



Garden Kids International School

"Reaching The Maximum Academic Excellence"

Manual of Procedures and Organization

2022-2023

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GARDEN KIDS INTERNATIONAL SCHOOL PROFILE

Garden Kids International School (formerly GARDEN KIDS SCHOOL) is a privately owned bilingual school. It is located in El Batey, Sosúa, Puerto Plata, Dominican Republic. It was founded in 1998 by Mr. Joel Fajardo and Mrs. Yvis Castillo Fajardo (Academic Principal) to meet the needs of Dominican and foreign families who reside in the Dominican Republic and who are interested in obtaining a quality education in English and Spanish. Classes began in 1998 at a temporary location in the Los Charamicos, a sector of Sosúa, and in 2002 were relocated to our present campus to accommodate a booming enrollment. GKIS offers all levels of education from Nursery (2 years-old) through high school. The institution has the approval of the Dominican Ministry of Education and follows the Spanish Language Curriculum. Courses studied at the school are valid in all foreign countries in accordance with international treaties to which the Dominican Republic is a party. The English language program follows the Common Core standards in the United States curriculum, enhanced and adapted to meet local requirements.

The school is constantly upgrading its campus' infrastructure through acquisition of up-to-date technological resources in order to offer the best possible academic preparation for our students. High academic standards and a strong curriculum base have qualified GKIS to be ranked among the best in the country

Vision

The vision of Garden Kids International School is to educate capable and responsible multicultural citizens by integrating academic excellence and social ethics for global success.

Mission

The mission of Garden Kids International School is to provide opportunities that inspire the student to achieve his maximum potential in a loving, nurturing multicultural community.

GKIS BELIEFS

1. We believe that each student is a valued individual with unique physical, social, emotional and intellectual needs.
2. We believe cultural diversity can increase students' understanding and appreciation of different people, cultures, and of themselves.
3. We believe schools need to function as a learning organization that provides opportunities for all those who have a stake in the success of the school, to work together as a community.
4. We believe that we are committed to educate, encourage and challenge students to fulfill their intellectual, emotional and physical potential.
5. We believe in the importance of parental involvement in the education of their children and in their lives at school. We recognize parents as the most important partners in our endeavor.
6. We believe that the commitment to continuous improvement is imperative.
7. We believe that each student should be aware of the existence of God and that the school should promote the respect of all religious beliefs.

GKIS PHILOSOPHY

The philosophy of the school is to promote academic excellence by providing the best possible disciplined learning environment with an appropriately challenging academic program.

GKIS is a multicultural school with a diversity of more than 20 nationalities. Within a family-style environment, the school encourages open communication and interaction among administrators, teachers, parents, and students in order to enrich the learning experience and to maintain discipline and balance. We emphasize respect, worth, and dignity of each individual and of all peoples. Working together, GKIS students overcome language and cultural barriers.

GKIS OBJECTIVES

- To achieve academic excellence through a complete English-Spanish curriculum in a multicultural environment.
- To promote and develop critical thinking and investigation skills and help students develop life-long habits of learning.
- To raise awareness within our community for the need to preserve, care for, and improve our environment.
- To ensure, through the use of modern teaching and advanced technological resources, that students take responsibility for their own learning process in the various disciplines of knowledge.
- To encourage the development of ethical and civic values through student participation in community service projects.
- To actively encourage parents to become and remain involved in the education of their children.
- To provide our students the possibility of learning at least three languages, which will give them an important tool for communication and will help them to find their place in the world of today.
- To achieve the integral development of our GKIS students through sports activities, art programs, and research projects as sources of health, social harmony, and cultural enrichment.
- To encourage students to develop patriotism towards their own nation while respecting and appreciating other cultures.
- To raise student awareness of God and promote respect towards all religious beliefs.

THE CURRICULUM

We are committed to providing our students with the English Language Curriculum of the United States and the Spanish Language Curriculum of the Dominican Republic. Highly qualified and certified local and foreign teachers deliver instruction in English and Spanish. French is taught as a foreign language from grade five to twelve. The weekly class schedule for each grade level includes two or three hours of French instruction. In this manner, students progress through eight levels of French.

We encourage the criteria of “No Child Left Behind”, by constantly re-evaluating the student’s needs and the curriculum, making adjustments as needed to provide students with a solid foundation in math, physical sciences, computer science, social studies, and especially in English language and literature. Furthermore, they are expected to pass standardized examinations in all language skills and math in both Spanish and English. GKIS students are required to take a number of “standardized” tests in order to track their progress.

We also ensure the appreciation of art, music, and foreign languages, and a lifelong enjoyment of physical exercise and sports.

The students that complete their schooling in our program will be able to fluently communicate in written and oral form in two languages: Spanish and English.

ADMISSIONS PROTOCOL

Parents interested in **GKIS** (early childhood to high school) must follow this admission protocol: make an appointment with the Principal or Assistant Principal. Then parents will make a placement reservation on our waiting list, submit the information required by the admissions representative and pay the placement and entrance exam fees.

For Elementary, Middle school and High School students, parents are requested to bring current transcripts that confirm the grade level of the student and the academic performance from their previous school.

During the meeting with the Principal, an interview with parents verifies that the students meet the criteria established by the school for their grade level (age, family dynamics, and child’s development).

