



CIPLC Board Policy Manual



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1.100

Our Mission

Inspiring students to develop a lifelong passion for learning and social responsibility while teaching critical thinking and effective communication skills.

CIPLC Students:

- Achieve academic excellence through a U.S. curriculum
- Act with integrity and make responsible choices
- Appreciate cultural and individual differences
- Challenge themselves in a wide variety of co-curricular activities

Adopted August 2010

1.101

Our Vision

To be the premier provider of an internationally focused education in Latin America.

Adopted August 2010

1.102

Our School

CIPLC is a Pre-School through Grade 12 school that emphasizes a rigorous college preparatory education, rich in the humanities, mathematics, sciences, arts, and physical education. We believe that students grow and develop best in an atmosphere that is respectful, safe, and welcoming. Our school understands and values diversity and multiculturalism. We believe that education is a shared responsibility among students, parents, and teachers. We are dedicated to providing students with the skills, knowledge, and values necessary to be caring, productive, and successful individuals.

All courses at CIPLC, with the exception of Spanish, are taught in English. An American school character is maintained, with US compatible curriculum and educational materials used at all levels of the school as well as North American methodologies. We strive to maintain small class sizes of 12-15 students taught by a majority of North American trained and certified teachers, to enhance academic excellence. The educational program will permit students transferring into and out of CIPLC to maximize their educational and social development while living in Venezuela.

Adopted August 2010

1.104

Expected School-wide Learning Results (ESLRs)

CIPLC Strives to Develop Critical Thinkers Who:

- ❑ Approach problems with confidence and determination.
- ❑ Use a variety of resources to gain information and knowledge.
- ❑ Analyze, evaluate, synthesize, and communicate information and knowledge.
- ❑ Transfer knowledge and skills to situations outside of the classroom.
- ❑ Reflect critically on what they are learning.
- ❑ Value the process as well as the product

Effective Communicators Who:

- ❑ Can clearly express and interpret ideas through speaking, reading, writing, and listening
- ❑ Are proficient in a second language.
- ❑ Use technology to enhance communication.
- ❑ Appreciate and reflect artistic and creative expression.
- ❑ Practice appropriate social skills.

Socially Responsible Citizens Who:

- ❑ Have a positive impact on both their local community and the larger global community
- ❑ Are self-motivated and self-directed to meet their full potential.
- ❑ Act with fairness, sensitivity, and courtesy to others.
- ❑ Act with integrity, seek to distinguish between right and wrong, and make responsible choices.
- ❑ Cooperate and show respect for themselves, others, for others' property and for the environment.
- ❑ Contribute productively as individuals and as members of groups.
- ❑ Take responsibility for their actions.
- ❑ Serve others and the community.
- ❑ Are caring stewards of the environment.
- ❑ Exercise their civic duties.

Adopted August 2010

1.105

American School Character And Ambiance

An American school character and ambiance will be maintained, with US compatible curriculum and educational materials used at all levels of the school. Development of English language skills will be emphasized at all levels and promoted in all school activities and extracurricular events.

Adopted June 2003

1.106

Moral and Ethical Standards

High moral and ethical standards, the qualities of integrity and fairness, concern for self and the needs and dignity of others will be evident among all students and school staff.

Adopted June 2003

1.107

Education Of The Whole Person

The school will provide the academic training, values and tools that are essential prerequisites for higher education or employment in a competitive world. We will replace rote instruction, based on the mere memorization of facts for their own sake, by analytical skills, interpretation, expression and application of knowledge in new situations, in short, learning how to learn.

Adopted June 2003

1.108

Interaction With The Community

The school will be recognized as an educational institution that maintains strong ties with the community, particularly organizations, groups, families and individuals with strong international interest, through its students, teachers, staff and activities. The school will be a focal point for the foreign community and facilitator in the arrival of expatriates.

Adopted June 2003

1.200

Administrative Organization

Governance of the school originates with the Board of Directors. The administration of this governance is organized according to the following: **See Attachment "A" CIPLC Organizational Chart.**

Adopted August 2010

1.201

Grade Structure

For purposes of clarification the following grade structure will be utilized:

Early childhood	Pre-School, Pre-Kinder, Kindergarten
Elementary School	Grades 1, 2, 3, 4, 5
Middle School	Grades 6, 7, 8
High School	Grades 9, 10, 11, 12

Adopted June 2003

1.202

School Year

The School instructional year shall consist of not less than 180 teaching days. The school year will commence in August and close in late May or early June.

The Superintendent shall develop a school calendar and submit it to the Board of Directors for approval.

Adopted August 2012

1.203

Extended School Year

In the event that the completion of the full complement of teaching days stipulated in the calendar is not possible, the Board shall authorize an extension of that calendar to include Saturday classes and/or extra school days in order for the SACS requirements to be met, unless given consideration and waived by SACS under extraordinary conditions.

Adopted June 2003

1.204

School Day

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

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

Adopted June 2003

1.205

Emergency Closings/Make-Up Of Closing Days

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

Instructional days lost due to emergency closing may be rescheduled through extended days in order to fulfill all teaching day requirements, as required by SACS.

Adopted June 2003

1.300

Tax Status

CIPLC is a Foundation and shall remain a non-profit organization, exempt from taxes applied to profit-centered corporations.

Adopted June 2003

2

2.101

Power Delegated To The Board

The Board of Directors shall have full and ample power and authority to carry out the responsibilities delegated to it. As such, it is endowed with all the authority of a general legal representative to perform all functions of the Foundation.

Adopted June 2003

2.102

Board Of Directors Powers And Duties

The Board of Directors provides broad direction for the management and control of the school as a whole, through the establishment of basic policies. In order to perform these functions, the Board delegates the day-to-day administration of the school and the implementation of approved policies to the Superintendent.

The Board of Directors shall establish general policies pertaining to:

- a. Organization of the school
- b. Curriculum and instruction
- c. Employee classification/compensation
- d. Admission requirements/procedures
- e. Employee relations
- f. Fees and tuition
- g. Overall administration of the school

The specific duties of the Board shall include, but not be limited to:

- a. Establishment of specific policies for the school in keeping with the best interests of the students, staff, and parents in accordance with SACS requirements.
- b. Hiring of a qualified Superintendent, the definition of his duties, and the providing of full support of him/her in the discharge of those duties.
- c. Approval of the school Educational Program.
- d. Presentation of an annual operating budget to parents and other interested parties.
- e. Recommendation of all school tuition and fees for implementation.
- f. Approval of an annual salary schedule for instructional personnel.
- g. Provide for an annual audit of the school's books by an independent outside auditor.
- h. The employment and dismissal of instructional personnel upon the recommendation of the Superintendent.
- i. The expulsion of students upon the recommendation of the Superintendent.
- j. The duty to act upon scholarship applications in accordance with established policy.
- k. The selection of special committees from among its members or the members of the Foundation.
- l. The right to fill vacancies on the Board caused by the resignation of current members.

The Board relies upon the Superintendent to execute its policies and to administer its programs. In order to review the performance of the Superintendent and to determine the progress of the school in achieving objectives and implementing policies and programs, the Board shall require the Superintendent to present frequent reports on:

- a. The progress in implementing educational programs.
- b. The results and implications from the application of any standardized tests.
- c. Significant student, administrative, or teacher problems.
- d. The financial status of the school.
- e. The status of any approved projects.
- f. The status of relations between the school and teachers, public, and governmental authorities.

Adopted June 2003

2.103

Board Members/Officers

The Board of Directors shall consist of five (5) members. The persons that form the Board of Directors shall serve in their positions for one (1) year and may be reappointed for equal periods of time using the same process as Policy 2.111, without restriction to number of years of service.

The Board of Directors consists of the following members:

- President
- Vice-President
- Secretary
- Treasurer
- One At-large Member

See Attachment “B” At-Large Board of Directors Nomination Process for CIPLC and Incorporation Act International School Puerto La Cruz Foundation.

Adopted January 2009

2.104

Board Committees

Board members are expected to serve on committees and to provide additional help on projects as may be required.

In those cases where special knowledge might significantly contribute to a committee's efforts, the Board may appoint qualified non-Board members to the committee.

Committee Chairmen are appointed by the President of the Board from members of the Board of Directors. The following are examples of typical ad hoc committees of the Board of Directors:

- Finance
- Policy
- Facilities

The Finance Committee may be formed to support budget construction and review process. It is recommended that the committee shall have as a member a qualified individual who is not a member of the Board. The Superintendent will be a member of the Finance Committee.

The Policy Committee may be formed to develop and review Board policy and make final recommendations to the full Board.

The Facilities Committee may be formed to support annual review of the school facilities with the Superintendent. This committee shall make recommendations to the full Board as to necessary repairs and additions to the physical plant and grounds.

Adopted January 2009

2.105

Advisory Council

When conditions exist that indicate to the Chairman of the Board of Directors the long term direction the school require an external review, the Board of Directors shall appoint an Advisory Council whose members shall consist of:

1. Current Board of Directors members
2. Former Board of Directors members
3. Other individuals deemed to have an interest in the school's well-being.

