



## **SCHOOL REGULATIONS**

### **PRIMARY SCHOOL AND HIGH SCHOOL**

### **INTERNATIONAL SCHOOL OF POZNAN**

#### **§ 1 GENERAL PROVISIONS**

1. Foundation International School of Poznan with its office located at Taczanowskiego 18, Poznań, is the Managing Body of the International School of Poznan.
2. International School of Poznan (ISoP) operates based on provisions set forth in the ISoP Primary School Bylaws and ISoP High School Bylaws.
3. The School Regulations, other ISoP regulations and the ISoP Bylaws create the right environment for studying and working. These documents contain the rights and obligations as well as binding arrangements for the entire School community - Students, Parents and the Staff members.
4. Educational services are provided by ISoP based on a contract signed by the Parents/Legal Guardians with the Foundation.
5. Each Student, Parent and Staff member is obliged to know and obey the ISoP Bylaw, ISoP School Regulations and all other ISoP regulations. All parties are also obliged to show mutual respect.
6. On school premises, everyone should take care of their own safety and the safety of others; immediately report any health- or life-threatening situations to the closest Staff member.
7. It is mandatory to maintain discipline, order, cleanliness, and to follow directions of the Foundation's Management Board, Principals, members of the Teachers' Council and all other Employees.
8. Everyone must respect the School's property and keep the School clean.
9. The School is not responsible for valuables, money, jewelry, electronic devices, etc.
10. Primary school (starting G2) and high school Students receive a school ID card (it provides student discounts, i.e. public transportation). The card's validity should be extended by September 30 of each year. If the ID card is lost or damaged, the School may issue a duplicate, fees apply (payable at the Financial Office).
11. For safety reasons, pets are not allowed on the entire School Campus.
12. School premises are CCTV monitored - Privacy Policy is available at [www.isop.pl](http://www.isop.pl).

#### **§ 2 DEFINITIONS**

1. Terms used throughout the document:
  - a. Teacher - any pedagogical Staff member
  - b. Teachers' Council - a group of all pedagogical Staff members
  - c. Staff/Employee - Teacher or any other Staff member employed by the Foundation (full-time, part-time, task-based contract)
  - d. Parents - also Legal Guardians of the Student
  - e. School - International School of Poznan (ISoP)
  - f. Foundation - Foundation International School of Poznan (FISoP)
  - g. Bylaws - ISoP Primary School Bylaws or ISoP High School Bylaws, depending on which School the Student attends to.
  - h. School Regulations - ISoP Primary School and High School Regulations
  - i. Other ISoP regulations - regulations approved by the Teachers' Council, available at [www.isop.pl](http://www.isop.pl).



### **§ 3 GENERAL PROVISIONS REGARDING STUDENTS**

1. Students are not authorized to leave school premises on their own before the end of their school activities.
2. Students must not invite unauthorized persons onto the school premises (authorization may be given by an Employee).
3. Inside the school buildings, Students should refrain from stopping in high-trafficked areas. Right-hand traffic applies in all staircases.
4. PDA (Public Display of Affection) is prohibited on school premises as well as during activities organized by the School.
5. Chewing gum is not allowed.
6. In emergency situations, in particular in those posing a threat to human health or life, Students are absolutely obliged to comply with the orders issued by the persons conducting the rescue operation and/or evacuation and to follow the ISO-P Emergency Plan (available in Office A).
7. Students may be required to perform minor cleaning tasks, in particular to clean up the effects of their misconduct, tasks to beautify school premises, and other useful tasks, under the supervision of an Employee.
8. Students are not allowed to enter the labs and/or the gyms without the supervision of a Staff member.
9. Students and Parents may get in touch during school hours only via the Office (by phone, e-mail or in person).
10. If a Student feels unwell while at school or needs medical help, the Student shall go to the Nurse's Office (more info: NURSE).
11. PYP Students are required to change into inside shoes while at school.
12. Outdoor jackets and coats must not be kept inside the classrooms. They must be placed in the designated areas only.
13. On school premises, it is forbidden to attach anything directly to the walls and/or glass panes (unless an Employee has given permission to do so).
14. A Student's lesson plan may be permanently changed. Parents and the Student must be informed about the change.
15. In the case of a Teacher's absence, a substitute Teacher may be assigned for the given lesson. In the case of older students, the lesson might be canceled.
16. Students are assigned lockers and/or shelves to store their belongings. Students are responsible to keep them tidy. Those who receive a locker, get a locker key. Locker keys must be returned at the end of the school year. If a locker key is lost, the Student is responsible to duplicate the key at his/her own expense (master key is available at the Front Desk).

