changes in texts and time schedules to be used in the school. S/he shall also inform the School Board of any radical departure from established practice or one that requires increased expenditures

School Records - The Director shall maintain adequate records for the school, including a system of financial accounts, business and property records, personnel, school populations and scholastic records. S/he shall act as custodian of such records and other papers belonging to the School Board.

Use and Care of School Property for School Use - The Director shall provide suitable instructions and regulations to govern the use and care of school properties for school purposes.

Procedures

The Director shall be responsible for the development of Administrative Procedures that provide additional detail or clarification of school policy. These procedures shall not conflict with board policy.

The School Board	
Policy no.	2.3.4
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

2.3.4 Administrative Decisions

The Director shall keep the School Board informed of major administrative decisions s/he has made. In cases where emergency action must be taken where the School Board has provided no guides for administrative action and the chairperson or treasurer cannot be contacted, The Director shall have power to act, but his/her decisions shall be subject to review by the School Board. It shall be the duty of the Director to inform the School Board promptly of any such action.

The School Board	
Policy no.	2.3.5
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

2.3.5 Evaluation of The Director

The Chair of the ISK Board shall prepare written evaluation of the Director in mid-year and end of each school year.

2.4 Safety/Emergency/Security Procedures

2.4.1 Security Policies

The School Board	
Policy no.	2.4
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

The ISK campus shall be kept as secure as possible. The Director is responsible for maintaining Safety/Emergency/Security Procedures.

No photographs or solicitations of students or staff shall be done without the express permission of the Director.

2.4.2 General Safety

The School Board	
Policy no.	2.4.2
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

The Director is responsible for the development of the detailed safety, security and emergency procedures.

The Director should assure that all staff members are familiar with those procedures and should conduct periodic reviews and training sessions as required.

All employees of the school are responsible for promoting the safety of all students at all times.

Every effort shall be made to make pupils and employees aware of the importance of safety, knowledge of emergency procedures, and necessity of responsible individual action so that these procedures work smoothly.

The school secretary is responsible for keeping current telephone numbers and addresses of students. The final responsibility rests with The Director for determining when the school shall take emergency action and what the action shall be.

The Director shall designate and make known to the School Board someone to act in his/her absence.

The School Board	
Policy no.	2.4.3
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

2.4.3 Building Safety/Fire Drills

The Director shall establish biannual inspection by the local fire department. Regular inspection and preventive maintenance are required for all safety and alarm equipment. Fire drills are required and shall be held at least two times a semester. The Director shall check the time and efficiency of the drill in order to conform to reasonable safety standards. Regular and emergency exits are to be kept clear and unlocked.

The School Board	
Policy no.	2.4.4
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

2.4.4 Weather Emergencies

Pupil safety and well-being is the prime consideration in any emergency. The Director is authorized to initiate the emergency action appropriate in his/her judgment. Among the actions specifically authorized are cancellation of school, early dismissal, retention of students and staff at school beyond the normal close of the school day, and evacuation of the school.

In cases of extreme emergency, The Director shall react appropriately to any directives or suggestions of civil authorities.

The School Board	
Policy no.	2.4.5
Date Adopted	3/31/1998
Last Amended	5/13/2013
Last Reviewed	5/13/2013

2.4.5 Civil Disturbances

The Director, guided by the overriding consideration for pupil safety, shall maintain appropriate regulations and procedures insofar as the nature of these types of disturbance can be anticipated. In preparing emergency action, The Director shall take into account the advice of civil authorities and any publicly announced plans, contingency plans, or security guidelines issued by the US Government.

In the absence of any specific USG plan, and/or for those members of the school not affected by American plans, The Director shall correlate emergency action with the directives or suggestions of appropriate authorities.

In the event of a school closure due to war, riot, civil insurrection, or other circumstances

beyond the school's control, the School Board will guarantee an overseas-hire teacher one month salary payment and an economy class air fare from Krakow to any point, not to exceed the value of the airfare to the teacher's point of origin, if the teacher chooses to leave. Teachers that leave shall provide The Director with contact address and phone number. When the school reopens, a teacher returning to resume his/her contract duties will be provided with an economy ticket back to Krakow from his/her previously approved destination. If the teacher does not choose to resume his/her contract duties, the school's financial obligation to the teacher would be terminated effective immediately.

2.5 School Calendar

2.5.1 Development and Approval

The Director shall prepare the School Calendar for the ensuing year for approval by the School Board. The Calendar shall list both days of instruction and teacher duty days.

The school year shall consist of between 175 and 185 school days.

The School Board	
Policy no.	2.5
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

2.5.2 School Holidays - Labeling

School Holidays are to be published in generic terms. The religious designation of holidays is not to be given.

The School Board	
Policy no.	2.5.2
Date Adopted	12/15/2005
Last Amended	
Last Reviewed	5/13/2013

2.6 Facilities and Building Management

2.6.1 Rental of School Facilities

The School Board	
Policy no.	2.6
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

ISK facilities are not for rent unless specifically permitted by the Board.

2.6.1 Solicitation

The School Board	
Policy no.	2.6.1
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	5/13/2013

Solicitation on school premises requires advance written approval of the Director.

APPENDICES:

ISK By-Laws

School Board Elections (Spreadsheet for tracking)

Governance, Boards, and Committees Organizational Chart

School Organization Chart

Job Description of Director

School Finances

School Finances	
Policy no.	3
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3 School Finances

General Policy:

ISK shall adhere to the letter and the spirit of all laws and regulations.

The School Board holds the Director and Manager (when applicable) responsible for carrying out this policy.

School Finances	
Policy no.	3.1
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.1 Budgets - General Purpose

The School does not seek to make a profit; however, the School Board recognizes that money and money management comprise the foundational support of the whole school program. The School therefore should budget accordingly to generate a healthy surplus in order to build and maintain the necessary reserves to finance growth. In seeking to achieve this goal, the School Board intends to:

- Encourage advance planning through the best possible budget procedures
- Explore all practical sources of income
- Provide guidance in budgeting and managing the School's finances so that adequate financial strength is maintained
- Expect top quality accounting and reporting procedures
- Maintain a budget that promotes and focuses on a high quality education.

School Finances	
Policy no.	3.1.1
Date Adopted	12/16/1997
Last Amended	11/13/2012
Last Reviewed	2/6/2017

3.1.1 Planning Budget

An important responsibility of the School Board is to approve the annual operating budget for the ensuing school year. The Budget should be adequate to properly finance ongoing programs, to provide for additions or alterations as dictated by the projected needs of the School and include a contingency item to provide for the uncertainties of forecasting.

In order to ensure development and sustainability, the Finance Committee is charged with setting a Reserve as defined in the FPM (Financial Procedures Manual) Budget Reserve line when generating the School's annual budget

The Budget will be drafted following a transparent, professional and consistent procedure proposed by the Director, Business Officer and Finance Committee, and then established by the School Board. The budgeting procedure will become an annex to this policy and all changes shall be voted on by the School Board.

School Finances	
Policy no.	3.1.2
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.1.2 Preparation of Budget Documents

1. Preparation

The Director, after consulting with members of the professional Staff, shall prepare and discuss an initial draft of the Budget with the Finance Committee at the September Finance Committee meeting. Once a final draft has been agreed upon, the Finance Committee shall then propose the draft to the School Board at the October School Board meeting. Should there be any requested changes from the School Board, the Director and the Finance Committee will address them in the next Finance Committee meeting. The revisions to the Budget will then be proposed to the School Board for a vote in the November meeting.

2. Adoption

The School Board shall approve the Budget for the ensuing school year not later than its November meeting.

3. Amendments

Amendments may be proposed at any time to the approved Budget. The Finance Committee shall approve the proposed amendments before they are submitted to the School Board.

School Finances	
Policy no.	3.1.3
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.1.3 Budget as a Spending Plan

The Budget shall be considered as a controlled spending plan for the ensuing year.

All expenditures or commitments in excess of the Authorized Limitations (Policy 3.1.4) must have prior approval of the School Board.

School Finances	
Policy No.	3.1.4
Date Adopted	12/16/1997
Last Amended	2/6/2017
Last Reviewed	2/6/2017

3.1.4 Authorization and Limits of Authority for Expenditures of Money

Authorization and limits of authority to spend money for goods and services needed to carry out the business of the School shall be as follows:

A. Types of Expenditures

1. Capital Expenditure is defined as the funds required to obtain non-consumable equipment, buildings, and furnishings, which have an economic life of three or more years.
2. Expense is defined as the cost incurred to operate a business. Commitments to spend expense money are further classified as short-term commitments (those extending over a period of up to one school year) and long-term commitments (those extending over a period of more than one school year).

B. Authorization

The Authorized Limits for expenditures are contained in Table 1 immediately below. All proposed expenditures falling outside of Table 1 shall be presented to the School Board by the Finance Committee along with its recommendation on availability and source of funds.

Table 1

AUTHORIZED PERSON	EXPENDITURES
Director /Business Officer	less than or equal to the Budget
Finance Committee	up to 10,000 Euro over the Budget
School Board	no limit

Notes:

- All long-term commitments (greater than 1 year) shall be approved by the School Board.
- All expenditures or commitments in excess of the Authorized Limits according to Policy 3.1.4 must have prior approval of the School Board.

School Finances	
Policy No.	3.1.4.1
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	02/06/2017

3.1.4.1 Signatures

The School Board shall designate those persons who are authorized to act as bank Signatories.

