



International
School of
Curaçao

Parent – Student Handbook

2009-2010

International School of Curaçao

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Please retain this handbook for future reference.
Information set forth in this publication may be altered and amended as seen fit by the Administration
and the Board of Directors of ISC.
Your suggestions and comment are invaluable.

International School of Curaçao

PURPOSE

The International School of Curaçao is a K-12 school whose mission is to serve the expatriate and local community in Curaçao by providing a high quality educational curriculum that prepares students for further study at accredited schools around the world.

ISC VISION, MISSION AND BELIEFS

Our Vision:

An international education today for the global citizens of tomorrow

Our Mission:

The International School of Curaçao (ISC) educates students from diverse cultures to have the skills to think creatively, communicate effectively, reason critically, and act compassionately.

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

Our Beliefs:

In order to bring the Vision and Mission of ISC to life, we aim to develop future citizens as individuals who are collaborative, involved, respectful, and responsible.

Individuality:

Students receive instruction that meets their learning needs.

Collaboration:

Collaboration and open communication among teachers, students, parents, and administrators is essential for developing confident, self-directed, life-long learners.

Involvement:

Students learn best when they are actively involved in the learning process and reflect on their learning experiences.

Respect:

Student performance is enhanced by mutual respect and cultural sensitivity within the ISC community.

Responsibility:

Learning in a physically and emotionally secure environment provides students with the skills and knowledge to become globally responsible citizens.

ACCREDITATION

The International School of Curacao is accredited by the Southern Association of Colleges and Schools (S.A.C.S.).

BOARD OF DIRECTORS

The Board of Directors of the International School of Curaçao consists of a President, Secretary, Treasurer, the United States Consulate Liaison, as well as other members. Members and officers serve a one-year renewable term. The board appoints its own succeeding members. Meetings are held monthly.

ISC BOARD MEMBERS

President	Mr. Rene Romer
Treasurer	Mr. John O'Donoghue
Member	Mr. Elfried Aniceto

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Member	Ms. Carol Assang
Member	Mr. Golid Ayoubi
Member	Mr. James Hogan
Member	Mr. Hurdle H. "Trip" Lea III
Member	Mrs. Ana Paula de Lima
Member	Mr. Rupert Walle

FACULTY & STAFF

ADMINISTRATION

Margie Elhage, Ph.D.	Director
Douglas Vaughan	High School Principal
Jennifer van Grieken, M.Ed.	Middle School Principal
Annia Duran, M.Ed.	Elementary Principal

COORDINATORS

Monique Da Costa Gomez, M.Ed.	Admissions Coordinator
Angelica Galicia, M.Sc.	Information Technology Coordinator
Gillian Hart	Learning Plus Coordinator
Ramiro Hart	Athletic Director
Surina Kapila, Ed.D.	Curriculum Director
Sini Murali, M.Sc.	International Baccalaureate (IB) Coordinator
Roberto Polsbroek, M.A.	High School Dutch Coordinator
Alexandra Querales	English as a Second Language Coordinator

SUPPORT SERVICES

Gustavo Sever, MAEd.	Human Resource Manager
Camille Dijkhuizen	Main Office Coordinator
Ivonne Rimon	High School Office Coordinator
Giovanni Jimenez, CPA	Chief Financial Officer
Lorraine van Rosberg	Account Manager
Emma van Delden	Operations and Facilities Manager
Aureliano Arias Lopez	Maintenance
Stewart Pieternella	Maintenance
Lillianne Daou	Copy Center/School Store Supervisor

STUDENT SERVICES

Monique Da Costa Gomez, M.Ed.	Learning Resource
Aftan Schoonen	Learning Resource
David Lorenzen, M.A.	Highly Able Specialist
Erin Kinzer, M.Sc.	Reading Specialist
Alexandra Querales	English as a Second Language
Lucia Linares	English as a Second Language
Kim Prins, Psy.D.	Guidance Counselor/NJHS Advisor
Stephanie Marti, Psy.D.	Guidance Counselor
Marla Gomez Casseres	School Nurse

LIBRARY

Stuart Crouch, M.S.	Librarian
Karen Engels	Library Assistant
Sarah Volders	Elementary Library Teacher

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ELEMENTARY SCHOOL

Milangela Joubert Maduro	K-3
ElseMarie Eman	K-3 Assistant
Nina Kommeroh	K-4
Adriana Baiz	K-4 Assistant
Zeina Dassuki	K-5
Halimeh Ayoubi	K-5 Assistant
Betsaida Castillo	K-5
Gina Nordby, M.A.	Grade 1
Lisa Davidson	Grade 1
Jyothy Tekwani	Grade 2
Debra Carney	Grade 2
Bob Chaffee, M.Ed.	Grade 3
Laura Simpson Ryan, M.A	Grade 3
Ruth Hoevertsz	Grade 4
Angela Belgrave	Grade 4
Deyisbeth Herrera	Grade 5
Kevin Cadle	Grade 5
Cindy Cardenas	Educational Assistant
Kevin Carty	Educational Assistant
John Chin	Computer
Ronald Flores, M.Ed.	Spanish
Brisa Fernandez	Spanish
Nathalie Beaujon	Art
Gillian Hart	Physical Education
Madzy Macolonie	Dutch
Soenita Poeran	Dutch
Erika van de Braak	Dutch
Sarah Volders	Dutch
Gudrun Egle	General Music

MIDDLE SCHOOL

Michael Simmons, M.Ed.	Social Studies/Study Skills
Gretchen Bade	Social Studies/Study Skills
Lorenz Marti	Math
Christina Voageley, M.A.	Science/MS Student Council
Dale Ryan, M.Ed.	English
Brisa Fernandez	Spanish
Sandra Guerrero	Spanish
Ronald Flores, M.Ed.	Spanish
Jordi Tur	Spanish
Madzy Macolonie	Dutch
Soenita Poeran	Dutch
Sarah Volders	Dutch
Erika van de Braak	Dutch
Jonathan George	Physical Education
Barbara Stief, M. Mus.	General Music
Thomas Stief, M.Mus.	Band
Babette De Waele	Art/Drama
Maya Baroud	Co-Ed Survival
Victor Boulanger, LL.M.	Computer/Yearbook

HIGH SCHOOL

Jessica Faivre	English
Brian Hennelly, M.A.	English/Film Studies
Stuart Crouch, M.S.	English
Erin Kinzer, M.Sc.	Journalism
Daniel Cwik, M.Ed.	History/MUN/Psychology

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Dan Kinzer	History/TOK
Michael Simmons, M.Ed.	History
Christena Mann, M.Ed., M.A.	Math
Dvora Geller, M.A., M.F.A.	Math/NHS Advisor
Deborah Verhaar, I.E.	Math
Maureen Gill	Business/Biology
Sini Murali, M.Sc.	Biology
Gaston Rings, M.S.	Chemistry/Physics
Barbara Manning	Science/Environmental Systems/HS Student Council
Roberto Polsbroek, M.A.	Dutch/I.B. Dutch
Madzy Macolonie	Dutch
Soenita Poeran	Dutch
Erika van de Braak	Dutch
Ramiro Hart	Physical Education/Health
Jonathan George	Fitness
Maya Baroud	Culinary Arts
Jordi Tur	Spanish
Ronald Flores, M.Ed.	Spanish
Brisa Fernandez	Spanish
Sandra Guerrero	Spanish
Barbara Stief, M. Mus.	General Music/Voice class
Thomas Stief, M.Mus.	Band
Judith Larue, MFA	Visual Arts
Babette de Waele	Drama
Victor Boulanger, LL.M.	Computer

ADMISSIONS POLICY & REGISTRATION PROCEDURE

Parents may register children any time during the year subject to the following conditions. Students are admitted to the school only if there is a vacancy at the proper grade level.

1. Admission to the International School is subject to evidence of proper age (passport or birth certificate), achievement tests, recommendations and receipt of complete transcripts of previous school records, including any psychological or other social or behavioral testing will be required. Telephone contact may be made with the previous principal and/or teacher.
2. Individual testing, age and/or a personal interview, plus review of previous school records will determine appropriate grade placement. Pre-school children may be evaluated upon entry as determined by the Admissions Coordinator.
3. Registration and testing does not automatically imply admission acceptance. Priority for enrollment will be strictly adhered to.
4. Returning students must pay their inscription fees in full immediately to guarantee that a place will be held open for them for the coming academic year.

