

FOSTERING COMMUNITY

ISOP

EMPOWERING INDIVIDUALS

INTERNATIONAL SCHOOL OF POZNAN

SCHOOL REGULATIONS

PRIMARY SCHOOL

HIGH SCHOOL

REVISIONS

E/PS.HS/appr. TC.28.08.2025

We are committed to a balanced approach to individual growth that unites academic and social emotional development. In a caring, inclusive community that values diversity and respect, we nurture curiosity, critical thinking, and resilience to help students thrive and become responsible lifelong learners who make a meaningful impact in a changing world.

§ 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 follow the ISOP Bylaws, 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 Management Board, Principals, members of the Teachers' Council and all other Employees.
8. Everyone must respect the School's property and keep the School neat and tidy.
9. The School is not responsible for valuables, money, jewelry, electronic devices, etc.
10. Primary school (starting P1) 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.

§ 2 DEFINITIONS

1. Terms used throughout the document:
 - a. Teacher - any pedagogical Staff member
 - b. Teachers' Council - pedagogical Staff members
 - c. Staff/Employee - Teacher or any other Staff member employed by the Foundation (full-time, part-time, task-based contract, etc.)
 - 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.

§ 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, all persons 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 ISOP Emergency Plan (available in the Main Office).
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. Outdoor jackets and coats must not be kept inside the classrooms. They must be placed in the designated areas only.
12. 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).
13. A Student's lesson plan may be permanently changed. Parents and the Student must be informed about the change.
14. 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.
15. Students are assigned lockers and/or shelves to store their belongings. Students are responsible to keep them tidy. Students who receive a locker may be issued a key, which must be returned at the end of the school year. If a locker key is lost, the student is responsible for having a duplicate made at their own expense (a 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:
 - a. 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)
 - b. organize class events
 - c. organize school events, with the Principal's permission

§5 ISOP UNIFORM AND GENERAL APPEARANCE

1. At ISOP, we value the fundamental importance of school uniforms and a neat, presentable general appearance. Our uniforms symbolize equality and unity, thereby enhancing the safety, security, and sense of community among our students, as well as fostering pride in our school's ethos.
2. We also advocate for a balanced approach to personal expression, respecting individuality while advising moderation in styles that may be overly conspicuous or extreme in a school setting, such as prominent tattoos, unconventional hairstyles and colors, and excessive piercings or metal chains.
3. Our aim is to create a learning environment that is focused, respectful, and free from distractions, conducive to the academic and personal growth of all our students.
4. Uniform Components
 - ISOP Short Sleeve Polo
 - ISOP Long Sleeve Polo
 - ISOP Sweatshirt with zipper (children sizes), worn exclusively over a school polo
 - ISOP Sweater (adult sizes)
 - ISOP Oxford Shirt (adult sizes), worn buttoned up
 - ISOP Hoodie
5. General Appearance Guidelines
 - a. uniform condition: uniforms should always be clean and in good condition
 - b. bottom garments: in accordance with ISOP's semi-formal ethos, students are to select bottom wear that is both practical and presentable. Acceptable choices include trousers, jeans, skirts, or

shorts. Skirts and shorts must be of a length that provides sufficient coverage to ensure modesty. Torn garments, extremely baggy pants, overalls, and overly tight or revealing clothing are also not acceptable as part of our dress code

- c. social norms: Students are obliged to present themselves in accordance with generally accepted social norms, with the provision that it is forbidden to wear attire containing elements inciting hatred, discriminatory, illegal or posing a threat to the safety of other students, teachers, school employees or the student themselves
 - d. uniform integrity: Any modification to the style, structure or reshaping of the uniform is strictly prohibited. Uniforms must be worn as designed to maintain a consistent and respectful representation of our school ethos
 - e. layering rules: Students are permitted to wear non-uniform t-shirts or shirts under the condition that they are covered by an ISOP hoodie, school sweater or zipped up sweatshirt at all times. This ensures that the visible layer or layers adhere to our school uniform standards
 - f. footwear: PYP students are required to have a separate pair of indoor shoes for use during school.
6. Physical Education (PE) Uniform
- a. PE uniform is required for participating in PE classes, which includes the original ISOP white sports T-shirt and appropriate bottom wear.
 - b. for footwear, athletic shoes with non-marking soles are essential.
 - c. PE uniform is distinct from the regular school uniform and should not be worn as a substitute or as a replacement during non PE classes.
7. Uniform is available for purchase online at <https://shop.isop.pl/>
8. School Hoodies are a special order item and available for purchase once every year.