This Advisory Council shall meet at a time, place and agenda as established by the current Board of Directors.

The primary purposes of the Advisory Council shall be to review progress, discuss long - term direction and to offer suggestions and advice.

Adopted June 2003

2.106

Regular Board Meetings

The President shall ensure that the Board meets at least six (6) times in the course of each calendar year; normally these meetings are to be held at intervals of approximately two (2) per quarter. Quorum for regular Board meetings shall be three (3) members.

Adopted January 2009

2.107

Executive Sessions

Executive Sessions of the Board may be called by the President or by any Board member to discuss matters that are deemed sensitive within the operation of the school. Three (3) members will constitute a quorum. Such sessions may be called at any time.

Members of the Board and other persons present shall be duty-bound to keep all matters discussed in executive session confidential. Minutes will not be taken during Executive Sessions.

No official motions may be passed while in Executive Session.

Adopted January 2009

2.108

Special Board Meetings

Special meetings of the Board may be called when deemed necessary and held in accordance with SACS requirements.

The quorum for Special Meetings shall be three (3) members. All members must be notified in advance.

Special meetings, with the exception of executive sessions, shall be open to the public and shall be guided by the use of an agenda, which shall be distributed to all Board members prior to the convening of the meeting.

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

Adopted January 2009

2.109

Organizational Meetings

An organizational meeting of the Board shall be held as early as possible in the school year.

Objective: To orient Board members and review the Board goals for the year.

Adopted August 2012

2.110

Board Member Orientation

The Superintendent is authorized by the Board of Directors to orient the new members of the Board by providing them with information and the appropriate documents on the following:

- a. The policies of the Board of Directors.
- b. The financial status of the school.
- c. General operational information of the school.
- d. Outstanding legal issues.

Adopted June 2003

2.111

Election Of Board Members

1. The members of the Board shall appoint a nominating committee to nominate candidates for positions on the Board of Directors. In selecting candidates, the following guidelines are suggested:
 - a. The Board will determine qualities and characteristics sought in the candidates.
 - b. The Board will determine the eligibility of candidates.
 - c. The Board members will, when in session, suggest candidates. These names will comprise a final list that will be voted upon by the Board, with a candidate being selected and nominated.
 - d. The potential candidate shall be interviewed and his willingness to serve confirmed.
 - e. All Board member candidates should agree, in writing, to adhere to the stated mission, vision, values, philosophy and objectives of the school
 - f. All Board members will be required to sign an Ethics Policy.
 - g. All candidates are subject to approval by the Founding Members
2. Due to the inherent conflict of interest involved, staff members shall not be eligible for membership on the Board.
3. The nominations shall be presented to the Foundation at the end of the year meeting.
4. Board members may be nominated from the floor at the Foundation meeting.
5. Voting procedures as outlined in this document are to be followed.
6. Directors-At-Large have a separate nomination policy

Adopted June 2003

2.112

Board Resignation

Whenever possible, Board members who must resign should do so, in writing, at least thirty (30) days prior to their effective resignation date.

Adopted June 2003

2.113

Vacancies On The Board

Whenever between formally held appointments, a Board vacancy occurs, the remaining members of the Board of Directors shall, by majority vote, appoint a successor to serve until the next General Assembly, where a successor will be formally appointed to complete the remaining term. The Board shall take such action within 30 days of the date on which the position will be vacated.

Adopted June 2003

2.114

Board Member Removal From Office

In instances where there is a breach of the Board of Directors code of ethics, legal violations, or regulatory violations by a board member, the President of the Board may request to remove a member of the Board of Directors from office. A vote will be called in a special session of the Board and a unanimous vote of the remaining Board members will be required to remove the member from office.

Adopted June 2003

2.115

Board Member Ethics

Board members are expected to take collective responsibility for decisions made by the Board.

Respect of the confidentiality of Executive Sessions is of paramount importance to the proper behavior and ethics of a member of the Board of Directors.

Board members should comport themselves in a manner that will promote the school as a whole and not those of an individual or of a small group within the school community.

See Attachment "C" Code of Ethics for CIPLC Board of Directors

Adopted June 2003

2.116

Board Members Conflict Of Interest

Whenever purchases of supplies, equipment or services shall be made from those companies wherein a member of the Board works or holds a proprietary interest, the Board shall be so informed.

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

When any decision is taken concerning a Board member as a member of the school community, or when the Board perceives a possible conflict of interest, the member shall be requested to absent himself from the meeting. All discussions and decisions will be taken without his participation or vote.

The Board shall have the right to revoke any contracts or agreements that it deems are a conflict of interest involving Board members or their families and the school.

Adopted June 2003

2.117

Board Members Compensation And Expenses

Members of the Board of Directors shall receive no remuneration for serving on the Board.

Members of the Board shall be reimbursed for all reasonable and customary expenses incurred on behalf of the school when so authorized by the Board.

Adopted June 2003

2.118

Individual Board Members Authority

Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when that statement or action is in pursuance of specific instructions of the Board.

Adopted June 2003

2.119

Notification Of Board Meetings

Board members and others who are expected to attend meetings shall be notified in ample time for them to make arrangements to attend, a minimum of seven (7) days being considered acceptable. Such notification shall be the responsibility of the President or his designee and shall include the time, place and, in the case of special or executive sessions, the purpose for which the meeting has been called.

The school community will be informed of the date and time of all Board meetings via the CIPLC publication, the Gecko Express and/or CIPLC website.

January 2009

2.120

Board Agenda

The following standardized agenda is to be used for all regular meetings of the Board of Directors.

- I. Call to Order
- II. Approval of the Consent Agenda: Minutes
Correspondence
Superintendent Report
Treasurer Report
Committee Reports
Dashboard
- III. Comments from Members of the Community/Invited Guests
- IV. Action Items
- VII. Discussion Items
- VIII. Executive Session
- IX. Adjournment

Adopted August 2009

2.121

Agenda Preparation, Format And Dissemination

The Superintendent shall prepare an agenda for each board meeting in consultation with the President.

Items may be included in the agenda by the school administration, board members, staff members, students, and/or parents of students in the school.

Proposed items for inclusion in the agenda should be submitted to the Superintendent in writing at least seven (9) working days prior to the date of the meeting at which the item is to be discussed. The Superintendent shall prepare an information packet when necessary to accompany the agenda. The packet shall contain pertinent notes and documents relating to the items on the agenda.

The Board recognizes that subjects appropriate for discussion may arise before the meeting but after the information packets are distributed. The agenda shall permit the inclusion of such subjects, but the Board shall submit to the appropriate committee for study when there is not adequate time to study the relevant materials.

In such cases, the item shall be included in the agenda of the next regular meeting of the Board. Final action may be taken on such subjects in the meeting at which they are raised only if there is unanimous consent to suspend the rules.

Adopted June 2003

2.122

Minutes

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

- a. A record of the time, date, and place of the meeting
- b. The members/officials present
- c. Decisions taken

All minutes shall be signed by the recording secretary and shall be approved or amended and approved at the next meeting of the Board.

The minutes of the Board constitute a legal record of Board actions, and should be clear, concise, and accurate. The minutes shall be kept, bound, and archived on campus by the Superintendent, who shall pass all materials on to the new Board Secretary and Superintendent.

The minutes of the Board shall be considered open information for the parents and teachers.

Adopted January 2009

2.123

Voting Method

Each member of the Board shall have one vote. Decisions taken by the Board shall be taken by voice vote unless a member of the Board requests a secret ballot.

Decisions shall be made by a simple majority of those members present at legally constituted meetings. In the case of a tie, the President shall decide the issue.

Adopted June 2003

2.124

Release of Meeting Information

Informative reports dealing with the overall management of the school shall be made to parents and teachers by the Board and by the Superintendent at least once yearly. Such reports are to be presented at the General Assembly Meeting.

January 2009

2.125

Public Attendance At Board Meetings

The meetings of the Board of Directors shall be open to parents and teachers. It is noted, however, that Board meetings are held to carry out the business of the school, and therefore are not public meetings, but rather meetings held in public.

As such, parents and teachers wishing to make requests, proposals, or other sorts of presentations to the Board are to submit such materials one week in advance of the meeting, to the Superintendent, who will deal with them in accordance with the policies and regulations adopted by the Board.

The policies and regulations, which refer to such matters, are intended to allow the following:

1. To permit a fair and adequate hearing to those who request a meeting.
2. To allow the Superintendent to take administrative action or to make recommendations to the Board in accordance with the policies established by the Board.
3. The Board reserves the right to receive any presentation in Executive Session.
4. In case of emergency, regulations regarding prior notice may be suspended by vote of the Board.

Adopted June 2003

2.126

Rules Of Order

In the event of a question of order, the norms set down in Robert's Rules of Order shall be used as guides in decision-making.

Adopted June 2003

2.127

Quorum

The quorum for all meetings of the Board shall be three (3) members.