Priority for new enrollment:

- ✓ Faculty children
 - ✓ Siblings
 - ✓ All expatriates
 - ✓ Local residents on "first come" basis
5. New students for K3, K4 and K5 must be 3, 4 and 5 years old respectively by **October 15 of entry year**. Entry for grades 1 upward is expected to follow successive age-grade patterns. Unless admission placement determines otherwise, projected age at completion of 12th grade must be under 20 years of age.
 6. Maximum class size is 24 students for all grades. If a class exceeds 24 an assistant may be hired or the class may be split. Class size shall never exceed limits established by S.A.C.S. standards.

Conditional Admission and Probation Policies:

1. Conditional Admission

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

1.1 A student on "conditional" admission is allowed to take part in all school activities including field trips, assemblies, conferences, and extra-curricular activities.

1.2 After reviewing a student's records for admission to ISC, there may be a need to place the student on "probation" for the first semester. This "probation" may be for academic, attendance or discipline. Our policy states that these students are admitted under a "**conditional**" basis and that they will receive a letter explaining the student's admission status. These students, because of one or more deficiencies will be held to stricter standards to be reviewed at the end of each quarter.

1.3 At the end of the school year, the status of the student is reviewed. If he/she is below minimum standards required by the school, he/she may be asked to be withdrawn from ISC.

2. Academic Probation

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

2.1 A student who drops below a 70% quarter average or receives a failing grade in two subjects or more during any quarter will lose good standing and be placed on academic probation.

2.2 A student, who is placed on academic probation and fails two or more core subjects at the end of the school year, will be recommended to the Board of Directors for withdrawal.

2.3 During the time that a student is on Academic Probation, the student is prohibited from participation in any extra curricular activities, including athletics, conferences, and any other activity where the student will be representing the school.

2.4 An F grade at the end of the school year means a loss of 1.0 unit of credit and might impair the ability of the student to pass to next year and ultimately to graduate.

3. Discipline Probation

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

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

3.2 Referrals may lead to suspension, depending on the severity of the student's actions. After three suspensions, a student will be reviewed for possible expulsion.

3.3 The parents and student will sign a disciplinary contract outlining the conditions of probation and the consequences of further violations.

3.4 In addition to the terms of the probation, the student may also be required to successfully complete other conditions as determined by the Director and/or High School Principal.

4. Attendance Probation

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

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semester.

4.1 A letter will be sent regardless of the reason for the absences. Absences from school are often closely related to academic difficulties.

4.2 After **ten** days of absence in the first semester, the school will require medical verification for each subsequent absence for the remainder of the first semester. Failure to comply will mean the absence is unexcused.

4.3 Excessive non-excused absences (20 absences or more) might result in expulsion.

4.4 Each student is permitted five tardies per quarter due to transportation reasons. Tardies in between classes are not acceptable.

BIRTHDAY PARTY INVITATIONS

We ask parents to be sensitive to other students' feelings when handing out party invitations to their children's birthday parties. Please do not hand out invitations at school if you are not inviting the entire class to the party.

CHANNELS OF COMMUNICATION

- ✓ If a question arises related to a particular class, you should speak to the teacher first, and if further attention is needed, the level Principal should be consulted.
- ✓ If the question appears to need more attention, the Director should be consulted.
- ✓ If further attention is necessary and/or requested by the parent, the Board of Directors will be consulted through the Director.

COMMUNICATION TO PARENTS

Items of interest and upcoming events are published and updated in the Weekly Update. This is our chief means of communication with parents. It can be accessed on our school website www.isc.an under "Weekly Update". Parents who prefer a printed copy can obtain this in the main office. We encourage parents to look up our Weekly Update regularly to keep up with our latest news.

COMMUNITY SERVICE PROGRAM

The International School of Curacao aims to provide students with a means to give something back to their community. With this aim in mind the school is committed to community service and offers its students opportunities to participate in community service projects throughout the school year.

Community service teaches students the value of humanity and giving to others less fortunate than themselves. We teach our students that they can make a difference. Involvement in our community service program raises self-esteem, promotes cooperation and teaches citizenship. Community service fosters a sense of pride and purpose in school, providing real life experiences and an alternative learning style for children.

➤ **World Clean Up Day**

To honor World Cleanup Day, students, staff and parents will be involved in a yearly school wide clean up activity in support of the environment. The area to be cleaned up will be chosen on a yearly basis.

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➤ **Grades 11 & 12 - CAS program (Community Service Action):**

In grades 11 and 12 students taking the ISC certificate need to do a minimum of 100 hours of community service. A minimum of 150 hours is required for IB diploma students.

COURSE DESCRIPTIONS

ISC offers classes from K3 through grade 12. Instruction is in English with an international curriculum using texts and materials mainly from the United States and Canada. Detailed descriptions of courses by level can be found on the school's website: www.isc.an - click on "Curriculum" > "Views" > "Course Descriptions".

Art

Instruction centers on sensitivity to and effective use of the visual elements, which include line, form, color, texture and space. These elements of design are used to communicate ideas and feeling with two and three dimensional art materials. Skills in observation, motor control, problem solving and creativity are developed.

Computer and Information Technology

The course includes the use of the Windows operating system, file management, security, network design, computer aid design, the World Wide Web and its resources including e-mail, web browsers, and search engines.

This course is designed to provide the student with the opportunity to extend knowledge and applications of varied computer software. It will focus on application suites under the windows environment and the data file integration that is made possible between word processing, spreadsheet, database, and graphic files.

Dutch

The Dutch program is designed to develop the language skills of listening, speaking, reading and writing. The program is based on a theme-based learning process. Students will continue gaining proficiency in all the language skills acquired in previous levels, as well as developing the necessary language skills for the HS program. The students will also be learning about the Dutch culture.

Dutch is offered in grades 2 through 12 for native as well as non-native speakers.

English/Language Arts

The instructional program in language arts has as its primary goal the development of skills in areas that enable students to use the English language effectively. The skill areas are differentiated as below:

**Listening
Speaking
Grammar/usage
Sentence structure
Handwriting**

**Reading
Spelling
Literature
Creative writing
Expository writing**

NOTE: The teaching of reading in all grades is emphasized as a thinking process. Therefore, every effort is made to ensure that reading is interwoven into the flow of events throughout the day. Time is allowed daily for "formal" reading instruction in K4 through grade 8.

Mathematics

The grade 1 to 5 mathematics program deals with:

- ✓ understanding mathematical concepts
- ✓ learning computation skills
- ✓ applying mathematics in appropriate situations through problem solving

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The grade 6 to 8 mathematics program offers:

- ✓ Introduction to pre-Algebraic
- ✓ Pre-Geometric concepts
- ✓ Algebra I

The grade 9 to 12 mathematics program offers:

- ✓ Geometry and Algebra II
- ✓ Three levels of IB Math

MUN (Model United Nations)

Model United Nations is a high school elective course in which students learn how to deal with differences of opinion and conflict in constructive, non-violent ways. Students learn the history and structure of the United Nations by stepping into the shoes of ambassadors and simulating the debates and deliberations of U.N. bodies such as the General Assembly and the Security Council. The course is very interactive and students should have an interest in public speaking and current events. Students who perform well in class have an opportunity to attend The Hague International Model United Nations, the largest MUN conference in the world, held each year in January.

Music

The school offers a General Music program from K3 to Grade 10, and a Band Program from grades 6 to 12. All classes are taught by specialist Music teachers.

The objectives of ISC's General Music program are:

- Enjoyment through singing, playing simple instruments, listening, moving rhythmically and creative music activities,
- Understanding music by studying the elements of music, learning to make music, listening to music, creating and reading about music,
- Providing opportunities for self expression and growth and encouraging the development of taste and discrimination,
- To provide variety at all stages of development leading to a lasting appreciation of music as part of the total education of the child.

To join the Band Program, students are tested to learn one of the following instruments: flute, oboe, clarinet, bass clarinet, alto/tenor saxophone, trumpet, trombone, baritone, tuba, bass guitar, and percussion. Parents can purchase the instrument, accessories, books and band uniform through ISC.

The ultimate aim is to make music an integral part of the student's life, to establish an interest that will grow and continue well beyond the years at ISC. ISC believes that music is an art form common to all cultures with power to enrich experiences. As an intellectual pursuit, music demands discipline and concentration.

Physical Education & Health

The Physical Education program ensures that students learn about purposeful movement and how to assume greater responsibility for their well being, now and in the future. It is a program committed to helping students start a lifetime of good health habits and fitness.