### **§4 GENERAL PROVISIONS REGARDING CLASSES**

1. A Student is assigned to a Class by the Principal.
2. Every class is assigned to a Homeroom Teacher, whose responsibility is to take care of the Students of that particular Class, to help solve the Students' issues, to organize the social life of the Class, and to communicate with the Students' Parents.
3. A Class is assigned to a classroom, which the Class must take care of.
4. A Class selects a Class President and the Students on Duty.



5. A Class has a right to:
- participate in class trips (if the Class returns from a trip after 10 pm, the Students of that class shall not be tested the following day)
  - organize class events
  - organize school events, with the Principal's permission

## §5 SCHOOL UNIFORM

- Uniform shall be purchased at - <http://pl.shop.isop.pl/>
- The cost of the uniform is covered by the Student/Parent.
- All ISoP Students must wear school uniform when at school and when participating in school-related activities outside of campus. This creates a strong sense of identity and pride and it helps promote school values and discipline. Furthermore, it creates a safe and positive environment for teaching and learning.
- The following items constitute as ISoP school uniform:
  - original ISoP short sleeve polo
  - original ISoP long sleeve polo
  - original ISoP sweatshirt (children sizes only) - only worn on top of school polo
  - original ISoP sweater (adult sizes only)
  - original ISoP Oxford shirt (adult sizes only)
  - original ISoP hoodie (adult sizes only) - ordered from a third-party supplier - fall semester - info sent via ERegister.
- General appearance of the Student must be neat and school-appropriate (clothes must be clean, ironed. Torn items, obtrusive makeup/nails/hair/jewelry/chains are not permitted).
- Only original ISoP uniforms are allowed.
- Logo must be visible at all times.
- Bottom garments are up to Students but must be neat and school-appropriate (no baggy pants, overalls, etc.)
- Tampering with the uniform is strictly prohibited.
- Uniform must be appropriately-sized, shirts must be long enough to cover the midriff when sitting and standing. Undergarments must not be showing at any time.
- Oxford shirts must be buttoned up, no knots allowed.
- ISoP sweatshirts may be worn only over ISoP polo.
- Hats and sunglasses can only be worn outside.
- Shoes must be worn at all times. Shoes that have laces must be laced up and tied. PYP Students must have a pair of shoes designated solely for indoor use.
- PE uniform is required during PE lessons. PE uniform does not constitute a regular uniform and must not be worn instead of it. PE uniform consists of the original ISoP white sports T-shirt available at <http://pl.shop.isop.pl/>. Pants/shorts are arbitrary, solid black or navy only. Sport shoes with light-colored rubber non-marking soles are required.

## §6 ELECTRONIC DEVICES

- In order to provide a safe and free-from-distractions environment the Students are strictly forbidden to use all electronic devices, including headphones and earphones, on campus. Students must place their electronic devices in their backpacks/bags before entering school premises (at the gate) and ensure that the ringers and notifications are turned off (vibration mode is not permitted).



2. If a student brings an electronic device to school, it is assumed that he/she has the owner's permission to do so and that the device is adequately insured. The school doesn't accept responsibility for any loss, damage or costs incurred due to its use or misuse. In general, students should not bring valuable items to school as they can be lost, damaged or stolen.
3. During school trips, students cannot use the electronic devices unless the rules of the trip state otherwise.
4. In case of an emergency, the school office remains a vital and appropriate point of contact.
5. During some classes Teachers may allow Students to use their electronic devices for doing activities associated with that class. It is understood that the permission is for that class only.
6. Charging of electronic devices at school is forbidden, unless that device is used as described in point 5.
7. DP Students are allowed to use electronic devices other than mobile phones, for educational purposes only in the Main Library and on the second floor of Building A.
8. Devices may be confiscated by an Employee. The device may be picked up from the Office at the end of the school day by the Student or by a Parent.