Early Childhood Students

A developmental inventory is administered to the students applying from Nursery to Kindergarten. These inventories assess the development in cognitive, motor, and social emotional areas. The admissions department also requires a duplicate of the progress report from the previous school, when applicable, where the student was most recently enrolled.

The registration form, developmental inventory, psychological exam and entrance exams are considered by the academic principal who makes the final decision concerning the admission of the student. All this information is recorded and kept in our database.

Early Childhood students should meet the age criteria established by the school:
<p>Nursery: 2 years old before December of the year of enrollment.</p> <p>Toddlers: 3 years old before December of the year of enrollment.</p> <p>Pre-k: 4 years old before December of the year of enrollment.</p> <p>Kindergarten: 5 years old before December of the year of enrollment.</p>

Elementary, and Middle School

The Admission Department verifies that the student has a good academic record (average 75% and above) and good behavior in his/her current school, according to his/her grade level.

Students applying for 2nd grade and upper levels should also be able to handle reading, writing, comprehension and math skills in his/her native language.

Students will take an aptitude test and entrance exams (NWEA MAP survey). Our grade teachers or academic coordinators administer entrance exams.

The academic principal, in order to decide on the admission of the student, considers and evaluates the registration form, updated transcripts, and entrance exams. All this information is recorded and kept in our database.

If coming from a school abroad, students from 7th grade on should follow the procedure established by the Dominican Ministry of Education to validate the academic program taken in their previous school. Garden Kids International School will then place the student in the grade level determined by the Dominican Ministry of Education.

The results of the entrance exams will be communicated verbally to the parents within a short period. If the student is accepted, the family will have a limit of 2 workdays from the date the results were communicated to formally register the students. If the parents have not formalized the registration by the end of the deadline, the space available will be given to others who wish to register.

It is important to remember that the school works with a limited number of spaces per grade, and the interviews offered to the parents interested in our institution depend on this availability. Any available spaces will be taken only with the formal registration of the student after the fulfillment of the required process of our Registration Department, authorization by the Dominican State Board of Education, and the requirements of our Administrative Department.

ADMISSIONS REQUIREMENTS

1. Aptitude entrance examination, mathematics test and reading comprehension, vocabulary and grammar tests. Both English and Spanish if required.
2. Original Birth Certificate (If the child was not born in the Dominican Republic, a legalized copy must be made by the consulate in the country of origin), and translated into Spanish.
3. Two photographs size 2 x 2.
4. Medical Certification – students must have a complete physical examination within the 3 months previous to enrollment with complete record of vaccination.

5. Up-to-date transcripts or grade reports from previous school.
6. A letter of recommendation from the last school attended including a letter certifying that all financial obligations have been met.

High School Admissions Requirements

1. Aptitude entrance examination, mathematics placement assessment and reading comprehension, vocabulary and grammar test. Both English and Spanish are required.
2. Original Birth Certificate (If the child was not born in the Dominican Republic, a legalized copy must be made by the consulate in the country of origin.)
3. Four photographs size 2 x 2.
4. Medical Certification. Students must have a complete physical examination within 3 months previous to enrollment with complete record of vaccination.
5. Up-to-date transcripts or grade report from previous school- results of 8th grade national tests.
6. A letter of recommendation from the last school attended including a letter certifying that all financial obligations have been met.

MANUAL OF PROCEDURES AND ORGANIZATION for GARDEN KIDS INTERNATIONAL SCHOOL

PROCEDURES MANUAL

The purpose of this manual is to provide clear and specific information about the organization of GKIS. This manual provides basic rules of organization, operation and control of GKIS educational institution in its academic, administrative, financial, and institutional work.

Chapter I. OVERVIEW.

1. General Purpose: To establish clear and accurate rules and procedures for the entire GKIS staff in order to operate within a framework of attention to excellence, in this globalized and competitive world.

2. Specific objectives:

2.1. To plan, coordinate, organize, design, implement, evaluate and assess the educational service provided by GKIS in order to guarantee quality and efficiency in our academic program in today's world.

2.2. To assure efficiency in managing the resources available for the implementation of the school curriculum in compliance of the Dominican and American standards.

2.3. To promote excellent management and responsiveness to the specific requirements that support excellence in education through sustained scientific and technological modernization of facilities and materials.

3. Scope: This handbook address functions and responsibilities that guide the activities of the administrative, academic and support staff of the school.
4. Purpose: This document is intended to regulate the organization, planning, and execution of policies in GKIS, considering that main objective of this institution is academic excellence in English and Spanish. It is imperative to organize and optimize the educational service of the preschool, primary, elementary, middle and high schools.

5. Purposes:

5.1. To ensure a high quality of education for all.

5.2. To involve all teachers in the achievement of the academic objectives proposed by GKIS.

5.3. To promote Dominican values and identity as well as all nationalities that converge at GKIS.

5.4. To strengthen cultural identity represented by students and teachers at GKIS.

6. Legal framework:

This manual is based on the following Dominican laws:

6.1. General Dominican Law of Education (1966-1997).

6.2. Regulation of private educational institutions.

6.3. Law 16-92, as amended (Labor Code).

6.4. Social Security Law 87-01.

Chapter II. THE EXECUTIVE BODIES

The Advisory Board

The advisory council is composed of respected professional people in our community who have no vested interest in GKIS other than to its success as an educational institution. The role of this council is to offer their expertise to advise the administration about decisions concerning the academic, social, and economic policies that affect the success of the school

The Academic Director, aka the Principal

The School Principal serves as the educational leader who is responsible for managing the policies, regulations, and procedures of the school to ensure that all students are supervised in a safe environment that meets the approved educational curriculum, mission and vision of the school.