January 2009

2.128

Board Policy Development

The policies of the Board of Directors of CIPLC shall serve as guidelines for the administrative and educational functioning of the school.

The policies shall be guided by the Mission Statement, Vision Statement, Philosophy and Objectives, and Ethics Policies.

Adopted June 2003

2.129

Preliminary Development Of Draft Policies

Proposals regarding school policies may originate from a variety of sources, depending upon need.

Policy suggestions, from any source, shall be presented to the Superintendent, who will review them with the Policy Committee. If approved, a preliminary draft shall be prepared by the Policy Committee and shall be presented to the full Board for their consideration and approval.

Adopted June 2003

2.130

Temporary Exceptions To Policy

The operation of any section of Board policy, not established by law or contract, may be temporarily suspended by a unanimous vote of Board members present at any regular or special meeting.

Adopted August 2012

2.131

Policy Review And Evaluation

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board shall review its policies continuously with the aim of completely reviewing the policy manual every 3 years.

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

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

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

Adopted January 2009

2.132

Policy And Dissemination

Policies introduced and recommended to the Board shall usually not be adopted until a subsequent meeting. However, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events that will take place before formal action can be taken.

After written policies are formulated and adopted, copies shall be distributed to each Board member, to each staff member holding a copy of the school's policy manual, and to such other groups and individuals as the Board may direct.

Adopted June 2003

2.133

Administration In Policy Absence

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

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

Adopted June 2003

2.134

Policy Codification System

The policies of the Board of Directors of CIPLC shall be codified in a standard format.

Adopted June 2003

2.200

Board-Superintendent Relationship

The Board as an elected body accepts its authority and responsibilities as specific in this document.

In practice the Board delegates the authority of the Board to administer its policies to the Superintendent.

The Superintendent is the chief executive officer of the school and as such is the normal channel of communication between the Board and the school staff and community.

Adopted June 2003

2.201

Board Review Of Administrative Procedures

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

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

Before issuance, procedures shall be properly titled and coded, as appropriate, to subject and in conformance with the codification system selected by the Board.

Adopted June 2003

2.300

Board's Legal Counsel

The Board shall retain legal counsel as necessary to assist with school affairs in accordance with all applicable laws.

Adopted June 2003

3

3.100

School Superintendent's Powers And Responsibilities

The Board of Directors recognizes the school Superintendent as its Chief Executive Officer and charges him with the administrative functions of operating the school.

The Superintendent shall be responsible only to the Board of Directors as an officially convened body.

The Superintendent's responsibilities are defined as follows:

1. The Superintendent, as Chief Executive Officer of the School, is directly responsible to the Board of Directors to implement and execute the policies of the Board of Directors.
2. The Superintendent shall assume responsibility for the development of the school in accordance with sound principles of organization, administration, supervision, instruction, plant management, and financial administration.
3. The Superintendent is responsible for presenting to the Board of Directors for approval, all major changes in the instructional program.
4. The Superintendent is responsible for informing the Board of Directors of the employment, probation or dismissal of any personnel.
5. The Superintendent, together with the Treasurer of the Board, shall present the annual budget to the Board, by the April board meeting, for approval and adoption. The budget shall be presented for the next fiscal year (July 1 through June 30).
6. The Superintendent is responsible for maintaining positive relationships with the local, state and federal governments and their agencies.
7. The Superintendent is to be present at all meetings of the Board of Directors, except when matters pertaining to his contract and evaluation are discussed.
8. The Superintendent shall prepare an annual school calendar, which will comply with the requirements of accrediting agencies with which the school is associated.
9. The Superintendent shall provide for the evaluation of all instructional staff.
10. The Superintendent shall assist in recommending and formulating Board policies.

Adopted June 2003

3.101

Superintendent's Selection And Appointment

The Superintendent shall have graduated from a recognized US institution of higher learning with at least a master's degree and a major in educational administration.

He/She shall have had at least 8 years experience in teaching and/or school administration.

Preference shall be given to candidates with experience overseas.

The Board of Directors shall require each candidate to supply credentials and professional references. The Board shall verify the credentials. If at all possible the Board shall obtain and verify first-hand references of the candidate.

The Board as a whole, rather than a committee, shall take part in the selection and appointment of a suitable candidate.

Adopted June 2003

3.102

Evaluation Of The Superintendent

The Superintendent shall present an annual performance plan to the Board of Directors at the second board meeting of the year. The plan will provide goals in the area of finances, administration, instructional development for students, development of staff and personal development.

At the completion of the school year the Superintendent shall present a written self-evaluation on response to the goals of this plan.

The Board of Directors shall discuss the self-evaluation with the Superintendent and will provide the Superintendent with a written evaluation based on the plan and the self-evaluation. Input from other members of the community may also be solicited for the purpose of the evaluation.

Adopted June 2009

3.103

Responsibility When The Superintendent Is Off Campus

The Superintendent shall designate in writing to the Board a person on the staff that will be responsible for the functioning of the school when the Superintendent is off campus for an extended period.

Adopted June 2003

4

4.100

Accounting System

The School accounts shall be maintained in accordance with Venezuelan Law and established accounting procedures. The Board of Directors considers the accounting system as the central tool whereby sound financial management may be exercised. The Superintendent, in consultation with the Treasurer and the Business Manager, shall be responsible for developing and maintaining accounting systems and reports which will provide the information necessary for guiding the fiscal management of the school.

Adopted June 2003

4.101

Fiscal Year

The fiscal year shall begin July 1 and end on June 30.

Adopted June 2003

4.102

Authorized Signatures

All disbursements drawn on the Annual Operating Accounts require a double signature authorization.

Adopted June 2003

4.103

Depository Of Funds

The Board of Directors shall designate banks as official depositories for all school funds. This decision shall be made according to the best financial advantage to the school including security of funds, investment returns, and services available.

Adopted June 2003

4.104

Budget Preparation And Schedules

The Superintendent and the Treasurer will develop yearly a budget schedule that shall include deadlines for the following:

1. Presentation and discussion of conceptual draft budget and approval of the Instructional Supplies line item: Nov-Dec Board Meeting.
2. Presentation and discussion of draft budget: Jan-Feb Board Meeting
3. Board approval of budget proposal: March-April Board Meeting
4. Formal presentation of budget to the Foundation for approval - May Annual General Assembly.

Adopted August 2009

4.105

Periodic Budget Review

The School budget is a financial plan based on the best information available at the time of its development. In order to be a truly functional tool, however, the budget must be regularly reviewed. Periodic reports shall be presented to the Board who shall compare actual status with the approved budget figures as well as interim financial statements as required by the Board.

Approved June 2003

4.106

Purchasing Authority

The authority for purchasing is delegated to the Board of Directors through the approval of the annual operating budget. The Board of Directors delegates to the Superintendent the authority to purchase such books, supplies, equipment and other materials as are required and permitted within the limits of the approved budget. The purchase of these items shall require no further approval by the Board of Directors except where dictated by Board policy, as in the case of goods and/or services requiring multiple bids.

Any unusual expenditure and/or all expenditures not within the budget shall be referred to the Finance Committee and the Board of Directors for approval.

See Attachment "D" Authority of Limitations.

Approved June 2003

4.107

Purchasing Procedures

1. All purchases shall be made via written requisition on approved school forms. The school will accept no responsibility for purchases made without the required form and authorization by the Superintendent.
2. Authorization of purchase orders shall be the responsibility of the Superintendent, his designee, or the Board. Authorization shall be valid only if made in writing.
3. Whenever possible and financially feasible purchases will be made from local vendors.

Approved June 2003

4.108

Bids And Quotations

The Board of Directors will establish, in writing, the currency limit for purchases made without multiple bids.

1. Any purchase exceeding the limit established by the Board of Directors shall require multiple bids and/or quotations. It is the responsibility of the Superintendent, or his designee, to secure these quotations and purchase accordingly.
2. All expenditures exceeding the equivalent of US\$, as specified in the CIPLC Procurement and Contracting Procedure, shall be approved by the Finance Committee.
See Attachment "E" CIPLC Procurement and Contracting Procedure.

Approved June 2003

4.109

Vendor Relations And Sales Calls

All negotiations and other contacts with vendors shall be the responsibility of the Superintendent. Vendors shall not visit classrooms or discuss/display their wares without prior authorization from the Superintendent. Vendors must sign in with security before entering campus.

The Superintendent reserves the right to purchase all items through vendors of its choice, although suggestions from the person requisitioning the materials are appreciated.

Approved June 2003

4.110

Disbursement Of Funds, Approval Of Payroll and Bills

The authority to approve the school payroll and the payment of bills lies with the Board of Directors, which delegates this authority to the Superintendent within the limits of established policy.

Approved June 2003

4.111

Line Item Transfer Authority

The Superintendent is authorized to effect line item budget transfers from one major category to another if the transfer is in accordance with the amount specified in the Authority of Limitations, or less of the budget category and a projected excess is available.

In all other cases Board approval is required.