Science

Our science program helps students learn how to apply the following concepts:

- ✓ Observing,
- ✓ Measuring,
- ✓ Using space/time relationships,
- ✓ Predicting, inferring, and classifying.

Middle School and High School Science include:

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- ✓ General Science,
- ✓ Biology,
- ✓ Physical Science,
- ✓ Chemistry,
- ✓ Physics.

Social Studies

The Social Studies program provides students in all grades with an introduction to history, geography, government, economics and sociology. At each grade level, students will develop skills and knowledge about each of these social studies areas enabling them to develop positive attitudes and actions toward one another in every day life.

Spanish

The Spanish Program is designed to develop the language skills of listening, speaking, reading and writing in a gradual and logical progression. Students will participate actively in a positive environment, which will encourage students to enjoy the language learning experience here provided.

Spanish is offered in grades 2 through 12 for native as well as non-native speakers.

TOK (Theory of Knowledge)

TOK is a two-year critical thinking course offered in grades 11 and 12, and is a requirement for the IB diploma. It is also offered as an elective for ISC diploma students.

The first year prepares students to analyze and evaluate the multiple claims to knowledge and truth that they are bombarded with every day. "How do we know?" is the key question of the course, and students will attempt to answer it in all of the areas of learning they encounter, from the mathematical, to the artistic, to the ethical. Ideas of the "great thinkers" are studied and the multi-faceted, multi-cultural backgrounds of the participants in this course provide for the most fertile source of information for this discussion based subject.

The second year prepares students to analyze and evaluate the multiple claims to knowledge and truth that they are bombarded with every day. "How do we know?" is the key question of the course, and students will attempt to answer it in all of the areas of learning they encounter, from the mathematical, to the artistic, to the ethical. Ideas of the "great thinkers" are studied and the multi-faceted, multi-cultural backgrounds of the participants in this course provide for the most fertile source of information for this discussion based subject.

DAILY SCHOOL SCHEDULE & SCHOOL HOURS

K3 & K4: 7:50 - 12:15

(There is a babysitting service run by an experienced teacher from 12:30 - 2:00 PM – ask your child's teacher for details.)

K5 through 5th: 7:50 - 2:00

6 through 12: 7:50 – 3:15

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ELEMENTARY (K5 – 5th)

Regular Schedule		
Times	Period / Block	Minutes
07:50 - 08:00	Homeroom	
08:00 - 08:45	A	45
08:45 - 09:30	B	45
09:30 - 09:45	Recess	
09:45 - 10:30	C	45
10:30 - 11:15	D	45
11:15 - 11:45	Lunch	
11:45 - 12:30	E	45
12:30 - 01:15	F	45
01:15 - 02:00	G	45

Early Dismissal		
Times	Period / Block	Minutes
07:50 - 08:00	Homeroom	
08:00 - 08:40	A	40
08:40 - 09:20	B	40
09:20 - 09:35	Recess	
09:35 - 10:15	C	40
10:15 - 10:55	D	40
10:55 - 11:25	Lunch	
11:25 - 12:05	E	40
12:05 - 12:45	F	40
12:45 - 01:00	G	15

MIDDLE AND HIGH SCHOOL

LUNCH "A" (6A, 7A, 8A, 9th and 10th)

Regular Schedule		
Times	Period	Minutes
07:50 - 08:00	Homeroom	
08:00 - 08:45	Period A	45
08:45 - 09:30	Period B	45
09:30 - 10:15	Period C	45
10:15 - 11:00	Period D	45
11:00 - 11:45	Period E	45
11:45 - 12:15	LUNCH A / PERIOD F	
12:15 - 01:00	Period G	45
01:00 - 01:45	Period H	45
01:45 - 02:30	Period I	45
02:30 - 03:15	Period J	45

Early Dismissal Schedule		
Times	Period	Minutes
07:50 - 08:00	Homeroom	
08:00 - 08:35	Period A	35
08:35 - 09:10	Period B	35
09:10 - 09:45	Period C	35
09:45 - 10:20	Period D	35
10:20 - 10:55	Period E	35
10:55 - 11:15	LUNCH A / PERIOD F	
11:15 - 11:50	Period G	35
11:50 - 12:25	Period H	35
12:25 - 01:00	Period I	35
01:00 - 01:35	Period J	35

LUNCH “B” (6B, 7B, 8B, 11th and 12th)

Regular Schedule		
Times	Period	Minutes
07:50 - 08:00	Homeroom	
08:00 - 08:45	Period A	45
08:45 - 09:30	Period B	45
09:30 - 10:15	Period C	45
10:15 - 11:00	Period D	45
11:00 - 11:45	Period E	45
11:45 - 12:30	Period F	45
12:30 - 1:00	LUNCH B / PERIOD G	
01:00 - 01:45	Period H	45
01:45 - 02:30	Period I	45
02:30 - 03:15	Period J	45

Early Dismissal Schedule		
Times	Period	Minutes
07:50 - 08:00	Homeroom	
08:00 - 08:35	Period A	35
08:35 - 09:10	Period B	35
09:10 - 09:45	Period C	35
09:45 - 10:20	Period D	35
10:20 - 10:55	Period E	35
10:55 - 11:30	Period F	35
11:30 - 11:50	LUNCH B / PERIOD G	
11:50 - 12:25	Period H	35
12:25 - 01:00	Period I	35
01:00 - 01:35	Period J	35

On early dismissal days Elementary will finish at 1:00 p.m. Middle and High School will finish at 1:35 pm. On early dismissal days there are no Learning Plus activities, there is no tutoring at school, and the Library will be closed.

Assemblies and early dismissal days are announced on the school calendar and in the Weekly Update. Changes will be announced at least a week before, whenever possible.

DISCIPLINE PHILOSOPHY

A social contract exists among all people, whether there are written rules or not. To be a contributing member of a civilized society, students have obligations to themselves and to others. No person exists in a vacuum. While it is important to satisfy personal needs, it is equally important to develop skills in cooperative ventures leading to close and positive working relationships within groups.

A truly educated person must possess a set of personal values and code of ethics. ISC has a major responsibility in assisting students to develop personal values, which are generally accepted within the context of the school community and society in general. Away from ISC, students still are representatives of their school and family, and therefore, their behavior should reflect the highest standards.

Harassment Policy

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

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

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

Sexual Harassment:

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

There are several types of sexual harassment;

Quid Pro Quo: someone with power uses that power improperly to gain an advantage over someone else.

Peer to Peer: someone harasses an equal.

Hostile Environment: persistent and calculated behavior in which a reasonable person would objectively find unreasonable and in which an unpleasant place to learn has been produced because of things said or done to others.

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

Bullying Policy

ISC has a zero tolerance policy towards bullying.

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

*It is done repeatedly over time
Through physical / verbal / social actions
There is an inequality
Two (or more) against one
Shy versus outspoken
Older versus younger*

If the incident does not have these criteria, it is not bullying; it is then a fight or disagreement.

What to do about it:

Bullying is mostly done out of sight of teachers

The student being bullied should:

- ✓ Tell the bully, using the “I message”: “I need you to stop” and explain what he/she want them to stop doing
- ✓ Tell the teacher on duty
- ✓ Tell the classroom or homeroom teacher after break

The homeroom teacher should:

- ✓ Have teacher-led class discussions. Classmates should not be onlookers, but part of the solution
- ✓ Explicitly tell your students what bullying is, what it is not.
- ✓ Convey the message that bullying is unacceptable at ISC

Consequences for the bully:

- ✓ First time: Teacher, Guidance Counselor, and/or Principal talks to the student doing the bullying and explains the steps to be taken if it does not stop. (First warning letter is sent home.)
- ✓ Second time: Principal calls home to inform the parents of their child’s behavior. (Second warning letter is sent home.)
- ✓ Third time: The bully is sent home for the remainder of the day, or is suspended for a subsequent day.

Policy on Reporting Child Abuse or Neglect

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

Purpose

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

Definitions

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

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- ✓ the name and address, if known, of the child and the child's parents or other persons responsible for the child's care
- ✓ the age of the child
- ✓ the nature and extent of the child's injuries together with any evidence of previous abuse or neglect of the child or the child's siblings
- ✓ any other information the reporter believes might be helpful

4. **Abused or neglected child** means a child under the age of eighteen whose physical health, psychological growth and development or welfare is harmed or at substantial risk of harm by the acts or omissions of the child's parent or other individual who may be responsible for the child's welfare (e.g. guardian, foster parent, stepparent, teacher, etc.), or in the case of sexual abuse, of any individual. Harm can be caused by the actual infliction of harm, including physical injury or emotional maltreatment, by allowing such harm to occur, by failing to provide the child with adequate food, clothing, shelter or health care, or by abandonment of the child.