## **§7 BEFORE LESSONS**

1. Students must arrive at school early enough to be ready to start lessons at 8.00 am sharp.
2. Employees are on duty throughout the school at 7.30 am.
3. Building B opens to Students at 7.30 am. Students who have lessons in Building B and arrive at school before 7.30 am, must wait with their Parents outside Building X.
4. PYP Students who arrive to school between 7.30 am and 7.50 am, shall get ready for school and proceed to the PYP Common Room. However, Students who arrive at school after 7.50, they shall get ready for school and wait for their Teacher in close proximity to the classroom.
5. MS/HS/DP Students arrive at school, get ready for their first lesson and wait in a close proximity to the classroom.
6. Parents say goodbye to their children outside and leave school premises. In justified cases, e.g. meetings, Parents may stay on the school premises, however, in a way that does not interfere with lessons.

## **§8 DURING LESSONS**

1. Teachers begin and end lessons at the times specified in the schedule.
2. Students enter the classroom at a slow pace, without jolting or pushing.
3. A Student is late for class if he/she arrives in the classroom after 8.00 am. In that case, the Student knocks on the door, enters the classroom only after getting the Teacher's approval and explains the reasons for being tardy.
4. During lessons, Students are not allowed to leave the classroom without Teacher's permission.
5. The lesson ends after a clear signal from the Teacher. Students leave the classroom in an orderly manner, without pushing. Students open the door carefully and do not run out onto the corridor.
6. Before leaving the classroom, it is the responsibility of all Students to make sure that the classroom is in order; chairs must be pushed in. After the last lesson of the day, chairs must be placed on top of the desks. Teacher and the Students on Duty shall supervise.
7. If a Student makes a mess, he/she must clean it. If assistance of the Cleaning Staff is required, the Student must notify the Front Desk.
8. The school doors are locked from 8.05 am to 2.30 pm.



9. Visitors must report to the Front Desk to get a VISITOR ID. The ID must be worn on the neck, clearly visible, during the entire stay.
10. It is possible to drop off a forgotten item to school. The item must be left with the Front Desk personnel.

## **§9. BREAKS**

1. During breaks Students:
  - a. short breaks spend in the classrooms or in the hallways,
  - b. longer breaks, if weather permits, spend outside and stay within the designated zones, only if supervised by Teachers on duty. In case of bad weather, Students remain inside the building (information is displayed on the door),
  - c. move around in a safe manner. In the buildings it is not allowed to sit on the stairs, windowsills and on the floor as well as in other high-traffic areas,
  - d. do not hang out in the bathrooms; do not eat there,
  - e. inform the Teacher on duty if any problem occurs and/or a Teacher's intervention is needed.
  - f. Teachers who are not on duty have a right to rest and to prepare for the next lesson. Students shall not enter the Staff Room. In an urgent situation, a Student may ask another Teacher to pass the information,
  - g. at the sound of the bell, Students walk to their classrooms in an orderly manner,
  - h. if, within the first 5 minutes of the lesson, there is no Teacher in the classroom, the Class President or any other Student informs the Office about the fact.

## **§10 CANTEEN**

1. All Students may use the Canteen during the time slots designated for a given age group.
2. In the Canteen, Students must follow the instructions of the Teacher on duty or any other school or kitchen Employee.
3. Students with lunch subscriptions, line up and wait for their meal in an orderly manner.
4. Lunch cards must be scanned prior to receiving the meal.
5. After lunch, Students must return their dishes to the Dish Drop-Off Station.
6. Students who bring lunch from home, may ask an Employee to heat up their meal in the microwave. Those Students must not use the kitchen dishes and/or silverware.
7. All Students are responsible to keep the Canteen clean.
8. In the Canteen, all persons shall display good eating manners as well as keep the room quiet.