Approved June 2003

4.112

Payroll Procedures

The Superintendent shall establish payroll procedures consistent with regulations established by Venezuelan Law.

1. Salaries shall be quoted and paid monthly.
2. Salary deductions for legally required benefits and taxes shall be made in accordance with Venezuelan Law.
3. All employees will be provided a published Benefits Package as an attachment to their employment contract.

Approved June 2003

4.113

Expense Reimbursements

In order for any expenses to be reimbursed they must have the prior approval of the Superintendent and have been submitted to the Business Office. Expense reports must include a cover sheet listing dates, descriptions of expenses made and the amount spent. Each expense noted should have a receipt document attached to the report.

The members of the Board of Directors may be reimbursed, in accordance with the above policy, for expenses incurred in performance of Board duties as specified in policy.

All reimbursements shall be made as soon as possible. All expense reimbursements are subject to the final approval of the Superintendent and /or the Board of Directors.

Approved June 2003

4.114

Funding Sources

The Board is responsible for the financial health of the school. This responsibility includes the establishment of appropriate tuition levels, the setting of fees, and external fund raising.

Approved June 2003

4.115

Payment Of Tuition And Fees

1. Tuition and capital fees are payable on the established date.
2. All fees are quoted in Bolivars Fuerte in accordance with Venezuelan law.

Approved January 2009

4.116

Non-Payment Of Tuition And Fees

For families who are in arrears on their tuition payments, the Superintendent shall employ all means possible to attempt to reclaim those funds.

Families who are in arrears will not be allowed to re-enroll for the following academic year until their debt has been cleared. Financial obligations shall refer to all tuition, fees, and/or value of school property in the students or parent's possession.

Adopted August 2012

4.117

Refund Of Tuition And Fees

In the case of a student's early withdrawal, tuition will be prorated on a semester basis at 50% of annual tuition. The following schedule will be followed concerning all refunds:

- Within one week attendance of the semester – 100% refund of semester fees
- Between one and two weeks attendance of the semester – 90% refund of semester fees
- After two weeks attendance of the semester– No refund of current semester

If a student is asked to leave the school for behavior, academic, or other reasons the Board of Directors may pro-rate a refund.

Refunds, in the event that the School is closed due to "force majeure" shall be limited to funds available after the School settles its other financial liabilities as detailed in Board policy.

Adopted June 2003

4.118

Book Fees And Rental Fees

Books and workbooks, necessary for the school program shall be supplied to the students by the school. Children should not be asked to spend money for extra materials without the permission of the Superintendent.

It is the responsibility of the Superintendent to oversee the distribution of supplies and of the classroom teachers to discourage indiscriminate waste on the part of students.

The Superintendent shall assess students for the full replacement value of all equipment that is lost, damaged or destroyed by carelessness.

Adopted June 2003

4.119

Miscellaneous Fees

The Superintendent shall have the power to assess any non-tuition miscellaneous fees.

Adopted June 2003

4.120

Financial Aid

Foreign and Local Hire full time teaching staff shall have all tuition and fee charges waived, if not normally paid for by a company.

Adopted June 2003

4.121

Insurance Management

The school shall maintain adequate levels of insurance against losses through fire, theft, accidents, liability, and other risks as the Board of Directors sees fit. The Superintendent shall determine appropriate levels and annually review all coverage with the Board.

Adopted June 2003

4.122

Insurance Coverage

The following categories of insurance shall be carried in amounts approved by the Board of Directors. It shall be the responsibility of the Superintendent to ensure that all necessary policies are in order at all times.

- a. Fire - all contents of the school and buildings
- b. Theft - all contents of the school
- c. Civil responsibility - all employees
- d. Automobile – all school vehicles

Adopted June 2003

4.123

Income From Sources Other Than Tuition
Aid And Grants To The School

The Board shall accept funds from foundations and/or private sources, complying with the conditions and use of grant funds.

Adopted June 2003

4.124

Gifts and Requests

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

The following criteria must be satisfied if the gift is to be deemed acceptable. The gift in question must:

1. Be consistent with stated mission, goals, and objectives of CIPLC,
2. Place no restrictions on the school program,
3. Not require the endorsement of any business, service, product, or organization,
4. Not lead to unacceptable costs to the school,
5. Not be in conflict with any provision of Venezuelan Law or CIPLC School Policy,
6. Not be in violation of school/business ethics.

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

Adopted June 2003

4.125

Audits

The Board of Directors shall provide for the annual audit of the school's financial records by independent, outside auditors.

Adopted June 2003

4.126

Inventories

The Superintendent shall be responsible for maintaining a central control of all supplies, materials, furniture and equipment in the school.

Adopted June 2003

4.127

School Property Disposal Policy and Procedures

It shall be the policy of the Board of Directors to dispose of all equipment, materials, and supplies no longer required to accomplish the objectives of the school.

The disposal of such items shall be the responsibility of the Superintendent. When possible to do so, such items shall be sold and the funds deposited in the general school account.

When the items in question have no re-sale value of any consequence, they are to be donated to a charitable organization that can use them.

The Superintendent shall notify the Board of all disposals upon request. Records of the disposal of items shall be maintained for five (5) years.

Adopted June 2003

4.128

Cash In School Buildings

Cash in excess of regular petty cash funds should not be kept at school. Such funds shall, whenever possible, be deposited in the appropriate accounts the same day they are received. Funds not able to be deposited the same day received will be kept in the school safe.

Adopted June 2003

4.129

Financial Reserves

To ensure seamless operation during times of financial stress (force majeure, natural disaster, extreme loss of enrollment, etc) a financial reserve shall be developed. The Board has set as an objective to accumulate assets to cover emergency operating expenses equivalent to approximately three months of operating expenses and non-discretionary liabilities.

Reserve funds are to be invested in a thoughtful and prudent manner so as to preserve and enhance CIPLC's ability to provide for the achievement of its objectives. Oversight of the funds is the responsibility of the Finance Committee, which is appointed by the Board of Directors. The Finance Committee may appoint investment advisors as required.

CIPLC cash reserves will be categorized and funded as:

Non-discretionary:

Adopted May 2010

5

5.100

Staffing Philosophy And Goals

The Board of Directors recognizes that one of the most important resources in the development of a quality educational program is a qualified and dedicated staff. The Board of Directors is committed to recruiting and maintaining the best staff possible to achieve its mission.

Specifically, the Board of Directors is accountable for the following staffing goals:

1. To recruit, select and hire the most qualified people to staff the school.
2. To develop and maintain a compensation program which will attract and retain the best employees.
3. To provide for an evaluation program geared to the positive development and improvement of staff performance.
4. To develop and maintain an in-service training program for all employees which will assist them in improving performance.
5. To recognize the need for meaningful human relationships between staff, the Board and parents in attaining maximum staff performance and satisfaction.
6. To utilize personnel as effectively and economically as possible to achieve the overall school goals.

Adopted June 2003

5.101

Professional Staff Recruitment And Selection

It is the Superintendent's responsibility to screen all applicants for positions at the school, using educational credentials, appropriate experience and professionalism as guides in selecting those people who, in his opinion, will provide the best learning environment for our students.

The Board of Directors will authorize appropriate recruiting trips. In such instances, the Superintendent shall be authorized to offer and sign teacher contracts.

See Attachment "F" Foreign Hire Process and Policy and Attachment "G" Local Hire Process and Policy.

Adopted June 2003

5.102

Professional Staff Positions And Qualifications

The Superintendent shall prepare, for Board approval, a staffing plan designed to adequately fulfill the instructional needs of CIPLC. Although the Superintendent has full authority to change and reassign duties among existing positions, the creation of any new position shall require Board approval.

Adopted June 2003

5.103

Professional Staff Assignments

The Superintendent shall assign staff to positions in accordance with the needs and best interests of the students and the school and in accordance with SACS requirements.

Whenever possible, the Superintendent shall consult first with teachers before making assignments and shall inform teachers of their assigned classes for the next semester prior to the end of the previous semester.

All assignments are open to change depending on the circumstances of the school and in accordance with SACS requirements.

Adopted June 2003

5.104

Staff Ethics

The Board of Directors of CIPLC supports the attached statements of ethics concerning staff:

See Attachment “ H” CIPLC Code of Ethics and Standard Practices for CIPLC Educators, attachment “I” CIPLC Employee Standards of Conduct, and attachment “J” CIPLC Substance Abuse Policy.

Adopted June 2003

5.105

Personnel Records

1. The Administrative office, under the responsibility of the Superintendent, shall maintain a personnel file on each school employee. These files shall contain:
 - a. Official copies of diplomas and transcripts, which shall be the basis for salary schedule placement along with:
 - b. Letters of reference attesting to ability and years of experience claimed for salary schedule placement.
 - c. A Curriculum Vitae
 - d. Evaluations of teacher or employee performance, activities, and contributions.
 - e. Relevant correspondence/memoranda.
 - f. If given, a copy of the administrative recommendation written upon separation
2. Personnel records shall be available only for official use by the Board, the superintendent, or for inspection by accrediting agencies.
3. All employees shall have full access to their personnel files upon request to verify contents and their accuracy. Should the accuracy of the contents be in question and the problem cannot be solved by simple correction, the employee may appeal to the Superintendent and the Board in accordance with established policy and regulation.
4. Personnel records shall be maintained a minimum of five (5) years after the employee's departure. After that period, only the final evaluation/recommendation must be maintained for an additional five (5) years. Dismissal for Cause records will be maintained permanently.

