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1.10 SCHOOL LEGAL STATUS

The International Community School of Abidjan is organized under Statute 60-315 of September 21, 1960 of the laws of the Cote d'Ivoire. It has been formed as an activity of a non-profit, non-sectarian association called the International English Speakers' Association of the Cote d'Ivoire. This Association has been given formal written authorization to exist by the Ministry of the Interior, and has been given permission to operate an English medium school by the Ministry of Education. The fundamental legal basis of the school, therefore, emanates from the laws of the Cote d'Ivoire.

1.101 CORPORATE STATUTES, CONTROL AND PURPOSE

The document that provides the basic legal structure for the school is called the "**Statutes of the International Community School of Abidjan Association**". Copies of the Statutes are on file in the school's office and are available for Board members, Administrators and Teachers.

1.102 POWERS DELEGATED TO THE BOARD

The Association has delegated to the Board of Directors certain powers necessary to operate the School. Thus, the Board has the power to hire a school director; determine policy; delegate executive, supervisory, and instructional authority to its employees; oversee the finances of the school; and approve the instructional program of the school.

1.103 SCHOOL OWNERSHIP AND TAX STATUS

The school is owned by the International Community School of Abidjan Association . The Association, as a legally constituted non-profit association, is exempt from taxes on excess income over expenses. Any excess revenue, however, cannot be distributed to the owners, but must be reinvested into the operation of the school. The school is, however, liable for all other taxes charged by the government that arise in the course of the operation of a school or business.

Members of the Association are not individually or jointly liable for the debts or other obligations of the Association or school; such items are the liability of the legal entity called the International Community School of Abidjan Association and must be paid from its assets.

1.20 SCHOOL MISSION AND PHILOSOPHY

Mission: What is our driving purpose?
Learning and Leading in a Collaborative Culture

Vision: What does the mission look like?
We Learn, so we develop confident, inquiring learners, expert in working with important concepts and critical competencies and equipped with a personal moral compass.

We Lead, so we teach our students to lead and manage their own learning and we build the leadership capacity of our learning stakeholders and of our school.

We Collaborate, so we share information, co-create innovative ideas and build relationships by reaching across traditional boundaries to involve people in all parts of our school community.

We share a Culture within which we are appreciative of the benefits we enjoy, openly welcoming a range of perspectives, embracing our differences and building a community that is diverse in essence, united in direction.

Adopted September 5, 2016

1.30 SCHOOL ORGANIZATION

1.301 ADMINISTRATIVE ORGANIZATION PLAN

The school is divided into an Upper (6-12) and a Lower School (K-5), each of which is headed by a Principal. The Upper School is further divided into a Middle School, grades 6-8, and a High School, grades 9-12. The Principals are directly in charge of the individual schools while the overall administration of the school is under the control of the School Director who is ultimately responsible for the administration of the entire institution. The school employs a Finance Officer who is the person directly responsible for the financial administration of the school which is also the ultimate responsibility of the School Director.

1.302 SCHOOL DIRECTOR POWERS AND DUTIES

The Board of Directors shall employ a Director who shall be the chief administrator of the school. The Director shall be responsible to the Board of Directors and act under its direction. The Director shall be the executive officer of the Board and shall be responsible for the organization, operation, and administration of the total school program, and for maintaining high standards of personal and professional behavior for all employees.

The Director may delegate authority and responsibility to other administrators at his/her discretion, but, in every instance, the Director is responsible for the proper conduct of the school and its programs.

1.303 LINE AND STAFF RELATIONS

In the absence of the Director, an Acting Director shall be appointed by the Director and be responsible for the daily operations of the school(s). The Board shall be notified of the reason for the absence and the appointment of the Acting Director.

In the event of a long-term, unplanned absence of the Director, either due to illness or physical or mental incapacity, the Board shall approve the appointment of a qualified individual as Acting Director with full authority of the Director.

1.304 SCHOOL-COMMUNITY RELATIONS

The Board believes that the broader community should be well-informed about the school, its goals, and its activities. The community includes current and potential Association members, representatives of the international business and diplomatic communities in Abidjan, and the host country government. Therefore, communications between the school and these groups will be actively encouraged. The Director will be responsible for developing and implementing a comprehensive school-community relations plan which establishes and makes known procedures that ensure effective two-way communication between the school and the community.