All disbursements or movements of the School's funds shall follow the Policy on Banking Operations and Accounts (Policy 3.1.4.2)

School Finances	
Policy No.	3.1.4.2
Date Adopted	12/16/1997
Last Amended	6/13/2017
Last Reviewed	6/13/2017

3.1.4.2 Policy on Banking Operations and Accounts

- A. The School shall diversify its financial asset holdings by maintaining a relationship with no fewer than two (2) financial institutions, each of which must have a long-term rating of AA or higher by either Fitch, Moody's or Standard & Poors.
- B. No one financial institution shall hold more than sixty-five percent (65%) of the overall financial assets of the School without approval by the School Board. An exception might be when a financial institution provides a loan to the School and a certain amount of financial assets are required to be held as collateral.
- C. Should the rating of any financial institution in which an account is held fall below the AA rating, the Business Manager shall immediately alert the Financial Committee.
- D. The Business Manager shall conduct an annual review of the financial stability of each of the financial institutions where the School maintains an account. The review shall be presented to the Finance Committee prior to the second Board meeting of each new school year. Throughout the rest of the year, the Business Manager is responsible for monitoring the news and general status of each financial institution and shall immediately advise the Finance Committee if any issues arise that may impact the financial condition of any of the institutions.
- E. The Finance Committee will propose the Signatory Rules for the School Board's approval. The Signatory Rules shall be reviewed at the first Finance Committee of each new school year. Any changes to the Signatory Rules require approval by the School Board.

Signatories are:

1. The Chair of the Board
 2. The Chair of the Finance Committee
 3. The Director
 4. The Business Manager
 5. The Assistant Business Manager
 6. Outsourced accounting firm (passive level of access – only information on balances and creation of payment documents)
 7. Policy 3.1.4.3 contains the list of Signatories
- F. Authorization levels for matters concerning:

The Chair of the Board and the Chair the Finance Committee

1. The maximum signing authority for the Chair of the Board or the Chair of the Finance Committee is 100,000 EUR or its equivalent per transfer.
2. Unlimited amount with the Chair of the Board and the Chair of the Finance

Committee.

The Director and the Business Manager

1. The maximum signing authority for the Director or the Business Manager is 100,000 EUR or its equivalent per transfer.
2. Any transfer in an amount over 100,000 EUR or its equivalent will require the additional signature of either the Chair of the Board or the Chair of the Finance Committee.
3. The maximum signing authority for the Director and the Business Manager doesn't apply to opening, closing and rolling over of the investments i.e. CD accounts or FX exchanges within approved the School's accounts.

The Assistant Business Manager

1. The maximum signing authority for the Assistant Business Manager is 10,000 EUR or its equivalent per transaction.

The Accounting firm

1. No signing authority for the outsourced accounting firm, only passive level of access (passive level of access- only information on balances and creation of payment documents)

G. Signatories:

1. shall act with care and diligence
2. be of sound mind
3. must not have filed or be in the process of filing for bankruptcy
4. must not have a criminal record
5. shall fill all necessary forms required by local or foreign government agencies as it pertains to them personally, i.e. FBAR, FATCA, etc.
6. shall notify the School Board immediately with any conflict of interest or if they no longer can meet any of the above criteria. Failure to do so would be a breach of fiduciary responsibility and subject to further actions.

H. Account reconciliations shall be prepared monthly by an external accounting firm and any differences between bank balances and general ledger cash accounts shall be researched and reported immediately to the entire Finance Committee.

I. During the bank reconciliation process, bank statements should be reviewed for anything out of the ordinary, such as suspicious payees or large dollar amounts. Suspicious activity should immediately be reported directly to the Finance Committee.

J. Request to transfer funds from the Master account to the Current account shall be submitted by the Business Manager to the Finance Committee for approval and approved by as per the above mandate (Policy 3.1.4.2.H). The request should include an updated statement of financial condition, such as balance sheet and income statement, and an estimate of the invoices to be paid, i.e. a descriptive reason for requesting the funds. The request and approval shall be done electronically via email to ensure there is an auditable trail.

K. Opening/closing of a bank account

1. All activities related to the opening and closing of any financial institution account with regards to the School shall be approved by the Finance Committee and reported to the School Board.
2. A financial institution account, or as sometimes referred to as account, is defined as any account (checking, saving, depository, money market, etc.) opened at a financial institution that uses the name International School of Krakow (ISK) or Krakowska Fundacja Oswiatowa (KFO), uses ISK's or KFO's tax identification number, or receives the deposit of or disburses ISK's or KFO's funds.
3. To open a financial institution account requires appropriate approval by the School Board. Additionally, the Finance Committee will need to know the business need for the account, whether it is to be a deposit or disbursement account (or both) and the appropriate structure/features for the account (zero balance basis, controlled disbursement, positive pay, etc.). The business need for the account might be satisfied by integrating the need with an existing account structure.
4. Statements for all School accounts shall be sent (via post or email) immediately when available to the School's outside accounting firm to allow for prompt account reconciliation:

**Ksiegowosc Polska
Fabryczna 20a,
31-553 Kraków, Poland
accounting@iskonline.org**

5. Accounts no longer active or no longer needed should be closed. The closure process requires Finance Committee approval.

School Finances	
Policy No.	3.1.4.3
Date Adopted	04/09/16
Last Amended	6/13/2017
Last Reviewed	6/13/2017

3.1.4.3 Authorized Signatory List

A Signatories

	<u>Name</u>	<u>Title</u>	<u>Signature</u>
1.	_____	<u>Chairman of the Board</u>	_____
2.	_____	<u>Head of Finance Committee</u>	_____
3.	_____	<u>Director</u>	_____
4.	_____	<u>Business Manager</u>	_____
5.	_____	<u>Assistant Business Manager</u>	_____

School Finances	
Policy No.	3.1.5
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.1.5 Reserve Funds

At the close of each fiscal year any surplus or deficit resulting from current operations shall be allocated to the Reserve Fund.

The goal is to maintain a Reserve Fund in an amount equal to six (6) months of budgeted operating expenses. Surplus funds over the Reserve Fund amount shall be allocated to the Capital Reserve Fund, which shall be used to finance capital expenditures, pay back loans, or to pay any additional ad hoc projects or expenses, as approved by the School Board.

School Board Designated Funds

Other restricted funds (including contingency funds) may be established and supervised by the School Board.

School Finances	
Policy No.	3.1.6
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.1.6 Salary Guide/Schedule

The Director:

The School Board shall determine and review the Director’s contract and make a determination regarding the renewal or re-negotiation no later than eighteen (18) months prior to the end of the contract. Monetary considerations of the contract will be discussed by the Finance Committee, which will then present a proposal for the School Board to vote upon.

Teaching Faculty and all other Staff:

The School Board shall annually adopt salary scales.

The Director shall review annually the Salary Pay Scales (Teachers, whether full time or part-time, and other staff, such as administration) and present it to the Finance Committee for review at the Finance Committee’s October meeting. The Finance Committee will then propose the final draft to the School Board for approval at November School Board Meeting.

The Teacher Salary Pay Scale is available in the Business Office.

New Employees Employed During the School Year:

New employees employed during the school year shall be paid a prorated share of the appropriate salary.

School Finances	
Policy No.	3.2
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.1.7 Extra Pay for Extra Duties

Certain responsibilities beyond classroom duties are part of the job description for teachers. It is a normal expectation for teachers to provide support in the form of two or more extracurricular activities per academic year. However, for responsibilities, as determined by the Director, such as coaching or sponsorship of long term activities or clubs in excess of the regular assignments and after school hours, the Director may award pay on a per activity basis.

School Finances	
Policy No.	3.2
Date Adopted	12/16/1997
Last Amended	6/13/2017
Last Reviewed	6/13/2017

3.2 Payments

All School fees shall be payable in accordance with the School Board approved Tuition Payment Policy (3.2.1). Charges for extra-curricular activities shall be billed as deemed necessary.

The enrollment of a student is an individual contract between the parent and the School, regardless of any arrangement a parent may have with their employer concerning payment of any School related fees. Thus, the parent remains solely responsible for payment of all School fees in a timely manner.

The School fees (tuition fee, application fee, reservation fee) can not be paid in cash starting from July 1, 2017.

School Finances	
Policy No.	3.2.1
Date Adopted	12/16/1997
Last Amended	2/6/2017
Last Reviewed	2/6/2017

3.2.1 Faculty and Staff Tuition Waiver

A tuition waiver is a benefit-in-kind and should be considered an investment in faculty and staff who are crucially important for the educational program of the school. The Director has to use this precious resource exclusively in cases when a critical need of the school cannot be met otherwise. All tuition waivers require Board approval.

The focus of this investment is foreign staff that need to be attracted to move to Poland for a limited period of time, and therefore would have to rely on ISK to educate their children.

See also Personnel Policy 4.2.4

School Finances	
Policy No.	3.2.2
Date Adopted	12/16/1997
Last Amended	11/13/2012
Last Reviewed	2/6/2017

3.2.2 External Funding

The Director shall advise the School Board when eligible for federal assistance under the provisions of public laws. The Director shall submit application for such assistance, upon School Board approval, so long as acceptance of the funds does not include conditions contrary to school policy.

Gifts, Grants and Bequests

Application for external funding may be made upon School Board approval so long as acceptance of the funds does not include conditions contrary to school policy.

School Finances	
Policy No.	3.2.3
Date Adopted	12/16/1997
Last Amended	11/13/2012
Amended	11/21/2005
Amended	3/30/2000
Last Reviewed	2/6/2017

3.2.3 Request for Financial Aid

The Financial Aid Committee, which shall be a sub-committee of the Finance Committee, and shall include the Business Manager, Director, and Treasurer and will consider requests for financial relief from fees.

The committee shall consider each case on its merits, and shall require a financial aid form to be completed by each applicant. Preference will be given to persons whose financial situation changes following enrollment. Financial Aid will not normally be given to newly enrolled families.

Though it is the intention that there will be no relief from the tuition fees the committee can make recommendations regarding the disposition of financial hardship cases.

School Finances	
Policy No.	3.2.4
Date Adopted	12/16/1997
Last Amended	11/13/2012
Last Reviewed	2/6/2017

3.2.4 Sales and Disposal of Books, Equipment and Supplies

The Business Manager is authorized to dispose of surplus or obsolete equipment, preferably by selling it to the highest bidder. The Business Manager shall report all such transactions to the School Board.

School Finances	
Policy No.	3.2.5
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.2.5 Money Management Depository

The Business Manager is responsible for the management of the School's funds. The Business Manager shall meet periodically with the Finance Committee to inform them of the current financial status of the School and to seek their advice concerning future management of funds.

Financial management by the Business Manager should ensure sufficient access to funds to enable the School to operate efficiently, yet should also provide for an investment of funds in a manner which will provide maximum security and interest on money not needed for the immediate future.