Personnel records may be sent to other schools or institutions only on written request by the employee. This shall not apply to the final recommendation, which may be sent upon request of other schools or institutions without the employee's permission.

Adopted June 2003

5.106

Facilities For Professional Staff

The Board recognizes the need for professional staff to have a proper facility for use during preparation periods. Whenever possible, there shall be a room on the campus designated specifically for staff use during these periods.

Adopted June 2003

5.107

Staff Housing

See Attachment “K” CIPLC Housing Policy and attachment “L” CIPLC Expatriate Housing, Maintenance, and Repair Guidelines.

Adopted June 2003

5.108

Professional Staff Time Schedule

All teachers shall be required to be on school grounds during the normal school day. If it becomes necessary for a teacher to leave campus during the school day the teacher must request permission from the Superintendent, appropriate Principal, or their designee.

As it is critical in an emergency situation to account for all persons on campus, all teachers leaving campus during the school day must notify the receptionist and security as they exit and when they return.

Adopted June 2003

5.109

Professional Staff Meetings

1. Teachers shall be required to make themselves available for pre-school meetings and workshops prior to the opening of school each semester, according to the school calendar.
2. Teachers shall be expected to attend all staff meetings as scheduled by the Administration. Such meetings may extend beyond the regular school day as necessary.
3. Teachers shall be expected to attend all in-service and workshop days as provided by the school.
4. Teachers shall be expected to attend all meetings involving parents, as required by the Superintendent.

Adopted June 2003

5.110

Professional Staff Vacations And Holidays

Teachers shall be required to observe the school calendar as approved by the Board of Directors.

Adopted June 2003

5.111

Professional Staff Sick Leave

All sick leaves will be granted in accordance with the published Benefits Package. Absences in excess of those authorized by the school will be deducted from the monthly salary on a pro-rated basis. The pro-rated daily rate will be determined by dividing the teacher's annual salary by the required number of workdays.

Adopted June 2003

5.112

Professional Staff Personal Leave

The Board recognizes that occasions do occur when it is necessary for staff to request leave during the school year. All such leaves shall require the prior authorization of the Superintendent. Personal leave will be granted in accordance with the published Benefits Package.

Personal leave will usually not be allowed on the opening days of a semester or immediately prior to or after a school holiday or vacation period. Also two consecutive days will normally not be allowed.

Adopted June 2003

5.113

Professional Staff Maternity Leave

All maternity leave will be granted in accordance with Venezuelan labor law.

See Attachment Q, Extended medical leave

Adopted June 2003

5.114

Professional Staff Bereavement Leave

Bereavement leave shall be granted in the case of death in the immediate family (father, mother, grandparents, father-in-law, mother-in-law, husband, wife, sister, brother, son, daughter) for a maximum of one week. Emergency leave may be granted in the case of terminal illness, that grant being in accordance with the above, but not in addition to it.

Adopted June 2003

5.200

Professional Staff Termination

1. Termination or non-renewal of contracts of teaching personnel shall be by action of the Superintendent, in accordance with policy regarding contracts and Venezuelan labor law.
2. Acceptance of resignations shall be by action of the Superintendent, who shall inform the Board. The resignation of overseas contract staff may result in the forfeiture of certain benefits.
3. Emergency (health, economics, personal or family problem) contract termination during the school year may be requested by the teacher subject to the approval of the Superintendent, who shall inform the Board of all such actions.
4. The Superintendent may, with the approval of the Board, suspend a teacher from active classroom duty for health or other specified written reasons if such action is in the best interests of the school and of the students.
5. Discussions regarding the dismissal or suspension of professional staff shall be held in executive session.
6. In the event of a formal hearing on the matter, the procedures outlined in Board policy concerning grievances shall be followed.
7. Any issue involving the contract of the Superintendent will be discussed in executive session.

Adopted June 2003

5.201

Grievance Policy

All employees of CIPLC are encouraged to discuss any situation or problem which needs further clarification or agreement. The following procedure shall be followed at all times:

1. Discuss the situation with the Superintendent. If the problem is not resolved within a reasonable period of time the employee may continue with the process.
2. The employee shall write a letter to the President of the Board of Directors, with copy to the Superintendent. The letter must:
 - a. Explain the problem or situation
 - b. Outline the action taken by the Superintendent and explain why such action is deemed unsatisfactory by the employee
 - c. Request a meeting with the Board of Directors to discuss the problem or situation
3. The Superintendent shall include the hearing in the agenda of the next meeting of the Board of Directors.
4. If warranted, a special meeting of the Board of Directors may be called.
5. All discussions of personnel issues will be held in Executive Session.
6. The Board of Directors will notify the individual of their decision, in writing, within fifteen (5) working days.

The decision of the Board of Directors is final.

Adopted June 2003

5.300

Professional Staff Duty Assignments

Professional staff may be assigned extra duties by the Superintendent in accordance with the needs of the school program. These duties include, but are not necessarily limited to, bus, lunch and playground supervision, activity sponsorship, curriculum committee work, and other school related activities.

The Board shall require, however, that the Superintendent distribute such responsibilities as equally as possible among staff.

Although some activities, those which demand excessive time, may justify extra compensation, such duties as supervision, curriculum development, in-service activities, and other school related activities are normally expected of staff as part of their regular professional obligation to the school.

Adopted June 2003

5.301

Development Of Staff

The school will support and encourage continuing professional and personal development of its staff, recognizing its importance in providing superior teaching and retaining qualified professionals.

Adopted June 2003

5.302

Employee Conflict Of Interest

Employees shall not at any time engage in any activity or employment that would hinder their effectiveness as employees of CIPLC, (or) that would make time and energy demands upon the individuals that would interfere with their effectiveness in performing their contractual duties, (or) that would compromise or embarrass the school, (or) that would adversely effect their employment/labor visa status or professional standing, (or) that would in any way conflict with or violate professional ethics.

Foreign Hire employees shall not engage in any other employment or in any private business, in Venezuela, while employed by the school

Employees shall not sell any books, supplies or equipment to students or parents unless prior approval has been received from the Superintendent.

Adopted June 2003

5.303

Tutoring For Pay

1. Professional responsibility requires that teachers be available during the regular school day to supply any extra help or instruction required by students.
No reimbursements or extra payment may be accepted for extra help or instruction given during the regular school day.
2. Teachers or the counselor may recommend outside tutoring to parents when such extra instruction is deemed necessary. Such recommendations must be made through the Administration. Pay for such tutoring is the responsibility of the parents.
3. Although the practice shall be discouraged, teachers may serve as private tutors to their own students when other qualified individuals are not available. Should such arrangements be made, the Superintendent must be notified and give approval.
4. Private tutoring for pay shall not be permitted on school grounds without prior approval from the Superintendent.

Adopted June 2003

5.304

Local Hire Pay Status

The payroll currency which applies to all employees' compensation shall be determined by their point of employment, and or the country where their degree and teaching certificate was awarded, and not by their citizenship

See Attachment "M" Local North American Certified Teacher Policy.

Adopted August 2012

5.305

Conversion To Local Hire Status

After a period of seven consecutive school years of employment, staff members designated as Foreign Hire shall forfeit one-half (1/2) of their housing benefit; after the eighth year the entire housing benefit will be forfeited.

After a period of eight years Foreign Hire salary and benefits will be discontinued and those teachers who desire to remain will be placed on the appropriate step on the Local Hire teacher schedule with local hire benefits.

Upon recommendation of the Superintendent, the above policy may be waived or modified by approval of the Board of Directors.

Adopted June 2003

5.306

Force Majeure Situations

When a Force Majeure situation exists, the school may close for a temporary or permanent period of time. When such closure occurs, the following contract terms shall be in effect:

The School, if closure is for a temporary period, will, if necessary, pay the cost of air or ground transportation, as determined by the School, for the teacher and their dependents to a designated location selected by the School, either within or outside Venezuela.

With permanent closure, the School will pay the air transportation and the cost of shipping the teacher's personal effects to their Point of Origin as stipulated in the contract.

With permanent closure, the School will pay the teacher three months salary or salary until the end of the teacher's contract, whichever is less.

The School will not assume financial responsibilities as outlined above if the teacher leaves prior to an official order to do so by the School.

Adopted June 2003

5.307

Spouses Of Board Members

Spouses of Board members will not be permitted to be employed by the School except for short term substitute teaching. Long term substitute teaching will require board approval.

Adopted August 2012

5.308

Professional Staff Arrangement For Substitutes

1. Professional staff shall maintain adequate materials for use by substitute teachers. These materials shall consists of at least the following:
 - a. A copy of the daily schedule
 - b. A copy of the room seating plan
 - c. The class register and plan book
 - d. An emergency lesson plan, which is to be on file in the appropriate Principal's office.