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

Availability of Policy

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

Complaint Process

Informal Complaint Process:

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

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

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

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

Formal Complaint Process:

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

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

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

The following process shall be followed:

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

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harassment or intimidation occurred.

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

Orientation Process

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

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

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

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

Student Behavior and Discipline Code (The ISC Way)

The international School of Curacao has adopted a set of principles that are the obvious rules of conduct for any healthy community:

- 1. Be caring:**
Take care of the feelings and the needs of everyone in the community, even those you may not like. Never, ever insult a person because of race, color, creed, handicaps, language or nationality. We are a school of diverse individuals and we must celebrate our differences.
- 2. Be Thoughtful:**
Think before you act or speak. Consider whether what you do or say may harm others. Do not mindlessly follow the herd. Think for yourself.
- 3. Pursue excellence:**
Why be satisfied with the good when you can have the best? Every one of us can be successful in something if only we believe in ourselves.

4. Be collaborative:

Think in terms of the whole group or community. Do not succeed just to be number one, but help others to share goals and achieve success.

5. Be honest:

Do not lie, be direct. Never go around someone else's back.

There is nothing original about these ideals, they are simply the best way to form a community of superior scholars who support each other and together achieve more than any individual could achieve alone.

Student Rights

Each student has the right:

1. To be provided with a classroom atmosphere most conducive to learning,
2. To have a teacher who will provide positive support of the student's appropriate behavior and to limit the student's inappropriate behavior,
3. To be secure and safe in his/her person and property,
4. To be treated with respect, courtesy and consideration by every student, teacher, administrator and adult in the school,
5. To know what the rules of student behavior are,
6. To benefit from and be recognized for his/her own efforts.

Student Responsibilities

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

Specifically students will:

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

Discipline Procedures

Certain actions disrupt the life of the school or threaten the common good. Some are very serious, even dangerous, others are less serious and some are merely annoying. In the lines that follow, several of these actions will be considered.

Automatic and immediate expulsion in the following cases:

- Possession, sale or use of drugs at school or at school functions
- Possession of a firearm at school
- Conviction of a felony
- Spreading racial, ethnic or religious hatred or the use of fascist symbols

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

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

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

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

Vandalism:

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

Disruption of class:

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

- a) Removed from class;
- b) Be sent to the administration;
- c) Be placed in detention;
- d) Be placed in in-school suspension;
- e) Be permanently removed from the course.

Cutting a scheduled class while in school:

First offense: *Parents and Guidance Counselor will be notified in every case.*
Second to fifth offense: *In school suspension*

After the fifth offense the Director may recommend expulsion for the year.

Class cuts are not cumulative from trimester to trimester.

Unexcused lateness to class:

Students are expected to be in school on time. School starts at 7:50 am. A student arriving after 7:50 is tardy and has to report to the main/high school office. Attendance records are reviewed by the Principals monthly.

- a) If a student is tardy frequently, the parents will be called by the Principal.
- b) Continued frequent tardiness will result in the student getting detentions.
- c) Tardiness is not cumulative from quarter to quarter.

Gum chewing: Gum is not allowed in school.

- a) Do not chew gum in classrooms or school property.
- b) A student who gets gum on furniture will be asked to clean gum from many pieces of furniture.

Some further notes:

- a) In the case of a detention, the parents will be notified.
- b) In the case of a suspension, the parents will be asked to come for a conference.
- c) All expulsions are subject to Board confirmation.

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- d) Students who are suspended are responsible for their missing assignments and may lose points for work handed in late. Students are not allowed to retake any type of tests or exams if these are scheduled on the day(s) the student was suspended. Suspended students will get a zero (0%) for any scheduled tests or exams on the day(s) of suspension.
- e) After three suspensions, a student will be reviewed for possible expulsion.
- f) The administration may deal with any discipline problems not treated above and may assign penalties deemed appropriate.
- g) In the case of a criminal event which occurs on campus police will be notified to investigate the case. Anyone who might have information during such an investigation may be required to be interviewed by the police, including staff and students.

Middle School Detentions:

As part of the disciplinary procedure a detention system is in place for Middle School during lunch breaks. Students are given detention after a teacher has tried different interventions with the student. Among the reasons for giving detentions: inappropriate, disrespectful, or disruptive behavior. The teacher fills out a detention form which is signed by the student and the teacher. This is handed in at detention. The student is then asked to write a Reflection Essay on the reason for the detention. When a student receives three detentions in a quarter, the parents will be called for a meeting with the teachers who gave the detentions and the Principal. Persistent behavior problems will be referred to the Principal, Guidance Counselor or Director.

EARLY WITHDRAWALS

We expect students to attend school until the last day of each term, however, in special circumstances the following applies:

- ✓ Parents requesting to take their student out early should write a letter with their request to the Director at least two weeks in advance.
- ✓ Student records cannot be processed on short notice.
- ✓ Report cards are not issued ahead of scheduled reporting dates, unless a student is leaving the island. In such a case the parents should request report cards and transcripts in the main office.
- ✓ Early withdrawals may result in partial credit, non-promotion and where work has been missed, may be reflected in the subsequent progress report.
- ✓ It is not always possible to provide additional work for students who leave school before the term break.
- ✓ A student leaving early because of extended vacation will not be given exams missed ahead of time. Missing exams will affect the student's grade.
- ✓ Absences because of illnesses or an emergency will be recorded as an excused absence. Students who miss school for extended vacations will be recorded as having taken unexcused absence. This is recorded as such in the attendance records. More than 20 unexcused absences may result in a student repeating the year.

A student who has withdrawn from school for two months or longer will be subject to the rules of the admissions policy.

EMERGENCY EVACUATIONS

The school Administration will determine when students will be evacuated from the school. Students rehearse evacuation and fire drills on a regular basis throughout the school year. In case of evacuation the Class Phone Trees will be activated to ask parents to pick up their students. These procedures are recorded in ISC's Crisis Handbook.

In case of an emergency with the Isla Refinery, or other island-wide emergency, parents can make the decision to pick up their children from school.

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ENROLLMENT, TUITION FEES AND PAYMENT POLICIES & PROCEDURES

The registration fee is non-refundable and paid annually in advance. Tuition may also be paid quarterly.

- ✓ New students entering after the 15th of any month will be charged tuition for half a month only.
- ✓ Should a child be withdrawn from the school after mid-month, the full month's tuition will be charged.
- ✓ Refunds will only be made for a full month not attended because of withdrawal.
- ✓ There will be no refund for absences caused by illness or vacation.
- ✓ Please inform the Director in writing of withdrawal and/or such absences.
- ✓ A Building Levy is charged to new families.

Payment Policies and Procedures:

- ✓ Tuition fees and all other school charges are payable in advance before the first day of school.
- ✓ Installment payments need to follow payment schedule.
- ✓ A student is considered officially registered only when the registration fee has been paid.
- ✓ Checks should be made payable to the International School of Curacao or deposited in one of the school's bank accounts with a copy of the deposit slip to the Business Office. It is the payer's responsibility to see that the office is aware of each payment to credit the account.
- ✓ Late payments are subject to interest at 2% per month or part of month.

A student cannot attend classes unless tuition fees and other charges have been paid. Questions regarding payments should be addressed to the Business Office.

- ✓ Please deliver checks in Antillean Guilders (no dollar checks) to the school office, or deposit into the school's account at **Maduro & Curiel's Bank, Account # 523 952 04 or SFT Bank, Account # 0011-419900-001** payable to the International School of Curacao. Payments can also be made via Maestro or Credit Card in the school office. **No cash payments, please.**
- ✓ Receipts will be given only on request. If tuition is not paid on time, the school reserves the right to refuse admission to class.
- ✓ Please see appendix for information on tuition fees

EXTRA CURRICULAR ACTIVITIES

Learning Plus Program:

The school offers additional learning opportunities for students beyond the regular school day through its Learning Plus program. Activities offered may include Crafts, Dance, Choir, Sports, Computer classes, and Chess. Course descriptions and sign-up procedures are published and distributed at the beginning of the year. An additional fee is charged for participating in the Learning Plus activities. More information is available from the Learning Plus Coordinator.