The Finance Committee shall review the depositories annually.

See also Policy 3.1.4.2 Policy on Banking Operations and Accounts.

School Finances	
Policy No.	3.2.6
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.2.6 Purchasing

Purchase of (or commitment to purchase) equipment, supplies and non-professional services shall be carried out in a manner, which assures competitive price and satisfactory quality for the School and falls within the Budget. The Business Manager is responsible for overseeing all purchases. In the event that a purchase is in excess of ten-thousand Polish Zloty (PLN 10,000), but still within the Budget, the Business Manager shall:

1. Request quotes from three or more separate vendors to get an understanding of the pricing;
2. Discuss the options with the Director and the appropriate Heads of administration, if applicable; and
3. Negotiate the best deal for the School while choosing the most value for money and service available.

The Business Manager should discuss all other purchases that fall outside of the Budget or are in excess of one hundred thousand Polish Zloty (PLN 100,000) with the Finance Committee.

School Finances	
Policy No.	3.2.7
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.2.7 Accounting Systems

The School Board sees accounting systems and proper financial reporting as vital tools for maintaining sound financial management of the School.

The Business Manager shall periodically review the accounting process from all perspectives to make sure it is compliant with accounting standards and best practices.

School Finances	
Policy No.	3.2.8
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.2.8 Financial Reports

The Business Manager shall be responsible for maintaining the books and records of the School. The Business Manager shall prepare, or cause to be prepared, all fiscal and financial reports and keep necessary records to control adequately the financial transactions of the School.

The Business Manager shall, with the assistance of the Finance Committee, present at each School Board meeting monthly financial reports to the School Board. The reports will include the current financial position of the School, a forecast of the annual position and a comparison with the approved budget, plus any other information the Administration or Finance Committee or the School Board may request from time to time.

The Business Manager shall be responsible for filing all documentation related to the financial operation of the School.

It is the Business Manager's responsibility to ensure proper records are maintained and backup copies are securely held offsite.

School Finances	
Policy No.	3.2.9
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.2.9 Audits

An independent auditor, which must be approved by the School Board, shall audit the accounts of the School at the end of each fiscal year. The Business Manager shall review the audit with the Finance Committee as soon as the audit becomes available. The Finance Committee is then responsible for presenting the findings of the audit with the School Board shortly thereafter.

School Finances	
Policy No.	3.3
Date Adopted	12/16/1997
Last Amended	11/13/2012
Last Reviewed	2/6/2017

3.3 Inventory of Capital Assets

The Business Manager shall maintain an inventory of all assets.

Periodically, but not less than once a year, the Business Manager shall be responsible for a physical inventory to verify the actual inventory on hand. Any discrepancies between the book and physical inventories shall be reported to the Finance Committee.

School Finances	
Policy No.	3.3.1
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	2/6/2017

3.3.1 Money physically held in the School Building

Monies collected by the School’s staff shall be handled with good and prudent business procedures.

All monies collected shall be receipted and accounted for and directed without delay to the proper location for deposit. The Business Manager shall be informed the same day any money has been collected so that it can be reported immediately onto the School’s books.

Under no circumstances shall money be left overnight in school buildings except locked in a safe provided for safekeeping of valuables. Large amounts, as deemed by the Director or the Business Manager, shall be deposited to one of the School’s financial institutions immediately.

School Finances	
Policy No.	3.3.2
Date Adopted	12/16/1997
Last Amended	
Last Reviewed	04/09/16

3.3.2 Funds on Site

The Business Manager shall develop and utilize procedures to optimize the use of checks and bank transfers so that as little cash as possible is kept at the School. The Finance Committee shall set a limit on the amount of cash that may be held on site. This limit refers to the total cash held, regardless of currency, expressed in a US Dollar equivalent. The amount is outlined in the *FPM*.

Appendices

Teacher Salary Schedule

Student Contract

Financial Procedures Manual

Personnel

Personnel	
Policy No.	4
Date Adopted	3/31/1998
Last Amended	6/9/2015
Last Reviewed	6/9/2015

4 Personnel

Through its personnel policies, the School Board wishes to establish conditions that will attract and retain the most highly qualified Personnel. The School Board believes that the quality of the educational opportunity offered to a student depends primarily on the classroom teacher and professional Staff. Therefore, the highest priority of the School Board is to recruit and retain outstanding teaching and professional Staff members.

Terms:

1. Dependent child:

A dependent child shall include an unmarried, natural, adopted child under 21 years of age residing full-time in the household of the employee.

2. Employees:

Employees are Teachers, Administrators, and Support Staff sometimes referred to as Staff and/or Personnel.

3. Administrators:

Members of the Senior Leadership Team (SLT), as outlined in the Organization Chart (see Appendicies)

4. Teachers:

Teachers are full or part-time teachers, interns, librarians, and counselors.

5. Support Staff:

The support Staff consists of tutors, school nurses, teacher aides and office staff.

6. Expatriate Hired Teachers:

These teachers are those who are recruited from abroad specifically to work at ISK. Since the school is the primary sponsor of an expatriate hired teacher in Poland, we provide support benefits as part of the contract of employment.

Expatriate hired teachers may be recruited through advertisements and follow-up interviews, recruitment fairs, and/or other venues in which they will be considered in relation to other expatriate candidates. ISK offers an initial two-year contract and provides a modest salary and benefits package.

7. Locally Hired Expatriate Teachers:

Locally hired teachers are those who have come to Krakow of their own volition and are subsequently hired by the school. Their decision for coming to Poland may be to accompany a spouse or partner who will be working in Poland, or any other circumstances that would cause them to be here prior to the hiring process.

Since the school has not recruited these teachers to come to Krakow specifically to work at ISK, support benefits such as COLA, shipping, home leave travel, international medical insurance etc. are not included in their contract of employment. Locally hired teachers are offered one-year contracts and a competitive in the region salary and benefit package.

8. Locally Hired Teachers are Polish nationals.

Personnel	
Policy No.	4.0.1
Date Adopted	3/31/1998
Last Amended	11/13/2012
Last Reviewed	6/9/2015

4.0.1 Recruitment and Selection of Teaching and Support Staff

When approving the ISK budget, the School Board in consultation with the Director shall also adopt a staffing plan for the program of instruction offered by the school.

The Director is responsible for employing individuals to fill the teaching and support Staff positions. The Director shall establish recruitment and selection procedures to employ an outstanding teaching and support Staff to carry out the program of instruction.

The staffing plan for the next school year and all impending staff vacancies shall be made known to the teaching and support staff as soon as possible.

The Director has authority to conduct an annual recruiting trip to the U.S. or other recruiting conferences to seek possible candidates for employment as teachers and administrators, as approved by the School Board.

The hiring of husbands and wives or other relatives of teaching and support staff members shall not be precluded.

Personnel	
Policy No.	4.0.2
Date Adopted	5/13/2014
Last Amended	
Last Reviewed	6/9/2015

4.0.2 Employment of the Director’s Family

In instances where members of the Director’s family are employed, the Board will approve the final appointment of the family member. The Director will not be involved in the negotiation of salaries, benefits, stipends nor any other tool of financial compensation for his/her own family member. The Director will not be a signatory to the contract of his/ her own family member. The Director will not be responsible for evaluation of any family member employed by the school.

Personnel	
Policy No.	4.0.3
Date Adopted	1/17/2006
Last Amended	11/13/2012
Last Reviewed	6/9/2015

4.0.3 Employment and Contract

ISK shall employ only persons who meet the qualifications and requirements established by the School Board for the various staff positions. All teaching Personnel of the school will be provided with a written contract or a contract amendment prior to employment. Authority to offer contracts rests with the Director.

Contracts will be offered for Expatriate Hire teachers on a two-year initial basis. Local Hire and part-time teachers will be offered one-year contracts.

All contract renewals will be on a one-year basis. At the end of the period covered by contract, the Teacher may be offered a renewal for the following school year. Such offers will be made by December 1st of the final year of the agreement. The Teacher must accept this offer within one week or the offer expires and this contract will terminate at the end of the contract period.

Either party may terminate an employment contract by giving thirty (30) days notice in writing. Dismissal of professional Personnel prior to the expiration of the contract will be governed by procedures set forth in the policy manual of the School. The Teacher agrees that, should either party terminate this agreement in accordance with this paragraph, no salary will be due the Teacher beyond the effective date of the termination or the end of the contract period, whichever is sooner. Benefits as outlined in the contract will be paid at the discretion of the School Board.

Personnel	
Policy No.	4.0.4
Date Adopted	3/31/1998
Last Amended	11/13/2012
Last Reviewed	6/9/2015

4.0.4 Qualifications

A minimum educational requirement for a teacher is a year of successful study beyond a bachelor's degree, preferably a master's degree.

It is preferable to hire teachers with at least the minimum number of credits in education at the undergraduate level.

Teachers should have a teaching certificate appropriate for the subject and/or grade level they are teaching.

All newly hired teachers and administrators should have two or more years experience in the type of work they are being hired to perform.

The Director, with the approval of the Board Chair, shall be permitted to make exceptions to the above requirements when it is deemed to be in the best interest of the school.

Personnel	
Policy No.	4.0.5
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	6/9/2015

4.0.5 Part-Time Teachers

Part-time teachers may be employed when the extent of the educational program does not justify employment of a full-time teacher.

Part-time teaching shall be compensated on a prorated basis of the Teachers' Salary Schedule.

Part-time teachers shall be persons fully qualified to teach in the school and shall be employed in accordance with the school's employment policy.

Personnel	
Policy No.	4.0.6
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	6/9/2015

4.0.6 Substitute Teachers

A substitute teacher is a teacher employed for a short period of time in the absence of the regular teacher. It is the responsibility of the Director to compile a list of qualified substitutes that shall be used as needed. Substitute teachers shall be classified as short-term or long-term.

Qualifications for short-term substitutes are a bachelor's degree and a certificate to teach. It is desirable for short-term substitutes to have had prior teaching experience. Short-term substitutes are employed on a daily basis at a rate of compensation set by the School Board.