1.305 COMMUNICATION WITH THE ASSOCIATION

The Director is responsible for all communications with members of the Association.

The administration welcomes comments and constructive criticism of a general nature from Association members. Provision is made on the agenda of every regular Board meeting for member concerns to be brought directly to the attention of the Board.

1.306 Parent-Teacher Association

The Parent-Teacher Association (PTA) of ICSA is constituted under the auspices of the ICSA Board. It shall be considered an auxiliary of the school, and will have its constitution and mission statement on file with the Board. It shall have a regular ex-officio member on the school Board, with voice but no vote. The PTA shall be permitted to hold its regular meetings in the school buildings.

1.307 COMMUNITY USE OF SCHOOL FACILITIES

Community groups may be permitted to use school facilities provided that such use does not contravene Board policies, interfere with the school program, or impose unwarranted burdens on school personnel.

The Director is responsible for administering such use. The school will not accept liability for damages to property or person resulting from such use.

1.40 SCHEDULES OF INSTRUCTION

1.401 SCHOOL YEAR

The school year shall consist of 175 student days and 185 teacher days. The Board may alter the number of school and teacher days based on emergency or unforeseen circumstances.

1.402 SCHOOL CALENDAR

At or before its regular meeting in January, the Board of Directors shall adopt a calendar for the following school year. The school calendar shall make provision for beginning and ending dates, number of school and teacher days, and appropriate Ivoirian and selected American holidays.

1.403 EXTENSION OF THE SCHOOL YEAR

It may become necessary, due to unexpected closure of the school, to extend the school year into the periods usually considered vacation. In such an instance, the academic and social needs of the students will be carefully considered. The Board may, at its discretion, waive the minimum number of days as required in policy 1.401.

1.404 SCHOOL DAY

The school day for Upper, Middle, and Lower school will consist of a minimum of 6.0 instructional hours daily. Starting and ending times for each school will be published in Teacher, Student and Parent Handbooks.

1.405 UNSCHEDULED SCHOOL CLOSING

The Director is authorized to announce the closing of school if actual or potential hazards threaten the safety and well-being of students and employees. In addition, the Director can authorize the closing of school when the government of Cote d'Ivoire schedules a holiday that has not been announced in advance and it would be inappropriate for the school to operate. The decision to close the school shall be made by the Director or a designee upon consultation with members of the Board of Directors when feasible.

1.50 INSTRUCTIONAL PROGRAM

Guided by AERO standards and benchmarks, the School offers a co-educational and nonsectarian program based on constructivist philosophy and tailored to its international community students. The program runs from KG to grade 12. Starting September 2016, ICSA offers the International Baccalaureate (Diploma Program) to its high school students. The academic and social education is provided by a highly qualified educational staff in partnership with students and parents. ICSA is accredited by The Middle States

Association and the Council of International Schools.

1.501 ACADEMIC FREEDOM

Academic freedom may be defined as the right of qualified scholars in their own field of expertise to pursue the search for truth in its many forms and to make public their methods and findings. It is the right of qualified teachers to encourage freedom of discussion of controversial questions in the classroom, and to develop in students a love of knowledge and a desire to search for truth.

ICSA protects teachers from any censorship or restraint that interferes with their obligation to pursue truth in fulfilling their classroom duties. All issues will be presented in a fair and unbiased manner, and the maturity and intellectual grasp of students shall be taken into account. Teachers need to bring all potentially controversial topics to the principal's attention for approval ahead of time.

1.502 CROSS-CULTURAL LEARNING OPPORTUNITIES

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

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

1.503 CURRICULUM DEVELOPMENT & REVISION

Curriculum development and review is an on-going process. The Board recognizes the need to regularly review and update the curriculum of ICSA. The Director and the faculty shall regularly evaluate the educational program of the school. Systematic curriculum review and development is the responsibility of the entire staff, but the leadership and coordination of the developmental process is the special task of the Director. Significant changes to the curriculum will be presented to the Board for review and approval.

1.504 SPECIAL INSTRUCTIONAL PROGRAMS

Children who are not sufficiently fluent in English upon entering ICSA may be enrolled in our ELL program until they can attain a level of language proficiency to allow them to carry out the work in the regular class.