Adopted June 2003

5.400

Community Activities Involving Staff

School personnel are expected to attend all school-sponsored activities, and are further encouraged to participate in non-school community activities. Such participation must not, however, interfere with their regular schoolwork.

Adopted June 2003

5.401

Political Activities

All non-Venezuelan employees are informed that political activity by foreigners is prohibited by law. The school shall accept no responsibility for the staff member who willfully violates this statute.

Adopted June 2003

5.402

Smoking

Staff members may smoke only in designated areas off- campus during designated times.

Adopted June 2003

5.403

Staff Visas And Work Permits

1. The cost of all documentation and processing necessary to provide overseas contract staff and their families with resident visas and, when applicable, work permits, is the recognized and accepted responsibility of the School. The School does not, however, accept any responsibility for residence visa or work permit documentation in the case of locally hired or local foreign hire staff.
2. For staff needing to leave the country to renew temporary visas:
 - CILPC will deposit the dollar amount equal to a 3 day, 2 night trip to the closest international destination (ie Trinidad) in the teacher's account to be used to book their trip.
 - Teachers will minimize missed classes by traveling during breaks or on weekends to renew visas.
 - CIPLC will not be expected to pay for visa trips that have been previously planned as vacation trips by the teacher ie. CIPLC will not pay the stipend if the teacher is going to the Galapagos during Semana Santa which will renew their visa.
3. For teachers needing to leave the country to obtain a labor visa:
 - CILPC will deposit the dollar amount equal to a 4 day, 3 night trip to the closest international destination that has a Venezuelan consulate (usually Miami) in the teacher's account to be used to book their trip.
 - Teachers will minimize missed classes by traveling during breaks or on weekends to renew visas.
4. Teachers are responsible for notifying the Superintendent's Assistant at least 4 weeks before the expiration date of their visa. The teacher will incur all renewal costs of a visa lost due to expiration.
5. CIPLC will not employ individuals who are not properly documented in accordance with the Laws of Venezuela, unless they are in the process of obtaining such documents.
6. All foreign hires will arrive in Venezuela with proper documentation for themselves and their families.

January 2009

5.404

Staff Health And Safety

The Board recognizes its responsibility to provide staff with a working environment that is pleasant, healthy and safe. The Superintendent shall report to the Board of Directors whenever contrary conditions exist, recommending appropriate action to rectify such situations.

Adopted June 2003

5.405

Staff Gifts And Solicitations

1. Staff may not accept gifts from parents, students or any other source directly connected to the school that exceeds the equivalent of US\$ 25.00 in value. The Superintendent is to be consulted in questionable cases.
2. Any individual or group may not solicit staff members at school unless the Superintendent approves the solicitation.

Adopted June 2003

5.406

Staff Physical Examinations

All employees of CIPLC are required to present an updated Health Certificate, as required by Venezuelan law, on an annual basis and to maintain that certificate throughout their period of employment.

Adopted June 2003

5.407

Communicable Diseases

An employee presently employed by CIPLC who is diagnosed as having a communicable disease will be counseled by the Superintendent with input from the school doctor, after review of medical evidence, as to the most favorable health environment for the employee and for the school population.

Adopted June 2003

5.408

Equal Opportunity Employer

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

Adopted June 2003

6

6.100

Support Staff Recruitment And Selection

The Board shall approve the budget for Support Staff positions in the school on the basis of need and the financial resources of the school.

The recruitment, selection, and hiring for these positions shall be the responsibility of the Superintendent. All final employment offers are contingent upon the successful completion of a medical exam and a security screening.

Adopted June 2003

6.101

Support Staff Orientation

The Board charges the Superintendent with the responsibility of providing for adequate orientation of support staff to their positions. Such orientation shall cover both job responsibilities and school rules/regulations which apply to staff.

Adopted June 2003

6.102

Support Staff Compensation

All support staff compensation and benefits payments and tax deductions shall be in accordance with Venezuelan labor law. An itemized summary of all pay elements will be an attachment to the employment contract.

Adopted June 2003

6.103

Overtime Pay

Recognizing that it may be necessary for support staff to work extra hours in order to complete additional workloads, the Board authorizes the Superintendent to approve such hours as he sees fit. All overtime must be approved in advance by the Superintendent.

Payment for overtime hours shall be paid in accordance with Venezuelan Labor Law.

Adopted June 2003

6.104

Support Staff Time Schedule And Workload

The time schedule and work loads of support staff shall be determined by the Superintendent in accordance with Venezuelan Law.

Adopted June 2003

6.105

Support Staff Vacations And Holidays

Vacations and holidays shall be determined by the Superintendent in accordance with the norms established in Venezuelan Labor Law and consistent with the school calendar.

Adopted June 2003

7

7.101

Student Welfare And Safety

The welfare and safety of students is of utmost importance at all times. Close supervision of students in school buildings and on school grounds is a major responsibility of all school personnel. Special attention must be given to:

1. Maintaining a safe school environment.
2. Safe practices on the part of school personnel and students, especially in those instructional and extracurricular activities which may be hazardous.
3. Safety instruction for students as needed in particular subjects, especially laboratory courses and physical education.

Adopted June 2003

7.102

Supervision Of Students

Students shall be supervised by a responsible adult while in school or attending school sponsored activities. The staff member in charge shall ultimately be responsible for the welfare and safety of the students involved in the given activity.

Adopted June 2003

7.103

Students Leaving School Grounds

No pupil will be permitted to leave school grounds during the school day except when accompanied by their parent, legal guardian, or with written or verbal parental approval as confirmed and approved by the Superintendent or his designee.

Adopted June 2003

7.104

Transportation

Due to safety and security concerns, students are not allowed to ride bicycles or drive personal automobiles to school. Bus transportation to and from school is available for all students who pay transportation costs. Any deviation must be approved by the Superintendent.

Adopted June 2003

7.105

Smoking By Students

Smoking by students is prohibited at any time on school grounds and at school sponsored activities.

Adopted June 2003

7.106

Dangerous Items

Students may not bring to school items of a dangerous nature, including, but not limited to: guns, knives, fireworks and the variety of martial arts weapons. Such items will be confiscated and possession will be retained until collected by parents.

Adopted June 2003

7.107

Suspension Of Students

The Superintendent shall have the authority to suspend students. He is responsible for contacting the parents or guardians when a student is suspended. For each suspension, a letter must be sent to the home listing the reasons for suspension, period of suspension, instructions to be followed by the student during the suspension period and a request for the parent or guardian to confer with the Superintendent. While under suspension, the student shall be in the custody of his parents or guardian and is not to attend or participate in any activity sponsored by the school. A suspended student shall not be re-admitted to school unless accompanied by a parent or guardian.

Adopted June 2003

7.108

Married Students / Pregnant Students

Keeping in mind that the school's main function is to provide educational opportunities to all youth, the Board of Directors feels that married students should have the same educational privileges and academic opportunities as unmarried students.

A girl who becomes pregnant will be permitted to remain in school so long as, in the judgment of her physician and the Superintendent, her welfare and that of the other students are not threatened.

Adopted June 2003

7.109

Fines And Charges

Students who have damaged or destroyed school property, either willfully or through neglect or carelessness, shall be assessed fines in accordance with the extent of damage. Such fines and charges shall not exceed the replacement costs of the item in question which may include shipping and nationalization.

Adopted June 2003

7.110

Student Complaints And Grievances

Student complaints and grievances shall be handled in the same spirit as those voiced by parents and/or staff; that is, students should voice such complaints to the person closest to the situation. The normal channels for resolution of difficulties begin with the classroom teacher and move on through the appropriate Principal, the Superintendent, and ultimately to the Board of Directors. Students are also encouraged to consult the Counselor in such circumstances.

Adopted June 2003

7.111

Student's Exposure to Hazardous Materials

All possible measures will be taken to avoid chemical exposure caused by consuming food and beverages in plastic-containing receptacles. Reusable options will be utilized in the cantina, at water stations, and at school sponsored events on campus.

Adopted November 2012

7.200

Preferential Conditions For Admissions

Children enrolled at the end of the school year shall automatically be enrolled for the following school year. Remaining available space shall be filled in accordance with the following priority-order guidelines.

1. Children of the founding corporate community
2. Children of the corporate, expatriate community
3. Other U. S. expatriate children
4. Native or fluent speakers of English
5. All others

See Attachment "N" - Admission Policy

Adopted June 2003

7.201

Entrance Age: Pre-School, Pre-Kinder and Kindergarten

Pupils enrolling in the **Pre-School** shall be three years of age (3) on or before September 30th of the academic school year.

Pupils enrolling in **Pre-Kinder** shall be four (4) years of age on or before September 30th of the academic school year.

Pupils enrolling in **Kindergarten** shall be five (5) years of age on or before September 30th of the academic school year.

