



STAFF HANDBOOK (2011 – 2012)

INTERNATIONAL SCHOOL OF ESTONIA



This handbook outlines most of the major responsibilities placed on the staff at the International School of Estonia. In addition to this handbook, staff must also be familiar with the complete Student/Parent Handbook, the Assessment Guidelines and the Emergency Procedures Manual. Although these documents are intended to be thorough, they cannot cover every eventuality. In all situations, staff members are required to use their best judgment in making decisions. When in doubt, staff should consult with the Director or the Principal before proceeding.

ISE'S MISSION

The International School of Estonia...

- provides a high quality, internationally recognized education
- develops inquirers, communicators and risk-takers in a caring environment
 - fosters compassion and reflection
- encourages students to effect positive change in the face of 21st century challenges

THE MISSION STATEMENT OF THE INTERNATIONAL BACCALAUREATE ORGANIZATION

Through comprehensive and balanced curricula coupled with challenging assessments, the International Baccalaureate Organization aims to assist schools in their endeavours to develop the individual talents of young people and teach them to relate the experience of the classroom to the realities of the world outside. Beyond intellectual rigour and high academic standards, strong emphasis is placed on the ideals of international understanding and responsible citizenship, to the end that IB students may become critical and compassionate thinkers, lifelong learners and informed participants in local and world

affairs, conscious of the shared humanity that binds all people together while respecting the variety of cultures and attitudes that makes for the richness of life.

GENERAL

NO SURPRISES

ISE operates on a rule of “no surprises.” All staff are expected to inform colleagues and parents of any information, situations or actions that might lead to others being caught off guard or unawares. When in doubt, point it out.

HUMAN RIGHTS

The International School of Estonia fully supports the Universal Declaration of Human Rights, which can be found in the Appendices.

ISE LEADERSHIP TEAM

The Director has overall responsibility for the leadership of the school. The Upper School Principal has primary responsibility for decisions regarding grades 6-12. The PYP coordinator has the primary responsibility for decisions regarding the implementation of the PYP at ISE. The Director serves as lower school principal. The Student Support Services Coordinator has primary responsibility for managing the student support services offered at ISE. Together these four people make up the ISE Leadership Team.

CURRICULUM

ACADEMIC FREEDOM

The International School of Estonia intends to protect you from any censorship or restraint that interferes with your obligation to pursue truth in fulfillment of your classroom duties. ISE expects that controversial issues will be presented in a fair and unbiased manner and that the maturity and intellectual grasp of students will be taken into account. In keeping with a “no surprises rule,” the Director/Principal should be forewarned if any sensitive topics are to be covered, and parents should be contacted in advance.

UNIT AND LESSON PLANNING

Delivery of units and lessons will provide meaningful instruction for students when you have planned well. Unit and lesson plans are to be done sufficiently in advance. Units are to be documented on Atlas and must include, at a minimum –

- the Central/Big Idea
- Standards/Benchmarks addressed in the unit
- Major assessments
- Major unit activities
- Major unit resources

These may be input into the designated Atlas boxes or attached as a Word or PDF document. The Director or his/her designee may ask to see your unit or lesson plans at any time.

HOMEWORK

Homework should be a natural extension of classroom work. It should be meaningful, help develop good study habits, provide for individual differences and abilities and encourage self-initiative on the part of the students. You should be very clear when giving homework assignments, ensuring that all learners receive the information. All homework assignments must be announced in class and placed on Estoodle the same day they are assigned.

You should work with other teachers to avoid assigning excessive homework. As a general rule, students may be expected to complete up to the following amount of daily homework (total of all subjects):

- Grades R-3 ½ hour
- Grades 4-5 1 hour
- Grades 6-9 2 hours
- Grades 10-12 3 hours

FIELD TRIPS

ISE encourages field trips. At the start of the year, all parents will be asked to sign a general permission form, allowing students to participate in day trips in and around the city. For trips requiring greater distances or an overnight stay, parents need to be informed at least one week in advance, and asked to sign a specific permission form for each trip. You are expected to keep track of all permission slips for your respective students.

Field trips must be well planned in advance using the Field Trip Planning Form. (See [Appendix](#).) A budget for day trips is built into the school budget. Major field trip costs are generally not budgeted for and will need to be paid by the participants. When planning field trips faculty need to include a complete budget, to be approved by the Director in advance.

Students are required to attend all relevant field trips unless they provide the organizing teacher with a letter, signed by a parent. Generally, students not participating in a field trip must remain at school, and the organizing teacher is required to make complete provisions for the supervision of any such student.

As a general rule, field trips should be supervised as noted below (except with permission from the Director). Overnight trips for all ages must include both male and female chaperone if students of both sexes are attending.

- Grades R-3 1 chaperone per 4 students
- Grades 4-6 1 chaperone per 6 students
- Grades 7-12 1 chaperone per 10 students

Prior to leaving on a field trip, students are to be reminded of the general and specific expectations for behavior during the trip and of the resulting consequences for failing to comply. During a field trip any student violating those expectations shall be given one warning. If a second offense occurs the student will be immediately sent back to school (accompanied by a chaperone). The student's parents shall pay any cost for such return to school. The field trip organizer, at the first opportunity shall notify, by phone or in person, the students' parents and the Director of the offense and resulting actions taken.

LEARNING RESOURCES

ISE is fortunate to have a Learning Resource Coordinator to support students with mild to moderate learning disabilities and with gifted/talented abilities. If you suspect a student has special learning needs it is important that a referral be made. Referrals should be made as soon as you suspect that there may be a need. Referral forms are available on [StaffNet](#).

GRADING AND ASSESSMENT

Grading and assessment shall follow the ISE Assessment Guidelines. You are required to read these Guidelines and to seek clarification from your Department Head.

PROMOTION AND RETENTION

Students should be kept with their grade level if at all reasonable. Conversations about promotion/retention concerns should begin in early January. If there is any question that a student in grades 6-12 might fail a course, initial communication with the parents must take place with the parents no later than October for the first semester or March for the second semester. All such communication should be documented in writing and copied to the Director and Principal. Final decisions regarding promotion/retention rest with the Director after consultation with all stakeholders.