Achieving academic excellence requires that the school Principal works to direct and nurture all members of the school staff and to communicate effectively with parents. Inherent in the position are responsibilities for scheduling, curriculum development, extracurricular activities, personnel

management, emergency procedures, and facility operations; indeed, all issues pertaining to the successful operation of the school.

RESPONSIBILITIES of the Principal:

The Principal is the first authority at GKIS. He or she is responsible for planning, organizing, leading, monitoring, evaluating and controlling all educational and managerial services offered in alignment with the vision and mission of the school.

The Principal:

1. Establishes and promotes high standards and expectations for all students and staff for academic performance and for student behavior

2. Manages, evaluates and supervises effective and clear procedures for the operation and functioning of the school consistent with the philosophy,

the mission, values and goals of the school (including instructional programs, extracurricular activities, a discipline system to ensure a safe and orderly school climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures).

3. Ensures compliance with all laws, board policies and civil regulations
 4. Establishes the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals
 5. Supervises the instructional programs of the school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development (best practices).
 6. Establishes procedures for evaluation and selection of instructional materials and equipment, and delegates responsibility for all approved recommendations.
 7. Supervises, in a fair and consistent manner, effective discipline and attendance systems setting high standards that are consistent with the philosophy, values, and mission of GKIS. Ensures a safe, orderly environment that encourages students to take responsibility for their behavior and creates high morale among staff and students. Files all required reports regarding violence, vandalism, attendance and discipline matters.
 8. Establishes a professional, respectful rapport with students and with staff. Displays the highest ethical and professional behavior and standards when working with students, parents and school personnel.
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Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession while encouraging all teachers to do the same.

9. Notifies the appropriate personnel immediately if there is evidence of substance abuse, child abuse, child neglect, severe medical or social

situations, potential suicide alerts, students under the influence of alcohol or other illegal substances.

10. Keeps the administration advised of employees not meeting their contractual agreements.

11. Researches and oversees the collection of data regarding the needs of students, and other pertinent information.

12. Keeps the staff informed and seeks ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school.

13. Establishes procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the physical, visual and acoustical comfort of each classroom.

14. Creates policies for the health, safety, and security of students, employees and visitors.

15. Develops clearly understood procedures and provides regular drills for emergencies and disasters.

16. Maintains a master schedule to be posted for all teachers.

17. Establishes schedules and procedures for the supervision of students in non-classroom areas (including before and after school).

18. Maintains visibility with students, teachers, parents and the administration.

19. Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the students in the school.

20. Makes presentations to students, staff, parents, and the community, using clear, legible visuals, and articulate, audible speech.

21. Uses excellent written and oral English and Spanish, or any other language skills when communicating with students, parents and teachers.

22. Communicates with the teachers in order to receive regular feedback about the needs, successes and general operation of the school.



23. Establishes procedures for safe storing and integrity of all public and confidential school records. Ensures that student records are complete and current.
24. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal limits.
25. Organizes and supervises procedures for identifying and addressing the special needs of students including physical, emotional and academic needs.
26. Maintains positive, cooperative and mutually supportive relationships with staff and parents.
27. Performs any duties that are within the scope of employment and certification as assigned by the administration and not otherwise prohibited by law or in conflict with contract.
28. Provides quarterly student grades and behavior reports to parents.
29. Nurtures both students and teachers to achieve their greatest potential academically, instructionally and spiritually.
30. Creates and maintains a positive school climate conducive to study and personal enrichment at school.
31. Provides an atmosphere of humility, obedience and kindness throughout the school day.

32. Ensures that students and teachers attend the flag ceremony daily.

33. Enforces uniform policy and dress code to ensure that the focus is on academically achievement rather than personal adornment.
34. Provides and ensures supervision for a safe recreation and play period for the students.
35. Coordinates with the assistance of the Administration and the Assistant principal tasks related to the recruitment of academic staff.
36. Monitors the functioning of the Parent Teacher Organization of GKIS.

JOB REQUIREMENTS

1. Master's degree in Sciences of Education.
2. Knowledge of Law 66-97, which regulates the Dominican Education System and private educational institutions
3. Knowledge of the AdancEd Standards of Quality
4. Mastery of the rules that govern monolingual educational institutions in the Dominican Republic
5. A minimum of five years of experience
6. English/Spanish language proficiency
7. Excellent human relations
8. Demonstrated leadership ability

The Assistant Academic Director, aka the Assistant Principal

RESPONSIBILITIES of the Assistant Principal:

The Assistant Principal is the second in authority at GKIS, subordinate only to the Director, and who, in the absence of the Director must perform his or her functions.