Adopted January 2009

7.202

Entrance Age: First Grade

Students enrolling in the first grade in September shall be six (6) years of age on or before September 30th of the academic school year.

Adopted June 2003

7.203

Proof Of Birth Date

Applications for new students in Early Childhood and grades 1, 2 and 3 must be accompanied by proof of birth date before such applications are considered valid. This may be in the form of an original or certified copy of a baptismal certificate, passport, registration of birth or birth certificate.

Adopted June 2003

7.204

Proof Of Immunizations

All students will show proof of immunization against childhood diseases per U.S. standards before being considered for admissions.

Exceptions must be reviewed by the school doctor and superintendent.

Adopted August 2012

7.205

Grade Placement

Grade Placements of students, including those entering from a different academic system, shall be at the discretion of the Superintendent after review of all records, consultation with the principal, admissions officer, and if needed, staff and interviews.

Adopted June 2003

7.206

Attendance / Absences

1. Attendance is of primary concern at CIPLC. The following board policy is designed to encourage regular attendance. In order for classes to make progress before and after holidays, the school may enforce a higher weighting within the attendance policy.
2. Based upon SACs accreditation requirements, a student is required to attend class a minimum of 90% of the days for credit to be awarded.
3. School approved field trips and activities will not be counted as days absent. There are cases beyond a family's control which will be defined as excused absences, where all work missed will be made up and credited. All other absences will be deemed as unexcused.
4. There will be a venue for petitions under this policy. The superintendent is the final word in all petitions.

Adopted October 2011

7.207

Acceptance Of Records From Other Schools

Official Records, including grades and credits earned toward graduation, shall be accepted from other schools at the discretion of the Superintendent or his designee.

Adopted June 2003

7.208

Student Transcripts

Students leaving the school shall be furnished with transcripts upon receipt of written request as outlined in policy, after all tuition and fees have been paid.

Transcripts shall contain all grades, standardized test scores, and such behavior notations as are deemed necessary and fair. Transcripts for students transferring to other schools shall also be accompanied by narrative comments by the staff describing curriculum and student abilities, if appropriate.

All transcripts delivered shall be acknowledged by written receipt.

Adopted June 2003

7.209

Independent Study And Distance Learning

When deemed necessary or appropriate by the administration, a student will be permitted to enroll in an independent study or distance learning course. The School Counselor and Principal must recommend a student's enrollment in an independent study or distance learning to the Superintendent for final approval.

As part of the process for making a final decision related to a recommendation, the Superintendent should consider, but not be limited to, the following criteria:

1. Enrollment in an independent study or distance learning course will not be granted if CIPLC offers a comparable course that is available to the student;
2. A student may take no more than one (1) independent study or distance learning course during a given semester;
3. A student must be under the direct supervision of a teacher approved by the Superintendent; and
4. A detailed program of studies and evaluation criteria must be developed for the course of study.

The criteria and process for enrollment in and completion of distance learning classes are outlined in the CIPLC Student-Parent Handbook.

Adopted June 2003

7.210

Student Publications

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goals. The Board of Directors wishes to support the development of student-produced newspapers, annuals, and magazines.

The Board of Directors recognizes the students' constitutionally protected rights to freedom of expression in our school and shall be interpreted as including, and not being contrary to:

1. Development of student responsibility in distinguishing between freedom and license.
2. Consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic taste.
3. Care for the development of skills of written expression among students. The regulation of student publications shall be vested in the student staff and their advisor with provisions for appeal to the Superintendent.

Adopted June 2003

7.300

Teaching Controversial Issues

The Board encourages the consideration within the instructional program of any controversial issue as it arises in the normal pursuit of the school curriculum or particularly as it may occur in contemporary affairs which have political, economic, or social significance and concerning which the student, at his level, should have an opinion.

For such studies, we recognize the right of the students:

- To have free access to all relevant information including the materials that circulate freely in the community,
- To study under competent teachers in an atmosphere of freedom from bias and prejudice, and
- To form and express his own opinion on controversial issues without thereby jeopardizing his relationship with his teacher or with the school.

To implement this policy, the Board shall develop administrative and teaching regulations that observe the above conditions and are consistent with the Board's rationale for adopting this policy as follows:

We believe that the study of controversial issues in the school can be a productive educational opportunity, provided that:

- Such issues are likely to have relevance and therefore interest for the student,
- The student gains valuable experience in considering his own attitudes, developing his own standards, and in trying to relate himself and his individual position to the social order around him,
- Abundant data are available for collection, evaluation and analysis of the issue,
- Important qualitative lessons can be learned, e.g., that controversial issues do not always have a correct answer; that tentative working conclusions must sometimes be drawn even if data are inadequate; that there is value in reasonable compromise when decisions must be taken on controversial issues.

Many of these lessons will deal with democratic processes and requirements of good citizenship. Professional staff is to advise the Principal when planning discussions of potentially controversial issues and/or when such discussions occur spontaneously in an instructional setting.

Adopted June 2003

7.400

Dress Code

The School shall establish and enforce a standard Dress Code for students and staff compliant with Venezuelan law.

Adopted June 2003

7.401

Student Employment By The School

Students may serve as volunteer aides, monitors, etc. within the regular school program. Students so utilized shall not receive monetary return for their services.

Students wishing summer work at school may be employed on a part-time basis, when and if the need arises, as day laborers under the labor laws of Venezuela.

Adopted June 2003

7.402

Contests For Students

Organizations or groups within or outside the school may not use the school's name in any contest or fund drive without the written approval of the Superintendent.

Contests and competitions for students that are positive in nature and which are based on recognizing achievement and accomplishment shall be sanctioned by the school.

Adopted June 2003

7.403

Solicitations

Students may not be solicited for contributions, nor may commercial agents advertise or solicit business on school grounds, without the expressed written permission of the Superintendent.

Adopted June 2003

8

SCHOOL OPERATIONS

8.100

Facilities

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

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

As needed, there will be an ad hoc Facilities Committee appointed by the Board of Directors to assist the Superintendent in this task.

Adopted June 2003

8.101

Facility Maintenance

The Superintendent, or his designee, shall develop and supervise the implementation of a regular, on-going maintenance plan for the school, reporting annually to the Board on its effectiveness.

Adopted June 2003

8.102

Facility Repairs

Requests for repairs shall be made in writing through the Superintendent's office. The Superintendent will maintain an on-going record of all major repairs made to the school plant.

Adopted June 2003

8.103

Security And Key Control

The School shall maintain security personnel on a 24 hours basis to secure the school grounds.

Control of keys providing entry into school buildings shall be the responsibility of the Superintendent whom shall distribute keys to the school only to those for whom possession of keys is a necessity in the performance of their jobs. A record will be maintained of all keys distributed.

Adopted June 2003

8.104

Fire Prevention And Drills

The Superintendent shall be responsible for developing regulations governing fire prevention and drills in the school.

Fire drills shall be held at least once per semester.

Fire exit procedures shall be posted in all rooms occupied at any time by students.

Adopted June 2003

8.105

Emergency Plans

Special drills and procedures shall be developed by the Superintendent to assure the orderly movement to and placement of students in the safest available area during any emergency.

Adopted June 2003

8.106

Bomb Threats

The Board of Directors acknowledges its responsibility to ensure the safety of the children under its care. At the same time, it wishes to deal firmly with bomb threats and to discourage this type of disruption, which poses a danger to everyone in the school even when it is merely a threat and a nuisance. Therefore, procedures for dealing with bomb threats will:

1. Aim first toward ensuring student and personnel safety.
2. Aim also toward identifying the person or persons making the threat.
3. Require immediate reporting of any incident to the Superintendent's office and the local authorities.
4. Do not require automatic evacuation of the threatened building. The Superintendent will make the decision.
5. Establish staff responsibilities for searching the building. The request of an employee not to participate in the search shall be honored.
6. Provide that students not be dismissed from school until the end of the school day. Instead, if the building is evacuated, they shall remain in safe areas under their teacher's supervision until the Superintendent and police are satisfied no danger exists.
7. Provide instructions to staff, especially office personnel, in dealing with threatening phone calls.

The Superintendent shall confer with the President of the Board of Directors if possible, and brief him on the situation.

Adopted June 2003

8.107

Emergency Closing

The Superintendent is authorized to announce the closing of school if actual or potential hazards threaten the safety and well being of students and/or employees. The decision to close the school shall be made by the Superintendent or his designee upon consultation with members of the Board of Directors (when feasible), professional staff, and/or other community agencies responsible for the safety and well-being of the community. Public announcements and releases to the news media concerning emergency closings shall be made by the Superintendent.

Instructional days lost due to emergency closing may be rescheduled through extended days or Saturdays in order to fulfill all teaching day requirements.

Adopted June 2003

8.108

Accident Prevention And Reports

The Superintendent and school staff shall constantly anticipate possible unsafe situations within the school building and program. Any such concerns shall be reported to the Superintendent or his designee immediately and corrective action taken, as appropriate.