PROFESSIONAL EXPECTATIONS

PROFESSIONAL STAFF ORIENTATION AND CLOSURE SESSIONS

Various staff activities take place before the start and at the end of each school year. You are required to attend all these sessions, unless specifically stated by the Director.

STAFF RESPONSIBILITIES AND RIGHTS

This Staff Handbook, plus the Student/Parent Handbook, the ISE Assessment Guidelines, the Moving In Guide for recruit Hires, ISE Job Descriptions and the Emergency Procedures Manual are considered as addenda to the professional contract of employment. You have the right to the redress of grievances academic and professional freedom

SALARY PAYMENTS, ADVANCES AND LOANS

Salaries/wages will be paid out before the 25th of each month. If this payment date is on a weekend or during a school holiday salaries will be paid out on the last working day before that. Salaries/wages are paid by means of bank transfer. ISE reserves the right to make payments in advance, as long as such payments do not increase the tax liability of either party. Currency rates established by the school's primary bank will be used in calculating currency exchanges. Summer salaries will be paid out at least one day before the last working day before the vacation starts. Payment of summer salaries will be dependent upon the fulfillment of the individual's year-end responsibilities.

NEGOTIATIONS

The ISE Board does not bargain collectively with personnel. The Board does however, recognize and support the principal of fairness in all matters of employment and strives to provide the best possible working conditions and salary schedules for employees.

PROFESSIONAL DEVELOPMENT

ISE believes in and supports professional development. All staff undergo regular professional review and evaluation. The professional development process will be explained prior to the start of the school year. All staff may apply for professional development funds. The application procedures can be found in [StaffDocs](#).

BOARD RELATIONS

Individual or group concerns should be addressed to the Director first. Concerns should be taken to the Board only after all other forms of mediation have been exhausted. Concerns addressed to the Board must be put in writing and given to the Staff Representative to the Board at least 10 days prior to the next regularly scheduled meeting of the Board.

PERSONNEL RECORDS

Personnel records shall be available for official use by the Director and his/her designees. The employee shall have full access to his/her records. These records will not be sent to other schools without the express permission of the employee.

HEALTH AND SAFETY

You are required to meet all health and safety requirements (e.g. chest x-ray, physical exams) dictated by Estonian law. The school will pay the costs of meeting such requirements. In addition, you may be required (at the your expense) to provide verification from a medical professional stating you are fit for work.

SCHOOL RELATED TRAVEL

In the event you are required to travel on school related business -

- ISE shall provide the least expensive round trip fare, with routing, departure and arrival times to be approved by the Director.
- ISE shall provide basic accommodation.
- ISE shall provide per diem (½ day for travel days), depending on location and what meals are provided by the activity.
- You shall return to ISE receipts for air tickets, hotel accommodations and other major expenses.

TUTORING FOR PAY

Teachers are expected to be available during the school day for conferences and to provide extra help outside of the regular class periods for subjects they teach. You may not accept reimbursement for tutoring students enrolled in your classes.

BREAK/LUNCH SUPERVISION

Teachers of grades preschool-5 are expected to eat lunch with their homeroom students and to supervise in the cafeteria during that time. Teachers of grades 6-12 may be assigned to lunchroom supervision during the upper school lunch. The nurse will oversee the supervision of the playground or gym (in the event of indoor break) during morning and lunch breaks. You will be required to assist in playground supervision, and the Nurse will prepare the morning break and upper school lunch supervision schedules. The supervision schedules will be sent to all relevant staff and will also be posted on [StaffNet](#). Staff members who are assigned to supervise are to be at their assigned posts as quickly as possible after the bell rings at the start of the break period. If you are unable to supervise for any reason, let the Nurse know before at least two hours in advance. If you are absent on a day when you have supervisory responsibilities, inform the Director so a replacement can be found.

AFTER SCHOOL ACTIVITIES

The school offers after-school activities, and the Activity Coordinator manages these activities. In accordance with the terms of their contracts, all recruit-hired teachers are expected to offer one semester-long after-school activity per year. Other teachers are also encouraged to offer an activity for additional pay, according to the local pay scale, and with approval of the Director.

SUMMER LEAVING CHECKLIST

One month before the end of school the Director shall provide you with a summer leaving checklist. This list spells out all the requirements that must be completed before you leave for the summer or at the end of your contract. Please allow at least two days for a supervisor to review the status of any item on the checklist.

CONFIDENTIALITY

All student and staff records are to be treated as confidential. Records should not be taken from the building, and should be discussed only as needed. It is also very important to remember not to discuss children when other students or parents may overhear.

TOBACCO AND DRUGS

ISE is a tobacco/drug-free environment. The use of tobacco in any form and the non-prescriptive use of drugs are prohibited on school campus or at school sponsored activities.

ALCOHOL

Alcohol is only permitted on the ISE campus for adult sponsored events and only with the permission of the Director.

STAFF DRESS CODE

You are to dress befitting the status of a professional educator. Clothes should be appropriate and comfortable for teaching responsibilities, and yet professional in appearance. An overly casual appearance must be avoided. Revealing apparel should be avoided.

FOOD AND BEVERAGES

Lower school students may only have food in the cafeteria or in classrooms with teacher permission. Upper school students are allowed to bring food upstairs; however, you may restrict the consumption of food and/or beverages during your classes. Students are expected to keep the school free of food litter and all dishes must be returned to the cafeteria immediately. The Principal or Director may suspend the terms of this rule at any time for cause.

MOBILE PHONES

Barring emergency situations, mobile phones may not be used during classroom instruction time. Only in emergencies should you take or make phone calls during lessons. Even if you are working one-on-one with a student, your primary focus should be the instruction of the students.

SOLICITATION

Soliciting in any manner on school campus may be done only with permission of the Director.

ATTENDANCE

HOURS

School is in session for approximately 178 days. You are required to be in the building from 08:15 to 15:45 (except Tuesdays and Thursdays until 16:00) every full work day, unless otherwise agreed upon by the Director. You may leave school only if the Director or Principal has approved your absence in advance.