The Assistant Principal:

1. Supports the school principal in the coordination, supervision and management of the school program and operation.
2. Supports the principal in developing and maintaining an effective educational program consistent with the guidelines, the philosophy, policies and goals of the school.
3. Meets and confers with students, parents, faculty and staff; maintaining records and files; preparing reports.
4. Supports the principal in the overall administration of the school; interprets and enforces school and school division policies and regulations.
5. Serves as principal in the absence of the regular principal.
6. Proposes schedules of classes and extracurricular activities; helps schedule courses, students and teachers.
7. Requisitions supplies, textbooks, and equipment; conducts inventories, maintains records, and checks on receipts for such material.

8. Provides support in coordinating custodial, cafeteria, and other school support services; helps conduct safety inspections and safety drill practice activities.
9. Provides support in the reporting and monitoring of student attendance.
10. Provides support in maintaining discipline throughout the student body; deals with special cases as necessary.
11. Serves with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
12. Maintains a variety of files; prepares periodic and special reports as required.
13. Identifies the special needs of students on a regular basis, seeking the assistance of school system specialists as required.
14. Supervises teachers and departments.
15. Explains and interprets division-wide curriculum/instructional goals and objectives to teachers, parents, pupils and the community.
16. Provides support in the planning and implementation of a systematic method of supervising the instructional program through the use of observations, documentations and follow-up conferences.
17. Coordinates training, supervision and evaluation of staff. Mentors and assists new teachers or assigns mentors to new teachers from existing staff.

18. Coordinates ongoing teacher training and professional development.

JOB REQUIREMENTS

1. Master's degree in Science of Education or School Administration.
2. Uses excellent written and oral English and Spanish, or any other language skills when communicating with students, parents and teachers.
3. Has knowledge of the Law 66-97.
4. Has knowledge of AdvancEd Standards of Quality.
5. Understands and can apply the rules that govern monolingual educational institutions in the Dominican Republic.
6. Excellent human relations

The Chief Administrative Officer

The Chief Administrative Officer is the foremost authority at GKIS in financial management, and the administration of faculty, administrative and support staff.

Responsibilities of the CHIEF ADMINISTRATOR

1. Legally represents the School when dealing with institutions with whom the school maintains a relationship of legal dependency (such as the Ministry of Education) and financial dependency (such as commercial banks, Ministry of Labor, Social Security, creditors, debtors, suppliers, consultants, etc.)

2. Designs, organizes, directs and supervises all tasks related to human resource management and economic stability.
3. Directs and supervises all accounting activities such as billing, purchasing, sales, revenue, accounts receivable, accounts payable, deposits and check register, bank reconciliation, etc.
4. Designs policies for parents and guardians of GKIS regarding fees, payments discounts and surcharges.
5. Analyzes the financial reports received from the Deputy Administrator for the purpose of taking appropriate action in cases as necessary.
6. Reviews the drafting of all contracts.
7. Designs the performance evaluation policies, as well as incentives and rewards to the clerical and support staff, under their authority.
8. Evaluates the performance of administrative and support staff at GKIS.
9. Supports the Principal in all the decisions for performance improvement, training and qualification of students, teachers, and all personnel connected with the institution.
10. Identifies the means to obtain extra resources that will help improve the economic performance of the institution.

JOB REQUIREMENTS

1. Degree in business administration, accounting, or a career related to finance
2. Master of Science in Education with a focus on School Administration (preferred)

3. Diploma in Human Resource Management (preferred)
4. Understanding of Law 66-97 on education
5. Knowledge of the AdvancEd Standards of Quality.
5. Knowledge of the Dominican Labor Code (Law 16-92).
6. Knowledge of the law on Social Security
7. Excellent human relations.
8. Leadership skills.
9. Fluency in Spanish and English.
10. Two years of experience.

The Deputy Administrator

The Deputy Administrator is the second authority in the administrative area of GKIS, subordinate only to the Principal and the Administrative Director. His or her main function is to represent the Chief Administrator in their absence when dealing with institutions and/or persons linked to the institution, and with the staff. GKIS currently does not have a human resources department, so the Deputy Administrator is responsible for all tasks related to management of support staff.

Responsibilities of the DEPUTY ADMINISTRATOR

1. Classifies, records, analyzes and interprets financial information in accordance with the chart of accounts established by the Chief Administrator.
2. Keeps an accurate system for organizing all aspects of the finances of the school.
3. Prepares and submits reports on the financial situation of the school to the Chief Administrator and Director monthly; monitors and delivers a trial balance.
4. Prepares and submits municipal and national tax returns indicating employee obligations, if applicable.
5. Prepares and certifies the financial statements for each fiscal year and corresponding information, in accordance with the provisions of existing rules.
6. Advises the Chief Administrator, Advisory Board and/or Director on matters related to school's financial obligations and to all matters concerning the school's internal control.
7. Keeps files of the school's financial obligations in an organized and timely manner to meet the requirements or requests for information both internally and externally.
8. Submits the reports required by the administration on matters within their competence.
9. Advises partners on credit, when required.
10. Implements policies GKIS on charges, discounts, surcharges.