Recognizing, however, that even in the most carefully run organization accidents may occur, the Board of Directors charges the Superintendent with the development of specific procedures for the treatment and reporting of accidents which occur on school grounds and/or during school sponsored activities.

Adopted June 2003

8.109

Student Transportation In Non-School Vehicles

The Superintendent shall designate necessary vehicles as authorized for school transport.

Students may not be transported to or from school activities in non-school vehicles without written parental permission.

The school accepts no responsibility for student safety in instances when students ride in non-school vehicles, including car pools arranged by parents.

In the case of medical emergencies requiring the transport of a student to the hospital, the student will be transported in the safest and most medically acceptable method, which may be a non-school vehicle.

Adopted June 2003

8.110

Student Transportation Insurance And Liability

The Superintendent shall, in his position as intermediary between the drivers of student transportation and the parents, ensure that the drivers of school transportation do carry adequate accident and liability insurance.

The responsibility for student safety during transport is that of the carrier. The school accepts no responsibilities for accidents in non-school vehicles.

Adopted June 2003

8.200

Food Service

The Superintendent is authorized to provide for adequate lunch services for those students who wish to participate. The cost of lunch will be paid for by students when they eat. Lunches are not to be subsidized from the school's operating budget.

It is the intent of the Board of Directors that all students be given the opportunity of a well-balanced diet.

Adopted June 2003

9

9.100

Curriculum Development

The curriculum of the school is defined as a set of guidelines for the planning, implementation, and evaluation of learning experiences for students at CIPLC. It encompasses such areas as overall instructional goals and objectives, course/area goals and objectives, content, and both teacher-based and standardized evaluation of learning. The Superintendent, working with the professional staff, shall be responsible for the design and development of a curriculum for the school in accordance with established SACS guidelines. At times a Curriculum Committee may be established to assist with these activities.

Adopted June 2003

9.101

Grouping For Instruction

Students will be assigned to instructional groups according to previous records, measured attitudes and achievement, age, physical and emotional maturity, and other pertinent considerations whenever possible. Parental preferences will be considered, but the final determination is the responsibility of the Superintendent.

Adopted June 2003

9.102

Report Cards And Conferences

Communication with parents regarding student progress is essential to the home-school relationship. As such, the Superintendent shall develop regulations pertinent to scheduling of report cards and conferences. Further, the dates set for report card distribution and conferences shall be included in the annual school calendar.

Adopted June 2003

9.103

Student Awards And Recognition

The Board of Directors encourages the use of awards and recognition at all levels in recognition of special student and teacher achievement.

Adopted June 2003

9.104

Graduation Requirements

Requirements for graduation are established by the Board of Directors upon the recommendation of the Superintendent. They shall be consistent with the stated goals of the school and the requirements for admission to institutions of higher education in the United States. The Superintendent has the authority, when necessary, to deviate from these requirements.

Adopted June 2003

9.105

Services For Exceptional Children

Given the limited staff and capacity of CIPLC, there is limited provision for services for exceptional children beyond what can be provided in the regular classroom.

Parents of exceptional children shall be explicitly advised of this situation upon application or first request for information regarding admission to the school. Any doubt on the part of the Superintendent as to the ability of the school to attend to the needs of the child shall be stated at this time.

Adopted June 2003

9.106

Religious Instruction

CIPLC is non-secular. Religious instruction is not a part of the scholastic program nor shall the school premises be used for religious purposes unless required by law.

This is not intended to prohibit the study of such subjects as ethics or philosophy, but rather to avoid preferential treatment of any specific religious doctrines.

Adopted June 2003

9.107

Field Trips And Excursions

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

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

Such trips are encouraged as long as they do not seriously interfere with the educational routine of students who must remain in school. Parental permission is required for participation in field trips. Field trip arrangements and schedule must be approved by the Superintendent in advance.

On all school-sponsored trips involving students, proper supervision must be provided by school employees. In grades preschool through 6, there must be a minimum of one chaperone for every seven students. In grades 7 through 12, there must be a minimum of one chaperone for every 10 students. This requirement may be waived only at the discretion of the Superintendent.

Adopted June 2003

9.108

U.S. Program

CIPLC was originally founded to attend to the needs of the U.S. expatriate community. Given the highly mobile nature of the student body, it is the policy of the Board to maintain an elementary and secondary program based on the model provided by the United States highest performing public schools, adapted to facilitate re-entrance into schools in the United States and other countries in the world.

Adopted June 2003

9.109

Evaluation Of Instructional Program

The Board of Directors expects its faculty and administration to regularly evaluate the educational program. Citizen groups and outside agencies may be invited to participate when appropriate. Such evaluation may be expected to lead to recommendations for modifications of present practices, changes in content and new courses.

Curriculum development is the responsibility of the entire staff, but the leadership and coordination of developmental process is the special task of the Superintendent.

After planning by the faculty and approval by the administration, new programs will be presented to the Board. Periodic reports on the state and developmental activities (of the curriculum) will be presented to the Board by the Superintendent.

Adopted June 2003

9.110

Library / Media Materials Selection And Adoption

The school shall provide library/media materials of such quality and quantity as to provide adequate resource materials for the optimum educational attainment of each individual student. The selection of materials for the library/media center shall be the responsibility of the Superintendent in advisement with the teachers and librarian.

Adopted June 2003

9.111

Extra Curricular And Athletic Programs

The school shall offer extra-curricular activities for students. The scope and variety of extra-curricular activities may vary from year to year. Continuity shall be encouraged in the major areas of extra-curricular activity, e.g., student publications, dramatics, athletics, music. A portion of the school day may be scheduled by the administration for extra-curricular activities. Extra-curricular activities may also be scheduled outside of regular school hours.

Adopted June 2003

10

10.100

Community Resources

The Board of Directors encourages and proactively seeks to utilize resources within the community to assist in furthering and enriching the educational program.

Adopted June 2003

10.101

U.S. Accrediting Agencies

The Board of Directors views accreditation by Advanc-Ed/Southern Association of Colleges and Schools (SACS) as the way of assuring that the school meets pre-established, recognizable standards of quality, thus creating a basic foundation for the development and maintenance of a good school. The Board recognizes that the goal of a dynamic institution must be continuous improvement.

As such, it shall be the policy of the Board that the standards and requirements of U.S. accreditation be met. Should a standard or requirement not be met, for whatever reason, a plan to remove the deficiency, based on an aggressive timeline, shall be developed by the Superintendent and the Board of Directors.

Adopted June 2003

10.102

In-service Education / Student Teachers / Research And Consultation

The Board of Directors authorizes the Superintendent to negotiate agreements with U.S. universities to provide in-service education for the staff and faculty of CIPLC. This authorization shall include student teachers and research and consultative services.

Expenditure of funds not included for this purpose in budget shall require prior approval.

Adopted June 2003

10.103

Regional And International / Associations / Organizations

The Superintendent is authorized to apply for membership and to participate in activities of regional and international associations appropriate for international schools in general and CIPLC in particular within the limits of funds budgeted for that purpose. The obligation of unbudgeted funds shall, however, require prior Board approval.

Adopted June 2003

10.104

Cooperative Programs With National Schools

The Superintendent is authorized and encouraged to enter into any cooperative program with a local Venezuelan school which provides a benefit to the school program without compromising the operation of the school in any way.

Adopted June 2003

10.105

Host Country Schools, Colleges, And Universities

The Board of Directors authorizes the Superintendent to enter into mutually beneficial relationships with any institutions of higher learning in order to provide assistance in improving the school program.

Any financial commitments to such programs not included in the budget shall require prior Board approval.

Adopted June 2003

10.106

U.S. Schools, Universities, And Colleges

The Board of Directors recognizes that substantial benefit can be gained by the establishment of a viable university-to-university program between CIPLC and U.S. institutions of higher learning. As such, the Superintendent is authorized to establish and maintain such a relationship in order to enhance the educational program of the school.

Any financial commitments to such a program which are not included in the budget shall require prior approval of the Board.

Adopted June 2003

10.107

Local Education Agencies
School To School Program

The Board of Directors recognizes that substantial benefit can be gained from the establishment of an effective school-to-school program. As such the Superintendent is authorized to establish and maintain such a partnership with a U.S. Local School District for the purpose of mutual advantage.

Any funding requirements which are not included in the budget shall require prior Board approval.

Adopted June 2003

10.108

Adult Education

The school may provide for such adult education programs as are necessary to attend to community interests provided that they do not operate at a financial loss unless such loss is specifically included in the budget.

Adopted June 2003

10.109

School Volunteers

The Board encourages the use of volunteers as a supplement to the school staff when such individuals are:

- a. Unpaid
- b. Subordinate and directly responsible to a regular employee of the school
- c. Utilized efficiently under a specific plan of duties and responsibilities
- d. Qualified

Adopted June 2003

10.110

Host Country Law Enforcement Agencies Relations

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

1. A student in school may not be interrogated by any authority without the knowledge of the school official and parents.
2. Any interrogation must be done in private with an official school representative present.
3. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.

Adopted June 2003