There will be occasions, beyond the normal ISE work day, when you will be needed for various activities such in-service, community projects, extra-curricular activities, school trips, etc. You are required to attend the following activities – Open House, Winter Holiday Party, End-of-Year Party. For other events such as the AGM/PTA Social and the Talent Show, you are encouraged to attend, but you are not required to attend.

STAFF ABSENCES

Education at ISE will be most effective when you are in your classroom. You should aim to be at school if at all reasonable. If you are contagious or running a fever please stay home. You may be asked to cover classes for other teachers now and then.

In the event you are unable to be at school, the following conditions apply -

- You are encouraged to take care of personal business (e.g. dentist, doctors and other appointments such as notary, car problems) before or after school hours. In the event this cannot be done you are asked to arrange a time for such business that does not require coverage of your classes. The latter must be cleared by the Director or the Principal.
- If you know of your absence in advance, if at all possible, you must submit a completed Absence Form (See appendix.) at least one week prior to the absence. Your absence will be considered approved once the Director has signed the form and returned a copy to you.
- If you must be absent due to a sudden illness or emergency, call (not email or text message) the Director as soon as possible and no later than 07:00 on the day of the absence. The Director can be reached at 526-3418 or 64-11-597 or 666-4381. Absences are considered to be on a

day-by-day basis, and it will be assumed that you will be returning to work the next day, unless you inform the Director to the contrary.

- The Director will determine whether your absence can be covered internally or if an external substitute will be required. The Director may request that you arrange for your own substitute.
- Upon return from an absence, you are responsible for checking all bulletins and checking with your Team leader(s) for information and duties missed during your absence.

You may be gone for up to 3 periods in a day without using personal leave or sick leave if -

- this has been cleared by the Director in advance
- you are not gone during any regularly scheduled classes
- no coverage by a substitute or colleague is required
- no classes must be rescheduled

If any of the above conditions are not met, then the time away will be counted as personal/sick leave. If you are gone for 4-5 periods, regardless of the above conditions, this will count as a 1/2 day of personal/sick leave. If you are gone for 6 periods or more, this will count as a full day of personal/sick leave. If the school is officially open and you choose to be absent due to personal concerns about health and/or safety, such absence will be considered as personal leave.

SUBSTITUTE LESSON PLANS

For any period you are absent, you are expected to prepare a sufficient number and type of lessons detailed enough for a substitute teacher to use. Planning for substitutes should include detailed notes, to allow someone who is perhaps not a trained teacher to cover any missed classes.

You are required to prepare a 3-day set of emergency lesson plans for every class you teach, to be used in case you are suddenly unavailable to teach and you have no opportunity to prepare other lesson plans. These emergency lesson plans are to be of a type that could be used by a substitute teacher regardless of what unit is currently being taught and regardless of the substitute's training. These emergency lesson plans must be posted to Atlas as attached lesson plans in an "Emergency Lesson Unit" in each class no later than 15 September.

SICK AND PERSONAL LEAVE

You are allowed seven days of paid sick leave per year, plus those required by Estonian law. For details on the Estonian law requirements, please talk with the Personnel Director.

Full-time staff may take up to two personal paid-leave days during the year, which may be used for any reasonable reason. Part-time staff members are not granted personal leave days. Two weeks prior to when you want to use one of your personal leave days, you must complete an Absence Form and give it to the Director for approval. Personal leave after the 1st of May or the day before or following any major holiday break, will be granted only on occasions that involve extenuating circumstances.

The Office Manager will keep a record of the sick and personal leave days you have taken.

STUDENT ATTENDANCE AND EARLY DISMISSAL

Students are to be in their homerooms by 08:40. A student shall be deemed tardy if he/she arrives at school after the bell marking the start of homeroom. A student shall be deemed absent if he/she misses more than half of the school day. Students arriving after attendance has been taken are to report to their homeroom teacher (grades 6-12 report to the Principal), before going to any other class.

Grades pre-5 - Homeroom teachers will check attendance daily and will maintain the official attendance records for their class. By 09:00, homeroom teachers will notify all specialist teachers and support staff of students who are absent. By 09:00 homeroom teachers will notify the school secretary of any students who are absent for unknown reasons, and she will call the parents.

Grades 6-12 – The Principal will check daily attendance and maintain the official attendance record for grades 6-12. By 09:00 the Principal will notify the school secretary of any students who are absent for unknown reasons, and she will call the parents.

All teachers are expected to check attendance at the start of each class. (Teachers in grades 6-12 are required to keep a record of this data.) Any questionable student absences must be reported to the Director or Principal before the beginning of the next period.

ILLNESS AND ACCIDENTS

If a student becomes ill, he/she must first be sent to see the nurse. Any staff member who sends a student to see the nurse must check with the nurse at the earliest possible moment to verify that the student did in fact report. The nurse, not the classroom teacher, will make all decisions of whether or not a student should leave school.

If the nurse decides that a student is to leave school, the nurse must first speak directly with the student's parent or guardian. No student, under the age of 18, may leave school without speaking to the parent first and obtaining parental permission. If a student is given permission to leave school due to illness, the person giving that permission must notify the student's homeroom teacher as soon as possible and no later than the end of the day. Students over the age of 18 may leave without parental permission, but must notify the Principal, Director of school secretary prior to leaving.

If an accident occurs, and there is any question about the seriousness of an injury, the nurse must be contacted. Staff members are to diagnose and/or treat injuries only if the nurse is not available. For everyone's protection, if there is an accident, an Incident Report form (See [StaffNet](#).) must be completed, preferably by the nurse, and placed in the student's file no later than the next day.

COMMUNICABLE HEALTH RISKS

Immediately advise the Director and or the nurse if you suspect head lice or any communicable disease (other than the common cold) in your classroom. Students suspected of having a fever should be sent to the nurse. Students should be fever free for 24 hours before returning to school.