§6 ELECTRONIC DEVICES

1. We strive to strike a balance between maintaining a focused learning atmosphere and embracing technology's role in education.
2. The policy highlights the importance of self-governance, aiming to cultivate an environment conducive to balanced use of electronic devices.
3. The policy seeks to ensure these devices are used responsibly, enhancing their educational value while safeguarding the academic environment's integrity.
4. Any misuse of electronic devices, diverging from their educational intent, will be subject to disciplinary actions.

5. Using an electronic device to record, publish, or any such action that would violate the privacy of any other individual is strictly prohibited and will be dealt with seriously. This may include the revocation of the privilege to use these devices at school.
6. It is crucial that students understand and respect this policy to maintain a conducive learning environment.
7. Restricted Use on School Premises: All electronic devices, excluding smartwatches, are required to be discreetly stored in bags or in designated areas and must remain out of sight and not in use upon both entering and exiting the school premises.
8. Mobile Phones: PYP students are not permitted to bring mobile phones to school. MS, HS, and DP students are permitted to bring mobile phones. MS students must keep their phones turned off or in airplane mode and stored in backpacks or designated areas during school hours. HS and DP students may carry their phones on their person, but usage is subject to the privileges outlined in items 13–15 of this paragraph.
9. Smart Watches: Students, excluding those in primary school, are allowed to wear their smartwatches, but solely for timekeeping purposes. During class, all features related to calling, messaging, and recording must be deactivated to ensure an undistracted learning environment. To uphold academic integrity, students must proactively remove their smartwatches and securely store them in their bags before participating in any testing activities.
10. Ownership and responsibility: Students are responsible for the security and insurance of their devices. The school is not liable for any loss, damage, or costs arising from the use or misuse of these devices.
11. Classroom usage: our approach recognizes the differing needs and maturity levels across our student body, ensuring appropriate and effective use of technology in our educational environment.
 - a. primary school: primary school students must obtain explicit permission from their Teacher before using any electronic devices, and this permission is granted on a class-by-class basis
 - b. high school: The use of laptops and tablets (excluding mobile phones) is generally permitted as part of an **implicit agreement***, unless specifically revoked by the Teacher for a particular class
12. Charging devices: Students are discouraged from charging devices at school. The school is not responsible for any damage to devices charged on premises.



13. Privileges for all MS Students :
 - a. After classes, MS students waiting in Building X or Library C may turn on their mobile phones or smartwatches solely to contact their parents, through messaging apps only. They may also use laptops or tablets for educational purposes while waiting.
14. Privileges for all HS/DP Students:
 - a. High School students may carry their mobile phones on their person, use them in Building X for vending machine payments, and use tablets or laptops for educational purposes during breaks in all areas of the school, including the school grounds.
15. Privileges for DP Students only
 - a. DP students may use phones and headphones only in designated areas, specifically the DP Floor in Building A and the DP Lounge, and must follow the rules posted in these areas. Audio or video calls are not permitted unless explicitly authorized by a staff member.
16. The privileges granted under this policy are intended to enhance students' educational experience. It's expected that these privileges will be used in a manner that contributes positively to their learning. However, if these privileges are abused, the School may take the following actions:
 - a. revocation of privileges, restricting or entirely removing the student's ability to use electronic devices in the school.
 - b. confiscation of devices by a staff member. Confiscated devices can be retrieved at the end of the school day from the school admin office.
 - c. for repeat offenders, a lowering of their conduct grade to clearly underscore the importance of adhering to the policy and upholding the school's academic standards.