Varsity Program:

The main sports covered in the school Varsity Program are Volleyball, Basketball, Soccer, and Softball. Students have an opportunity to compete with students from local schools, and Trinidad and Aruba (Tri-Island Exchange). Information is available from the Athletic Director.

FIELD TRIPS

- ✓ Parent permission for occasional field trips is a part of the application for enrollment. **Please sign and return the Field Trip Permission Form that you receive with this handbook.**
- ✓ Such trips are covered by the school's student insurance.
- ✓ Parents are notified before the trip.

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- ✓ Kindergarten room mothers are asked to contact parents to be certain they received the note sent home.

GRADUATION REQUIREMENTS (CREDITS)

The following are the credit requirements for students to graduate from High School:

English	4 credits
Math	3 credits
Science	3 credits
History	3 credits (including one semester of U.S. History)
Foreign Languages	2 credits
Information Technology	1 credit
Fine Arts	1 credit (music, art or drama)
PE/Health	2 credits
Other classes	<u>5 credits</u>

Total 24 Credits

High School students need to complete a total of 12 credits or two years at the International School of Curacao in order to be eligible to receive an International School of Curacao High School diploma.

HEALTH CARE AND SAFETY ISSUES

Medical Examination:

- ✓ It is school policy to promote active concern for the medical well being of the students.
- ✓ A physical examination report is required of all new students before the opening of the school year.
- ✓ **Medical Forms need to be on file before the start of the school year.**

Medical Guidelines & Information:

- ✓ Parents need to provide the office and class teachers with written information or guidelines in case their child has a medical condition (e.g. allergies, asthma, eyesight, hearing loss, etc.), or in the case their child takes medication.

Insurance:

- ✓ The school has personal injury insurance.
- ✓ Students are insured against accidents on school premises during school hours and during field trips.
- ✓ The maximum coverage for injuries is NAfl. 1000.-

Procedure in the event of Injury and Illness:

- ✓ The teacher on the scene will escort the student to the infirmary where first aid is available.
- ✓ In case of a mild injury or illness the school nurse will telephone the student's parents and arrange for appropriate action to be taken.

Procedure in the event of a serious injury:

- ✓ The teacher on the scene will summon the school nurse and notify the office.
- ✓ The school nurse will call the parents.
- ✓ If needed the nurse will contact the family doctor and consult him/her to see if the patient can be moved.
- ✓ The nurse will determine with the doctor whether the patient should be transported by ambulance.
- ✓ If the student's family physician is not available, an alternative physician will be consulted.

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- ✓ The nurse will notify the parents/guardians. Please advise the school of the telephone number and name of your family doctor and any special requirement regarding preference of clinic or hospital.

HOMEWORK

Homework is expected of ISC students. Homework is assigned to the student as a reinforcement of newly introduced skills and concepts or as an enrichment activity. Homework may also include special projects as well as library recreational reading. Late homework may lower the student's marks. Homework assignments should be clearly posted in the classrooms.

For Middle and High School students who regularly miss homework assignments a Weekly Homework Monitoring Sheet can be prepared by the Principal.

Important: Teachers are expected to inform parents as soon as a student shows a pattern of not doing homework, either by calling them or requesting a conference.

Assigned homework needs to be revised daily and should be meaningful.

Students should have at least the following amount of homework each night (Monday through Thursday):

Amount in hours	Grade 1 – 2	Assignments should not exceed one hour
	Grade 3 – 5	1 ½ hour
	Grade 6 – 8	2 hours
	Grade 9 –12	2 ½ hours

(Usually more homework is required for IB Diploma candidates).

Parents can support their children with homework:

- By providing quiet time and place without distraction for your child to complete homework.
- By taking an active interest in the quality and presentation of your child's homework.
- By contacting the teacher if your child does not have sufficient homework or too much homework.
- By encouraging your child to read at home.

INTERNATIONAL BACCALAUREATE PROGRAM (IB)

The International Baccalaureate Organization (IBO) is a non-profit educational foundation based in Switzerland. The main goal of the IB program is to establish a common curriculum and university entry credentials for students moving from one country to another. IBO believes that students should share an academic experience that emphasizes critical thinking, intercultural understanding and exposure to a variety of points of view.

The IBO aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

More information can be obtained from the school's website: www.isc.an (under "Academic Programs") and the IBO website: www.ibo.org or from the IB Coordinator. The IB program is offered in grades 11 and 12.

LOST AND FOUND

Lost items are placed in the School Store. If your child has lost an item, please check with the School Store supervisor.

NATIONAL HONOR SOCIETY (NHS/NJHS)

The National Honor Society and National Junior Honor Society are organizations established to recognize outstanding High School and Middle School students. More than just an honor roll, NHS and NJHS serve to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics

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have been associated with membership in the organization since their beginnings in 1921 and 1929.

Yearly ISC inducts new members in its Kayena Chapter. Students are nominated and then selected by a MS and a HS faculty council. More information can be obtained on: www.nhs.com

NO SMOKING, PLEASE!

The International School is a Smoke-Free Campus. NO SMOKING ON CAMPUS BY STUDENTS, PARENTS, OR VISITORS!!

OVERDUE LIBRARY BOOKS AND/OR FEES

Report cards will be withheld from students who have overdue library books at the end of a quarter, until the books are returned or replacement cost is received. In addition, report cards will also be withheld from students if any library fees that are overdue are not fully paid.

PARENT TEACHER ASSOCIATION (PTA)

The PTA is an organization of parents and teacher representatives who come together to organize additional projects and activities for students in order to enhance school life for students. General meetings are announced through the PTA Bulletin and/or the Weekly Update. A small membership fee is charged per family with the tuition invoice.

POLICY MANUAL

The International School of Curacao's Policy Manual is in the Administration Office and Library and is available for perusal.

PROMOTION AND RETENTION OF STUDENTS

1. For a student to repeat a grade requires the joint decision of the classroom teacher or subject teachers, and the Student Support Team. The recommendation of the foregoing is presented to the parents.
2. If a student is to be retained, factors to be considered include academic results and academic ability, physical, social and emotional maturity and age; enrollment in support classes; extenuating circumstances.
3. In grades, 6 – 12 students are promoted based on individual courses. Failures in two core subjects (English, Mathematics, Science or Social Studies) normally lead to retention.
4. Students may not be promoted or receive academic credit if they have been absent for more than 20 days in the school year. **The calendar is given in advance, so parents can plan their vacations accordingly.**

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

REPORTING ON STUDENT PROGRESS

Progress Reporting:

- ✓ Parents will be able to view student grades on Edline on the school website as soon as teachers enter these.
- ✓ The teacher may also alert parents if there is a decline in a student's performance. A conference will be called if necessary.
- ✓ Report cards are issued at the end of each quarter, with academic achievement reported by letter grades and/or percentages or checklist with teacher's comments.
- ✓ Parent-Teacher Conferences are held after the first and third report card, or as requested by teachers or parents at other times

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IMPORTANT: ISC maintains the following policy regarding unpaid fees, missing/lost Library materials, and lost school books:

- ✓ Students who have unpaid charges with the Business office, or who have overdue or missing Library materials, or who lose school books, will have their quarterly report cards withheld, until such time as payments are made for lost materials and their accounts are cleared.
- ✓ In such cases students and parents will also have their Edline accounts deactivated until their accounts are cleared. This will impact student access to grades, assignments, and/or homework.
- ✓ Lost Library materials should be paid for in the Library. If materials are subsequently found, a refund will be paid (only in the course of the same school year).

Report Cards:

The following grading system and codes are used:

K3 & K4:

Excellent (E)
Very Good (VG)
Good (G) – Satisfactory (S)
Needs Improvement (NI)
Not Applicable (N/A)

K5 – 2nd grade:

Excellent (E)
Very Good (VG)
Good (G)
Needs Strengthening (NS)

Elementary (grades 3 to 5) & Middle/High School:

<u>Percentage</u>	<u>Letter</u>	<u>Classification</u>	<u>G.P.A.</u>
90-100	A	Outstanding	(4.0)
80-89	B	Good, Above Average	(3.0)
70-79	C	Average	(2.0)
65-69	D	Unacceptable	(1.0)
64 or less	F	Failing	(0.0)

*Note: Modified programs will be recorded on the report card with the code M. Students receiving ESL will be marked with the code L.