MISSED STUDENT SCHOOL WORK

The following information should be conveyed to students and/or parents during the first week of school and should be included in the first handout that is given to students and parents -

For grades preschool–5, if a student misses more than 30 days of school (for any reason) the Director and staff will review the student's suitability for advancement to the next grade. For grades 6–12, a student who misses more than 10 class periods, in one semester, in any course (for any reason) may be denied credit for that course.

In grades 6-12, students who miss school, for any reason, are expected to make up all missed work and tests upon their return. Any work that is not made up will result in a mark of zero. The teacher will determine if any additional time shall be allowed for making up missed work or tests, and the following conditions will apply:

- The student will be required to complete any work or tests no later than 2 weeks from the date of the student's return to ISE.
- If future tests or assignments are planned, which will require the student to know information/skills taught during his/her absence, the student will be responsible to "catch up" on that information/skills on his/her own time. The teacher will provide the student with any necessary resource materials needed to complete his/her self-study.
- Certain activities and experiences happen in class, which cannot be duplicated for students who are absent. Therefore, in some cases, it may not be possible for a student, who is absent for an extended period, to achieve maximum marks.

If a student is absent during the final exam week, he/she will not be permitted to take the exams early. The teacher will then assign an exam grade based upon previous exam results and recent achievement. Emergency situations will be reviewed by the school Leadership Team, which will determine if any exceptions will be allowed.

STUDENTS LEAVING SCHOOL GROUNDS

No student may leave the school without the authorization of the Director, Principal or school secretary. Students under the age of 18 may not leave the school without presenting written or verbal authorization from a parent. Students who are 18 or older may leave campus after notifying the Principal. Parents who wish to take students out of school during school hours may only do so if the class teacher or the Principal is informed, in advance and preferably in writing.

FACILITIES AND EQUIPMENT

BUILDING HOURS AND KEYS

Normal building hours are 07:30 to 18:00, Monday to Friday. You will be issued a key card to the main perimeter fence gate. Building keys and alarm security codes will be issued to you upon request and

approval of the Director. Keys and codes may not be transferred between employees, and duplication of any ISE keys is prohibited.

WINDOWS AND DOORS

All staff members are responsible for the security of their rooms. Classrooms may be locked at your discretion. The last staff member using a room is responsible for closing it up properly. Classroom windows should be closed and latched every evening.

BUILDING MAINTENANCE

Requests for minor repair/maintenance work should be sent to the school secretary at (office@ise.edu.ee). The school secretary will relay all messages to the maintenance staff the next day. He will contact the sender for details. The Director must approve work requiring considerable expense.

LOCKERS

Staff members may be assigned to a locker for the purposes of securing personal items. Personal items brought to school are not covered under the school's insurance policy, and ISE assumes no responsibility for the loss or damage caused to the staff member's personal affects.

LIBRARY BOOKS AND MATERIALS

Faculty members are responsible for any books and materials checked out in their name, including replacing or paying for lost books. Please speak to the librarian if you have any questions about the lost book policy. If you allow students to check books out in your name then you are responsible for those books. All library books and materials must be returned as a part of the year-end leaving process.

COMPUTER/INTERNET USAGE

You will be provided with a classroom computer if you need one. You need to be familiar with and abide by the ISE IT Resources Acceptable Use Policy (See Appendix.), and you need to monitor the computer usage of students in your care. Any violations of the Acceptable Use Policy need to be reported to the Director or Principal. The first priority for the use of school computers is for school related business. Personal use (e.g. email, computer games, chatting) must always make way for school related business.

In accordance with the regulations regarding computer work in Estonia, staff is reminded to take breaks at regular intervals when working on the computer.

CAMERA/PROJECTOR/LAPTOP USAGE

ISE owns a limited number of cameras, video and still, LCD Projectors and a laptop computer. This equipment is used frequently to support school projects. In order to ensure availability, proper care, and responsible use of school cameras, teachers may check them out from the IT room or the library annex. The teacher checking out the equipment accepts responsibility for proper care and custody of the equipment. Any replacement/repair costs incurred from the loss or damage of equipment due to teacher negligence will be the responsibility of the teacher.

All images on any camera should be removed from the camera prior to its return. The next user may erase images found on a camera. A laptop computer is available for checkout by teachers attending professional development activities or accreditation visits or for in-school presentations. Students may only use a school laptop while under direct supervision by a teacher. Teachers should not save any work on the school laptops.

PHOTOCOPYING AND PRINTING

You are asked to minimize your use and students' use of the school copiers and printers without sacrificing the quality of teaching and learning. Teachers are responsible for making their own copies. Large copying jobs can be given to the school secretary, with sufficient (2-3 days) advance notice. You may make copies of personal items, limited to a few copies per month. Please monitor and limit the number of copies that students are allowed to print to a reasonable number. Please remind students to use recycled paper for drafts.

Please keep in mind that international copyright laws allow that only a limited numbers of copies be made for each class.

INTERNATIONAL PHONE/FAX

Office phones are primarily for ISE business. However, it is recognized that there is an occasional need for staff to use the office phones. Personal calls should be kept to a minimum, and you are asked to log any international calls on the forms provided by the office. The cost of these calls will be deducted from your next salary payment.

RECYCLING

The School is committed to promoting responsible recycling efforts whenever possible. Paper recycling containers are to be positioned in every classroom and collected on a regular schedule. In addition, hallways are equipped with collection centers for plastic, paper, glass and batteries. We encourage you to set the example for your students and to take a leading role in all of our recycling efforts.

STATIONARY SUPPLIES

All school supplies are provided for students between preschool and grade 5. Students in grades 6-12 are expected to supply their own pencils, pens, paper and notebooks. The school will provide all other basic materials. Textbooks furnished by the school will be checked out to the students, and must be returned at the end of the year.

General stationary supplies are stored on the shelves in the staff workroom and office areas. These supplies can be used without asking for permission. If you notice an item is running low please let the school secretary know. You are asked to be considerate of others and generally conservative in your use of school supplies. Once or twice a year, additional supplies will be ordered. You can check with the office staff to determine the date of the next order and the ordering procedures. Please check the general stationary supplies before ordering individual supplies.