Qualifications for long-term substitutes are the same as those for the regular teaching Staff. Long-term substitutes are subject to the approval of the Director. A long-term substitute teacher is one who replaces the regular teacher for more than ten consecutive days. Long-term substitutes will be paid on a per diem rate based on the appropriate step of the Teachers' Salary Schedule (beginning with the eleventh day). In cases such as replacement for maternity leave, where it is known in advance that a long-term substitute will be employed for longer than ten days, the full salary will be paid from the first day of teaching. A long-term substitute whose term of substitution in one assignment extends for longer than one full semester, is subject to all the policies and privileges available to regular, professional, local-hired personnel. Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided and implemented by the Director.

Personnel	
Policy No.	4.0.7
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	6/9/2015

4.0.7 Interns

The Director may employ a reasonable number of university graduates as Interns for duties within the school, which will support the Faculty and programs of the school.

Personnel	
Policy No.	4.0.8
Date Adopted	3/31/1998
Last Amended	11/13/2012
Last Reviewed	6/9/2015

4.0.8 Promotion or Position Changes

Promotion and position changes within the school shall be made at the discretion of the Director.

Personnel	
Policy No.	4.1
Date Adopted	3/31/1998
Last Amended	11/13/2012
Last Reviewed	6/9/2015

4.1 Responsibilities/Duties

The continued growth and progress of the school depend on the dedication and cooperative effort of both the teaching and non-teaching Staff.

Teachers, non-teaching Staff and the Director shall carry out their assignments according to the terms in their contracts (including job descriptions). Teachers are also expected to fulfill their duties according to the instructions issued by the School Board and the Director.

Personnel	
Policy No.	4.1.1
Date Adopted	3/31/1998
Last Amended	11/13/2012
Last Reviewed	6/9/2015

4.1.1 Evaluation of Teachers

The School Board delegates to the Director developing and implementing a continuing school-wide program for evaluating the instruction process that shall take into account the following guidelines:

- Evaluation criteria will be distributed to all Personnel at the beginning of each school year.
- Evaluation should be based on the total performance and effectiveness of the teacher. It must include, but should not be limited to classroom observation.
- The evaluation should be a constructive process that enables the teacher to become more aware of strengths and weaknesses. The teacher should be assisted in capitalizing on strengths and eliminating or overcoming weaknesses.
- Findings of the evaluations should be taken into account in the assignment of teaching duties.
- The Director has the right to place a teacher on probation for a specified period of time. If performance does not improve during the specified time period, the Director shall inform to the School Board of the non-renewal or termination of the teacher's contract.

Personnel	
Policy No.	4.1.2
Date Adopted	3/31/1998
Last Amended	11/13/2012
Last Reviewed	6/9/2015

4.1.2 Reduction in Number of Employees and Disciplinary Measures

The Director is authorized to take all such action regarding the employment of the school's employees, which is not the prerogative of the School Board nor precluded by the law or school policy. This power includes, but is not limited to, the following actions:

- request the resignation of an employee;
- act upon the resignation of an employee;
- discipline an employee;
- suspend an employee prior to taking final action;
- reduce the number of employees;
- terminate the contract of an employee; and
- decide not to renew the contract of an employee.

Resignations

The Director may accept and request resignations and shall inform the School Board at the next scheduled School Board meeting.

In a case of emergency (e.g. health, economics, personal or family problems) an employee may request that his/her contract be terminated, subject to the approval of the Director and in compliance with the termination clause in this document.

Reduction in Number of Employees

Basis

Should it become necessary to reduce the number of employees (e.g. teachers in a given subject area, grade or program, or to eliminate or consolidate positions or programs), the decision for retention or dismissal shall be made on an individual basis, depending primarily upon the overall effectiveness of the employee in conjunction with the needs of the school.

Needs of the School

The following factors shall be considered when assessing the needs of the school: financial sustainability, curriculum needs, projected student enrollment, positions of extra duty to be filled, extra curricular activities to be supervised, and safety of students, employees and facilities.

Overall Effectiveness

Overall effectiveness is defined as a teacher's demonstrated ability and willingness to fill the

needs of the school.

Equal Qualifications

When determining which employees of equal overall effectiveness shall be retained, the employee with the longest service at the school will be given preference.

Disciplinary Measures

The Director may exercise disciplinary measures in addition to termination and suspension, such as (but not limited to) verbal or written reprimands or temporary pay deduction for unauthorized absences. Normally, an employee should be informed in advance of any impending disciplinary measures.

Suspension

The Director, with the approval of the School Board, may suspend an employee from active duty for health reasons or for other specified written reasons if s/he deems this to be in the interests of the school. However, the Director may suspend an employee prior to informing the School Board if, in his/her opinion immediate suspension is in the interests of the school and s/he informs the School Board as soon as possible. Any suspension shall be with pay.

Procedures for Dismissal for Cause

Before exercising his/her authority to terminate an employee "for cause," the Director shall inform the School Board.

Appeal of Administrative Decisions

Appeals of administrative decisions other than dismissal for cause shall be conducted according to the procedures set out in Policy 4.1.5 (Grievances). However, if the Director takes actions dealt with in this policy against an employee during the processing of a grievance as set out in Policy 4.1.5, s/he shall notify the School Board forthwith.

Personnel	
Policy No.	4.1.3
Date Adopted	3/31/1998
Last Amended	1/17/2013
Last Reviewed	6/9/2015

4.1.3 Grievances

Introduction

The following procedures shall be followed in cases when employees either as individuals or as a group, have a grievance because they feel that there has been a violation, a misapplication or a misinterpretation of a school policy or of a written employment contract.

Preliminary Remarks

- A. The term "complainant" in the following procedures means the person(s) having the grievance.
- B. The term "immediate supervisor" is the Director of the School, or his/her designee.
- C. Grievances should be resolved as quickly as possible and at the lowest supervisory level. Therefore, any employee with a grievance should first meet informally with his/her immediate supervisor in order to try to resolve the matter, if possible.
- D. When a satisfactory solution cannot be worked out informally, the employee may file a formal written grievance in accordance with the procedures in Section III of this policy.
- E. The time limits set down in the procedures may be adjusted by the Mutual consent of the parties involved but must fall between the first and last days of the official school year. The Director may extend the time limitations not to exceed ten working days.
- F. If a grievance arises late in the school year, all parties shall undertake to expedite the grievance procedure in such a way that the matter can be resolved, if possible, before the end of the school year.
- G. For a grievance to be processed, it must be formally presented within 20 working days after the teacher was notified of the condition or action that is the basis of the grievance.
- H. Any step in Section III that the parties involved mutually agree to is unnecessary for the further processing of the grievance and may be suspended.
- I. If the complainant fails to meet the time limit at any step in the grievance procedures, then the grievance shall be considered as waived, unless otherwise determined by the immediate supervisor.
- J. If the immediate supervisor fails to meet the time limit at any step in the grievance procedure, then the complainant shall proceed independently to the next immediate step of the grievance procedure.
- K. Neither party may request the presence and assistance of third parties at any meeting provided for in the grievance procedures.
- L. All parties to the grievance shall have the right to question any participants presented as a witness at such meetings.
- M. Any oral statements from third parties that are to be included, as part of the official record of the case shall be taken only in the presence of the complainant.

- N. At no point in the handling of the grievance may the immediate supervisor or the School Board consider any statements or other material that may be against the interests of the complainant without his/her knowledge.
- O. The immediate supervisor shall be charged with keeping an official record of all proceedings and documents. This record shall be available to the complainant for copying if he/she desires.

Official Grievance Procedures

A. Step One – The Immediate Supervisor

- 1. The employee who feels he/she has a grievance should present the grievance in writing to his immediate supervisor
- 2. The complainant shall present the following:
 - a. a precise statement indicating the nature of the grievance;
 - b. the specific school policy or part thereof, or part of the written employment contract that the complainant believes has been violated, misapplied or misinterpreted.
- 3. The immediate supervisor shall schedule a meeting with the teacher within five working days of receipt of the written grievance to discuss the grievance.
- 4. The immediate supervisor shall render a decision in writing to the complainant within five working days of this meeting.
- 5. If this decision resolves the matter satisfactorily, and no further action is deemed necessary, the case shall be considered closed.
- 6. If the immediate supervisor of the complainant is the Director and the complainant feels the matter is still unresolved, they would then move to Step Three.
- 7. If the complainant feels after the completion of Step One, that the matter is unresolved, he/she may, within five working days after receipt of the immediate Supervisor's final decision, request in writing, a review of the grievance by the Director.

B. Step Two - The Director

- 1. The Director shall schedule a meeting with the teacher within five working days of receipt of the request for a review.
- 2. The Director shall render a decision in writing to the complainant within five working days of this meeting.
- 3. If the decision resolves the matter satisfactorily, and no other further action is deemed necessary, the case shall be considered closed.
- 4. If the complainant feels, after the completion of Step Two, that the matter is still unresolved, he/she may, within five working days after receipt of the Director's final decision, request, in writing, a formal hearing by the School Board.

C. Step Three – The School Board

- 1. Within 15 working days of receipt of this request, the School Board shall schedule a special meeting for the hearing or place it on the agenda of the next regular meeting.

2. The hearing shall be conducted in the following manner:
 - a. The hearing shall be held in executive session.
 - b. The written grievance, as well as copies of all relevant documents, shall be supplied to the School Board in advance by the Immediate Supervisor and the complainant.
 - c. Official participants, in addition to members of the School Board, shall include:
 - i. the Director and/or immediate supervisor who shall appear as a respondent and present his/her findings in the matter;
 - ii. the complainant and/or his/her representative; and/or;
 - iii. witnesses presented by any of the official participants in the hearing.
 - d. All official participants in the hearing shall have the opportunity to question witnesses.
 - e. At the end of the hearing, the complainant or his/her representative shall be the last one to submit a summation.
 - f. After the conclusion of the hearing, the School Board shall meet in Executive Sessions, with the exclusion of all parties to the case, including the immediate supervisor, to arrive at a final decision.
 - g. The School Board shall communicate its final decision in writing to the parties involved within 10 working days after the hearing. This shall include an explanation of the reason(s) for its decision, which shall be based solely on the matters contained in the official record.
 - h. The School Board is responsible for keeping minutes of the hearing. The complainant has the right to keep a personal record during the hearing and shall receive a copy of the official record afterwards.
 - i. The decision of the School Board is not subject to further appeal.