## **§11 EXCUSING**

1. Excusing Students from lessons during the school day:
  - a. to excuse a Student from lessons during the school day, a written note signed by a Parent is required. Students cannot be excused based on a phone call,
  - b. in PYP, a Parent must first inform the Teacher in writing (via email or the Agenda) A Parent/authorized person must pick up the Student in person.
  - c. MS/HS/DP Student can be excused from lessons during the school day, only if a Parent/authorized person picks up the Student in person, or if a Student delivers the Excuse Form signed by the Parent (Excuse Form is available at [www.isop.pl](http://www.isop.pl)). On the Excuse Form, the Student must first get a signature of the Teacher who conducts the current/next lesson or the signature of the Homeroom Teacher/Coordinator/Principal (in that order). The Student must



then present the signed Excuse Form to the Front Desk personnel (or the Office). If a test is scheduled for the lesson from which the Student is to be excused from, the Teacher might reject the request.

- d. A Student can be excused from lessons if he/she participates in any school activities (i.e. ceremonies, celebrations, contests, games, sports competitions, etc.). The Teacher who engages the Student must excuse the Student and take the responsibility of him/her. The Teacher must inform (via ERegister) the Parents and other Teachers about the fact, giving the date and time of the absence, at least two days before the event.
2. Excusing absences:
  - a. a Parent may excuse the absence via ERegister or, in case of PYP K1-K2, G1-G3, via the Agenda or email, or
  - b. a Student may deliver a written excuse note upon his/her return to school, no later than within the first 14 days.
3. Excusing from PE lessons (including swimming):
  - a. if, due to health reasons, a Student cannot participate in PE lessons throughout the school year, the Parents are obliged to deliver a year-round medical leave issued by a doctor to the PE Teacher before September 20.
  - b. if, due to health reasons, a Student is to be excused from PE lessons during the school year, for a period longer than 2 weeks, the Parents are obliged to deliver a medical leave issued by a doctor to the PE Teacher no later than 2 weeks from its issue.
  - c. the medical leave issued by a doctor shall include the reasons, the time period as well as the type of activities it was issued for.
4. Excuses from obligatory lessons must be approved by the Principal.

## §12 AFTER LESSONS

1. After lessons, the Students may remain on school premises only if they participate in extracurricular activities/clubs (including Common Room) or events organized on campus.
2. Primary School:
  - a. In PYP, a Student can be picked up from School by the Parents or by the persons previously authorized by the Parents. The authorization must be done in writing. Parents may authorize up to five people.
  - b. Authorized underage siblings can pick up Students of G2 and older. G1 and younger Students may be picked up by authorized adults only.
  - c. The persons collecting the Student may be identified by an Employee. In case of any doubts, the Student may not be handed over to the receiving party.
  - d. A Student may leave school premises after the last lesson of the day unattended, only if an annual written permission signed by the Parents has been delivered to the Office.
  - e. All uncollected PYP Students are walked over to the PYP Common Room after the last school activity of the day (more info: Common Room).
  - f. MS Students, who are not authorized to leave school alone, report to the MS Common Room after the last lesson of the day (more info: Common Room).
  - g. MS Students, who are authorized to leave school alone, however, for any reason need to stay on school premises (i.e. are waiting for a Parent, club, etc.), may do so but only in the MS Common Room up to 4.00 pm, in the Main Library up to 3.45 pm, or in the PYP Common Room up from 4.00 pm to 5.00 pm.
  - h. Parents/authorized persons wait for their children outside Building X.





### 3. High School:

- a. Students leave school premises on their own after the last lesson of the day.
- b. DP Students may leave school premises on their own within the school day, during the time slots between their lessons, only after registering the fact at the Entry & Exit List, however, for a time period not shorter than 60 minutes. Underage DP Students must be first authorized by their Parents in writing - a written request signed by the Parents must be delivered to Office A.
- c. DP Students may stay on school premises during the time slots between their lessons, in Building A - second floor only, in the Study Rooms/Platforms, or in the Main Library. They must comply with the safety regulations, all school regulations and must stay quiet.