11. Ensures proper maintenance of building infrastructure and equipment of classrooms, administrative offices, academic offices, science lab, multimedia room, library, kitchen, cafeteria, et all.
12. Replaces the teaching materials, office equipment, cleaning supplies and necessary materials for the efficient operation and maintenance of the school in general as well as special events and activities of the school.
13. Assists, along with academic and administrative managers, in the training of the personnel under his authority.
14. Manages, supervises and evaluates the administrative and support staff, implementing structures set in place by GKIS for such purposes.
15. Ensures the needs of staff under their supervision and oversees their duties and responsibilities in a timely and satisfactory manner.

JOB REQUIREMENTS

1. Degree in business administration, accounting, or a career related to finance.
2. Master of Science in Education with a focus on School Administration (preferred)
3. Diploma in Human Resource Management (preferred)
4. Understanding of Law 66-97 on education
5. Knowledge of the Dominican Labor Code (Law 16-92).
6. Knowledge of the Social Security law (87-01)
7. Excellent human relations.

8. Leadership skills.

The Administrative Secretary

Responsibilities of the ADMINISTRATIVE SECRETARY

1. Performs counter functions determined by the rules and code of ethics for the practice of the profession.
2. Classifies, records, analyzes and interprets financial information in accordance with the chart of accounts established by the administration.
3. Records and keeps appropriate account information in their respective ledgers.
4. Prepares and presents reports on the financial situation of the school as directed by the Administrative Management to control and deliver a trial balance each month to the administration.
5. Assists in the preparation and submission of municipal and national tax returns as needed for employees (if applicable).
6. Assists in the preparation and certification of the financial statements for each fiscal year and corresponding information, in accordance with the provisions of existing rules.
7. Advises the Chief Administrator and Deputy Director on matters related to school's financial obligations and to all matters concerning the school's internal control.

8. Keeps files of the school's financial obligations in an organized and timely manner to meet the requirements or requests for information both internally and externally.
9. Submits reports requested by the administration in matters within their competence.
10. Provides personal assistance to parents making payments to the school, purchasing books and other required curriculum materials and uniforms.
11. Works to inform prospective parents about financial obligations to the school and the procedures and timeliness of payments.

JOB REQUIREMENTS

1. University degree in accounting
2. Excellent letters of recommendation
3. One year experience in a related field
4. Fluency in English and Spanish
5. Excellent organizational skills, attention to accuracy and detail
6. Excellent customer service skills

The Educational Secretary

The Educational Secretary is responsible for organizing and running the agenda of the Principal and the Assistant Principal. They also help as directed to expedite school events and run academic functions. They are

the middle person between the Principal and the parent or guardian. The secretary is responsible for giving teachers information about relevant school policies and activities; arranging with the appropriate personnel for testing and aligning appropriate documentation for new students; acting to welcome and direct visitors; and providing the appropriate documentation in such cases.

Responsibilities of the EDUCATIONAL SECRETARY

1. Organizes the agenda of the Principal and Assistant Principal
2. Completes all required tasks for the registration of new students
3. Provides all information and oversees the fulfilling of directives from the Dominican Ministry of Education. Attends informational meetings given by the Dominican authorities and familiarizes herself or himself with the policies and procedures that are applicable to the school.
4. Works with faculty and administration to organize school events; creates bilingual correspondence for school announcements and creates documents under the direction of the Principal and Assistant Principal.
5. Acts as the middle person between the teachers and the Principal and Assistant Principal.
6. Keeps accurate and up-to-date comprehensive faculty, staff and student files.

JOB REQUIREMENTS

1. Four year university degree
2. One year focus on education courses
3. One year experience in a related field
4. Excellent personal and professional letters of recommendation
5. Fluency in English and Spanish.
6. Excellent organizational skills
7. Good customer service skills

Chapter III – THE PROFESSIONAL TEACHING STAFF

The Teachers

Responsibilities of the TEACHING STAFF

1. Teachers and teaching aides are expected to be at school from 7:30 A.M. until 3:00 PM with the exception of part-time positions. Unless otherwise advised, teachers may leave when students are dismissed on the day a holiday begins. Teachers are required to attend Faculty Meetings and other meetings as deemed necessary by the administration. These meetings usually occur before or after the regular teaching schedule.
2. Teachers are responsible for monitoring student activities in areas to which they have been assigned. They also should comply with the duties assigned: **take attendance, check agendas, make announcements, and participate in the Flag Ceremonies held in the basketball court.** The first class period begins at 8:00 AM.

3. It is the responsibility of each teacher and aide to **attend the flag ceremony each day and take note of any daily announcements.** Memos placed in his/her mailbox, e-mail, weekly Heads Up staff bulletin and other written communication serve to keep staff informed of current school activities and issues.
4. Teachers must make 30 minutes available after school for students who need individual help, for parent or student conferences, or to attend meetings. Any exceptions must be approved by the Principal or Assistant Principal.
5. Teachers are responsible for discipline in their classrooms as well as for maintaining discipline, enforcement of dress code at school and at school sponsored events. Teachers should post their classroom rules by the first day of school and are required to create a workable method of enforcement.
6. Teachers are responsible for keeping accurate and up-to-date records of grades and attendance for all students in their classes, as well as posting monthly grades on the school academic program.
7. Teachers must maintain a professional relationship with students, and as such, not permit impugning the motives, methods or character of other teachers, staff or administrators.
8. Teachers are expected to attend occasional evening activities and meetings that may exceed the 30 minute post-instructional time.
9. Professional ethics demand professional conduct at all times. Each teacher owes loyalty to his/her fellow teacher, the administration, the school, and the Advisory Board. Personal differences of opinion should

only be discussed with the members of the staff in a professional way and in an appropriately private place.