* In this context, an **"implicit agreement"** refers to an understanding or expectation that is not formally stated but is assumed to be accepted by all parties involved. For High School and Diploma Programme Students, it means that the use of laptops and tablets (excluding mobile phones) is generally allowed without the need for explicit, individual permission in each class. This is based on the assumption that these older Students are aware of and will adhere to the school's guidelines on the appropriate use of technology. The agreement is considered 'implicit' because it's understood and followed based on mutual trust and the Students' recognition of the rules, rather than being explicitly stated or formally granted for each use.

§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 at school between 7.30 am and 8.00 am, shall get ready for school and proceed to the assigned 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 in building X 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
 - 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 STUDENT ABSENCES AND EXCUSE PROCEDURES

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). 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, P0-P4, 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 P1 and older. P0 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 PYP Student may leave school premises unattended after the last lesson of the day, only if an annual written permission signed by the Parents has been delivered to the Office
 - e. after lessons, PYP Students (also M5 students signed up to the Common Room) wait for their Parents under the supervision of a Teacher on duty (more info: Common Room)
 - f. MS Students who are not signed up for the Common Room leave the school premises immediately after all school activities (more info: Common Room)
 - g. MS Students, who for any reason need to stay on school premises (i.e. are waiting for a Parent, club, etc.), may do so but only in Building X or Library C, up to, but no later than 5.00 pm
 - h. Parents/authorized persons wait for their children inside 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, in the Main Library or in the DP Lounge. They must comply with the safety regulations, all school regulations and must stay quiet

§13 COMMON ROOM

1. Common Room
 - a. School offers Common Room care to PYP and M5 students after lessons until 5.00 pm
 - b. there is no need to sign up PYP students for the Common Room. After lessons, all PYP Students are supervised by a Teacher
 - c. M5 Students, who are signed up for the Common Room, after finishing all school activities go to the Common Room and wait to be picked up there
 - d. all Students must be picked up from School by 5.00 pm. Repeated offenders are crossed out of the Common Room as well as all Clubs until the end of the school year
 - e. depending on weather, the Common Room activities are held inside or outside

§14 EXTRACURRICULAR ACTIVITIES/CLUBS

1. The School presents 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 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 informs the Parents which clubs the Student has qualified for
 - d. if there are more applicants than places for a particular 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.
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: Main Office and the PYP Office.
2. The Main Office 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/HS/DP.
3. The PYP Office is located in Building X and is responsible for the day-to-day operation of the PYP.
4. Offices are open between 7.30 am and 4.00 pm.
5. Office opening hours during vacation are published at 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 PYP Front Desk.
2. Front Desk A is located by the main door in Building A (Door A1).
3. PYP Front Desk is located in Bldg X.



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. The Main Library is located in Building C - 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 book 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 9:30am to 3:30 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. If a Student becomes ill or injured, the Nurse has a right to inform the Parents to pick up their child from school.
5. The Student must be picked up within 60 minutes of the notification.
6. 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.
7. 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.
8. 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.
9. 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 (P4, MS, HS and DP) to check the education process and the conduct of the Student
 - c. regularly check the Agenda (PYP K1-K2, P0)
 - 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, P0 - 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 PARENT TEACHER CONFERENCES

1. The School specifies the dates of the Class Meetings for Parents as well as the Parent Teacher Conferences 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. Parent Teacher Conferences - 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 Parents are obliged to provide the School with documents confirming 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
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 7.20 to 8.05 am and from 2.35 - 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 in Building X.
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.
3. The School Regulations document becomes valid once approved by the Teachers' Council.
4. In the event of an emergency or special situation of a general nature (e.g., a state of epidemic emergency), the Principal may establish Special School Regulations, which, for the duration of such state or situation, shall replace or amend, to the extent specified therein, these regulations. The Principal shall announce the time of commencement and termination of the Special School Regulations and whether such regulations replace or amend (to what extent) these regulations.

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Revisions

Uniform and General Appearance

Policy E/PS.HS/appr. TC.15.01.2024

Electronic Devices Policy

E/PS.HS/appr. TC.15.01.2024

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