STAFF ROOMS

Students should not be sent to the staff room for items or to do their own photocopying or other work. Please clean up after yourself when leaving the staff room. This includes your dishes; please do not leave them in the drainer for someone else to put away.

FINANCES

DEPARTMENTAL AND OTHER SPECIAL BUDGETS

Each department has been given a budget for the school year. Certain other specialized budgets also exist. These will be identified at the start of school. The use of these funds must be approved by the person responsible for that budget.

SUPPLEMENTAL PURCHASES

The Director must approve purchases of items outside the books and materials budget, the classroom budget and/or the normal stationary supplies. All purchases must then be coordinated with the Purchasing Coordinator.

CLASSROOM BUDGET

In addition to the allocations for books and materials, each full-time teacher is allocated a budget of €50 for the school year. These funds are not to be used for consumable items, and are to be used for purchasing items that will remain at the school. These funds must be spent by the first of April.

RECEIPTS

Receipts are needed for any school-related purchases. To qualify for reimbursement, a receipt must show the name of the school - "ITS OÜ". No personal items may be commingled on the receipt. The purchase of any food must be approved by the Director in order to be reimbursed, due to the high taxes levied on such purchases.

THE PURCHASING OF BOOKS AND MATERIALS

The purchasing process is organized by the Purchasing Coordinator, and begins in November. You will be asked to contribute to the development of our annual school budget to ensure that we choose the right resources based on sound instructional objectives.

LOCK BOX

Staff members and students are discouraged from keeping large amounts of cash at school. If this is necessary, such funds should be placed in a sealed envelope and given to the Finance Officer for locked safekeeping. ISE assumes no responsibility for the loss of funds not given to the office for safekeeping.

SCHEDULES

SCHOOL CALENDAR

For the official school calendar posted on [StaffDocs](#) and the [ISE Internal calendar](#) and on [StaffNet](#).

DAILY SCHEDULE

The clock in office and the bell system are the official time of the school.

Teachers report to school	08:15
Teachers are to be in classrooms	08:30
Classes begin – all days	08:40

Student dismissal – Monday, Tuesday, Wednesday and Friday

Regular classes (all students)	15:30
After school activities (optional)	15:30-16:15

Student dismissal – Thursday

Regular classes (all students)	14:45
After school activities (optional)	14:45-15:30

Dismissal on half days (all students) 12:00 (no lunches)

Faculty and staff departure

Full days	15:45 (16:00 Tuesdays/Thursdays)
Half days	12:30

Official school closures 16:30

BELL SCHEDULE

ISE uses a two-bell system. Three minutes after the bell to end a class a second bell will ring, signifying that students are to be in their next classroom, in their seats with all the necessary books and materials for that class. You are encouraged to ensure that students are not dismissed late from your classes.

Homeroom	08:40 to 08:45	Period 6	12:40 to 13:20
Period 1	08:48 to 09:28	(Lower School lunch)	
Period 2	09:31 to 10:11	Period 7	13:23 to 14:03
Period 3	10:14 to 10:54	(Upper School lunch)	
Break	10:54 to 11:14	Period 8	14:06 to 14:46
Period 4	11:14 to 11:54	Period 9	14:49 to 15:30
Period 5	11:57 to 12:37	Activities	15:30 to 16:15

PHONE TREE

The Office Manager will prepare the Staff Emergency Phone Tree to be used in emergencies, and will inform you of your calling responsibilities. In the event there is a change in the regular schedule, the Director will activate the phone tree. You are required to familiarize yourself with the phone tree and to be ready to use the phone tree to call your designated contacts.

EVACUATION/EMERGENCY CLOSURE

Threats to the school may require evacuation of the building. Evacuation procedures are spelled out, in detail, in the Emergency Procedures Manual. You are responsible for reading the Emergency Procedures Manual and the map of the evacuation route posted in your classrooms. The school will carry out several emergency drills each year. In addition to these drills, PYP teachers should practice evacuation procedures with their students a few times at the beginning of the year.

INTERNAL COMMUNICATIONS

STAFFNET

ISE uses [StaffNet](#) in an effort to centralize staff communications. A link to [StaffNet](#) can be found on the ISE Website. On [StaffNet](#) you will find the following items that must be checked everyday at least by 08:30 and again by 15:45 –

- the Daily Bulletin
- your ISE email
- the [ISE Internal Calendar](#)

In addition, you will find links to the most commonly used ISE documents and links.

OTHER METHODS OF COMMUNICATION

- Minutes of each staff meeting are taken and are posted on [StaffNet](#).
- Individual pigeonhole mailboxes are maintained in the staff workroom. You are required to check your mailboxes at least once a day.
- Announcements concerning school activities, news, etc. may be disseminated via any or all of the following: staff meetings, Team meetings, the daily bulletin, emails to your ISE email address and staff workroom mailboxes. You are required to check all of the above when returning from an absence.

EMAIL

You have been assigned a school email address ("yourname@ise.edu.ee") for internal communication and communication with parents. You may also use this account for personal mail, but the main purpose of the account is for school business. As such, your email addresses will be published within the school and the school community in order to enhance communication with all groups.

Email should be used very carefully when dealing with sensitive and/or volatile issues. It is very easy for people to misinterpret email messages, and there is limited ability to clarify statements. Therefore, as a rule, if a message is expected to elicit a hostile or emotional response, the communication should be conducted by phone, or in person, and not by email. Ongoing email arguments are to be avoided.

ESTOODLE

[Estoodle](#) is an important communication link for the ISE community. It is intended to be the primary link between teachers and parents. Teachers in all grades are required to use [Estoodle](#). As a minimum, [Estoodle](#) must include the following:

- PYP – current UOI, class announcements, homework (as relevant), calendar postings
- MSP/DP – class syllabus, grading criteria, class announcements, all homework (posted the same day), calendar postings

If you post the above information to a different location such as a blog, [Estoodle](#) must include a link to that location.

ISE INTERNAL CALENDAR

All events that might affect others or that might be of interest to others on staff must be posted to the [ISE Internal Calendar](#) well in advance. This does not include student assignments or events of interest only to students in a single course.