SCHOOL STORE

The school store is located on the Elementary/Middle School Campus. The school store sells school uniforms, school supplies, and all other school items, such as caps, stickers, and year books.

STANDARDIZED TESTING

Standardized testing is used to monitor student progress. Children's Progress is used in grades K4 through 3. The International School Assessment (ISA) is used in grades 3 through 9. The Measure of Academic Progress (MAP) is used in grades 4 through 10. Parents will be notified when test results are available.

STUDENT ABSENCE AND TARDINESS

Absences:

Regular school attendance is essential. Parents are expected to phone to report an absence on the day it occurs before 7:50 a.m. and make arrangements to pick up the day's assignments from the teacher. Students have to make up any work missed.

Children must avoid extended absences except in unusual circumstances. Absence to extend vacations is strongly discouraged. Parents must write a letter to the Director requesting any absences at least two weeks in advance. **Students are expected to make up work they miss during these absences.**

Request for absences:

Due to the Law of Compulsory Education, parents cannot take students out of school for traveling unless they arrange the correct documentation. Since ISC may have different vacation dates to the local schools, it is important to arrange for an official form if traveling outside local school vacation dates. The procedure to follow is:

- Inform the main office in writing with the exact travel dates.
- The office will prepare a letter for the parents to take to Servisio pa Asuntunan di Enseñansa at Bon Bini Business Center, Schottgatweg Oost (next to Xerox Building).
- Servisio pa Asuntunan di Enseñansa will make an official form to hand over to immigration at the airport.

Absences because of illnesses or an emergency will be recorded as an excused absence. Students who miss school for extended vacations will be recorded as having taken unexcused absence. This is recorded as such in the attendance records. More than 20 unexcused absences may result in a student repeating the year.

Any time classes are to be missed, students should obtain an "Advance Notification of Absence" form from the school office on which any work to be made up is recorded accompanied by the teachers' signatures. The form is then signed by the Principal and returned to the office.

If a student misses school for other reasons than being sick or an emergency, and does not sign the "Advance Notification Form", he will not receive credit for work that was missed in those days. Any tests given on these days will be entered as a zero grade and cannot be made up. Students being withdrawn early at the end of the year for vacation purposes during or before exams will not be given the exams ahead of time.

If a child is ill, the child must be kept home. **Children who come to school with a contagious illness or have a fever will be sent home.** The teacher is responsible to be alert to check on the health condition of the children in consultation with the school nurse.

Parents who find they must pick up their children prior to dismissal are expected to notify the school in advance and **the child must be released through the school office. Parents are requested to come pick up their child in the main office.**

A student will be disciplined for repeated absence other than for illness.

Tardiness:

Students are expected to be in school on time. School starts at 7:50 am. A student arriving after 7:50 is tardy and has to report to the main office to be recorded as tardy. Parents of students who are frequently tardy will be called, or may receive a letter.

STUDENT ARRIVAL/DISMISSAL

- ✓ Please do not bring children to school before 7:30 as we do not have supervision then.
- ✓ For safety and security of your children, please advise the class teacher if there is a change in your standard routine for picking them up. If someone

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other than the regular person is picking up your child, please provide a written note.

- ✓ Children may not remain on campus unsupervised after dismissal time. ISC cannot be responsible following dismissal time. For students who need to wait for a sibling who finishes school at a later time, supervision can be provided for a fee.
- ✓ Please do not park on the “pedestrian crossing” of designated parking areas. Do not park on the curb of the street adjacent to the school parking lots.

STUDENT DRESS CODE

I.S.C. seeks to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that is conducive to a proper educational climate.

Students are expected to wear a school uniform. Uniforms are sold in the school store. The uniform consists of the following:

- Polo shirts with the school logo
- Khaki (beige) or blue jeans bottoms (including Bermuda shorts, skirts, skorts or Capri pants). Pants or blue jeans should be in good repair – not low waisted, and no holes or torn jeans
- Shoes or sneakers with socks (no sandals or slippers)
- On PE days: PE dark blue shorts with school logo and gray PE shirts
- It is compulsory for students who wear long-sleeved sweaters, to wear the school sweater with logo (sold in school store). Other sweaters are not acceptable.

Students are strongly discouraged to wear expensive watches or other jewelry to school. The school is not responsible for any losses or damage to such items.

Some of the items students are not allowed to wear or display on campus (including on “casual dress days”) are:

- Bandannas
- Any item with gang or drug symbols
- Any item that advertises drugs/alcohol/tobacco or contains offensive language
- Skirts or shorts that are too short (no higher than fingertips when arms are extended downwards)
- Bare midriiffs, tank tops, or spaghetti-strap blouses showing bra straps
- Underwear showing or transparent clothing
- Visible piercing

Students not adhering to the uniform dress code will be asked to call home so parents can bring the proper uniform to school for the student to change into.

STUDENT DRIVERS

Students with a valid Antillean driver’s license have the privilege of driving to School and parking their car on our assigned parking space. Students will lose this privilege if their driving is a hazard to our school community and/or if the student driver does not follow procedures regarding this matter. Student drivers who leave school campus without permission will lose this privilege as well.

Requirements: A student can drive to school and park on our assigned parking space once the following documents are submitted to the High School office. These documents will be kept in the student’s file:

- ✓ A copy of the student driver’s license.
- ✓ A copy of the car’s insurance policy.
- ✓ A formal letter from the parents stating that the student is allowed to drive to

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school.

- ✓ A Student Driver form signed by the parents and student, indicating if the student has permission to drive any student passengers. In case the student has permission to do so, then name(s) of the student passenger(s) must be indicated on this form. If this form is not submitted to the High School office, student drivers will not have permission to drive any passenger at all.
- ✓ Student Passengers: Students who wish to ride with another student driver must submit a Student Passenger form signed by the parents and student. In case the student has permission to ride with another student driver, then name(s) of the driver student(s) must be indicated on this form. If this form is not submitted, student passengers will not have permission to ride with any student driver.
- ✓ Transportation agreements and arrangements between parents must be done in order to facilitate this process.
- ✓ A copy of the forms is inserted in the back of the handbook.

STUDENT LOCKERS

Students are provided with lockers in grades 6-12. Students should bring a padlock to be used with their lockers at the beginning of the school year. The student should hand a spare key to the homeroom teacher. The lockers must be kept in a clean and undamaged condition.

STUDENT RECORDS

Student records are confidential and parents must sign a release form for transcripts to be forwarded to other schools.

STUDENT SERVICES

English as a Second Language Program (E.S.L.)

Students whose home language is not English, or who are studying in English for the first time, will be eligible for services through the English as a Second Language Program.

- ✓ ESL students receive intensive language instruction during the course of the instructional day
- ✓ Language instruction focuses on both the social and academic aspects of the English language
- ✓ The ESL program has a vital role in the instructional program of the school.
- ✓ The goal of the ESL program is to ensure that students whose mother tongue is not English become fluent and functional enough for them to remain mainstreamed as quickly as possible.
- ✓ ESL students shall be regularly evaluated using multiple measures (Quarterly Reports, Standardized tests, Language Proficiency Assessments, writing samples, observations by the teacher, and regular coordination and collaboration with regular classroom teachers)
- ✓ Based on these evaluations, placement decisions are made at the end of every semester
- ✓ Students who are not served directly through the ESL Program are still eligible for support services and monitoring status. This means that monitored students can still receive modifications in instruction and assessment on a needs basis.
- ✓ Monitored status is from 12 to 24 months, and is once again assigned on a needs basis.
- ✓ Placement of first-year students into a foreign language will be decided on an individual basis depending on proficiency levels in English and recommendation of the ESL teacher.

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- ✓ A fee for ESL services is charged on a monthly basis. The fee is only applicable to students who are receiving direct services.

Guidance Counseling and College Placement

Guidance and counseling is an essential element of the total educational experience for students at ISC. The Guidance Counseling services relate to a wide range of programs and services for the students. This program is integrally related to the instructional program and focuses on the offering of services and activities to students in order to maximize their learning process. Guidance services include:

- ✓ Providing information and assistance to the administration in student support and evaluation.
- ✓ Counseling for students with academic, personal or social problems.
- ✓ Coordinating the standardized testing program, this includes IOWA and PSAT
- ✓ Guidance in career exploration and awareness.
- ✓ Coordinating the College placement program and maintaining the appropriate student records for this process, including transcripts.