10. Teachers will be responsible for at least one extracurricular organization such as a club, school fund raising activities, school newspapers, class sponsor, team leader or committee member without additional compensations a part of their normal contractual obligation.
11. Teachers **must not leave the classroom during class hour**, nor leave students unsupervised. If an emergency occurs that requires your absence, please notify a neighboring teacher and return ASAP.
12. Teachers are expected to leave the classrooms organized and make sure lights and all equipment are turned off (for recess, physical education, and at the end of the day, etc.). Teachers should always be the last to leave (classrooms, labs, audiovisual rooms, etc) in order to make sure that no student remains without supervision in the room.
13. All teachers and school personnel serve as role models in terms of taking care of school property (equipment, desks, classrooms, bathrooms, etc.). Any destruction of property must be reported to the Administrator immediately.
14. Teachers are expected to handle disciplinary problems. If a severe problem occurs or a reoccurring problem cannot be solved in the classroom, a report must be filled and a meeting must be held with the parent. The teacher must follow the steps outlined in the Discipline Code. Teachers must work together with the Assitant Principal in order to handle discipline properly, consistently and calmly.
15. The consumption of alcoholic beverages, smoking and chewing gum in school premises or during school activities are strictly prohibited. It is not allowed to eat and/or drink inside of the classrooms. It is not allowed to send students to the cafeteria to buy food or beverages for the teachers.

16. Inappropriate sentimental manifestations on school premises between employees and/or between or with students or parents are prohibited. Teachers are not allowed to maintain personal relationships with the school parents.
 17. If a teacher finds it necessary to require students to purchase classroom supplies which are in addition to those required by the school, this should be discussed with the Principal before requesting the materials from students.
 18. If a teacher plans to teach a class outside of the classroom, (courtyard, cafeteria) this should be previously arranged with the Assistant Principal and or Principal.
 19. Teachers are not allowed to use cellular phones for calls or texting inside the classrooms, during classes, on the playground, in the halls or during times when they are supervising students. In case of emergency, teachers must arrange supervision while they are out of the classroom.
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20. Teachers planning to bring visitors (family members, school parents, guest speakers) into the classroom should request permission previously from the Principal or Assistant Principal.
 21. Teachers must avoid asking parents or guardians for personal favors.
 22. Sales and other exchanges of goods that is not in conjunction with an approved school activity are not allowed in the school premises.

23. While the students are under your care and supervision the following is prohibited: reading magazines or newspapers, working on personal homework, or chatting.
24. Teachers are not allowed to send notes home without the Principal's approval.
25. GKIS does not wish to invade the private lives of its teachers or be the arbiter of what is considered correct behavior for teachers outside of school. However, actions of a staff member that reflect negatively on the school may be considered in the employee's evaluation and be grounds for non-renewal or termination. The school will provide a warning whenever possible to the employee involved. Extreme cases which exhibit insubordination or a violation of law may result in immediate termination of contract.
26. All teachers must enforce the school's uniform policy. The uniform is as follows: **Yellow t-shirt** with the school logo (students should be wearing the shirts **tucked** into pants), **navy long GKIS pants** with a **black GKIS belt and black shoes**. **Only GKIS jackets** may be worn in classroom if needed, on rainy days it could be worn around campus (any other attire not corresponding to the school uniform policy are not acceptable). On Physical Education days, proper uniform includes white t-shirt with school logo, knit uniform pants, and white sneakers. In case of any irregularity in the student's attire, they must be sent to the office in order to remedy the situation. GKIS jackets can only be wore on campus during rainy days.

TEACHER CODE of CONDUCT

- Demonstrate fidelity, commitment with the philosophy, mission, and vision of the school.

- □ Show courtesy and good manners with the other teachers, students, parents and all **school personnel**.
- □ Get involved in the formation process of each student, and handle each case confidentially and with respect, with professional ethics.
- Develop and maintain morality and personal discipline; always be an example to emulate.
- Be honest. Practice tact and empathy when dealing with the feelings of others.
- □ Create a supportive environment of healthy learning in your classroom.
- Students should always be focused on doing their personal best, not on competition with each other.
- Motivate the students to keep learning constantly, conveying high expectations during the educational process.
- Promote understanding and respect toward other cultures, learning styles, personal customs and social abilities.
- **Focus on the different learning styles of students by using various teaching methods and educational resources.**
- □ Create conscience about environmental conservation.
- Work with parents and the school personnel to track the behavioral and academic performance and progress of each student.

- □ Use all available mechanisms to communicate your concerns and ideas to the parents.
- Teachers must wear Formal Professional Attire and closed end shoes. When in doubt ask an administrator.

TEACHER SUPERVISION

The Principal and Assistant Principal at GKIS are responsible for the supervision and evaluation of the teaching faculty. The primary purpose of the teacher supervision and evaluation process at GKIS is to improve the quality of instruction at the school. Teacher supervision and evaluation are also used by the administration to make decisions about contract offerings each year.