NOTIFICATION OF SPECIAL EVENTS

Any event (e.g. field trip, guest speaker/performance) that requires a variation in the normal class schedule must be submitted to the Director or the Principal, three weeks in advance, for approval. The Director must be notified of who will be involved and where, plus a budget showing all costs and all sources of revenue. Once approved, all such special events must be posted on the [ISE Internal Calendar](#) and the details emailed to all affected staff as early as possible, but at least two weeks in advance, to allow them to modify their plans.

OPEN COMMUNICATION WITH THE LEADERSHIP TEAM

Frequent and open communication with members of the Leadership Team is encouraged. Whether you use email, notes, drop-in visits, or scheduled appointments there are plenty of opportunities to communicate. Leadership Team members maintain an "Open Door" policy, which means if the door is open (and no one else is with them) they are available and you may come right in. If the door is closed, or if they are teaching a class, please come back later and/or make an appointment.

The Director and Principal (for grades 6-12) ask that you send them copies of notes home, field trip announcements, special events notifications, etc. This includes any communiqué that goes to only one or two children/parents. The reason is simply to help them be aware of what is happening in and around school.

DEPARTMENT, GRADE LEVEL GROUP (PYP/MSP/DP), TEAM AND STAFF

MEETINGS

A schedule of department, grade level group, Team and Staff meetings is posted to the [ISE Internal Calendar](#). You are required to attend all staff meetings and all meetings of departments, grade level groups and Teams you are a part of. Meetings are scheduled for Tuesdays and Thursdays. Do not schedule other meetings for these days without checking the [Internal Calendar](#). Meetings generally last

until 16:00. Please do not ask to be excused from these meetings. The respective leaders will organize meeting agendas and additions to the agenda must be approved by them.

STUDENTS OF CONCERN

If you have a concern about a particular student first bring the matter to the attention of the student's homeroom teacher or Pastoral Advocate (MSP/DP). Together you can determine how to best proceed, including whether or not to notify the Student Support Services Team. If additional staff members need to be informed or consulted in the matter, this should be brought up during Team or Class Group meetings.

EXTERNAL COMMUNICATIONS

GENERAL PARENT COMMUNICATIONS

Every effort should be made by you to maintain regular and open communications with parents. In addition to the established communications noted below, you are expected to keep parents informed of class activities. You are strongly encouraged to share positive news as well as concerns. If contact of a serious nature is done by phone it should be documented. In the case of repeated student problems or missed work, you should plan with the student's homeroom teacher to inform parents of those problems, as soon as possible, in adherence with the "no surprises" rule.

When sending correspondence home, follow these guidelines –

- A native speaker should proofread correspondence going to multiple recipients.
- A member of the Leadership Team must review correspondence of a sensitive or potentially volatile nature or if it is being sent to a member of the media. Remember the "no surprises rule."
- When in doubt, have someone else review your correspondence.

NEWSLETTERS

The ISE Insider - This weekly newsletter is sent to parents every Friday by email and is posted to Estoodle. Copies are sent to all staff. You are expected to read this newsletter, to stay abreast of school-wide events and practices. You are encouraged to submit items for the *Insider* to the Director no later than Thursday.

Grade level newsletters are encouraged, as parents find this to be the most relevant form of news about classroom happenings.

OPEN HOUSE

In the fall, an Open House(s) will be held. (See the [Internal Calendar](#).) The Leadership Team will prepare the agenda for the Open House(s), in consultation with the staff. You will then be informed of your respective responsibilities. You are expected to prepare for and attend the Open House for each subject you teach.

PARENT CONFERENCES

Planned conferences with parents are held during the second and fourth semesters. (See the [Internal Calendar](#).) You are required to be available during the parent conferences period. In the event that parents desire a conference outside of the planned conference week, you are expected to make every effort to accommodate the request of the parents.

ASSESSMENT

You are required to read and follow the ISE Assessment Guidelines, which can be found on [StaffNet](#). This is an essential ISE document and should be carefully reviewed prior to the start of each year. Questions about the Assessment Guidelines should be addressed to your Department Head or your Team leader.

WARNING LETTERS

As soon as you become aware that a student is likely to receive serious negative grades or comments in his/her next progress report/report card, you must notify the parents of this possibility, and no later than four weeks in advance of the next progress report being issued. A copy of such a letter must be sent to the Director, Team Leader and Student Support Services Coordinator and to the student's homeroom teacher and Pastoral Advocate. Remember the "no surprises rule."

STUDENT RELATIONS

PASTORAL ADVOCATES

As part of the Student Support Services at ISE a system of Pastoral Advocates for grades 6-12 has been established. The purpose of the Pastoral Advocate program is to ensure that each student has at least one adult looking out for his/her best interests. Each student is matched with a staff member based upon a mutual sense of connection. If you are identified as a Pastoral Advocate, your role is to –

- show a special interest in and concern for the student
- act as a conduit of information about the student between staff members, in cooperation with the homeroom teacher
- identify issues that may be affecting the student's ability to learn
- work with others to overcome those issues

STUDENTS' RIGHTS AND RESPONSIBILITIES

The atmosphere of the school shall recognize the rights of individuals and promote self-expression and freedom of thought and will. School rules should be established when necessary to protect the rights of others and to promote an atmosphere of learning and should not merely be restrictive. In this vein -

Each student at ISE has the right to -

- be included, regardless of his/her color, race, religion or sexual orientation
- be secure and safe
- be treated with respect, courtesy and consideration by everyone in the school
- know what the rules of student behavior are
- benefit from and be recognized for his/her efforts
- access to a fair appeal process
- undertake and participate in classes, programs, and activities which allow him/her to reach the highest potential
- have the space, materials and equipment needed for his/her work.
- participate in developing and improving the rules and standards of student behavior at ISE

STUDENT DISCIPLINE

The discipline policy at ISE is based on the concept of least intervention. That is, the least form of sanction is used when first approaching a discipline problem. You are expected to be fair, objective, consistent and mature in dealing with discipline issues. Abusive or demeaning, or sarcastic language in disciplining a student is unacceptable and corporal punishment is expressly prohibited. The disciplinary process shall ensure that all students are -

- informed of what conduct is appropriate and what is not
- clearly and specifically advised of any misconduct and the basis for any accusation
- given a fair opportunity to explain their version of a situation

You should review the Student Conduct and Discipline section of the Student/Parent Handbook. You are expected to handle all discipline cases in your own classrooms. If you witness problems in general areas of the school (e.g. the halls, the playground) you are expected to take appropriate action. In cases meriting intervention by a higher authority, PYP students should be referred to the Dean of Students and students from grades 6-12 to the Principal. An Incident Report (See [StaffNet](#).) should be completed and submitted to the Principal and Director.