## §13 COMMON ROOM

### 1. PYP Common Room

- a. The School offers Common Room care to PYP students before lessons, from 7.30 to 8.00 am and after the lessons until 5.00 pm.
- b. there is no need to sign up for the PYP Common Room. All uncollected PYP Students are walked over to the PYP Common Room by a Teacher.
- c. All Students must be picked up from School by 5.00 pm. Repeated offenders are crossed out of the PYP Common Room as well as all Clubs until the end of the school year.
- d. PYP Common Room is located in Building B. Depending on weather, PYP Common Room activities are held inside or outside.

### 2. MS Common Room

- a. MS Common Room is open from 3.20 to 4.10 pm.
- b. MS Students, who do not have permission to leave school alone, after the last lesson of the day must report to the MS Common Room.
- c. MS Students, who are permitted to leave school premises by themselves, may leave the Common Room, but only after making the Teacher on duty aware of the fact.
- d. All uncollected MS Students join the PYP Common Room at 4.10 pm.

## §14 EXTRACURRICULAR ACTIVITIES/CLUBS

1. The School makes the extracurricular activities/club offer in September.
2. The Religious Studies (Catholic) is considered a club. Students must be signed up.
3. All Clubs start in the middle of September.
4. A club might be canceled if, at the beginning of the school year, insufficient number of Students have signed up for that club, or during the school year the number of participants has decreased. The club might also be canceled if a Teacher/Instructor is not able to manage the club for any reasons.
5. If a Student signs up for a club, the Student is obliged to participate on a regular basis. Three unexcused absences result in crossing the participant out. The School then informs the next person on the waiting list.
6. PYP Clubs:
  - a. School makes the list of clubs public by sending a Club Sign-Up Form form to Parents via email.
  - b. to sign the child up for a club, a Parent is obliged to submit the Club Sign-Up Form by the given deadline.
  - c. the school makes the Club Participants List public to the Parents.



- d. if too many Students are interested in a club, a waiting list is created.
  - e. if a Student withdraws from a club, the School notifies the next person on the waiting list.
7. MS/HS/DP Clubs:
- a. the School makes the offer of the Clubs public to the Students by displaying it on the information boards.
  - b. Students that are interested in the clubs, sign up by writing their names on the list.
  - c. Students are then informed by the Club Teacher about the time and place of the Club meetings.

## **§ 15 LUCKY NUMBER**

1. A lucky number is in place for all MS/HS/DP Students.
2. Everyday in the morning, the ERegister randomly selects the Lucky Number. The Lucky Number is made public via ERegister and at the Front Desk A and B.
3. The Student whose ERegistered number matches the Lucky Number on the particular day, may not be questioned nor must take part in any unannounced quick test on that particular day.
4. The Lucky Number does not apply on any announced tests nor 30 days before the final grades are issued.

## **§16 SCHOOL TRIPS**

1. Every school trip requires its own school trip regulations.

## **§17 OFFICE**

1. There are two offices on the school premises: Office A and Office B.
2. Office A is located in Building A and is responsible for all administrative issues of the Foundation as well as the day-to-day operations of the MS and HS/DP programs.
3. Office B is located in Building B and is responsible for the day-to-day operation of the PYP.
4. The Offices are open between 7.30 am and 4.00 pm.
5. The Office opening hours during vacation are published at [www.isop.pl](http://www.isop.pl).
6. In all class-related issues, the Class President or the class representatives (1-3 persons) come to the Office (not the whole class).

## **§18 FRONT DESK**

1. There are two Front Desks at the school premises - Front Desk A and Front Desk B.
2. Front Desk A is located by the main door in Building A (Door A1).
3. Front Desk B is located by the main door in Building B (Door B2).
4. Front Desks are open between 7.30 am and 4.00 pm.
5. Front Desks are the point of first contact, they supervise the in-and-out traffic (log in the visitors and distribute the VISITOR IDs), help in all administrative issues, provide information, support Students, Parents and Staff, etc.