Personnel	
Policy No.	4.1.4
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	6/9/2015

4.1.4 Gifts to School Personnel

Personnel shall discourage the giving of gifts by students, parents or others.

If a Staff member does receive a gift with a value exceeding 100 USD, he/she should promptly report this to his/her immediate supervisor, who will determine whether the employee will retain the gift or donate it to the School or charity.

Personnel	
Policy No.	4.1.5
Date Adopted	3/31/1998
Last Amended	11/13/2012
Last Reviewed	6/9/2015

4.1.5 Smoking on campus

Smoking is prohibited on school campus.

Personnel	
Policy No.	4.2
Date Adopted	1/17/2006
Last Amended	6/14/2016
Last Reviewed	6/14/2016

4.2 Employee Benefits - General Policy Statement

Benefits are, by no means, guaranteed to employees. Benefits, if any, will be outlined in the Employee's contract on an individual basis. The following sections numbered 4.2.1 – 4.2.7 are School Board policy regarding these Benefits, should they be offered.

Under no circumstances will the travel, home leave, repatriation, death in the family, moving allowance, or tuition-free education of dependent children be provided when the allowance is also granted by the employer of the teacher's spouse.

4.2.1 Benefits for Expatriate Hire Staff

Personnel	
Policy No.	4.2.1.A
Date Adopted	11/13/2012
Last Amended	6/9/2015
Last Reviewed	6/9/2015

A. Incoming Travel Allowance

Upon arrival in Krakow, the teacher shall be reimbursed up to 1,000 USD of transportation between the point of hire in North America and Krakow.
 For European Union citizens (non-Polish) the amount is 350USD.

Personnel	
Policy No.	4.2.1.B
Date Adopted	3/31/1998
Last Amended	6/9/2015
Last Reviewed	6/9/2015

B. Home Leave Travel Allowance

Expatriate Hired teachers are eligible for home leave travel allowance to North America up to 1,000 USD after satisfactory completion of two years of service.
 For European Union citizens (non-Polish) the amount is 350USD.

Personnel	
Policy No.	4.2.1.C
Date Adopted	3/31/1998
Last Amended	6/9/2015
Last Reviewed	6/9/2015

C. Shipment Allowance

All Expatriate Hired teachers are eligible for a 750 USD allowance at the beginning of the contract. Receipts are required.

Personnel	
Policy No.	4.2.1.D
Date Adopted	3/31/1998
Last Amended	6/9/2015
Last Reviewed	6/9/2015

D. Cost of Living Allowance (COLA)

All Expatriate Hired Teachers will receive 5000 EURO per year allowance granted as reimbursement for expenses incurred for rent, medical/life insurance or retirement contributions. The installments of this allowance shall be paid out monthly starting from September.

4.2.2 Medical Insurance or Multisport Card

Personnel	
Policy No.	4.2.2.1
Date Adopted	06/14/2011
Last Amended	6/9/2015
Amended	6/9/2015
Last Reviewed	6/9/2015

4.2.2.1. Locally hired faculty and staff and their (full and part time) and their authorized dependents will be provided with a a private Polish health plan up to 215 PLN per month or a Multi-Sport Card.

Personnel	
Policy No.	4.2.2.2.
Date Adopted	10/15/2016
Last Amended	
Last Reviewed	

4.2.2.2. Expatriate hired teachers will be provided with 100% international medical insurance (does not include authorized dependents).

Personnel	
Policy No.	4.2.3
Date Adopted	04/10/2012
Last Amended	10/16/2012
Last Reviewed	6/9/2015

4.2.3 Currency Payment

For each contract period, the teacher has the right to choose once at own risk the currency in which the remuneration will be paid. The teacher can choose the currency (USD, PLN, EUR, 50% in EUR and 50% in PLN, 50% in USD and 50% in PLN) by 1st July. The selection shall be made in writing. If teacher does not choose the currency by 1st July in writing, the Company will choose the currency for the teacher for the contracting period. For special contracts (self-employment which includes one regular contract (umowa o pracę) and self-employment contract (działalność gospodarcza) one contract must be in PLN and the other in either Euro or USD.

Personnel	
Policy No.	4.2.4
Date Adopted	3/31/1998
Last Amended	10/16/2012
Last Reviewed	6/9/2015

4.2.4 Faculty and Staff Tuition Waiver

Children of the Expatriate Hired, that is to say Faculty members holding visas for the purpose of employment at ISK may be exempted from tuition, enrollment and building fund fees. Children of Locally Hired full-time Faculty members, that is to say Faculty members not holding visas for the purpose of employment at ISK, may be entitled to the same exemption after 3 years of a parent's continuous full-time employment with ISK and for as long as the parent maintains full-time employment at ISK, unless such Faculty members are spouses of individuals whose employers pay school fees. In such cases, all school fees shall be collected from the spouse's employer. Full time service may be accrued. For example, if the teacher is .5 (half time) for two years, that equals 1 year of 1.0 full time service.

The enrollment of a student is an individual contract between the parent and the school, regardless of any arrangement a parent may have with his employer concerning payment of all of the above school fees. The parent remains responsible for payment of all school fees.

Support Staff may be eligible for this benefit at the discretion of Director subject to approval by the School Board.

Personnel	
Policy No.	4.2.5
Date Adopted	12/11/2013
Last Amended	
Last Reviewed	6/9/2015

4.2.5 Professional Development Fund

Full-time Teachers are eligible for a 500 USD Professional Development benefit for each contract year. The benefit is pro-rated for part-time Teachers.

Personnel	
Policy No.	4.2.6
Date Adopted	6/13/2017
Last Amended	
Last Reviewed	

4.2.6 Shuttle Service

Teachers are eligible to use a taxi shuttle service to and from school.

4.3 Absence and Leave Information and Procedures

Personnel	
Policy No.	4.3.A
Date Adopted	3/31/1998
Last Amended	10/16/2012
Last Reviewed	6/9/2015

A. Sick Leave

The school provides each teacher with paid sick leave. Full-time teachers will be granted sick leave, with full pay. Full-time teachers will be given ten days (10) paid sick leave. The first five days will be given upon the first day of employment. The other five days will be accumulated at the rate of one day per month starting with the first day of employment

A sick leave bank has been established whereby a teacher can donate one sick leave day per school year. Access to the sick leave bank is for teachers who participate and is only possible once the individual’s sick leave is depleted. Once long-term disability activates, access to the bank is no longer possible.

The above does not apply to teachers covered by the Polish Social Security system (ZUS), who are subject to Polish labor law. All Faculty covered by ZUS are entitled to three non-consecutive days sick leave within a school year without a doctor’s certificate. Any other sick leave must be certified by a doctor on the special sick leave forms available at any qualified physician’s office.

Personnel	
Policy No.	4.3.B
Date Adopted	3/31/1998
Last Amended	6/14/2016
Last Reviewed	6/14/2016

B. Maternity and Paternity Leave.

B1. Expatriate hired teachers.

A full-time female teacher will become eligible for ninety calendar days of paid maternity leave after one year of employment at the school. The need for a longer maternity leave without pay will be considered upon the presentation of a written recommendation from the teacher’s physician. In the case where both parents are employed by the school, maternity leave may be taken by either parent or divided between the parents, the total not to exceed ninety days from the date of birth.

Upon application, a full-time male employee (whose wife is not employed at the school) will receive paternity leave in the amount of ten days.

B2. Locally hired teachers

Polish labor law, exceeding this allowance, applies to those covered by ZUS.

Personnel	
Policy No.	4.3.C
Date Adopted	1/17/2006
Last Amended	10/16/2012
Last Reviewed	6/9/2015

C. Other Types of Leave

The School Board delegates to the Director the authority to maintain procedures for other types of leave as defined in the ISK Teacher Handbook: Personal, Professional, Bereavement, Leave Without Pay, Vacation, and Long Term Medical.

Personnel	
Policy No.	4.3.1
Date Adopted	3/31/1998
Last Amended	
Last Reviewed	6/9/2015

4.3.1 Physical Examinations and Disabilities

Physical examinations are required for newly hired employees.

Examinations also may be required when an employee is injured on the job, becomes disabled or because of physical conditions affecting job performance.

Implications of Severe Disability or Illness of any Employee

A severe disability or illness is defined as a physical or emotional condition that would interfere with the employee's performance. An employee who is confirmed by competent medical evidence as having a severe disability or illness should notify the Director as soon as possible so that the severe disability or illness can be accommodated to the extent possible.

After any absence of five consecutive days or more, or in the case of frequent absences of shorter duration, the Director may refer the employee to a physician who will send a written evaluation and recommendation to the Director to help in determining whether the employee should resume or continue full-time employment.

If an employee's physical or mental evaluation indicates that the employee's continued performance of duties presents a significant risk of harm to others or that the employee's condition is such that he/she can no longer perform the functions of his or her position effectively or safely, every effort shall be made to retain the employee's services in a position in which the employee can be effective. This may involve a reassignment. When, in the opinion of the School Board and Administration, such reassignment is not feasible or not in the best interest of the school system or the employee, the employee may be given a leave of absence without pay for rest and recuperation not to exceed one year. At the end of this leave, the employee must be reevaluated by a designated physician. If the leave does not result in sufficient improvement or if such a leave is not feasible, the employee will be terminated by the School Board at the end of the current contract year, or after thirty days' notice on recommendation of the Director.

Persons involved in administering this policy shall respect the employee's right to privacy, including the maintenance of confidential records, in accordance with the School Board's policies. The number of persons aware of the employee's condition shall be kept to a minimum, consistent with the overall responsibility of the school system.

This policy is in no way intended to prevent the employment of the disabled. Nothing in this policy shall be construed to limit the authority of the Director or School Board to act in a manner consistent with the health and safety of the students in the school system. Before taking any such emergency measures, the Director shall endeavor to notify and meet with the employee to discuss the situation.