STUDENT COMPLAINTS AND GRIEVANCES

If a student has a complaint about any aspect of the school its pupils or staff, the student must first register that complaint with the class or homeroom teacher on his/her Pastoral Advocate. If this is not reasonable, the complaint should be discussed with the Director or Principal. If the contacted teacher does not handle the matter within a reasonable period of time, or to the satisfaction of the complainant, the matter may be referred to the Director or Principal. If no redress is received within a reasonable period of time, the student may appeal to the Board in writing.

STUDENT COUNCIL

ISE maintains an upper school Student Council. Students elect members to the Council for the purpose of acting as the students' official voice in dealings with the school community and in particular with the Leadership Team, the PTA and the Board. The Council operates in accordance with the Constitution of the ISE Student Council. The Director will designate one or more members of the staff to act as advisor to the Council.

STUDENT ACTIVITY FUNDS

Fundraising by students for ISE activities shall be done only under the close supervision of a faculty advisor. Major fundraising efforts shall require prior approval of the Director. Funds raised by students shall be retained by a member of staff, and funds in excess of €50 shall be kept in the school safe or a school account.

STUDENT EVENTS

ISE recognizes that worthy and appropriate values accrue when students participate as representatives of the school in civic and community affairs. You are encouraged to provide opportunities for students to participate in public performances when such performances fit the aims of the school and the needs of the students. Such performances must be age appropriate. The school also encourages the student body to organize social and educational events at the school (e.g. dances, Spirit Week, service projects). Such events must be approved by the Director or the Principal, and must be planned in accordance with the Activity Planning Checklist and the Chaperone Guidelines. (See Appendix.)

STUDENT PUBLICATIONS

Student publications are an important element of the ISE instructional program and contribute to the accomplishments of the school goals. Publications assist in the -

- development of student responsibility in distinguishing between freedom and license
- development of written skills of written expression among students

The school supports the development of student, newspapers, yearbooks, and magazines. There should always be consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic taste. Final approval of any publication rests with the Director.

APPENDIX 1

UNIVERSAL DECLARATION OF HUMAN RIGHTS

Adopted and proclaimed by General Assembly resolution 217 A (III) of 10 December 1948

On December 10, 1948 the General Assembly of the United Nations adopted and proclaimed the Universal Declaration of Human Rights the full text of which appears in the following pages. Following this historic act the Assembly called upon all Member countries to publicize the text of the Declaration and "to cause it to be disseminated, displayed, read and expounded principally in schools and other educational institutions, without distinction based on the political status of countries or territories."

PREAMBLE

- Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world,
- Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people,
- Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law,
- Whereas it is essential to promote the development of friendly relations between nations,
- Whereas the peoples of the United Nations have in the Charter reaffirmed their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life in larger freedom,
- Whereas Member States have pledged themselves to achieve, in co-operation with the United Nations, the promotion of universal respect for and observance of human rights and fundamental freedoms,
- Whereas a common understanding of these rights and freedoms is of the greatest importance for the full realization of this pledge,

The full text of the Universal Declaration of Human Rights can be found [here](#).

APPENDIX 2

ISE School Year Calendar 2011-2012

August 8

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 21

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 16

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 21

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 12

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 17

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 17

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 19

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 15

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 21

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 6

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

X	New teachers arrive
X	First/Last Day of School
X	Faculty Inservice*
X	End of semester-1/2 day**
	Holiday

National Holidays:

February, 24

April, 6

May, 1

* No school for students, teachers report to school.

** Students dismissed at noon.

21 October - End of first quarter
16 December - End of second quarter
23 March - End of third quarter
8 June - End of fourth quarter

APPENDIX 3

ISE FIELD TRIP PLANNING FORM

Field trips at ISE require considerable planning ahead. To help with that planning, please submit this form to the Director, at least two weeks in advance.

Teacher's name _____

Field trip purpose _____

Field trip date(s) _____

Grade level groups or names of students participating _____

Is a permission form needed? ___No ___Yes Date sent out _____ Date due _____

Field trip budget (costs and sources of revenue, including fees to be paid by students)

_____ Proposed student fee _____

Means of transportation

Chaperones

Does the cafeteria need to be notified?

Do other teachers need to be notified?

Plans for students who will not attend _____

Teachers who need to be notified and date that notification will be done (including posting to Estoodle calendar)

_____ Dates of notice/posting _____

APPENDIX 4

SAMPLE FIELD TRIP PERMISSION FORM

Dear ISE Parents,

We are planning a field trip for students in grades 6-10. We will be going to visit the medieval castle at Rakvere. On our trip to Rakvere we will have a full tour of the castle and grounds. In addition, students will each have the opportunity to mint coins, make candles, try out their archery skills, do some writing with a quill and make marzipan. For more information check out - www.svm.ee/objektid.php?l=2&c=2.

Here are the trip details:

Date: 20 December

Leave ISE at 09:00

Return to ISE at 17:00 (approximate)

Cost: 100 eek per student (includes all the above activities)

We will travel to Rakvere by bus (approximately 1.5 hours each way). There is a dining area at the castle where students can enjoy both medieval and contemporary foods. Students need to bring money for lunch and for souvenirs.

In order for your son/daughter to participate in the trip, we need you to sign and return the permission/waiver form below. We must receive this by Wednesday 14 December, to make sure your son/daughter can go. Any students who do not participate in the Rakvere trip will be required to be at school on the 20th where they will be working on a written report about the history and castles of Estonia.