Learning Resource Program (LR)

The learning resource program offers support services to students of average and above average academic ability with specific learning difficulties. Students are given intensive individual instruction in the areas where deficits have been determined, with emphasis on learning strategies that enable them to be more effective and efficient learners. The program aims at providing successful and positive experiences, which increase students' self-confidence and self-concept. Furthermore, support is given to teachers when classroom modifications are required to ensure successful academic achievement.

The objectives of this program are:

- To provide diagnostic evaluation of the student's strengths and deficits.
- To improve the student's ability to process information, by attending to deficits in areas such as attention span, memory, visual/auditory perception, visual motor skills, listening skills, fine/gross motor coordination, and written and verbal expression.
- To provide remediation of academic weaknesses and improve study and organizational skills.
- To provide successful experiences that will help the student develop self-confidence and a better self-concept.
- To help students integrate into the regular classroom curriculum.
- To offer support to the classroom teachers when planning curriculum or classroom modifications/adaptations in order to encourage successful academic development.
- To help parents understand the needs of children with learning difficulties and offer suggestion for helping the student at home.
- To facilitate communication between parents and school.
- To facilitate communication between the psychologists (who test and work with the students) and the school.
- To monitor students who have been identified with special needs and provide their teachers with information and recommendations.

Students are pulled out of the classroom, in consultation with the teachers, to attend Learning Resource classes. The Resource teacher may also work with students in their classrooms. A fee for Learning Resource services is charged on a monthly basis.

Support for Highly Able Students

ISC recognizes that there are students in its community who may benefit from enrichment opportunities and extension within the scope of the established curriculum. Generally speaking these students are characterized by an exceptional ability or potential in intellect, academic aptitude, and creative thinking.

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Students are identified as highly able through teacher recommendation, achievement and/or ability assessment. ISC offers support for these students by enriching and extending the existing curriculum under guidance of the Highly Able specialist.

Student Support Team (SST)

The Student Support Team consists of the Director, Learning Resource Teacher(s), School Nurse, and Guidance Counselor(s). The goal of the SST is to monitor students who need special attention and to ensure that they receive the help they need.

Reasons for referral can be, but are not limited to:

- ✓ A drop in student's academic performance
- ✓ Student is not showing the expected effort
- ✓ Behavior problems
- ✓ Health concerns
- ✓ Excessive absences
- ✓ Student needs to be referred for special services (counseling, psychologist, psychiatrist, physical therapist)
- ✓ Enrollment in Learning Resource Program
- ✓ Retentions

The Team is also notified by principals and/or coordinators of students who are on academic probation and might be in danger of failing.

TELEPHONE USAGE BY STUDENTS

After school plans for students should be made at home. The phone in the office is not to be used by students except in the case of illness or emergencies. **Students are not allowed to use cellular phones on campus! During school hours students can call in the Library for a fee.**

TEXTBOOKS

Students will receive numbered textbooks at the beginning of the school year. The condition of the books is checked when returned at the end of the year. Books damaged, defaced or lost must be paid in full. Report cards are withheld until all books have been returned or paid for.

TOYS, BIKES, SKATEBOARDS, iPods, ETC.

Toys are allowed in classrooms only if the teacher tells the children to bring them for a specific instructional purpose. As a rule, students are not allowed to bring toys from home to school.

Radios, walkmans, disc-mans, iPods, tape recorders, cellular phones, bikes, roller blades, steps, skateboards are not allowed in school. Teachers will confiscate such items if brought to school and they will be returned only to the parents.

- ✓ Students carrying cellular phones should not use these during school hours. Students can use their cell phones after 3:15 pm.
- ✓ High School students have the privilege of using walkmans, and/or iPods during recess times only.

VISITING SCHOOL PARENTS

Parents are requested to keep visits to our campus during school hours to a minimum and to respect our request to leave campus after the first school bell rings at 7:50 a.m. Items brought for students should be left at the Main Office or High School Office. Parents should report to the Main Office or High School Office and obtain permission before entering campus.

VISITORS TO THE CLASSROOMS

Visitors may not be admitted to classrooms without permission from both the given teacher and the Director. Students or parents requesting for a visitor to come to school should do so in the office at least one day in advance so that teachers can be informed about the visitor. All visitors to the school are to go to the office first and get a visitor's pass.

2009-2010 School Fees (All fees in NAf.)

Application Fee	NAfl. 100,-- per new student						
Building Levy	One time fee per new family	2,000	2,000	2,000	2,000	2,000	2,000
Annual Registration Fee	Registration	K-3	K-4	K-5	Gr. 1-5	Gr. 6-8	Gr. 9-12
	1 st and 2 nd Year in school	1,000	1,500	2,000	2,500	2,500	2,500
Due MAY 31 st (*)	Students longer than 2 years in school	1,000	1,500	1,750	2,000	2,000	2,000
Tuition	Annually paid by (June 30 th ,2009)	6,250	9,100	11,200	14,500	16,300	18,900
	Four installments on due dates: June 30 th ,2009 – September 30 ^h ,2009 December 30 th ,2009 –March 30 th ,2010	1,700	2,500	3,075	3,975	4,450	5,200
	Gym/Auditorium – per student	500	500	500	500	500	500
	Parent Teacher Association (PTA) per family	50	50	50	50	50	50
Other fees (High School Students)	Senior year (Grade 12)	N/A	N/A	N/A	N/A	N/A	500
	IB registration (Grade 12)	N/A	N/A	N/A	N/A	N/A	Cost depending on exams
	Foreign Language Exam (Gr. 10&11)	N/A	N/A	N/A	N/A	N/A	Cost depending on exams
Monthly Special fees (Charged per installment)	Student Services <ul style="list-style-type: none"> English as a Second Language Learning Resource Reading Program Highly Able Program <p><i>Only for students recommended for this program</i></p>	N/A	N/A	N/A	350	350	350

(*) Families with more than one child at the school will receive a reduction in registration fee of **NAf.500** for the second child and **NAf.1000** for the third child. No registration fee will be charged for additional siblings. **Registration fees are non – refundable and payable upon acceptance.**

Capital Levy Certificates (CLCs) are encouraged for all students and are required when a company pays the fees (except for K3).

Late payments outside the above arrangements will be charged an additional 2% per month interest.

For fees and payment information or families with any special circumstances please contact Mrs. Loraine van Rosberg – Accounts Manager at the main office.

Reimbursement of fees: Tuition fees (only) will be reimbursed when a child leaves during the school year as follows:

Prior to November 30 – 50% of the annual fee

Prior to January 31 – 25% of the annual fee

After January 31 there is no reimbursement

No reimbursement for installment payers. A full years tuition fee is payable if leaving after January 31st.

2009-2010 School Fees for Company Paying (All fees in NAf.)

Application Fee	NAf. 100,-- per new student						
Capital Levy Certificates (CLC)	10,000 per student (starting at K-4)	7,500 - 2 nd child			5,000 - 3 rd child		
Annual Registration Fee Due May 31st	Registration	K-3	K-4	K-5	Gr. 1-5	Gr. 6-8	Gr. 9 -12
	1 st and 2 nd Year in school	N/A	500	1,500	2,000	2,000	2,000
	Students longer than 2 years in school	N/A	500	1,000	1,500	1,500	1,500
Tuition	Paid by (June 30,2009)	6,250	9,100	11,200	14,500	16,300	18,900
	Gym/Auditorium – per student	500	500	500	500	500	500
	Parent Teacher Association (PTA) – per family	50	50	50	50	50	50
Other fees (High School Students)	Senior year (Grade 12)	N/A	N/A	N/A	N/A	N/A	500
	IB registration (Grade 12)	N/A	N/A	N/A	N/A	N/A	Cost depending on exam
	Foreign Language Exam (Gr. 10&11)	N/A	N/A	N/A	N/A	N/A	Cost depending on exam
Monthly Special fees (Charged per installment)	Student Services <ul style="list-style-type: none"> English as a Second Language Learning Resource Reading Program Highly Able Program <i>Only for students recommended for this program</i>	N/A	N/A	N/A	350	350	350

(*) Families with more than one child at the school will receive a reduction in registration fee of **NAf.500** for the second child and **NAf.1000** for the third child. No registration fee will be charged for additional siblings. **Registration fees are non – refundable and payable upon acceptance.**

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Prior to November 30 – 50% of the annual fee