Teachers at GKIS are evaluated at least once each academic year by their immediate supervisor, Principal and or by the Assistant Principal. Each evaluation consists of The Teacher Performance Report and a narrative evaluation.

1. At the beginning of each academic year each teacher will develop at least one personal and at least two professional goals for the current school year. These goals will be written and a copy given to his/her immediate supervisor. The supervisor will review the goals with the teacher and will keep the goals in the teacher's file.
2. Evaluations will include an observation and a post-observational conference. These should take place over a time period of several days at most.

Observation - The observation can take place over one, two or more classroom visits. At least one classroom visit should be prearranged while others can be drop-in, depending on the preference of the supervisor with input from the teacher. A total observation time of at least 40-50 minutes is required within a span of several days.

Post-Observational Conference - The post-observational conference should take place as soon as possible after the final classroom observation has been completed. The supervisor's narrative evaluation report and the Teacher Performance Report will be reviewed with the teacher and the teacher will be given the opportunity to comment on the observations and the evaluation. These documents will become part of the teacher's permanent file.

3. The post-observational conference should draw together the following aspects of the evaluation process.
 - □ School-wide goals for the current academic year
 - □ Teacher's specific lesson plans or objectives for the lesson observed
 - □ A review of the observed lesson and the supervisor's written narrative
 - □ The Teacher Performance Report
 - □ Any specific recommendations made by the supervisor
 - □ The teacher's grading procedures

- ☐Other items as necessary
- ☐The teacher's personal and professional goals

The Director or the Assistant Director and teacher should discuss these items and the Teacher Performance Report during the post-observational conference. The teacher's signature on the Teacher Performance Report indicates only that the teacher has reviewed these reports with the supervisor and does not necessarily indicate agreement.

JOB REQUIREMENTS

1. Current teaching certification documents reflecting graduation from a 4 year University.
2. Lead teacher classroom experience
3. High personal and professional self-expectations
4. Sealed transcripts from college of graduation
5. Original diploma
6. Clear background check

7. No personal or religious beliefs that interfere with the successful completion of day-to-day teaching responsibilities or with normal classroom procedures or with extra-curricular activities involving the school and the students.
8. Willingness to support the mission, vision and general policies of the school and ability to enforce school rules.

Chapter IV - THE SUPPORT STAFF

The Teaching Assistants/Aides

Responsibilities of the TEACHING ASSISTANTS

1. Assists in the implementation of the daily program under the direction of the teacher.
2. Assists in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
3. Supervises the classroom when the teacher is out of the room.
4. Helps with general housekeeping and snack tasks.
5. Maintains professional attitudes, appearance and loyalty to the school.
6. Treats all children with patience, dignity and respect.
7. Attends all staff meetings and recommended training programs and conferences.

8. Participates in professional workshops that work for the improvement of early childhood education.

10. Maintains confidentiality about children, their families, and other employees outside the school.

11. Supervises outside playground activities.

12. Helps with the operations of audio/visual aids (projectors, etc.).

14. Follows directions given by head teacher or immediate supervisor.

15. Assists the teacher in any other appropriate ways.

JOB REQUIREMENTS

1. Must be at least 18 years of age

2. Must be in the process of becoming professionally qualified to supervise young children

3. Must meet the requirements of the Dominican Ministry of Education

4. Must have a warm and friendly personality

5. Must be sensitive to the feelings and needs of others

6. Must be able to relate well to children and other employees

7. Must be willing to fulfill responsibilities in accordance with the school's educational philosophy and at the direction of the classroom teacher – always promoting the academic and behavioral policies of the classroom teacher
8. Must be able to speak, read and write in Spanish and English fluently.

The Maintenance Staff

Responsibilities of the MAINTENANCE STAFF

The function of the maintenance staff is to provide timely and efficient services required by the school in terms of preventive and corrective maintenance on plant and machinery, as well as, hiring external contractors as required for the strengthening and development of physical facilities.

1. Oversees the work of contractors, ensuring that the services provided adhere to the terms of contracts and the required specifications and oversee the closures of the contract works.
2. Monitors the facility to identify needed preventative, corrective or adaptation maintenance.
3. Provides, or possibly hires qualified workers, for electrical installation, provision for uninterrupted emergency power supply, preventive maintenance and corrective electrical substations and other repairs of this kind.

JOB REQUIREMENTS

1. Updated Dominican ID or equivalent
2. Eighth grade or High school diploma
3. Able to read and write in Spanish
4. Two years equivalent experience
5. Excellent and resourceful problem solver
6. Enjoys interacting with children
7. Valid driver's license

The Cleaning Staff

Responsibilities of the CLEANING STAFF

The cleaning staff is in charge of cleaning and maintenance of buildings. To do this, it uses the products and the most appropriate tools and respects their rules of use. Cleaning staff can perform their functions independently or by following the established work plan. They also carry out basic maintenance of machinery. Through the review and replacement of equipment, the best possible results are realized.