If you have any questions, please let me know.

Sincerely, Don Fitzmahan, Deputy Head

RAKVERE PERMISSION/WAIVER FORM

I give my permission for my son/daughter _____ (fill in names) to participate in the Rakvere field trip on 20 December. I understand that the activities, which will take place during the field trip, are not without risk.

I also understand that the ISE staff will be diligent in safeguarding the life and health of my child. Therefore, I hold harmless and indemnify ISE and its employees from any and all liability for any loss, damage, injury, expense or death resulting from my child's participation in the Rakvere field trip, so long as ISE and its employees have exercised reasonable caution and care in their supervision of my child. For the 20th of December 2005, should my child require medical attention as a result of accident or serious illness, I grant ISE and its employees permission to authorize any licensed medical practitioner to render medical aid and treatment to my child.

I understand that during this trip if my child violates ISE's standards for field trip behavior he/she shall be given one warning. If a second offense occurs he/she will be immediately sent back to school (accompanied by a chaperone) and I will reimburse the school for any cost for such return to school.

Signed _____ Date _____

Or, if you do not wish your child to go on the Rakvere trip -

I do not give my permission for my son/daughter _____ to participate in the Rakvere field trip on 20 December 2005. I understand that on 20 December my child is expected to be at school.

Signed _____ Date _____

APPENDIX 5

ABSENCE FORM

For any planned absence, please fill in the information below and print or send it to director@ise.edu.ee.

Name: _____

Date of absence: _____

Other than the classes shown on your schedule (as included in the official timetable), list any periods/events (e.g. playground duty, after-school activity) that will required coverage –

Other comments:

The Director will reply to you within three business days. NB! Do not consider this absence approved until you have heard back from the Director.

Approved _____

Substitute plan _____

APPENDIX 6

IT RESOURCES ACCEPTABLE USE AGREEMENT (A copy of this Agreement will be sent home for student/parent signature.)

This agreement applies to the variety of “public access” IT resources provided to ISE staff and students. Personal devices (e.g. laptops, mobile phones) used on the school premises are also subject to the terms of this Agreement.

It is a privilege, not a right, to have access to these resources, and by signing this Agreement you are binding yourself to comply with the following responsibilities:

- demonstrate network etiquette, by only logging in with your own personal username and password, and saving all work to your personal folder on the server or your personal storage device
- restrict your use of IT resources to school-related business as a first priority
- use common sense, proofreading and spell checking before printing, to keep printing to a minimum
- keep private your personal details (address, phone number, passwords, credit card number) and those of others
- download/copy all digital resources from the Internet or others in compliance with current copyright policies and the school’s policies concerning plagiarism

Students are not allowed to:

- view and/or distribute any form of material deemed as inappropriate
- use ISE IT resources to carry out malicious actions of any type, including hacking of any kind, vandalism or digital piracy
- download, install and/or upgrade any software/programs on school computers without the approval of an ISE IT specialist
- use the school computers for playing non-educational games or videos (except with teacher permission)

Failure to comply with the above actions may result in (at least) the following consequences:

- first offense: suspension of IT privileges for 1 week
- second offense: suspension of IT privileges for 1 month
- third offense: 3-day suspension from school, and suspension of computer privileges for the balance of the school year

APPENDIX 7

ISE ACTIVITY PLANNING CHECKLIST

Events at ISE require considerable planning ahead. To help with that planning, please use the following checklist whenever planning a school-sponsored event.

- At least three weeks in advance, present to the Director/Principal, a written notification of the planned date and a description of the event including the attendees, location, time, theme, planned activities and any special considerations.
- Set the age limit, date, time and price.

Determine who will be in charge of -

- | | |
|---|---|
| <input type="checkbox"/> setting up/decorating the rooms | <input type="checkbox"/> buying supplies |
| <input type="checkbox"/> setting up and taking down any equipment (e.g. speaker system, computer and projector) | <input type="checkbox"/> preparing publicity |
| <input type="checkbox"/> cleaning up after the event (including getting supplies and equipment) | <input type="checkbox"/> providing/selling food and drinks |
| <input type="checkbox"/> collect/organize all equipment and materials | <input type="checkbox"/> arranging with the administration for help with setting up/taking down |
| <input type="checkbox"/> creating/selling/collecting tickets | <input type="checkbox"/> opening and closing the school building and all rooms that are used |
| <input type="checkbox"/> collecting money | |

Arrange chaperones -

- at least one ISE teacher with chaperone experience and who will be responsible for unlocking/locking the building and opening the back gate
- at least two other adults such that at least one male and female chaperone are included

One week before the event, the organizers must meet with the Director/Principal to review this checklist. Failure to complete the above items may result in event cancellation.

ISE CHAPERONE GUIDELINES

1. Three chaperones need to be on duty at all times.
2. Chaperones should regularly check –
 - o the toilets
 - o the locker rooms in the gym (these must be blocked off at all times)
 - o the back parking lot
3. There must be one chaperone in the activity area at all times.
4. One chaperone must monitor the entrance at all times.
5. Students, other than the setup crew, are not allowed into the building until 15 minutes prior to the start of the event. If they are early, they will have to wait outside.
6. Only ISE students and guests are permitted to attend school events. An ISE student may bring one non-ISE student guest to a school event. The guest must be introduced to the chaperones when he/she arrives. Sponsoring ISE students are responsible for the conduct of his or her guests.
7. With the exception of ISE students and alumni, no one 19 years or over may be permitted to attend an ISE event, unless special permission has been granted.
8. No students may attend an ISE event after having consumed alcohol or other drugs.
9. Students are not allowed to bring or consume alcohol, tobacco or other drugs at any school function.
10. If possible only the back door to the school should be used. Upon arrival at the school, students/guest must go directly to the designated event area.
11. Students are not allowed in/out privileges. Once a person leaves, he/she may not come back in.
12. The door to any unused areas of the school must be closed off and/or locked.
13. Fifteen minutes prior to the end of the event notify the students.
14. When in doubt, make decisions based on the safety of our students and school property.