Appendices

Teacher Handbook

Instructional Program

Instructional Program	
Policy no.	5.0.1
Date Adopted	1/17/2006
Last Amended	2/17/2013
Last Reviewed	2/6/2017

5. Instructional Program

5.0.1 Curriculum 1

- The curriculum of the ISK shall reflect standards comparable to other schools around the world which serve international communities.
- The curriculum should comprise a complete and balanced program within the limitations of resources and facilities.
- The curriculum in each subject area should reflect a coherent, orderly progression through the grades or levels.
- Because most students attend the school only a few years, the curriculum should be designed to permit them to enter this school and subsequent international curriculum schools with minimal academic disruption.
- Within the limits of resources, the curriculum should offer differentiated learning opportunities for exceptional students and those who require remedial assistance.
- The curriculum should be enriched by wisely using opportunities that accompany situations in an international setting.
- The curriculum should be regularly reviewed by the professional Faculty and periodically evaluated by the School Board to ensure that it meets the needs of the students and in order that it can be improved. (see Curriculum Review Cycle)
- The ISK Mission and Guiding Statements should be used as the guiding principles whenever curricular change is under discussion.

Instructional Program	
Policy no.	5.0.2
Date Adopted	6/2/1998
Last Amended	2/15/2013
Last Reviewed	2/06/2017

5.0.2 Curriculum 2

The Director, working with the professional Faculty, shall be responsible for designing a curriculum for the school within the guidelines established by the School Board and shall ensure that it is available in written form to parents.

Significant proposed changes in the curriculum shall be explained to the School Board and shall be approved by the School Board if they have a financial impact on the school budget.

The School Board expects the Faculty and School Leadership Team to regularly evaluate the education program. Outside participants may be invited to assist. Such evaluation may be expected to lead to recommendations for modifications of practice, changes in content and new courses.

Instructional Program	
Policy no.	5.0.3
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	2/06/2017

5.0.3 Religious Guidelines

The school recognizes the right of each individual to hold such religious views and beliefs as s/he chooses. Accordingly, there shall be no attempt to indoctrinate, inculcate, or impose religious beliefs in the school program. Acts of formal worship in school, such as reading from the writings of any religion as a religious exercise in the presence of pupils during the school day is prohibited. Religious acts intended only to invest an occasion with appropriate solemnity, such as the delivery of an invocation and benediction at any ceremony may be permitted so long as there is not compulsion to participate. Religious education may be offered as an After School Activity for those parents who may request this class.

The School Board recognizes that a sound curriculum should include considerations of religious subjects (works of literature, art and music, the lives of religious personages, the history of religious groups, the study of various religious beliefs and customs, the study of the influence of religion in history and civilization, etc.) as they relate to human culture and development and is therefore encouraged.

Instructional Program	
Policy no.	5.0.4
Date Adopted	6/2/1998
Last Amended	2/15/2013
Last Reviewed	2/06/2017

5.0.4 Student Wellness Education

Special instruction will be incorporated into the curriculum relating to substance abuse of alcohol, drugs and tobacco, and family life/sex education including communicable diseases. In addition to this, the Early Years through Grade 12 curriculum will include student wellness education topics such as healthy relationships, bullying, healthy eating, hygiene, and digital citizenship. At the same time, every effort should be made to create a climate among the students that is devoid of unreasonable fear, anxiety or prejudice. Educational materials will reflect the needs and abilities appropriate for the grade level.

Instructional Program	
Policy no.	5.1
Date Adopted	1/17/2006
Last Amended	
Last Reviewed	2/06/2017

5.1 Organization Plan

ISK is a school covering Early Childhood through grade 12, which shall offer instruction according to international standards in primary and secondary education.

Instructional Program	
Policy no.	5.1.1
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	2/06/2017

5.1.1 School Day

The Administration shall schedule the school day so as to offer the greatest return for the time spent, within the limitations of school facilities. The school day shall consist of approximately six hours of instruction.

The Administration may arrange release time for special activities for students and teachers when such activities are deemed beneficial to the instructional program.

Instructional Program	
Policy no.	5.1.2
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	2/06/2017

5.1.2 Grouping

The Director shall be responsible for a grouping plan designed to offer each pupil the best available opportunity to reach his/her maximum potential.

The Director shall consider the instructional methods of the teachers in making teaching assignments where grouping gives varying characteristics to classes. The Director shall take into account the advice of a child's previous teacher in making class assignments.

Instructional Program	
Policy no.	5.1.3
Date Adopted	1/14/2006
Last Amended	
Last Reviewed	2/06/2017

5.1.3 Homework

The School Board considers homework to be a part of the educational process necessary to the student for developing successful independent learning behaviors.

Instructional Program	
Policy no.	5.1.4
Date Adopted	1/14/2006
Last Amended	
Last Reviewed	2/06/2017

5.1.4 Standardized Testing Program

The school will establish and maintain a standardized basic testing program. The program will lend itself to the development of:

1. a qualitative assessment of the educational program of the school for purposes of reporting the overall status of the school and charting the growth of the pupils, grades, school, and areas of study.
2. appropriate and timely reports to the School Board and to parents;
3. interpretation and use by teachers, counselors and administrators;
4. appropriate test-taking strategies.

The program will reflect the academic growth of pupils according to their own learning capacities and to international norms; minimize the workload of school personnel in terms of test administration, scoring interpretation and use; be financially feasible; require reasonable training for involved school personnel; and assess the growth of pupils in the basic skills and subjects in grades benchmarked by the exam creators.

Instructional Program	
Policy no.	5.1.5
Date Adopted	6/2/1998
Last Amended	2/15/2013
Last Reviewed	2/06/2017

5.1.5 Tutoring

1. Professional responsibility requires that teachers 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.
2. Teachers or counselors may recommend to parents, through the Director, that a student receive tutorial assistance outside of school hours. Arranging tutorial assistance is the responsibility of the parents.
3. The Administration may assist, when requested by the parents, in arranging for tutorial instruction and in suggesting possible tutors. All tutoring assignments involving ISK teachers and ISK students must be approved by the Director.
4. The Administration may suggest, upon request of the parents, recommended rates of payment for out-of-school tutoring.
5. Individual or group lessons of a non-remedial nature such as art or music lessons may be given during non-school hours for a reasonable fee to students of the school upon the request of the parent.

Instructional Program	
Policy no.	5.2
Date Adopted	6/2/1998
Last Amended	2/15/2013
Last Reviewed	2/06/2017

5.2 Field Trips and Excursions

The School Board believes that travel can be educational; therefore, school-sponsored trips are encouraged. A school-sponsored excursion in this policy refers to a journey that involves a stay of at least one night away from Krakow and shall have an academic or athletic purpose.

Instructional Program	
Policy no.	5.2.1
Date Adopted	6/2/1998
Last Amended	2/15/2013
Last Reviewed	2/06/2017

5.2.1 Field Trips

A field trip is defined as an education activity that meets the following criteria:

The organization of a school-sponsored trip shall:

1. involves a specific class or extracurricular activity group
2. is intended for all students in the class or group
3. takes the students away from the classroom
4. has an identifiable educational objective
5. includes preparation of students for the activity and evaluation of outcome.

Such trips are encouraged so long as they do not seriously interfere with the educational routine of the students.

Parent permission is required for participation in field trips. Field trip arrangements, schedule, and charges must be approved by the Director in advance.

Provisions will be made for proper supervision by school employees. Parents are permitted to assist in such supervision.

Appendices:

Academic Honesty Policy
Admission Policy
Assessment Policy
Curriculum Review Cycle
Language Policy
SENCO Policy

Students

Students	
Policy no.	6.1
Date Adopted	6/2/1998
Last Amended	6/13/2017
Last Reviewed	6/13/2017

6 Students

6.1 Admission

Admission to the ISK shall be determined by professional staff. In the event of a limited amount of class space, students will be admitted according to a priority system as follows:

1. U.S. dependents of U.S. government direct-hire and/or contract employees
2. other native English speaking foreign nationals
3. non-native English speaking foreign nationals
4. other non-English speaking foreign nationals
5. host country citizens

Admission shall be based on data submitted as required by the professional staff to determine:

- the potential of the applicant to benefit from the educational services available.
- the capacity of the school to meet the educational needs of the applicant.

Admission shall not be denied because of nationality, race or creed except as noted in the priority system above. Admissions of a student with a pre-existing Individual Learning Plan or a specific learning challenge is determined on a case-by-case basis, depending on the applicant's special needs and the services available in the school.

The school wishes to accept all qualified applicants and shall make every effort to provide facilities needed for the expected enrollment. Whenever all qualified applicants cannot be accommodated, all students enrolled as of the end of the previous school year shall automatically be enrolled for the following year. New applicants shall then be considered for admissions on the basis of the date the application is received in the office. If a waiting list is necessary, qualified applicants will be admitted on a "first come/first served" basis as space becomes available in accordance with the priority system and based on admission requirements.

Students	
Policy no.	6.1.1
Date Adopted	6/2/1998
Last Amended	6/13/2017
Last Reviewed	6/13/2017

6.1.1 Admission Requirements

The following admission requirements must be completed before a student may be officially enrolled at ISK:

- The application form must be completed in full.
- The health information form must be completed by a qualified physician and be on file.
- Records from previous school(s) must be on file.
- All appropriate fees must be paid in full.
- MAP testing and/or English and math placement tests (dependent on age) must be completed.

When applying, students make a tentative language choice, but this can only be finalized once students are enrolled in classes. The language teachers use past records along with internal assessments conducted at the beginning of the school year to determine a student's language or language-readiness skills. The Principals and teachers are responsible for making the final decision as to which students participate in the native language program.

Students	
Policy no.	6.1.2
Date Adopted	10/16/2012
Last Amended	6/13/2017
Last Reviewed	6/13/2017

6.1.2 Further Admissions Information (Grades 11-12)

ISK offers the International Baccalaureate Diploma Program for students in Grades 11 and 12. The IB program is open to all students, regardless of previous educational experience, and is an extension of ISK’s mission to promote the development of world citizens.

Student may elect to participate in the IB program in one of three ways:

- as an IB Diploma candidate,
- as an IB Courses candidate
- as a non-examination (high school) student.