Prior to January 31 – 25% of the annual fee

After January 31 there is no reimbursement

ISC School Calendar 2009-2010

August						
S	M	T	W	T	F	S
						1 New Teachers' Orientation
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(13 school days)

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(22 school days)

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(17 school days)

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(19 school days)

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(13 school days)

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(14 school days)

February						
S	M	T	W	T	F	S
			3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

(15 school days)

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(22 school days)

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(13 school days)

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(19 school days)

June						
S	M	T	W	T	F	S
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(13 school days)

Legend	
☆	First day of school
◊	Open house
◻	HS Orientation
△	Early dismissal: Faculty meeting / Teachers' Workshop
☀	New Parents Orientation to ISC
▽	Progress Reports
○	Report Cards
◡	Quarter begins
◤	Quarter ends
◡	Second Quarter Ends / Early Dismissal at 12:00 pm
◡	Evening P-T conference
◡	Full day Parent-T conferences
■	No school
○	HS Graduation
◻	Teachers' Check-Out
◇	Last day of school / Report Cards / Early Dismissal

School days: per month	Important Dates	Description
August (13)	7 10 & 11 12 13 26 27 28	New Teacher's Orientation Teachers' Orientation HS Orientation First day of School Early dismissal: Faculty meeting / Teacher's Workshop New Parents Orientation to ISC Staff Development (SD)/Teacher Workday
September (22)	3 7 16/30 28	Open House - Back to School Night Progress Reports (EDLINE) Early dismissal: Faculty meeting / Teacher's Workshop Progress Reports (EDLINE)
October (17)	5-9 14 / 21 16 19 23 27 28	Regatta Break / No School Early dismissal: Faculty meeting / Teacher's Workshop 1st Quarter Ends 2nd Quarter Begins 1st Quarter - Report Cards Fuenina Parent - Teacher Conferences Full day Parent-Teacher Conferences / No School
November (19)	2 11 / 25 23 26-27	Progress Reports (EDLINE) Early dismissal: Faculty meeting / Teacher's Workshop Progress Reports (EDLINE) Thanksgiving Holiday/ No School
December (13)	9 15 16 18 21 - Jan 8	Early dismissal: Faculty meeting / Teacher's Workshop Koninkrijksdag - NO SCHOOL Progress Reports (EDLINE) 2nd Quarter Ends / Early Dismissal at 12:00 pm Christmas Holiday/ No School
January (14)	11 13/27 15 29	3rd Quarter Begins/ First day of School 2010 Early dismissal: Faculty meeting / Teacher's Workshop 2nd Quarter - Report Cards VANAS - NO SCHOOL
February (15)	3 10/24 15-19	Progress Reports (EDLINE) Early dismissal: Faculty meeting / Teacher's Workshop Carnival Break/ No School
March (22)	1 10 17/31 23 24 30	Staff Development Day / NO SCHOOL Progress Reports (EDLINE) Early dismissal: Faculty meeting / Teacher's Workshop 3rd Quarter Ends 4th Quarter Begins 3rd Quarter - Report Cards
April (13)	1 - 9 13 14 21/28 27 29-30	Easter Break - No School Evening Parent - Teacher Conferences Full day Parent - Teacher Conferences / No School Early dismissal: Faculty meeting / Teacher's Workshop Progress Reports (EDLINE) Queen's Birthday/ No School
May (19)	12/26 13 - 14 25	Early dismissal: Faculty meeting / Teacher's Workshop Ascension Break/ No School Progress Reports (EDLINE)
June (13)	5 9 17 18-19	Graduation Early dismissal: Faculty meeting / Teacher's Workshop Last Day of School/ Report Cards/ Early Dismissal Teachers' Check-Out



180 Days
Updated April 2009



International School of Curaçao

*Fully Accredited by the Southern Association of Colleges and Schools
Member of the Association of American Schools in South America*

STUDENT ACCEPTABLE USE AGREEMENT

Acceptable use means that as a student in International School of Curaçao, you will commit to use the computer and those special learning tools and programs, such as the Internet, with respect. Acceptable use means you will commit to abide by the school rules as outlined here and as taught to you by your teachers and computer specialists. You must understand that the use of these electronic teaching and learning tools are designed to support your education. If rules are broken, a student may lose his/her privileges to use the computers and the Internet.

Individual users of school computer networks are responsible for their behavior and communications over those networks. Parents should be aware that on-line services are not free of objectionable materials. During school, teachers will guide students toward appropriate materials. Families bear the same responsibility for guidance for Internet use as they exercise with information sources such as television, telephones, movies and radio. Material to be published must not display, access, or link to sites deemed offensive by this Acceptable Use Agreement. All published material must have educational value and/or support the school guidelines, goals, and policies as well as conforming to the Internet/Intranet Publishing Guidelines. Only materials authorized by the site/department administrator will be published on Internet/Intranet servers.

Network storage files are treated like any other student work in progress. Network administrators may review files and communications to maintain system integrity and insure that students are using the system responsibly. Students should not expect that files stored on school servers are private and cannot be deleted if found inappropriate. The school expects that users will comply with high standards and will honor the agreements they have signed.

As a condition of access to the International School of Curaçao (ISC) computers, I agree to the following:

- 1) I will be responsible for the computer I am working on and will report any incidents of vandalism or theft to the teacher. These might include writing on the computer, unplugging or changing of hardware components, removing or loosening keyboard keys, removal of mouse balls or the mouse itself, and/or other destructive acts.
- 2) I will respect the privacy of information in other people's files, and will not copy, destroy, or use it.
- 3) I will not share my login or password with others, and I will not seek to obtain those of others. I will work only in my own file area and will not communicate anonymously or in another person's name.
- 4) I will not try to hack the system, nor load onto the computer any hacking programs, nor will I attempt any unauthorized access to the system. I will not attempt to delete, alter, or reposition any electronic documents unless authorized to do so. I will not test our network for security breaches because it is unauthorized and forbidden.
- 5) I will neither exploit any security gaps I detect nor will I pass the information to anyone else, but I will report them to the teacher immediately. I will not help others to break the rules.
- 6) I will not send offensive material to others, download it off the Internet, or knowingly access it.
- 7) I understand that I do not have a right of privacy in my Internet account. I also understand that International School of Curaçao has the right to monitor my use of the computer system and the Internet and will remove obscene, abusive, harassing, or inappropriate communication without notice.
- 8) I understand that the completion of online forms that request personal information (such as name, address, etc.) on the Internet is strictly prohibited without the permission of a teacher or IT Coordinator. I will not respond to any free offers or order items on the Internet.

- 9) I understand that that I may not use programs or educational games on the computer unless instructed to do so by my teacher. I may not bring any student or commercially prepared software to school.
- 10) I will not print unnecessarily or waste resources. The IT Coordinator will have the right to impose limitations on storage, printing, and access time, and I will not attempt to circumvent these limitations. I will also follow proper shutdown procedures.
- 11) I will not attempt to install unauthorized software on the system or onto any computer, nor will I attempt to make a copy of copyrighted software. I will use only that software provided by the teachers.
- 12) I will not enter the operating system or control panels, unless it is part of my course material.
- 13) I am responsible for remembering my network login name and password, for keeping myself informed about computer use and classroom/computer lab rules, and for abiding by them. Being unable to logon to the network is not an acceptable reason for failing to complete my assignments. Ignorance of the rules will be no excuse for disobeying computer use rules either verbal or written.
- 14) I realize that my computer work must meet the same standards as public written communication including those regulating vandalism, nuisance, harassment, and respect for intellectual privacy and property.
- 15) I will not incorporate information obtained from network resources into my documents without proper credit to the originator (e.g. bibliographic, citation, footnotes, etc.).
- 16) I will do my best to avoid infecting the school computers with viruses by using anti-virus software to check my storage devices (CDs, memory sticks) at home or elsewhere, and if this is not available, by having my disks checked by someone in the computer department before using them on the school system.
- 17) Refreshments are not allowed in the computer areas. Computer labs are only available for students working on assignments. All other school and classroom rules also apply.

I understand that if I violate this agreement, I may immediately lose my access privileges to all ISC computers. I can appeal such a decision through the school director. The use of the school computers is a privilege, not a right.

Penalties for violation of this agreement may include a warning letter (which will be inserted into my permanent school records along with a letter sent to the director/principal and parent/guardian), the denial of network access, the denial of non-class usage of all computers, and if not in a computer class, total denial of access for the semester or the entire school year, if warranted.

Adopted from Gloucester County Public School