The cleaning staff:

1. Responds to instructions
2. Follows a plan of work, ie. a working method
3. Adapts easily to new technologies and techniques
4. Discretely handles any personal information acquired during the execution of their duties

5. Organizes their work and supplies
6. Takes care to produce optimal results
7. Exemplifies the ability to work on a team
8. Exhibits care and rigor in handling dangerous goods and mixes
9. Works neatly
10. Is flexible and agile enough to perform all their duties to the satisfaction of their supervisor
11. Has the manual dexterity to use the machinery and instruments necessary to do their job

JOB REQUIREMENTS

1. Updated Dominican ID or equivalent
2. Eighth or high school diploma
3. One year equivalent experience
4. Good personal and professional recommendations
5. Good attitude and relaxed temperament
6. Physical strength to perform the duties required by the responsibilities of the position.

The Kitchen Staff

Responsibilities of the KITCHEN STAFF

1. (The supervisor of the kitchen) coordinates all activities of the kitchen and works with the administrator to create the shopping list and is in charge of personnel in this area.
2. Follows the instructions of the administration
3. Makes the daily menu according to the administration's instructions
4. (The kitchen assistant) Assists in the execution of the administrator's instructions.
5. Is responsible for constantly keeping the kitchen area clean.

JOB REQUIREMENTS

1. Updated Dominican ID or equivalent
2. Eighth grade or high school diploma
3. Able to read and write Spanish
4. Enjoys interacting with children
4. Two years equivalent experience
5. Good personal and professional recommendations
6. Good attitude and relaxed temperament

The Security Personnel

Responsibilities of the SECURITY PERSONNEL

1. Exercises supervision and protection of movable and immovable property and the protection of all persons on the premises.

2. Carries out identity checks on persons asking to gain access to the school property or within specific buildings on campus. May ask for identification but under no circumstances may keep anyone's personal documents.

3. Acts to prevent the commission of crimes or offenses within school property.

4. Makes available immediately to members of the police instruments, effects and evidence of crimes.

5. Undertakes, in connection with security alarm systems, to provide response services, as deemed necessary.

JOB REQUIREMENTS

1. Updated Dominican ID or equivalent

2. Able to read and write in Spanish

3. Enjoys interacting with children

4. Two years equivalent experience

5. Good personal and professional recommendations

6. Ability to enforce school security rules tactfully and consistently.

The Human Resourced Personnel

Responsibilities of the HUMAN RESOURCES PERSONNEL

1. .Plans for the future and seeks to avoid careless choices. The Director of Human Resources follows policies and procedures for hiring that are structured and informed. Hiring will be coordinated with the Principal who will provide all information necessary about the position offered.
2. Facilitates the better performance of academic and administrative staff.
3. Assists in the hiring process from advertisement through placement.
4. Understands the importance of effective recruitment and appropriate placement.
5. Works within the provisions of the Ministry of Education for the selection of teachers.
6. The administrative staff will be selected by the Director of Human Resources.
7. Develops procedures that facilitate effective training of all new employees.
8. Functions to enforce strict hygiene standards; implements good practices and safety standards established by the school to ensure a working environment appropriate to all groups using the facilities.
9. Studies, reviews and suggests policies that impact the rate of employee turnover, keeping in mind that employee turnover directly affects the overall success of the institution.

10. Relates the school rules and responsibilities for each position and their relation to its philosophy, mission, vision, objectives and values.
11. Functions to direct the compensation program established by the school in order to promote efficiency and staff training.
12. Is responsible for controlling entry and exit of personnel. This scrutiny will provide adequate information for analysis of employee needs upon entry and satisfaction upon exit.
13. Is responsible for annual audits to determine the number of faculty and staff necessary for the effective operation of the school. The Human Resources Department verifies the validity of all applicant credentials and confirms their qualifications for the position for which they are applying.
14. Applies the recruitment and selection policies set forth in The Manual of Staff Recruitment and Selection which was created based on the processes and policies of the Dominican Education System, as well as some universal rules that usually apply in these aforementioned processes.

This guide aims to establish standards and procedures for the recruitment and selection of faculty and staff at GKIS.

Personnel involved in the recruitment and selection of faculty and staff at GKIS:

- a) Advisory Board
- b) Human Resources Department
- c) Principal
- d) Assistant Principal

Forms and documents to be used in the selection of faculty and staff at

GKIS

- a) Applicant resume
- b) Format of the personal Interview.
- c) Description and analysis of the position being offered
- d) Verification of qualifying documents.
- e) Review of applicant's recommendations

Policies related to recruitment and selection of staff:

1. Any vacancy occurring in the center, should be covered in first order through the redistribution of tasks, applying a greater burden on the staff of the center have a considerable amount of free hours a week. This would save resources that can be used in other academic areas.

2. Any hiring of the school staff will be the result of competitive examinations. The employment of the administrative staff will be the result of selection among the best qualified candidates for the position who have been recruited by members of the Department of Human Resources.

3. Each applicant will be evaluated according to the job analysis process, psychological testing, job referral and statements of good health.

4. The school will establish a staff induction program.

5. The Department of Human Resources is the only instance in the school with the capacity and authority to justify staffing needs in different areas of the institution.

6. No person shall be hired if their selection was not done through the Human Resources Department.

JOB REQUIREMENTS

1. University degree in Human Resources
2. Two years experience
3. Excellent personal and professional recommendations.
4. Excellent organizational and training skills
5. Excellent negotiating skills

6. Speaks and writes Spanish and English fluently