Generally, it is recommended for students to elect the full IB Diploma, but the decision for which path (and courses) to take will be made in consultation with a student’s parents, teachers, the Head of Languages, school counselor and the DP Coordinator.

More information about the IB program can be found in the Secondary School Program of Studies and on the ISK website at www.iskonline.org

All students who decide to enroll at ISK can expect to:

- strive for responsibility, respect and excellence
- demonstrate a positive approach to learning
- learn from fellow students as well as teachers
- share with, and contribute to, the community.

Students	
Policy no.	6.1.3
Date Adopted	12/15/2005
Last Amended	1/17/2013
Last Reviewed	02/06/2017

6.1.3 Age of Attendance

Children must be three years of age on or before September 1st of the year of enrollment to be eligible for admission to Early Years Program.

Children turning 3 any time in the first semester of the Academic Year may be considered for placement in the Early Years Program. A child applying for Early Years Program admission who turns three in the first semester of the Academic Year, may be screened for placement. If the child shows satisfactory preparedness based on the results of a basic skills screening as well as the recommendation of the Director and/or appropriate teaching Staff members after a personal interview, the child may be admitted provided there is space. Children meeting the above criteria will be admitted according to the priority system (see Policy 6000).

Children must be five years of age on or before September 1st of the year of enrollment to be eligible for admission to Grade 0.

A child applying for first grade admission who does not come from the grade 0 of the ISK, or who is underage, will be screened for placement. If the child shows satisfactory academic ability and social maturity based on the results of a basic skills test as well as the recommendation of the Director and/or appropriate teaching Staff members after a personal interview, the child may be admitted provided there is space. Children meeting the above criteria will be admitted according to the priority system (see Students 6.1).

Students	
Policy no.	6.1.4
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.1.4 Assignments to Teachers and Classes

The teaching Staff shall act in an advisory capacity to the Director and the appropriate division principal in assigning students to teachers and to classes. In so doing, special requests of parents may be taken into consideration, but the final decision must rest upon what appears to be the overall best interest of the child. Due to the great amount of knowledge the teachers accumulate about each child, special consideration should be given to their recommendations for future placement.

Students	
Policy no.	6.1.5
Date Adopted	6/2/1998
Last Amended	1/17/2013
Last Reviewed	02/06/2017

6.1.5 Assessment of English as an Additional Language (EAL) needs

The EAL needs of a student will be evaluated upon entering the school and/or based on recommendations from the student's previous educational institution. The classroom teacher(s) will cooperate with the school-designated EAL coordinator to design an appropriate EAL needs assessment. This assessment will be based on the EAL policy manual laid out by the School.

Students	
Policy no.	6.1.6
Date Adopted	6/2/1998
Last Amended	6/13/2017
Last Reviewed	6/13/2017

6.1.6 Attendance

Regular attendance is important for students to obtain maximum benefit from the educational program. Whenever a student is absent, it is the responsibility of the parents to notify the Principal and Nurse of the reason for absence. School holidays are published months in advance, and therefore families are strongly discouraged from planning extended absences for students outside these published dates. Please see below for division specific attendance guidelines.

When mitigating circumstances arise that force students to miss more than the allowed absences, the School Director reserves the right to make reasonable exceptions to this policy on a case by case basis.

Elementary and Middle School

Elementary School students may not be absent for more than 10 days in one semester. Should a student's absences exceed 20 at the end of the academic year, this could affect recommendation for a student's grade promotion or continued enrollment at ISK.

High School

High School students may not be absent for more than 10 class periods in any given course per semester. Should a student's absences exceed 20 at the end of the academic year, course credit will not be awarded for that class. Not adhering to this policy could affect recommendation for a student's grade promotion or continued enrollment at ISK.

Students	
Policy no.	6.1.7
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.1.7 Students Living Alone

Any student enrolled at the ISK must be living with his/her parents or a parent-designated guardian. Under no circumstances should an enrolled ISK student be living alone even for short periods of time.

Students	
Policy no.	6.1.8
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.1.8 Transfers/Withdrawals

Pupils leaving the school are required to clear all obligations before final records will be forwarded to the next school or college/university. The Director will develop and enforce all needed regulations to put this policy into effect.

Students	
Policy no.	6.2
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.2 Student Dress

Students are expected to wear clothing that is appropriate for school. Students are encouraged to express themselves individually and artistically through their clothing as long as it remains appropriate for an academic environment.

The objectives of the school dress code are as follows:

1. appropriateness for an academic environment
2. safety

Students	
Policy no.	6.3
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.3 Social Events/Meetings

Social events or meetings to be sponsored by the school or school groups shall be scheduled in advance with the approval of the Director. Faculty advisors shall participate in the planning to an appropriate degree. School rules shall apply wherever the event takes place. Appropriate provision will be made for adult chaperones or supervisors.

Students	
Policy no.	6.4
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.4 Conduct

To fulfill the stated goal of the school, principles of conduct and self-discipline shall be encouraged and, for school premises and school functions, certain rules of conduct shall be established and enforced.

The school rules may limit the rights of an individual in order to protect the rights of others. The rules shall include a procedure to appeal decisions made by the Staff.

Language, sportsmanship, courtesy, dress and personal habits, regard for school rules and principles, should reflect self-respect, respect for others, and respect for learning.

Conduct, behavior and the exercise of personal rights and responsibilities should be a cooperative venture among Staff, Students and Parents.

Vandalism and Theft

Willful destruction or theft of school property or personal property at school is not permitted. Guilty parties shall be held responsible for the cost of repair or replacement of the damaged, destroyed, or stolen property. At the discretion of the Director, violators of this policy may be subject to immediate suspension and recommended for expulsion and/or prosecution.

Possession of Weapons

Weapons may not be brought to school or school-sponsored events. If there is a question as to whether an item is defined as a weapon, the Director will have the final say in determining its appropriateness at school. At the discretion of the Director, violators of this policy may be subject to immediate suspension and may be recommended for expulsion.

Pornography

Pornography may not be brought to school or school-sponsored events. If there is a question as to whether an item is defined as pornography, the Director will have the final say in determining its appropriateness at school. At the discretion of the Director, violators of this policy may be recommended for suspension.

Students	
Policy no.	6.5
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.5 Substance Abuse

The school Staff is encouraged to be alert for evidence of possible substance abuse.

Smoking

Smoking is prohibited anywhere on school premises, and at school functions and parties. Violators will be considered for suspension.

Alcohol

Use of alcohol by students is prohibited anywhere during school hours. Use of alcohol is also prohibited at any time on school premises, and at student functions and parties. Violators will be suspended.

Drugs

Possession, use or transfer of drugs (including marijuana, glue and all illegal hallucinogenic or narcotic substances) anywhere and at any time is strictly forbidden. Faculty is expected to report to the Director any sign or rumor of drug activity by any student. The Director is authorized to search students or lockers if she/he believes there is reasonable suspicion. Proven possession, use or transfer of drugs will be punished by expulsion. Readmission to school will only be considered after successful completion of an ISK-approved certified substance abuse rehabilitation program.

Students	
Policy no.	6.6
Date Adopted	1/17/2006
Last Amended	
Last Reviewed	02/06/2017

6.6 Civil and Legal

The Statutes, By-laws, and policies permit nothing contrary to the laws of Poland. The school will not be a sanctuary for law violators and will guard the learning process from unnecessary intrusion.

Accordingly, the school will cooperate with lawful police requests to question Students or Staff. The Director is responsible for arranging with the police to conduct questioning and to make other arrangements as the situation may require in a manner causing minimum disruption to the school program. If the questioning takes place within the school, the Director or his/her designee shall be present. The Director shall be responsible for notifying the parents, guardians and respective embassies/consulates as soon as possible before the questioning.

Students	
Policy no.	6.7
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.7 Examination and Grading

Grading Policy

The responsibility for evaluation of the progress of each student in each class or course lies with the teacher of that class or course. However, the Board shall delegate to the Director the responsibility for the development of guidelines that will reflect a fair grading philosophy and procedure. The School Board shall approve these guidelines.

Grading should be based upon classroom performance and participation and reflect a child's class level. Grades should be used in accordance with a standard definition within each school. (see Assessment Policy)

Early Departure – Examination

Requests to take early examinations or to receive grades prior to the regular periods shall be discouraged. However, the Director is authorized to grant early examination or the early issuance of grades is in his/her judgment the academic program will not be jeopardized nor the school's examination schedule compromised.

Students	
Policy no.	6.7.1
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.7.1 Reporting to Parents

Parent-Teacher Conferences

ISK will be closed to allow time for scheduled parent-teacher conferences. Other parent-teacher conferences may be arranged during the school year upon request of parents or teachers at times that do not interfere with the teaching schedule.

Report Cards

Parents shall receive two official report cards in Elementary and Secondary School, one after the first semester, one at the end of the academic year . These reports shall give an indication of the student's progress in subject areas and an assessment of effort and conduct.

Interim Progress Reports

Progress reports are issued at the end of the first quarter, and as needed at the end of the 3rd quarter. At other times, teachers should be in contact with the division Principal and the parents if a student's performance changes significantly.

Students	
Policy no.	6.7.2
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.7.2 Promotion/Retention

Because the school is dedicated to the best total and continuous development of each student enrolled, the professional Staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

Students will normally be promoted annually from grade to grade. Students may be retained or advanced when, in the judgment of the professional Staff, such exceptions are in the best education interests of the student involved. The decision to retain a student will always be made after prior notification and explanation to parents, but the final decision will rest with the Director.

Students	
Policy no.	6.7.3
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.7.3 Collection, Maintenance and Dissemination of School Records

A cumulative record will be maintained for each student, which will include such administrative and supplementary information as, is necessary.

Parents may request that their child's record be opened for inspection, and they have the right to make written objections to any supplementary material contained therein. Authorized Staff members shall have access to individual students' cumulative records.

The Director shall have the responsibility to insure the contents of each student's record will be reviewed at periodic intervals to eliminate any supplementary information that is no longer applicable.

Duration of Record Maintenance

School cumulative scholastic records are to be kept for six years.