## §19 LIBRARY

1. There are two libraries at ISoP. The hours of operation are displayed on their doors.
2. Library A/Main Library is located in Building A - books for older teenagers and adults, teaching and learning resources.
3. Library B/Young Reader Library is located in Building B - books for children and young teenagers as well as teaching and learning resources.
4. The libraries serve as transdisciplinary information centers to all Students and Staff members.
5. The libraries loan its resources to individual readers to be used on school premises or at home.
6. The resources and equipment are the common good of all Students and Staff members. Everyone must take good care of them.
7. A reader can check out books only on his/her own account.
8. A reader can only check out two books at a time, for a period of two weeks.
9. A Librarian has the right to ask a reader to return a book earlier.
10. If a reader wants to keep a book for a period longer than two weeks, he/she may extend the loan by another two weeks but only if there is no one on the waiting list for that particular book.
11. The maximum loan period for a book is one month.
12. In the library Students must remain quiet.
13. Food and drinks are not allowed in the library.
14. Students are not allowed to use electronic devices without Librarian's permission.
15. Making copies of books is allowed only with the Librarian's approval.
16. The readers are responsible for the books they take home. If a book is lost or damaged, the reader must replace the book. If it is impossible to replace the particular book, the Librarian indicates which book the reader should bring.
17. All resources must be returned to the library at least two weeks prior to the end of the school year. Staff members should agree on the return date for the teaching resources directly with the Librarian.
18. All Students and Staff members who are leaving the School for good, must first return all resources back to the Library.
19. Students and Staff members may use the library computers only if the Library is open.
20. Before beginning to work on a library computer, the user must first check the equipment. Any problems must be reported to the Librarian immediately.
21. Library computers may be used for school-related purposes only.
22. It is allowed to download any new software on the library computers. Only existing software may be used.
23. Any person who uses a library computer, must leave the space neat and tidy (also log out of email, close all pages, turn the computer off).
24. Only two people are allowed at a computer station.
25. A Student who violates the above library regulations, may be deprived of the right to use library computers for a time period specified by the Librarian.
26. The online booko registry is available at <http://www.isop.pl/pl/library/>

## §20 NURSE

1. The Nurse provides medical assistance on campus.
2. The Nurse's office is open 7.45 am to 3.45 pm.
3. It is not allowed to send a child to school who: is sick; doesn't feel well; is vomiting; has a fever, rash, diarrhea, eye infection, sore throat, lice, nits, etc.



4. Do szkoły nie można przysyłać dziecka, które jest chore, źle się czuje, wymiotuje, ma podwyższoną temperaturę, wysypkę, biegunkę, infekcję oczu, gardła, wszy lub gnidy, etc. The School has a right to immediately send a Student who displays any symptoms home.
5. If a Student becomes ill or injured, the Nurse has a right to inform the Parents to pick up their child from school.
6. The Student must be picked up within 60 minutes of the notification.
7. In an emergency situation, the Nurse may call for an ambulance. The medical personnel may decide to transport the Student to a hospital. The Parents must be informed about the fact by the Nurse or any other Staff member. The Student must be transported to the hospital supervised by a Parents, authorized person, the School Nurse or any other Staff member.
8. The Parents are responsible to immediately inform the Nurse or the Office about any contagious diseases occurring at home or any other places where the Student frequently stays.
9. Once a Student is enrolled to School, the Parents are responsible to deliver all medical records of the Students (including vaccination record) and to keep the records up-to-date.
10. The Nurse periodically issues check-up referrals. The Parents are responsible to take the child for a check-up and timely deliver the report to the Nurse.