1.505 RELIGIOUS EDUCATION

The International Community School of Abidjan is secular. Religious instruction is not part of the scholastic program, nor shall the school curriculum include evangelistic or proselytizing material.

Published materials dealing with the role of religion in history and society and books embodying religious and theological precepts, such as the Bible, Koran, Sutras, etc., may be included in the library collection as authorized by the Director.

Artistic, cultural, dramatic and musical performances associated with particular moral, ethical, and religious beliefs may be included in the extra-curricular program of the school as an expression of the multi-cultural and international character of the school. Student participation in such events will be strictly voluntary.

1.506 FAMILY LIFE / SEX EDUCATION

The Board recognizes that the school exercises a significant role in the social development and instruction of the student, but that the responsibility for the instruction in family life and sex education resides with the parents. The school, before delving into any sexuality material, will communicate with the parents for authorization.

In view of the school's role, the school will provide instruction on health care, contemporary health issues, and the biology of human reproduction.

1.507 SERVICES FOR EXCEPTIONAL CHILDREN

Within the limitations of its resources and programs, the school shall make every effort to meet the differing educational needs of its students. However, in some instances, it may not be adequately staffed or equipped to meet certain special needs.

In such instances, it is the responsibility of the Director to review the application for admission or the condition of continued enrollment of the student and to then decide on the appropriate action.

1.60 EXTRACURRICULAR PROGRAMS

Within the limits of its resources, the school shall offer extra-curricular activities for students. The scope and variety of these activities may be modified from year to year; however, continuity shall be encouraged in the major areas of extra-class activity, e.g. student government, yearbook, student publications, dramatics, athletics, music. Extra-curricular activities will normally be scheduled outside of regular school hours; nevertheless, certain activities may be scheduled during the school day.

1.601 INTERSCHOLASTIC ATHLETICS

The International Community School of Abidjan promotes and encourages interscholastic competition as a means to develop a student's sense of team effort, fair play and good sportsmanship.

1.70 CLASS SIZE

ICSA believes that small class sizes are essential to the provision of quality education. At the same time it is essential to the well-being of the school to be fiscally responsible. ICSA's current cap is 22 students per class. However, exceptions can be made for International Students with the approval of the Director and the Board. If a class is over 25, another class will be automatically added the following year.

1.80 INSTRUCTIONAL RESOURCES

1.801 INSTRUCTIONAL MATERIAL SELECTION AND ADOPTION

The Director shall officially adopt textbooks and approve instructional material for use in the school.

1.802 SCHOOL LIBRARIES AND MEDIA CENTERS

The Director is responsible for establishing and implementing a library materials selection process. Guidelines for use of the library and the media center will be established by the librarian and approved by the Director .

1.803 FIELD TRIPS AND EXCURSIONS

Field trips are encouraged so long as they enhance the educational routine of students.

Parental permission is required for participation in field trips. Field trip arrangements and schedules must be approved by the appropriate Principal.

1.90 ACADEMIC ACHIEVEMENT

1.901 GRADING SYSTEMS

Students in grade 6 and above at the International Community School of Abidjan will be given the grades as described in the Parent-Student Handbook.

1.902 TESTING AND EVALUATION

Teachers are expected to develop methods of formal and informal assessment to regularly monitor students' progress at all grade levels. The Director will ensure that formative assessments are used in instructional design and that summative assessments such as semester exams are employed as warranted.

Standardized tests of basic skills and/or achievement will be administered at least once a year to all students in grades 2 to 10. Students achievement results will be made available to their parents.

1.903 REPORT CARDS AND CONFERENCES

Parents will receive reports of their child(ren)'s progress four times during the year. In addition, mid-quarter reports will be sent home to the parents of those students with whom the school has a concern.

Teachers and parents are encouraged to schedule appointments to discuss students' achievements and performance at any time during the year.

1.904 HOMEWORK

The Director shall establish and implement homework guidelines appropriate to grade level and subject context. Details are in the parent/student Handbook.

1.905 PROMOTION AND RETENTION OF STUDENTS

Promotion of a student is based on the quality of his/her academic performance, taking into consideration critical reading and math levels, the results of standardized tests, as well as the social and emotional development of the student. Guidelines for retention will be developed by the Director and detailed in the parent/student handbook.