Students	
Policy no.	6.8
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.8 Management of Funds

Responsible management of funds by students for student enterprise is an educational exercise for the student.

Management of funds, including fund raising, shall be under the guidance of a Faculty advisor. When funds are mismanaged, the privilege of managing funds shall be suspended until the Director, upon recommendation of the Faculty, approves a workable, reasonable plan.

Students	
Policy no.	6.9
Date Adopted	1/17/2006
Last Amended	
Last Reviewed	02/06/2017

6.9 Health and Safety

Proper attention to health is essential to the well-being of the individual and of the student body as a whole. The school shall maintain an up-to-date health record for each student. Students must be immunized according to ECDC (European Center for Disease Prevention and Control). These standards can be viewed at: <http://www.cdc.gov/nip/publications/Parents-Guide>. Students new to the school are required to have a physical examination signed by a doctor and dated within the last 6 months. Each student shall have on file a completed medical questionnaire that includes vaccination information.

The school may conduct medical screening programs or require certain medical tests of students

It is the responsibility of the parents to inform the school of special health conditions and/or allergies that restrict the student's full normal participation in school activities or special medications or assistance that might be needed or of emergencies that might occur.

The Director shall make provision for students to receive medical attention needed during the school day, giving notice to parents as soon as possible. The Director may require a student to be isolated from others or sent home during the school day in case of illness, apparent possible illness or accident. Parents are requested to notify the school in case of infectious disease in the family.

After an extended absence because of disability or illness, the school may require an official medical statement that attests to the student's fitness to attend school before returning.

Students	
Policy no.	6.9.1
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.9.1 Physical Examinations and Disabilities

Physical examinations are required for all new students. Physical examination and immunization standards will be those established by the ECDC (European Center for Disease Prevention and Control).

Implications of Severe Disability or Illness of Students

A severe disability or illness is defined as a physical or emotional condition which could impair the ability of the students to perform well or which, by its contagious nature, would put the school community at risk. A student who is confirmed by competent medical evidence as having a severe disability or illness should notify the Director as soon as possible so that the condition can be accommodated to the extent possible. At no time shall a student be restricted or excluded from school simply for that reason, unless an attested medical statement from the patient's doctor indicates that the student has a disability or illness that presents a danger to the school environment. An assessment of the school's ability to accommodate a student with special needs will be made on a case-by-case basis.

In the case of an extended absence because of disability or illness, the school may require an official medical statement that attests to the student's fitness to attend school.

Persons involved in administering this policy shall respect the student's and family's right to privacy, including the maintenance of confidential records, in accordance with the School Board's policies. The number of persons aware of the student's condition shall be kept to a minimum, consistent with the overall responsibility of the school system.

Students	
Policy no.	6.9.2
Date Adopted	7/12/2015
Last Amended	
Last Reviewed	02/06/2017

6.9.2 Child Protection

Every Student who attends the School has the right to live in a safe and secure environment. To ensure this, the School's curriculum will incorporate information that will instruct the Students in this area as well as encourage them to seek help when appropriate.

While it is not the Board's responsibility to monitor the conditions in which and under which the Students live, the Board does expect the School Personnel to be vigilant and proactive towards signs of abuse.

See the ISK Child Protection Policy for details.

Students	
Policy no.	6.10
Date Adopted	1/17/2003
Last Amended	
Last Reviewed	02/06/2017

6.10 Student Discipline

Discipline problems at the school are few, and it is expected that most students, in most instances, will be able to live happily and comfortably within the basic rules of conduct laid down by the school.

Inevitably, however, there will be times when a student needs to be reminded of the responsibility he/she has toward the school as a whole as well as to him/herself as an individual, and there must be some sensible rules for dealing with such reminders.

The Director is responsible for setting and enforcing rules of behavior and for coping with behavior problems as appropriate to the student's age and maturity.

In dealing with student behavior in the classroom, teachers must always be assured of support from the Director and the School Board - for reasonable rules set within the framework of the overall policies applying to conduct. Conversely, teachers are expected to treat each student with respect, courtesy, and consideration. Students have the right to be told clearly what the rules are; and they have the right to appeal to higher authority if they feel they have been dealt with unfairly or have not been given an objective hearing.

It should, however, be pointed out to students that direction must first be obeyed, and may be questioned later. The people in charge of the school must have the authority to carry out their tasks for the benefit of all concerned, and it is for this reason that the School Board delegates to the Director and his/her professional Staff the task of setting specific guidelines for discipline and punishment in the school.

Affects:

Administration, Faculty, Students, Parents and the School Board.

Definitions:

Detention shall mean a disciplinary measure, which requires a student to remain in a designated and supervised area of the school for a specified time.

Disciplinary probation shall mean a disciplinary measure, which is a warning to the student and his parents that any further breaches of discipline within a defined period will result in suspension or expulsion.

Suspension shall mean a disciplinary measure, which requires the student to stay away from school for a specified period.

Expulsion shall mean a disciplinary measure, which requires the student to be struck from the school rolls.

Policy:

Serious breaches of discipline shall be dealt with using a progressively severe punishment, which appropriately meets the seriousness of the offense. Disciplinary measures (above and beyond those taken in the classroom) in order of severity are:

a. *Detention of student*

Detention may be imposed by the Faculty, division principals, or Director and parent(s) or guardian must be notified.

b. *Disciplinary probation of student*

Students may be placed on disciplinary probation following a conference between the student, parent(s) or guardian, and the Director.

c. *Suspension of student*

Behavior that consistently deviates from accepted standards as judged by the administration will lead to suspensions from one to five school days by the Director. A suspended student cannot return to school unless a conference is held between the Director and the student, parent(s) or guardian. Work missed during suspension must be made up, but cannot qualify for credit.

d. *Expulsion of student*

Very serious and/or chronic offenses may lead to expulsion. This action shall only be taken after due consideration and consultation between the Director, the student, and the parent(s) or guardian. The School Board shall receive written notice of all expulsions prior to, or concurrent with, the expulsion.

Forfeiture of Tuition

If a student is suspended or expelled, tuition for the period of suspension or for the remainder of the term after expulsion cannot be refunded.

Students	
Policy no.	6.10.1
Date Adopted	6/2/1998
Last Amended	
Last Reviewed	02/06/2017

6.10.1 Student Expulsion

Procedure for a Hearing to Appeal a Decision to Expel or Terminate

A hearing to appeal a decision to expel or terminate a student will be conducted in the following manner:

1. A high school student and/or his parent(s) or guardian, or the parent(s) or guardian of any student, may request the Director to arrange a hearing before the ISK School Board to appeal any disciplinary decision made by the Director involving expulsion or termination of enrollment of that student, within five working days from the day such decision is communicated to the student, or parent(s) and/or guardian.
2. The appellant will be notified in writing of the time, date and place of the hearing.
3. The Chairperson, or in his/her absence the Vice-Chairperson, of the School Board will conduct the meeting.
4. A quorum of the School Board must be present throughout the hearing.
5. The hearing shall be in a closed session of the School Board unless all parties agree to an open meeting
6. The appellant is responsible for presenting his/her case to the School Board. (Copies of any relevant documents will be supplied in advance.)
7. The Director will present his/her findings to the School Board. (Copies of relevant documents will be supplied in advance.) The appellant will present their summation and final comments.
8. The School Board will meet in a closed session excluding all other parties and the Director to evaluate the case and arrive at a decision.
9. All parties will be notified of the final decision of the School Board in writing within five days from the date of the hearing.
10. The School Board is responsible for keeping a record of the meeting.

Students	
Policy no.	6.11
Date Adopted	1/2011
Last Amended	1/17/2013
Last Reviewed	02/06/2017

6.11 Scholarships

Proposed scholarships are approved by the School Board.

The School Board reserves the right to offer additional scholarships in exceptional circumstances.

The ISK School Board may consider offering a variety of scholarships. The criteria for these scholarships are based on the following factors:

Merit:

- The student must demonstrate through school reports and ISK Scholarship tests that they are high performing and able to adapt quickly to the academic program.
- If the student is not proficient in English, the student's aptitude tests must signify that they would be able to reach proficiency quickly in order to undertake the IBDP with ease.

Procedure:

Students shall be selected for the ISK Academic and Leadership Excellence Scholarship on a competitive basis. The best academic candidates will be chosen primarily in terms of:

1. Academic ability as defined by potential for success in the IB Diploma Programme
2. Attitude and personality
3. Extracurricular activities and interests
4. Potential for mutual benefit: to the school and to the student
5. Potential for university scholarships

Only those students who meet the criteria cited above will be offered a scholarship.

Expected Standards:

For students enrolled into Grade 10

- Grade 10 is considered a probationary year and, as such, the scholarship student must demonstrate through their effort, positive approach to school life, and academic potential, that they will be very successful in the Diploma Programme. If over the course of the year, the students have not demonstrated this capacity, they will not be re-enrolled for grade 11.

For students enrolled into Grade 11

- Students entering at Grade 11 must demonstrate, in their first semester through their effort, positive approach to school life, and academic potential, that they will be successful in the Diploma Programme.
- All scholarship students must maintain an average of 4 out of 7 points and not earn any grades below 3 in Standard Level subjects or 4 in CAS and Higher Level subjects.
- If a scholarship student's grades are below these criteria, the student shall be reminded by the Administration of the higher expectations of scholarship students, and be given until the end of that semester to improve the grades. If the student's grades do not improve, the student will be placed on Academic Probation. A conference will be scheduled with the scholarship student, the parents, the IB Coordinator, the Secondary Principal and the Director, warning them that, if the grades do not improve by the end of the following semester, the student shall lose the scholarship.

Scholarship students must also exhibit exemplary behavior:

- If a scholarship student receives a disciplinary, attitudinal, or academic referral, the student will be reminded by the Administration of the higher expectations of scholarship students.
- If a scholarship student receives a second disciplinary referral, there will be a conference attended by the student, the teacher, parents, the IB Coordinators, the Secondary Principal and the Director, warning them that a third referral will cause them to lose their scholarship and result in expulsion from ISK.

Appendices

Student Handbooks (Early Years, Elementary and Secondary School)

ISK Child Protection Policy