## **§21 PARENT - SCHOOL COOPERATION**

1. Parents are obliged to:
  - a. provide their contact details (address, telephone numbers, emails) and to keep that information up-to-date,
  - b. regularly log in to ERegister (PYP G4-G5, MS, HS and DP) to check the education process and the conduct of the Student,
  - c. regularly check the Agenda (PYP K1-K2, G1-G3),
  - d. read all messages sent by the School via email and/or ERegister as well as to timely fill out all surveys/forms,
  - e. to timely excuse Student's absences (more info: EXCUSING),
  - f. to attend Class Meetings for Parents and Teachers' Duty Hours, dates are specified in the School Calendar (more info: MEETINGS AND DUTY HOURS),
  - g. to communicate with the Homeroom Teacher/Teacher, Coordinator and the Principal (in that order). Shall any conflict situation involving other Students occur, Parents are not allowed to reprimand other Students directly.
  - h. Parents are obliged to contact the Homeroom Teacher and the Subject Teachers in order to obtain information about the risk of their child receiving a failing grade. This occurs at mid-semester meetings and during Teacher Duty Hours, approximately one month before the semester classification. Detailed dates are specified in the School Year Calendar, which is available on the school's website.
2. The Parents and the School are obliged to:
  - a. properly cooperate in current issues related to education and fostering of the Student during the education process,
  - b. to maintain ongoing communication as well as to provide each other with important information, in particular to inform each other shall any behavior occur that could affect the Student's existence within the school community.
3. The School is obliged to:
  - a. enter all important information regarding the Student (grades, absences, messages) into the ERegister (in PYP K1-K2, G1-G3 - into the Agenda),



- b. specify the dates of the Class Meetings for Parents as well as the Teachers' Duty Hours in the School Calendar at the beginning of each school year,
  - c. to inform the Students and Parents about the semester and end-of-year grades (detailed information: Assessment Regulations).
4. The Parents may schedule a meeting with a Teacher, Coordinator or the Principal, preferably by email. It is not allowed to involve a Teacher in conversation before lessons or during any time the Teacher supervises the Students.

## **§22 CLASS MEETINGS FOR PARENTS AND TEACHERS' DUTY HOURS**

1. The School specifies the dates of the Class Meetings for Parents as well as the Teachers' Duty Hours in the School Calendar at the beginning of each school year.
2. Class Meetings for Parents - meetings of the Homeroom Teacher with a group of Parents.
3. Teachers' Duty Hours -individual meeting of Parents with a Teacher (in PYP by appointment).
4. The time and location of the meetings are announced closer to date.

## **§23 DIPLOMAS AND REPORT CARDS**

1. The School issues the Polish diplomas at the end of each year.
2. Additionally, the School issues international diplomas - Report Cards ,in English, to the PYP and MS Students only.
3. At a request, The School may issue a duplicate of the diploma or a Report Card (fees apply, payable in the Financial Office).

## **§24 INSURANCE**

1. If a Student is not covered by the Polish national health insurance (ZUS), the Parent is obliged to provide the School with a private health policy issued for the Student.
2. It is possible for the Parents to purchase the Polish national health insurance (ZUS) through the School.
3. All Students are insured by the School against accidents. More details provided by the Office.

## **§25 PTA**

1. Parent-Teacher Association (PTA) may operate at School.
2. The PTA is a group of motivated Parents who wish to support the Students and Teachers, organize various events, promote the international aspect of the School and help to shape a positive School identity.
3. Membership is open to the entire school community.
4. Email address: [pta@isop.pl](mailto:pta@isop.pl)
5. All Students must pay a PTA fee in cash at the beginning of each school year.

## **§26 PARKING**

1. The School designates the courtyard as a parking area from 7.30 to 8.05 am and from 2.30 - 5.00 pm.
2. It is not allowed to enter the school premises by car at other times.
3. There are parking lots designated for Staff only.
4. On school premises, the drivers must drive slowly; watch out for pedestrians, especially young children.
5. It is forbidden to keep the engine running for an extended period of time.



6. Due to the limited parking space, all drivers are asked to quickly return to their vehicle and immediately leave the parking lot.
7. All drivers are required to obey traffic laws; no parking in front of gates or boom barriers.

### **§27 LOST AND FOUND**

1. There are two Lost & Found points on school premises: by Front Desk A and by Front Desk B.
2. Lost & Found items are periodically discarded.

### **§28 CLOSING PROVISIONS**

1. Any changes to the School Regulations must be done in writing.
2. The School Regulations, all other ISoP regulations, ISoP Bylaws and the Privacy Policy are available at [www.isop.pl](http://www.isop.pl).
3. The School Regulations document becomes valid once approved by the Teachers' Council.

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